**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of consultancy services for supporting NAPA in development and implementation of up to 60 selected trainings (webinars) for LSG employees within** **Sectoral Continual Professional Development Programme (SCPDP)**

**[Contract N° 4708/2021/67a]**

The Council of Europe is currently implementing the programme “Human Resources Management in local self-government - phase 2” (2019 -2021) which is based on the achievements and challenges of the Programme “Human Resources Management in local self-government” phase 1 (2016-2017) implemented by the Council of Europe in cooperation with the Ministry of Public Administration and local self-government and the Standing Conference of Towns and Municipalities. The programme “Human Resources Management in local self-government” phase 2 (HRM II Programme) is also built on the implementation of the Strategy of Public Administration Reform in the Republic of Serbia Action Plan and in accordance with the European Charter of Local Self-Government’s principles, which provides a solid basis for setting-up strong and stable local authorities in the country. The HRM II Programme addresses the most relevant issues of human resources management (HRM) and human resource development (HRD) at local self-government level in the Republic of Serbia which are prescribed in the Law on employees in autonomous provinces and local self- government units, the Law on salaries in autonomous provinces and local self-government units and the Law on national academy for public administration.

The HRM II Programme is jointly financed by the European Union (EU) and the Council of Europe (CoE) and is implemented by the Council of Europe in cooperation with programme partners: Ministry of Public Administration and Local Self-Government and Standing Conference of Towns and Municipalities who are implementing activities in line with their scope of work. The Programme started on 19 December 2018 and it will be completed on 19 June 2022.

The Council of Europe is looking for up to 3 providers-trainers per lot to be requested by the Council on an as needed basis (for more information please see the Act of Engagement, section A – Terms of reference) for the provision of development, implementation, evaluation and reporting of up **to 60** **accredited one – day trainings in the form of webinar.** The trainings are integral part of the Sectoral Continual Professional Development Programme adopted by the Government (SCPDPD) in line with the national legislation relevant for the development and implementation of training programmes at local level.

TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe[[1]](#footnote-1), the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

**The tenderer must be either a natural person, a legal person or consortium of natural and/or legal person**.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: “SCPDP Training programmes – preparation and delivery”.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least five working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: “Questions – SCPDP Training programmes – preparation and delivery”.**

|  |  |
| --- | --- |
| **Type of contract ►** | Framework contract |
| **Duration ►** | Until 18 June 2022 |
| **Deadline for submission of tenders/offers ►** | **3 December 2021** |
| **Email for submission of tenders/offers ►** | **lsg.serbia@coe.int** |
| **Email for questions ►** | lsg.serbia@coe.int |
| **Expected starting date of execution ►** | **15 December 2021** |

1. EXPECTED DELIVERABLES

**Background of the Project**

The programme “Human Resources Management in local self-government - phase 2” (2019 -2021) is based on the achievements and challenges of the Programme “Human Resources Management in local self-government” (2016-2017) implemented by the Council of Europe in cooperation with the Ministry of Public Administration and local self-government and the Standing Conference of Towns and Municipalities. The programme “Human Resources Management in local self-government” phase 2 (HRM II Programme) is also built on the implementation of the Strategy of Public Administration Reform in the Republic of Serbia Action Plan and in accordance with the European Charter of Local Self-Government’s principles, which provides a solid basis for setting-up strong and stable local authorities in the country. The HRM II Programme addresses the most relevant issues of human resources management (HRM) and human resource development (HRD) at local self-government level in the Republic of Serbia which are prescribed in the Law on employees in autonomous provinces and local self- government units, the Law on salaries in autonomous provinces and local self-government units and the Law on national academy for public administration.

The Council of Europe is looking for maximum 3 providers/trainers per lot (provided enough tenderers meet the criteria indicated below) in order to support the implementation of the programme in developing and implementing one – day trainings in the form of webinar within SCPDPD. The providers/trainers will have particular expertise in developing and implementing trainings in the following areas: Good Governance, Normative process management and regulation of the work of local government units and services, Financial management in LSGs, Local development and investments in local self-government, Project Management, Social activities in local self-government, Agriculture and rural development, Security in the local community, Human Resources Management and Realization, protection and promotion of human and minority rights.

This Contract is currently estimated to cover the development and implementation of trainings classified into 27 lots which correspond to the 27 training topics related to the area of expertise listed above, to be held by May 2022. In total up to 60 trainings will be held. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 4 000 000.00 EUR and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

**Lots**

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

|  |  |
| --- | --- |
| Lots | Maximum number of Providers to be selected |
| Lot 1 - Improving administrative efficiency and effectiveness of services to citizens and the economy in the Area of Good Governance | 3 |
| Lot 2 - Ethics and integrity in the Area of Good Governance | 3 |
| Lot 3 - Personal data protection in the Area of Good Governance | 3 |
| Lot 4 - Inter-municipal cooperation within the scope of local self-government units in the Area of Normative process management and regulation of the work of local government units and services | 3 |
| Lot 5 - Implementation of the participatory budgeting process in the Area of Financial management in LSGs | 3 |
| Lot 6 - Budget accounting and reporting in the Area of Financial management in LSGs | 3 |
| Lot 7 - Local tax policy management and tax administration in the Area of Financial management in LSGs | 3 |
| Lot 8 - Financial management and control in local self-government in the Area of Financial management in LSGs | 3 |
| Lot 9 - Audit, internal audit and audit management in the Area of Financial management in LSGs | 3 |
| Lot 10 - Public procurement portal in the Area of Financial management in LSGs | 3 |
| Lot 11 - Basics of local economic development in the Area of Local development and investments in local self – government | 3 |
| Lot 12 - Instruments for stimulating economic development and supporting the economy in the Area of Local development and investments in local self – government | 3 |
| Lot 13 - Attracting and managing investments in the Area of Local development and investments in local self – government | 3 |
| Lot 14 - Public-private partnership in local self-government in the Area of Local development and investments in local self – government | 3 |
| Lot 15 - Sectoral approach to local economic development - online training in the Area of Local development and investments in local self – government | 3 |
| Lot 16 - Implementation of projects in accordance with EU procedures in the Area of Project Management | 3 |
| Lot 17 - Implementation of procurement within the projects in line with the PRAG procedures and alignment of the Law on public procurement with the PRAG procedures in the Area of Project Management | 3 |
| Lot 18 - Preparation and implementation of infrastructure projects in line with the EU rules of procedures in the Area of Project Management | 3 |
| Lot 19 - Public health at the local level in the Area of Social activities in local self-government | 3 |
| Lot 20 - The role of local governments in the field of IPARD in the Area of Agriculture and rural development | 3 |
| Lot 21 - Disaster risk reduction in the Area of Security in the local community | 3 |
| Lot 22 - Labour relations of employees in local self-government - application in practice in the Area of Human Resources Management | 3 |
| Lot 23 - Planning and Employment in the Area of Human Resources Management | 3 |
| Lot 24 - Define working objectives, appraisal of LSG employees and career development in the Area of Human Resources Management | 3 |
| Lot 25 - Safety and protection at work in the Area of Human Resources Management | 3 |
| Lot 26 - Protection against discrimination before local self-government bodies in the Area of Realization, protection and promotion of human and minority rights | 3 |
| Lot 27 - Improving prevention and combating human trafficking at the local level in the Area of Realization, protection and promotion of human and minority rights | 3 |

**ALL LOTS concern the development of training curriculum and the implementation of the training in the form of webinar (see Part A of the Act of Engagement)**

The Council will select up to 3 (three) Providers per Lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

**Scope of the Framework Contract**

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference). This list is considered exhaustive.

In terms of **quality requirements**, the pre-selected Service Providers must ensure*, inter alia*, that:

* The services are provided to the highest professional/academic standard;
* Any specific instructions given by the Council – whenever this is the case – are followed.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).]

1. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section C below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

1. HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

**Ranking**

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception. Orders will be addressed in priority to the first Provider on the ranking list of the tender for the relevant lot. If this Provider is unable to take the Order or if no reply is given on his behalf within that deadline, the Council may call on the second Provider on the ranking list of the tender for the relevant lot, and so on down the list.]

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[2]](#footnote-2) (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider’s name and address;

- its VAT number;

- the full list of services;

- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);

- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

**Signature of orders**

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council’s Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)**[[3]](#footnote-3)**

Tenderers shall be excluded from participating in the tender procedure if they:

* have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
* are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
* have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
* do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
* are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
* have been involved in mismanagement of the Council of Europe funds or public funds;
* are or appear to be in a situation of conflict of interest;
* are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

*Eligibility criteria*

* Minimum 3 years professional experience in conducting trainings at local level.
* Have been accredited as trainers by the National Academy for Public Administration (NAPA)/are currently on the NAPA list of accredited trainers in the appropriate area.
* Proficiency in Serbian language and knowledge of English language.

*Award criteria*

**Lot 1: Improving administrative efficiency and effectiveness of services to citizens and the economy in the Area of Good Governance**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the Law on General Administrative Procedure and Law on Local Self – Government.
* Experience in conducting trainings.
* Previous working experience in strengthening local self – governments capacities to increase working performance will be considered as an asset.
  + Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 2: Ethics and integrity in the Area of Good Governance**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the Ethics and Integrity, Code of Conduct or similar areas.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to establish the main principles of Ethics and Integrity will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 3: Personal data protection in the Area of Good Governance**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the Law on Personal Data Protection.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to implement the Law on Personal Data Protection will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 4: Inter-municipal cooperation within the scope of local self-government units in the Area of Normative process management and regulation of the work of local government units and services**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the Law on Local Self - Government and the Law on Employees in Autonomous Provinces and Local Self – Government referring to the inter – municipal cooperation.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to implement inter municipal cooperation will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 5: Implementation of the participatory budgeting process in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the budgeting, investments, and civil participation in Local Self - Governments.
* Experience in conducting trainings.
* Previous work in supporting local self – governments in developing budget, investments planning, and civil participation related to this area will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 6: Budget accounting and reporting in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the budgeting accounting and reporting at local level preferably the Regulation on budget accounting.
* Experience in conducting trainings.
* Previous work in supporting local self – governments in improving the budget accounting and reporting procedures will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 7:** **Local tax policy management and tax administration in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to tax policy management and tax administration in local self – governments (the Law on tax procedure and tax administration).
* Experience in conducting trainings.
* Previous work in supporting local self – governments in improving local tax policy management and tax administration will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 8: Financial management and control in local self-government in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the financial management and control in local self – governments (the Law on budget system).
* Experience in conducting trainings.
* Previous work in supporting local self – governments in developing financial management and control will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 9: Audit, internal audit and audit management in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the financial management and control in local self – governments (the Law on auditing).
* Experience in conducting trainings.
* Previous work in supporting local self – governments in understanding audit management and internal audit procedure will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 10: Public procurement portal in the Area of Financial management in LSGs**

* Quality of the offer (90%), including:
* Specific knowledge of public procurement portal operation and legislative framework related to the public procurement (the Law on Public Procurement).
* Experience in conducting trainings.
* Previous work in supporting local self – governments to use public procurement portal will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 11: Basics of local economic development in the Area of Local development and investments in local self – government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the local economic development (namely the Law on Investments and familiarity with one of the following laws: the Law on Tourism, the Law on Agricultural Land, the Law on Incentives in Agriculture and Rural Development, Law on Agriculture and Rural Development, Law on Public-Private Partnerships and Concessions.)
* Experience in conducting trainings.
* Previous work with local self – governments related to local economic development will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 12: Instruments for stimulating economic development and supporting the economy in the Area of Local development and investments in local self – government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to local economic development and stimulating measures.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to understand and apply the instruments for stimulating economic development will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 13: Attracting and managing investments in the Area of Local development and investments in local self – government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the local investments (the Law on Investments).
* Experience in conducting trainings.
* Previous work in supporting local self – governments to improve the investment management process will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 14: Public-private partnership in local self-government in the Area of Local development and Investments in Local Self – Government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the public-private partnership and concessions (the Law on Public-Private Partnerships and Concessions).
* Experience in conducting trainings.
* Previous work with local self – governments related to public-private partnership and concessions will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 15: Sectoral approach to local economic development – online training in the Area of Local development and Investments in Local Self – Government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the local economic development (namely the Law on Investments and familiarity with the following laws: the Law on Tourism, the Law on Agricultural Land, the Law on Incentives in Agriculture and Rural Development, Law on Agriculture and Rural Development, Law on Public-Private Partnerships and Concessions.)
* Experience in conducting trainings.
* Previous work with local self – governments related to local economic development in specific areas will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 16: Implementation of projects in accordance with EU procedures in the Area of Project Management**

* Quality of the offer (90%), including:
* Specific knowledge of EU rules of procedures related to the implementation of EU funded projects (knowledge of EU IPA pre - accession funds and PRAG procedures)
* Experience in conducting trainings.
* Previous work with local self – governments related to implementation of EU funded projects will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 17: Implementation of procurement within the projects in line with the PRAG procedures and alignment of the Law on public procurement with the PRAG procedures in the Area of Project Management**

* Quality of the offer (90%), including:
* Specific knowledge related to the alignment of the Law on public procurement and PRAG procedures in the view of procurement within EU funded projects.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to understand and implement the project management cycle related to procurement in line with the PRAG will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 18: Preparation and implementation of infrastructure projects in line with the EU rules of procedures in the Area of Project Management**

* Quality of the offer (90%), including:
* Specific knowledge related to development and implementation of EU funded infrastructure projects in line with EU procedure.
* Experience in conducting trainings.
* Previous work in supporting local self – governments on development and implementation of infrastructure projects will be considered as an advantage.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 19: Public health at the local level in the Area of Social activities in local self-government**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to Public Health (The Law on Public Health and accompanying legal acts).
* Experience in conducting trainings.
* Previous work with local self – governments oh public health related subjects will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 20: The role of local governments in the field of IPARD in the Area of Agriculture and rural development**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to area of agriculture and rural development (The Law on Agriculture and Rural Development) and EU IPARD funds.
* Experience in conducting trainings.
* Previous work with local self – governments on understanding EU procedures for using IPARD funds will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 21: Disaster risk reduction in the Area of Security in the local community**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to disaster risk reduction.
* Experience in conducting trainings.
* Previous work with local self – governments on understanding disaster risk reduction.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 22: Labour relations of employees in local self-government - application in practice in the Area of Human Resources Management**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to area of Labour relations in local self – governments (The Law on Labour, The Law on employees in Autonomous Provinces and Local Self – Governments and accompanying by laws).
* Experience in conducting trainings.
* Previous work with local self – governments on labour relations will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 23: Planning and Employment in the Area of Human Resources Management**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to area The Law on employees in Autonomous Provinces and Local Self – Governments referring to the provisions of Planning and Employment and accompanying by – laws related to the planning and employment in LSGs.
* Experience in conducting trainings.
* Previous work with local self – governments on Planning and Employment within HRM area will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 24: Define working objectives, appraisal of LSG employees and career development in the Area of Human Resources Management**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to area The Law on employees in Autonomous Provinces and Local Self – Governments and accompanying by – laws relevant for defining working objectives and appraisal procedures.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to understand and define working objectives and apply appraisal working procedures be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 25: Safety and protection at work in the Area of Human Resources Management**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to The Law on Safety and Health at work and accompanying by laws.
* Experience in conducting trainings.
* Previous work in supporting local self – governments to understand and apply the safety and health measures at work will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 26: Protection against discrimination before local self-government bodies in the Area of Realization, protection and promotion of human and minority rights**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to area of protection against discrimination (The Law on prohibition of discrimination).
* Experience in conducting trainings.
* Previous work in supporting local self – governments to understand and implement antidiscrimination measure will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**Lot 27:** **Improving prevention and combating human trafficking at the local level in the Area of Realization, protection and promotion of human and minority rights**

* Quality of the offer (90%), including:
* Specific knowledge of legislative framework related to the area of Improving prevention and combating human trafficking(The Law on prohibition of discrimination).
* Experience in conducting trainings.
* Previous work in supporting local self – governments to improve the prevention and combat human trafficking will be considered as an asset.
* Proven working experience in conducting webinars will be considered as an asset.
* Financial offer (10%).

**The Council reserves the right to hold interviews with eligible tenderers.**

**Multiple tendering is not authorised.**

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

* A completed and signed copy of the **Act of Engagement[[4]](#footnote-4)** (See attached);
* A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria (not longer than 4 pages);
* A list of all owners and executive officers, for legal persons only;
* Motivation letter addressing award criteria (no longer than 2 pages)
* Proof of accreditation issued by NAPA

**All documents shall be submitted in English or Serbian, failure to do so will result in the exclusion of the tender.**

**If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.**

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.**

**\* \* \***

1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
2. It must strictly respect the fees indicated in the Financial Offer attached to the original Provider’s tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider’s tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part. [↑](#footnote-ref-2)
3. The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

   An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth above listed exclusion criteria are met;

   A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met;

   For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;

   For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport). [↑](#footnote-ref-3)
4. The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-4)