

**COUNCIL OF EUROPE DEVELOPMENT BANK**

**PUBLIC CALL FOR TENDERS**

**N°2022/14/CEB/TAM/P-LD**

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**TECHNICAL MONITORING, REPORTING AND DISSEMINATION OF BEST PRACTICES IN THE FRAMEWORK OF THE  
PARTNERSHIPS AND FINANCING FOR MIGRANT INCLUSION (PAFMI) ACTION**

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**CONTRACT NOTICE**  
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**Deadline for submissions: 21 September 2022, 5.00 pm (Paris time zone)**

## **Article 1. Presentation of the Council of Europe Development Bank (CEB) and object of the contract**

### **1.1. Presentation of the of the Council of Europe Development Bank (CEB)**

The Council of Europe Development Bank (CEB) is a multilateral development bank with a social vocation. Established on 16 April 1956 in order to bring solutions to the problems of refugees, its scope of action has progressively widened to other sectors of action directly contributing to strengthening social cohesion in Europe.

The CEB represents a major instrument of the policy of solidarity in Europe in order to help its 42 Member States achieve sustainable and equitable growth: it thus participates in financing social projects, responds to emergency situations and, in so doing, contributes to improving the living conditions of the most disadvantaged population groups.

The CEB contributes to the implementation of socially oriented investment projects through three sectoral lines of action, namely:

- Sustainable and inclusive growth;
- Integration of refugees, displaced persons and migrants; and
- Climate action: developing adaptation and mitigation measures.

The CEB is based on a Partial Agreement among Council of Europe Member States and, according to its Articles of Agreement, is subject to the Council's overall authority. Signed on 16 April 1956 by eight countries, the Bank is the first of the Partial Agreements to have been concluded. The CEB thus operates within the framework of the Council of Europe and supports its priorities but it has its own legal personality.

At the end of 2021, 213 permanent staff members of 32 different nationalities were employed at the Bank all based in Paris. In addition, 5 locally hired staff were based in the CEB Project Office in Ankara, Turkey. The two official languages of the Bank are French and English.

### **1.2. Object of the Contract**

The CEB has been entrusted by the European Commission/Directorate General for Migration and Home Affairs (DG HOME) to manage and implement the Partnerships and Financing for Migrant Inclusion (PAFMI) action in indirect management with funding from the Asylum, Migration and Integration Fund (AMIF).

PAFMI's main objective is to support new partnerships and new forms of financing (financial instruments) for migrant integration. It consists of two main components:

1. Implementation of soft measures and technical assistance – the action will support implementing entities located in EU member states, which are also CEB member countries, in implementing projects and preparatory activities (technical assistance) in the field of migrant inclusion;
2. Dissemination of best practices and lessons learnt – through a dedicated consultant, CEB will collect and disseminate the best practices and lessons learnt from the implementation of the projects and preparatory activities (technical assistance) supported by the action as described above.

The object of this contract is the second component, i.e. to monitor, collect and disseminate the best practices and lessons learnt from the implementation of projects and/or preparatory activities (technical assistance) supported by PAFMI.

### **1.3. Scope of the tender**

The assignment will include the following activities:

- **technical monitoring and reporting:** updating and regularly revising the general monitoring framework; designing monitoring methodology; identifying lessons learnt and drafting of mid-term and final reports;

- **dissemination:** produce project briefs, presentations, and/or other similar materials; and
- **organization of events:** two training sessions for interested and relevant stakeholders in EU member states; and/or other similar events.

In implementing the abovementioned activities, the selected company will work very closely with the entities implementing PAFMI grants provided to them through a Call for Proposals.

### 1.3.1. Objective

The objective is to monitor and assess the emerging lessons and best practices (if any) in the implementation of migrant integration projects with the use of financial instruments, and disseminate those findings.

### 1.3.2. Expected Results

The expected results of the assignment are that implementing entities, the CEB, European Commission, and all other relevant stakeholders will:

- Become more aware of potential projects in the field of migrant inclusion,
- Become aware of partnership opportunities and new sources and mechanisms of financing regarding migrant inclusion,
- Benefit from lessons learned in the implementation of projects in other areas/cities, and be able to integrate them in future project design,
- Learn about the possibilities of bundling funds and leveraging grants through repayable forms of financing.

## 1.4. Budget and duration of the Contract

### 1.4.1 Budget

The budget of the assignment, including all costs and a contingency reserve of € 10,000 (ten thousand euros), shall not exceed € 175,000 (one hundred seventy-five thousand euros), excluding taxes.

### 1.4.2 Duration

The Contract shall commence upon its signature by both Parties and it shall be completed on or before 31 December 2024.

The CEB retains the right to amend the scope and duration of the Contract in agreement with the Consultant and subject to an extension by the European Commission of the implementation timeline of the PAFMI action.

## 1.5. Provisional timetable

<b>Deadline for submission of tenders</b>	<b>21 September 2022, 5.00 pm (Paris time zone)</b>
Tentative award notification date:	14 October 2022
Tentative Contract signature date	From 25 October 2022

## Article 2. Pre-Qualification Criteria

The Pre-qualification criteria are set by CEB in order to assess the Tenderers in terms of their experience, capability/capacity, organisational and financial standing. In order to be selected, Tenderers will be required to demonstrate that they fulfil the following selection criteria which are set out in the table hereafter:

<b>PQ criteria</b>	<b>PQ Sub-criteria</b>		<b>Description</b>
<b>Economic &amp; financial criteria</b>	1	Turnover	Minimum 200 000 EUR/year over the last 3 years
	2	Pre-tax profit/loss	Positive results for at least 3 years over the last 5 years
<b>Experience</b>	3	Projects in the fields related to this Contract	<p>At least 3 contracts related to technical monitoring, result-oriented monitoring, or evaluation of EU-financed projects, each with a value of at least 100,000 EUR, finalized during the last seven years before the deadline to submit the tenders.</p> <p>The information in the Pre-qualification questionnaire will have to be substantiated by one of the following documentary evidences:</p> <ul style="list-style-type: none"> <li>- a statement or certificate from the entity that awarded the contract detailing its value and description of the service OR</li> <li>- a copy of the contract with invoices, proofs of payments, and the description of the service (ToR).</li> </ul> <p>If a tenderer has implemented the contract in a consortium, the percentage that the tenderer has completed must be clear from the documentary evidence. In absence of the supporting documents, project will not be considered as eligible.</p>

**Only those Tenderers that meet the aforementioned pre-qualification criteria will have their offers evaluated.**

### **Article 3. Joint Venture (JV) or Consortium**

The JV or Consortium may collectively meet the pre-qualification criteria of the tender, mentioned in Article 2. Each partner must individually not fall into the exclusion criteria situations as stipulated in the tender file. All group partners are jointly and severally liable for the performance of the Contract. The group will be represented by a single candidate who will act as sole representative of the group.

### **Article 4. How to obtain the tender file?**

Any interested Tenderer can download the elements necessary for the preparation of their offers (Tender Dossier including the Terms of Reference, the Draft Contract and the administrative documents to be submitted) on the e-procurement platform (VORTAL).

Platform's link: <https://community.vortal.biz/sts/Login?SkinName=councileuropedevelopmentbank>

### **Article 5. Additional information before the deadline for submission of tenders**

All contact between the CEB and the candidates taking part in this call for tenders will be made via the e-procurement platform VORTAL by using the following link:

Platform's link: <https://community.vortal.biz/sts/Login?SkinName=councileuropedevelopmentbank>

Any questions related to this tender should be received by **7 September 2022**. The CEB has no obligation to provide clarifications to questions that would be submitted after this date.

The CEB will provide answers to the questions by **14 September 2022** at the latest.

#### **Article 6. Acceptance and rejection of tenders**

The CEB reserves the right to accept or reject non-substantive defects that might affect the tenders. The CEB will reject tenders received after the submission deadline, without any penalty or justification.

#### **Article 7. Modification or cancellation of the Call for Tenders**

The CEB reserves the right to modify or cancel, at any time, all or part of this tender as necessary, without having to justify its action or incurring any liability to potential bidders. In no event shall the CEB be liable for any damages whatsoever, including, without limitation, damages for loss of profits, in any way connected with the cancellation of this tender even if the CEB has been advised of the possibility of damages.

#### **Article 8. Confidentiality**

All information communicated to the Tenderers within the context of the call for tenders or the assignments are confidential.

#### **Article 9. Extension of the submission date**

The CEB may, at its discretion, extend the deadline set for the submission of offers, in which case all of the rights and obligations of the CEB and the Tenderers shall be governed by the new deadline.

#### **Article 10. Evaluation criteria**

Tenders will be evaluated on the basis of quality and price.

The weighting between quality and price will be on **80/20 basis**.