

October 8, 2021

Call for Proposals

Consultancy : co-design and coordinate delivery of trainings for stateless community members

The Rosa-Luxemburg-Stiftung (the “Client”) intends to award the services specified in the enclosed Service Description in a Call for Proposals.

Please note the following dates:

End of the tender submission period: 08/11/2021 (November 8) 10:00 O'clock CET

End of the award and binding period: 10/11/2021 (November 1st 2021)

Contract period: 10/11/2021 (Nov 1st) - 30/04/2022 (April 30th)

Terms and conditions:

The contractual conditions of the Client shall apply exclusively. The terms and conditions of the tenderer are excluded. Side offers are excluded!

The present Call for Proposals shall not be construed as an offer, and the bidder shall not have any rights arising thereof.

To participate in the Call, please submit your Application digitally before the end of the offer period. Documents have to be submitted in English.

With kind regards

Eva WUCHOLD, Programme Director Social Rights

Annexes:

1. Terms of reference
2. Conditions of participation
3. Price sheet
4. Standard tender form
5. Self-declaration form
6. Self-declaration on rate loyalty, minimum wage, and social security contributions
7. Qualified references form

Annex 1: Terms of reference

Awarding of a service agreement for: *Consultancy : co-design and coordinate delivery of trainings for stateless community members*

1.1. About Rosa-Luxemburg-Stiftung

Rosa-Luxemburg-Stiftung e.V. (RLS) is one of the six major political foundations in the Federal Republic of Germany, tasked primarily with conducting political education both at home and abroad. The Stiftung's work adheres to the legacy of its namesake, German socialist leader Rosa Luxemburg, and seeks to represent democratic socialism with an unwavering internationalist focus. The Stiftung is committed to a radical perspective emphasizing public awareness, enlightenment and social critique. It stands in the tradition of the workers' and women's movements, as well as anti-fascism and anti-racism. Rosa-Luxemburg-Stiftung e.V. is a registered non-profit organization in Germany. The Stiftung is closely linked to Die Linke, the German Left Party.

The aim of the work of Rosa-Luxemburg-Stiftung is to promote a critical analysis of society and foster networks of emancipatory political, social and cultural initiatives around Germany. Internationally, it will participate in cooperative development projects and advocate for a dialogue between the Global North and South conducted on equal footing. Like other political foundations, Rosa-Luxemburg-Stiftung seeks to develop and expand the concept of political education by emphasizing a critical analysis of society as our central task, further underlined by our namesake.

Based on the firm belief that social change requires a reflective confrontation with today's capitalist society as a whole, the Rosa-Luxemburg-Stiftung strives to develop alternative concepts and approaches for a comprehensive process of social transformation enabling the creation of a more united and just society. Education and training in democratic socialist politics, analysis, information and policy advice are therefore the Rosa-Luxemburg-Stiftung's basic tasks.

1.2. Background

The Geneva office of Rosa-Luxemburg-Stiftung (RLS-Geneva) was founded in 2019. It serves as the liaison office to the UN institutions in Geneva, but as well work thematically towards the issues of global social rights, socio-ecological transformation and transnational organizing.

This Call for Proposals for a Service contract on "***the co-design and coordinate delivery of trainings for stateless community members***" is being published in the context of RLS Geneva office work with the European Network on Statelessness (ENS).

The European Network on Statelessness (ENS) is a civil society alliance of over 170 members in 41 countries committed to addressing statelessness in Europe. At the heart of ENS' strategy is an understanding of the need to mainstream and raise awareness about statelessness and nationality rights, build civil society's capacity to act, and be an effective catalyst for change. ENS' work is structured under three pillars: awareness-raising and knowledge-sharing; law and policy development; and networking and capacity-building. For more information, see [Strategic Plan 2019-](#)

[23: Solving Statelessness in Europe](#). This project falls under ENS' capacity building work with stateless community representatives.

ENS recognises the need to build the capacity and skills of its members, and to find sustainable ways to cascade this learning as widely as possible. In particular, there is a pressing need to build the capacity and expertise of stateless activists and community representatives within the Network. Drawing on learning from ENS' previous train-the-trainer programmes with members and consultation with activists, RLS-Geneva is proposing, to design and deliver a tailored programme of learning for stateless community representatives and activists. The content and modalities for this programme would need to be designed in consultation with community members to ensure accessibility and relevance. RLS-Geneva and ENS are seeking to build an innovative and interactive online programme to facilitate participation, providing mentoring and technical support for participants.

Participants would primarily include activists and communities affected by statelessness, as well as a smaller number of organisations working closely with and alongside stateless communities. In consultation with activists and community representatives in ENS' membership, the delivery of training would need to carefully consider all potential barriers to participation. This might include covering additional related costs, mentoring and support, language support, module-based learning over shorter periods of time, etc. The programme would be interactive and seek to facilitate peer learning, exchange of information and good practice. Provisional modules envisaged would cover core elements such as the international legal framework, advanced training on selected issues related to statelessness (including issues of specific regional or sub-regional relevance), training skills and methodology (including use of interactive exercises and how to adapt training to various time frames and target groups) and other skills sessions (e.g communications and public speaking). By the end of the course participants will be able to design and run sessions on statelessness relevant to their work and context.

An important component of the programme would be the inception of ongoing tailored mentoring and peer support for stateless activists and community representatives. The format and nature of this would be shaped by activists and community representatives themselves, with support to them primarily delivered by ENS Secretariat staff. ENS would also offer technical support, resources, and opportunities for stateless activists and community representatives to inform and participate in work at regional/international level, as well as to engage with the global movement to address statelessness, so that their voices and views are driving our collective calls for change.

1.3. Aim of the service

To help deliver the project RLS-Geneva is seeking a consultant to work closely with the ENS Secretariat and stateless community members to co-design and coordinate delivery of trainings on core topics of statelessness for stateless community members.

These will result in

- (a) Up to 12 hours of online live training. This format is open to discussion based on practice and can include approaches such as multi-day, combination of learning techniques and/or individual home learning. Once the subject matters have been finalised in co-design

sessions, the consultant will recruit additional trainers to deliver the trainings themselves in consultation with ENS and Rosal Luxemburg Stiftung.

- (b) 5 standalone online resources on statelessness. These are envisaged as short learning videos on statelessness, and will be provided as a resource to new members in the future. The technical expertise to produce and edit these videos will either be provided by the consultant or an additional technical expert.
- (c) Inception and coordination of mentorship programme to community members delivered by the ENS Secretariat staff.

This project is a pilot to explore the needs of stateless activists, evaluate the proposed approach and explore future training, scalability etc. At close of the project, the consultant will produce a monitoring and evaluation report summarising these findings.

Services will be contracted by the Rosa Luxemburg Stiftung Geneva (RLS), with the consultant expected to report to RLS-Geneva and the European Network on Statelessness (ENS) respectively on project progress.

1.4. Tasks, contract duration and scope

Working closely with the ENS Head of Communications, Operations & Development and ENS Campaigns and Engagement Coordinator, the consultant will:

- 1) Co-design the training with a steering group of stateless community members of up to 10 community members from across Europe to ensure accessibility and relevance (including global activists, ENS community members and key stakeholders) (approx 6 workdays)
- 2) Organise mentorship programme of a small group (up to 10) individual activists on key areas like advocacy and communications (approx 4 workdays)
- 3) Develop, coordinate and co-deliver (with community members and external experts) a multi-day online training course for up to 25 participants (including global activists, ENS community members and key stakeholders), involving external experts to deliver the training as needed (approx 9 workdays)
- 4) Produce 5 standalone, online resources on statelessness (approx 9 workdays)
- 5) A concise report (max. 10 pages) summarising the co-delivery findings, potential for future trainings (approx 2,5 workdays).

Suggested timescale

Nov 2021 – Jan 2022	Meetings with ENS team, steering group members and external stakeholders to design a training plan (incl. mentorship, training programme and online modules)
Nov – Jan 2022	Training plan presented to ENS team and steering group
Nov – Jan 2022	Co-design workshops to create structure of training modules w/ stateless individuals and members
Jan- Feb 2022	Co-deliver a multi-day live online training course
Feb – March 2022	Design an online resource on statelessness with 5 modules
Feb – March 2022	Produce an online resource on statelessness with 5 modules
April 2022	Monitoring and evaluation of project

1.5. Expected qualifications

The consultant(s) will have:

- Demonstrable experience of co-designing trainings with affected community members
- Demonstrable experience delivering high calibre training on rights issues, statelessness/nationality rights, or related areas (including advocacy, activism, lobbying)
- Considerable experience of running online training on Zoom or similar platform
- Good knowledge of designing pre-recorded video training resources
- Demonstrable understanding of and familiarity with community engagement principles
- Evidence of integrating an intersectional and participatory approach in previous work/assignments
- Knowledge of and compliance with relevant safeguarding, data protection and confidentiality regulations and procedures

Full details of your skills, knowledge, and experience of relevant work must be included in your application.

The time availability during the contract period must be guaranteed.

The consultant will be contracted on a self-employed basis and is solely responsible for payment of all taxes and social security obligations to which they may be subject in connection with the provision of services.

If the applicants are subject to VAT, this must be communicated with the application together with the amount of the applicable VAT. The VAT is then paid in addition. If no communication is made, the price is the gross amount.

Alongside the consultancy fee, an additional funding will be made available for video production costs. If this falls within the consultant's capacity this will be added to their consultancy fee, otherwise this will be paid to external technical support engaged by the consultant. Please specify in your tender if you are able to include video production.

Additional funding will be provided to steering group participants to co-develop training strategy and for external trainers to deliver expert training on statelessness topics.

1.6. Travel expenses of the contractor

The travel expenses are covered according to the internal guidelines of the client. This means that the client bears the travel and accommodation costs, regardless of the fee rate. Other costs such as expenses for telephone charges, use of public transport, etc. incurred in connection with the performance of the task will be reimbursed on presentation of appropriate receipts insofar as they are unavoidable and appropriate in the circumstances.

1.7. Applications

To apply, please send an expression of interest including (not exceeding four A4 pages) :

- An outline of your skills, knowledge, suitability, and relevant experience to deliver the project, including a brief 200-300 word example of how you have undertaken a comparable piece of work
- Details of your proposal for how you would approach the consultancy (including number of days allocated to different deliverables and breakdown of your proposed costs)

And all annexes signed :

- Price Sheet (Annex 3),
- Standard Tender Form (Annex 4),
- Self-declaration Form (Annex 5),
- Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6),
- Qualified References Form (Annex 7).

The following points are defined as evaluation criteria for the selection of the offer:

Review criteria :	Weighting
1 Price	50%
2 Performance (experience with regard to the proposed assignment, expertise & knowledge of the subject area, appropriateness and quality of the proposal to address the aim and research objectives)	50%

If you have any questions regarding the call for applications, please send an e-mail to Jeanne Planche, Project Manager Social Rights : jeanne.planche@rosalux.org
Please always use the subject line: Statelessness Training Consultancy Application
For reasons of transparency and equal treatment, all possible tenderers will be provided with the answers to questions.

1.8. Award and contract process / time frame

Negotiations are not allowed in this procurement procedure.

- Publication: 08/10/2021
- End of the offer period: 08/11/2021, 10:00 o'clock CET
- End of the award and binding period: 10/11/2021
- Contract period: 10/11/2021 - 30/04/2022

Submission (digital) to:

Please send your submission along with a CV of the consultant(s) to be involved by email to Jeanne Planche, Project Manager Social Rights : jeanne.planche@rosalux.org
by 08/11/2021, 10:00 O'clock Central European Time.

Rosa-Luxemburg-Stiftung - Chemin de Balxert 7-9 - 1219 Châtelaine - Switzerland

The receipt of applications will not be confirmed. A shortlist of potential candidates will be contacted, and online meetings arranged to select a preferred candidate to be confirmed following discussion and agreement of a workplan and timetable.

Annex 2: Conditions of Participation

1. General

- 1.1. No costs will be reimbursed for processing the tender.
- 1.2. Terms and conditions of the tenderer are excluded. In case the tenderer declares his own terms and conditions as part of the contract, this constitutes an inadmissible amendment or addition to the contract and leads to the exclusion of the tender.
- 1.3. The information distributed in connection with this Call for Proposals may only be used for the preparation of the tender. Any use for other purposes is prohibited.

2. Content of the tender

The following evidence/documents must be submitted with the tender:

- 2.1. Completed and signed Price Sheet (Annex 3)
- 2.2. Completed and signed Standard Tender Form (Annex 4)
- 2.3. Signed Self-declaration Form (Annex 5)
- 2.4. Signed Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6)
- 2.5. Completed and signed Qualified References Form (Annex 7)
- 2.6. CV and/or Work samples

3. Exclusion of tenderers

- 3.1. The Service Agreement will be concluded with knowledgeable, efficient and reliable tenderers only who are professionally carrying out the tendered services.

4. Conditions for submitting a tender

- 4.1. The signed tender documents must be in English or German language. All required additional documents, statements, and samples must be submitted within the tender submission period. Correspondence with the tendering authority must also be conducted in English or German language.
- 4.2. The Standard Tender Form attached to the tender documents is to be used exclusively for the preparation of the tender. The tender has to be submitted document proof, legible, and unequivocal.
- 4.3. The tenderer is obliged to provide all explanations required in the tender documents and to provide all other required information. Incomplete or incorrect tenders are excluded from the evaluation.
- 4.4. Changes to the tenderer's entries must be unequivocal; otherwise, the tender is excluded. An incorrect entry should be crossed out and the correct entry should be added above or beside it. The tenderer's signature or initials should mark changes.
- 4.5. The tender and any other required documents and explanations should be signed by stating the date of conclusion at the given place. The name of the signatory must be recognizable, e.g. full name in block capitals below the signature. Tenders that are not properly signed at the specified place are excluded from the evaluation.
- 4.6. The signed tender form must be submitted with the tender as the included contract conditions are legally binding.

5. Corrections, changes, or withdrawal of the tender

- 5.1. The tender may be amended, corrected, or withdrawn in writing until the expiry of the tender submission period.
- 5.2. Corrections, or changes, or the withdrawal of tenders is to be made in writing.
- 5.3. The award period begins with the expiry of the tender submission period. Until the end of the award period, the tenderer is bound to her / his tender. During this period, the tender can no longer be changed, or withdrawn.

6. Prices

- 6.1. The prices valid for the tender are indicated in the Price Sheet (Annex 4).
- 6.2. Prices are to be offered in EUR and stated without VAT (net).

7. Award criteria

The award criteria are set out in the Terms of Reference (Annex 1).



Annex 3: Price sheet

Awarding of a Service Contract: Consultancy : co-design and coordinate delivery of trainings for stateless community members

Dear Madam or Sir,

We offer you the execution of the services described in the call for application documents at the prices listed below. The application conditions and instructions in the invitation to submit the application (cover letter) are taken into account. We understand that the terms of reference will be part of the contract to be concluded. In such event, the offer encompasses these terms without restriction. In the case of incompleteness, the Client categorically excludes the offer from the evaluation.

Subproject.	Offer in accordance with the above mentioned terms of reference	Approx. number of days expected to deliver objective	Amount in EUR (net amount)
I	Co-design the training	6	
II	Organise mentorship programme	4	
III	Develop, coordinate and co-deliver an online training course	9	
IV	Produce 5 standalone, online resources on statelessness	9	
V	Concise report summarising the co-delivery findings	2.5	
VI (optional)	Produce 5 standalone training videos		
	TOTAL		

If the applicants are subject to VAT, this must be communicated with the application together with the amount of the applicable VAT. The VAT is then paid in addition. If no communication is made, the price is the gross amount. The prices are fixed prices. The inclusive price contains all expenses of the contractor excluding travel expenses. Until the expiration of the award and binding period on 10/11/2021, I am/we are bound by this offer.

<p>Company name /-address (company stamp if available)</p> <p>_____</p> <p>Date</p>	<p>The incorrectness of the above information leads to the exclusion of the award procedure. The Client in the event of incorrectness without notice can terminate an awarded contract.</p>
<p>_____</p> <p>Signatures (possibly, digital)</p> <p>_____</p> <p>(Name of the signatory in block capitals)</p>	<p>If the signature is missing, the tender is considered not submitted and will not be taken into account in the evaluation!</p> <p>Incomplete offers will be automatically excluded from the award procedure!</p>



Annex 4: Standard Tender Form

Name of the tenderer (company name / consultant name):

Postal address of the tenderer:

represented by:

To
Rosa-Luxemburg-Stiftung
Chemin de Balexert 7-9
1219 Châteleine
Switzerland

Email:

Phone No.:

Contact person:

Place and date of issue:

Dear Madam or Sir,

We offer you the execution of the services described in the tender documents at the prices indicated in the Price Sheet (Annex 3). The application conditions and instructions are taken into account. The tender contains all required information, explanations, and proofs. We accept the terms and conditions according to the tender documents without restriction.

The price information in the Price Sheet (Annex 3) are fixed prices for the period mentioned in the Terms of reference. Price changes are only possible based on legal requirements.

Until the expiration of the award period on 10/11/2021, this tender binds us.

In addition, we confirm the following components of the tender documents, which become part of the contract in the case of the award :

- Terms of reference (Annex 1),
- Conditions of Participation (Annex 2),
- Price Sheet (Annex 3),
- Standard Tender Form (Annex 4),
- Self-declaration Form (Annex 5),
- Self-declaration on rate loyalty, minimum wage, and social security contributions (Annex 6),
- Qualified References Form (Annex 7).



We are aware that proofs of self-declaration that (on special request of the awarding authority) are not considered as provided even if they are mentioned in the tender or in accompanying statements.

By signing the tender, we confirm the content of all explanations and evidence, even if submitted in separate attachments.

Further requests by the tenderer:

- In case of non-consideration of the tender, please inform us about the rejection of the tender.
- With the additionally requested tenderer declaration (see explanation in box below) signed by all tenderers it is confirmed that the lead company is authorized to represent all tenderers before the awarding authority. All tenderers are jointly and severally liable for the contractual execution of the services by their signature.

Company name / address

Date

Signature(s)

Name of the signatory in block capitals

The incorrectness of forgoing or attached explanations, information, or documents leads to the exclusion from the award procedure. An already awarded contract may be terminated without notice for important cause in cases of violation of contractual secondary obligations.

The adjacent signature covers all explanations, information, and evidence of this tender, even if attached in a separate Annex.

An additional separate signature is required in the tenderer declaration only for joint tenderers!

If the signature is missing, the offer is deemed not to have been submitted, and is not considered in the evaluation.

Incomplete offers can be excluded from the award procedures!

Annex 5: Self-declaration Form

1. The tenderer declares that

- no person who's behaviour is attributable to her or his company has been issued with a final sentence for or that his company has been fined with financial penalties according to administrative offence acts;
- her or his company's obligations to pay taxes, duties, or contributions to the social security have been met, and that in this regard no judicial or administrative decision exists, or that her or his company has fulfilled its commitments by paying taxes, fees and social security contributions including interest or penalties.

2. The tenderer declares that her or his company

- did not violate environmental, social, or employment obligations in the execution of public contracts;
- is not insolvent, and that no insolvency proceedings or comparable proceedings have been initiated against her or his company and its assets, that the opening of such proceedings has not been rejected due to a lack of assets, and that the company did not enter into liquidation nor has it ceased its activity;
- has not been guilty of serious misconduct in professional matters which question the integrity of the company.

3. The tenderer declares that there are no reasons for her or his company to be excluded due to undeclared work and illegal employment.

The tenderer undertakes to ask subcontractors to comply with the above statements 1 to 3.

Date, stamp (if available) and legally binding signature

Annex 6: Self-declaration on rate loyalty, minimum wage, and social security contributions

The tenderer agrees

- to comply with the respective statutory minimum wage.
- to commit her or his subcontractors or distributors commissioned by him to comply with the respective statutory minimum wages.

If the tenderer or one of his subcontractors violate the above-mentioned obligations culpably, the awarding authority and the tenderer agree on a contractual penalty of 1 per cent of the contract amount for every culpable violation, in several cases of up to 5 per cent of the contract amount. The tenderer is also liable for the payment of a contractual penalty in case the obligations were violated by a subcontractor appointed by her or him or a subcontractor employed by the subcontractor.

The culpable non-fulfilment of the above mentioned obligations by the tenderer or its subcontractors entitle the awarding authority to a termination without notice.

I declare / we declare

- with my / our signature(s) to comply with the specific rate loyalty, minimum wage, social security contributions as listed above;
- to pay my / our employees the same remuneration for the same or equivalent work in the execution of the services.

I am / We are aware that a violation of this statement may result in my / our exclusion from further contract awards.

Place, date

Signature, company stamp (if available)



Annex 7: Qualified References Form

Reference 1

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 2

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Reference 3

Contracting authority with address	
Contractual object	
Contact person	
Phone number	
Contract period	

Date, stamp (if available) and legally binding signature