



## **Tender Specifications**

**Services procurement contract TZA22003-10102**

**Consultancy to facilitate community dialogue in 25 wards/communities in Kigoma region.**

Belgian development agency

[enabel.be](http://enabel.be)

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# 1 General provisions

## 1.1 Derogations from the General Implementing Rules

Chapter ‘*Specific contractual and administrative conditions*’ of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public procurement contract as a derogation of the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

These Tender Specifications derogate from Article 26 of the General Implementing Rules – GIR (Royal Decree of 14.01.2013).

## 1.2 Contracting authority

The contracting authority of this public procurement contract is Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels). Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with the partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.

For this procurement contract, Enabel is represented by Tanzanian Enabel Representation who is mandated to represent the company towards third parties.

## 1.3 Institutional setting of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013<sup>1</sup>;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company<sup>2</sup>;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations: We mention as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid.
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003<sup>3</sup>, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.
- In the field of Human Rights: the United Nations’ Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International

<sup>1</sup> Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.

<sup>2</sup> Belgian Official Gazette of 1 July 1999.

<sup>3</sup> Belgian Official Gazette of 18 November 2008.

Labour Organisation<sup>4</sup> on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);

- In the field of environmental protection: The Climate Change Framework Convention in Paris, 12 December 2015.
- The first Management Contract concluded between Enabel and the Belgian federal State (approved by the Royal Decree of 17.12.2017, Belgian Official Gazette 22.12.2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019.

#### **1.4 Rules governing the procurement contract.**

- The following, among other things, applies to this public procurement contract:
- The Law of 17 June 2016 on public procurement contracts<sup>5</sup>;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services<sup>6</sup>;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors<sup>7</sup>;
- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works<sup>8</sup>;
- Circulars of the Prime Minister with regards to public procurement contracts.
- All Belgian regulations on public procurement contracts can be consulted on [www.publicprocurement.be](http://www.publicprocurement.be).
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019.
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons regarding the processing of personal data.

All Belgian regulations on public contracts can be consulted on [www.publicprocurement.be](http://www.publicprocurement.be); Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/content/integrity-desk>.

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<sup>4</sup> <http://www.ilo.org/ilolex/french/convdisp1.htm>.

<sup>5</sup> Belgian Official Gazette 14 July 2016.

<sup>6</sup> Belgian Official Gazette of 21 June 2013.

<sup>7</sup> Belgian Official Gazette 9 May 2017.

<sup>8</sup> Belgian Official Gazette 27 June 2017.

## 1.5 Definitions

The following definitions apply to this procurement contract:

The tenderer: An economic operator submitting a tender.

The contractor/ service provider: The tenderer to whom the procurement contract is awarded.

The contracting authority: Enabel, represented by the Resident Representative of Enabel in Tanzania.

The tender: Commitment of the tenderer to perform the procurement contract under the conditions that he has submitted.

Days: In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days.

Procurement documents: Tender Specifications including the annexes and the documents they refer to.

Technical specifications: A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental and climate performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards the name by which it is sold, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods at every stage in the life cycle of the supply or service, as well as the evaluation and conformity procedures;

Variant: An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the tenderer.

Option: A minor and not strictly necessary element for the performance of the procurement contract, which is introduced either at the demand of the contracting authority, or at the initiative of the tenderer.

Inventory: The procurement document which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them.

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14.01.2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works.

The Tender Specifications (Cahier spécial des charges/CSC): This document and its annexes and the documents it refers to.

Corrupt practices: The offer of a bribe, gift, gratuity, or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a procurement contract or performance of a procurement contract already concluded with the contracting authority.

Litigation: Court action.

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a tenderer or contractor to perform part of the contract. The subcontractor

is understood as the economic operator with the capacity which the applicant or tenderer relies upon or to whom he entrusts all or part of his engagements.

Controller in the meaning of the GDPR: the natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Sub-contractor or processor in the meaning of the GDPR: a natural or legal person, public authority, agency, or other body which processes personal data on behalf of the controller.

Recipient in the meaning of the GDPR: a natural or legal person, public authority, agency, or another body, to which the personal data are disclosed, whether a third party or not.

Personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

## **1.6 Processing of personal data by the contracting authority and confidentiality**

### **1.6.1 Processing of personal data by the contracting authority**

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons regarding the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

### **1.6.2 Confidentiality**

The tenderer or contractor and Enabel are bound to secrecy vis-à-vis third parties with regards to any confidential information obtained within the framework of this public contract and will only divulge such information to third parties after receiving the prior written consent of the other party. They will disclose this confidential information only among appointed parties involved in the assignment. They guarantee that said appointed parties will be adequately informed of their obligations in respect of the confidential nature of the information and that they shall comply therewith.

PRIVACY NOTICE OF ENABEL: Enabel takes your privacy seriously. We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

See also: <https://www.enabel.be/content/privacy-notice-enabel>

## **1.7 Deontological obligations**

1.7.1. Any failure to comply with one or more of the deontological clauses may lead to the exclusion of the candidate, tenderer, or contractor from other public procurement contracts for Enabel.

1.7.2. For the duration of the procurement contract, the contractor and his staff respect human rights and undertake not to go against political, cultural, or religious customs of the



beneficiary country. The tenderer or contractor is bound to respect fundamental labour standards, which are internationally agreed upon by the International Labour Organisation (ILO), namely the conventions on union freedom and collective bargaining, on the elimination of forced and obligatory labour, on the elimination of employment and professional discrimination and on the abolition of child labour.

1.7.3. In accordance with Enabel's Policy regarding sexual exploitation and abuse, the contractor and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects and towards the local population in general. They must abstain from any acts that could be considered a form of sexual exploitation or abuse, and they must abide by the basic principles and guidelines laid down in this policy.

1.7.4. Any attempt of a candidate or a tenderer to obtain confidential information, to proceed to illicit arrangements with competitors or to influence the evaluation committee or the contracting authority during the investigation, clarification, evaluation and comparison of tenders and candidates' procedure will lead to the rejection of the application or the tender.

1.7.5. Moreover, in order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the procurement contract, it is strictly forbidden to the contractor to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to agents of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the procurement contract, regardless of their hierarchical rank.

1.7.6. The contractor of the procurement contract commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure. Depending on the gravity of the facts observed, the contractor having paid unusual commercial expenditure is liable to have its contract cancelled or to be permanently excluded from receiving funds.

1.7.7. In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the <https://www.enabelintegrity.be> website.

## **1.8 Applicable law and competent courts**

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution.

If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

## **2 Subject-matter and scope of the procurement contract.**

### **2.1 Type of procurement contract**

This procurement contract is a services procurement contract.

### **2.2 Subject-matter of the procurement contract.**

Facilitate community dialogue in 25 wards/communities in Kigoma region

### **2.3 Items**

See terms of references to point 5 and Tender Form Price – 6.2

### **2.4 Term of the procurement contract**

The procurement contract starts upon award notification and ends upon acceptance of services.

### **2.5 Quantity**

See terms of references to point 5 and Tender Form Price – 6.2

## **3 Subject-matter and scope of the procurement contract.**

### **3.1 Award procedure.**

Negotiated Procedure without Prior Publication in application of Article 42 of the Law of 17 June 2016.

### **3.2 Semi-official notification**

This procurement contract is published on the Enabel website ([www.enabel.be](http://www.enabel.be)). The publication of this tender specifications on the Enabel website constitutes an invitation to submit an offer to anyone who becomes aware of it.

### **3.3 Information**

The awarding of this procurement contract is coordinated by **Alern Mgeni**. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this procurement contract will exclusively pass through this service / this person. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

Until 6 days before the latest date to submit the bid, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) + [procurement.tza@enabel.be](mailto:procurement.tza@enabel.be) and they will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above.

Until the notification of the award decision no information will be given about the evolution of the procedure.

The tenderer is supposed to submit his tender after reading and considering any corrections made to the Tender Specifications that are published on the Enabel website or that are sent to him by e-mail. To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

The tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within ten days at the latest before the deadline for receipt of tenders.

### **3.4 Tender**

#### **3.4.1 Data to be included in the tender.**

The tenderer must use the tender form provides in section 6. In case he does not use this form, he is fully responsible for the perfect concordance between the documents he has used and the form.

The tender and the annexes to the tender form are drawn up in English.

By submitting a tender, the tenderer automatically renounces to his own general or specific sales conditions, even if these are mentioned in any of the annexes to his tender.

The tenderer clearly designates in his tender which information is confidential and/or relates to technical or business secrets and may therefore not be divulged by the contracting authority.

### **3.4.2 Period the tender is valid.**

The tenderers are bound by their tender for a period of 90 calendar days from the reception deadline date.

The validity of the tender will be negotiated if the deadline stated above is overrun.

### **3.4.3 Determination of prices**

All prices given in the tender form must obligatorily be quoted in EUROS.

This procurement contract is a lump sum contract, meaning a contract in which a flat rate price covers the whole performance of the contract or each of the items of the inventory.

In accordance with Article 37 of the Royal Decree of 18 April 2017, the contracting authority may for the purpose of verifying the prices carry out an audit of all accounting documents and an on-site audit to check the correctness of the indications supplied.

#### **Elements included in the price.**

The tenderer is to include in his global prices any charges and taxes generally applied to services, with the **Withholding TAX** (5% for local services providers and 15 % for International). The value-added tax % must be filled in a separate line in the price form.

The following are included in the prices:

- The administrative management and secretariat; Travel, transportation, and insurance.
- Documentation pertaining to the services.
- Where applicable, the measures imposed by occupational safety and worker health legislation.
- Accommodation and any other costs related to the mission and all personal expenses.

### **3.4.4 Method and deadline for submitting an offer.**

#### **How to submit tenders?**

The tenderer submits his tender as follows:

- One **original** and one **copy** of the completed tender will be submitted on paper. One **copy** must be submitted in one or more PDF files on a USB stick **before 23/10/2024 at 12:00pm**.

It is submitted in a properly sealed envelope bearing the following information:  
Tender **TZA22003-10102**

It may be submitted:

a) By courier

In this case, the sealed envelope is put in a second closed envelope addressed to:

**Enabel Representation,  
14/15 Masaki, Haile Selassie Road,  
Oasis Office Park, 4th Floor,  
P.O Box 23209,  
Dar es Salaam, Tanzania.**

b) Delivered by hand with acknowledgement of receipt.

The service can be reached on working days during office hours, from 08:00 to 17:00 (East African time).

**NB: SUBMISSION OF TENDERS BY E-MAIL ARE PROHIBITED**

Only offers received within the deadline will be considered, therefore it is the tenderer's responsibility to ensure that the electronic offers are sent in due time.

Please note that the awarded tenderer will be required to send the hard copies of the complete tender.

### **3.4.5 Change or withdrawal of a tender that has already been submitted.**

When a tenderer wants to change or withdraw a tender already sent or submitted this must be done in accordance with the provisions of Articles 43 and 85 of the Royal Decree of 18 April 2017.

To change or withdraw a tender already sent or submitted, a written statement is required, which will be correctly signed by the tenderer or his representative. The subject-matter and the scope of the changes must be indicated in detail. Any withdrawal must be unconditional.

The withdrawal may also be communicated by fax or electronic means, if it is confirmed by registered letter deposited at the post office or against acknowledgement of receipt at the latest the day before the tender acceptance deadline.

When the tender is submitted via e-tendering, the tender is modified or withdrawn in accordance with Article 43, §2 of the Royal Decree of 18 April 2017.

Thus, a tender that is modified or withdrawn after the signing of the submission report means that a new submission report, signed in accordance with paragraph 1, must be sent.

The subject-matter and the scope of the changes must be indicated in detail.

The withdrawal must be pure and simple.

When the submission report drawn up following the modifications or withdrawal set out in clause 1 does not bear the signature referred to in paragraph 1, the modification or withdrawal is automatically deemed null and void. This nullity applies only to the modifications or withdrawal, not to the tender itself.

## **3.5 Selection of tenderers**

### **3.5.1 Exclusion grounds**

The mandatory and optional exclusion grounds are given in attachment to these Tender Specifications.

By submitting this tender, the tenderer certifies that he is not in any of the cases of exclusion listed in the Articles 67 to 70 of the Law of 17 June 2016 and the Articles 61 to 64 of the Royal Decree of 18 April 2017.

The contracting authority will verify the exactitude of this Declaration on honour for the tenderer with the best tender.

For that purpose, the contracting authority will ask the tenderer concerned to provide information or documents allowing the contracting authority to verify the tenderer's personal situation by the fastest means and within the term set by the contracting authority.

The contracting authority will itself ask for information or documents that it can obtain free of charge by digital means from the instances that manage the information or documents.

### **3.5.2 Selection criteria**

Moreover, by means of the documents requested in the 'Selection file', the tenderer must prove that he/she is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public procurement contract.

To be selected the tendered must attach the following documents to his offer.

#### **1) References**

The tenderer includes in his tender certificates of completion for 2 similar services delivered over the past 3 years. The certificates must be signed by the contracting authorities or private client.

#### **2) Proposed team to tender the contract**

The tenderer will submit the CVs of the consultancy team, which must comprise a minimum of 2 consultants (with 1 lead consultant), with their bid. It is important to ensure that the team conducting the community dialogue is with mixed sex

The consultancy team may recruit other assistants to support the activities. The team is expected to have the following key qualifications and experience (as a whole):

#### **Mandatory minimum requirements**

- University degree in social sciences, education, public relations, communication or related field
- At least two (2) years proven experience in facilitating discussions, dialogues, workshops, training using participatory processes and digital tools.
- Proven applied knowledge on gender and social inclusion, women economic justice, girls access to secondary education
- Strong understanding of local cultural and social dynamics of Kigoma region.
- Demonstrated fluency in Kiswahili and English Excellent communication, facilitation, and skills to conduct community dialogue and documentation using digital tools.

#### **Capacity**

- A team of 5 qualified lead facilitators (meeting the minimum requirements) with strong understanding of Kigoma region
- Experienced in organizing and screening educational videos in communities.
- Experienced in audio and video documentation including content gathering, editing and packaging
- Experienced in mobilizing and engaging communities using inclusive and participatory methods.

#### **Proposal Requirements**

Interested parties should submit a proposal including:

1. Executive summary.
2. Organizational (or consultant) profile and experience. Also, profiles of key personnel.
3. A technical proposal outlining the approach, methodology and work plan for

- conducting the community dialogues Detailed methodology and work plan.
- 4. Budget breakdown/ A financial proposal detailing the costs involved.
- 5. Timeline.
- 6. References from previous relevant projects, including practical case of the relevant listed task

Only tenders from tenderers who meet all the selection criteria above are taken into consideration to participate in the comparison of tenders on the basis of the award criteria set out below, subject to the regularity of these tenders.

### **3.6 Possibility of negotiation**

Enabel reserves the right to negotiate the content of the offers with the tenderers within the limits authorized by law.

### **3.7 Award criteria.**

The tenderer will join to his bid a financial proposition (form 6.2) and a technical proposition of maximum 20 pages where he will explain his methodology to perform the services set out in the Terms of references (section 4).

The contracting authority will choose the regular BAFO that it finds to be most advantageous, taking account of the following criteria:

- **Price of the services – 40 points – rule of three**
- **Proposed methodology of the services – 60 points** based on a technical note of maximum 20 pages.
  - o Relevance, clarity and quality of the proposed methodology –10 points
  - o Detailed methodology for implementing the terms of reference - 25 points.
  - o Previous experience with similar projects-25 points

### **3.8 Final score**

The scores for the award criteria will be added up. The procurement contract will be awarded to the tenderer with the highest final score, after the contracting authority has verified the accuracy of the Declaration on honour of this tenderer and provided the control shows that the Declaration on honour corresponds with reality.

### **3.9 Awarding the procurement contract**

Notice though that in accordance with Art. 85 of the Law of 17 June 2016, there is no obligation for the contracting authority to award the procurement contract.

The contracting authority may either decide not to award the procurement contract; either redo the procedure, if necessary, through another award procedure.

The contracting authority maintains the right to award only a certain lot or certain lots.

#### **3.9.1 Concluding the procurement contract**

In accordance with Art. 88 of the Royal Decree of 18 April 2017, the procurement contract occurs through the notification to the selected tenderer of the approval of his tender. Notification is via digital platforms, e-mail, or fax and, on the same day. So, the full contract agreement consists of a procurement contract awarded by Enabel to the chosen tenderer in accordance with:

- These Tender Specifications and its annexes.

- The approved BAFO of the contractor and all its annexes.
- The registered letter of notification of the award decision.
- Any later documents that are accepted and signed by both parties, as appropriate.

In an objective of transparency, Enabel undertakes to publish each year a list of recipients of its contracts. By introducing his tender, the successful tenderer declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.



## 4 Special contractual provisions

This chapter of these Tender Specifications holds the specific provisions that apply to this public procurement contract as a derogation of the 'General Implementing Rules for public procurement contracts and for public works concessions' of the Royal Decree of 14 January 2013, hereinafter referred to as 'GIR', or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the GIR articles. Unless indicated, the relevant provisions of the General Implementing Rules (GIR) apply in full.

### 4.1 Managing official (Art. 11)

The managing official will be designate in the contract award notification.

Once the procurement contract is concluded, the managing official is the main contact point for the service provider. Any correspondence or any questions with regards to the performance of the procurement contract will be addressed to him/her, unless explicitly mentioned otherwise in these Tender Specifications.

The managing official is responsible for the follow-up of the performance of the contract.

The managing official is fully competent for the follow-up of the satisfactory performance of the procurement contract, including issuing service orders, drawing up reports and states of affairs, approving the services, progress reports and reviews. (S)he may order any modifications to the procurement contract with regards to its subject-matter if they remain within its scope.

However, the signing of amendments or any other decision or agreement implying derogation from the essential terms and conditions of the procurement contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under the contracting authority.

Under no circumstances is the managing official allowed to modify the terms and conditions (e.g. performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in the Tender Specifications and that has not been notified by the contracting authority, will be considered null and void.

### 4.2 Subcontractors (Art. 12 to 15)

The fact that the contractor entrusts all or part of his commitments to subcontractors does not relieve him of liability to the contracting authority. The latter does not recognise any contractual relation with third parties.

The contractor remains, in any case, solely liable to the contracting authority.

The service provider commits to having the procurement contract performed by the persons indicated in the tender, except for force majeure. The persons mentioned or their replacements are all deemed to effectively be involved in the performance of the procurement contract. Any replacements must be approved by the contracting authority.

When the contractor uses a subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act.

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR).

The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

### **4.3 Confidentiality (art. 18)**

The knowledge and information gathered by the tenderer under the framework of this public contract is strictly confidential.

Under no circumstances can the information collected, regardless of its origin and nature, be transferred to third parties in any form.

The tenderer is therefore bound by the duty of discretion.

In accordance with Article 18 of the Royal Decree of 14 January 2013 establishing the general rules for public procurement, the tenderer undertakes to consider and process in a strictly confidential manner any information, all facts, any documents and/or any data, whatever their nature and support, which have been communicated to him, in any form and by any means, or to which he has access, directly or indirectly, in the context or on the occasion of this public contract. Confidential information covers, in particular, the very existence of this public contract, without this list being limited.

Therefore, he undertakes to:

- Respect and enforce the strict confidentiality of these elements and to take all necessary precautions to preserve their secrecy (these precautions cannot in any case be inferior to those taken by the tenderer for the protection of his own confidential information).
- Consult, use and/or exploit, directly or indirectly, all the above elements only to the extent strictly necessary to prepare and, if necessary, to carry out this public contract (particularly in accordance with the privacy legislation with respect to personal data processing).
- Not reproduce, distribute, disclose, transmit or otherwise make available to third parties the above elements, in whole or in part, and in any form, unless having obtained prior and written consent of the contracting authority.
- Return, at the first request of the contracting authority, the above elements.
- In general, not disclose directly or indirectly to third parties, whether for advertising or any other reason, the content of this public contract.

### **4.4 Protection of personal data**

#### **4.4.1 Processing of personal data by the contracting authority**

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons regarding the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

#### **4.4.2 PROCESSING OF PERSONAL DATA BY A SUBCONTRACTOR**

During contract performance, the contractor may process personal data of the contracting authority exclusively in the name and on behalf of the contracting authority, for the sole

purpose of performing the services in accordance with the provisions of the Tender Specifications or in execution of a legal obligation.

For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

The personal data that will be processed are confidential. The contractor will therefore limit access to data to the strictly necessary personnel for the performance, management and monitoring of the public contract.

For the performance of the public contract, the contracting authority will determine the purposes and means of processing personal data. In this case, the contracting authority will be responsible for the processing and the contractor will be its processor, within the meaning of Article 28 of the GDPR.

Processing carried out on behalf of a controller must be governed by a contract or other legal act that is binding on the processor with regard to the personal data controller and that sets out that the subcontractor acts only on the instruction of the person in charge of the processing and that the confidentiality and security obligations regarding the processing of personal data are also the responsibility of the subcontractor Article 28 §3 of the GDPR).

#### **4.5 Intellectual property (Art. 19 to 23)**

The contracting authority does not acquire the intellectual property rights created, developed, or used during performance of the procurement contract.

Without prejudice to clause 1 and unless otherwise stipulated in the procurement documents, when the subject-matter of the procurement contract consists of the creation, manufacture, or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

#### **4.6 Performance bond (Art. 25 to 33)**

For this procurement contract a performance bond is not required.

## **4.7 Conformity of performance (Art. 34)**

The works, supplies and services must comply in all respects with the procurement documents. Even in the absence of technical specifications in the procurement documents, the works, supplies, and services must comply in all aspects with good practice.

## **4.8 Changes to the procurement contract (Art. 37 to 38/19)**

### **4.8.1 Replacement of the contractor (Art. 38/3)**

Provided that he meets the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3 of the General Implementing Rules (GIR).

The contractor submits his request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge.

The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

### **4.8.2 Adjusting the prices (Art. 38/7)**

For this procurement contract, price reviews are not permitted.

### **4.8.3 Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)**

The contracting authority reserves the right to suspend the performance of the procurement contract for a given period, mainly when it considers that the procurement contract cannot be performed without inconvenience at that time.

The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance will be agreed.

When activities are suspended, based on this clause, the contractor is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft, or other malicious acts.

The contractor has a right to damages for suspensions ordered by the contracting authority when:

- The suspension lasts in total longer than one twentieth of the performance time and at least ten working days or two calendar weeks, depending on whether the performance time is expressed in working days or calendar days.
- The suspension is not due to unfavourable weather conditions.
- The suspension occurred during the contract performance period.

Within thirty days of their occurrence or the date on which the contractor or the contracting authority would normally have become aware of them, the contractor reports the facts or circumstances succinctly to the contracting authority and precisely describes their impact on the progress and cost of the procurement contract.

### **4.8.4 Unforeseen circumstances**

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian State to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article. Should the Belgian State break off or cease activities which implies therefore the financing of this procurement contract, Enabel will do everything reasonable to agree a maximum compensation figure.

#### **4.9 Preliminary technical acceptance (Art. 42)**

The contracting authority reserves the right to demand an activity report at any time of the assignment to the service provider (meetings held, persons met, institutions visited, summary of results, problems encountered and unresolved issues, deviations from the planning and deviations from the ToR...).

#### **4.10 Performance modalities (Art. 146 et seq.)**

##### **4.10.1 Deadlines and terms (Art. 147)**

The services must be performed within three (3) months starting 10 days as from the day after the date on which the service provider received the contract conclusion notification letter.

##### **4.10.2 Place where the services must be performed and formalities (Art. 149)**

The services will be performed in Tanzania.

#### **4.11 Inspection of the services (Art. 150)**

If during contract performance irregularities are found, the contractor will be notified about this immediately by fax or e-mail, which will be confirmed consequently by registered letter. The contractor is bound to perform the non-complying services again.

The service provider advises the managing official by registered post or e-mail showing the exact date of dispatch, at which date the services can be controlled.

#### **4.12 Liability of the service provider (Art. 152-153)**

The service provider takes the full responsibility for mistakes and deficiencies in the services provided.

Moreover, the service provider indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the services or due to failure of the service provider.

#### **4.13 Zero tolerance Sexual exploitation and abuse**

In application of Enabel's Policy regarding sexual exploitation and abuse of June 2019 there will be zero tolerance towards any misconduct that could impact the professional credibility of the tenderer.

#### **4.14 Means of action of the contracting authority (Art. 44-51 and 154-155)**

The service provider's default is not solely related to services as such but also to the whole of the service provider's obligations.

In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the procurement contract, it is strictly forbidden to the service provider to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of the contracting authority who are concerned, directly or

indirectly, by the follow-up and/or control of the performance of the procurement contract, regardless of their hierarchical rank.

In case of violation, the contracting authority may impose a lump-sum fine to the service provider for each violation, which can be up to three times the amount obtained by adding up the (estimated) values of the advantage offered to the employee and of the advantage that the contractor hoped to obtain by offering the advantage to the employee. The contracting authority will decide independently about the application and the amount of this fine.

This clause is without prejudice to the possible application of other measures as of right provided in the GIR, namely the unilateral termination of the procurement contract and/or the exclusion of procurement contracts of the contracting authority for a determined duration.

#### **4.14.1 Failure of performance (Art. 44)**

§1 The contractor is in failure of performance under the procurement contract:

1° when the delivery is not carried out in accordance with the conditions specified in the procurement documents.

2° at any time, when the delivery has not progressed in such a way that it can be fully completed on the due dates.

3° when he does not observe written orders, which are given in due form by the contracting authority.

§2 Any failure to comply with the provisions of the procurement contract, including the non-observance of orders of the contracting authority, is recorded in a report ('process verbal'), a copy of which will be sent immediately to the contractor by registered mail.

The contractor must repair the defects without any delay. He may assert his right of defence by registered letter addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.

Any defects detected that can be attributed to the contractor render him liable to one or more of the measures provided for in Articles 45 to 49, 154 and 155.

#### **4.14.2 Fines for delay (Art. 46 and 154)**

The fines for delay differ from the penalties referred to in Article 45. They are due, without the need for notice, by the mere lapse of the performance term without the issuing of a report and they are automatically applied for the total number of days of delay.

Without prejudice to the application of fines for delay, the contractor continues to guarantee the contracting authority against any damages for which it may be liable to third parties due to late performance of the procurement contract.

#### **4.14.3 Measures as of right (Art. 47 and 155)**

§1 When, upon expiry of the term given in Article 44, §2, the contractor has not acted or has presented means deemed unjustified by the contracting authority, the contracting authority may apply the measures as of right described in paragraph 2.

However, the contracting authority may apply measures as of right without waiting for the expiry of the term given in Article 44, §2, when the contractor has explicitly recognised the defects found.

§2 The measures as of right are:

1° Unilateral termination of the procurement contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting

authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part.

2° Performance under regie of all or part of the non-performed procurement contract.

3° Conclusion of one or more replacement procurement contracts with one or more third parties for all or part of the procurement contract remaining to be performed.

The measures referred to in 1°, 2° and 3° will be taken at the expense and risk of the defaulting contractor. However, any fines or penalties imposed during the performance of a replacement procurement contract will be borne by the new contractor.

## **4.15 End of the procurement contract**

### **4.15.1 Acceptance of the services performed (Art. 64-65 and 156)**

The managing official will closely follow up the services during performance.

According to the situation, provisional acceptance is provided upon the completion of service delivery of the procurement contract, and, on expiry of a warranty period, final acceptance is provided marking full completion of the procurement contract. Provisional acceptance will be established every 2 months.

The contracting authority disposes of a verification term of thirty days starting on the final or partial end date of the services, set in conformity with the modalities in the procurement documents, to carry out the acceptance formalities and to notify the result to the service provider. This term commences provided that the contracting authority possesses, at the same time, the list of services delivered or the invoice. Upon expiry of the thirty-day term following the date stipulated for completion of the entirety of the services, depending on the case, an acceptance report or a refusal of acceptance report will be drawn up.

Where the services are completed before or after this date, it is the responsibility of the service provider to notify the managing official by registered letter, and at the same time to ask for the acceptance procedure to be carried out. Within thirty days after the date of receipt of the service provider's request, an acceptance or a refusal of acceptance report will be drawn up, depending on the case.

The acceptance specified above is final.

## **4.16 Invoicing and payment of services (Art. 66 to 72 – 160)**

The contractor sends (one copy only of) the invoices, and the contract acceptance report (original copy) referenced with TZA22003-10102 to the following address:

**Enabel Representation  
14/15 Masaki, Haile Selassie Road  
Oasis Office Park, 4th Floor.  
P.O Box 23209  
Dar es Salaam,**

**Tanzania**

Only services that have been performed correctly may be invoiced.

The contracting authority disposes of a verification term of thirty days starting on the end date for the services, set in conformity with the modalities in the procurement documents, to carry out the technical acceptance and provisional acceptance formalities and to notify the result to the service provider.

Tender Specifications TZA22003-10102 Facilitate community dialogue in 25 wards/communities in Kigoma region.

The amount owed to the service provider must be paid within thirty days with effect from the expiry of the verification term or with effect from the day after the last day of the verification term, if this is less than thirty days. And provided that the contracting authority possesses, at the same time, the duly established invoice and any other documents that may be required.

If necessary, state which documents. Where no other document is required, this sentence may be deleted.

When the procurement documents do not provide for any separate debt claim, the invoice will constitute the debt claim.

The invoice must be in EUROS.

Enabel is exempted for VAT in Tanzania.

An advance of 20 % maximum of the contract amount can be requested after awarding. The payment will be made in instalments as follow:

Deliverable	Percentage of payment
Phase 1 - Inception report	30 %
Phase 2 – Facilitation of Dialogue Sessions	50%
Phase 3 Technical report after Field Work in Kigoma Region	20%

#### **4.17 Litigation (Art. 73)**

The competent courts of Brussels have exclusive jurisdiction over any dispute arising from the performance of this procurement contract. French or Dutch are the languages of proceedings.

The contracting authority will in no case be held liable for any damage caused to persons or property as a direct or indirect consequence of the activities required for the performance of this procurement contract. The contractor indemnifies the contracting authority against any claims for compensation by third parties in this respect.

In case of 'litigation', i.e. court action, correspondence must (also) be sent to the following address:

Enabel, public-law company

Legal unit of the Logistics and Acquisitions service (L&A)

To the attention of Mrs Inge Janssens

rue Haute 147

1000 Brussels

Belgium



## 5 Terms of Reference

### 5.1 Background information

Since 1982, Tanzania has partnered with the Belgian government in cooperation efforts. The Belgian Minister of Development Cooperation approved the Country Strategy for the Belgian Bilateral Cooperation Program in Tanzania 2023-2027 on July 15, 2022. This strategy is set to span five years, with a total budget of 25 million euros. With a focus on maximizing impact and efficiency, the strategy prioritizes specific districts within the Kigoma region. This decision stems from Enabel's established success in the region, a desire to consolidate funds and efforts, and feedback from Tanzanian authorities regarding local needs.

The general objective of the strategy has been defined as follows: *“Young people especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region”*.

The specific objective thus specifies: *“Girls and young women (14 to 29 years), in targeted districts of Kigoma, are empowered through multiple conducive learning pathways to enjoy decent, greener employment and an increased access to entrepreneurship”*.

The portfolio prioritizes an integrated approach centered entirely on girls and young women, structured around **three thematic pillars** presented as three result domains within the same holistic intervention, as outlined below.

- The first result domain is focusing on **Secondary education for vulnerable youth with a special focus on girls**. It will enable young people, especially girls, within the 14-19 years age range, in targeted districts of Kigoma region, to access and complete quality secondary education and training. It will give priority to supporting the access and retention of girls and vulnerable youth who already dropped out or are at risk of dropping out, through creating safer, environmentally friendly and climate-change resilient school conditions and addressing multiple supply-and demand-side barriers, on the one hand, and through enabling improved quality of education in conditions that are more conducive to learning, on the other hand.
- The second result domain is dedicated to **Skills development, Employment, and entrepreneurship for decent work**, with the ambition to increase opportunities for decent and greener jobs for young people, specifically, women, through skills development, entrepreneurship promotion and business development support. In line with this approach, the Strategy emphasizes both qualitative and innovative vocational education and training (VET) provision, alongside fostering the creation and expansion of entrepreneurship and decent employment opportunities. Special attention is given to promoting green growth initiatives in response to climate change challenges.
- The third result domain is focusing on supporting a **Protective and gender-equal environment**. It aims to address the discriminatory social norms and structural barriers that hinder girls and young women in their families, communities, and educational and professional spheres. The goal is to ensure that girls and young women have equal opportunities to pursue education and access increasingly lucrative economic prospects. This involves challenging negative gender norms, particularly by preventing gender-based violence and reshaping power dynamics within households. Furthermore, efforts will be made to enhance girls' and young women's leadership skills by bolstering their self-confidence and establishing connections with support services tailored to their needs.

More information can be found here: [Open.Enabel - Belgian Development Agency / Wezesha Binti](#).

## **5.2 General objectives of the assignment**

Enabel Tanzania under Wezesha Binti Program invites proposals from qualified service providers for conducting community dialogue and educational video screening in 25 wards in Kigoma region.

The purpose of these community dialogues is to create awareness and deepen understanding on Violence Against Women and Girls, Sexual reproductive Health and Rights (SRHR), girls access to education, and young women economic justice to community members, local government leaders, students, teachers and communities around the selected secondary schools. Furthermore, the community dialogues intend to introduce Wezesha Binti program at community level, mobilize local level support and encourage communities to participate and contribute to the implementation of WB project. Following the dialogues, it is expected that, communities, families, young women, girls, boys and men will propose contextualized solutions that can be used to ensure access and retention of secondary education for girls and young women, innovative ways in building relevant skills for young women and men, reduce incidences of violence and increase access to decent and green jobs in their local settings.

### **Specific objectives:**

The objectives of this assignment are

1. To provide a comprehensive introduction of the Wezesha Binti project in the 25 wards in Kigoma. The introduction should cover the project goals, objectives, expected outcomes, target groups, timelines and community roles during the implementation of the projects. This should be done in collaboration and supervision of LGAs, specifically District Community Development Officers.
2. To screen the educational video and lead community dialogues on violence against women and girls, young women economic justice, girls access to secondary education and Sexual Reproductive Health and Rights.
3. To document proposed recommendations, feedback, concerns, priorities and expectations of the community members regarding the project both in visual and audio formats.
4. To obtain engagement from key actors in the Wezesha Binti program implementation. Making sure we have at least two people from each community identified as agents of change.

### **Expected Outcomes.**

1. Project's goals, activities, and expected outcomes are adequately communicated and well-understood by all stakeholders, fostering a sense of ownership and collaboration.
2. Documented feedback and insights from community members to ensure initiation of conversation around girls' access to secondary education, young women economic justice, gender ensuring that their needs and priorities are addressed during project implementation.
3. Communities' readiness in engaging, participating and contributing to the tailored solutions and action plans on the key WB thematic areas and there is an established local level monitoring mechanism.
4. Key actors commit to driving change processes.

## Activities

- Planning meetings with the local government leaders, secondary school leadership and community members in the selected districts to establish workplan, mode of delivery and movement plan.
- Hold community dialogues and screening the educational videos in the selected 25 wards in Kigoma Region,
- Documentation of community members/participants feedback, concerns, recommendation, plans, questions, suggestions and that arise from the dialogues.
- Audio and video documentation of the community dialogues capturing community members asks, innovative solutions, the dialogue process and other relevant information.
- Develop Communication strategy detailing intended message, mode of delivery, community mobilization strategy, message consistency and safety and security of both participants and the team among others. The consultant should also propose other areas of communication strategy as they see fit.
- Establish a team that will be in charge of driving changes.
- Developing a detailed work plan that indicates timeline, movement plan, message, methodology and responsible persons. The workplan should also be accompanied by the detailed community dialogue agenda.
- Conduct capacity building and briefing sessions to the local government leaders, dialogue facilitators to ensure they are prepared for the dialogue.

## 5.3 Methodology

This community dialogue is expected to bring together community members, local government leaders, children, students from the selected secondary schools, teachers, religious leaders, and other institutions in the area. Consultants are supposed to keep record of number of people who will attend the dialogues in each session and ensure equal participation of women, men, boys, girls and marginalized groups. The consultant should propose how they will ensure the participation of different groups and program which combines both the movie screening and discussion.

### 5.3.1 Expected Deliverables.

In this assignment, the consultant is expected to deliver the following

1. (Draft) Inception report, with the following
  - a. Detailed workplan, strategy to mobilize communities, communication plan, approach and methodology,
  - b. An overview of considerations and methodologies to ensure gender mainstreaming throughout the process.
  - c. Community dialogue tools that will be used.
  - d. An outline of all activities that will be undertaken and timeline for each activity.

- e. Presentation slides of the introduction meeting and training of volunteers/facilitators.
2. Progress report having conducted 8 dialogues.
3. Comprehensive final report with:
  - a. detailed action plan for addressing of the identified challenges from each community.
  - b. Video compilation; Comprehensive report documenting the process, outcomes, and recommendations in a one video clip of not more than 15 minutes.
  - c. Monitoring and evaluation plan for the proposed action plan and expected results.

Enabel in Tanzania and the Wezesha Binti team will:

1. Request formal approval from the Regional and LGA to conduct this community dialogue in 25 communities.
2. Provide feedback on the inception report, and the final report.
3. Provide the background information (content) for the dialogue (Wezesha Binti program and sectoral approaches).
4. Facilitate access to educational videos with different themes (SRHR, GBV and MHM).

## 5.4 Duration framework/ timeframe

The consultancy will take place between November 1<sup>st</sup> to 17<sup>th</sup> December 2024. Below you find a suggested timeframe. An alternative timeframe can be provided by the consultant(s) in the proposal.

The deliverables must be approved by Enabel before the consultant can proceed to the next phases of this study.

	Activity	Deliverables	Estimated # working days		Timing
<b>Phase One (1): inception Period</b>					
1.1	Meeting with Enabel to clarify terms and preparation of inception report  Developing facilitation tools	<b>Draft inception report</b>	4		<b>Beginning of November 2024.</b>
1.2	Prepare and share an inception report	<b>Inception report</b>	2		<b>November 6, 2024</b>

Phase Two: Facilitation of Dialogue Sessions				
2.3	Conduct planning meeting with communities and their leaders, including representatives from school management and students/girls.  Conduct community dialogues and video screening sessions	Detailed Workplan  Meeting Report  Video and audio materials	20	11 <sup>th</sup> Nov - 30 <sup>th</sup> Dec 2024.
Phase 3: Reporting				
3.1	Briefing meeting with Enabel	Presentation.  Slides and Videos	1	December 10 <sup>th</sup>
3.2	Write final report and submission to Enabel Wezesha Binti	Final report	4	17 <sup>th</sup> December

### **Ethical considerations**

Ethical aspects of the consultancy such as gender responsive interviews, use of language, cultural sensitivity, should be covered in the consultants' technical proposal. The consultant MUST apply the LEAVE NO ONE BEHIND principle during the processes.

### **PROJECT MANAGEMENT**

A kickoff meeting will take place at the start of the performance. The aim will be to discuss with the Contracting Authority the general implementation of the project, the work plan and communication with the project management team. The meeting will also aim at clarifying to the Contractor the roles and responsibilities of the Contracting Authority during the implementation.

As required, ad hoc meetings and conference calls will be scheduled and organized by the Contractor during the implementation of a given service request. Prior to each of these meetings/ conference calls the Contractor will submit to the Contracting Authority a summary of any specific points that need to be discussed.

The Contracting Authority's responsibility is to:

- Ensure availability of all relevant information required to ably deliver the assignment.
- Ensure quality control and assurance through close monitoring of the assignment.
- Ensure effective communication between and among all stakeholders.

Daily coordination and management of this consultancy will be by the Thematic expert from Enabel Who is also the contract manager.

Supplementary meetings during the implementation of the specific contracts may be convened at the request of the Contracting Authority to monitor the implementation.

The Contractor shall be required to reply to all queries from the Contracting Authority within two (2) working days, unless agreed otherwise.

Furthermore, the Contractor shall be obliged to ensure that the key experts comply to and follow the instructions given by the Contracting Authority, to allow smooth administration of the activities. The Contractor must also ensure timely and accurate invoicing for services delivered and required reporting.

Without prejudice to any of the outputs/deliverables as outlined above, the Contractor shall on request, provide overview reports with, at a minimum, the following characteristics:

- Frequency: as per the deliverables
- Content, a narrative

The report shall include all relevant references, dates, and the subject of the assignment.

All outputs/deliverables (deliverables for services as the overviews) as outlined will be submitted for approval and endorsement to the contract Manager.

**Location of activities:**

The assignment will be conducted in Tanzania in Kigoma region, see the Annex A.

A: Wezesha Binti Program Schools in Five Districts of Kigoma

SN	DISTRICT	SCHOOL	WARD
1	Kibondo	Kigina	Rugongwe
		Mount Samba	Kizazi
		Kumsenga	Kumsenga
		Migenzi	Busunzu
		Kungogo	Mabamba
2	Kasulu DC	Ntamyia	Buhoro
		Asante Nyerere	Asante Nyerere
		Kimenyi	Kagera Nkanda
		Kurunyemi	Kurugogo
		Kabagwe	Kwaga
3	Kasulu TC	Kigodya	Kigondo
		Ruhita	Ruhita

		Mwanga Kasulu	Muganza
		Kinkati	Kumsenga
		Nyansha	Nyansha
4	Kigoma DC	Kidahwe	Kidahwe
		Mkabogo	Kalinzi
		Bugamba (Transport by Boat)	Mwamgongo
		Mgawa	Mahembe
		Mkongoro	Mkongoro
5	Kigoma MC	Wakulima	Kagera
		Kitwe	Bangwe
		Rubuga	Rubuga
		Bushaban	Kibirinzi
		Kitongoni	Kitongoni

#### **EXPECTED PARTICIPANTS IN THE DIALOGUE.**

Participants to be involved in the Dialogue for each community will include the following:

1. Enabel Wezesha Binti staff
2. LGAs; 4-5 staff (DEO, CDO, SWO, Communication and information Officer)
3. Dialogue facilitators
4. Media people from LGA For documentation etc
5. Wezesha Binti Focal Point/person- district level
6. Women and Children Protection committee members
7. Students
8. School committee members (
9. Ward Executive Officer
10. Ward education officer (WEO)
11. Village chairperson
12. Village executive officer (VEO)

13. Representative Members from other villages served by the school. Total Kigoma all districts 100; 4 per school/community)
14. Influentials
15. Member of any CBO or Women and Youth Group
16. VET trainees
17. Representatives from the VET Centers Long and short courses coordinators
18. VET center managers

More participants can be invited as per program need

### **OTHER RESOURCES**

The Enabel project team will support on mobilization of stakeholders for engagement.

International consultants, on the other hand, must consider in their bid the price of travel from home country to Dar es Salaam Tanzania

The tenderer must include in the form price the Unit price for accommodation and per diems in Kigoma.



## 6 Forms

### 6.1.1 Legal person entity private/public legal body

Fill the form below.

OFFICIAL NAME ②			
ABREVIATION			
MAIN REGISTRATION NUMBER③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
OFFICIAL ADDRESS			
POSTCODE	P.O. BOX	CITY	
COUNTRY		PHONE	
BANK ACCOUNT (RIB NUM)			
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

- 
- ① **Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).**
  - ② **National denomination and its translation in EN or FR if existing.**
  - ③ **Registration number in the national register of the entity.**

### 6.1.2 Financial identification

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>9</sup>	
IBAN/ACCOUNT NUMBER <sup>10</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

<b><u>ADDRESS OF BANK BRANCH</u></b>		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

<b><u>ACCOUNT HOLDER'S DATA</u></b>		
AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

<sup>9</sup> This does not refer to the type of account. The account name is usually the one of the account holders. However, the account holder may have chosen a different name to its bank account.

<sup>10</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

## 6.2 Tender Forms – prices

By submitting this tender the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications TZA22003-10102 and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

The unit prices and the global prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value. 5% will be imposed for Local Consultant while 15% will be imposed for international consultant.

The tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, given in euros and exclusive of VAT:

N°	Description	Unit	Qty	Unit price in Euro or TZs excl. VAT	Total price in Euro or TZs excl. VAT
1.	Experts	Lump sum	Lump sum		
2.	Accommodation price/Night for Kigoma	Pesron-Night	1		
3.	Perdiem rate/day for Kigoma	Person-day	1		
4	Flight ticket Dar-Kigoma and return	Lump Sum	1		
			<b>Total* excl. VAT:</b>		

The confidential information and/or the information relating to technical, or business secrets is indicated clearly in the tender.

In annex ....., the tenderer attaches .....to his tender TZA22003-10102 bid.

Certified true and sincere,

Handwritten original signature(s):

## 6.3 Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations:

- 1) The tenderer or one of its 'directors [1]' was found guilty following a conviction by final judgement for one of the following offences:
  - 1° involvement in a criminal organisation
  - 2° corruption
  - 3° fraud
  - 4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence.
  - 5° money laundering or terrorist financing
  - 6° child labour and other trafficking in human beings
  - 7° employment of foreign citizens under illegal status
  - 8° creating a shell company.
- 2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount more than EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
- 3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.
- 4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

- a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019
- b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019
- c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
- d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information
- e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements, or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel's exclusion lists because of such an act/agreement/arrangement is sufficiently plausible an element.

- 5) When a conflict of interest cannot be remedied by other, less intrusive measures.
- 6) When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages, or another comparable sanction.

Also, failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

- 7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, human-rights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

[https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_en)

[https://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-01-17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf)

For Belgium:

[https://finances.belgium.be/fr/sur\\_le\\_spf/structure\\_et\\_services/administrations\\_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2)

- 8) << If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

## 6.4 Integrity statement for the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

- Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology and anti-corruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding, or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
- The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

.....Place, date

## 6.5 Selection file

### 1) References

The tenderer includes in his tender certificates of completion for 2 similar services (nature and amount) delivered over the past 3 years. The certificates must be signed by the contracting authorities or private client.

### 2) Proposed team to tender the contract

The tenderer will submit the CVs of the consultancy team, which must comprise a minimum of 2 consultants (with 1 lead consultant), with their bid. It is important to ensure that the team conducting the community dialogue is with mixed sex

The consultancy team may recruit other assistants to support the activities. The team is expected to have the following key qualifications and experience (as a whole):

### Mandatory minimum requirements

- University degree in social sciences, education, public relations, communication or related field
- At least two (2) years proven experience in facilitating discussions, dialogues, workshops, training using participatory processes and digital tools.
- Proven applied knowledge on gender and social inclusion, women economic justice, girls access to secondary education
- Strong understanding of local cultural and social dynamics of Kigoma region.
- Demonstrated fluency in Kiswahili and English Excellent communication, facilitation, and skills to conduct community dialogue and documentation using digital tools.

### Capacity

- A team of 5 qualified lead facilitators (meeting the minimum requirements) with strong understanding of Kigoma region
- Experienced in organizing and screening educational videos in communities.
- Experienced in audio and video documentation including content gathering, editing and packaging
- Experienced in mobilizing and engaging communities using inclusive and participatory methods.

Only tenders from tenderers who meet all the selection criteria set at the point 3.5.2 “Selection criteria” are taken into consideration to participate in the comparison of tenders on the basis of the award criteria set out below, subject to the regularity of these tenders.

## **6.6 Technical file (awarding criteria)**

Technical note of maximum 20 pages

## **6.7 Overview of the documents to be submitted – to be completed exhaustively.**

1. Identification form
2. Price form
3. Access declaration
4. Integrity statement
5. Selection file
6. Technical proposition
7. Financial Identification form