



## Tender Specifications

Framework services agreement for provision of consultancy services for Co-creation of social behaviour change solutions for Enabel Projects in Uganda

Direct Negotiated procedure with prior publication

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## **DEROGATIONS FROM THE GENERAL IMPLEMENTING RULES**

Section 4, '*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 contract by way of derogation from the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

These tender documents derogate from Art. 25-33 of the General Implementing Rules (see point 4.7 "Performance bond (Art. 25-33)"). This is motivated by the need to provide equal opportunity for local and international tenderers to participate with a view to increasing competition.

# 1 Terms of reference

## 1.1 Requirements for the services and the deliverables

### 1.1.1 Technical methodology

The contractor is required to deliver the specified services and the deliverables by employing a technical methodology with due consideration for the background, objective, and scope, as specified hereafter.

#### 1.1.1.1 Project Background(s)

Enabel, the Belgian development agency has been active in Uganda for more than 20 years, supporting the Government of Uganda in its development agenda in various sectors; environment, health, formal education, skilling and climate-smart infrastructure among others.

Enabel and the Government of Uganda received funding from the Kingdom of Belgium and the European Union to implement a 5-year country portfolio 2023 - 2028. The overall objective of the programme is to ensure that young people especially young women develop into active, economically independent citizens in a sustainable society that respects human rights and ensures access to quality basic services. This shall be achieved through two pillars, pillar one and two.

The first pillar focuses on providing young people, especially young women, with the right vocational skills and genuine opportunities to generate an income and contribute to the economy through sustainable decent work. This objective will be pursued by addressing barriers from both the supply-side (employability) and the demand-side (jobs and entrepreneurship). Pillar, one aims at having young people, especially young women, acquire skills and find decent jobs or entrepreneurship opportunities in agriculture and the green and sustainable economy. This is through five projects: WeWork Busoga, WeWork Albertine/Rwenzori, WeWork Kampala, WeWork West Nile as well as Social Protection and Decent Work.

Pillar 2 on the other hand aims to ensure that the rights to safe and quality education and healthcare are more transparently ensured especially for the most in-need populations such as children, women, girls as well as refugees and host communities. Four projects contribute to this goal: WeLearn, WeCare, WeTeach and WeTrain4Health. This consultancy concerns pillar one projects (WeWork) and 1 pillar two project namely, WeCare.

#### 1.1.1.2 Projects context

##### a) Green and Decent Jobs - WeWork Project

The initiative jointly implemented by Enabel and the Ministry of Education and Sports targets youth, women, young girls, refugees (including urban refugees) and people with disabilities. It is implemented in four regions of Uganda namely, Busoga (Kamuli, Jinja and Jinja City), Kampala metropolitan (Kampala, Mukono and Wakiso), Albertine/Rwenzori (Kasese, Kabarole, Fort Portal City, Kyegegwa and Hoima) and WeWork West Nile (Madi Okollo, Terego, Yumbe, Arua and Adjumani). However, this consultancy concerns three components of WeWork namely, WeWork Kampala metropolitan, WeWork Albertine/Rwenzori and WeWork West Nile. WeWork has the following result areas.

1. TVET, agriculture and the green economy are better promoted as employment pathways.
2. The provision of skills development is more equitable, qualitative, innovative, and demand-driven for increased employability.
3. Work-ready youth have increased access to general employment services that connect them with decent work employers.
4. Vulnerable youth, including women, have increased access to entrepreneurship promotion and support to set up small businesses
5. Selected enterprises are supported to engage in sustainable development for green growth and decent jobs.
6. The development of selected value chains in agriculture and green economy is improved.

**b) Caring for Mother’s Lives – WeCare Project**

This project aims to improve maternal health by addressing the demand, supply, and governance of health services, focusing on the following key result areas:

1. People’s capacities to enhance their autonomy and make informed choices about their health are reinforced.
2. The quality of emergency medical services and referral services is improved.
3. The acceptability and quality of selected HC III and HC IV is improved (with attention to SRHR).
4. The local authorities’ capacity and stewardship to promote a participatory and accountable leadership and management of the local health system are improved.
5. Communities are empowered to participate and take ownership of their health.

**1.1.1.3 Co-creation of Behaviour Change Solutions**

Result Area 1 of the projects outlined above shall be achieved through Social Behaviour Change Communication (SBCC), a structured and evidence-based approach tailored to the local context. This approach prioritizes engaging end-users in designing, implementing and evaluating behaviour change strategies.

To this end, Enabel started the Social and Behaviour Programme with a study to assess the Knowledge, attitude and practices (KAP) of target populations concerning result one of the relevant projects; WeWork and WeCare. The KAP studies aimed to identify the barriers to adoption of the desired behaviours.

Building on the findings of the KAP studies, the concerned projects shall proceed to co-creation of social behaviour change solutions jointly with target populations to tackle the barriers identified through the KAP study. This co-creation shall happen through ideation workshops with target populations and end users such as youth, women, girls, refugees, people with disabilities and opinion leaders, parents, expectant mothers, adolescents in and out of school among others. These workshops shall bring together the relevant stakeholders around the main issues identified in the KAP study and in a participatory manner ideate solutions to tackling the barriers. It is therefore against this background that Enabel is seeking to procure a competent design entity to facilitate the co-creation of social behaviour change solutions to achieve the social behaviour change objectives of the respective projects listed below.

### **1.1.2 Objectives of the Assignment**

The objectives of this assignment are to establish a Framework Agreement with several service providers allowing to make orders as the needs arise in the following domain:

- Promotion of Technical, Vocational Education and Training (TVET) agriculture and green economy as viable employment pathways in Kampala metropolitan areas, Albertine/Rwenzori and West Nile sub regions.
- Promotion of healthy lifestyles in schools and communities.

### **1.1.3 Tasks**

For each service order, the service provider shall implement the following tasks:

- Conduct a desk review to better understand the project contexts and the barriers identified in the Knowledge, Attitudes and Practices (KAP) study
- Facilitate 10 co-creation workshops in Kampala, the Albertine/Rwenzori, Busoga and West Nile sub region, including real- time illustration of SBCC solutions generated during the workshop. This involves:
  - Preparing materials for the co-creation workshops (programme, presentations, exercises, games, handouts etc)
  - Providing technical guidance to support participants in generating solutions.
  - Facilitate the development of prototypes during the workshops
- Design and produce SBCC solutions co-created with participants, following a creative and participatory process that aligns with the initiative’s objectives. To be impactful, these messages/solutions shall:
  - Include a clear actionable call that is achievable and beneficial for the target audience.
  - Address the behavioural issues identified in the KAP study.
  - Be simple, memorable, culturally relevant, and easily understood by the target audience.
- Translate the co-created SBCC solutions into Lukonzo, Luganda, Lusoga, Lutoro, Runyoro and Lugbara (depending on the region).
- Pre-test the SBCC solutions with the target audience.
- Refine the SBCC solutions based on the feedback from the pre-testing phase.
- Train and coach selected change agents on effective dissemination of the final SBCC solutions.

### **1.1.4 Deliverables**

For each service order, the service provider shall provide the following:

- An inception report
- A co-creation report with prototypes of proposed solutions
- A pre-testing report
- Digital/soft copies and 5 printed copies (as applicable) of the final solutions in Lukonzo, Luganda, Lusoga, Lutoro, Lunnyoro and Lugbara (depending on the region).
- A final comprehensive report covering the entire assignment from inception to completion, including key lessons learned.



### 1.1.5 Quality management

The Contractor shall maintain service quality by continuously monitoring the satisfaction of all participants involved in the activities. This monitoring shall follow a quality assurance (QA) approach based on the following principles: systematically collect data, report the findings, and enable timely action based on the data at the relevant level. Applying these principles ensures continuous monitoring and improvement, allowing the Contractor to address any issues, adapt to participant feedback, and optimize the co-creation process in real-time. This approach contributes to a collaborative environment, ensuring the solutions developed are aligned with the participant’s needs and expectations.

The Contracting Authority shall, in parallel, closely oversee the content, methodology, and implementation of the activities to ensure they meet the expected standards. Additionally, the Contracting Authority shall conduct independent evaluations during and after the activity; assess service quality, the expertise of the Contractor, and participant satisfaction. Findings from these evaluations shall be communicated to the contractor, and corrective actions may be requested if necessary.

### 1.1.6 Project Management

The contractor is required to adhere to all requirements and deliverables specified in these terms of reference and propose an effective methodology for executing the assignment.

A kick-off meeting shall be held in Kampala at the start of the assignment to discuss the overall implementation with the Contracting Authority, review the workplan, and establish communication with the project management team

As needed, the contracting Authority shall organize ad-hoc meetings and conference calls during the assignment. Before each meeting or call, the Contractor shall provide a summary of key discussion points for the Contracting Authority.

The Contractor is expected to respond to all inquiries from the Contracting Authority within two (2) working days unless otherwise agreed. The project’s management and oversight shall be led by the Communication and Social Behaviour Change Expert, who shall also serve as the Contractor’s primary point of contact. All deliverables shall require approval and endorsement from the contract manager. Other Enabel staff may be consulted and contribute input at key stages of the assignment, coordinated by the Communication and Social Behaviour Change Expert.

## 1.2 Requirements for the resources

### 1.2.1 Composition of the team

<b>For this assignment</b>	<ul style="list-style-type: none"><li>• A pool of 2 Social Behaviour Change Communication (SBCC) Experts (one being nominated as the coordinator)</li><li>• A pool of 2 Graphics Designers/Illustrators</li></ul>
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### Coordinator/team leader

The contractor shall be responsible to present a pool of key experts that shall cover all contents of this contract. The contractor shall be responsible for selecting a coordinator/team leader and the individual expert out of his pool for delivering the outputs of the specific service requests of the contract. For this assignment, a maximum of 4 experts shall perform the activities where one of the Social Behaviour Change Communication (SBCC) Experts shall as well work as a Team Leader. However, the contractor is at liberty to assemble or have a support team to collaborate on the project. It is also expressly stipulated that any additional support team members shall be the responsibility of the contractor and not the Contracting Authority. This support team cannot be invoiced separately and must be included in the lump-sum unit price per day.

One of the Social Behaviour Change Communication (SBCC) Experts shall be a Coordinator/Team leader. He/she shall be the single point of contact for all administrative and operational communication with the Contracting Authority. The single point of contact and if necessary, his/her replacement must fulfil the requirements set in the terms of reference. Similarly, the Contracting Authority will designate contact persons. All communications and exchange of information between the Contracting Authority and the Contractor during the contract period shall be held in writing or email, in English, and be addressed to the Contractor's single point of contact and to the contact person in the Contracting Authority respectively. The coordinator shall need to closely collaborate with the Contracting Authority ensuring that the quality of the assignment meets the standards set. In addition, he/she shall safeguard that the requirements as described in this tender are being kept.

### **1.2.2 Management of the Team**

During the implementation of the contract, the contracting authority shall individually assess the performance of the key experts and conduct evaluation sessions to get feedback from the participants. The contracting authority reserves the right to reject an expert if his/her performance is not satisfactory. The contractor shall ensure that there is a back-up expert available in the pool. Should the expert become unavailable for more than 2 days for any reason, the back-up expert must be provided at short notice. The back-up expert shall continue the implementation at the required standards. In case of unavailability of a team member, the contractor shall ensure prompt replacement with at least the same level of qualifications as those of the Expert being replaced and who was initially proposed for the assignment in accordance with the tender. Efficient communication and sharing of experience must be put in place within the team.

### **1.2.3 Qualifications of the Team**

#### **1) The coordinator**

##### **Mandatory requirements:**

- At least 7 years of proven recent experience in planning, designing and implementing social behaviour change programmes.
- Evidence of being familiar with development and pretesting of Social Behaviour Change Communication messages, materials and tools.
- Evidence of ability to mentor, motivate and coordinate a team under his or her supervision.

- Excellent command of written and spoken English.

**Other competencies or knowledge considered an asset**

- Ability to effectively work with populations in both rural and urban communities.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships.
- Ability to work in a sensitive and collaborative manner; working with others to support positive change.
- Excellent ICT skills (adobe master collection package: Photoshop, InDesign, Illustrator)
- Ability to organize and facilitate workshops.
- Proven experience in coaching and training

**2) Social Behaviour Change Communication (SBCC) Expert**

The service provider will be responsible for selecting the individual expert for delivering the outputs of the specific activities of the contract.

**Mandatory requirements**

**Mandatory requirement for the SBCC Expert**

- Master’s degree in either communication, marketing or social and behavioural sciences (Specialised training in Human Centered Design).
  - At least 5 years of proven recent experience in planning, designing and implementing social behaviour change programmes.
  - At least 5 years proven experience in the designing, implementation as well as monitoring and evaluation Social Behaviour Change programmes in either the health (e.g., health education and promotion) or education or skilling sectors.
  - Experience in designing social behaviour change campaigns delivered via various media, community dialogues, community radios, peer education etc.

**Specific competencies or knowledge considered an asset**

- Creative and out of the box thinker demonstrated by a record of successful SBCC campaigns designed and led by the expert.
- Ability to effectively work with populations in both rural and urban communities.
- Ability to work in a sensitive and collaborative manner; working with others to support positive change.
- Ability to organize and facilitate workshops.
- Proven experience in coaching and training
- Good knowledge of computer software (Word, Excel, and Database)

### 3) Graphic Designers/Illustrators

#### Mandatory requirement

- Certificate in graphics design or fine arts or journalism and communication OR by experience in those domains equivalent to at least 7 years.
- At least 5 years of proven experience in co-creation of social behaviour change products.
- Provide Portfolio of original and visually appealing illustrations/graphics developed in the last three years.
- Proven mastery of photo editing and graphic design software such as Photoshop, Illustrator and InDesign.

#### 1.2.4 Deployments of the Team

The contractor shall be responsible to present key experts that can cover all contents of this contract and subsequent orders that will follow and demonstrate expertise to deliver it within the estimated number of person days specified below.

Project	Activity	Estimated Person days per order
WeWork WeCare	Desk review and inception report preparation	3
	Facilitate co-creation/ideation workshops	5
	Design and produce SBCC solutions	15
	Translate co-created SBCC solutions	5
	Pretest SBCC solutions in four sub-regions - Busoga, Kampala Metropolitan area, Albertine/Rwenzori and West Nile	2
	Adapt solutions based on pretesting feedback	5
	Coach Enabel staff and selected partners	5
<b>Total</b>		40 person days

#### 1.2.5 Place and time of implementation

- WeWork intervention: Estimated 4 cocreation/ideation workshops shall be conducted in the Kampala, Albertine/Rwenzori and West Nile sub-regions, bringing together diverse groups, including youth, women, girls, refugees, people with disabilities, opinion leaders, and other key stakeholders to collaboratively develop solutions to address the identified barriers.
- WeLearn: Estimated 2 cocreation workshops shall be conducted in Busoga (x1) and Rwenzori (x1) sub regions bringing together the relevant stakeholders such as parents, teachers, local leaders, opinion leaders' students among others.
- WeCare: Estimated 4 cocreation workshops shall be conducted in Busoga (x2) and Rwenzori (x2) sub regions bringing together the relevant stakeholders such as mothers, adolescents, health workers, local leaders among others.

### **1.2.6 Other resources**

The service provider shall be responsible for all the logistical needs of their team during this assignment. These shall include transportation and accommodation of the team during field missions, workshop fees (where necessary) etc. Enabel shall not make any logistical arrangements for the service provider's teams.

Enabel shall on the other hand take care of the following

- Logistics related to co-creation participants (transport and per diem)
- Conference facilities for co-creation and pretesting (Workshop Hall, meals, stationery)

## 2 General provisions

### 2.1 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 Art. 25-33 of the General Implementing Rules (see point 4.7 “Performance bond (Art. 25-33)”). This is motivated by the need to provide equal opportunity for local and international tenderers to participate with a view to increasing competition.

### 2.2 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 person(s) who shall sign the award letter and are mandated to represent the organisation towards third parties.

### 2.3 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>2</sup>, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the

<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. Belgian Official Gazette of 1 July 1999.

<sup>2</sup> Belgian Official Gazette of 18 November 2008.

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 Labour Organisation<sup>3</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;

## 2.4 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>4</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>5</sup>;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors<sup>6</sup>;
- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works<sup>7</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 with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.

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<sup>3</sup> <http://www.ilo.org/ilolex/french/convdsp1.htm>.

<sup>4</sup> Belgian Official Gazette 14 July 2016.

<sup>5</sup> Belgian Official Gazette of 21 June 2013.

<sup>6</sup> Belgian Official Gazette 9 May 2017.

<sup>7</sup> Belgian Official Gazette 27 June 2017.

- Law of 30 July 2018 on the protection of natural persons with regard to 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>.

## 2.5 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 Uganda.

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.

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

### **2.6.1 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 with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

### **2.6.2 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 serious. 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>

## **2.7 Deontological obligations**

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.

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.

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.

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.

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.

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.

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.abelintegrity.be> website.

## **2.8 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.

## 3 Modalities of the contract

### 3.1 Type of contract

This is a services contract under a framework agreement with a maximum of two shortlisted bidders.

### 3.2 Scope of the contract

#### 3.2.1 Subject-matter

This services framework agreement consists in the provision of **consultancy services for Co-creation of social behaviour change solutions for Enabel Projects in Uganda**, in conformity with the conditions of these Tender Specifications.

#### 3.2.2 Lots

The procurement contract has one lot. A tender for part of a lot is inadmissible.

#### 3.2.3 Items

Each order under the framework agreement will consists of the following items:

Item	Description
1.	Desk review
2.	Facilitation of cocreation workshop
3.	Preparation of materials for the cocreation workshop
4.	Providing technical guidance
5.	Facilitate the development of prototypes
6.	Design and production of SBCC solutions
7.	Translation of SBCC solutions to various languages
8.	Training and coaching selected change agents

These items are pooled and form one single procurement contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the procurement contract.

### 3.2.4 Variants

Each tenderer may submit only one tender. Variants are forbidden.

## 3.3 Duration of the contract

The procurement contract starts upon award notification and lasts **4 calendar years**.

For each of the orders sent to the contractors, the services must be implemented and delivered within maximum 120 calendar days.

However, the contracting authority and the service provider are allowed to agree on a shorter implementation duration for a specific order, which will be mentioned in the service order.

Each party may, however, terminate the agreement at the end of the first, second or third year, provided that notification to the other party is sent at least 90 calendar days before the end of the first, second or third year of the framework agreement. In this case, the party may not claim damages for such termination.

If the contracting authority terminates the framework agreement, such termination will apply to all participants and, consequently, it will be notified to all participants. Participants may not claim damages for such termination.

Where the framework agreement is terminated in application of an ex officio measure, termination of the agreement is limited to the participant against whom the ex-officio measure was taken.

If one of the participants initiates the termination of the framework agreement, they will be deleted as a participant from the second, third or fourth year of the framework agreement, as the case may be. As soon as they are removed as a participant, they will no longer be considered for contracts based on the framework agreement.

Within three years of the conclusion of this contract and in accordance with in accordance with Article 42 §1, 2° of the law of 17 June 2016, the contract may be extended to include new services consisting of the repetition of similar works or services.

## 3.4 Quantities

The public contract estimated quantities are for information purposes only and regard the whole duration of the contract. The contractor must therefore be able to perform these quantities for the period that covers the duration of the public contract.

The present framework agreement does not have minimum quantities. Exact quantities shall be determined in each subsequent contract. The contracting authority does not commit in any way as to quantities that shall actually be ordered through this contract. The contractor cannot use the fact that the listed quantities were not attained as a basis for claiming compensation.

## 3.5 Value of the contract

The **maximum contract value is 221,000 EUR**. This amount is given as an indication for the service provider to know the potential scope of the framework agreement. Under no circumstances may the shortlisted participants be able to claim compensation if this orders amount don't reach the maximum.

## 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.

These tender specifications derogate from Art. 25-33 of the General Implementing Rules (see point 4.7 "Performance bond (Art. 25-33)"). This is motivated by the need to provide equal opportunity for local and international tenderers to participate with a view to increasing competition.

### 4.1 Managing official (Art. 11)

The managing official is Yeka William, Communication and Social Behaviour Change Expert, e-mail: [william.yeka@enabel.be](mailto:william.yeka@enabel.be)

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 provided that 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 in order 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 of 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 with regard to 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**

#### PROCESSING OF PERSONAL DATA BY A CONTROLLER (RECIPIENT)

During contract performance, the contractor may process personal data of the contracting authority 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.

Given the public contract, it is to be considered that the contracting authority and the contractor will each be responsible, individually, for the processing.

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

The contracting authority acquires the intellectual property rights for the SBCC solutions created, developed or used during performance of the contract.

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

According to art. 25, §3, of the GIR, performance bond of 5% of the total value, excluding VAT shall be required for each subsequent contract, should the value exceed 50,000 euro or implementation period exceed 45 calendar days. The value thus obtained is rounded up to the nearest 10 euros.

In accordance with the legal and regulatory provisions, the performance bond may be constituted either of cash or of public funds or may take the form of a joint performance bond.

The performance bond may also take the form of a surety bond issued by a credit institution meeting the requirements of the law on the statute and control of credit institutions.

As a derogation from Article 26, the performance bond may be posted through an establishment that has its registered office in one of the countries of destination of the services. The contracting authority maintains the right to accept or refuse the posting of the bond through that institution. The tenderer shall mention the name and address of this institution in the tender.

This derogation is founded on the idea of providing possible local tenderers with an opportunity to submit a tender. This measure is made essential by the specific requirements of the contract.

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The contractor must, within 30 calendar days from the day of procurement contract conclusion, furnish proof that he or a third party has posted the bond in one of the ways set out below:

1° in the case of cash, by transfer of the amount to the bpost account number of the Deposit and Consignment Office Fill out the form

[https://finances.belgium.be/sites/default/files/01\\_marche\\_public.pdf](https://finances.belgium.be/sites/default/files/01_marche_public.pdf) as completely as possible and return it to the e-mail address: [info.cdcck@minfin.fed.be](mailto:info.cdcck@minfin.fed.be)

After reception and validation of said form, an agent of Belgium's Deposit and Consignment Office (Caisse des Dépôts et Consignations) will communicate to you the payment instructions (account number + communication) for posting the bond in cash;

2° in the case of public funds, by depositing such funds, for the account of the Deposit and Consignment Office, with the State Cashier at the head office of the National Bank in Brussels or at one of its provincial agencies or with a public institution with an equivalent function;

3° in the case of a joint surety, by deposit via an institution that lawfully carries out this activity of a deed of joint surety with the Deposit and Consignment Office or with a public institution with an equivalent function;

4° in the case of a guaranty, by the deed of undertaking of the credit institution

This proof must be provided as applicable by submission to the contracting authority of:

1° the deposit receipt of the Deposit and Consignment Office or of a public institution with an equivalent function; or

2° a debit notice issued by the credit institution; or

3° the deposit certificate issued by the State Cashier or public institution with an equivalent function; or

4° the original copy of the deed of joint surety stamped by the Depot and Consignment Office or by a public institution with an equivalent function; or

5° the original copy of the deed of undertaking issued by the credit institution granting a guaranty.

These documents, signed by the depositor, must state why the performance bond was posted and its precise usage, consisting of a concise indication of the subject-matter of the procurement contract and a reference to the procurement documents, as well as the name, first name and full address of the contractor and, where relevant, that of the third party that made the deposit on the contractor's account, bearing the statement 'lender' or 'mandatory', as appropriate.

The period of 30 calendar days specified above is suspended during the period of closure of the contractor's business for paid annual holidays and the days off in lieu stipulated by regulation or by a collective binding labour agreement.

Proof that the required performance bond has been posted must be sent to the address that will be mentioned in the contract conclusion notification.

### **Request by the contractor for the acceptance procedure to be carried out:**

The final acceptance of each service order: This is equal to a request to release the total amount of the performance bond.

## **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)**

This public contract provides for a price revision. Only one price revision can be applied per year (upon the contract award anniversary date).

To calculate the price revision, the following formula applies:

$$P_r = P_o \left( \frac{I_r}{I_o} \right)$$

where:

Pr = Price after revision

Po = Price quoted in the tender

Io = Index for the month in which the framework Contract (FWC) enters into force.

Ir = Index for the month in which the request to revise prices is received

This revision shall be determined by the trend in the harmonized consumer price index published by the Uganda Bureau of Statistics (UBOS) Database for the applicable index appropriate for the industry.

The price revision may only be applied if the price increase or decrease following the request or if the price revision request amounts to at least 3% of the price quoted in the tender (for the first price revision) or of the last price revised or imposed (as of the second price revision). The total revision under this clause shall be subject to a ceiling of plus or minus 10% of the price quoted in the tender.

#### **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 describes precisely 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)**

See point 3.3' duration of the contract for provision of consultancy services for cocreation of social behaviour change solutions for Enabel projects in Uganda.

The order form is addressed to the supplier by any means through which the date of dispatch can be determined unambiguously.

Any further correspondence pertaining to the order form (and to the delivery) follows the same rules as those for the dispatch of the order form when a party wants to establish proof of its intervention.

In the event the acknowledgement of receipt of the order form is received after the period of two working days, upon written demand and justification of the supplier, the delivery period may be extended pro rata of the delay of the acknowledgement of receipt of the order form. When the service that placed the order, upon examination of the written demand of the supplier, estimates that the demand is founded or partially founded, it will inform the supplier in writing of which extension of the period is accepted.

When the order form is clearly incorrect or incomplete and implementation of the order becomes impossible, the supplier immediately notifies the service that placed the order about this in writing to find a solution to allow for normal implementation of the order. If necessary, the supplier shall ask for an extended delivery period under the same conditions as those foreseen in case of late reception of the order form.

In any event, complaints about the order form are not admissible anymore if they are not submitted within 10 calendar days from the day following the date on which the supplier has received the order form.

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

The services shall be delivered in the different regions as stated in the terms of reference.

#### **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 154155)**

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 considered to be 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 nonobservance 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 taken action 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.

The services will not be accepted until after fulfilling audit verifications, technical acceptance and prescribed tests.

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.

#### 4.15.3 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) to the address on the order form.

Only delivery that has been performed correctly may be invoiced.

The contracting authority disposes of a period for verification of thirty days starting on the end date of the delivery, 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 supplier.

The amount owed to the supplier 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, the applicable agreed discount and delivery note may be required.

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

The invoice must be in EURO.

For each order, payment corresponding to 100 % of the order form shall be made after approval of related deliverables, notwithstanding reimbursement of any advance payment that might have been granted as follows

S/N	Approval of Deliverables	Percentage cost
1	Inception report	20%
2	Desk review to better understand the project's context and barriers identified through the knowledge, attitude and practices study.	
3	Facilitate co-creation workshops	
4	Design and produce SBCC solutions	70%
5	Translate co-created SBCC solutions	
6	Pretest SBCC solutions	
7	Adapt solutions based on pretesting feedback	
8	Produce approved solutions	
9	Coach Enabel staff and selected partners	10%

#### **Advance payment:**

By way of derogation from the foregoing, and in accordance with Articles 12/1 to 5 of the Law of 17 June 2016, inserted by the Law of 22 December 2023 amending the regulations relating to public

contracts with a view to promoting access by SMEs to the said contracts, the contracting authority shall pay an advance when the successful tenderer proves to be an SME within the meaning of Article 163, § 3, subparagraph 2, of the Law of 17 June 2016.

The amount of the advance payment is calculated by applying the following percentages to a reference value determined in accordance with Article 12/5 of the Law of 17 June 2016:

1° if the successful tenderer is a micro-enterprise, i.e. an enterprise that employs fewer than ten (10) people and whose annual turnover or annual balance sheet total does not exceed two million euros (2M euro), the percentage to be taken into account is twenty per cent (20%);

2° if the successful tenderer is a small business, i.e. a business that employs fewer than fifty (50) people and whose annual turnover or annual balance sheet total does not exceed ten million euros (10M euro), the percentage to be taken into account is ten per cent (10%);

3° where the successful tenderer is a medium-sized company, i.e. a company employing fewer than two hundred and fifty (250) people and whose annual turnover does not exceed fifty million euros (50M euro) or whose annual balance sheet total does not exceed forty-three million euros (43M euro), the percentage to be taken into account is five per cent (5%).

According to Article 12/5 of the Law of 17 June 2016, the reference value relevant for calculating the advance in a framework agreement is equal to the amount of each order, including all taxes.

The first half of the advance shall be set off against the sums due to the contractor when the value of the services performed reaches thirty per cent of the original order amount and the second half of the advance shall be set off against the sums due to the contractor when the value of the services performed reaches sixty per cent of the original order amount. The aforementioned amounts shall be understood as amounts inclusive of value-added tax.

The supplier must provide an **advance bank guarantee** prior to any advance payment.

The amount of the advance will be deducted from the final invoice of each order.

No advance will be paid when implementation duration of an order is less than 60 days.

#### **4.16 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  
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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 Procurement procedure

Considering article 14, §2, 1° of the law of June 17, 2016 relating to public procurement, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, § 7, of the law.

The nature of the public contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal “e-Procurement” platform. The technical characteristics can therefore be discriminatory and can restrict the access of economic operators to the procurement procedure, in particular, in terms of speed and quality of the internet connection, as well as the quality of the electricity transport network.

In addition, the particular forms provided by this platform from the point of view of electronic signature are not yet compatible with the ICT generally used.

### 5.1 Type of procedure

This is a Direct Negotiated Procedure with Prior Publication in application of Article 41 of the Law of 17 June 2016.

### 5.2 Publication

#### 5.2.1 Official notification

This framework agreement notice is officially advertised in the Belgian Public Tender bulletin.

#### Further notification

These Tender Specifications are posted on the website of Enabel <https://www.enabel.be/public-procurement/> and in local Newspapers.

Additional publication shall include an invitation to tender.

### 5.3 Information

The awarding of this procurement contract is coordinated by the Contract Service Centre of Enabel in Uganda. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this procurement contract will exclusively pass through this service. (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 10 calendar days, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to [UGA\\_CSC\\_CONTRACTS@enabel.be](mailto:UGA_CSC_CONTRACTS@enabel.be) with copy to [aisha.mirembe@enabel.be](mailto:aisha.mirembe@enabel.be) with a clear indication in the subject of the e-mail of the procedure reference and the contract title. They will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above as soon as available.

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 taking into account any corrections made to the contract notice or the Tender Specifications that are published in the Belgian Public Tender Specifications – 2800UGA-10140 – Framework agreement Cocreation services

Tender bulletin 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.

In accordance with Article 81 of the Royal Decree of 18 April 2017, 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.

## **5.4 Preparation and Submission of Tenders**

### **Preparation of tenders**

The tenderer shall prepare separately, the administrative, technical and financial proposals as explained below;

#### Content of tenders

The tenderer must use the tender form in annexe. 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.

The tender shall contain the following parts:

#### **1. Administrative Proposal**

The tenderer shall use the tender forms included in the corresponding section of the Annex.

The Administrative proposal shall respect the following structure:

- Legal identification form
- Financial Identification Form (**along with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation**)
- Articles of association
- Certificate of incorporation
- Power of attorney
- Exclusion Criteria Form
- Integrity form
- Technical capacity form
- Subcontracting Form
- Signed CVs of the team
- Financial capacity form

**The successful tenderer shall be required to provide the following documents before award**

- Tax Clearance Certificate (e.g; URA, as applicable)

- Social Security Contribution Clearance (e.g. NSFF as applicable)
- An extract from the criminal record in the name of the tenderer (legal person) or his representative (natural person) if there is no criminal record for legal persons (ex. certificate of good conduct from Interpol);

## **2. Technical Proposal**

The technical proposal may be presented in free format. It shall include the following

- Technical methodology
- Project management

## **3. Financial Proposal**

The tenderer shall use the tender forms included in the corresponding section of the Annex.

### **Determination of prices**

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

This procurement contract is a price-schedule contract, i.e. a contract in which only the unit prices are lump-sum prices. The price to be paid will be obtained by applying the unit prices mentioned in the inventory to the quantities actually performed.

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

The service provider is deemed to have included in his unit and global prices any charges and taxes generally applied to services, except for the value-added tax.

The following are in particular included in the prices:

The administrative management and secretariat;

Travel, transportation and insurance;

Documentation pertaining to the services;

The delivery of documents or of pieces related to the performance;

The packaging;

Training required for operation;

Where applicable, the measures imposed by occupational safety and worker health legislation;

Customs and excise duties for equipment and products used;

Ugandan withholding tax regulations on withholding taxes. For national entities, 6% is deducted to the fees costs. For international entities, 15% is deducted to the fees costs.

Per diems (daily allowance): a flat-rate amount covering all additional expenses incurred in a professional capacity (i.e. not in a private capacity), and the mission in Uganda, such as: accommodation, meals, drinks, short local journeys (where applicable) and other small expenses (phone calls, internet, etc.).

### **Reimbursables are not part of the proposed fee costs but their maximum shall be indicated in the financial proposal**

Enabel will reimburse the following expenses on the basis of supporting documents.

International air travel: Air tickets for international flights between the expert's country of residence and Uganda are organized and paid for by the bidder (economy class ticket for the most economically advantageous route)

- The Contracting Authority will reimburse, on the basis of supporting documents international air travel from the expert's country of residence to Uganda.

- Visas will also be reimbursed by Enabel on the basis of supporting documents.

**Please note:**

- The daily rate is paid for all days actually worked, even if this is a weekend or public holiday, in accordance with the accepted work schedule attached to the contract.

- For international and national travel days, 50% of the daily 'home' rate is paid per travel day in accordance with the accepted work schedule attached to the contract.

**Validity of tenders**

The tenderers are bound by their tender for a period of 120 calendar days from the reception deadline date.

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

**5.4.2 Submission of tenders**

Without prejudice to any variants, the tenderer may only submit one tender only per lot.

The tenderer submits his tender as follows:

The tenderer shall submit separately (in separate envelopes), the administrative, technical and financial proposals. The sealed envelopes containing the different proposals shall then be put together and sealed in one big envelope to be submitted to the contracting authority.

One original copy of the completed tender shall be submitted on paper (hard copy). Electronic copies shall be submitted in one or more PDF files on a USB stick. The USB stick shall be inserted into the envelope containing the hard copy tender.

The tender shall be submitted in a properly sealed envelope bearing the following information: Name of tenderer, the title of the contract and the reference number of the procurement as stated on the cover page of the tender specifications.

It shall be submitted:

a) By mail (standard mail or registered mail)

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

**Enabel Uganda**

**Contract Service Center**

**Lower Kololo Terrace, Plot 1B**

**PO Box 40131 Kampala – Uganda**

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OR

b) Delivered by hand with acknowledgement of receipt.

The service can be reached on working days during office hours: from 9:00am to 12:00 pm and from 2:00 pm to 4:00pm (see the address given under point a) above).

The final date and time for receiving tenders is **28<sup>th</sup> January, 2025, 10:00 AM, Kampala Time**

### **5.4.3 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 electronic means, provided that 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.

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

The withdrawal must be pure and simple.

## **5.5 Opening and evaluation of Tenders**

### **5.5.1 Opening of tenderers**

The opening of tenders will take place on the day of the final date for receiving tenders indicated above. Tenders not received before this time will be rejected. The opening will take place behind closed doors.

### **5.5.2 Evaluation of Tenders**

#### **5.5.2.1 Selection of tenderers**

##### **Exclusion grounds**

The mandatory and optional exclusion grounds are given in the Declaration on Honour enclosed 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 accuracy of this Declaration on honour Based on the supporting documents.

##### **Selection criteria**

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

<b>1</b>	<b>Sufficient Economic and Financial Capacity</b>
1.1	Sufficient turn-over

Minimum Standard	Minimum average annual turnover of 40,000 EUR during the past three financial years
<b>2</b>	<b>Sufficient Technical and Professional Capacity</b>
2.1	Sufficient experience in co-creation of SBCC solutions in education or skilling or health
Minimum Standard	Minimum of 1 SBCC co-creation assignment in one of the three fields (Skilling, education or health) successfully completed in the past three years.
2.2	Sufficient human resources
Minimum Standard	Minimum qualifications and experiences for the team as stated in the technical specifications with Signed CVs and profiles.

A tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with these entities. In that case, the following rules apply:

- Where an economic operator wants to rely on the capacities of other entities, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.
- The contracting authority shall verify whether the entities on whose capacity the economic operator intends to rely on fulfil the relevant selection criteria and whether there are grounds for exclusion.
- Where an economic operator relies on the capacities of other entities with regard to criteria relating to economic and financial standing, the contracting authority may require that the economic operator and those entities be jointly liable for the execution of the contract.
- The contracting authority may require certain essential tasks to be carried out directly by the tenderer himself or, if the tender is submitted by a group of economic operators, by a member of the said group.

Under the same conditions, a group of candidates or tenderers may submit the capacities of the group's participants or of other entities.

### **Regularity of tenders**

The tenders submitted by the selected tenderers will be evaluated as to formal and material regularity. Irregular tenders will be rejected.

The contracting authority reserves the right to have the irregularities in the tenderers' tender regularised during the negotiations.

### **Negotiation**

The formally and materially regular tenders will be evaluated as to content by an evaluation committee. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in the procurement documents. This evaluation will be conducted based on

the award criteria given in these Tender Specifications and aims to setting a shortlist of tenderers with whom negotiations will be conducted.

Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The minimum requirements and the award criteria are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.

When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFOs. Once negotiations have closed, the BAFO will be compared with the exclusion, selection and award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given below) will be designated the contractor for this procurement contract.

### 5.5.2.2 Qualitative and financial evaluation of tenders

#### Award Criteria

The contracting authority selects the regular tender that it finds to be most economically advantageous, taking account of the following criteria:

- **Criteria 1: Qualitative award criteria: 70 %.**

The tenderer proposes a technical methodology, and a project management proposal based on the instructions given in the technical specifications. They are subject to evaluation according to the following sub-criteria:

N.	Qualitative Award Criteria	Max. Points: 70
1.	Technical methodology - The co-creation process (approaches and strategies of co-creation of SBC solutions) (20) - Co-creation tools (20 marks)	40
2	Project management proposal - Work plan and schedule (10 marks) - Quality management (10 marks) - Risk and risk management (10 marks)	30

Only tenders with scores of at least 50 points out of 70 points qualify for the financial evaluation.

- **Criteria 2: Price: 30 %.**

With regards to the 'price' criterion, the following formula will be used:

$$\text{Points tender A} = \frac{\text{amount of lowest tender}}{\text{amount of tender A}} * 30$$



## Final score

The scores for the qualitative and financial 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.

## 5.6 Award and Conclusion of Contract

### 5.6.1 Awarding the framework agreement

The framework agreement will be awarded to the first two participants who have submitted the most economically advantageous tender.

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.

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 e-mail.

Therefore, 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 of 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.

### 5.6.2 Concluding the subsequent contract through a cascade procedure (without re-competition)

#### Conditions

Awarding without re-competition is used when the methodological approach for the services to be performed are entirely defined and fixed by the contracting authority, and no original methodological contribution is expected from the service provider.

#### Procedure

By submitting its initial offer, the bidder accepts the cascade process and the mode of as described below:

- Stage 1: The contract documents (terms of reference, work schedule, etc.) are e-mailed to the first-ranked bidder. The successful bidder is asked to confirm his agreement to the execution of the order

and the availability of the expert by sending an e-mail within a maximum of 5 calendar days from the day following the invitation.

If, for any reason whatsoever, the successful bidder is unable to perform the service, the successful bidder shall notify this by e-mail as soon as possible and within a maximum of 5 calendar days. Should the tenderer fail to send bid form within the 5-day time limit, silence on the part of the bidder will be considered as a refusal of the contract.

- Step 2: If the first-ranked bidder refuses the order or does not respond within the 5-calendar-day time limit specified above, the request is second-ranked contractor in accordance with the cascade mechanism. The provisions of step 1 apply.

Refusal of an order will not affect the successful tenderer who refuses it.

### **5.6.3. Concluding the subsequent contracts through mini-competition**

#### **Conditions**

The award by re-competition is used when the contracting authority expects the service provider to propose its own original methodology for carrying out the services adapted to the size and complexity of the service. It is also used when extra services are required which are complementary and technically linked to those of initial framework agreement but for which it was impossible to plan at the time of launching the initial framework agreement.

#### **Procedure**

By submitting its initial offer, the tenderer accepts the competitive tendering process and the method of execution of the contract as described below in accordance with (art.43, § 5, 2,° of the law):

Stage 1: Enabel sends the terms of reference by email simultaneously to the three service providers selected under the framework agreement with the request to submit a methodology proposal and an overall price for the service within the deadlines that will be communicated in the request.

Stage 2: The service providers submit their proposal within the deadlines.

The overall price is based on the unit prices of the initial offer. The unit prices cannot be higher than the unit prices of the initial offer.

Stage 3: An award report will be drawn up based on the award criteria, setting out the reasons for the choice of service provider.

Stage 4: An order form is drawn up. It will stipulate the tasks to be carried out, the start date, the duration in days and any other useful information. All other successful tenderers are informed by email of the outcome of the procedure.

The criteria for the mini competition shall include

2. Financial proposal: (100%)

## 6 Annexes

### 6.1 Technical documents

Not applicable.

### 6.2 Contractual Documents

#### Model Performance Bond

*Only for the successful tenderer:*

Bank X

Address

Performance bond n° X

This performance bond is posted in the context of the Law of 17 June 2016 on public contracts and on certain works, supply and service contracts and in conformity with the General Implementing Rules (GIR) provided in the Royal Decree of 14 January 2013 establishing the general implementing rules of public contracts and the award of public works.

X, address (the “Bank”)

hereby declares posting security for a maximum amount of X € (X euros) for the Belgian Development Agency (Enabel) for the obligations of X, address for the contract:

“X, tender documents Enabel < UGAX, lot X” (the “Contract”).

Consequently, the Bank commits, under condition of the beneficiary waiving any right to contest or divide liability, to pay up to the maximum amount, any amount which X may owe to Enabel in case X defaults on the performance of the “Contract”.

This performance bond shall be released in accordance with the provisions of the tender documents Enabel < UGAX and of Art. 25-33 of the Royal Decree of 22 June 2017, and at the latest at the expiry of 18 months after the provisional acceptance of the Contract.

Any appeal made to this performance bond must be addressed by registered mail to the Bank X, address, with mention of the reference of the procurement procedure.

Any payment made from this performance bond will ipso jure reduce the amount secured by the Bank.

The performance bond is governed by the Belgian Law and only Belgian courts are competent in case of litigation.

Done in X on X Signature: Name:



	SIGNATURE
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- 
- ① As indicated on the official document.
  - ② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.
  - ③ Failing other identity documents: residence permit or diplomatic passport.
  - ④ See table with corresponding denominations by country. ⑤ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

## Legal person entity private/public legal body

OFFICIAL NAME ②			
ABREVIATION			
MAIN REGISTRATION NUMBER ③			
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	
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.

## Public law entity

OFFICIAL NAME <sup>①</sup>			
BUSINESS NAME (if different)			
ABREVIATION			
LEGAL FORM			
ORGANISATION TYPE	FOR PROFIT		
	NOT FOR PROFIT	NGO <sup>②</sup>	YES NO
MAIN REGISTRATION NUMBER <sup>③</sup>			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE			
POSTCODE	P.O. BOX	CITY	
COUNTRY			PHONE
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

① National denomination and its translation in EN or FR if existing.

② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.

**Financial identification form (The tenderer shall provide a bank letter confirming this account)**

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>8</sup>	
IBAN/ACCOUNT NUMBER <sup>9</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

<b>ADDRESS OF BANK BRANCH</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		

NAME AND SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

<sup>8</sup> This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

<sup>9</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.



**Subcontractors**

Name and legal form	Address / Registered office	Object

## 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 in excess of 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 as a result of such an act/agreement/arrangement is considered to be 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, humanrights 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/sanctionsinternationales-nations-unies>

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

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

[https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidatedlist-sanctions\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidatedlist-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.

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

signing: .....

Place, date

## 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 anticorruption 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 abovementioned 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

## Economic and financial capacity Form

### Financial Statement

The tenderer must complete the following table of financial data based on his/her annual accounts.

Financial data	Year- 2 € or NC	Year- 1 € or NC	Last year € or NC	Average € or NC
Annual turnover, excluding this public contract <sup>10</sup>				

The tenderer must also provide his/her approved financial statements for the last three financial years or an appropriate supporting document, such as a document listing all assets and liabilities of the enterprise. In case the enterprise has not yet published its Financial Statements, an interim balance certified true by an accountant or by a registered auditor or by the person or body with this function in the country concerned will do

### Technical and professional capacity form

#### List of main similar assignments

Description of the main similar assignments <u>totally</u> performed	(min. 1)	Amount involved	Completion date in the last 3 years (only <u>totally</u> performed assignments)	Name of the public or private bodies

#### Certificates of completion

For each of the assignments listed, the tenderer must provide in the administrative proposal as annexes to this form the certificates of completion/acceptance (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract.

<sup>10</sup> Last accounting year for which the entity's accounts have been closed.

### Key experts

The tenderer must complete the **table hereunder**. He must provide in his offer the **CV's of the key experts (the team leader and experts) proposed** for implementing this services contract. The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs. Each CV should be no longer than 3 pages.

<i>Name of expert</i>	<i>Proposed position</i>	<i>Educational background – formal qualification</i>	<i>Years of experience</i>	<i>Specialist areas of knowledge</i>
	<i>Coordinator / Team leader (SBCC Expert)</i>			
	<i>Expert 1 (SBCC Expert)</i>			
	<i>Expert 2 Graphics Designer/Illustrator</i>			
	<i>Expert 3 Graphics Designer/Illustrator</i>			

### **6.3.2 TECHNICAL PROPOSAL**

The technical proposal may be presented in free format, but it shall include the technical methodology and project management plan

### 6.3.3 FINANCIAL PROPOSAL

#### Tender Forms – prices

By submitting this tender, the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – 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.

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:

Should this tender be approved, the performance bond will be constituted under the conditions and deadlines stipulated in the Tender Specifications.

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

To correctly compare the tenders, the duly signed information or documents mentioned under Preparation of Tenders.

Professional fees break down					
Position of Expert		Unit of measure	(Person days)	Unit rate without overnight stay (Euro) exc. VAT	Unit rate with overnight stay (Euro) exc. VAT
1.	Coordinator / Team leader (SBCC Expert)	Person day	1		
2.	Expert 1 (SBCC Expert)	Person day	1		
3.	Expert 2 Graphics Designer/Illustrator	Person day	1		
4.	Expert 3 Graphics Designer/Illustrator	Person day	1		
<b>Total Professional fees</b>					

<b>VAT percentage (if applicable):</b>				....18%	
<b>Total amount in words:</b> .....					
<b>This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda</b>					
<b>Reimbursable Expenses</b>					
	<b>Description</b>	<b>Unit</b>	<b>Estimated Qty</b>	<b>Unit Cost in Euros exc. VAT</b>	<b>Unit Cost in Euros incl. VAT</b>
1.	Communication costs (airtime and internet data)	Month	1		
2.	Cost of printing of reports	unit	1		
3	Vehicle hire (vehicle, drivers all inclusive)	Cost/Day	1		
4	Mileage to work sites (vehicle, driver all inclusive)	Cost/Km	1		
5	International flights for Expatriates Staff	Per Trip	1		
Total price					
<b>VAT percentage (if applicable):</b>					



.....18%	
<b>Total amount in words:</b> .....	
<b>This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda</b>	

**Note: Fuel costs shall be a reimbursable based on milage, car consumption rate and Enabel rates. This will be agreed upon at the specific service order level.**

Name and first name: .....

Duly authorised to sign this tender on behalf of: .....

Place and date: .....