



Tender Specifications

Public procurement contract to assess/study Digital Rights and Responsibilities in Lower Secondary Schools in Uganda and to explore the role of digital technologies in the prevention and response to gender-based violence

Negotiated procedure without 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 Technical Specifications

1.1 Requirements for the services and the deliverables

1.1.1 Technical methodology

The Contractor shall provide the services as specified hereafter by applying a technical methodology, which factors in the following aspects.

LOT 1 – To conduct a study on digital rights and responsibilities in lower secondary schools in selected districts in Uganda

Context and background

In Uganda, the growing use of digital technologies in the education system poses significant questions concerning one's digital rights and obligations. While there are many opportunities for learning and skill development provided by digital technologies, there are also risks and difficulties that must be considered. With a focus on understanding the present practices, difficulties, and opportunities for encouraging responsible and rights-based digital citizenship among students, teachers and parents.

People's rights in the digital sphere, such as privacy, freedom of expression, information access, and security against cyber threats, are referred to as "digital rights." Digital rights are an extension of human rights for the Internet age. However, these rights come with certain responsibilities, such as ethics and empathy and other responsibilities to ensure a safe and responsible digital environment for all. Digital duties include using technology in an ethical, legal, and secure manner.

It is essential for learners' well-being, personal growth, and future participation in the digital world that they are informed of their digital rights and obligations.

The emphasis on incorporating digital literacy skills and responsible digital behaviour into the curriculum is highlighted by the National Information Technology Policy (GoU, 2014) and the National Curriculum Development Centre's Digital Literacy Framework (NCDC, 2016). However, it is important to evaluate how these frameworks and regulations are being put into practice at the school level.

With the help of this study, we hope to learn more about the current norms, issues, possibilities, and policy alternatives around digital rights and obligations in Ugandan educational institutions. The research will inform decision-makers, educators, and other stakeholders about what needs to be done to support a safe, welcoming, and rights-based online learning environment for learners in Uganda.

The proposal to undertake this study arose out of one of the recommendations to the Government of Uganda from a recent study "The Uganda E-Readiness Assessment" for the Government to increase awareness among students regarding online security and privacy to be able to revert the issues of digital rights misinformation and misuse by students.

Rationale for the services

Digital technologies have become an integral part of student's lives, and it is crucial to create a safe and secure digital learning environment. Understanding the current landscape of digital rights and responsibilities helps identify potential risks and challenges that students may face, such as cyberbullying, privacy breaches, and exposure to harmful content. By addressing these

issues, the study will contribute to safeguarding students' safety and well-being in the digital realm and it will help identify strategies and interventions to promote responsible and ethical behaviour among students.

This study will help policymakers to develop comprehensive guidelines and regulations to ensure a rights-based digital learning environment. Additionally, the study will be able to contribute to the development of curriculum frameworks that incorporate digital literacy and responsible digital behaviour. The findings will inform initiatives to enhance digital literacy programs and ensure that students are equipped with the necessary skills to make informed decisions, protect their privacy, and engage responsibly in the digital world.

Objectives

The overall objective of the study is to assess the current extent of the adoption of digital rights and responsibilities within lower secondary schools in Uganda. It aims to provide valuable insights and recommendations for enhancing the digital learning environment, aligning with national priorities and international development goals.

Scope of the assignment

The study will be conducted in 10 districts from the following regions:

- (i) Central: Mubende and Kiryandongo
- (ii) Northern: Gulu and Arua
- (iii) Karamoja: Nakapiripirit and Moroto
- (iv) Eastern: Kaliro
- (v) Western: Kasese and Kabarole
- (vi) South western: Kabale

In terms of content, the comprehensive study will focus on digital rights and responsibilities within lower secondary schools in Uganda and will lay emphasis on the following technical aspects;

- 1) Awareness Assessment: - Evaluate the knowledge and understanding of digital rights and responsibilities among teachers and students in the selected districts.
- 2) Barriers Identification: - Identify challenges, limitations, and obstacles that hinder the adoption and promotion of digital rights and responsibilities within lower secondary schools in the designated regions.
- 3) Strategies and Recommendations: Develop practical strategies and actionable recommendations to create a secure, equitable, and rights-based digital learning environment. This includes considering specific approaches for addressing the identified barriers and enhancing digital literacy.

METHODOLOGY AND WORK APPROACH

Methodology

The study will employ a detailed methodology including a cross-sectional survey design also known as “one-shot” or “status studies”, utilizing quantitative and qualitative methods. This design will be used because of its appropriateness in generating more or a large quantity of data from a cross-section of people within limited time and resources. Data will be collected from teachers, students, head teachers, and relevant educational authorities.

Work Approach

The prospective consultant or firm will be required to work collaboratively with the Department of Research and Innovation, Ministry of Education and Sports. This approach is preferred because it is envisaged to ensure institutional ownership.

TASKS AND DELIVERABLES

Phase 1: Design and develop data collection instruments

Tasks:

The contractor will work with the Ministry of Education and Sports (Research and Innovation department) to determine a sample size of respondents to the level of accuracy required for the assessment/study estimates for each domain. The study will employ both qualitative and quantitative sampling techniques: simple random sampling to identify the students and teachers to participate in the study and purposive sampling to identify the head teachers and DLG staff to be interviewed.

Lists of secondary schools, teachers, and students will be obtained from the relevant departments to act as sampling frames out of which sample sizes will be determined with scientific formulae and tables.

Deliverables:

- Approved Inception Report
- An assessment questionnaire designed in line with the requirements of the Research and Innovation department.
- Approved Implementation plan, detailed methodology and approach for data collection

An assessment questionnaire shall be submitted to the Fund Management Team and sector experts in draft form. The fund management team in liaison with the Ministry of Education and Sports (Research and Innovation department) shall review and provide comments. The contractor shall therefore resolve the comments from the MoES and Fund management team and prepare the final assessment questionnaire. The SEF team shall approve and accept the assessment questionnaire and return it to the consultant for eventual use in data collection.

The assessment questionnaire shall be accepted if:

- It defines a proper methodology and approach for data collection
- It has incorporated the feedback given by the SEF team and the ministry of Education and Sports (Research and Innovation department staff)

Phase 2: Data collection, processing and report writing

Tasks:

Data collection methodologies will comprise both qualitative and quantitative methods including survey questionnaires, semi-structured interviews, focused group discussions, Key informant interviews, observation and comprehensive document review. The methods are deemed consistent with the notion that the method is dependent on the extent to which it can serve the purpose of the study.

For this study, the data collection tools will include self-administered questionnaires, FGD guides, and semi-structured interview questionnaires.

The quantitative data obtained will be grouped, checked, cleaned, condensed, and labelled, a statistical and data analysis package STATA v13 for processing and analyzing data. Descriptive statistics will be presented by use of frequency stands/tables, percentages and graphs for summarizing data or responses from the respondents. Descriptions and implications will be given to enable the reader to get a clear picture of the data.

Qualitative data will be analysed and used to complement the quantitative findings of the study to deduce appropriate conclusions and recommendations for the assessment.

Raw data from the literature review phase will be utilized, alongside the research team's original intellectual inferences, to generate draft information comprising the feasibility inquiry into the research questions

Deliverables:

- Submission of accurate, visual, and real-time quantitative and qualitative data to Enabel and Ministry of Education.

Acceptance Procedure:

A report with the above-specified requirements shall be submitted to the SEF team in draft form upon completion of the data collection and processing activity. The SEF Team in liaison with Ministry of Education and Sports shall review and provide comments on the draft report. The contractor shall therefore resolve the comments and prepare the final report for submission. The SEF team shall approve and accept the final report if in addition to the above deliverables, it has key observations during the assessment exercise, recommendations for the Ministry of Education and recommendations for Enabel.

The report must fulfil the requirements set in the deliverables listed above.

Phase 3: Dissemination and Activity Closing

Task:

Dissemination of the data and information gathered from the assessment exercise to the users through online and face-to-face meetings. In these meetings, the users will provide feedback on the reports before they are finalized.

Deliverables:

- Presentation with summary findings
- Online dissemination of the Final Report of the findings.
- Final report presented in both soft and print form. Five copies of the printed report shall be submitted.

This activity shall be arranged in collaboration with MoES and the SEF teams. The presentation will be reviewed and approved by Enabel in collaboration with the MoES. Face-to-face and/or online sessions shall be arranged for the key stakeholders as will be identified by MoES during the assessment phase.

Acceptance Procedure:

After a successful presentation of the findings, the SEF team shall issue a completion certificate.

LOT 2 - To explore the role of digital technologies in the prevention and response to gender-based violence (GBV) at the Ministry of Gender, Labour and Social Development, Ministry of Public Service, Ministry of Health, and Ministry of Education and Sports

1.1.1 Contextual Background

The Ministry of Gender Labour and Social Development is a Government Ministry with a responsibility to empower communities in diverse areas. The Ministry came into being by a constitutional requirement of the 1995 Constitution, Chapters 4 and 16, which mandates the government to: "empower communities to harness their potential through skills development,

Labour productivity, and cultural growth.” The Constitution provides for the protection and promotion of fundamental rights of the poor and other vulnerable groups as well as institutions of traditional and cultural leaders. Overall, the Ministry is responsible for the protection and promotion of the rights of the vulnerable population, addressing gender inequalities, ensuring cultural growth, Labour and employment as well as community mobilization and empowerment.

Article 22 of the Constitution provides for equality and freedom and outlaws all forms of discrimination. Article 33(4) of the Constitution provides that women shall have the right to equal treatment with men and that right shall include equal opportunities in political, economic, and social activities. The Government has enacted laws to operationalize the provisions of the Constitution that address Gender-Based Violence (GBV). These include the Domestic Violence Act 2010 and its regulations 2011; the Prohibition of Female Genital Mutilation Act 2010 and its regulations; the Prevention of Trafficking in Persons Act 2009, the Penal Code Act, Cap 120, the Children (Amendment) Act 2016, the International Criminal Court Act 2010 and the Succession Amendment Act 2023. Further commitment is reflected in the Equal Opportunity Act (2010) and the Public Finance Management Act (PFMA) of 2015. The PFMA requires all Ministries, Agencies, and Local Governments to allocate resources for the delivery of gender equality and equity in Uganda.

The Ministry of Gender, Labour and Social Development (MGLSD) is implementing the National Policy and Action Plan on the Elimination of Gender-Based Violence in Uganda (2016), the National Strategy on Ending Child Marriage and Teenage Pregnancy (2016-2020), the Referral Pathway for Response to Gender Based Violence cases in Uganda (2013) and the Guidelines for establishment and Management of GBV Shelters in Uganda (2013). This regulatory framework has empowered State, Non-State, and individual actors with effective tools to combat all forms of GBV, leading to a more holistic, integrated, and multi-sectoral approach to GBV.

The MGLSD has also engaged cultural institutions in the drafting of Declarations and Local Governments in drafting Council Resolutions that address different forms of GBV paying special attention to child marriages, female genital mutilations (FGM) and HIV/AIDs. The Justice Law and Order Sector (JLOS) developed tools for informal justice systems to assist cultural institutions in their response to violence against women (VAW); these tools include the Karamojong Cultural Principles and the Case Management Handbook for the Ker Kwaro Acholi. The government has adopted a multi-sectoral approach to respond to violence against women as a social, economic, and human rights concern.

The prevention and response to GBV requires more governmental interventions in the medium term. Reliable data and statistics are needed to monitor the country’s progress towards meeting national, regional, and international commitments to address GBV, such as the National Strategic Plan on the elimination of GBV, National Development Plan II, Vision 2040, and the Sustainable Development Goals among others. The Ministry of Gender, Labour and Social Development under the Department of Gender and Women Affairs (DGWA) is responsible for policy formulation and implementation of several policies, plan(s), and strategies in the area of gender equality and empowerment of women. The Department has overtime undertaken programmes in order to prevent and respond to GBV including:

1. The United Nations Joint Programme on Ending Gender-Based Violence
The programme focuses on 4 major outcomes namely; An enabling policy, legislative and accountability framework for elimination of GBV and improvement of SRHR is translated into action, Reduced social tolerance for gender-based violence, and improved sexual reproductive health rights, Increased utilization of quality integrated GBV and SRHR services in the target districts and Strengthened coordination, partnerships, learning and

innovation for integrated SRHR and GBV multi- sectoral Response and prevention- medico-legal GBV Reference Group.

2. The EU-UN Spotlight Initiative

This is a global, multi-year partnership between the European Union and United Nations to eliminate all forms of violence against women and girls. Uganda is one of the eight countries in the African region that have benefited from the Spotlight Initiative. The Spotlight Initiative supported Uganda's advancement towards NDP II and the SDGs, in particular SDG 5, while prioritizing the principle of "leave no one behind." The initiative has demonstrated the importance of a whole-of-government and a whole-of-society approach and that impact increases through the delivery of an integrated package addressing the health, education, justice, social-economic/livelihood, and psychological needs of women and girls. Implemented through 7 United Nations entities and in partnership with 12 government Ministries Agencies and Departments and 35 Civil Society Organisations (CSOs), including grassroots organizations, the Spotlight recognized the latter's role in shaping norms and in service delivery and their ability to reach out to the beneficiaries.

3. The National Gender-Based Violence Multi-Sectoral COVID-19 Response Plan (2021/22-2024/25).

The Response Plan is aligned with Uganda's Vision 2040 which prioritizes Gender equality and the Third National Development Plan (NDPIII), 2020/21-2024/25 which equally prioritizes GBV prevention and response but targets to reduce it by 15% by 2025.

4. Online reporting and response to Gender Based Violence Call Centre.

The Ministry of Gender Labour and Social Development under the Departments both Gender and Women Affairs and Youth and Children Affairs manage a Call center with a Toll-free line 116 where professional GBV Case managers receive and respond to cases across the Country. During Case management at the Centre, several services are provided together with different stakeholders. These include, among others; Psycho-social support-counselling to GBV survivors, provision of SRHR information to clients, Referral of cases to other key GBV stakeholders such as Police for investigations, NGOs/ CBOs for legal aid and courts of laws for court hearing and action. The center is currently linked to 27 District Action centers, that respond to GVB cases at district level and these are monitored and supervised by the Department of Gender and Women affairs.

5. The department together with other Development Partners (DFID), CSOs (Action Aid International, MIFUMI CEDOVIP is coordinating the 18 Gender Based Violence. Shelters in Gulu, Jinja, Lira, Masaka, Mbarara, Kumi, Katakwi, Amuru, Pallisa, Nebbi, Mubende, Kween, Moroto and Kampala. The Domestic Violence Regulations 2011 Section 22(7) provides for establishment & management of GBV Shelters in the Country to provide safe spaces and required support services for GBV survivors.

6. Gender and Women's affairs department jointly implements the different Social Protection Programmes and Grants for special groups such People Living with Disabilities and Older Persons –Uganda Women Entrepreneurship Programme, Social Assistance Grants for Empowerment. These programmes assist in addressing the needs of the vulnerable groups and reduce the risk to being exposed to Gender-Based Violence.

7. Together with the Ministry of Health and UNFPA, the Department of Gender and Women Affairs supported the development of guidelines for the continuity of essential health services including SRHR services-specifically on Module 10 on Prevention and Response to GBV and VAC in the context of Covid 19.
8. Quarterly Engagement of the Medico-Legal GBV Reference Group.
The reference group is being coordinated by the Commissioner, of Gender and Women Affairs and chaired by the Office of the Director of Public Prosecutions. The group is mandated to oversee the response plans by different stakeholder on GBV and VAC, specifically to ensure that GBV survivors have access to Justice.
9. Management of the National Gender Based Violence Database.
The Ministry of Gender, Labour, and Social Development (MGLSD) developed the National Gender Based Violence Database (NGBVD) in efforts to have a central depository for Gender Based Violence data collection, analysis, reporting and programming. The data base system has been set up in response to the need to have a central database with real time data that can be accessed and analyzed for reporting. The GBV database provides evidence-based data to inform policy formulation, timely reporting, programming, planning, informed decision-making and advocacy at all levels using the GBV Incident Report Form. The Forms are used for documenting information and collecting data about reported GBV/HP incidents. The information generated can be used to compute the GBV Incidence Rate, showing trends across the all districts. Subsequently, GBV planning can be based on such information and strategies are designed to redress any identified inequalities.

From the above interventions, it's evident that the Government of Uganda under the Ministry of Gender Labour and Social development continues to demonstrate great effort towards elimination of Gender Based Violence in Uganda. This is further enhanced with legislations that promote gender equality and to the workplace. The most commonly addressed form of work-related violence and harassment in legislation is sexual harassment (World Bank, 2015).

Workplace violence though exceptionally high; it remains rarely regulated especially those cases of violence that happen in the digital space like sexual coercion; gender-based workplace discrimination, stigmatization, and social exclusion; sexual harassment and intimidation; sexual exploitation and abuse and pornography. Ministries have overtime come up with several innovative platforms to address GBV for example; The Ministry of Gender Labour and Social Development initiated the National Gender Based Violence Database (NGBVD) that enables actors in Uganda including the different workplaces responding to Gender Based Violence (GBV) to safely collect, store and generate analyzed reports in real time, a Call center with a Toll-free line 116 where professional GBV Case managers receive and respond to cases across the Country as well as the SafePal is a mobile application that was established to enable the reporting of sexual violence and to promote communication and exchange of information on sexual and reproductive health and rights and HIV. Under the Ministry of Health in Uganda, the Family connect mobile app is a reporting tool where GBV services for Victims have been integrated introduced to improve the uptake of reproductive and child health services in public health facilities.

The most common type of online gender-based violence experienced in Uganda is sexual harassment, accounting for 42% of respondents, followed by offensive name calling (24%) and stalking (17%). While the internet enables people to access knowledge, conduct business and connect with others, it is also proving to be a dangerous place for women and girls, since social

media is used as a new way to reinforce old systems of oppression and violence. One third of Ugandan women reported to have experienced gender-based harassment online, according to a new report released by *Policy.org* on the internet experiences of women in African countries.

The MGLSD is therefore seeking financial and technical support from Enabel to complement the existing efforts towards elimination of GBV by undertaking a comprehensive study on *“Exploring the role of Digital Technologies in the prevention and response to Gender-Based Violence (GBV) at the Workplace in Uganda: Harnessing existing opportunities and responding to emerging challenges”*.

With the increasing use of digital technologies in workplaces, the study will inform policy formulation in the line of Information Communication and Technology (ICT) as well as inform the design of targeted workplace digital technologies and platforms to prevent and respond to cases of GBV.

Rationale of the assignment

There are several justifications for conducting a study on exploring the role of digital technologies in addressing Gender-Based Violence (GBV) at Ministry Gender Labour and Social Development, Ministry of Education and Sport, Ministry of Health and Ministry of Public Service. Here are some potential justifications:

- **Limited in-depth research on workplace GBV in the context of Uganda:** There is a general lack of comprehensive research specifically focusing on the intersection of digital technologies and GBV in the workplace in Uganda. Conducting this study will help fill the knowledge gap and provide valuable insights into the opportunities and challenges associated with using digital technologies to address GBV.
- **Increasing prevalence of GBV:** Gender-based violence remains a pervasive issue globally, including in workplaces. Understanding the specific dynamics of GBV in the workplace context in Uganda is crucial to developing effective strategies for prevention and intervention. Exploring the role of digital technologies in this regard can uncover innovative approaches that can make a positive impact.
- **The potential of digital technologies:** Digital technologies have the potential to offer various tools and platforms that can be utilized to prevent and respond to GBV. This study will explore how digital technologies, such as reporting apps, online training programs, or awareness campaigns, online services such as counselling, referrals, investigations, mediations among others will be effectively employed in the Ugandan workplace setting to promote gender equality, access to quality, safety and security, privacy and accountability.
- **Empowerment and support for victims:** Digital technologies can provide a safe and confidential space for victims of GBV to report incidents, seek support, and access resources. By investigating the use of digital technologies in addressing GBV in the workplace, the study will shed light on the potential opportunities to empower victims and provide them with the necessary support systems.
- **Identification of challenges and barriers:** Understanding the challenges and barriers associated with implementing digital technologies in addressing GBV is essential for effective intervention strategies. This study can identify technological, social, cultural, or infrastructural challenges that may hinder the successful implementation of digital solutions, thus informing policy recommendations and resource allocation.

- **Policy and intervention recommendations:** The findings of the study will contribute to evidence-based policy recommendations and intervention strategies to combat GBV in the workplace. These recommendations will guide government agencies, employers, civil society organizations, and other stakeholders in developing initiatives and programs that leverage digital technologies to create safer and more inclusive work environments.

By conducting a study, the Ministry gains valuable insights that will drive positive change, promote gender equality, and contribute to creating safer and more supportive work environments.

Overall objective of the assignment

The overall objective of the study is to explore the potential of digital technologies in preventing and responding to Gender-Based Violence incidents at the Ministry of Gender, Labour and Social Development, Ministry of Education and Sport, Ministry of Health, and Ministry of Public Service.

Specifically, the study will;

- (i) Identify the existing Digital Tools the MGLSD, MoES, MoH and MoPS are using to ensure prevention and respond to workplace violence,
- (ii) Assess the utilization of digital tools in responding to and addressing GBV,
- (iii) Identify the challenges to utilization of digital tools
- (iv) Propose recommendations to inform the development of the guidelines on prevention and response on preventions of work-related GBV and a plan of action.

Scope of the assignment

The assignment shall cover 20 institutions. At National Level, the Study will cover four line Ministries. At regional level, four regions will be considered for this study; North, West, East and South West. For Each region, four institutions coordinated by each line Ministry will be selected from districts within the region.

The following line ministries will be considered nationally during the consultative processes;

1. Ministry of Gender labour and Social Development,
2. Ministry of Public service,
3. Ministry of Health,
4. Ministry of Education and sports

At district level, for each region the following categories of institutions will be considered during the consultative processes; Health centers, Teacher's training colleges, Remand Homes and Child Care Institutions, Vocational institutions and district Local governments. The maximum duration for this assignment shall be one month, this duration is included in the overall contract duration mentioned in section 3.5 "Duration of the contract".

Methodology and work approach

Methodology

The contractor shall work under the direct supervision of the Commissioner of Gender and Women Affairs- Ministry of Gender, Labour and Social Development with technical support from other line Ministries. A technical working group will be constituted to provide technical support to the consultant.

Work Approach

The contractor shall be required to work collaboratively with the Department of Gender and Women Affairs, Ministry of Gender, Labour and Social Development. This approach is preferred because it is envisaged to ensure institutional ownership.

Tasks and deliverables

Phase 1: Design and develop data collection instruments

Tasks:

The Consultant shall be required to collect both quantitative and qualitative data to help collect adequate data to answer the proposal research questions.

Deliverables:

- An assessment questionnaire designed in line with the requirements of the Research and Innovation department.
- Approved Inception Report
- Approved Implementation plan, detailed methodology and approach for data collection

An assessment questionnaire shall be submitted to the Fund Management Team and sector experts in draft form. The fund management team in liaison with the Ministry of Gender, Labour and Social Development shall review and provide comments. The contractor shall therefore resolve the comments from the Ministry of Gender, Labor and Social Development and Fund management team and prepare the final assessment questionnaire. The SEF team shall approve and accept the assessment questionnaire and return it to the consultant for eventual use in data collection.

The assessment questionnaire shall be accepted if:

- It defines a proper methodology and approach for data collection
- It has incorporated the feedback given by the SEF team and Ministry of Gender, Labor and Social Development.

Phase 2 - Data collection, processing and report writing

The Consultant will be required to collect both quantitative and qualitative data to help collect adequate data to answer the proposal research questions.

Tasks

- **Document review**

The process of document review shall involve relevant documents suggested and provided stakeholders from the line ministries. Other sources of secondary data for the Consultant shall include the following: internet surfing, reviewing of journals, reports, and publications, public records, and statistics. The study will focus on digital technologies and the role they play in addressing GBV in workplaces.

- **Stakeholder Consultations**

Addressing GBV requires a multi-sectoral response, through corrective efforts, timely response, and effective coordination and mitigation effects. The study shall therefore engage relevant stakeholders, involved in the prevention and response to Gender Based Violence. These consultations shall be conducted in form of Key informant interviews and Focus Group Discussions both at National and district level.

- **Study Report Validation**

After the consultative process has been completed, the Ministry of Gender, Labour and Social Development together with the Consultant shall organize a National Validation meeting to present study findings. The meeting will include representatives from both the National and regional level relevant to the study.

From the National validation meeting, input from the discussions shall be captured by the Contractor, incorporated into the final report, and presented to the Ministry for approval before dissemination.

Deliverables:

- Presentation with summary findings to the parties mentioned above
- Final report after incorporating the input from the different stakeholders

Phase 3: Dissemination and Activity Closing

Task:

Dissemination of the data and information gathered from the assessment exercise to the users through online and face-to-face meetings. In these meetings, the users will provide feedback on the reports before they are finalized.

The final report will be disseminated to stakeholders through:

- Final report presentation to the Enabel and Ministry team
- Final report and policy brief shared with the Ministry for adoption.
- Presentation of results by the Ministry specific levels such as the Cabinet by the National Labor Productivity Task Force
- Adoption and implementation of identified intervention areas.

Deliverables:

- Online dissemination of the final report of the findings.
- Final report presented in both soft and print form. Five copies of the printed report will be expected.

This activity shall be arranged in collaboration with the Ministry of Gender, Labor and Social Development and the SEF teams. The presentation will be reviewed and approved by Enabel in collaboration with the MoES. Face to face and/or online sessions shall be arranged for the key stakeholders as will be identified by Ministry during the assessment phase.

Acceptance Procedure:

After a successful presentation of the findings, the SEF team shall issue a completion certificate.

1.1.2 Quality management

The Contractor shall ensure quality management through continuous monitoring. This monitoring shall take a quality assurance (QA) approach and collect information on the service provider's conduct in implementing the activities. This QA approach shall be based on the following principles: Collect data systematically; Report these data; Enable timely action on the data, at the appropriate level.

The Contractor shall use these principles to ensure the quality of their service and to monitor the satisfaction of those involved in all aspects of the activities.

Evaluation of the performance will be conducted by the Contracting Authority on a regular basis to assess the level of the quality of services provided, the key experts' capacity, and participant's

satisfaction. The Contracting Authority will communicate the assessment methodology prior to the evaluation.

The Contracting Authority will communicate the outcomes of the evaluation sessions to the Contractor and, if necessary, will ask for actions to be taken. The Contractor can also perform self-evaluation, without the results of it being binding to the Contracting Authority. The Contracting Authority will closely monitor the content, methodology and implementation of the activities to ensure that the desired level is kept.

1.1.3 Project Management

A kick off meeting will take place in Kampala at the start of the assignments. The aim will be to discuss with the Contracting Authority the general implementation of the assignment, the work plan and the communication with the management team. The meeting will also aim at clarifying to the Contractor the roles and responsibilities of the Contracting Authority during the implementation of both assignments.

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

The Contractor's responsibility is to:

- Ensure timely and qualitative deliverables
- Identify risks and develop mitigation strategies
- Coordinate all inputs for conducting the assignment.
- Liaise with the Enabel representatives, as well as the representatives in the Ministry of Gender, Labor and Social Development

The Contracting Authority's responsibility is to:

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

Daily coordination and management of this consultancy will be by the Fund Manager (SEF) who is also the contract manager. All deliverables are to be addressed to and approved by the Contract Manager. Supplementary meetings in Kampala during the implementation of the specific contracts may be convened at the request of the Contracting Authority to monitor the implementation. The Contractor shall be required to reply to all queries from the Contracting Authority within two (2) working days unless agreed otherwise.

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

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

- Frequency: every quarter
- Content, at least:
 - History of Service Requests/Work Orders.
 - Listing of in-progress Service Requests/Work Orders.

- Values of the Service Requests/Work Orders (last quarter and full history).
- Form: a narrative and/or spreadsheet, as appropriate.

The reports shall include all relevant references, dates, and subject of the assignment. All deliverables (deliverables for services as the overviews) as outlined will be submitted for approval and endorsement to the fund manager. Other Enabel interventions and respective line ministries can be engaged with the project, and provide inputs at key strategic moments in the implementation process, the main implementation team will coordinate this.

1.2 Requirements for the resources

1.2.1 Composition of the team

Human Resources

The proposed team leader and selected experts shall be presented for only one lot. This means that a tenderer shall propose different team leader and experts for each of the lots

LOT 1 – To conduct a study on digital rights and responsibilities in lower secondary schools in selected districts Uganda

For lot 1 –	<ul style="list-style-type: none"> • 1 Coordinator/team leader (ICT Expert) • A pool of minimum 3 – maximum 4 experts (Including curriculum specialist, gender expert)
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The coordinator/team leader and key experts are not allowed to offer their services as experts to any other tenderer participating in this tender procedure. The coordinator/team leader may also be proposed as a trainer/key expert.

Efficient communication and sharing of experience within the framework contract must be put in place within the team.

1.2.2 Management of the Team

The contractor shall identify a coordinator / team leader within its organization who will represent 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 selection criteria. 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 also supervise the implementation to ensure the adaptation of methods and methodology for the assignment. In addition, he/she shall safeguard that the requirements as described in this tender are being kept. The coordinator will need to closely collaborate with the contracting authority ensuring that the quality of the service meets the standards set.

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.

Experts

The Contractor will be responsible for selecting the individual expert for delivering the outputs of the specific activities of the contract. But each individual expert will require all the following skills and expertise, as specified hereafter.

1.2.3 Qualifications of the Team

Mandatory requirements for the coordinator/team leader for Lot 1

The contractor must possess the following qualifications:

- 1) A minimum of a Master's degree in gender studies, ICT studies, statistics, Monitoring and Evaluation/economics or any other related field.
- 2) Must have at least 5 years of experience in quantitative research methodology;
- 3) A track record in undertaking national-level surveys in social sectors.
- 4) Evidence of good analytical and quantitative capacity;
- 5) Planning, designing, managing, and evaluating vocational skills/training programs;
- 6) Experience in conducting baseline studies and have evidence of a similar assignment recently completed. Should have undertaken similar study in the past, and it must be authenticated with certificates, or reference letters;
- 7) Is aware of assessment methods;
- 8) Excellent report writing skill.

Mandatory minimum requirements for experts on Lot 1

The team will have the following qualifications;

1. A minimum of a master's degree in one of these fields; gender studies, ICT studies, statistics, Monitoring and Evaluation/economics or any other related field.
2. A minimum of 5 years work experience in experience related field.
3. In-depth understanding of digital rights and their relevance in the context of learning institutions.
4. Familiarity with international frameworks and standards related to digital rights, such as the United Nations' Guiding Principles on Business and Human Rights or the General Data Protection Regulation (GDPR).
5. Sensitivity to cultural and social dynamics in Uganda, particularly about gender, age, ethnicity, and socioeconomic factors.
6. Ability to work effectively with diverse stakeholders, including students, teachers, administrators, and policymakers.
7. Proficiency in writing research reports, policy briefs, and other relevant documentation.
8. Ability to present complex research findings clearly and concisely to both technical and non-technical audiences.
9. Experience in engaging with government agencies, non-governmental organizations, and other relevant stakeholders in Uganda.
10. Ability to foster partnerships and collaborations to maximize the impact and dissemination of study findings.

LOT 2 - To explore the role of digital technologies in the prevention and response to gender-based violence (GBV) at the Ministry of Gender, Labour and Social Development, Ministry of Public Service, Ministry of Health, and Ministry of Education and Sports

Lot 2	<ul style="list-style-type: none">• 1 Coordinator/team leader• A pool of minimum 3 – maximum 4 experts (including a gender expert)
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Mandatory requirements for the coordinator/team leader for Lot 2

The contractor must possess the following qualifications:

- 1) A minimum of a masters degree in gender studies, ICT studies, statistics, Monitoring and Evaluation/economics or any other related field.
- 2) Must have at least 5 years of experience in quantitative research methodology;
- 3) A track record in undertaking national-level surveys in social sectors.
- 4) Evidence of good analytical and quantitative capacity;
- 5) Planning, designing, managing, and evaluating vocational skills/training programs;
- 6) Experience in conducting baseline studies and have evidence of a similar assignment recently completed. Should have undertaken similar study in the past, and it must be authenticated with certificates, or reference letters;
- 7) Is aware of assessment methods;
- 8) Excellent report writing skill.

Mandatory minimum requirements for experts on Lot 2

- 1) A minimum of master degree in any one of these fields; statistics, Monitoring and Evaluation/economics, with work experience in:
 - a. Survey methodology, and data analysis skills and,
 - b. designing and conducting tracer studies;
- 2) Should have at least maximum of 4 years of experience in quantitative research methodology;
- 3) Must have proven track record in supporting, tracking studies and evaluation activities.
- 4) Technical expertise in gender will be an added advantage
- 5) Evidence of good analytical and quantitative capacity;
- 6) Planning, designing, managing, and evaluating labor productivity programs;
- 7) Excellent report writing skill.

Mandatory minimum requirements for experts on Lot 2 - gender expert

- 1) Masters in gender or gender-related studies with 5 years' experience.
- 2) Knowledge of legal and policy frameworks on gender in Uganda is an advantage
- 3) Experience in change management or in behavior change
- 4) Excellent communication, interpersonal, and report writing skills in English

1.2.4 Deployments of the Team

The contractor shall be responsible to present a pool of key experts that can cover ALL contents of this contract and that know the particulars of the content of the contract in Uganda (to ensure relevant content and delivery).

The contractor shall be responsible for selecting the key expert out of his pool for delivering the outputs of the specific service requests of the contract. But during the implementation of the contract the contracting authority will individually assess the performance of the key expert and

conduct evaluation sessions to get feedback from those participating in the assignment. The contracting authority reserves the right to reject the key expert if his/her performance is not satisfactory to the contracting authority. The contractor shall ensure that there is a back-up key expert available in the pool. Should a key expert become unavailable for any reason for more than one (1) week, the back-up key expert has to be provided at short notice. The back-up key expert shall continue the implementation at the required standards.

1.2.5 Other Resources

For each of the lots, the contractor shall provide all the necessary equipment's e.g., laptops, stationery materials, projector, flip chat etc. The contractor shall be responsible for the transportation, accommodation and provision of meals for their team during field research/assessment visit.

On the other hand, Enabel will pay the costs relating to conference facilities for meetings and dissemination workshops.

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 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.

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 2013¹;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company²;
- 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;

¹ 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.

- 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 2003², as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;
- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organisation³ 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 contracts⁴;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services⁵;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors⁶;
- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works⁷;
- Circulars of the Prime Minister with regards to public procurement contracts.

² Belgian Official Gazette of 18 November 2008.

³ <http://www.ilo.org/ilolex/french/convdisp1.htm>.

⁴ Belgian Official Gazette 14 July 2016.

⁵ Belgian Official Gazette of 21 June 2013.

⁶ Belgian Official Gazette 9 May 2017.

⁷ Belgian Official Gazette 27 June 2017.

- All Belgian regulations on public procurement contracts can be consulted on 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.
- 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;

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.enabelintegrity.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 procurement contract is a direct services contract.

3.2 Scope of the contract

3.2.1 Subject-matter

Provision of Consultancy services to assess/study Digital Rights and Responsibilities in Lower Secondary Schools in Uganda and to explore the role of digital technologies in the prevention and response to gender-based violence.

3.2.2 Division into Lots

The procurement contract has 2 lots, each of which is indivisible. The tenderer may submit a tender for one or two lots. A tender for part of a lot is inadmissible.

The description of each lot is included in section 1 “technical specifications” of these Tender Specifications.

The lots are:

- **Lot 1** – To conduct a study on digital rights and responsibilities in lower secondary schools in selected districts in Uganda.
- **Lot 2** – To explore the role of digital technologies in the prevention and response to Gender Based Violence (GBV) at the Ministry of Gender, Labour and Social Development, Ministry of Public Service, Ministry of Health, and Ministry of Education and Sports.

3.5 Duration of the contract

For each of the lots, based on the scope and technicality of this assignment, the contract duration shall be 180 calendar days starting from the day following the Kick-start meeting with the consultant.

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 documents derogate from Art. 25-33 of the General Implementing Rules (see point 4.7 "Performance bond (Art. 25-33)").

4.1 Managing official (Art. 11)

The managing official are Ms. Elizabeth Nkwasire, email; elizabeth.nkwasire@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 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 does not acquire the intellectual property rights created, developed or used during performance of the contract.

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

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

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

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

4.6 Performance bond (Art. 25 to 33)

For this procurement contract a performance bond is required, only in case the contract value per lot exceeds 50 000 EUR.

The performance bond is set at 5 % of the total value, excluding VAT, of the procurement contract. 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.

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 post account number of the Deposit and Consignment Office Fill out the form

https://finances.belgium.be/sites/default/files/01_marche_public.pdf as completely as possible and return it to the e-mail address: info.cdcdck@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:

1° For the provisional acceptance: This is equal to a request to release the first half of the performance bond;

2° For the final acceptance: This is equal to a request to release the second half of the performance bond, or, in case no provisional acceptance applied, to release the whole 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)

For this procurement contract, price reviews are not permitted.

4.8.3 Indemnities following the suspensions ordered by the contracting authority during the 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)

The services must be performed within 180 calendar days from the day after the date on which the service provider received the contract conclusion notification letter. The closure of the service provider's business for annual holidays is not included in this calculation.

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 service provider, the performance 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 service provider, estimates that the demand is founded or partially founded, it will inform the service provider 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 service provider immediately notifies the service that placed the order about this in writing in order to find a solution to allow for normal implementation of the order. If necessary, the service provider will ask for an extended performance 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 any more if they are not submitted within 10 calendar days from the day following the date on which the service provider has received the order form.

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 to 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 non-observance of orders of the contracting authority, is recorded in a report ('process verbal'), a copy of which will be sent immediately to the contractor by registered mail.

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

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

4.14.2 Fines for delay (Art. 46 and 154)

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

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

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

§1 When, upon expiry of the term given in Article 44, §2, the contractor has not 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 regime 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 if 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 following address:

Ms. Lydia Namulondo
lydia.namulondo@enabel.be
Financial controller
Enabel in Uganda, Plot 1 B lower Kololo terrace.
PO BOX 40131, Kampala

Only services that have been performed correctly may be invoiced.

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

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

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

The invoice must be in EUROS.

The contractor may ask no advance and the payment will be made after final acceptance of each service deliverable as follows: -

For each of the lots, a payment corresponding to 100% of the Order Form will be made following the satisfactory provision of the services. The payments shall be made in respect of approval of deliverables of different assignments as indicated below:

Phases	Payment (%)
Phase 1: Design and develop data collection instruments	20
Phase 2: Data collection, processing and report writing	40
Phase 3: Dissemination and activity closing	40

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 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

5.1 Type of procedure

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

5.2 Publication

3.2.1 Enabel publication

This procurement contract is published on the Enabel website <https://www.enabel.be/content/enabel-tenders>

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 8 days before the tender submission date, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to uga_csc_contracts@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 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
- Subcontractor form
- Exclusion Criteria Form
- Integrity form
- Technical capacity form
- Curriculum Vitae for each of the members of the proposed technical team
- Financial capacity form
- Articles of Association

NB: For the successful bidder who qualify for the financial stage of evaluation, we will request for the following documents;

- 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 not exceed ten pages, not counting the CVs. It shall respect the following page limit and structure:

- Technical methodology (max. 7 pages)
- Quality management (max. 1 page)
- Project management (max. 1 page)

- Resource management (proposal (max. 1 page) + CVs of experts)

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.

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

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, with the exception of 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;

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 submit tenders for either 1 lot or 2 lots.

The tenderer submits his tender as follows:

The duly completed and signed tender shall be submitted only by e-mail to; uga_csc_tenders@enabel.be

It shall be submitted only as e-mail attachments and not via a link to a platform. The files shall be clearly named and structured and submitted in a compressed zip folder. The tenderer is solely responsible for the accessibility and legibility of files. The tenderer shall not submit at the last minute. Untimely submission, incomplete submission or indirect submission of documents that are inaccessible or illegible may lead to the rejection of the tender.

The tenderer shall submit separately, the administrative, technical and financial proposals in the email. In case they exceed 6MB, then the tenderer submits separate emails clearly indicating 'Administrative, technical or Financial proposal'.

The subject of the e-mail shall clearly mention the procurement reference number and the contract title, as stated on the cover page of the tender specifications, as well as the name of tenderer.

The final date and time for receiving tenders is 2nd November, 2023 at 2:00 PM 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.

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	Minimum average annual turnover of 30,000 EURO for each Lot during the past three financial years. In case the tenderer submits for 2 lots the turnover requirement shall be cumulative
2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience in similar studies
Minimum Standard	Minimum of 2 assignment within the scope of the Lot, which are totally and successfully completed in the last 3 years within Uganda, East Africa, and sub-Saharan Africa.
3	CVs of the team leader and key experts
3.1	CVs that meet the profiles in the technical specifications
Minimum Standard	The tenderer 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.

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 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.

5.5.2.2 Qualitative and financial evaluation of tenders

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 on the basis of 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.

Award Criteria

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

- Qualitative award criteria: 30 %;

The tenderer proposes a technical methodology and a project management plan 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:
		40
1.	Quality of the proposed Technical Methodology	20
2.	Quality of the proposed Quality Management (Quality assurance processes and procedures, Responsibility centers (i.e., who is responsible for what)	10
3.	Quality of the proposed Project Management (coordination, orders, cancellation policy, problem management Work plan & timetable of activities, Risks management).	10

Only tenders with scores of at least 25 points out of 40 points qualify for the financial evaluation.

- Price: 60 %;

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

$$\text{Points tender A} = \frac{\text{amount of lowest tender}}{\text{amount of tender A}} * 60$$

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 contract

The lots of the procurement contract will be awarded to the tenderer who has submitted the most economically advantageous tender for the lot.

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

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

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

5.6.2 Concluding the contract

In accordance with Art. 88 of the Royal Decree of 18 April 2017, the procurement contract occurs through the notification to the selected tenderer of the approval of his tender.

Notification is via e-mail.

So, the full contract agreement consists of a procurement contract awarded by Enabel to the chosen tenderer in accordance with:

- These Tender Specifications and its annexes;
- The approved BAFO of the contractor and all 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.

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 ^①				
BUSINESS NAME (if different)				
ABREVIATION				
LEGAL FORM				
ORGANISATION TYPE		FOR PROFIT		
		NOT FOR PROFIT		
		NGO ^② YES NO		
MAIN REGISTRATION NUMBER ^③				
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

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

ADDRESS OF BANK BRANCH		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

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

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

⁸ 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.

⁹ 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, human rights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

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

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

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/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/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%A9sorier/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.

Name:.....

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 ¹⁰				

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

¹⁰ Last accounting year for which the entity's accounts have been closed.
Tender Specifications – Procurement reference number UGA21002-10005

Technical and professional capacity form

List of main similar assignments

Description of the main similar assignments <u>totally performed</u>	Amount involved	Completion date in the last 3 years (only <u>totally performed</u> 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.

6.3.2 TECHNICAL PROPOSAL

The technical proposal may be presented in free format, but it shall not exceed 20 pages. It shall include but not limited to:

- Quality of the proposed Technical Methodology
- Quality of the proposed Quality Management (Quality assurance processes and procedures, Responsibility centers (i.e., who is responsible for what)
- Quality of the proposed Project Management (coordination, orders, cancellation policy, problem management Work plan & timetable of activities, Risks management).

LOT 1. To conduct a study on digital rights and responsibilities in lower secondary schools in selected districts Uganda.	<ul style="list-style-type: none"> • 1 Coordinator/team leader (ICT Expert) • A pool of minimum 3 – maximum 4 experts (Including curriculum specialist)
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<i>Name of expert</i>	<i>Proposed position</i>	<i>Educational background – formal qualification</i>	<i>Years of experience with experience relevant</i>	<i>Specialist areas of knowledge</i>
	<i>Coordinator / Team leader</i>			
	<i>Expert 1</i>			
	<i>Expert 2</i>			
	<i>Expert 3</i>			

LOT 2 To explore the role of digital technologies in the prevention and response to gender-based violence (GBV) at the Ministry of gender, labour and social development, ministry of public service, ministry of health, and ministry of education and sports.	<ul style="list-style-type: none"> • 1 Coordinator/team leader • A pool of minimum 3 – maximum 4 experts (including a gender expert)
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<i>Name of expert</i>	<i>Proposed position</i>	<i>Educational background – formal qualification</i>	<i>Years of experience with experience relevant</i>	<i>Specialist areas of knowledge</i>
	<i>Coordinator / Team leader</i>			
	<i>Expert 1</i>			
	<i>Expert 2</i>			
	<i>Expert 3</i>			

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.

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

Lot	Description	Lumpsum Price ⁱ in EUR excl. VAT
1.	To conduct a study on digital rights and responsibilities in lower secondary schools in selected districts in Uganda	
2.	To explore the role of digital technologies in the prevention and response to Gender Based Violence (GBV) at the Ministry of Gender, Labour and Social Development, Ministry of Public Service, Ministry of Health, and Ministry of Education and Sports.	

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature:

ⁱ Bidders should provide on a separate page the details and unit prices resulting on the lump sum price.