



Tender Specifications

RWA22001-10013 of December 2023

Public service contract for:

**The 'ADMINISTRATIVE MANAGEMENT OF
SANCTA COMMUNITY LOCAL STAFF AND
MAN-POWERS FOR THE COMBIO PROJECT'.**

Open procedure

Navision code: RWA2200111

Table of contents

1	General remarks	6
1.1	Derogations from the General Implementing Rules.....	6
1.2	Contracting authority.....	6
1.3	Institutional framework of Enabel	6
1.4	Rules governing the public contract	7
1.5	Definitions.....	8
1.6	Processing of personal data by the contracting authority and confidentiality	9
1.6.1	Processing of personal data by the contracting authority.....	9
1.6.2	Confidentiality.....	9
1.7	Deontological obligations	9
1.8	Applicable law and competent courts	10
2	Subject-matter and scope of the public contract.....	11
2.1	Type of contract.....	11
2.2	Subject-matter of the public contract	11
2.3	Lots.....	11
2.4	Items	11
2.5	Duration of the public contract	11
2.6	Variants.....	11
2.7	Option	12
2.8	Quantity	12
3	Subject-matter and scope of the public contract.....	13
3.1	Award procedure	13
3.2	Publication	13
3.2.1	Official notification	13
3.2.2	Enabel publication	13
3.3	Information	13
3.4	Tender.....	14
3.4.1	Data to be included in the tender.....	14
3.4.2	Period the tender is valid.....	14
3.4.3	Determination of prices.....	14
3.4.3.1	Elements included in the price	14
3.4.4	How to submit tenders?	15
3.4.5	Change or withdrawal of a tender that has already been submitted.....	16

3.4.6	Opening of Tenders.....	16
3.4.7	Selection of tenderers.....	16
3.4.7.1	Exclusion grounds	16
3.4.7.2	Selection criteria	17
3.4.7.3	Modalities relating to tender examination and regularity of the tenders.....	17
3.4.7.4	Award criteria	18
3.4.7.5	Final score	19
3.4.7.6	Awarding the public contract.....	19
3.4.8	Concluding the public contract	19
4	Specific contractual and administrative conditions	20
4.1	Definitions (Art. 2).....	20
4.2	Managing official (Art. 11)	20
4.3	Subcontractors (Art. 12 to 15)	20
4.4	Confidentiality (art. 18).....	21
4.5	Protection of personal data	22
4.5.1	Processing of personal data by the contracting authority.....	22
4.5.2	PROCESSING OF PERSONAL DATA BY A SUBCONTRACTOR	22
4.6	Intellectual property (Art. 19 to 23).....	22
4.7	Performance bond (Art. 25 to 33).....	23
4.8	Conformity of performance (Art. 34).....	24
4.9	Zero tolerance Sexual exploitation and abuse.....	24
4.10	Changes to the public contract (Art. 37 to 38/19)	24
4.10.1	Replacement of the contractor (Art. 38/3).....	24
4.10.2	Revision of prices (Art. 38/7)	25
4.10.3	Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)	25
4.10.4	Unforeseen circumstances	25
4.11	Preliminary technical acceptance (Art. 42).....	25
4.12	Performance modalities (Art. 146 et seq.).....	25
4.12.1	Deadlines and terms (Art. 147).....	25
4.12.2	Place where the services must be performed and formalities (Art. 149).....	26
4.13	Inspection of the services (Art. 150).....	26
4.14	Liability of the service provider (Art. 152-153).....	26
4.15	Means of action of the contracting authority (Art. 44-51 and 154-155).....	27
4.15.1	Failure of performance (Art. 44)	27

4.15.2	Fines for delay (Art. 46 and 154).....	27
4.15.3	Measures as of right (Art. 47 and 155)	28
4.16	End of the public contract.....	28
4.16.1	Acceptance of the services performed (Art. 64-65 and 156).....	28
4.16.2	Acceptance costs	28
4.16.3	Invoicing and payment of services (Art. 66 to 72 – 160)	29
4.17	Modifications to the contract (Art. 37-38 and 151).....	31
4.18	Litigation (Art. 73).....	31
5	Terms of reference	32
5.1	Context.....	32
5.2	Consultancy service items and main tasks.....	35
5.3	Tentative expected quantities	39
5.4	Deliverables ad reporting	39
5.5	Input from the client (contracting authority).	40
5.6	Duration	41
5.7	What should be presented in the technical offer	41
5.8	Minimum required profile for Company/firm & for the proposed Expert/ key staff	41
5.8.1.	Company profile:	41
5.8.2.	Key expert profiles:.....	41
6	Forms	43
6.1.	Identification forms	43
6.1.1.	Natural person	43
6.1.2.	Legal person entity private/public legal body	44
6.1.3.	Public law entity.....	45
6.1.4.	Subcontractors.....	46
6.2.	Tender Forms – prices.....	47
6.3.	Financial identification.....	49
6.4.	Declaration on honour – exclusion criteria.....	50
6.5.	Integrity statement for the tenderers	52
6.6.	Selection file – economic and financial capacity	53
6.7.	Selection file – technical aptitude.....	54
6.8.	Power of attorney.....	55
6.9.	Criminal record certificate for the person mandated to commit for the firm.....	55
6.10.	Incorporation certificate	55
6.11.	VAT Registration certificate	55

6.12.	Non-Bankruptcy certificate	55
6.13.	Certification of clearance with regards to the payments of social security contributions	55
6.14.	Certification of clearance with regards to the payments of applicable taxes	55
6.15.	List of the similar assignments	55
6.16.	Certificates of completion	56
6.17.	Availability of key experts	56
6.18.	Annexes	57
6.18.1.	GDPR clauses (in case of contractor who will process personal data	57

1 General remarks

1.1 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 Specifications do not derogate from Art. 25-33 (see point 4.7 "Performance guarantee") of the General Implementing Rules – GIR (Royal Decree of 14.01.2013).

1.2 Contracting authority

The contracting authority of this public 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 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 contract, Enabel is represented by **Mr. Dirk DEPREZ, Resident Representative of Enabel representation in Rwanda**, who will sign the award letter and who is mandated to represent the company towards third parties.

1.3 Institutional framework 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 and are given as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003³, 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;

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.

² Belgian Official Gazette of 1 July 1999.

³ Belgian Official Gazette of 18 November 2008.

- 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 Organization⁴ 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 of Paris, 12 December 2015;
- The first Management Contract contracting Enabel and the Belgian federal State (approved by the Royal Decree of 17.12.2017, Belgian Official Gazette 22.12.2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019;

1.4 Rules governing the public contract

- The following, among other things, apply to this public contract:
- The Law of 17 June 2016 on public procurement⁵;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies and services⁶;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors⁷;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works⁸;
- Circulars of the Prime Minister with regards to public procurement.
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- local legislation with regards to sexual harassment at the workplace or equivalent
- 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>.

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

⁵ Belgian Official Gazette 14 July 2016.

⁶ Belgian Official Gazette of 21 June 2013.

⁷ Belgian Official Gazette 9 May 2017.

⁸ Belgian Official Gazette 27 June 2017.

1.5 Definitions

The following definitions apply to this contract:

The tenderer: An economic operator submitting a tender;

The contractor/ service provider: The tenderer to whom the public contract is awarded;

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

The tender: Commitment of the tenderer to perform the public 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 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 January 2013 establishing the General Implementing Rules for public procurement 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;

BDA: Belgian Public Tender bulletin;

OJEU: Official Journal of the European Union;

OECD: Organisation for Economic Cooperation and Development;

E-tendering: Through the E-tendering platform tenderers can submit and open electronic tenders/requests to participate;

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 contract or performance of a contract already concluded with the contracting authority;

Litigation: Court action.

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a tenderer or contractor to perform part of the contract. The subcontractor is understood as the economic operator with the capacity which the applicant or tenderer relies upon or to whom he entrusts all or part of his engagements.

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

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

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

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

1.6 Processing of personal data by the contracting authority and confidentiality

1.6.1 Processing of personal data by the contracting authority

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

1.6.2 Confidentiality

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

PRIVACY NOTICE OF ENABEL: Enabel takes your privacy 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>

1.7 Deontological obligations

1.7. 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 for Enabel.

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

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

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

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

1.7.5. Moreover, in order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public 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 appointees of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

1.7.6. 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 desk review or on-the-spot check, 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 his contract cancelled or to be permanently excluded.

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

1.8 Applicable law and competent courts

The 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 contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution.

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

2 Subject-matter and scope of the public contract

2.1 Type of contract

This public contract is a service framework contract.

2.2 Subject-matter of the public contract

This Service framework contract consists in the performance of services related to “**The ‘ADMINISTRATIVE MANAGEMENT OF SANCTA COMMUNITY LOCAL STAFF AND MAN-POWERS FOR THE COMBIO PROJECT’**”, in conformity with the conditions of these Tender Specifications.

2.3 Lots⁹

(Articles 2, 52° and 58 of the Law and Articles 49 and 50 of the Royal Decree on Awarding.)

The contract has one single Lot which is indivisible. A tender for part of a lot is inadmissible.

2.4 Items

The contract consists of three items (3) with tasks described in ToRs below (**See also point 5.2** of the tender specification) These tasks are pooled and form one single procurement contract

2.5 Duration of the public contract¹⁰

Initial term and renewal

The contract starts upon reception of the final notification letter and initially lasts for 1 years.

After this initial term, this contract may be renewed every year by the contracting authority by registered letter sent at least one month prior to the contract renewal date. If no formal renewal letter is sent before the previous anniversary date, the contract will be considered as tacitely renewed.

Depending on the available budget and needs for the services, the renewal can be done 3 times consecutively at the maxima.

Every renewal is conditioned by the success or positive assessment of the service performed in the previous year.

The renewal will be made as per the terms and conditions of the initial Tender Specifications. The renewal may not change the global nature of the public contract.

Should the contract not be renewed, the contractor cannot claim damages.

2.6 Variants

Variants are not permitted.

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

⁹ For contracts of a value equal to or greater than EUR 135 000 excl. VAT, the contracting authority is obliged to consider dividing the contract into lots unless a valid reason is given in the procurement documents.

¹⁰ Please note: duration of the contract not to be confused with period of performance.

2.7 Option

Options are not permitted.

2.8 Quantity

(Art. 57 of the Law)

Poss. Fixed blocks / conditional blocks: Where the contracting authority demonstrates the necessity thereof, it may package a contract in one or more fixed blocks and in one or more conditional blocks.

Though contract conclusion pertains to the whole of the contract, it only binds the contracting authority for the fixed blocks. The performance of each conditional block depends on a decision by the contracting authority of which the contractor is notified in accordance with the modalities given in the initial procurement documents.

The performance of the conditional block may not change the global nature of the contract.

Quantities will be determined in order forms. The presumed quantities below are given for information purposes only. Maximum quantities for the whole duration of the contract are estimated in the below table:

Item	Unit	Tentative Quantities		
		2024/2025	2025/2026	Total
Item 1: lead nursery technician management	pers-month	133*	140*	273
Item 2: Monitoring technician management	pers-month	70**	84**	154
Item 3: Man-power management	Set of 25 person- half day	480***	440***	920
	Set of 25-person full day	480***	440***	920

* This is the number of person-months, summing up the number of months for every 14 nursery technicians

** This is the number of person-months, summing up the number of months for every 14 monitoring technicians

*** This is the number of sets of 25 person-day or number of set of 25 person half day, equivalent to the sum of the number of day or half day to be worked by every casual divided by 25

*See Performance Modalities If, for all or part of the services to be provided, the procurement documents provide for one or more partial orders, **performance under the contract will be dependent upon notification of each of these orders.***

3 Subject-matter and scope of the public contract

3.1 Award procedure

This contract is awarded in accordance with Article 36 of the Law of 17 June 2016 via an open procedure.

3.2 Publication

3.2.1 Official notification

This contract is officially advertised in the Belgian Public Tender bulletin and in the Official Journal of the European Union.

3.2.2 Enabel publication

This contract is furthermore published on the Enabel website (www.enabel.be) from **08/12/2023** to **25th/01/2024**, as well in the Local newspapers: Job In Rwanda and NEWTIMES.

3.3 Information

The awarding of this contract is coordinated by **Mrs. Françoise MUSHIMIYIMANA, National Expert in Contracting and Administration at Enabel Rwanda** – francoise.mushimiyimana@enabel.be. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this contract will exclusively pass through this service / this person. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

Until **10th January 2024** inclusive, candidate-tenderers may ask questions about these Tender Specifications and the contract.

Questions will be in writing to

Ms Françoise MUSHIMIYIMANA, (francoise.mushimiyimana@enabel.be),

with copy to

Jacques PEETERTS (jacques.peeters@enabel.be)

And

Gaston HATEGEKIMANA (Gaston.hategekimana@enabel.be)

and they will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above at the latest 10 days before the deadline for submission of bids.

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

The procurement documents can be consulted free of charge at the following internet address:

www.enabel.be To be able to submit a tender in full knowledge of the facts, the tenderer may visit the website. www.enabel.be

The tenderer is to submit his tender after reading and taking into account any corrections made to the Tender Specifications that are published on the Enabel website or that are sent to him by e-mail. To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised

that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

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

3.4 Tender

3.4.1 Data to be included in the tender

Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016, which are applicable to this award procedure.

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

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

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

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

3.4.2 Period the tender is valid

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

3.4.3 Determination of prices

All prices given in the tender form must obligatorily be quoted in EUROS (Including the applicable WHT¹¹,¹²) with the exception of VAT.

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 perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

3.4.3.1 Elements included in the price

(Art. 32 §3 Royal Decree 18.04.2017)

The tenderer is to include in his unit and global prices any charges and taxes generally applied to services, including WHT and exclusive of VAT.

The following are in particular included in the prices:

- **Lump sum Unit cost:** fees, the per diems, accommodation costs, local transport costs, insurance costs, security costs, communication costs (including the internet), administrative and secretariat costs, the salary amount paid to the sancta technicians and

¹¹ Refer to article 63 of the law N° 027/2022 of 20/10/2022, establishing taxes on income in Rwanda (a tax of fifteen percent (15%) shall be withheld on public tenders if the recipient is not registered with the Tax Administration or is registered but does not have his/her previous income tax declaration)

¹² Mind double taxation – refer to the RRA Link:

https://www.rra.gov.rw/en/publications?tx_news_pi1%5Baction%5D=detail&tx_news_pi1%5Bcontroller%5D=News&tx_news_pi1%5Bnews%5D=1105&cHash=f71e9bc7ede752e64679f8c39e73871c

man-power (including applicable taxes and social security fees due as per regulation), photocopy and printing costs, costs for documentation of the services that can be required by the contracting authority, the production and delivery of documents or records linked to the performance of the services, the customs and excise duties for materials and products used, the packaging costs, the acceptance costs, all costs, staff and material expenses needed to perform the present contract, the copyright fees, the purchase or leasing of third party services needed for the performance of the contract, Training required for operation, travel and Transport outside Kigali and the applicable **Withholding taxes**. Where applicable, the measures imposed by occupational safety and worker health legislation; Customs and excise duties for equipment and products used; acceptance costs; any staff, equipment, logistics, office, IT items, seeds and inputs required for the service achievement.

- **Reimbursable costs -if applicable** (to be paid based upon presentation of justification documents, up to the maximum budget set and accepted in financial proposal): **only international travel costs (air tickets) and visa costs (if any)**,
- International travel days are not reimbursed by Enabel.

3.4.4 How to submit tenders?

(Article 54 et seq. and Art. 83-84 of the Royal Decree of 14 April 2017)

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

The tenderer submits his tender as follows:

- **The tender will be drawn up in 3 copies, one of them being the original and two copies.**
- **A soft Copies (exactly identical to the hard copy) must be submitted in one or more PDF files on a USB stick. Bidders who do not submit the required copies (hard and the soft copies), might be rejected.**

It is submitted in a properly sealed envelope bearing the following information: Tender **RWA22001-10013**_Opening of tenders on **25th January 2024 at 10:00 AM** Kigali Time. It must be sent to:

The Attention of Françoise MUSHIMIYIMANA
National ECA - Enabel Rwanda
Belgian development agency
KN 67 Street, plot N° 10
SORAS Towers, Wing A, 6th Floor
Opposite St Michel Catholic Church
B.P. 6089 KIYOVU

It may be submitted:

- a) Either By post mail (standard mail or registered mail)

In this case, the sealed envelope is put in a second closed envelope. The delivery record makes proof of compliance with the time-limit for receipt.

- b) Or delivered by hand directly to the contracting authority against a signed and dated receipt: In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The service can be reached on working days during office hours: from 8:30 am to 12:30 pm and from 1:30 pm to 5 pm (Rwanda time)

Any request for participation or tender must arrive before the final submission date and time. Requests for participation or tenders that arrive late will not be accepted¹³.

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

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

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

The withdrawal may also be communicated by fax or electronic means, 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.

Thus, modifying or withdrawing a tender after the submission report has been signed requires a new submission report to be signed in accordance with paragraph 1.

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

The withdrawal must be pure and simple.

Where the submission report issued following modification or withdrawal as referred to in paragraph 1 is not signed as referred to in paragraph 1, the modification or withdrawal is automatically void. This nullity applies only to the modifications or withdrawal, not to the tender itself.

3.4.6 Opening of Tenders

Article 83-84 of the Royal Decree of 14 April 2017

The tenders must be in the possession of the contracting authority before 25th January 2024 at 10:00 AM. The tender opening is open to the public.

The tender opening session will take place at the address given above for the submission of tenders on **25th January 2024 at 10h30 AM.**

3.4.7 Selection of tenderers

Article 66 – 80 of the Law; Articles 59 to 74 of the Royal Decree on Awarding

3.4.7.1 Exclusion grounds

Articles 52 and 69 of the Law; Article 51 of the Royal Decree of 18 April 2017

The obligatory and facultative grounds for exclusion grounds are given in attachment to these Tender Specifications.

By submitting this tender, and by signing **the Declaration on honour – exclusion criteria**, which is annexed to this tender document (6.3); 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 for the tenderer with the best tender.

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

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

The contracting authority will ask the tenderer, if necessary, at any time during the procedure, to provide all or part of the supporting documents, if necessary to ensure the smooth proceeding of the procedure. The tenderer is not required to submit any supporting documents or other evidence if and to the extent that the contracting authority has the possibility to directly obtain certificates or relevant information by accessing a free national database in a Member State.

With the exception of the exclusion grounds relating to tax and social security, the tenderer that is in one of the mandatory or optional exclusion situations can prove on his own initiative that he has paid or undertaken to pay compensation for any prejudice caused by the criminal offence or the fault, clarified totally the facts and circumstances by collaborating actively with the authorities in charge of the enquiry and taken concrete specific technical, organisational and personnel measures to prevent a new criminal offence or a new fault.

3.4.7.2 Selection criteria

Article 71 of the Law and Articles 65 -74 of the Royal Decree of 18 April 2017

Moreover, by means of the documents requested below, 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 contract.

The minimum required profile of the company/consulting firm and the minimum required profile for key staff will also be analysed at the selection stage.

The services provider company should have at least the following profile:

- Not less than 3 years' experience in human resources management in Rwanda,
- with at least 1 similar assignment successfully performed supported by a good completion certificate in the last 3 years.
- And must propose a list of Key experts with the minimum required profile as described in the ToRs under section 5.8.2 (their respective CVs, Degree certificates and proof of previous experience should be provided in the proposal)

The bidders who will not meet the minimum required profile will not be selected for the award stage.

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

3.4.7.3 Modalities relating to tender examination and regularity of the tenders

Art. 75-76 of the Royal Decree of 18 April 2017

Before starting the evaluation and comparison of the tenders, the contracting authority examines their regularity.

The tenders must be drawn up in such a way that the contracting authority can make a selection without starting negotiations with the tenderer. For this reason, and in order to be able to assess the tenders fairly, it is essential that the tenders be completely in conformity with the provisions of the Tender Specifications, both formally and materially.

The substantially irregular tenders are excluded.

A substantial irregularity is such as to give a discriminatory advantage to the tenderer, to distort competition, to prevent the evaluation of the tenderer's tender or its comparison with the other tenders, or to render non-existent, incomplete or uncertain the commitment of the tenderer to perform the contract under the conditions laid down.

The following irregularities are deemed substantial:

1° failure to comply with environmental, social or labour law, provided that such non-compliance is punishable by law;

2° failure to comply with the requirements of Articles 38, 42, 43, § 1, 44, 48, § 2, clause 1, 54, § 2, 55, 83 and 92 of the Royal Decree of 18 April 2017 and of Article 14 of the Law, insofar as they contain obligations vis-à-vis the tenderers;

3° failure to comply with the minimum requirements and the requirements that are indicated as substantial in the procurement documents;

4° tenders that do not bear an original handwritten signature on the tender form.

The contracting authority will also declare void any tender that is affected by several non-substantial irregularities which, by reason of their accumulation or combination, are capable of having the same effect as described above (in accordance with Article 76 of the Royal Decree of 18 April 2017).

Conflicts of interest - Revolving door (Art. 51 Royal Decree 18/04/2017).

Without prejudice to Articles 6 and 69, clause 1, 5° of the Law a conflict of interest is considered any situation in which a natural person who has worked for a contracting authority as an internal staff member, whether in a hierarchy relation or not, as a concerned civil servant, public officer or any other person linked whatsoever to the contracting authority, would later intervene under a public contract awarded by this contracting authority and where a relation exists between the former activities that the above person conducted for the contracting authority and the activities he or she conducts under the contract.

The application of above-mentioned provision is limited however to a two-year term from the resignation of said person or any other type of termination of the former activities.

3.4.7.4 Award criteria

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

a) Technical proposal (see table of criteria and score below): 70%

Criteria N°	Criteria for methodology evaluation	Maximum score
1	Understanding of ToRs and overall proposed strategy, detailed methodology and details on method/tools for the implementation of the assignment:	30
2	Relevance of the proposed detailed action plan	10
3	Detailed explanations and calculation models of taxes and social security fees to be paid for each technician and man-power type	15
4	Relevance of the proposed risk analysis (risks linked to the performance of this specific assignment) and related mitigation measures	15
	TOTAL	70

b) Price: 30%

The total price considered in the evaluation is the sum of the unit prices provided for each of the financial proposal. The lowest price will get the maximum point. With regards to the 'price' criterion, the following formula will be used:

$$\text{Score of Bid A} = \frac{\text{amount of lowest bid price} \times 30}{\text{Bid price A}}$$

Bid price A

3.4.7.5 Final score

The scores for the award criteria will be added up. For each lot, the 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. If the same tenderer applies for several or every lot, rules defined in chapter 2.3 will apply.

3.4.7.6 Awarding the public contract

Article 36 and 81-82 of the Law of 17 June 2016

The contract will be awarded to the tenderer who has submitted the most economically advantageous tender (higher final score), considering the rules defined in chapter 2.3.

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 contract.

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

3.4.8 Concluding the public contract

Art. 88 of the Royal Decree on Awarding

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

Notification is via digital platforms, e-mail or fax and, on the same day, by registered post.

So, the full contract consists of a 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.

4 Specific contractual and administrative conditions

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

These Tender Specifications do not derogate from Art. 25-33 of the General Implementing Rules.

4.1 Definitions (Art. 2)

- Contract manager: The official or any other person who manages and controls the performance of the contract;
- Performance bond: Financial guarantee given by the successful tenderer to cover its obligations until final and good performance of the contract;
- Acceptance: Observation by the contracting authority that the performance of all or part of the works, supplies or services is in compliance with good practice and with the terms and conditions of the contract;
- Progress payment: Payment of an instalment under the contract after service delivery is accepted;
- Advance: Payment of part of the contract before service delivery (if accepted);
- Amendment: Agreement established between the contracting parties during contract performance in view of changing documents applicable to the contract.

4.2 Managing official (Art. 11)

The managing official is Mr. Jacques PEETERS, Forest Management Expert - Enabel COMBIO program e-mail: jacques.peeters@enabel.be

Once the 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 contract will be addressed to him, 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 contract, including issuing service orders, drawing up reports and states of affairs, approving the services, progress reports and reviews. He or she may order any modifications to the 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 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.

4.3 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 undertakes to have the 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 contract. **Any replacements must be approved by the contracting authority.**

Art. 12/3 § 2 of the Royal Decree of 14 January 2013:

3° when this involves a service contract in a sector susceptible to fraud, the subcontracting chain may only have two levels at most, namely the contractor's direct subcontractor and the second level subcontractor.

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.

4.4 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.

4.5 Protection of personal data

4.5.1 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.

4.5.2 PROCESSING OF PERSONAL DATA BY A SUBCONTRACTOR

During contract performance, the contractor may process personal data of the contracting authority exclusively in the name and on behalf of the contracting authority, for the sole purpose of performing the services in accordance with the provisions of the Tender Specifications or in execution of a legal obligation.

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

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

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

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

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

To this end, the tenderer must fill out, sign and submit to the contracting authority the subcontracting agreement given in Annex 18.

4.6 Intellectual property (Art. 19 to 23)

The contracting authority acquires 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 public 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 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.

4.7 Performance bond (Art. 25 to 33)

The performance bond is set at 5% of the total value of the service order, excluding VAT, of procurement. 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 (**BANK GUARANTEE**) meeting the requirements of the law on the statute and control of credit institutions.

By way of 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 reserves the right to accept or refuse the posting of the bond through that institution. The contractor 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 contract conclusion, furnish proof that he or a third party has posted the bond in one of the ways set out below:

- 1° in the case of cash, by transfer of the amount to the bpost bank account number of the Deposit and Consignment Office. Complete the following form as well as possible https://finances.belgium.be/sites/default/files/01_marche_public.pdf (PDF, 1.34 Mo), and forward it by e-mail to info.cdcdck@minfin.fed.be
- 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.

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 contract and a reference to the procurement documents, as well as the name, first names 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 'mandatary' 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.

4.8 Conformity of performance (Art. 34)

The 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.

4.9 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.

4.10 Changes to the public contract (Art. 37 to 38/19)

4.10.1 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 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 the supplies and services already delivered, 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 contract.

4.10.2 Revision of prices (Art. 38/7)

For this contract, price revisions are not permitted.

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

The contracting authority reserves the right to suspend the performance of the 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 the right to damages for suspensions ordered by the contracting authority when:

- The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or two calendar weeks, depending on whether the performance period is expressed in working days or calendar days;
- The suspension is not owing 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 contract.

4.10.4 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 or of the third-party donor (Green Climate Fund/IUCN/TREPA steering committee) 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 public contract, Enabel will do everything reasonable to agree a maximum compensation figure.

4.11 Preliminary technical acceptance (Art. 42)

The contracting authority reserves the right to request an activity report at any time of the assignment from 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...)

4.12 Performance modalities (Art. 146 et seq.)

4.12.1 Deadlines and terms (Art. 147)

For the first year (initial quantities), the services must be performed within 360 calendar days as from

the day after the date on which the service provider received the final contract conclusion notification letter. The closure of the service provider's business for annual holidays is included in this calculation.

For the subsequent orders, the services regarding each specific order, must be performed according to what will be requested in those specific orders, as of the second working day following the date of dispatch of the order form. The closure of the service provider's business for annual holidays is included in this calculation.

The acceptance terms and modalities per items and per annual order are detailed in Term of Reference in chapter 5.

The order form is addressed to the service provider either by registered letter, or by fax, or by any other means through which the date of dispatch can be determined unambiguously.

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

In the event the acknowledgement of receipt of the order form is received after the period of two working days, upon written demand and justification of the 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 shall ask for an extended service 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 anymore if they are not submitted within 15 calendar days from the day following the date on which the service provider has received the order form.

4.12.2 Place where the services must be performed and formalities (Art. 149)

The services will be performed in the districts of intervention: Rwamagana, Bugesera, Ngoma, Kirehe, Kayonza, Gastibo, Nyagatare (specific locations will be mentioned in the specific purchase orders).

4.13 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.

4.14 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.

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

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

In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the 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 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 contract and/or the exclusion from procurement by the contracting authority for a determined duration.

4.15.1 Failure of performance (Art. 44)

§1 The contractor is considered to be in failure of performance under the 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 have been given in due form by the contracting authority.

§2 Any failure to comply with the provisions of the 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.

4.15.2 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 period without the issuing of a report and they are automatically applied for the total number of days of delay.

The fines for delay are calculated at the rate of 0.1 percent per day late, the maximum being set at seven and a half percent (7.5%) of the value of the contract/specific service order (tax included).

Regardless of the application of any fines for delay, the contractor indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the contract.

4.15.3 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 detected.

§2 The measures as of right are:

1° Unilateral termination of the 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 contract;

3° Conclusion of one or more replacement contracts with one or more third parties for all or part of the 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 contract will be borne by the new contractor.

4.16 End of the public contract

4.16.1 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 checks, technical acceptance and prescribed tests. The provisional and final acceptance modalities are described in the Terms of Reference in chapter 5.

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

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

The acceptance specified above is final.

4.16.2 Acceptance costs

Travel costs and costs for the stay of the managing official will be borne by the service provider.

When drawing up his tender, the tenderer shall take into account the following acceptance costs: service provider staff, equipment and transport costs to participate to the joint provisional and final acceptance measurement (inventory/counting, as per modalities defined in ToRs in chapter 5).

4.16.3 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:

To the Attention of:
Mr Jean Lambert SEBAREZE
ENABEL - Belgian Development Agency
KN 67 Street, plot N° 10
SORAS Towers, Wing A, 6th Floor
Opposite St Michel Catholic Church
B.P. 6089 Kiyovu
Kigali- Rwanda

Only service delivery that has 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 other documents required for each instalment payment (as described in ToRs in chapter 5).

The invoice must be in EUROS.

No advance may be asked by the contractor and the payment is made after acceptance of the related deliverable.

The invoice will mention:

- **“Enabel, 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)”;**

the name of the contract: **“ADMINISTRATIVE MANAGEMENT OF SANCTA COMMUNITY LOCAL STAFF AND MAN-POWERS OVER THE WHOLE REMAINING PROJECT PERIOD of COMBIO PROJECT”.**

- the reference of the tender documents: **« RWA22001-10013 »**
- the Navision code and the lot number: **“RWA2200111”.**
- the name of the Managing Official: **“Jacques PEETERS”.**

The invoice shall be in EUROS.

Payment shall be made in instalments (progress payment), after every 2 months, as follows:

N°	Deliverable description:	Deadlines	Payment Instalment	Amount
1	Progress report 1, including: <ul style="list-style-type: none"> recruitment and selection report of the technician when applicable List of staff and manpower paid (with sum quantities desegregated by gender) and amount paid for the reported period All the documentation required as justification of payment of salary, taxes, and social security Description of problems faced, and solutions implemented, and of risks / recommendations 	2 months from the beginning of the service contract	Instalment 1	For all items: Quantity realized for the reported period x Unit Cost
2	Progress report 2, including: <ul style="list-style-type: none"> recruitment and selection report of the technician when applicable List of staff and manpower paid (with sum quantities) and amount paid for the reported period All the documentation required as justification of payment of salary, taxes, and social security Description of problems faced and solutions implemented, and of risks / recommendations 	4 months from the beginning of the service contract	Instalment 2	For all items: Quantity realized for the reported period x Unit Cost
3	Progress report 3, including: <ul style="list-style-type: none"> recruitment and selection report of the technician when applicable List of staff and manpower paid (with sum quantities) and amount paid for the reported period All the documentation required as justification of payment of salary, taxes, and social security Description of problems faced, and solutions implemented, and of risks / recommendations 	6 months from the beginning of the service contract	Instalment 3	For all items: Quantity realized for the reported period x Unit Cost
4	Progress report 4, including: <ul style="list-style-type: none"> recruitment and selection report of the technician when applicable List of staff and manpower paid (with sum quantities) and amount paid for the reported period All the documentation required as justification of payment of salary, taxes, and social security Description of problems faced and solutions. implemented, and of risks / recommendations 	8 months from the beginning of the service contract	Instalment 4	For all items: Quantity realized for the reported period x Unit Cost
5	Progress report 5, including: <ul style="list-style-type: none"> recruitment and selection report of the technician when applicable List of staff and manpower paid (with sum quantities) and amount paid for the reported period All the documentation required as justification of payment of salary, taxes, and social security Description of problems faced, and solutions implemented, and of risks / recommendations 	10 months from the beginning of the service contract	Instalment 5	For all items: Quantity realized for the reported period x Unit Cost

6	<u>Final annual report, including.</u> <ul style="list-style-type: none"> ▪ recruitment and selection report of the technician when applicable ▪ List of staff and manpower paid (with sum quantities) and amount paid for the last period ▪ All the documentation required as justification of payment of salary, taxes, and social security ▪ Narrative description of problems faced, and solutions implemented 	12 months from the beginning of the service contract	Instalment 6	For all items: Quantity realized for the reported period x Unit Cost
---	---	--	--------------	--

The installment payment modalities described in this chapter will apply for each new yearly order if the contract is renewed.

4.17 Modifications to the contract (Art. 37-38 and 151)

The contracting authority has the right to change the initial tender unilaterally, if the following conditions are respected:

1° the scope of the contract remains unaltered.

2° the modification is limited to 10 % of the initial awarded amount.

The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

4.18 Litigation (Art. 73)

The competent courts of Brussels have exclusive jurisdiction over any dispute arising from the performance of this public 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 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 Ms Inge Janssens

rue Haute 147

1000 Brussels

Belgium

5 Terms of reference

ADMINISTRATIVE MANAGEMENT OF SANCTA COMMUNITY LOCAL STAFF AND MAN-POWERS OVER THE COMBIO PROJECT

5.1 Context

In the context of the TREPA project (Transforming Eastern Province through Adaptation to climate change via forests and agroforestry landscapes restoration) financed by GCF and implemented by IUCN in collaboration with RFA, Enabel, ICRAF, World Vision and Cordaid, local landscape restoration plans, district forest management plans and silvopastoral plans, in line with the District Land Use Plans, will be developed in collaboration with local actors and authorities in selected sub-landscapes (around 100, see map below) of the Eastern Province the most exposed to land degradation and climate change impacts. To restore and re-enforce the adaptation capacity of these prone areas, tree planting and sustainable forest management will be undertaken on around 10.000 ha of public and small-holder forests (Private Forest Management Unit -PFMU establishment), good agroforestry practices will be applied on 40.000 ha of crop lands and silvopastoral good practices will be disseminated on around 10.000 ha of ranch lands.

The **COMBIO project** is coming in complement of these TREPA restoration efforts, but with a special focus on the use of diversified native species to restore and protect biodiversity of these ecosystems, as an important pillar to sustain the overall adaptation to climate change of landscapes restored by both TREPA and COMBIO. The objective is to restore (enrichment with native species) and improve the management of the 8 natural forests protected by 2014 ministerial decree, while increasing the use of native tree/shrubs species in productive areas restored by TREPA: 16% of trees/shrub to be planted over the 50,000 ha of agroforestry and silvopastoral landscapes and 5% of trees to be planted over the 10.000 ha of public and small holder forests have to be native species.

The COMBIO project is financed by the Sweden (SIDA) and is implemented by Rwanda Forestry Authority (RFA), who is in charge of the overall project coordination, in collaboration with Enabel (in charge of the component on biodiversity sancta) and IUCN (in charge of protected forest management and sustainable finance mechanisms development).

In this context, to support the knowledge, the access and the use of native species over the landscape restored by both TREPA and COMBIO, the COMBIO component lead by Enabel intend to establish a network of 14-21 community biodiversity sancta over the targeted landscapes of the Eastern Province (tentatively 2-3 sanctuaries of around 10 ha each, in every 7 Districts, so a total of around 140-210 ha).

In the project strategy, each community biodiversity sanctum, is an area specifically dedicated to the promotion of the use of native tree and shrub species locally adapted (soil and climate) and being important as well for the biodiversity support than for the economic and social aspects of communities. Based on restored ecosystems and developed community biodiversity sancta, the project will support the development of biodiversity-based enterprises and nature based product value chains, for enhancing the role of biodiversity conservation in improving the livelihoods of communities in the project area.

What and for what is a biodiversity sanctum?

Each sancta is constituted by different elements having each their proper function, some being mandatory and constituting the core of each sancta, other being additional and depending of its location and function opportunities. These elements should be progressively established in each sanctum with their corresponding function, as presented in the ideal model below:

- a) Nursery of native tree/shrub/herbs species (mandatory in each sanctum): to supply, in the overall surrounding landscapes under restoration, sufficient quality tree/shrubs seedlings of selected native species which are important for both community and biodiversity and to be largely disseminated in the crop/silvopastoral/forest lands neighboring the sanctuaries. It can include

good flowering species supporting in same time pollination and beekeeping value chain, native tree targeted for the use of their fruits in traditional or innovative value chains, etc.

- b) Native species botanical garden and education circuit (mandatory in each sanctum): to support awareness and education of communities on the use and opportunity of native species, in collaboration with neighbouring school and associations, but also as a potential circuit of ecotourism for visitors;
- c) Native species pharmacopeia and /or floriculture garden (depending of opportunity offer by local context and community choice): to support access and supply to communities of plants used in traditional medicine and /or for floriculture;
- d) Diversified Fruit tree orchards (depending of opportunity): to support production and easy access to diversified fruits (being native or already largely adopted in Africa), including their transformation when opportune;
- e) Modern beehives (in each sancta): modern beehives will be disseminated in each sancta and neighboring woodlots and agroforestry lands, to support improved and sustainable production of quality honey;
- f) Native tree/shrubs seed stand (in each sanctum as well as possible): these seed stands will be established and registered with the support of the National Tree Seed Center, for the supply over the time of quality seeds required for the production of seedlings in sancta's nursery;
- g) Essential oil garden (depending of potential linkage with existing oil company): to support access and supply specific leaves/flower to oil value chains;
- h) Nature discovery and observatory circuit (when opportune): when possible, the sanctum will be established in areas having already an existing good ecotourism potential, where nature discovery circuit (bird watching, etc.) can be run, not so far of the main road of the tourism hot spots;
- i) Nature based product storage and transformation facilities: depending of value chain selected by communities, storage facilities and transformation equipment (for fruits, for leaves, for seeds, honey, woodcraft, etc.) will be developed in sanctum, which will play a role of community rural center for the valorization and marketing of nature based products in the overall TREPA/COMBIO restored landscapes.
- j) Where opportune and based on positive feasibility study, and with the support of the TREPA project (output 1.5), Clean Cooking Hubs where community can access to Improved Cooking Stove and to wood pellet/dried fuelwood will be established, to support the reduction of wood consumption for cooking who is the main driver of forest and biodiversity degradation,
- k) Where opportune, community group will be supported in establishment and running of ecotourism assets (nature based product shop and restaurant, etc..)

Sanctum will serve as education facilities for youths and other communities in collaboration with local related schools. Environment clubs at elementary and high schools will use the gardens for hands-on experience exchange and biodiversity knowledge acquisition. Education programs such as "Connect to my nature" will be developed and be linked to biodiversity sancta. The beneficiaries of the training will include school teachers, students, children, youth, cooperatives, community and community leaders.

The communities will participate in designing and developing program modules, the intervention will support field works involving youths (planting, garden/ nurseries maintenance, etc.), train local guides. The intervention will conduct awareness campaign to promote biodiversity and increase knowledge of developed and established alternative indigenous plant species and their farming good practices to the communities.

Who manage the biodiversity sanctum?

Each SANCTA is managed by a local community group association or cooperative, formed by selected community member living around the sancta, based on a **MoU signed by the elected community representatives, the local authorities (Cell, Sector and District), the Rwanda Forestry Authority (RFA) and implementing partners (Enabel).**

This MoU defines the roles and responsibilities of each party and modalities for the restoration and management of the sanctuaries areas, including modalities of recruitment and payment of community manpower for the restoration works (seedling production, planting, etc.).

For each sancta community groups living around is sensitized and trained on opportunities that biodiversity sanctuary can offer, and they are organized into association/cooperatives.

These community groups are trained and supported by the project in order to develop and sustainably managed the sancta, according modalities set in the MoU and according to participatory sancta management plan approved by local authorities.

The community members are selected in the area surrounding the sancta in collaboration with Cell/Sector authorities based on the main but not exhaustive following criteria:

- Being a member and permanent resident of the local community.
- Having a land surrounding the sancta and committing to restored its own land using at least partly native species, as farmer leader;
- And /or being a well-recognized local leaders of existing community groups/association/cooperative that can bring his experience in community mobilization and leadership;
- And /or being an economic actor that can play an important role in value chain development, such as being experienced in nursery management, in woodcraft, in apiculture, etc.
- And/or having already an educative function in the community.

Employment of local community actors

Local community staff

In addition to the Enable project technical team (1 International Biodiversity Expert and 2 National Biodiversity Specialists) that will support the sancta community over the 7 District of Intervention, the 2 following local staff (local actor of the community or living in the surrounding area) have to be made available to support the community in each of the sancta:

- 1 **“Lead nursery technician”**, as half time permanent employee, having already a good experience in tree seedling production, to support the community group to establish and run properly their own native tree nursery (from 1st March 2024 to undefine period depending of nursery activity to be run in the sancta), under the supervision and technical guidance of the Combio Biodiversity Specialists. In each sancta, this “Lead nursery technician” will train and supervise community members in application of best nursery practices and will support them in quality delivery of native tree seedlings.
- 1 **“Sancta monitoring technician” local consultant** (number of person-day per month depend of the charge of work to be done which vary a lot along the season), to support the community in (1) the recording and monitoring the seedlings produced in nursery (germination rate, survival, growth, mortality by causes, etc..), in (2) the follow-up (survival, growth, etc) of the seedlings planted in and outside of the sancta area and, and (3) in the coordination and monitoring of man-power in planting (site preparation, hole digging, planting, maintenance, etc..).

Local community casual manpower

In first instance, the project will pay (through a HR service provider) each individual of the community group members for the daily man-power mobilized in different field restoration activities (seedling production, planting, etc).

Once the cooperative/association will be formally established with members well trained in finance management and field works implementation, the project will assess the possibility of contracting the cooperative for implementing restoration works, the cooperative managing by themselves the payment of their own members.

It is in this context that Enabel wants to contract a local firm to ensure the administrative management of the local staff (Lead Nursery technician and Sancta monitoring technician)

and the man-power, ensuring their recruitment and their contracting processes, as well the payment of their remuneration, including tax and social security.

5.2 Consultancy service items and main tasks

The foreseen contract is a unit cost framework contract, where quantities will be defined through annual purchase orders.

The consultancy consists in 3 items as follow:

Item 1: Ensure the recruitment and the administrative management of the “Lead nursery technicians” under employment contract (unit cost = lumpsum cost per person-month of “Lead nursery technicians”)

Activity 1.1: Ensure the recruitment of staffs, according to following modalities:

- These staff will be recruited based on annual purchase orders that will be provided to the service provider, indicating the time period for each requested staff
- Profile of the Lead nursery technicians:
 - Being member of the sancta community group of living in surrounding area (in surrounding cells);
 - Having its national ID card;
 - Having an experience of more than 1 year in tree seedling production, with success and competence recognised by local actors and/or proven by certificate of completion
 - Having experience with native trees production and usage will be an added value
- The selection of the candidates will be done through interview to be organised at local levels (in each of Sector where the sancta are located) by the service provider within 1 weeks from the reception of purchase order. The jury of each panel (1 day per each Sector of the 7 sancta) will be constituted as follow:
 - The District Forest Officer, or its representative (1)
 - The Executive Secretary or its representative (1) of the concerned Sector where the sancta is located;
 - The representatives (2) of the sancta community groups (the ones already elected, or designated by local authority)
 - The Enabel Combio project Biodiversity Specialist (1)

A technical scoring grid will be provided by the project, and each jury member will have to provide their score and justification for each of the criteria on a signed form. The service provider will have to make a compiled the selection report , ideally including a reserve list and deliver if signed within 3 days following the interviews.

Activity 1.2: Ensure the contracting and payment of staffs, as follow:

- Prepare and sign the appropriate employment contract for each Lead nursery technician in compliance with legal provision, according to following elements:
 - Enabel will provide the detail list of tasks of the employee to the service provider.
 - The draft contract has first to be submitted to Enabel for possible review and approval. Enable will provide feedback for approval within 3 days from the reception.
 - The contract period for each staff will be defined in the purchase order.
 - This is a part time contract, consisting in 20 hours per week.
 - The net amount to be paid to each lead nursery technician is 150.000 Rwf/month
- Ensure the payment of the salary to the Lead nursery technicians, according following modalities:

- Ensure staff are affiliated to the Rwanda Social Security Board or get them registered before the first payment.
- Ensure the salary is paid through bank account by 28th of each month at the latest. On demand, the individual payslip can be provided.
- Ensure monthly declaration of fiscal and social contributions in compliance with legal provisions and deadlines.
- Must deliver a copy of approved payroll, declarations and bank justification by 5th of each following month.

Activity 1.3: Support the performance monitoring of the “Lead nursery technicians” according following modalities:

- For each nursery, a monthly progress reports (signed by the Enable Biodiversity specialist and the representative of the sancta community group) evaluating the performance of the Lead nursery technician is provided by 25th of each month to the service provider;
- In case of low performance, the service provider will participate in a joint field evaluation with Enabel project Intervention Manager, community and District/Sector representatives, in order to identify the causes/drivers and take appropriate action to solve the problems.
- Once the Lead nursery technician is recognised as being responsible (at least partly) of the low nursery performance due to lack of seriousness and professionalism, the service provider will take the required measures to advertise officially the employee. If the situation persist, the service provider will take all required administrative measures (as per regulation) to end the contract of the employee and ensure its replacement by another experienced technicians from the reserve list.

Item 2: Ensure the recruitment and the administrative management of the “Sancta monitoring technician” under employment contract (unit cost = lumpsum cost per person-month of technician)

Activity 2.1: Ensure the recruitment of staffs, according to following modalities:

- These staff will be recruited based on annual purchase orders that will be provided to the service provider, indicating the time period for each requested staff;
- Under the supervision of the COMBIO International Biodiversity Restoration Expert (IBRE) and COMBIO Biodiversity Specialists (BS), both being from Enabel, the technician will be responsible for the following major activities:
 - Supervise, assist (technical support) and monitor the community in the field implementation of tree planting and restoration activities.
 - Support the community in the monitoring of implemented activity: collection and registration of data regarding germination, surviving and health condition of planted trees, measurement of growth in nursery and in planted areas, etc, based on protocols and form that will be provided by the IBRE
 - Monitor and report back the work done by the manpower to ENABEL IBRE and BS
 - Ensure proper follow up on payment of the manpower based on results on the field.
 - Prepare and submit a brief weekly report on the work progress, achievements and challenges encountered, with
 - Prepare and submit a monthly comprehensive report to be approved by the Contractor, reflecting achievements, challenges encountered, solution developed, detail work sheet, proposed detail planning for the next month.
- Profile of the Sancta monitoring technician:
 - Being member of the sancta community group of living in surrounding area (in surrounding cells);
 - Having its national ID card;

- Having an experience of more than 1 year in coordination/monitoring of field activity, with success and competence recognised by local actors and/or proven by certificate of completion
- Having experience with native trees production and usage will be an added value.
- The selection of the candidates will be done through interview to be organised at local levels (in each of Sector where the sancta are located) by the service provider within 1 weeks from the reception of purchase order. The jury of each panel (1 day per each Sector of the 7 sancta) will be constituted as follow:
 - The District Forest Officer, or its representative (1)
 - The Executive Secretary or its representative (1) of the concerned Sector where the sancta is located;
 - The representatives (2) of the sancta community groups (the ones already elected, or designated by local authority)
 - The Enabel Combio project Biodiversity Specialist (1)

A technical scoring grid will be provided by the project, and each jury member will have to provide their score and justification for each of the criteria on a signed form. The service provider will have to make a compiled the selection report , ideally including a reserve list and deliver if signed within 3 days following the interviews.

Activity 2.2: Ensure the contracting and payment of staffs, as follow:

- Prepare and sign the appropriate employment contract for each technician in compliance with legal provision, according to following elements:
 - Enabel will provide the detail list of tasks of the employee to the service provider
 - The draft contract has first to be submitted to Enabel for possible review and approval. Enable will provide feedback for approval within 3 days from the reception;
 - The contract period for each staff will be defined in the purchase order.
 - The net amount to be paid to each technician is equivalent to 250.000 Rwf/month.
- Ensure the payment of the salary to the technicians, according following modalities:
 - Ensure staff are affiliated to the Rwanda Social Security Board or get them registered before the first payment.
 - Ensure the salary is paid through bank account by 28th of each month at the latest. On demand, the individual payslip can be provided.
 - Ensure monthly declaration of fiscal and social contributions in compliance with legal provisions and deadlines.
 - Must deliver a copy of approved payroll, declarations and bank justification by 05th of each following month.

Activity 2.3: Support the performance monitoring of the technicians according following modalities:

- For each sancta, a monthly progress reports (signed by the Enable Biodiversity specialist and the representative of the sancta community group) evaluating the performance of technician is provided by 25th of each month to the service provider;
- In case of low performance, the service provider will participate in a joint field evaluation with Enabel project Intervention Manager, community and District/Sector representatives, in order to identify the causes/drivers and take appropriate action to solve the problems.
- Once the technician is recognised as being responsible (at least partly) of the low performance due to lack of seriousness and professionalism, the service provider will take the required measures to advertise officially the employee. If the situation persist, the service provider will take all required

administrative measures (as per regulation) to end the contract of the employee and ensure its replacement by another experienced technicians from the reserve list.

Item 3: Ensure the administrative management and payment of the community manpower/casual used for trees seedling production, planting and other restoration works conducted in the sancta (unit cost = lumpsum cost per man-power person-day)

Activity 3.1: Ensure the regular payment of the sancta manpower according following modalities:

- In each sancta, for each activity to be implemented by community man-power casual, the project Enabel Biodiversity specialist, in collaboration with the community representatives, establish and sign a (bi-) weekly activity plan (template is provided by the project and validated with the service provider) in which the list of expected man-power is indicated, with name, number of day or half day to be worked, and expected measurable deliverables (number of hole dig, number of m2 cleaned, nbr seedling planted, etc.) per worked day or half days. This (bi-) weekly man-power activity plan is approved before the end of the previous week per the Enabel Intervention Manager. This approved plan is communicated to the service provider.
- The community representative are responsible for the mobilisation of the man-power, under the technical coordination of the “Lead nursery technician” for the nursery activity and under the technical coordination of the “Sancta monitoring technician” for the restoration and planting activity to be done in sancta, both being under the supervision and control of the Enabel Biodiversity Specialist.
- Each end of the week, the “lead nursery technician” and the “Sancta monitoring technician” complete and sign the table of the man-power effectively used, with name, ID card number, MoMo tel number/bank account/ number of day or half day worked, number of works really delivered, and signature of each man-power. This week man-power work report has to be verified and signed by the Biodiversity Specialist before being approved by the Enabel Intervention Manager. Once approved this week man-power report is sent to the service provider to proceed with the payment.
- The service provider ensures weekly payment of the manpower based on above weekly report, through bank account if provided or via Mobile Money system, at the following rate: **half days of 5 hours: 1800 RWF net remuneration, full days of 8 hours: 2500 RWF net remuneration.**

Activity 3.2: Ensure administrative management of the sancta manpower, as follow:

- Monthly, according to the national regulation, the service provider ensures the payment of taxes and social security fees due for these daily man-power employment, and provide all required administrative documentation (fiche de paie, prove of taxes payment for each manpower, etc.)
- It has to be considered that at least 40% of this manpower will work on a regular basis, potentially more than 30 days (and may have to be declare).

5.3 Tentative expected quantities

This contract is a frameworks contract based on lumpsum unit cost with quantities that will be defined through successive purchase orders, depending on the works to be done by sancta communities on the field and depending of the available budget

Item	Unit	Tentative Quantities		
		2024/2025	2025/2026	Total
Item 1: lead nursery technician management	pers-month	133*	140*	273
Item 2: Monitoring technician management	pers-month	70**	84**	154
Item 3: Man-power management	Set of 25 person- half day	480***	440***	920
	Set of 25-person full day	480***	440***	920

* This is the number of person-months, summing up the number of months for every 14 nursery technicians

** This is the number of person-months, summing up the number of months for every 14 monitoring technicians

*** This is the number of sets of 25 person-day or number of sets of 25 person half day, equivalent to the sum of the number of day or half day to be worked by every casual divided by 25

5.4 Deliverables ad reporting

The table below presents deliverables and maximum deadlines for every year

N°	Deliverable description:	Deadlines
1	Progress report 1, including. <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and manpower paid (with sum quantities desegregated by gender) and amount paid for the reported period - All the documentation required as justification of payment of salary, taxes, and social security - Description of problems faced, and solutions implemented, and of risks / recommendations 	2 months from the beginning of the service contract
2	Progress report 2, including <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and manpower paid (with sum quantities) and amount paid for the reported period - All the documentation required as justification of payment of salary, taxes, and social security - Description of problems faced, and solutions implemented, and of risks / recommendations 	4 months from the beginning of the service contract

3	Progress report 3, including <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and man-power paid (with sum quantities) and amount paid for the reported period - All the documentation required as justification of payment of salary, taxes, and social security - Description of problems faced, and solutions implemented, and of risks / recommendations 	6 months from the beginning of the service contract
4	Progress report 4, including <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and man-power paid (with sum quantities) and amount paid for the reported period - All the documentation required as justification of payment of salary, taxes, and social security - Description of problems faced, and solutions implemented, and of risks / recommendations 	8 months from the beginning of the service contract
5	Progress report 5, including <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and man-power paid (with sum quantities) and amount paid for the reported period - All the documentation required as justification of payment of salary, taxes, and social security - Description of problems faced, and solutions implemented, and of risks / recommendations 	10 months from the beginning of the service contract
6	Final annual report, including <ul style="list-style-type: none"> - recruitment and selection report of the technician when applicable - List of staff and man-power paid (with sum quantities) and amount paid for the last period - All the documentation required as justification of payment of salary, taxes, and social security - Narrative description of problems faced, and solutions implemented 	12 months from the beginning of the service contract

Reports will be produced in English (according to deadline set in above table of deliverables) in soft format (word files, excel files for table and graphics, and scan pdf format). Final report will be provided additionally in 2 hard copies.

Work acceptance will be conducted in the field before any instalment payment. Methodology for estimation/calculation of quantities and acceptance or not-acceptance of works realized in the field is presented in annex 1¹⁴.

Works should be realized according to technical prescription set in following documents: (first) the present terms of reference, (secondly) the contractor technical proposal and (thirdly) any complementary standard work reference documentation agreed by the Contracting Authority.

5.5 Input from the client (contracting authority).

The following cost will be covered directly by the project:

- Under activity 1.1 and 2.1:
 - o Meeting room for interview in the Sector
 - o Transport fees/mission allowance for Sector/District and Enabel staff
 - o Transport fees for candidates and communities' members
- Under activity 1.3 and 2.3:

¹⁴ The methodology of work reception set in annex 1 is subject to any change/improvement based on request of any party, but only if these changes are approved by the Contracting Authority.

- Transport fees and mission allowance for participants to the eventual joint field mission required for assessing low performance of technicians, except for the service provider's staff.

5.6 Duration

The contract starts upon award notification and is a framework contract for 1-year initial period renewable 3 times. The contract will be renewed by the contracting authority if the service is still required/needed and depending on the availability of budget

5.7 What should be presented in the technical offer

Following elements have to be described by the bidder in its technical proposal, among other:

- Understanding of ToRs and eventual comments
- The general methodology describing main steps and processes of the service, and detail on HR and accounting management tools that will be used.
- Tasks/steps and activity planning
- Detail explanation and calculation table of all taxes and social security fees which are due as per regulation for each technician and for the man-power.
- Presentation of the service provider team: composition, profile and proven expertise of each expert, references, role and task of each expert in this consultancy, and justification of adequacy of proposed skills and their complementarity with consultancy requirement.
- Investment (number of person-days) and schedule per activity/sub-activity of each expert of the consultant team.
- Risk analysis and proposed mitigation measures
- All administrative documentation and forms duly signed as presented in chapter 6
- List of similar service delivered by the company with certificate of good completion
- CV with copy of degree for each of the proposed key experts

5.8 Minimum required profile for Company/firm & for the proposed Expert/ key staff

5.8.1. Company profile:

The services provider company should have following profile:

- Not less than 3 years' experience in human resources management in Rwanda,
- with at least 1 similar assignment successfully performed supported by a good completion certificate in the last 3 years.

5.8.2. Key expert profiles:

The proposed 3 key positions are: the **team leader**, the **HR assistant** and the **accountant** with **minimum profile as follows:**

Attention: The consulting firm is free to propose additional expert profiles to assist/Support these 3 key positions to cover all domain of competency that may be required (but the support staff will not be considered for the selection stage).

In this case, the bidder has to clearly indicate the contribution/involvement of each additional staff and on which key position they will be supporting

The Consulting firm has to provide the team composition (Key positions) they propose with their signed CV (signed by the owner) and degrees certificates, and proof of their previous experience for each.

Each key position is independent, none can be proposed on two different key positions

1. The profile required for **the team leader** is:

Mandatory:	
At least Master or equivalent in HR/ People Management or Project Management/Business Administration/ Strategic Management or equivalent fields	
Professional Experience in HR management in Rwanda	Not less than 5 years
Experience in leading/coordinating similar service	At least 1 similar assignment performed in the past 5 years

2. The profile required for the **HR assistant** is:

Mandatory:	
National expert mastering Kinyarwanda	
At least Bachelor 's degree in HR management, Business Administration, Information Technology, or equivalent fields	
Experience in taxes and social security management in Rwanda	not less than 3 years
Experience in managing highly intensive man-power or a big number of staff	At least 1 similar assignment performed in the past 3 years

3. The profile required for the **accountant** is:

Mandatory:	
National expert mastering Kinyarwanda	
At least bachelor's degree in accounting (or equivalent)	
Experience in public/project finance accounting in Rwanda	Not less than 3 years
Experience in managing accounting for high intensive man-power or a big number of staff	At least 1 similar assignment performed in the past 3 years

6 Forms

6.1. Identification forms

6.1.1. Natural person

To fill the form, please click here :

[https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:e15a7f59-9a3c-4072-89ac-deb89f513e1c\[lien\]](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:e15a7f59-9a3c-4072-89ac-deb89f513e1c[lien])

I. PERSONAL DATA			
FAMILY NAME(S)①			
FIRST NAME(S)①			
DATE OF BIRTH			
JJ	MM	YYYY	
PLACE OF BIRTH (CITY, VILLAGE)	COUNTRY	OF	BIRTH
TYPE OF IDENTITY DOCUMENT			
IDENTITY CARD	PASSPORT	DRIVING LICENCE②	OTHER③
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER④			
PERMANENT PRIVATE ADDRESS			
POSTCODE	P.O. BOX	CITY	
REGION ⑤	COUNTRY		
PRIVATE PHONE			
PRIVATE E-MAIL			
II. BUSINESS DATA		If YES, please provide business data and attach copies of official supporting documents	
Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies ?	BUSINESS (if applicable) NAME VAT NUMBER REGISTRATION NUMBER PLACE OF REGISTRATION CITY COUNTRY		
YES NO			
DATE	SIGNATURE		

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.

6.1.2. Legal person entity private/public legal body

To fill the form, please click here:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd>

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

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

6.1.3. Public law entity

To fill the form, please click here:

[https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd\[lien\]](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd[lien])

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.

6.1.4. Subcontractors

Name and legal form	Address / Registered office	Object

6.2. Tender Forms – prices

By submitting this tender the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – 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 tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, in EUR and inclusive of all applicable taxes (written in figures) with the exception of VAT:

1. Expert Fees including WHT^{15,16}		
	Unit	Unit price* incl. WHT
Item 1: lead nursery technician management	per-month	€
Item 2: Monitoring technician management	per-month	€
Item 3: Man-power management	Set of 25 person-half day	€
	Set of 25-person-full day	€
SUB-TOTAL (A)		
WHT to be retained at source: 15% (or rate fixed in Double Tax Agreement rates) of (A) for International Bidders (B)		
NET to be paid to the bidder (C) = (A-B)		
2. Reimbursable Fees (if applicable)		
International travel costs		€
Visa costs		€
SUB-TOTAL (D)		€
GRAND TOTAL (E) = (A+D)		€

Should the bidder be registered in Rwanda, EBM invoice will be required for payments.

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

Name and first name:

Place and date:

Certified true and sincere,

Handwritten original signature (s):

¹⁵ Refer to article 63 of the law N° 027/2022 of 20/10/2022, establishing taxes on income in Rwanda (a tax of fifteen percent (15%) shall be withheld on public tenders if the recipient is not registered with the Tax Administration or is registered but does not have his/her previous income tax declaration)

¹⁶ Refer to the Rwanda Revenue Authority (RRA) link, publishing the double taxation agreements (DTA) for international bidders:
https://www.rra.gov.rw/en/publications?tx_news_pi1%5Baction%5D=detail&tx_news_pi1%5Bcontroller%5D=News&tx_news_pi1%5Bnews%5D=1105&cHash=f71e9bc7ede752e64679f8c39e73871c

Note:

For each item, the price is a lumpsum unit cost.

The lumpsum unit cost: include all the costs, taxes, duties and contributions of any kind, and namely: Fees, the per diems, accommodation costs, local/international travel costs, insurance costs, security costs, communication costs (including the internet), administrative and secretariat costs, photocopy and printing costs, costs for documentation of the services that can be required by the contracting authority, the production and delivery of documents or records linked to the performance of the services, the salary amount paid to the sancta technicians and man-power (including taxes and social security fees due as per regulation), the customs and excise duties for materials and products used, the packaging costs, the acceptance costs, all costs, staff and material expenses needed to perform the present contract, the copyright fees, the purchase or leasing of third party services needed for the performance of the contract and the applicable Withholding taxes (WHT) when/if applicable, with exception of VAT.

Note that only the following cost will be covered directly by the project:

- Under activity 1.1 and 2.1:
 - Meeting room for interview in the Sector
 - Transport fees/mission allowance for Sector/District and Enabel staff
 - Transport fees for candidates and communities' members
- Under activity 1.3 and 2.3:
 - Transport fees and mission allowance for participants to the eventual join field mission required for assessing low performance of technicians, except for the service provider staff.

6.3. Financial identification

<u>BANKING DETAILS</u>	
ACCOUNT NAME ¹⁷	
IBAN/ACCOUNT NUMBER ¹⁸	
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)

¹⁷ 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.

¹⁸ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

6.4. 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/sanctions-internationales-nations-unies>

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

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

https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_en

https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf

For Belgium:

https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2

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

Certified true and sincere,

Handwritten original signature(s):

6.5. Integrity statement for the tenderers

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

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

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

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

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

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

.....

Place, date

6.6. Selection file – economic and financial capacity

Economic and financial capacity – See Art. 67 of the Royal Decree of 18 April 2017	
<p>In one of the past three financial years the tenderer must have achieved a total turnover of at least the value of the tender. He shall include in his tender a statement on turnover during the three past financial years, unless total turnover is mentioned in the approved Financial Statements that can be consulted via the digital portal (i.e. Financial Statements deposited with the National Bank of Belgium, in a full or shortened accounting scheme in which the option of turnover achieved has been filled out).</p>	<p>The statement on the total turnovers achieved during the past three financial years</p> <p>The minimum required turnover is “the value of the tender”</p>
<p>The tenderer must also provide evidence of his financial solvability.</p> <p>This financial capacity will be evaluated on the basis of the approved Financial Statements of the last three years.</p> <p>For individual undertakings it suffices to draw up a document that lists all assets and liabilities by an IEC/IAB accountant or a registered auditor. This document must be certified true by an IEC/IAB accountant or by the registered auditor, as appropriate. The document must present recent financial conditions (dated 6 months maximum from the tender opening date).</p> <p>In case the enterprise has not yet published its Financial Statements, an interim balance certified true by the IEC/IAB accountant, or the registered auditor will do.</p> <p>Non-Belgian enterprises must also attach to their tender their approved Financial Statements for the last three financial years or a document listing all assets and liabilities of the enterprise.</p> <p>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.</p>	<p>Provisions of the Financial Statements documents approved by the competent organ/Authority, for the last 3 years</p>

6.7. Selection file – technical aptitude

Technical aptitude: See Art. 68 of the Royal Decree of 18.04.2017	
<p>The tenderer shall dispose of staff that can perform the contract properly.</p> <p>The tenderer shall include in his tender an overview of staff that will be used for the performance of the contract. In this document the tenderer lists the staff members' degrees as well as their professional qualifications and experience.</p>	<p>PROVIDE an overview of staff that will be used for the performance of the contract with their documents (CV, Certificates proving their qualification and previous experience to facilitate the analysis of the compliance with the minimum required profile).</p> <p>(Please refer to the minimum requirement- for the key staff in the ToRs – point 5.8.2)</p>
<p>The tenderer must present his previous experience with the following minimum requirements.</p> <ul style="list-style-type: none"> - Not less than 3 years' experience in human resources management in Rwanda, - with at least 1 similar assignment successfully performed supported by a good completion certificate in the last 3 years. <p>The tenderer includes in his tender a list with the main services that have been delivered over the past three years including the amount and date as well as the public or private recipients. Service delivery is demonstrated by certificates drawn up or approved by the competent authority or, where the client was a private purchaser, by certification of the private purchaser, or by default, by a simple statement of the service provider.</p>	<ul style="list-style-type: none"> - Not less than 3 years' experience in human resources management in Rwanda, - with at least 1 similar assignment successfully performed supported by a good completion certificate in the last 3 years. <p>(Refer to point 5.8.1 of the TD – minimum required profile for the company/firm)</p>
<p>An indication of the proportion of the contract which the service provider intends possibly to subcontract.</p>	<p>If sub-contracting is applicable – to be indicated</p>

Overview of the documents to be submitted – to be completed exhaustively

6.8. Power of attorney

The Bidder shall include in his tender the **power of attorney empowering the person signing the bid** on behalf of the company, joint venture or consortium.

In case of a **consortium** or a **temporary association**, the joint bid must specify the role of each member of the consortium. A group leader must be designated, and the power of attorney must be completed accordingly.

6.9. Criminal record certificate for the person mandated to commit for the firm.

6.10. Incorporation certificate

The Bidder shall include in his tender the **incorporation certificate/trading license**¹⁹ from the competent authority.

6.11. VAT Registration certificate

6.12. Non-Bankruptcy certificate

6.13. Certification of clearance with regards to the payments of social security contributions

At the latest before award, the Bidder must provide a certification¹⁹ from the competent authority stating that he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment. The Bidder registered in Belgium must be in order for the **3rd term of 2023**

6.14. Certification of clearance with regards to the payments of applicable taxes

At the latest before award, the bidder must provide a **recent certification**¹⁹ (up to 6 months) from the competent authority stating that the bidder is **in order with the payment of applicable taxes** that apply by law in the country of establishment.

6.15. List of the similar assignments

Bidder must provide in his bid the list of the **main similar services (min. 1) performed in the last 3 years**, including the amount involved and the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the Bidder has experience in delivering those supplies.

Description of the main similar services performed	Delivery places	Amount involved	Relevant dates in the last 3 years	Name of the Client

¹⁹ In case of a consortium or a temporary association, the required certificates must be submitted for all members of the consortium.

6.16. Certificates of completion

For each of the listed projects (minimum 1), the Bidder must provide in his offer **the related certificates of good completion** (statement or certificate without major reservation) approved by the entity which awarded the contract.

6.17. Availability of key experts

By submitting this tender, the tenderer explicitly declares that the following key experts are available for the whole period scheduled for his/her input to implement the tasks set out in the Terms of Reference and/or in the methodology. Key experts will not be replaced during the implementation of the contract without prior written approval by the contracting authority.

Key experts	from	to
X		
Name:		
X		
Name:		
X		
Name:		

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature:

6.18. Annexes

6.18.1. GDPR clauses (in case of contractor who will process personal data)

This annex is to be used if the tenderer is a sub-contractor in the sens of GDPR regulations, a natural or legal entity that processes personal data on behalf of Enabel.

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

1. AGREEMENT on the Processing of personal data (GDPR)

BETWEEN:

The contracting authority: Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels, Belgium (enterprise number 0264.814.354, RPM/RPR Brussels).

Represented by: [.....],

Hereinafter referred to as 'the contracting authority' or 'personal data controller'.

AND:

The contractor: [.....], with its registered office at [.....], and which is registered with the Crossroad Bank for Enterprises under number [.....],

Represented by: [.....],
in accordance with Article [.....] of the statutes of the company,

Hereinafter referred to as 'the contractor' or 'processor'.

The contracting authority and the contractor are referred to separately as a 'Party' and are jointly referred to as the 'Parties'.

Preamble

By decision of the [.....], the contractor was awarded a public contract in accordance with Tender Specifications no. [.....].

The needs of this public contract involve the processing of personal data within the meaning of the Belgian law on the protection of natural persons with regard to the processing of personal data and of European Regulation 2016/679 (GDPR).

The purpose of this amendment is to comply with the requirements of Article 28 of the GDPR.

The public contract conditions are not otherwise derogated, particularly in terms of the time frame and value of the public contract awarded.

Article 1: Definitions

- 1.1. Terms such as ‘process’/‘processing, ‘personal data,’ ‘personal data controller,’ ‘processor’ and ‘personal data breach’ must be interpreted in light of data protection legislation. ‘Data protection legislation’ refers to any regulation of the European Union and/or its Member States, including, without being limited to laws, directives and regulations for the protection of personal data, in particular European Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and 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.

Article 2: Subject-matter of the Agreement

- 2.1. During performance of the public contract, the contracting authority entrusts the contractor with the processing of personal data. The contractor undertakes to process personal data in the name of and on behalf of the contracting authority.
- 2.2. The contractor performs the public contract in accordance with the provisions of this Agreement.
- 2.3. Both Parties explicitly undertake to comply with the provisions of applicable data protection laws and to do nothing or fail to cause the other Party to violate relevant and applicable data protection laws.
- 2.4. The elements included in the processing are further included and clarified in Annex 1 of this Agreement. The following are particularly included in said Annex:
 - a) Personal data processing activities;
 - b) The categories of personal data processed;
 - c) The categories of stakeholders to which the personal data of the contracting authority’s relate;
 - d) The purpose of the processing.
- 2.5. Only the personal data mentioned in Annex 1 of this Agreement may and must be processed by the contractor. In addition, personal data will only be processed in light of the purposes set out by the Parties in Annex 1 of this Agreement.
- 2.6. Both Parties undertake to take appropriate measures to ensure that personal data are not misused or acquired by an unauthorized third party.
- 2.7. In the event of a conflict between the provisions of this Agreement and those of the Tender Specifications, the provisions of this Agreement will prevail.

Article 3: Instructions of the contracting authority

- 3.1. The contractor undertakes to process personal data only on the documented instructions of the contracting authority and in accordance with agreed processing activities as defined in Annex 1 of this Agreement. The contractor will not process the personal data subject to this Agreement in a manner inconsistent with the instructions and provisions of this Agreement.
- 3.2. The contractor undertakes to process personal data in accordance with the documented instructions of the personal data controller, including for transfers of personal data to third countries or to international organisations, unless it is required under EU or Member State law. In this case, the processor informs the personal data controller of this legal obligation prior to processing unless the relevant law prohibits such information for important public interest reasons.
- 3.3. The contracting authority may unilaterally make limited changes to the instructions. The contracting authority undertakes to consult with the contractor before making significant changes to the instructions. Changes affecting the content of this Agreement must be agreed by the Parties.
- 3.4. The contractor undertakes to immediately notify the contracting authority if it considers that the instructions received (in whole or in part) constitute a violation of the Regulations or other provisions of EU law or Member State data protection law.

Article 4: Assistance to the contracting authority

- 4.1. **Legal conformity** The contractor assists the contracting authority in accordance with its obligations under the Regulation, taking into account the nature of the processing and the information available to the contractor.
- 4.2. **Personal data breach** In the case of a personal data breach in relation to processing under this Agreement, the contractor must without undue delay after having become aware of it notify the personal data breach to the contracting authority.

At the very least, this notification should include the following information:

- (a) Nature of the personal data breach;
- (b) The categories of personal data;
- (c) The categories and approximate number of data subjects concerned;
- (d) The categories and approximate number of personal data records concerned;
- (e) The likely consequences of the personal data breach;
- (f) The measures taken or proposed to be taken by the contractor to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

The contractor is required to remedy the negative consequences of a data breach as quickly as possible or to minimise other potential consequences. The contractor will immediately implement all remedies requested by the contracting authority or the relevant authorities to remedy any data breach or other non-compliance and/or mitigate the risks associated with these events. The contractor will have to cooperate at all times with the contracting authority

and observe its instructions in order to enable it to carry out an appropriate investigation into the data breach, formulate a correct response and then take appropriate action.

- 4.3. **Data protection impact assessment** Where applicable and where requested by the contracting authority, the contractor assists the contracting authority in carrying out the data protection impact assessment in accordance with Article 35 of the Regulation.

Article 5: Obligations of the contractor/processor

- 5.1. The contractor will deal with all reasonable requests from the contracting authority for the processing of personal data related to this Agreement, immediately or within a reasonable period of time (based on the legal obligations set out in the Regulation) and in an appropriate manner.
- 5.2. The contractor guarantees that there is no obligation arising from any applicable legislation that makes it impossible to comply with the obligations of this Agreement.
- 5.3. The contractor maintains complete documentation, in accordance with the law or regulations applicable to the processing of personal data carried out for the contracting authority. In particular, the contractor must keep a record of all categories of processing activities carried out on behalf of the contracting authority in accordance with Article 30 of the GDPR.
- 5.4. The contractor undertakes not to process personal data for any purpose other than the performance of the public contract and the fulfilment of the responsibilities of this Agreement in accordance with the documented instructions of the contracting authority; if the contractor, for whatever reason, cannot comply with this requirement, he will notify the contracting authority without delay.
- 5.5. The contractor will immediately inform the contracting authority, if he believes that an instruction by the contracting authority violates applicable data protection legislation.
- 5.6. The contractor will ensure that personal data are disclosed only to those who need it to perform the public contract in accordance with the principle of proportionality and the principle of "need to know" (i.e. data are provided only to persons who need personal data to perform the public contract as determined in the relevant Tender Specifications and this Agreement).
- 5.7. The contractor undertakes not to disclose personal data to persons other than contracting authority personnel who require personal data to comply with the obligations of this Agreement and ensures that identified staff have accepted appropriate legal and contractual confidentiality obligations.
- 5.8. If the contractor is in breach of this public contract and the GDPR by determining the purposes and means of processing, he should be considered a personal data controller in the context of such processing.

Article 6: Obligations of the contracting authority/controller

- 6.1. The contracting authority will provide all necessary assistance and cooperate in good faith with the contractor to ensure that any processing of personal data is in accordance with the requirements of the Regulation, including the principles relating to the processing of personal data.
- 6.2. The contracting authority will agree with the contractor on the appropriate channels of communication to ensure that instructions, guidance and other communications

regarding personal data that are processed by the contractor on behalf of the contracting authority are well received between the Parties. The contracting authority notifies the contractor of the identity of the single point of contact of the awarding authority that the contractor is required to contact under this Agreement. Unwritten instructions (e.g. oral instructions by telephone or in person) must always be confirmed in writing.

The point of contact of the contracting authority is: dpo@enabel.be

- 6.3. The contracting authority guarantees that it will not issue any instructions, guidance or requests to the contractor who does not comply with the provisions of the Regulation.
- 6.4. The contracting authority provides the necessary assistance to the contractor and/or his or her subsequent subcontractors to comply with a request, order, investigation or subpoena addressed to the contractor or his subsequent subcontractor(s) by a competent government or judicial authority.
- 6.5. The contracting authority guarantees that it will not instruct, guide or ask the contractor to compel the contractor and/or his subsequent subcontractor(s) to violate any obligation imposed by the applicable mandatory national legislation to which the contractor and/or his subcontractor(s) are subject.
- 6.6. The contracting authority ensures that it will cooperate in good faith with the contractor in order to mitigate the negative effects of a security incident affecting the personal data processed by the contractor and/or his subsequent contractor(s) on behalf of the contracting authority.

Article 7: Use of subsequent subcontractors/processors

- 7.1. In accordance with the Tender Specifications, the contractor may use the capacity of a third party to tender for the public contract, which constitutes further subcontracting within the meaning of Article 28 of the GDPR²⁰.
- 7.2. The contractor may engage another subcontractor (hereinafter, the ‘subsequent subcontractor’) for carrying out specific processing activities. In this case, he informs the contracting authority in advance and in writing of any change considered with regards to adding or replacing other subcontractors. This information must clearly indicate the processing activities that are subcontracted, the identity and contact details of the subcontractor and the dates of the subcontracting contract. The contracting authority disposes of a minimum period of [...] from the date of reception of said information to voice any objections. Such subsequent subcontracting may only be carried out if the contracting authority has not voiced any objection during said period.
- 7.3. The contractor will use only subsequent subcontractors who provide sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of this public contract, of Belgian legislation and of the GPDR and assures the rights of the data subject concerned.
- 7.4. When the contractor uses another subcontractor to carry out specific processing activities in the name of the contracting authority, obligations in any respect identical

²⁰ To be adapted in accordance with Tender Specifications.

to those provided for in this Agreement will have to be imposed on this subsequent subcontractor; the latter in particular must provide the same sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the Regulation.

Agreements with the subsequent subcontractor are written down. Upon request, the contractor will be required to provide the contracting authority with a copy of this contract or these contracts.

- 7.5. Where the subsequent subcontractor fails to fulfil his data protection obligations, the contractor shall remain fully liable to the contracting authority for the performance of the subsequent subcontractor's obligations.
- 7.6. The contractor must pass on the specific objectives and instructions issued by the contracting authority in a precise and timely manner to the subsequent subcontractor(s) when and where these objectives and instructions relate to the part of the processing in which the subsequent subcontractor(s) is or are involved.

Article 8: Rights of the data subject concerned

- 8.1. Where possible, taking into account the nature of the processing and through appropriate technical and organisational measures, the contractor undertakes to assist the contracting authority in fulfilling its obligation to respond to requests of exercise of data subject rights in accordance with Chapter III of the Regulation.
- 8.2. With respect to any request from the data subjects concerned in connection with their rights regarding the processing of personal data concerning them by the contracting authority and/or his subsequent subcontractor(s), the following conditions apply:
 - The contractor will immediately inform the contracting authority of any request made by a data subject concerned relating to personal data that the contractor and/or his subsequent subcontractor(s) are processing on behalf of the contracting authority;
 - The contractor will comply promptly and require his subsequent subcontractor(s) to promptly comply with any request from the contracting authority to comply with a request by the data subject concerned to exercise one of their rights;
 - The contractor will ensure that he and his subsequent subcontractor(s) have the technical and organisational capabilities to block access to personal data and to physically destroy the data without the possibility of recovery if and when such a request is made by the contracting authority. Without prejudice to the above, the contractor retains the opportunity to consider whether the request of the contracting authority does not constitute a violation of the Regulation.
- 8.3. The contractor must, at the request of the contracting authority, provide all necessary assistance and provide all necessary information for the contracting authority to defend its interests in any proceeding - judicial, arbitral or otherwise - brought against the contracting authority or its staff for any violation of the fundamental rights to privacy and the protection of the personal data of the data subjects concerned.

Article 9: Security measures

- 9.1. Throughout the duration of this Agreement, the contractor must have appropriate technical and organisational measures in place to ensure that the processing meets the requirements of the Regulation and ensures the protection of the rights of the data subject concerned.
- 9.2. The contractor undertakes to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, in accordance with Article 32 of the Regulation.
- 9.3. In assessing the appropriate level of security account shall be taken in particular of the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.
- 9.4. The parties recognise that security requirements are continually evolving and that effective security requires frequent assessment and regular improvement of outdated security measures. The contractor will therefore have to continually assess and strengthen, complete or improve the measures implemented with a view to the continued compliance of his obligations.
- 9.5. The contractor provides the contracting authority with a complete and clear description, in a transparent and understandable manner, of how he handles its personal data (Annex 3).
- 9.6. In the event that the contractor changes the security measures applied, the contractor undertakes to notify so immediately to the contracting authority.
- 9.7. The contracting authority reserves the right to suspend and/or terminate the public contract, where the contractor can no longer provide appropriate technical and organisational measures regarding processing risks.

Article 10: Audit

- 10.1. The contractor acknowledges that the contracting authority is under the supervision of one Supervisory Authority or several Supervisory Authorities. The contractor acknowledges that the contracting authority and any Supervisory Authority concerned will have the right to conduct an audit at any time, and at least during the contracting authority's regular office hours, during the term of this Agreement in order to assess whether the contractor complies with the Regulation and the provisions of this Agreement. The contractor provides the necessary cooperation.
- 10.2. This auditing right may not be used more than once in a calendar year, unless the contracting authority and/or the Supervisory Authority has reasonable grounds to assume that the contractor is acting in conflict with this Agreement and/or the provisions of the Regulation. The restriction of the right of control does not apply to the Supervisory Authority.
- 10.3. At the written request of the contracting authority, the contractor will provide the contracting authority or the relevant Supervisory Authority with access to the relevant parts of the contractor's administration and to all places and information of interest to the contractor (as well as, applicable to those of its agents, subsidiaries and subsequent subcontractors) to determine whether the contractor complies with the Regulation and provisions of this Agreement. At the request of the contractor, the parties concerned agree to a confidentiality agreement.

- 10.4. The contracting authority must take all appropriate measures to minimise any obstruction caused by the audit on the day-to-day functioning of the contractor or the services performed by the contractor.
- 10.5. If there is agreement between the contractor and the contracting authority on a significant breach in compliance with the Regulation and/or the Agreement, as reported in the audit, the contractor will remedy this breach as soon as possible. Parties may agree to put in place a plan, including a timetable for implementing the plan, to address the gaps revealed by the audit.
- 10.6. The contracting authority will cover the costs of any audit carried out within the meaning of this article. Without prejudice to the above, the contractor will bear the costs of his employees. However, where the audit has revealed that the contractor is clearly not in compliance with the Regulation and/or provisions of this Agreement, the contractor bears the costs of said audit. The costs of re-compliance with the Regulation and/or the provisions of this Agreement are borne by the contractor.

Article 11: Transfers to third parties

- 11.1. The transmission of personal data to third parties in any way is in principle prohibited, unless required by law or if the contractor has obtained explicit authorisation from the contracting authority to do so.
- 11.2. In the event that a legal obligation applies to the transfer of personal data, which is the subject of this Agreement, to third parties, the contractor shall inform the contracting authority before the transfer.

Article 12: Transfer outside the EEA

- 12.1. The contractor will process personal data from the contracting authority only in a location in the EEA.
- 12.2. The contractor shall not process or transfer the personal data of the contracting authority, or process them himself or through third parties, outside the European Union, unless after express and explicit prior authorisation from the contracting authority.

The contractor will have to ensure that no access to the personal data of the contracting authority by a third party in any way leads to the transfer of these data outside the European Union.

Article 13: Behaviour towards national government and judicial authorities

- 13.1. The contractor will immediately notify the contracting authority of any request, injunction, investigation or subpoena of a competent national government or judicial authority addressed to the contractor or its subsequent subcontractor(s) that involves the disclosure of personal data processed by the contractor or a subsequent subcontractor for and on behalf of the contracting authority or any data and/or information relating to that processing.

Article 14: Intellectual property rights

- 14.1. All intellectual property rights relating to personal data and databases containing such personal data are reserved for the contracting authority, unless otherwise agreed between the Parties.

Article 15: Confidentiality

- 15.1. The contractor undertakes to guarantee the confidentiality and processing of personal data.
- 15.2. The contractor ensures that employees or subsequent subcontractors authorised to process personal data have committed to conducting the processing confidentially and are also bound by a contractual obligation of confidentiality.

Article 16: Liability

- 16.1. Without prejudice to the public contract, the contractor is only liable for the damage caused by the processing if he has not complied with the obligations of the Regulation specifically for subcontractors or if he acted outside or contrary to the legal instructions of the contracting authority.
- 16.2. The contractor is liable for the payment of administrative fines resulting from a violation of the Regulation.
- 16.3. The contractor will be exempt from liability only if he can prove that he is not responsible for the event that caused a violation of the Regulation.
- 16.4. If it appears that the contracting authority and the contractor are responsible for the damage caused by the processing of personal data, both Parties will be liable and will pay damages, in accordance with their individual share of liability for the damage caused by the processing.

Article 17: End of contract

- 17.1. This Agreement applies as long as the contractor processes personal data in the name and on behalf of the contracting authority under this public contract. If the public contract ends, this Agreement will also end.
- 17.2. In the event of a serious breach of this Agreement or the applicable provisions of the Regulation, the contracting authority may order the contractor to terminate the processing of personal data with immediate effect.
- 17.3. In the event of termination of the Agreement, or if the personal data are no longer relevant to the provision of services, the contractor will, by decision of the contracting authority, remove all personal data or return them to the contracting authority and delete personal data and other copies. The contractor will provide proof in writing, unless applicable legislation requires the storage of personal data. Personal data will be returned to the contracting authority free of charge, unless otherwise agreed upon.

Article 18: Mediation and competence

- 18.1. The contractor agrees that if the data subject concerned alleges claims for damages under this Agreement, the contractor will accept the decision of the data subject concerned:
 - To refer the dispute to mediation with an independent person
 - To refer the dispute to the courts of the place of establishment of the contracting authority
- 18.2. The Parties agree that the choice made by the data subject concerned will not infringe on the substantial or procedural rights of the data subject concerned to seek redress in accordance with other provisions of applicable national or international law.

- 19.1. Any dispute between the Parties over the terms of this Agreement must be brought before the appropriate courts, as determined in the main agreement.

Thus, agreed on the [.....] and established in two copies of which each Party acknowledges having received a signed copy.

FOR THE CONTRACTING AUTHORITY

FOR THE CONTRACTOR

Name: [.....]

Name: [.....]

Function: [.....]

Function: [.....]

Annex 1: Description of personal data processing activities by the contractor²¹

1. Processing activities carried out by the subcontractor

Subject matter of processing:

Nature of processing: *[For instance, organisation, consultation, storage and collection, etc.]*

Duration of the processing:

Purpose of the processing:

2. The categories of personal data that the subcontractor will process on behalf of the controller (where applicable (* indicate as appropriate)).

- ☐ Personal identification data (e.g. name, address and telephone, etc.)
- ☐ Electronic identification data (e.g. e-mail address, ID Facebook, ID Twitter, user names, passwords or other connection data, etc.)
- ☐ Electronic location data (e.g. IP addresses, mobile phone, GPS, connection points, etc.)
- ☐ Biometric identification data (e.g. fingerprints, iris scan, etc.)

²¹ To be filled out by the contracting authority and the contractor.

- ☐ Copies of identity documents
- ☐ Financial identification data (e.g. account numbers (bank), credit card numbers, salary and payment information, etc.)
- ☐ Personal characteristics (e.g. gender, age, date of birth, marital status, nationality, etc.)
- ☐ Physical data (e.g. height, weight, etc.)
- ☐ Habits of life
- ☐ Psychological data (e.g. personality, character, etc.)
- ☐ Family composition
- ☐ Leisure and interests
- ☐ Memberships
- ☐ Consumption habits
- ☐ Education and training
- ☐ Career and occupation (e.g. function, title, etc.)
- ☐ Images/photos
- ☐ Sound recordings
- ☐ National Social Security Register Number/Identification Number
- ☐ Details of the contract (e.g. contractual relationship, order history, order numbers, invoicing and payment, etc.)
- ☐ Other categories of data, <Describe>

3. The special categories of personal data that the subcontractor will process on behalf of the controller (where applicable) (indicate as appropriate)

- ☐ Special categories of personal data (Art. 9 GDPR)
 - Data revealing racial or ethnic origin
 - Data concerning sexual orientation
 - Political opinions
 - Trade union membership
 - Religious or philosophical beliefs
- ☐ Data concerning health (Art. 9 DGPR)
 - Physical health
 - Mental health
 - Risk situations and risk behaviours
 - Genetic data

- Healthcare data
- ☐ Judicial data (Article 10 of the general data protection law)
 - Suspicions and indictments
 - Convictions and sentences
 - Judicial measures
 - Administrative sanctions
 - DNA data

4. The categories of data subjects concerned (*indicate as appropriate)

- ☐ (Potential)/(former) clients

If yes, <describe>

- ☐ Applicants and (former) employees, interns, etc.

If yes, <describe>

- ☐ (Potential)/(former) suppliers

If yes, <describe>

- ☐ (Potential)/(former) (business) partners

If yes, <describe>

- ☐ Other category

If yes, <describe>

5. Extent of processing (number of records/number of data subject concerned)

<Describe>

6. Period of use and period for which the (various categories of) personal data are stored:

<Describe>

7. Processing place

<Describe>

If processing is outside the EEA, please specify the appropriate guarantees that are put in place

<Describe>

8. Use of subsequent subcontractors/processors:

<Describe>

9. Contact details of the responsible contact person at the controller's

Name:	
Title:	
Telephone number:	
E-mail:	
Name: ²²	
Title:	
Telephone number:	
E-mail:	

10. Contact details of the responsible contact person at the processor's:

Name:	
Title:	
Telephone number:	
E-mail:	
Name:	
Title:	
Telephone number:	
E-mail:	

²² Identify the person responsible of the project/department/other as appropriate

Annexe 2: Security of processing²³

The controller should use only processors providing sufficient guarantees, in particular in terms of expert knowledge, reliability and resources, to implement technical and organisational measures which will meet the requirements of this Regulation (in particular Article 32 of the GDPR), including for the security of processing.²⁴

In order to ensure a level of security adapted to the risk, given the state of knowledge and the nature, scope, context and purposes of the processing, as well as the risks, of varying degree of probability and severity, of processing for the rights and freedoms of natural persons, the contractor implements appropriate technical and organisational measures.

These security measures comprise the following, among others:

- [Describe]

²³ To be filled out by contractor

²⁴ Consideration 81 of the GDPR