



Tender Specifications

Public procurement contract for Consultancy Services to conduct a Complementary Value Chain Analysis in Agriculture and Green Economy Sectors for the regions of Albertine/Rwenzori and Busoga

Negotiated procedure without prior publication

Reference number: UGA22005-10021

Navision code: UGA22005

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DEROGATIONS FROM THE GENERAL IMPLEMENTING RULES

Section 4, '*Specific contractual and administrative conditions*' of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

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

1 Technical Specifications

1.1 Requirements for the services and the deliverables

1.1.1 Technical methodology

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

1.1.1.1 Contextual Background

In June 2023, the government of Uganda and the Kingdom of Belgium renewed their partnership and signed a cooperation agreement for 5 years (2023-2028). Under this framework, Enabel, the Belgian development agency, implements its new Country Portfolio (2023-2028).

The **Overall Objective** of the country portfolio is that *“Young people and women in Uganda develop into active, economically independent citizens in a sustainable society that respects human rights and ensures quality basic services”*.

Two general objectives have been defined, which are articulated into two main pillars:

- **General Objective 1:** “Young people, especially young women, acquire skills and find decent jobs or entrepreneurship opportunities in agriculture and the green and sustainable economy.”
- **General Objective 2:** “The right to safe and quality education and health care is more transparently ensured, in particular for vulnerable groups including children, girls and women, and refugees.”

The first pillar focuses on providing young people, and especially young women, with the right vocational skills and genuine opportunities to generate an income and contribute to the economy through sustainable, decent work. This objective will be pursued by addressing barriers both from the supply-side (employability) and the demand-side (jobs and entrepreneurship). The pillar will be implemented under one project, **“WeWork – Green and Decent Jobs for Youth”**.

The second pillar aims to ensure that the rights to safe and quality education and healthcare are more transparently ensured especially for the most in-need populations such as children, women, girls, as well as refugees and host communities. This pillar is divided into three projects namely: We Learn (Education), We Care (Health) and WeTrain4Health (Nursing Training).

Under Pillar I, the WeWork project aims to achieve the general objective through the following results:

On the supply-side of the labour market, the portfolio will target increased employability of youth by:

- Promotion of TVET for green economy and for agriculture as employment pathways;
- Demand- driven formal and non-formal skills development, and;
- General employment services ensuring that work-ready youth access decent jobs.

Straddling the supply and demand side, the project aims to create new businesses that offer a living income through (4) entrepreneurship promotion.

Finally, on the demand side, the portfolio will aim to create more decent jobs and training opportunities by enhancing the sustainability and competitiveness of existing businesses. This will be achieved through

- Enterprise development and
- Value chain development in agriculture and the green economy.

The geographical focus includes regions of Albertine/Rwenzori and Busoga in the respective districts of Hoima in Albertine, Kasese, Kabarole and Kyegegwa in Rwenzori, and Kamuli and Jinja in Busoga; inclusive of the respective cities and municipalities.

The WeWork project will follow an economic sector logic approach, with a focus on specific value chains in agriculture and the green economy sectors. During the formulation of the project, a preselection of value chains was done, based on a value chain scan and using the following set of criteria grouped in 3 clusters:

- **1. Social benefits:**
 - Improving the living conditions of the population, including the most vulnerable;
 - Potential for decent (self)employment for youth, especially young women;
 - Attractiveness to youth, focused on women's economic empowerment and agency, compatibility with household tasks and do not increase the risk of GBV or other harm;
 - Contribution to food security of targeted communities;
 - Compatibility with current farming and production systems.
- **2. Environmental benefits:**
 - Potential to avoid emissions or capture GHG;
 - Impact on environment and natural resources, potential positive impacts in line with renewable energy and energy efficiency, waste management and transition towards circular economy.
- **3. Economical and technical conditions:**
 - Financial sustainability for MSMEs;
 - Availability of HR and skills development;
 - Access to production assets for youth and, more specifically, young women;
 - Engagement of private sector (presence of large off takers, lead firms, or planned investments);
 - Maturity of sector technology and availability of know-how adapted to local production context;
 - Diversity and stability of market (potential), preferably local and regional.

Based on the analysis, the following value chains were pre-selected for the respective regions (i.e. all targeted districts & cities):

Rwenzori & Albertine	Busoga
Lot 1: Agriculture	
Small livestock (poultry, piggery)	Horticulture
Horticulture	(Cage) fish farming
Apiary	Apiary
Barley (Rwenzori mountains)	
Lot 2: Green economy	

Sustainable Tourism	Sustainable Tourism
Renewable energy (solar)	Renewable energy (solar)
Green construction	Green construction

For these value chains, the project will support access to quality skills development, opportunities for development of sustainable micro/small businesses, and the creation of decent jobs, and contribute to the transition towards agro-ecology, by fully embedding these principles in the design of activities.

Two sectors (green construction and small livestock) will be supported in-depth with a value chain approach (supporting value chain governance, coordination, identification and provision of missing services, Research & Development, promotion and branding, standardization). Organic solid waste management will be considered as a cross-cutting topic for all selected value chains.

To set up different modalities to roll out the actions provided under the WeWork project, the implementation team is consolidating its strategic approaches and mapping relevant target groups and other stakeholders. It is against this background that the team wants to deepen its understanding of the preselected value chains (employment opportunities, related skill gaps, training and business support needs, stakeholders, ...) and validate their selection.

Therefore, it is against this background that Enabel is seeking for quality consultancy services/individual consultant(s) to undertake a complementary Value Chain Analysis in Agriculture and Green Economy Sectors to validate and deepen the analysis that informed the identification of priority value chains and strategic approaches in the project's formulation. Findings and recommendations of this assignment will enable the organization to confirm or challenge the relevance of the priority value chains in the target regions, deepen the understanding of the market dynamics and strategies to address market constraints to unlock employment opportunities for youth and innovations through the actions foreseen in the project.

1.1.1.2 General objective

The overall objective is to validate, complement and deepen the value chain analysis that informed the identification of priority value chains and strategic approaches in the project's formulation. This to confirm or challenge their relevance in the target regions (in particular for districts & cities not specifically covered in the analysis), deepen the understanding of the market dynamics and strategies to address market constraints in order to unlock employment opportunities for youth and innovations through the actions foreseen in the project.

Specific objectives are:

- i. Validate and complete the analysis and identification of challenges, market failures and missing services in the selected value chains that constrain integration and competitiveness of the different players along the chain (i.e., from production to consumption) in the target regions, advising on the strategies that the project can integrate within its scope to address these;
- ii. Validate and complete the analysis and identification of decent paid and self-employment (micro or small business) opportunities along the selected value chains (i.e. opportunities that are profitable and can generate a living income¹), that are accessible to vulnerable youth, including young women (gender lens), TVET graduates² or non-skilled youth, and with a particular focus on occupations or business models that address identified market failures/missing services and contribute to green growth.
- iii. For the identified paid and self-employment opportunities, complete the analysis of skills gaps and training needs (i.e. required competencies and initial training level), and

¹ A living income is defined as sufficient income to afford a decent standard of living for all household members

² Graduates of formal and non-formal TVET

- other business support needs to set-up and/or strengthen identified micro or small business operations;
- iv. Validate and/or complete the mapping of relevant private sector actors along the selected value chains in the target regions, who are relevant to engage in the project to promote youth employment, and assess their support needs;
 - v. Validate and complement the mapping of key players in the selected value chains in the target regions for potential synergies and/or collaboration, including existing and future programmes/projects, and relevance for upscaling existing, successful skills development initiatives or business development services;
 - vi. For agriculture/lot 1, identify any other critical value chain in the respective target regions that the project should consider prioritizing in its actions with a strong impact in development/strengthening of skills, micro- and small- businesses, SMEs and integration of smallholder suppliers using a lead firm approach (this to be based on the set of criteria relating to social benefits, environmental benefits and economical and technical conditions - see annex I).

1.1.1.3 Tasks:

The tasks per Lot shall be as follows:

Lot 1: Agriculture: Complementary analysis of the poultry, piggery, horticulture and apiary value chains in Albertine/Rwenzori region, and the fish farming, horticulture and apiary value chains in Busoga region

The contractor shall perform the following key tasks, with guidance from and in close collaboration with Enabel expert focal point(s), in order to meet the objectives of the assignment, including but not limited to:

- **Task 1:** Conduct literature review relevant to the scope of the assignment: i.e. understanding the WeWork project (Pillar 1 of the approved Enabel Uganda Country Portfolio 2023-2028), the value chain analysis organized by Enabel for the identification of priority value chains, the further analysis and mapping by the implementation team, as well as any other recent value chain, market system and training needs analysis relating to the selected value chains, in order to identify and analyze remaining information gaps. Extend the literature review to assess potential other value chains that the project should consider prioritizing in its actions, in particular for the districts & cities not specifically covered in the initial analysis and considering the set of criteria relating to opportunities for youth employment, profitability, technical conditions, and environmental sustainability.
- **Task 2:** Preparation of question guides/tools and further engagement with key stakeholders through key informant interviews (KIIs), to address remaining information gaps. Enabel team members can be mobilized to participate in certain meetings/field work and an engagement plan will be agreed prior to meetings taking place.
- **Task 3:** Analyze the data to validate and complete the identification of players, support areas and approaches (including potential partnerships) needed in the selected value chains to promote decent employment for youth, including young women, in the target regions, with a focus on
 - Relevant opportunities for youth in paid employment and sustainable micro- and small- business operations along the chains that can generate a living income, and particularly occupations or business models that address identified market failures/missing services and contribute to green growth.
 - Skills gaps and training needs (required competencies and initial training level), business support areas, approaches, innovations and potential partners for the identified employment opportunities.

- Relevant private sector actors along the selected value chains in the target regions, who are relevant to engage in the project to promote youth employment, and their support needs, i.e.:
 - existing youth owned micro- and small- businesses or youth (farmer) groups (predominantly in the informal economy);
 - formalized Small and Medium Enterprises (SMEs) with potential to scale/grow and create new, decent jobs (in particular business models that address identified market failures/missing services and contribute to the green growth);
 - “Lead firms” (processors/off-takers) or clusters of market actors, who have the potential to support the integration of youth suppliers in the target regions, creating decent employment opportunities for vulnerable youth and young women, and move the value chain to the next level of competitiveness, locally or nationally;
 - employers with paid employment opportunities and/or engaged in Work Based Learning (WBL) and other trainings.
- Other key players in the selected value chains in the target regions for potential synergies and/ or collaboration; including existing and future programmes/projects, and relevance for upscaling existing, successful skills development initiatives or business development services.
- **Task 4:** Compile the findings into a comprehensive but concise and clear draft report, and present key findings and recommendations to Enabel and its strategic partners.
- **Task 5:** In close collaboration with assigned Enabel focal point(s), facilitate 2 thematic workshops (to be confirmed) with critical public and private regional and national stakeholders, in order to validate/identify/consolidate and deepen the understanding of the key challenges, skills gaps, market failures and missing services that constrain value chain integration and competitiveness of the different players, as well as opportunities and strategies that address these.
- **Task 6:** Revise the draft report (Task 4) incorporating key highlights and findings from the workshops (Task 5) into a comprehensive but concise and clear final report and present final findings and recommendations to Enabel and its strategic partners.

Lot 2: Green economy: Complementary analysis of the sustainable tourism, green construction and renewable energy (solar) value chains in both target regions

The contractor shall perform the following key tasks, with guidance from and in close collaboration with Enabel expert focal point(s), in order to meet the objectives of the assignment, including but not limited to:

- **Task 1:** Conduct literature review relevant to the scope of the assignment: i.e. understanding the WeWork project (Pillar 1 of the approved Enabel Uganda Country Portfolio 2023-2028), the value chain analysis organized by Enabel for the identification of priority value chains, the further analysis and mapping by the implementation team, as well as any other recent value chain, market system and training needs analysis relating to the selected value chains, in order to identify and analyze remaining information gaps.
- **Task 2:** Preparation of question guides/tools and further engagement with key stakeholders through key informant interviews (KIIs), to address remaining information gaps. Enabel team members may participate in certain meetings/field work and an engagement plan will be agreed prior to meetings taking place.

- **Task 3:** Analyze the data to validate and complete the identification of players, support areas and approaches (including potential partnerships) needed in the selected value chains to promote decent employment for youth, including young women, in the target regions, with a focus on
 - Relevant opportunities for youth in paid employment and sustainable micro- and small- business operations along the chains that can generate a living income, and particularly occupations or business models that address identified market failures/missing services and contribute to green growth. Skills gaps and training needs (required competencies and initial training level), business support areas, approaches, innovations and potential partners for the identified employment opportunities. For relevant new or changing occupations anticipated in the green transition, related skill gaps and training needs in both initial and continuous TVET (upskilling, reskilling) are to be detailed.
 - Relevant private sector actors along the selected value chains in the target regions, who are relevant to engage in the project to promote youth employment, and their support needs, i.e.:
 - existing youth owned micro- and small businesses or youth (farmer) groups (predominantly in the informal economy);
 - formalized Small and Medium Enterprises (SMEs) with potential to scale/grow and create new, decent jobs (in particular business models that address identified market failures/missing services and contribute to the green growth);
 - “lead firms” (processors/off-takers) or clusters of market actors, who have the potential to support the integration of youth suppliers in the target regions, creating decent employment opportunities for vulnerable youth and young women, and move the value chain to the next level of competitiveness, locally or nationally;
 - employers with paid employment opportunities and/or engaged in Work Based Learning (WBL) and other training.
 - Other key players in the selected value chains in the target regions for potential synergies and/ or collaboration; including existing and future programmes/projects, and relevance for upscaling existing, successful skills development initiatives or business development services.
- **Task 4:** Compile the findings into a comprehensive but concise and clear draft report, and present key findings and recommendations to Enabel and its strategic partners.
- **Task 5:** In close collaboration with assigned Enabel focal point(s), facilitate 2 thematic workshops (to be confirmed) with critical public and private regional and national stakeholders, in order to validate/identify/consolidate and deepen the understanding of the key challenges, skills gaps, market failures and missing services that constrain value chain integration and competitiveness of the different players, as well as opportunities and strategies that address these.
- **Task 6:** Revise the draft report (Task 4) incorporating key highlights and findings from the workshop (Task 5) into a comprehensive but concise and clear final report and present final findings and recommendations to Enabel and its strategic partners.

1.1.1.4 Methodology

The tenderer is expected to detail the proposed methodology towards achieving the set objectives and deliverables. However, it shall be important to integrate the tasks and related approaches/methodologies as listed in the terms of reference (i.e. Literature review/desk review, KIIs, data analysis, workshops, reports).

The literature review shall inform the project to highlight existing gaps/best practices/learnings that can impact/affect the achievement of the project's objectives. At the same time, it shall help us identify realities (other programmes or organizations) that are working in the same area for potential synergies and collaborations.

The tenderer is also expected to indicate some of the most relevant respondents for KII and the focus of analysis per respondent type, in the proposed methodology.

As for data collection, the development of instruments and tools for KII shall be guided and validated by Enabel focal points. Enabel field teams may also to be involved or deployed in data collection. The tenderer shall further embrace flexibility in fieldwork to ensure data validity, through a snowballing approach and by triangulating information between different respondents and within the project team.

Regarding data analysis, the methodology shall highlight the different approaches to identify and assess opportunities for paid employment or micro/small business operations that can generate a living income (i.e. approaches to assess profitability and market saturation/volume that can be absorbed by the local market), to identify relevant private sector actors and their support needs, and to complete stakeholder mapping.

1.1.1.5. Deliverables

The deliverables shall be as follows for both lots:

- i. Inception report highlighting clear methodology, tools and work schedule (max 5 pages excluding the annexes)
- ii. Draft report (max 30 pages excluding the annexes) and preliminary findings presentation (ppt, max 1 hour plus Q&A).
- iii. Workshop report (max 10 pages excluding the annexes)
- iv. Final report and presentation (ppt). The final report shall include (but not limited to) an
 - executive summary;
 - analysis of challenges, market failures and missing services in the selected value chains that constrain integration and competitiveness of the different players along the chain;
 - analysis of the elements listed in task 3;
 - recommendations;
 - annexes with references, respondents list, data collection tools and stakeholder matrix.

1.1.2 Quality management

Quality management is streamlined through the different aspects of the methodology. Detailed Terms of Reference (ToRs) were developed to guide the inception report that shall be agreed upon by the contracting authority.

The Contractor shall ensure quality management through continuous monitoring. This monitoring shall take a quality assurance (QA) approach and collect information on the service provider's conduct in implementing the activities, and anticipation and mitigation of risks. The different technical aspects of the assignments shall be guided and evaluated by the respective Enabel expert focal points. Besides being consulted for their technical inputs and quality assurance, the Enabel expert focal points shall provide approvals of draft assignment deliverables before any payment is made for the respective deliverables and most especially vetting the quality of the end of assignment report before final payments.

This QA approach shall be based on the following principles: Collect, verify and report data systematically, allowing a continuous feedback loop.

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

1.1.3 Project Management

The tenderer should clearly specify how the proposed team will be coordinated in terms of communication, implementation, supervision, and reporting for the assignment, including the provision of the necessary logistical arrangements.

Each Lot shall be headed by assigned Enabel expert focal points, supported by other sector experts for the technical aspects. Thus, the assigned expert focal points shall be the lead managers for this assignment and therefore charged with quality deliverables. They shall be the focal persons for the respective operational and financial perspectives of the assignment.

Upon awarding, a kick-off meeting shall take place in Kampala between the contractor and the contracting authority representatives i.e. the project management team to discuss the general implementation of the assignment, scope of work and expectations as well as the programme and the communication channels. The meeting shall also aim at clarifying the roles and responsibilities as well as the expected deliverables.

1.2 Requirements for the resources

1.2.1 Composition of the team

For each of the lots, quality execution of the assignment shall require a maximum of 3 full-time experts (Out of these, one shall play the Lead consultant / Team Leader role and shall be the focal point person, coordinating between the contracting authority (Enabel) and the contractor. Tenderers applying for both lots cannot assign the same experts for both lots (the tenderer shall propose a different set of experts for each lot).

Coordinator/team leader

For each of the lots, the Contractor shall identify a coordinator/team leader within its organisation who will represent the single point of contact for all administrative and operational communication with the Contracting Authority. The single point of contact and if necessary, his/her replacement must fulfil the requirements set in the selection criteria. Similarly, the Contracting Authority will designate contact persons.

All communications and exchange of information between the Contracting Authority and the Contractor during the contract period shall be held in writing or email, in English and be addressed to the Contractor's single point of contact and to the contact person in the Contracting Authority respectively.

The coordinator shall need to closely collaborate with the Contracting Authority ensuring that the quality of the assignment meets the standards set. In addition, he/she shall safeguard that the requirements as described in this tender are being kept.

Experts

The Contractor shall be responsible for selecting the individual expert for delivering the outputs

of the specific activities of the contract. But each individual expert will require all the following skills and expertise, as specified hereafter.

Lot 1: Qualifications of the team

Mandatory requirements for the coordinator/ team leader

The Team Leader shall possess minimum the following requirements;

- A Master's degree or equivalent in disciplines related to Agriculture, Agribusiness, Green Economy or any other related studies with regard to this field,
- Good understanding of Agriculture, Agribusiness and Entrepreneurship, Value Chain Analysis and Development, Livestock and Animal Production, Climate Smart Agriculture, Climate Change, Youth Engagement and Skills Development,
- Experience in conducting Labour Market Scans (LMS) relevant to the agriculture sector and skilling and training needs assessment,
- Experience in Market Systems Development (MSD) in the agricultural sector is an added advantage,
- Knowledge and experience in multi stakeholder approaches, gender approaches in agriculture value chain and rural youth,
- At least 5 years' experience in conducting study research and analysis,
- Experience in coordinating similar assignments with international development organizations or agencies (as team lead)
- Excellent communication, synthesis capacity, report writing, planning, management and organization skills.

Mandatory requirements for the experts

The expert shall have minimum the following requirements:

- A master's or bachelor's degree in disciplines related to Agriculture, Agribusiness, Green Economy or any other related studies with regard to this field,
- Good understanding of Agriculture, Agribusiness and Entrepreneurships, Value Chain Analysis and Development, Livestock and Animal Production, Climate Smart Agriculture, Climate Change, Youth Engagement and Skills Development,
- At least 2 years' experience in study research and analysis,
- Experience in similar assignments with international development organizations or agencies.
-

Lot 2; Composition of the team:

Mandatory requirements for the coordinator/ team leader

The Team Leader shall possess minimum the following requirements;

- A Master's degree or equivalent in disciplines related to Green Economy, renewable energy studies, environmental science, Engineering, Environment and Climate Change management, sustainable development or any other related studies with regard to this field.
- Deep understanding of green construction and renewable energy sectors, with a specific emphasis on solar energy and green construction material technologies, market trends, opportunities and regulatory frameworks.
- Specific expertise in solar energy and associated technologies, including knowledge of solar panel manufacturing processes, installation practices, energy storage technologies, grid integration and waste management within the value chain.
- Good understanding of environmental regulations, standards, and certifications related to green construction and renewable energy projects.

- Proven experience in conducting value chain analyses related to green construction and renewable energy sectors, showcasing an understanding of the entire value chain from raw materials to end consumers.
- Experience in conducting Labour Market Scans (LMS) relevant to the green economy sector and skilling and training needs assessment,
- Experience in Market Systems Development (MSD) in the green economy sector is an added advantage,
- Experience in working on multiple sustainable energy projects
- Expertise in business and value chain development.
- Knowledge and experience in Multi stakeholder approaches, gender approaches, green economy value chains and rural youth,
- At least 5 years' experience in conducting study research and analysis at the various stages of the value chain.
- Experience in coordinating similar assignments with international development organizations or agencies (as team lead)
- Excellent communication, report writing, planning, management and organization skills.

The expert(s) shall have minimum the following requirements

- A Master's or bachelor's degree in disciplines related to Environment and Climate Change management, Green Economics, renewable energy studies, environmental science, Engineering, Environment and Climate Change management or any other related studies with regard to this field.
- Good understanding of green construction and renewable energy sectors, with a specific emphasis on solar energy technologies, market trends, and regulatory frameworks.
- Familiarity with environmental regulations, standards, and certifications related to green construction and renewable energy (particularly solar).
- At least 2 years' experience in study research and analysis,
- Experience in similar assignments with international development organizations or agencies.

1.2.2 Management of the Team

The consultant should clearly specify the roles and responsibilities of each proposed team member in the assignment. Efficient communication and sharing of experience must be put in place within the team. In case of unavailability of a Team Member, the Contractor shall ensure prompt replacement with at least the same level of qualifications as those of the Expert being replaced and who was initially proposed for the assignment in accordance with the Tender.

1.2.3 Deployments of the Team

The consultant shall clearly specify how division of work shall be done among the proposed team members and other resource persons including the work planning/person-days for the various sub-tasks. This shall depend on requirements for the different lots.

1.2.4 Other Resources

For each lot, the contractor shall provide arrangements for all logistical needs for the effective execution of the assignment in the different regions. This includes transport, field per diems, stationery, printing, to mention but a few. Logistics for thematic workshops will be provided by Enabel.

1.2.5 Location of activities

The assignment shall cover 2 geographical regions i.e. Albertine/Rwenzori and Busoga regions. Albertine/Rwenzori region covers Hoima, Kyegegwa, Kabarole, and Kasese districts, while Busoga region covers Jinja and Kamuli districts, inclusive of the respective City Authorities of Fort Portal, Hoima and Jinja.

2 General provisions

2.1 Derogations from the General Implementing Rules

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

2.2 Contracting authority

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

For this procurement contract, Enabel is represented by person(s) who shall sign the award letter and are mandated to represent the organisation towards third parties.

2.3 Institutional setting of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013³;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company²;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

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

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- 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 2003⁴, 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;

³ Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.
Belgian Official Gazette of 1 July 1999.

⁴ 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 Organisation⁵ on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);
- In the field of environmental protection: The Climate Change Framework Convention in Paris, 12 December 2015;
- The first Management Contract concluded between Enabel and the Belgian federal State (approved by the Royal Decree of 17.12.2017, Belgian Official Gazette 22.12.2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019;

2.4 Rules governing the procurement contract

- The following, among other things, applies to this public procurement contract:
- The Law of 17 June 2016 on public procurement contracts⁶;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services⁷;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors⁸;
- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works⁹;
- Circulars of the Prime Minister with regards to public procurement contracts.
- All Belgian regulations on public procurement contracts can be consulted on www.publicprocurement.be.
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.

⁵ <http://www.ilo.org/ilolex/french/convdisp1.htm>.

⁶ Belgian Official Gazette 14 July 2016.

⁷ Belgian Official Gazette of 21 June 2013.

⁸ Belgian Official Gazette 9 May 2017.

⁹ Belgian Official Gazette 27 June 2017.

- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data. ;

All Belgian regulations on public contracts can be consulted on www.publicprocurement.be;

Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/content/integrity-desk>.

2.5 Definitions

The following definitions apply to this procurement contract:

The tenderer: An economic operator submitting a tender;

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

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

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

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

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

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

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

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

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

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

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

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

Litigation: Court action.

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

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

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

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

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

2.6 Processing of personal data by the contracting authority and confidentiality

2.6.1 Processing of personal data by the contracting authority

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

2.6.2 Confidentiality

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

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

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

2.7 Deontological obligations

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

For the duration of the procurement contract, the contractor and his staff respect human rights and undertake not to go against political, cultural or religious customs of the beneficiary country. The tenderer or contractor is bound to respect fundamental labour standards, which are internationally agreed upon by the International Labour Organisation (ILO), namely the conventions on union freedom and collective bargaining, on the elimination of forced and obligatory labour, on the elimination of employment and professional discrimination and on the abolition of child labour.

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

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

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

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

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

2.8 Applicable law and competent courts

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

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract.

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

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

3 Modalities of the contract

3.1 Type of contract

This procurement contract is a direct services contract.

3.2 Scope of the contract

3.2.1 Subject-matter

This services procurement contract consists in the performance of conducting a complementary value chain analysis in agriculture and green economy sectors for the regions of Albertine/Rwenzori and Busoga, in conformity with the conditions of these Tender Specifications.

3.2.2 Lots

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

The description of each lot is included in Part 1 of these Tender Specifications.

The lots are: ...

Lots	Description of lots
Lot 1	Agriculture: Complementary analysis of the poultry, piggery, horticulture and apiary value chains in Albertine/Rwenzori region, and the fish farming, horticulture and apiary value chains in Busoga region
Lot 2	Green economy: Complementary analysis of the sustainable tourism, green construction and renewable energy (solar) value chains in both target regions

3.2.3 Items

For each lot, the contract consists of the items stated in section 1 “Technical specifications” of this tender document.

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

3.2.4 Variants

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

3.3 Duration of the contract

For each of the lots, the procurement contract starts the day following the date of inception meeting and lasts 90 calendar days. For each of the lots, the scope of work is envisioned to take 50 person days.

4 Special contractual provisions

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

4.1 Managing official (Art. 11)

The managing officials are;

Lot 1:Valentina Moltisanti, valentina.moltisanti@enabel.be

Lot 2: Magambo Twagarukaho Esther, esther.magambo@enabel.be

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

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

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

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

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

4.2 Subcontractors (Art. 12 to 15)

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

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

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

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

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

4.3 Confidentiality (art. 18)

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

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

The tenderer is therefore bound by the duty of discretion.

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

Therefore, he undertakes to:

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

4.4 Protection of personal data

4.4.1 Processing of personal data by the contracting authority

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

4.4.2 Processing of personal data by a subcontractor

PROCESSING OF PERSONAL DATA BY A CONTROLLER (RECIPIENT)

During contract performance, the contractor may process personal data of the contracting authority or in execution of a legal obligation.

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

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

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

4.5 Intellectual property (Art. 19 to 23)

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

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

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

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

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

4.6 Performance bond (Art. 25 to 33)

In accordance with art. 25, §2, third phrase, of the GIR, the performance bond for this contract is set per concluded subsequent contract.

A performance bond will be required for a lot whose amount exceeds EUR 50,000 excluding VAT unless otherwise decided by the contracting authority at the time of concluding subsequent contract.

In case of performance bond, it is set at 5% of the total value, 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 meeting the requirements of the law on the statute and control of credit institutions, or by an insurance company meeting the requirements of the law on control of insurance companies and approved for branch 15 (bonds).

By way of derogation from Article 26 of the GIR 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 tenderer mentions 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 public 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. Fill out the following form as completely as possible: https://finances.belgium.be/sites/default/files/01_marche_public.pdf (PDF, 1.34 Mo), and submit it by e-mail to info.cdcck@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 or the insurance company.

This proof is provided, as appropriate, 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 the insurance company; 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 or the insurance company granting a guaranty.

These documents, signed by the depositor, must state why the performance bond was posted and its precise usage, consisting of a concise indication of the subject-matter of the 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.

The contractor's demand to proceed to final acceptance of the last subsequent public contract equals a request to release the complete performance bond.

4.7 Conformity of performance (Art. 34)

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

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

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

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

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

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

4.8.2 Adjusting the prices (Art. 38/7)

For this procurement contract, price reviews are not permitted.

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

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

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

When activities are suspended, based on this clause, the contractor is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts. The contractor has a right to damages for suspensions ordered by the contracting authority when:

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

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

4.8.4 Unforeseen circumstances

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

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

4.9 Preliminary technical acceptance (Art. 42)

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

4.10 Performance modalities (Art. 146 et seq.)

4.10.1 Deadlines and terms (Art. 147)

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The services must be performed within 90 calendar days as from the day after the date on which the service provider received the contract conclusion notification letter. The closure of the service provider's business for annual holidays is not included in this calculation.

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

For each of the lots, the services will be performed at the locations specified in the Tender specifications (part 1).

4.11 Inspection of the services (Art. 150)

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

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

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

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

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

4.13 Zero tolerance Sexual exploitation and abuse

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

4.14 Means of action of the contracting authority (Art. 44-51 and 154155)

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

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

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

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

4.14.1 Failure of performance (Art. 44)

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

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

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

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

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

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

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

4.14.2 Fines for delay (Art. 46 and 154)

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

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

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

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

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

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

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

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

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

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

4.15 End of the procurement contract

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

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

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

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

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

The acceptance specified above is final.

4.15.3 Invoicing and payment of services (Art. 66 to 72 – 160)

The contractor sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address:

Mr. Bagyenyi Patrick Financial controller-Enabel in Uganda	patrick.bagyenyi@enabel.be
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Only services that have been performed correctly may be invoiced.

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

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

any other documents that may be required.

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

The invoice must be in EUROS.

No advance may be asked by the contractor and the payment will be in instalments (progress payments):

Payment schedule:

Instalments shall be made against deliverables for each of the 2 Lots as follows:

Lot 1: Agriculture: Complementary analysis of the poultry, piggery, horticulture and apiary value chains in Albertine/Rwenzori region, and the fish farming, horticulture and apiary value chains in Busoga region

Task/Deliverable	Percentage of payment
Inception report and approved data collection tools/ instruments, work plan and data analysis methodology	20%
Draft report	40%
Comprehensive final end of assignment report	40%
Total	100

Lot 2: Green economy: Complementary analysis of the sustainable tourism, green construction and renewable energy (solar) value chains in both target regions

Task/Deliverable	Percentage of payment
Inception report and approved data collection tools/ instruments, work plan and data analysis methodology	20%
Draft assignment completion report	40%
Comprehensive final end of assignment report	40%
Total	100

4.16 Litigation (Art. 73)

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

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

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

Enabel, public-law company

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

To the attention of Mrs Inge Janssens rue Haute 147

1000 Brussels

Belgium

5 Procurement procedure

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

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

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

5.1 Type of procedure

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

5.2 Publication

5.2.1 Enabel publication

This procurement contract is published on the Enabel website <https://www.enabel.be/public-procurement/> . Such publication constitutes an invitation to tender. The tender shall also be published in a local newspaper.

5.3 Information

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

Until 12th March, 2024 inclusive, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to UGA_CSC_CONTRACTS@enabel.be with copy to aisha.mirembe@enabel.be with a clear indication in the subject of the e-mail of the procedure reference and the contract title. They will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above as soon as available.

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

The tenderer is supposed to submit his tender after reading and taking into account any corrections made to the contract notice or the Tender Specifications that are published in the Belgian Public Tender bulletin or that are sent to him by e-mail. To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to

the public procurement administrator mentioned above and requests information on any modifications or additional information.

In accordance with Article 81 of the Royal Decree of 18 April 2017, the tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within ten days at the latest before the deadline for receipt of tenders.

5.4 Preparation and Submission of Tenders

Preparation of tenders

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

Content of tenders

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

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

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

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

The tender shall contain the following parts:

1. Administrative Proposal

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

The Administrative proposal shall respect the following structure:

- Legal identification form
- **Financial Identification Form, along with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation.**
- Articles of Association
- Subcontractor form
- Exclusion Criteria Form
- Integrity form
- Technical capacity form
- Financial capacity form
- CVs of experts (fully signed)

At the latest before award, the successful tenderer shall be required to provide the following documents:

- Tax Clearance Certificate (e.g; URA, as applicable)
- Social Security Contribution Clearance (e.g., NSFF as applicable)

- An extract from the criminal record in the name of the tenderer (legal person) or his representative (natural person) if there is no criminal record for legal persons (ex. certificate of good conduct from Interpol);

2. Technical Proposal

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

- Technical methodology
- Quality management
- Project management

3. Financial Proposal

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

Determination of prices

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

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

Elements included in the price

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

The following are in particular included in the prices:

The administrative management and secretariat;

Travel, transportation and insurance;

Documentation pertaining to the services;

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

The packaging;

Training required for operation;

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

Customs and excise duties for equipment and products used;

Validity of tenders

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

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

5.4.2 Submission of tenders

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

The tenderer submits his tender as follows:

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

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

It shall be submitted by email to: uga_csc_tenders@enabel.be

Any request for participation or tender shall be received by the Contracting Authority no later than **22nd March, 2024, 15:00**, Kampala time. Requests for participation or tenders that arrive late will not be accepted¹².

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

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

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

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

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

The withdrawal must be pure and simple.

5.5 Opening and evaluation of Tenders

5.5.1 Opening of tenderers

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

5.5.2 Evaluation of Tenders

5.5.2.1 Selection of tenderers

Exclusion grounds

The mandatory and optional exclusion grounds are given in the Declaration on Honour enclosed to these Tender Specifications.

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

The contracting authority will verify the accuracy of this Declaration on honour Based on the supporting documents.

Selection criteria

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

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	<p>Lot 1: Minimum average annual turnover of 20,000 EUR during the past three financial years</p> <p>Lot 2: Minimum average annual turnover of 15,000 EUR during the past three financial years</p> <p>If the tenderer tenders for more than one, this shall be accumulated</p>
2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience in conducting value chain analysis in the sectors of focus of the lot
Minimum Standard	Minimum of 1 assignment within the scope of the Lot, which were totally and successfully completed in the last 3 years.
2.2	Sufficient human resources
Minimum Standard	Minimum qualifications and experiences for the team as stated in the technical specifications with Signed CVs and profiles for each lot. Tenderers applying for both lots cannot assign the same experts in each lot(see section 1 “Technical Specifications”).

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

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

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

Regularity of tenders

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

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

5.5.2.2 qualitative and financial evaluation of tenders

Negotiation

The formally and materially regular tenders will be evaluated as to content by an evaluation committee. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in the procurement documents. This evaluation will be conducted on the basis of the award criteria given in these Tender Specifications and aims to setting a shortlist of tenderers with whom negotiations will be conducted.

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

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

Award Criteria

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

- Qualitative award criteria: 70 %;

The tenderer proposes a technical plan based on the instructions given in the technical specifications. They are subject to evaluation according to the following sub-criteria:

S/N	Qualitative Award Criteria	Max. Points
1.	Quality of the proposed Technical Methodology <ul style="list-style-type: none">• Clear and relevant description of delivery approach/strategies/methodology for all tasks (20)• Identification of relevant respondents and areas of analysis per respondent, stakeholder mapping etc. (10)	30
2.	Quality of the proposed Quality Management (data control, monitoring, risk management) <ul style="list-style-type: none">• Technical consultative mechanisms – (05)	25

	<ul style="list-style-type: none"> Monitoring (Supervision, quality assurance of services, data collection and validation) – (15) Risk analysis and management - (05) 	
3.	Quality of the proposed Project Management (planning, communication, assignment plan, reporting) <ul style="list-style-type: none"> Planning (project planning, resources assignment) – (05) coordination and communication structure and reporting – (10) 	15

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

- Price: 30 %;

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

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

Final score

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

5.6 Award and Conclusion of Contract

5.6.1 Awarding the contract

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

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

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

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

5.6.2 Concluding the contract

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

Notification is via e-mail.

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

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

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

6 Annexes

6.1 Technical documents

Not applicable.

6.2 Procedural Documents – Tender Forms

6.2.1 ADMINISTRATIVE PROPOSAL

Legal Identification forms

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 LICENCE ②
OTHER ③			
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER ④			
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			

<p>Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.)</p> <p>YES NO</p>	<p>BUSINESS NAME (if applicable)</p> <p>VAT NUMBER</p> <p>REGISTRATION NUMBER</p> <p>PLACE OF REGISTRATION</p> <p>CITY</p> <p>COUNTRY</p>
<p>DATE</p>	<p>SIGNATURE</p>

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

Legal person entity private/public legal body

OFFICIAL NAME ②			
ABREVIATION			
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
OFFICIAL ADDRESS			
POSTCODE	P.O. BOX	CITY	
COUNTRY			PHONE
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

① Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

② National denomination and its translation in EN or FR if existing.

③ Registration number in the national register of the entity.

Public law entity

OFFICIAL NAME ^①				
BUSINESS NAME (if different)				
ABBREVIATION				
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.

^④

Financial identification form: along with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation.

<u>BANKING DETAILS</u>	
ACCOUNT NAME ¹⁰	
IBAN	
ACCOUNT NUMBER ¹¹	
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		

¹⁰ 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.

¹¹ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

Subcontractors

Name and legal form	Address / Registered office	Object

Declaration on honour – exclusion criteria

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

1) The tenderer or one of its 'directors[1]' was found guilty following a conviction by final judgement for one of the following offences:

1° involvement in a criminal organisation

2° corruption

3° fraud

4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence

5° money laundering or terrorist financing

6° child labour and other trafficking in human beings

7° employment of foreign citizens under illegal status

8° creating a shell company.

2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.

3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations;

4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019

b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019

c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace

d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information

- e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

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

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

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

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

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

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

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions>
<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>
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europeennes-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%A9sorier/contr%C3%B4le-des-instruments-1-2

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

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

Place, date:

Integrity statement for the tenderers

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

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

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

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

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

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

Place, date

Economic and financial capacity Form

Financial Statement

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

Financial data	Year- 2 € or NC	Year- 1 € or NC	Last year € or NC	Average € or NC
Annual turnover, excluding this public contract ¹²				

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

¹² Last accounting year for which the entity's accounts have been closed.
Tender Specifications – Procurement reference number

Technical and professional capacity form

List of main similar assignments

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

Certificates of completion

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

6.2.2 TECHNICAL PROPOSAL

The technical proposal may be presented in free format.

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

<i>Name of expert</i>	<i>Proposed position</i>	<i>Educational background – formal qualification</i>	<i>Years of experience</i>	<i>Specialist areas of knowledge</i>
-----------------------	--------------------------	--	----------------------------	--------------------------------------

	<i>Coordinator / Team leader</i>			
	<i>Expert 1</i>			
	<i>Expert 2</i>			

6.2.3 FINANCIAL PROPOSAL

Tender Forms – prices

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

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

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value.

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

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

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

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

Lot 1: Agriculture

N°	Description	Lump-sum unit prices exc. VAT*
1.	Agriculture - Complementary analysis of the poultry, piggery, horticulture and apiary value chains in Albertine/Rwenzori region, and the fish farming, horticulture and apiary value chains in Busoga region	€
VAT percentage (if applicable):		
Total amount in words:		
This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda		

Note: The tenderer shall attach separately the detailed breakdown of the financial offer stated in this financial offer form

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature:

Tender Forms – prices

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

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

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value.

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

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

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

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

Lot 2: Green Economy

N°	Description	Lump-sum unit prices exc. VAT*
1.	Green economy - Complementary analysis of the sustainable tourism, green construction and renewable energy (solar) value chains in both target regions	€
VAT percentage (if applicable):		
Total amount in words:		
This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda		

Note: The tenderer shall attach separately the detailed breakdown of the financial offer stated in this financial offer form

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature: