



## **Tender Specifications of May 2025**

**Public procurement contract for :**

**“TZA22003-10120 - Consultancy Services to  
Build the Capacity of Wezesha Binti Partners  
on SASA! Together Approach”**

Negotiated Procedure without Prior Publication.

**Country:** TANZANIA

**NAVISION CODE:** TZA22003

Belgian development agency

**enabel.be**

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# 1 General provisions

## 1.1 Derogations from the General Implementing Rules

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

These Tender Specifications derogate from Articles 25-33 (see point 4.6 “performance guarantee”) of the General Implementing Rules – GIR (Royal Decree of 14.01.2013).

## 1.2 Contracting authority

The Contracting Authority of this public procurement contract is Enabel, the Belgian Agency for International Cooperation, 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 **Mr. Réal NIMPAGARITSE, Expert in Contracting** and **Mr. Koenraad GOEKINT, Country Director** of Enabel Representation in Tanzania who is mandated to represent the company towards third parties.

## 1.3 Institutional setting of Enabel

The general framework of reference in which Enabel operates is:

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

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

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003<sup>1</sup>, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;
- In the field of Human Rights: the United Nations’ Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organisation<sup>2</sup> on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and

<sup>1</sup> Belgian Official Gazette of 18 November 2008.

<sup>2</sup> <http://www.ilo.org/ilolex/french/convdisp1.htm>.

105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);

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

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

The following, among other things, applies to this public procurement contract:

- The Law of 17 June 2016 on public procurement contracts<sup>3</sup>;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors<sup>4</sup>;
- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works<sup>5</sup>;
- Circulars of the Prime Minister with regards to public procurement contracts.
- All Belgian regulations on public procurement contracts can be consulted on [www.publicprocurement.be](http://www.publicprocurement.be).
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

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

## **1.5 Definitions**

The following definitions apply to this procurement contract:

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<sup>3</sup> Belgian Official Gazette 14 July 2016.

<sup>4</sup> Belgian Official Gazette 9 May 2017.

<sup>5</sup> Belgian Official Gazette 27 June 2017.

Acceptance: Observation by the contracting authority that the performance of all or part of the works, supplies or services is in compliance with good practice and with the terms and conditions of the procurement contract;

Advance: Payment of part of the procurement contract before service delivery (if accepted);

Amendment: Agreement established between the contracting parties during contract performance in view of changing documents applicable to the procurement contract ;

BDA: Belgian Public Tender bulletin;

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

Contracting authority: Enabel, represented by the country Director of Enabel in Tanzania;

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.

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;

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;

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;

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;

Litigation: Court action;

OECD: Organisation for Economic Cooperation and Development;

OJEU: Official Journal of the European Union;

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;

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;

Processor (subcontractor) 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;

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

Progress payment: Payment of an instalment under the procurement contract after service delivery is accepted;

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;

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;

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;

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;

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

Tenderer: An economic operator submitting a tender;

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

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.

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

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

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

### **1.6.2 Confidentiality**

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



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

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

## **1.7 Deontological obligations**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This procurement contract is a services procurement contract.

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

The main objective of this assignment is to support and build the capacity of approximately 40 staff from Enabel and its partners in using the SASA! Together approach to address violence against women and girls in Kigoma Region, with particular attention to the ethical and context appropriate implementation of the methodology.

### **2.3 Lots**

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

### **2.4 Items**

The procurement contract consists of the one item (1) with tasks described in the Terms of Reference (See also ToRs - section 5 of the tender specifications). These tasks are pooled and form one single procurement contract.

### **2.5 Term of the procurement contract**

The duration of the procurement contract for the production of Wezesha Binti documentaries/video clips and professional photography starts from the date mentioned in the award notification and shall last until 31st March 2028.

### **2.6 Variants**

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

### **2.7 Option**

Options are not permitted.

### **2.8 Quantity**

See section 5 and Tender Price Form– 6.2.

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

### 3.1 Award procedure

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

### 3.2 Semi-official notification

#### 3.2.1 Enabel publication

This procurement contract is published on the Enabel website ([www.enabel.be](http://www.enabel.be)) from **May 26, 2025 to June 23, 2025**.

### 3.3 Information

The awarding of this procurement contract is coordinated by **Mr. Réal NIMPAGARITSE, Expert in Contracting and Administration** - Email: [real.nimpagaritse@enabel.be](mailto:real.nimpagaritse@enabel.be).

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

**Until June, 3 2025** (10 days before the submission date), candidate-tenderers may ask questions about these Tender Specifications and the procurement contract and they will be answered in the order received.

Questions will be in writing to:

**Mr. Réal NIMPAGARITSE**

([real.nimpagaritse@enabel.be](mailto:real.nimpagaritse@enabel.be))

With copy to

**Mr. Alern MGENI**

([alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) + [procurement.tza@enabel.be](mailto:procurement.tza@enabel.be))

And

**Ms. Jovitha MLAY**

([jovitha.mlay@enabel.be](mailto:jovitha.mlay@enabel.be) )

They will be answered in the order received. The complete overview of the questions asked will be available on Enabel website - [www.enabel.be](http://www.enabel.be)

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 Tender Specifications that are published on the Enabel website or that are sent to him by e-mail.

To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

The tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within ten (10) days at the latest before the deadline for receipt of tenders.

## **3.4 Tender**

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

The tenderer must use the tender form 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.

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

The tenderers are bound by their tender for a period of 120 calendar days from the reception deadline date. The validity of the tender will be negotiated, if the deadline stated above is overrun.

### **3.4.3 Determination of prices**

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

This procurement contract is a lump sum contract, meaning a contract in which a flat rate price covers the whole performance of the contract or each of the items of the inventory be obtained by applying the unit prices mentioned in the inventory to the quantities actually performed.

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

#### **3.4.3.1 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, inclusive of withholding tax of 5% for local services providers and 15 % for International, except for the value-added tax (VAT), for which VAT % must be indicated in a separate line in the price form.

The price must include all costs related to the provision of the services, including but not limited to :

- **Expert cost including:** fees, per diems, accommodation costs, hotel, local transport costs, insurance costs, security costs, communication costs, administrative costs, photocopy and printing costs, costs for documentation of the services that can be required by the contracting authority, the production and delivery of documents or records linked to the performance of the services, the customs and excise duties for materials and

products used, the packaging costs, the acceptance costs, all costs, staff and material expenses needed to perform the present contract, the copyrights and Intellectual Properties (IP) rights for Enabel with regards to the final deliverables, the purchase or leasing of third party services needed for the performance of the contract and the applicable Withholding taxes.

- **Reimbursable** (paid based upon presentation of justification documents, up to the maximum budget set and accepted in financial proposal): only pre-approved reasonable international travel costs and visa costs (if any) are accepted as reimbursable costs.

International travel days are not reimbursed by Enabel, i.e. no expertise costs will be paid during travel days.

### 3.4.4 How to submit tenders?

The tenderer may only submit one tender per procurement contract and it shall be submitted as follows:

- **The tender will be drawn up in two (2) copies, one original and one copy.**
- **The identical Soft Copies (Exactly identical to the hard copy) must be submitted in one or more PDF files on a USB stick.**

The tender and all accompanying documents must be numbered and signed (original handwritten signature) by the tenderer or his/her representative. The same applies to any alteration, deletion or note made to this document

The representative must clearly state that he/she is authorized to commit the tenderer. If the tenderer is a company / association without legal body status, formed by separate natural or legal persons (temporary group or temporary partnership), the tender must be signed by each of these persons.

The signed and dated original (including the soft copy on the key) will be sent in a sealed enveloped mentioning: "TENDER", the tender documents number **Tender TZA22003-10120**.

The tender must be received **before June 23, 2025 at 04:00 PM EAT**. It must be sent to:

**The Attention of Alern MGENI  
Procurement officer - Enabel Tanzania  
Enabel Representation,  
14/15 Masaki, Haile Selassie Road, Oasis Office Park, 4tFloor,  
P.O Box 23209, Dar es Salaam, Tanzania.**

It may be submitted:

- a) **Either By post mail** (standard mail or registered mail). In this case, the sealed envelope is put in a second closed envelope. The delivery record makes proof of compliance with the time limit for receipt.
- b) **Or delivered by hand** directly to the contracting authority against a signed and dated receipt: The service can be reached on working days during office hours, from 08:00 AM to 04:00 PM (East African time).
- c) Each company is allowed to submit only one bid. This means that if a tenderer submits a bid as an individual institution, they cannot also submit a bid as part of

a joint venture for the same tender. Should it occur, both bids shall be excluded from the tender.

- d) The tenderer is fully responsible for ensuring that their bid is submitted and delivered to the right address and location as mentioned above.

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

- Each company is allowed to submit only one bid. This means that if a tenderer submits a bid as an individual institution, they cannot also submit a bid as part of a joint venture for the same tender. Should it occur, both bids shall be excluded from the tender.
- The tenderer is fully responsible for ensuring that their bid is submitted and delivered to the right address and Location as mentioned above.

*See also art. 6.7 “Overview of the documents to be submitted – to be completed”.*

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

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

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

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

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

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

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

The withdrawal must be pure and simple.

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

### **3.4.6 Opening of the tenders**

The tender must be in the possession of the contracting authority before the final submission date and time specified in point 3.4.4 “How to Submit tenders”. The tenders shall be opened behind closed doors.

### **3.4.7 Selection of tenderers**

#### **3.4.7.1 Exclusion grounds**

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

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

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

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

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

#### **3.4.7.2 Selection criteria**

Moreover, by means of the documents requested in the 'Selection file', 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.

The details of the minimum selection criteria are set in the section 5 of the tender.

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

#### **3.4.7.3 Overview of the procedure**

In a first phase, 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.

In a second phase, the formally and materially regular tenders will be evaluated as to content by an evaluation commission. 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. Maximum three (3) tenderers may be included in the shortlist.

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 concludes the negotiations, it will advise the remaining tenderers and will set a common deadline for the submission of the BAFOs (Best and Final Offer). Once negotiations have closed, the BAFO will be analysed 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.

#### **3.4.7.4 Award criteria**

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

- Quality of technical proposal: 70%.
- Financial proposal: 30%.

The details of the scoring matrix are found in the terms of references in the section 5.

#### **3.4.7.5 Final score**

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

#### **3.4.7.6 Awarding the procurement contract**

The contract will be awarded to the tenderer who has submitted the most economically advantageous.

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.

#### **3.4.8 Concluding the procurement contract**

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

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

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.

## 4 Special contractual provisions

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

These Tender Specifications derogate from Articles 25-33 of the GIR.

### 4.1 Managing official (Art. 11)

The managing official is **Ms. Jovitha Mlay**, Gender and Social Inclusion Expert, Enabel Wezesha Binti Program Kigoma Tanzania of Enabel e-mail: [jovitha.mlay@enabel.be](mailto:jovitha.mlay@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 regard to the performance of the procurement contract will be addressed to her unless explicitly mentioned otherwise in these Tender Specifications.

The managing official is responsible for the follow-up of the performance of the contract and for accepting and approving the relevant deliverables.

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. She may order any modifications to the procurement contract with regard 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 is 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**

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

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

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

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

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

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

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

The service provider integrally, definitively and exclusively and without any financial compensation on top of the price(s) quoted in his tender, cedes any author rights or industrial property rights that it holds or will create in the context of this contract to Enabel. This cession will take place at the time of acceptance of the services or works that are protected by copyrights.

The service provider must cover the contracting authority against any third-party claims of violation of intellectual property rights on the goods or services delivered.

The service provider must assume, without limitation as to the amount, all payments of compensation, costs or expenditure ensuing from and borne by the contracting authority in a legal action, which is based on such a claim, provided the service provider has the right to overview the defence and negotiations with a view to an amicable settlement.

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

For this procurement contract no performance bond is required.

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

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

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

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

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

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

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

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

For this procurement contract, price reviews are not permitted.

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

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

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

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

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

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

Within thirty days of their occurrence or the date on which the contractor or the contracting authority would normally have become aware of them, the contractor reports

the facts or circumstances succinctly to the contracting authority and 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)**

This contract will be executed within three months as from the date of the reception of the award notification letter.

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

The training will take place in the region of Kigoma with the specific venue to be confirmed during the kick-off inception meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

Without prejudice to the application of fines for delay, the contractor continues to guarantee the contracting authority against any damages for which it may be liable to third



parties due to late performance of the procurement contract.

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

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.

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.

According to the situation, provisional acceptance is provided upon the completion of service delivery of the procurement contract and, on expiry of a warranty period, final acceptance is provided marking full completion of the procurement contract.

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.

#### **4.15.2 Acceptance costs**

Travel costs and any other costs that may include the cost for the stay of the service provider



and his team will be borne solely by the service provider.

- When drawing up his tender, the tenderer shall take into account the following acceptance costs: Refinement and Validation of Deliverables – Any costs associated with improving, finalizing, or ensuring the completeness of the deliverables.
- Participation in Validation Sessions and Meetings – Costs incurred by the service provider and their team for attending validation sessions or meetings requested by the contracting authority. These sessions may be scheduled as per the approved work plan or convened at the discretion of the contracting authority to assess progress and determine next steps.
- Revisions and Refinements – Costs associated with modifying deliverables based on feedback provided during the validation process.
- Execution-Related Costs – Any expenses incurred by the service provider and their team during the execution of the assignment, within the agreed-upon scope of work, until the final acceptance of the deliverables.

The contracting authority shall be responsible for covering the costs of its managing officials and any third parties it invites to validation or acceptance sessions, including logistical and related expenses.

#### **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:

[Tanzania.admin@enabel.be](mailto:Tanzania.admin@enabel.be) copying Ms. MLAY Jovitha [jovitha.mlay@enabel.be](mailto:jovitha.mlay@enabel.be).

- The relevant Purchase Order (PO) number. Invoices without the PO number will not be processed.
- The corresponding provisional acceptance report signed by the Managing Official.
- The EFD receipt (if applicable)

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 (30) days with effect from the expiry of the verification term or with effect from the day after the last day of the verification term, if this is less than thirty days. And provided that the contracting authority possesses, at the same time, the duly established invoice and any other documents that may be required.

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

The invoice must be in EUROS.

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

Payments shall be made exclusively in accordance with the payment schedule outlined in the Terms of Reference (section 5).

#### **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 Terms of Reference

### 5.1 Background information

Enabel is the Belgian agency for international cooperation. Enabel mission is to build a sustainable world where all live under the rule of law and are free to thrive. With our partners, we offer solutions addressing pressing global challenges – Climate Change, Social and Economic Inequalities, Urbanisation, Peace and Security, Human Mobility – and promoting Global Citizenship.

Enabel has over 20 years' experience in areas ranging from education and health care to agriculture, environmental protection, digitalisation, employment, and governance. Enabel's expertise is eagerly sought-after by partners around the globe – from the Belgian government, European Union institutions, governments of other countries and the private sector. We work with civil society, research institutes as well as businesses and we foster fruitful interaction between development policy and other areas.

With over 2,100 staffs, Enabel manages more than 200 projects in more than twenty countries, in Europe, Africa and the Middle East.

Since 1982, Tanzania has been a key partner country in the Belgian governmental cooperation. The collaborative endeavours of the Tanzanian and Belgian governments are centred on diverse priority sectors in the region, notably encompassing basic infrastructure for water and sanitation, as well as sustainable agriculture education, skills development, and economic advancement, among others. These initiatives are geared towards enhancing livelihoods, fostering community empowerment, and advancing the nation's overarching development objectives. Enabel's approach underscores the importance of collaboration with local partners, government agencies, and other stakeholders to ensure the effective implementation of its programs.

#### About Wezesha Binti

In July 2023, The Government of Tanzania and the Kingdom of Belgium signed a cooperation agreement for the implementation of a five -year project (2023-2028) titled **Wezesha Binti**. The general objective of the project is that: *“Young people especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region”*.

The specific objective of this project is that “Girls, young women and vulnerable boys aged between 14 to 29 years in targeted districts of Kigoma are empowered through multiple conducive learning pathways to enjoy decent, greener employment and an increased access to entrepreneurship”. Wezesha Binti is implemented through three result domains as follows.

**Result Domain 1** is focusing on quality **secondary education for girls and vulnerable boys**. This result domain contributes to enabling girls, young women and vulnerable boys within the age of 14-19 years age range, in targeted districts of Kigoma region, to access and complete quality secondary education and training. It gives priority to supporting the access and retention of girls and vulnerable boys who already dropped out or are at risk of dropping out, through creating safer school environments and addressing multiple supply-and demand-side barriers on the one hand, and

through enabling improved quality of education in conditions that are more conducive to learning on the other hand.

**Result Domain 2** is dedicated to **skills development**, with the ambition to **increase opportunities for decent employment of young women, through skills development, entrepreneurship promotion and business development support**. Students will find a better transition to the labor market through improved employment services. Youth will be equipped with relevant knowledge and skills (cognitive, digital, vocational, entrepreneurial and life skills) that will increase their opportunities for (self-) employment and decent work creation.

**Result Domain 3** is focusing on supporting a **protective and gender-equal environment**. This pillar contributes to tackle the discriminatory social norms and structural barriers that girls and young women face in their family, in their community, in the educative and professional spheres, so that girls and young women benefit from the same chances to continue their education and seize increasing remunerative economic opportunities them.

To achieve this result, the project is using “**SASA! Together**” – as a predominant approach in addressing violence against women and girls in Kigoma. SASA! Together is a community mobilization intervention that seeks to engage communities to understand and change harmful social norms to be able to address power imbalances between women and men that perpetuate women’s exposure to violence and HIV and their lack of access to Sexual and reproductive health and rights (SRHR) information and services. The methodology has a proven track record of bringing real change in the community. It uses a systematic four-step approach which gradually engages the whole community, based on the Activist Kit for Preventing Violence against Women and HIV and the promotion of gender equality.

In addressing violence against women and girls in Kigoma, the project is working with Non-Government Organizations as Wezesha Binti partners in the region. Being an important segment in building a gender transformative environment, Enabel is engaging a consultant to train partners as they embark in the implementation of the Action- Addressing Violence Against Women and Girls in Kigoma using the SASA! approach.

## **5.2 About the Assignment**

The main objective of this assignment is to support and build the capacity of approximately 40 staff from Enabel and its partners in using the SASA! Together approach to address violence against women and girls in Kigoma Region, with particular attention to the ethical and context appropriate implementation of the methodology.

## **5.3 Scope of Work**

### **5.3.1 Specific Objectives**

The specific objectives of this assignment are:

- To design and deliver a physical training session to Wezesha Binti partners and program staff to strengthen their capacity in designing and implementing the SASA! Together approach in Kigoma region.

- To provide ongoing support and mentorship through monthly two hours meetings to ensure that partners and program staff are equipped with relevant skills in rolling out the SASA! Together phases (3 sessions of two hours to be scheduled/aligned with the overall project timeline - see also art. 5.6).

### 5.3.2 Expected Outcomes

- Strengthened ability of Wezesha Binti partners in designing, implementing and monitoring SASA! Together approach in Kigoma Region.
- Increased visibility of violence against women and girls prevention interventions among communities in Kigoma Region.

### 5.3.3 Activities

#### 1. Inception meeting

The inception meeting will focus on the technical offer, refine the methodology and inception note, confirm the workplan and the timeline, clarify the support to be provided to the partners, define the list of participants and identify key risks and mitigation measures.

#### 2. Development of a training programme and related tools

Develop and share a tailor-made training programme including the tools and techniques that will be used to implement the assignment effectively. To enhance capacity building and knowledge sharing, the training shall be practical, adaptable, and aligned with the SASA! Together methodology.

#### 3. Training delivery

Conduct a high-quality in-person training session on SASA! Together approach for approximately 40 participants (Staff from Enabel and Partner organisations). The training will cover the different phases of SASA phases, their objectives, and practical guidance on how to implement them.

#### 4. Training evaluation and reporting

Assess the training provided and share a training report with relevant information to the contracting authority (participant feedback, learning outcomes, recommendations for follow-up, etc.).

#### 5. Support in developing Workplans

Provide technical support to partners in developing detailed work plans for the rollout of SASA! Together phases, including coordination of activities and communication/visibility strategies.

#### 6. Mentorship, coaching and support

Provide ongoing technical support, mentoring and coaching to Enabel and partners staff during the implementation of at least one SASA phases (see below art. 5.6). This will include notably: documenting the process and providing real-time data on the implementation and follow up report.

## 7. Final report

Provide a comprehensive overview of the assignment, including a summary of the objectives, methodology applied and the key activities conducted. The report should detail the content and delivery of the training session, training material used and feedback collected. The report must also outline the support provided to partners in developing their work plans and describe the mentorship and coaching process, including the modalities of remote support. A clear account of the implementation status of at least one SASA! Together phase by the partners should be included, along with lessons learned, challenges encountered, mitigation strategies, and recommendations for future support or scale-up. Additionally, the report should annex key documents such as the training agenda, participant lists, work plans, tools developed, and any data or documentation collected during the assignment.

### 5.3.4 Key Elements to be considered during the assignment

#### ***Gender transformative approach:***

To the largest extent possible, Enabel tackles deep-rooted social norms and perceptions that create or reinforce discrimination based on gender in all institutions and contexts relevant to the present assignment.

The following aspects of gender equality should be considered throughout the assignment :

- Gendered power relations and effective participation of young women within decision-making structures.
- Opportunities of decent, adapted and durable work considering young women and girls' specific needs and opportunities.
- Effective participation of women and girls in leadership, decision making.
- Prevention and response to (all types of) gender-based violence (including online GBV and economic violence).
- Engagement of men and boys into positive and transformative masculinities through community and institutional capacity building and reinforcement.
- Questioning gender roles and stereotypes (e.g. via training of teachers and social work professionals, peer-to-peer education, social media campaigns).
- Reveal the scale of gender inequality by supporting gender-disaggregated collection, analysis and reporting of data during the action research work.
- Opportunities of collaborations on shared, participative and transformational visions of resilience to climate-change.
- Women and girl's empowerment opportunities throughout the project and the specific assignment.

#### ***Human rights-based approach.***

The assignment will strengthen the capacity of institutional leaders in the field of gender equality and women's rights as prescribed in this Tender Document. Specific attention will be paid to vulnerable groups adhering to LEAVE NO ONE BEHIND and DO NO HARM principles.

## 5.4 Methodology

The consultant is expected to build capacity of Wezesha Binti Partners in implementing the SASA! Together. Therefore, the approach to this assignment must be participatory, empowering partners to understand and own the process. The Consultant must describe the methodology by which they will address/deliver the demands described in the present document.

The methodology must:

- Be adapted to the local context and reflect the realities of community-based work.
- Include facilitation techniques that are inclusive, learner-centered and aligned with adult learning principles.
- Ensure that partners are involved in shaping and co-owning the training, work plans, and implementation processes.

## 5.5 Technical offer

The consultant must submit a technical offer that clearly describes the methodology by which (s)he will address/deliver the demands described in this tender document. The offer should include the following:

- A detailed description of the approach to the assignment, training, learning details and coherence with all three result domains as described in the background information.
- A clear demonstration of understanding of the ToRs.
- A risk assessment and possible mitigation measures.
- A proposed workplan with timelines for each activity within the provided timeframe.
- A description of the consultant's approach to training, mentorship and coaching of partners both in process and content.

## 5.6 Contract duration

This contract will be executed within three months as from the date of the reception of the award notification letter.

The consultant will conduct two hour online monthly sessions to provide support to partners and Enabel Staff. The sessions will be scheduled within the three-month contract period, ensuring that a total of three sessions are delivered (one per month) aligned with the overall project timeline.

## 5.7 Geographical scope

The training will take place in the region of Kigoma with the specific venue to be confirmed during the kick-off inception meeting.

## 5.8 Deliverables and timeline

The bidder is expected to fulfil the required tasks and execute the deliverables in the proposed timeframe below.



<b>Activities Description</b>	<b>Deliverables</b>	<b># of Days</b>
Inception meeting with Enabel to clarify terms and conditions	Inception Report Including: <ul style="list-style-type: none"> <li>Detailed Approach and Methodology</li> <li>Detailed Workplan and timeline</li> <li>Risk analysis</li> </ul>	3
Develop and share the training process, tools and techniques for delivering the assignment.	<ul style="list-style-type: none"> <li>Facilitation Guide</li> <li>The Training tools (programme, handouts and exercises, PowerPoint presentation, a training manual including materials for the trainees) in editable format that will be used during the training.</li> </ul>	5
Conduct a physical training session on SASA! Together to partners and Wezesha Binti Project Staff on SASA phases per agreed terms  Assess the training provided and share a training report	<ul style="list-style-type: none"> <li>Training delivered</li> <li>Training Report submitted.</li> </ul>	5
Support partners to develop workplan to roll out the SASA! together phases, coordination of interventions and visibility	Partners Workplans finalised.	3
Provide support, mentoring and coaching to partners on rolling out at least one SASA! together phase	3 Meeting Report Activity Progress Report	14
Draft and submit a final Report	Comprehensive Final Report	2
<b>Total Number of Days (to be divided between the experts)</b>		<b>32</b>

*\*The Consultant may propose an alternative timeframe provided that the total does not exceed the maximum limit of 32 person-days.*



## 5.9 Quality Management

The consultant must ensure quality management through continuous monitoring, feedback meetings and other approaches deemed necessary. This includes the following:

- Implementing internal quality control processes, such as continuous monitoring, feedback loops, and self-assessment.
- Monitoring participant satisfaction and incorporating feedback from Enabel and partners.
- Ensuring all deliverables meet agreed standards, are submitted on time, and respond to the assignment's objectives.

The Contracting Authority will conduct regular performance evaluation. Results of these evaluations will be shared with the consultant and, if necessary, corrective actions may be requested.

While the consultant may carry out additional self-evaluations, these will not be binding to Enabel. Enabel's Gender Thematic Expert will closely monitor assignment progress to ensure expected quality standards are met.

As described above, a kick-off (Inception) meeting will take place at the start of the performance to align and clarify the work plan, communication modalities, roles, and responsibilities. This meeting will be convened by Enabel and led by the Gender Thematic Expert (Managing Official).

Throughout implementation:

- As required, ad hoc meetings and conference calls may be scheduled and organized by the consultant (or Enabel).
- Prior to each of these meetings/conference calls the consultant will submit to the contracting authority a summary of any specific points that need to be discussed.
- Communication must be timely: the consultant is expected to respond to Enabel's queries within two (2) working days, unless otherwise agreed.

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

### Reporting Requirements :

- A progress report must follow the completion of each major activity (see Section 5.3.3).
- Reports must include all relevant information such as key dates, participant data, methodologies used, observations, challenges, and recommendations. Each report must not exceed 30 pages and include relevant annexes and references.

All deliverables are subject to review and formal approval by the Managing Official.

Enabel will :

- Make accessible all relevant documents, reviews and research that will be used during the preparation and implementation of the assignment.
- Facilitate logistical arrangements for the participation of the staff to the training session. This will include notably providing a conference room and covering small catering.
- Support in the roll out of the institutional workplans following the training of trainers.
- Monitor progress and provide feedback throughout the assignment.

## 5.10 Payment Schedule

Deliverables	Payment Modality	
Upon Approval of Inception Report Outlining <ul style="list-style-type: none"> <li>• Detailed approach &amp; methodology</li> <li>• Detailed work plan including activities and sub activities</li> </ul>	1st Instalment	30%
Upon Approval of the <ul style="list-style-type: none"> <li>• Training guide and Tools</li> <li>• Training Report</li> <li>• Partners Workplans</li> </ul>	2nd Instalment	20%
Upon Approval of the <ul style="list-style-type: none"> <li>• 3 Meeting Reports</li> <li>• Activity Progress Report</li> </ul>	3rd Instalment	20%
Upon Approval of the Final Report	4th Instalment	30%

## 5.11 Selection Criteria

### Minimum required expertise for the team of consultants (min. 2 experts)

The contracting authority is seeking a team of experts (min. 2 people : a Team Leader and an Expert) possessing the qualifications outlined in the tender specifications.

Both individual consultants and consulting firms are eligible to submit a bid.

In the case of a team of individual consultants, the designated Team Leader will be regarded as the sole contractor for the contracting authority and the single point of contact for all administrative and operational matters related to this public contract. Accordingly, the financial and administrative capacity assessment will be conducted exclusively on the Team Leader.

The delegation of responsibilities by the Team Leader/individual consultant to one or more subcontractors does not exempt him/her from its obligations to the contracting authority.

The contractor will remain fully and solely liable to the contracting authority for the proper execution of the contract.

The contractor is required to carry out the contract using the personnel named in the tender, except in cases of force majeure. These individuals—or their approved replacements—must be effectively involved in delivering the services. Any replacement of personnel must receive prior approval from the contracting authority.

## **Profiles**

The consultancy team to be proposed must be composed of min. 2 people with at least the following qualifications (Proven by degrees, letter of recommendations, employment records, certificate of completion, or any relevant documentation) :

### **1 Team leader :**

- Master's degree level or equivalent in gender studies, sociology, political science, education, development studies or any other relevant field;
- At least two years' experience in adapting at the minimum of two phases of SASA! to another context;
- At least four years of professional experience in facilitating trainings and processes on gender transformative approach;
- Must have at least five years' experience in violence against women prevention programming;
- Must have at least three years' experience in mentoring and training trainers in adult learning.

### **1 Expert:**

- Bachelor's degree level or equivalent in gender studies, sociology, political science, education, development studies or any other relevant field ;
- At least two years' of professional experience in facilitating training and processes and training trainers in adult learning.

**Expert(s) accredited as SASA! adaptation support providers or Implementation support providers will be highly desired.**

The contractor (individual consultant/team Leader or the firm) should :

- Have at least 3 years of experience in facilitating training and processes;
- Provide a list of 2 similar projects in the past 5 years that demonstrate successful delivery and quality (proven by the certificate of good completion of any other official confirmation document proving satisfactory delivery);
- Provide audited financial statements or other proof of financial stability to demonstrate a total turnover of at least 20.000 € during the last 3 past financial years (cumulative) to prove their ability to meet the contractual obligations.

## **5.12 Award Criteria**

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

### **a) Technical proposal 70%**

1.	<ul style="list-style-type: none"> <li>- Detailed methodology including how activities and sub-activities will be performed, <b>(25)</b>;</li> <li>- Understanding of (ToRs) &amp; possible comments on the ToRs and overall strategy to be used for the implementation of the assignments <b>(10)</b>,</li> <li>- Risk analysis and proposed mitigation measures <b>(5)</b>,</li> </ul>	<b>40 points</b>
2.	<ul style="list-style-type: none"> <li>- Relevance of the work distribution among the team members in relation to the person-days allocated to them and timetable of activities. The indicative total number of person-days to be performed by the whole expert team is estimated at 32 person-days.</li> </ul>	<b>30 points</b>

**b) Financial proposal (30%)**

The following formula will be adapted to compare the bids. The lowest bid will get a maximum score of 30.

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

## 6 Forms

### 6.1 Identification Form

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

To fill the form, please click here :

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:fcf7423f-7287-4cbb-9c7b-645ab60734a3>

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

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

### 6.1.2. Public law entity

To fill the form, please click here :

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:fcf7423f-7287-4cbb-9c7b-645ab60734a3>

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

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

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

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

### 6.1.3. Subcontractors

Name and legal form	Address / Registered office	Object

## 6.2 Financial identification Form

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>6</sup>	
IBAN/ACCOUNT NUMBER <sup>7</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

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

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

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

<sup>6</sup> This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

<sup>7</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.



## 6.2. Tender Forms – prices

By submitting this tender, the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications TZA22003-10120 and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

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 (the VAT is dealt with on a separate line) :

Expert Fees	Unit	Unit price	Quantity (max 32 person days to be divided between the experts)	Total
<b>Team Leader (1)</b>	Person-days	€	.....	€
<b>Expert (1)</b>	Person-days	€	.....	€
<b>SUB-TOTAL: (A)</b>				<b>€</b>
<b>WHT<sup>8</sup> to be retained at source:</b> 5% of (A) for local bidders or 15% for international bidder. <b>(B)</b>				<b>€</b>
<b>NET to be paid to the bidder (C) = (A-B)</b>				<b>€</b>
<b>VAT of 18% (exempted)</b>				<b>€</b>
<b>Reimbursable Fees (if applicable)<sup>9</sup></b>				
International travel costs		€		€
Visa costs		€		€
<b>SUB-TOTAL (D)</b>				<b>€</b>
<b>GRAND TOTAL (E) = (C+D)</b>				<b>€</b>

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

In annex ....., the tenderer attaches .....to his tender TZA22003-10120 bid.

Certified true and sincere,

Handwritten original signature(s):

<sup>8</sup> Withholding Tax : 5% will be imposed for Local Expert while 15% will be imposed for international expert.

<sup>9</sup> Refer to the section 3.4.3.1-Element included in the price

## 6.3 Declaration on honour – exclusion criteria

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

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

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

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

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

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

- 7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, human- rights violations, the destabilization 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:

[internationales-nations-unies](#)

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

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

[europ%C3%A9ennes-ue](#)

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

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

[https://finances.belgium.be/fr/sur le spf/structure et services/administrations generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2)

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

## 6.4 Integrity statement for the tenderers

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

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

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

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

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

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

.....Place, date.

## 6.5 Selection file – economic and financial capacity

### Economic and financial capacity – See Art. 67 of the Royal Decree of 18 April 2017

The tenderer must provide Financial Statements proving a minimum turnover of 20,000€ achieved in total (cumulative) during the past three financial years.

**For Belgian-Enterprises :** Tenderers who have not deposited their approved Financial Statements with the National Bank of Belgium for the last three financial years shall include them in their tender. This obligation also applies for recently approved Financial Statements that have not yet been deposited with the National Bank of Belgium because the legal deposit deadline has not yet expired.

**Non-Belgian enterprises** must also attach to their tender their approved Financial Statements for the 3 past financial years or 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.**

## 6.6 Other documents to be provided

- **Power of attorney (when applicable)**

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

- **Criminal record certificate for the person mandated to commit for the tenderer**

- **Incorporation certificate**

The Bidder shall include in his tender the **incorporation certificate** from the competent authority.

- **VAT Registration certificate/TIN**

- **Certification of clearance with regards to the payments of social security contributions**

At the latest before award, the Bidder must provide a certification from the competent authority stating that he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment.

- **Certification of clearance with regards to the payments of applicable taxes**

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

- **List of the similar assignments**

Bidder must provide in his bid the list of the **similar assignments (min.2) performed during the last 5 years**, including the amount involved and the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the Bidder has experience in delivering those services.

Description of the main similar contracts	Amount involved	Relevant dates in the last 5 years	Name of the Client

- **Key experts/Trainers**

The tenderer must complete the summarized table hereunder. He must provide in his offer the CV's of the key experts proposed to provide the training services as well as degrees/ certificates. The consultancy team will be comprised of at least 2 team members (as detailed in the ToRs). The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs.

Name of expert	Proposed position	Years of relevant experience	Education background	Special area of knowledge

## 6.7 Overview of the documents to be submitted – to be completed

The tenderer shall prepare separately, the *administrative*, *technical* and *financial* proposals as explained below (ref. also to art. 3.4.4 “How to submit tenders?”).

### 1. ADMINISTRATIVE PROPOSAL

The Administrative proposal shall respect the following structure:

- Identification forms (See art.6.1)
- Financial Identification Form (See art. 6.2)
- Powers of attorney (See art 6.6)
- Criminal record certification (See art 6.6)
- Certificate of incorporation (See art 6.6)
- Declaration on honour - Exclusion Criteria Form (see art.6.3)
- Integrity Statement form (see art. 6.4)
- Economic and financial capacity information (see art. 6.5)
- Information and documentation requested for the selection process (see section 5.11 and art. 6.6).

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

- Tax Clearance Certificate (see art. 6.6)
- Social Security Contribution Clearance (see art. 6.6)

### 2. TECHNICAL PROPOSAL IN ACCORDANCE WITH THE TERMS OF REFERENCE

The technical proposal must be concise, clear and contain all the information requested in section 5 of the tender document.

### 3. FINANCIAL PROPOSAL

The tenderer must use the tender form included in section 6.2 and follow the instructions (person days, WHT, etc.).