



Request for price

CONTRACT TITLE: Public procurement contract for development of learning materials for improving educational and digital competencies of teachers in Jinja and Adjumani districts.

PROCUREMENT REFERENCE NUMBER: BEL24001-10007

NAVIGATION CODE: BEL24001

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1 Technical Specifications

1.1 Requirements for the services

1.1.1 Technical methodology

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

1.1.1.1 Background

The Digital Innovation for Education Scaling Project (DI4E) is an initiative; part of the EU Global Gateway Flagship Program Regional Teacher Initiative for Africa (RTIA). Funded by the European Union, this project aims to support lower secondary teachers to adopt creative digital pedagogies with a view to supporting their learners to actively engage with digital technologies for high-quality, empowering, and engaging learning experiences. The Teach2Empower is a parallel financing by Belgium to the EU Global Gateway Flagship program "Regional Teacher Initiative for Africa (RTIA)". The implementation is carried out by Team Belgium, which includes APEFE, VVOB, and Enabel (lead agency). For Enabel, the Teach2Empower project supplements its RTIA Digital Innovation for Education scaling project in Tanzania, Uganda, and Rwanda. The project focuses on improving instructional digital teaching competencies among lower secondary teachers in Uganda, particularly through the co-creation of innovative and context-specific learning materials that support Continuous Professional Development (CPD).

In view of this assignment, the educational materials that enhance Continuous Professional Development must be aligned with Uganda's 2025 ICT Competence Standards for Teachers and the European Framework for the Digital Competence of Educators (DigCompEdu). They should address varying levels of digital proficiency among educators and focus on the following key areas:

- Digital technologies for professional collaboration and continuous professional development.
- Finding, using, creating, and modifying digital learning resources.
- Digital pedagogies, with an emphasis on active learner engagement, personalization, and inclusive teaching through differentiation.
- Facilitating learners' digital competences.

Recent co-creation workshops with educators, particularly those focused on innovation hubs, have reinforced the critical need for localized and thematic teaching and learning materials. The DI4E project will pilot these efforts in Jinja and Adjumani districts, with operations centered at the Nile Spark and Pioneer Innovation Hubs, respectively.

1.1.1.2 Rational of content development

The co-creation and deployment of tailored CPD materials aims to:

- Enhance the instructional capacity of teachers in 8 selected schools. Once successful, the material will be scaled to other schools in the country.
- Promote effective, engaging, and scalable teaching methodologies, aligned to the competence-based curriculum.
- Embed themes such as technology integration, and active teaching and learning.
- Have in place and scale up models for blended teaching and learning (blended learning).

1.1.1.3 Objective

To support a co-creation assignment to design, develop, produce innovative, context-specific educational materials for schools in the RTIA Scaling project locations in Jinja and Adjumani districts.

1.1.1.4 Specific objectives

- Assess the teaching and learning gaps/ needs to determine the needed learning.
- Co-design/cocreate instructional materials with educators in Jinja and Adjumani districts.
- Develop relevant, contextualized teaching and learning materials to be produced and both in digital and print material, considering various means such as use of multimedia, gamification, visuals, and blended learning.
- Develop tools for evaluating the impact of the developed materials on performance (quizzes, assessments, and other relevant impact assessment tools).

1.1.1.5 Scope of work

The Digital for Educational Expert will be responsible for leading the end-to-end process of developing materials for eight secondary schools in Uganda, as per the gaps identified in the assessment exercise. The Expert, together with the DI4E team, will work closely with the consultants to deliver the assignment to:

1. 40 teachers in Jinja.
2. 40 teachers in Adjumani.

1.1.1.6 Tasks

The contractor will undertake the following key tasks:

1. Teaching and learning materials needs/gaps analysis.

This initial stage shall involve identifying the specific learning needs of the target audience and the context in which the materials will be used. It shall include understanding the users' existing knowledge, skills, attitudes, and learning and development preferences, as well as the goals and objectives of the learning experience. This stage will inform you of the subsequent development process and ensure the materials are tailored to the target audience's requirements. Specifically, the consultant will:

- Review the available and existing materials to identify the gaps.
- Develop the needs assessment/ analysis tools and have them approved by the DI4E team.
- Specify the methods to use during the needs analysis exercise.
- Conduct needs assessments in 8 schools as specified above in collaboration with the DI4E team.
- Understand the audience's needs, existing content gaps, preferred learning and development approaches and training modalities.
- Compile the needs assessed in a report and present it to the DI4E team for approval before proceeding with the next steps.

2. Materials Design (Co-creation & Prototyping).

Based on the needs analysis report, the design phase shall focus on creating a blueprint for the materials. This shall involve defining the content, structure, and format of the materials, including learning objectives, subject matter, and the types of activities and assessments. The design phase also should consider the most effective ways to present the information and engage the target audience. Define clear learning objectives based on the analysis. Specifically, the consultant shall:

- Determine and set up co-creation events and methods to design the materials needed.
- Determine content themes, format, style, delivery modalities (e.g. online, face-to-face, blended), and appropriate tools (e.g. multimedia, visual aids, assessments).
- Choose the optimal training material best suited for different categories of audiences, either teachers or learners.
- Produce a report of this assignment capturing the content, formats, delivery modalities, tools, and assessment methodologies to be used during materials delivery.

3. Development of materials.

The stage shall involve creating the actual teaching and learning materials, such as playbooks, presentations, multimedia resources like text, images, podcasts, case studies, audio, video, visual charts, animation, interactive elements, and online resources. It shall also include writing, editing, and formatting the materials to ensure clarity, accuracy, and accessibility. Specifically, the consultant shall:

- Facilitate co-creation and prototyping of learning materials in the format specified in the above paragraph.
- Develop the material best suited for different categories of audiences, either teachers or learners depending on the target audience identified in the assessment stage.
- Gather and write, edit and clarify all the information provided during the co-creation exercise.
- Complete the final materials in soft and hard forms to be used in a blended learning style.
- Lead the testing and refinement of content in real learning environments.
- Complete the content and hand it over to the project team.

4. Develop tools for evaluating the impact of the training materials.

To know if the training materials are effectively working once followed by the target participants, the project will conduct assessments. The assessments shall be done before, during and after the training to determine how the target participants demonstrate their proficiency, competencies, knowledge, skills, and attitude, and even perhaps identify more capacity needs. Specifically, the consultant shall:

- Design tools to Collect Feedback from the target audiences before, during and after the training
- Establish feedback mechanisms for the blended course (quizzes, badges, assessment surveys etc).

1.1.1.7 Deliverables

The contractor shall deliver as follows:

- Needs Assessment Report (covering teaching and learning gaps, competence gaps (skills, knowledge and skills, and proficiencies, target audience training preferences, existing materials, and digital readiness).
- A list of participants in the assessment exercise.
- A list of materials/ gadgets identified as good media for delivering the training.

- Instructional Design Documents (with learning outcomes, content structure, and methodology).
- Visual and technological aids plan (such as playbooks, presentations, multimedia resources like text, images, podcasts, case studies, audio, video, visual charts, animation, interactive elements, and online resources).
- Learning modalities per audience category (e.g., blended, face-to-face, gamified methods etc).
- Draft versions of learning materials.
- Workshop reports from co-creation sessions (a minimum of 20 quality pictures, agendas, feedback).
- Finalized learning materials/user manuals (PowerPoint and Word) in print-ready and digital formats).
- Multimedia content (images, podcasts, case studies, audio, video, visual charts, animation, interactive elements, and online resources).
- Evaluation Toolkit (pre/post-tests, feedback forms, teacher self-assessment tools).
- Final Consultancy Report (overview of process, findings, recommendations for scaling).

1.2 Project management

An inception meeting will take place in Kampala at the start of the assignment. The aim will be to discuss with the Contracting Authority the general implementation of the assignment, the work plan with clear timelines for the deliverables and communication with the management team. The meeting will also aim at clarifying to the contractor the roles and responsibilities of the Contracting Authority during the implementation of the tasks.

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

Daily coordination and management of this consultancy will be by the Digital Education Expert who is also the contract manager. All deliverables are to be addressed to and approved by the Contract Manager.

Supplementary meetings in Kampala during the implementation of the specific contracts may be convened at the request of the Contracting Authority to monitor the implementation.

The Contractor shall be required to reply to all queries from the Contracting Authority within two (2) working days, unless agreed otherwise.

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

All deliverables as stated will be submitted for approval and endorsement to the contract manager.

1.2.1 Quality management

The contractor shall ensure quality delivery of the services through the following:

- i. Collaborative oversight.
 - The DI4E Team, in coordination with Enabel and school representatives, will provide technical oversight.
 - A core review team will be constituted to provide regular feedback at each milestone (e.g., concept development, draft content, final materials).
- ii. Quality assurance criteria.

All deliverables will be assessed against the following criteria:

- Relevance: Content is context-appropriate and aligned with Uganda's lower secondary curriculum and teacher development priorities.
 - Accuracy: Information is correct, up-to-date, and reflects current educational practices, including topics like climate change and ICT.
 - Accessibility: Materials are inclusive, easy to use, and adapted to the digital and linguistic capacities of target teachers.
 - Scalability: Products are designed in formats that can be easily replicated or adapted for other schools and districts.
 - Innovation: Use of multimedia, gamified learning, and interactive approaches that promote engagement and retention.
- iii. Validation and testing.
 - Field testing of draft materials will be conducted with educators in selected schools.
 - Feedback will be collected through surveys, interviews, or workshops and used to revise and improve materials.

- User acceptance testing will ensure that the tools are practical and usable in real teaching environments.
- iv. Regular checkpoints and reviews: Work will be reviewed at defined milestones:
- After the needs assessment.
 - After initial content design.
 - After pilot testing.
 - Before final delivery.
 - Each stage will include a review meeting with the DI4E team and selected stakeholders.
- v. Documentation and version control.
- All drafts, feedback, and revisions will be documented.
 - A clear version control system will be maintained to track content development, ensure transparency, and avoid loss of key inputs.
- vi. Final approval and sign-off.
- Final deliverables will be formally reviewed by Enabel and DI4E team before approval.
 - Only outputs that meet agreed-upon standards and quality benchmarks will be accepted.

1.2.2 Place and time of delivery

The contractor shall deliver the service within Jinja and Adjumani districts as indicated below:

No.	School	Location	Distance in KM from Kampala
1.	Jinja College	Jinja	97.6
2.	St. Mary Assumpta Girls SS	Adjumani	441

The duration of the contract shall be 120 calendar days starting from the date of inception kick off meeting. The implementation period shall be 65 calendar days.

Timelines for implementation of tasks are as indicated below:

Tasks	Duration of activity in person calendar days
Teaching and learning materials needs/gap analysis.	15
Materials design (co-creation & prototyping).	10
Materials development (final content development & production) including development of evaluation tools.	30
Production of final products after input by the Enabel team.	4

Development of the impact assessment tools.	1
Final report and submission of the materials in the required formats (print ready PDF, word, etc).	5
Total number of person days	65

1.2 Requirements for the resources

1.2.1 Requirements for human resources

Composition of the team	• 1 Coordinator/Team leader • A pool of 2 individual experts
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The Contractor shall be responsible to present a pool of key experts that shall cover all contents of this contract. The contractor shall be responsible for selecting a coordinator/team leader and the individual expert out of his pool for delivering the outputs of the specific service requests of the contract.

Coordinator/team leader

The Contractor shall identify a coordinator/team leader within its organization who shall be the single point of contact for all administrative and operational communication with the Contracting Authority. The single point of contact and if necessary, his/her replacement must fulfil the requirements set in the terms of reference. Similarly, the Contracting Authority will designate a contact person.

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

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

Individual Experts

The Contractor shall be responsible for selecting the individual expert(s) for delivering the outputs of the specific activities of the contract. However, each individual expert will require all the skills and expertise, as specified in the qualifications section below.

1.2.2 Qualifications of the team.

Coordinator/team leader:

Mandatory requirements

- A Master's degree in Education or Institutional Design or Curriculum Studies or Educational Technology or related field.
- Minimum of 5 years of relevant experience in curriculum design, teacher training, or educational content development.

Other requirements

- Additional certification or training in digital content creation, e-learning development, or teacher professional development is an added advantage.
- Strong background in designing CPD programs for teachers, preferably in secondary education settings.
- Experience working in low-resource or rural education environments, particularly in East Africa or Uganda.
- Demonstrated knowledge of climate change education, ICT integration, or education technology is highly desirable.
- Expertise in instructional design methodologies, including needs assessments, learning objectives development, and evaluation frameworks.
- Proficiency with digital content development tools (e.g., Adobe Creative Suite, Articulate, Canva, podcast editing software).
- Ability to facilitate participatory workshops and co-creation processes with educators.
- Excellent communication, facilitation, and documentation skills.

Individual experts:

Expert 1

Mandatory requirements

- A degree in Multi-media or Graphics Design or Communication or Animation or related fields.
- Minimum of 3 years of relevant experience in curriculum design, teacher training, or educational content development.
- Proven experience in developing multimedia learning materials (e.g., videos, podcasts, infographics) for education programs.

Other requirements

- Additional certification or training in digital content creation, e-learning development, or teacher professional development is an added advantage.

- Strong background in designing CPD programs for teachers, preferably in secondary education settings.
- Experience working in low-resource or rural education environments, particularly in East Africa or Uganda.
- Demonstrated knowledge of climate change education, ICT integration, or education technology is highly desirable.
- Expertise in instructional design methodologies, including needs assessments, learning objectives development, and evaluation frameworks.
- Proficiency with digital content development tools (e.g., Adobe Creative Suite, Articulate, Canva, podcast editing software).
- Ability to facilitate participatory workshops and co-creation processes with educators.
- Excellent communication, facilitation, and documentation skills.

Expert 2:

Mandatory requirements

- A degree in Education or Pedagogy or related fields.
- Minimum of 3 years of relevant experience in curriculum design, teacher training, or educational content development.

1.2.3 Management of the team

During the implementation of the contract the Contracting Authority shall individually assess the performance of the key experts and conduct evaluation sessions to get feedback from the participants. The contracting authority reserves the right to reject an expert if his/her performance is not satisfactory to the contracting authority.

The contractor shall ensure that there is a back-up expert available in the pool. Should the expert become unavailable for more than 2 days for any reason, the back-up expert must be provided at short notice. The back-up expert shall continue the implementation at the required standards. In case of unavailability of a team member, the contractor shall ensure prompt replacement with at least the same level of qualifications as those of the expert being replaced and who was initially proposed for the assignment in accordance with the tender.

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

1.2.4 Deployment of the team

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

The contractor shall be responsible for selecting the key expert out of his pool for delivering the outputs of the specific service requests of the contract. But during the implementation of the contract the contracting authority will individually assess the performance of the key experts and conduct evaluation sessions to get feedback from those participating in the assignment. The contracting authority reserves the right to reject the key expert if his/her performance is not satisfactory to the contracting authority.

1.2.5 Other resources

The contractor shall provide his/her team with laptops, internet for any remote presentations and any other materials required for the assignment. However, Enabel shall provide internet access during physical training sessions and cater for logistics of the teachers. Relatedly, the contractor shall be given access to relevant information necessary for executing the assignment.

2. Contract conditions

2.1 General remarks

Except when specified otherwise in the order or any related contractual document of the contracting authority, these conditions apply to public contracts for services awarded in the name and on behalf of Enabel (contracting authority).

2.2 Subcontracting

The service provider may, under their sole responsibility, call upon subcontractors for certain components of this contract. Subcontracting is under the sole responsibility of the service provider and does in no way discharge the service provider of performance obligations under the contract vis-à-vis the contracting authority, which recognizes no legal relation with subcontracting third parties.

2.3 Cession

One contracting party may not cede its rights and relinquish its obligations resulting from the order to a third party, without having obtained in advance the written approval of the other party.

2.4 Conformity of performance

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

2.5 Execution modalities

The start date, the performance deadlines agreed as well as the instructions about the performance place must be strictly observed.

Any exceeding of the performance deadline and this for whatever reason shall result as of right and by the expiry of the deadline in the application of a fine for late performance of 0.07% of the amount of the order per commenced week of delay. This fine is limited to a maximum of 10% of the total amount of the order.

In the event of excessive delay or other non-performance, the contracting authority can terminate the public contract and launch another request for price quote and have the services delivered by another provider. Any possible extra cost shall be borne by the defaulting service provider.

Any costs to which the contracting authority would be exposed and attributable to the defaulting service provider are borne by the latter and deducted from amounts owed.

2.6 Acceptance of services

The service provider delivers only services that have no apparent and/or hidden defects and that correspond strictly to the Terms of Reference of this public contract and, if necessary, to the prescriptions of related documents as well as applicable regulations, in compliance with good practice and the state of the art and for the purposes that the contracting authority has in mind, which the service provider knows or at least should know.

Acceptance of the services or final acceptance only takes place after the complete inspection by the contracting authority of the conformity services delivered. An acceptance reports confirms such acceptance.

The signature of (a staff member of) the contracting authority, in particular in electronic reception devices, upon delivery of the report or other required output, does consequently only count as evidence of taking possession and does not concern the acceptance of the report or the output.

The contracting authority disposes of a maximum verification term of thirty days starting on the end date of delivery of services to be accepted and to notify the result to the service provider.

2.7 Invoicing and payment

The contractor shall send a copy of the invoice and contract acceptance report (original copy) to the following address:

Tabitha Nandera

Tabitha.nandera@enabel.be

Financial Controller, WeLearn/We Teach Project

Plot 11 Nile Crescent Rd, Jinja

Invoices in due form and not disputed are paid within 30 calendar days after acceptance.

The invoice must be in UGX

Payment shall be made in instalments (progress payments) based on milestones as indicated below:

- 20% upon submitting a needs assessment report, list of participants, list of identified materials, instruction design documents, and visual & technological aid plans.

- 50% upon submitting learning modalities, draft versions of learning materials, workshop reports, finalised learning materials, multimedia content.
- 30% upon submitting evaluation toolkit and final consultancy report.

Advance payment:

By way of derogation from the foregoing, and in accordance with Articles 12/1 to 5 of the Law of 17 June 2016, inserted by the Law of 22 December 2023 amending the regulations relating to public contracts with a view to promoting access by SMEs to the said contracts, the contracting authority shall pay an advance when the successful tenderer proves to be an SME within the meaning of Article 163, § 3, subparagraph 2, of the Law of 17 June 2016.

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

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

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

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

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

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

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

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

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

2.8 Taxes

1. VAT

All prices shall be quoted exclusive of VAT.

However, at the time of invoicing, the contractor must include VAT on the invoice.

2. Withholding tax

This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda.

2.9 Insurance

The service provider is bound to take out any obligatory insurance and to take out or renew any necessary insurance for the good performance of this contract, especially insurance covering 'civil liability' 'work accidents' and 'transport-related risks', and this for the whole period of the assignment.

The service provider will send the contracting authority, upon simple demand, a copy of the insurance policies taken out by the service provider and proof of regular payment of the premiums that are borne by him.

2.10 Intellectual property rights

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 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.

2.11 Obligation of confidentiality

The service provider and its employees are bound by a duty of reserve concerning the information which comes to their knowledge during performance of this public contract. This information may not under any circumstances be communicated to third parties without the

written consent of the contracting authority. The contractor may, nevertheless, list this contract as a reference, provided that he indicates its status correctly (e.g., 'in performance') and that the contracting authority has not withdrawn this consent due to poor contract performance.

Any commercial, organisational and/or technical information (all data, including, and this without limitation, the passwords, documents, schedules, plans, prototypes, figures) that the service provider gets hold of through this public contract remain the property of the contracting authority.

The Contractor shall respect the protection of personal data.

2.12 Deontological clauses

Any failure to comply with one or more of the deontological clauses given below may lead to the termination of this contract and to the exclusion of the service provider from other public contracts for Enabel.

For the duration of the contract, the service provider and his staff respect human rights and undertake not to go against political, cultural or religious customs of the country where services are delivered.

In accordance with Enabel's Policy regarding sexual exploitation and abuse (add link to text), the service provider and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects implemented by Enabel and towards the 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. In application of Enabel's Policy regarding sexual exploitation and abuse there will be zero tolerance towards any misconduct referred to in its Policy regarding sexual exploitation and abuse that could impact the professional credibility of the contracting parties.

Any attempt by a service provider to obtain confidential information, to make illicit agreements with competitors or to influence the contracting authority in any way will result in the rejection of his tender.

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

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

2.13 Complaints management and competent courts

Only Belgian law applies to this public contract.

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

In case of litigation or divergence of opinion between the contracting authority and the service provider, the parties will consult each other to find a solution. Where needed, the service provider may request mediation via e-mail complaints@enabel.be cf. <https://www.enabel.be/content/complaints-management>

Any litigation about the orders and these contract conditions are the exclusive competence of the Brussels Courts.

3.1 Procurement procedure

CONTACT PERSON AT ENABEL during the procedure	
NAME:	Victor Tamale
FUNCTION:	Public Procurement Officer - Contract Service Center, Enabel
ADDRESS:	Enabel, Belgian Development Agency Lower Kololo Terrace, Plot 1B PO Box 40131, Kampala
E-MAIL:	uga_csc_contracts@enabel.be

CONTACT PERSON AT ENABEL AFTER CONTRACT CONCLUSION	
NAME:	Moses Owiny
FUNCTION:	Digital Education Expert
ADDRESS:	Enabel, Belgium Development Agency Lower Kololo Terrace, Plot 1B P.O Box 40131, Kampala
E-MAIL:	moses.owiny@enabel.be

INFORMATION REGARDING THE PROCEDURE		
RECEPTION OF TENDERS:	BID SUBMISSION DATE:	3rd September 2025 at 10:00 am, Kampala time
	MEANS:	The tenderer submits his tender as follows: - The duly completed and signed tender shall be submitted only by e-mail and only as attachments and not via a link to a platform. The files shall be clearly named and structured and submitted in a compressed zip folder. The tenderer is solely responsible for the accessibility and legibility of files. The tenderer

		shall not submit at the last minute. Untimely submission, incomplete submission or indirect submission of documents that are inaccessible or illegible may lead to the rejection of the tender. - The subject of the e-mail shall clearly mention the procurement reference number and the contract title, as stated on the cover page of the tender specifications, as well as the name of tenderer. - It shall be submitted by email to: uga_csc_tenders@enabel.be.
SUBMISSION DETAILS		- The tenderer shall submit separately, the administrative, technical and financial proposals in the email. In case they exceed 6MB, then the tenderer submits separate emails clearly indicating ' Administrative, technical or Financial proposal'
VALIDITY PERIOD OF THE TENDER:	120 calendar days	
CONTENT OF THE TENDER	<u>Administrative proposal</u> - Identification form (Natural persons). - Legal identification form (Private/public law body with legal form). - Financial identification form (along with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation). - Declaration on honor – Grounds for exclusion. - Integrity statement of the tenderers. - Subcontractor form. - Economic and financial capacity form. - Technical and professional capacity form. (List of 1 main similar assignment completed in the last 3 years). <u>Technical proposal</u>	

	- Technical methodology (concept development, proposed approaches, delivery mechanisms). - Project management proposal (quality management plan, work plan, risk management plan, team coordination plan) <u>Financial proposal</u> - Signed financial offer form.
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3.2 Evaluation criteria

Exclusion criteria

The tenderer shall be evaluated with regard to compliance with exclusion grounds stated in the table above.

Selection Criteria

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

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	Minimum average annual turn-over of at least 15,000 Euros during the past three financial years.
2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience
Minimum Standard	Minimum of 1 similar assignment (developing learning materials in the field of Education) successfully completed in the past three years.
2.2	Sufficient human resources
Minimum Standard	Signed CVs and academic credentials for the proposed team leader and 2 individual experts

Award criteria

Technical criteria: 70 %

N.	Qualitative Award Criteria	Max. Points: 70
1.	Technical methodology (concept development, proposed approaches, delivery mechanisms).	40
2	Project management proposal (quality management plan, work plan, risk management plan, team coordination plan).	30

Only tenders with scores of at least 40 points out of 70 points qualify for the financial evaluation.

- Price: 30%

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

Points tender A = amount of lowest tender * 30

amount of tender A

Final score

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

4 Tender form to be signed by the tenderer

4.1 Administrative proposal

4.1.1 Identification form

Natural person

I. PERSONAL DATA			
FAMILY NAME(S)¹			
FIRST	NAME(S)		
DATE OF BIRTH			
DD	MM	YYYY	
PLACE OF BIRTH		COUNTRY OF BIRTH	
(CITY, VILLAGE)			
TYPE OF IDENTITY DOCUMENT			
IDENTITY CARD	PASSPORT	DRIVING LICENCE²	OTHER³
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER⁴			
PERMANENT			
PRIVATE ADDRESS			
POSTCODE	P.O. BOX	CITY	
REGION ⁵	COUNTRY		
PRIVATE PHONE			
PRIVATE E-MAIL			

¹ As indicated on the official document.

² Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

³ Failing other identity documents: residence permit or diplomatic passport.

⁴ See table with corresponding denomination by country.

⁵ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

II. BUSINESS DATA		If YES, please provide business data and attach copies of the official supporting documents.
Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) ☐ YES ☐ NO	BUSINESS NAME (if applicable) VAT NUMBER REGISTRATION NUMBER PLACE OF REGISTRATION: CITY COUNTRY	
DATE	SIGNATURE	

4.1.2 Private/public law body with legal form

OFFICIAL NAME⁶			
BUSINESS NAME (if different)			
ABBREVIATION			
LEGAL FORM			
ORGANISATION TYPE	FOR PROFIT NON FOR PROFIT	NGO⁷	YES NO
MAIN REGISTRATION NUMBER⁸			
SECONDARY REGISTRATION NUMBER (if applicable)			
COUNTRY			

⁶ National denomination and its translation in EN or FR if existing.

⁷ NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

⁸ Registration number in the national register of companies. See table with corresponding denomination by country.

PLACE OF MAIN	
REGISTRATION	CITY
DATE OF MAIN REGISTRATION	
DD	MM YYYY
VAT NUMBER	
ADDRESS OF	
HEAD OFFICE	
POSTCODE	P.O. BOX CITY
COUNTRY	PHONE
E-MAIL	
DATE	STAMP
SIGNATURE OF AUTHORISED REPRESENTATIVE	

4.1.3 Public-law body⁹

OFFICIAL NAME¹⁰			
ABBREVIATION			
MAIN REGISTRATION NUMBER¹¹			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN			
REGISTRATION		CITY	COUNTRY
DATE OF MAIN REGISTRATION			
		DD	MM YYYY
VAT NUMBER			
OFFICIAL ADDRESS			
POSTCODE	P.O. BOX	CITY	
COUNTRY		PHONE	
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

⁹ 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.).

Financial identification form

<u>BANKING DETAILS</u>		
ACCOUNT NAME ⁹		
IBAN/ACCOUNT NUMBER¹⁰		
CURRENCY		
BIC/SWIFT CODE		
BANK NAME		
ADDRESS Of BANK BRANCH		
STREET & NUMBER		
TOWN/CITY	POST CODE	
COUNTRY		
<u>ACCOUNT HOLDER'S DATA</u>		
AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY	POST CODE	
SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)	

9 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.

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

4.1.4 Declaration on honour – Grounds for exclusion

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer declare that the tenderer is not in any of the following cases of exclusion:

1. The tenderer nor any of its directors was found guilty following an infeasible judgement for one of the following offences:
 - 1° Involvement in a **criminal organisation**
 - 2° **Corruption**
 - 3° **Fraud**
 - 4° **Terrorist** offences, offence linked to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence
 - 5° **Money laundering or financing of terrorism**
 - 6° **Child labour** and other trafficking in human beings
 - 7° Employment of foreign citizens **under illegal status**
 - 8° Creating a shell company.

The exclusions on the basis of this criterion apply for a 5-year term from the date of judgement (or the end of the offence for 7°).

2. The tenderer which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the tenderer 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 tenderer 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. The tenderer or one of its directors has committed serious professional misconduct which calls into question their integrity.

The following are considered serious professional misconduct, among others:

- a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019
prs-sexual_exploitation_and_abuse_policy_final_en.pdf (enabel.be)
- b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019
https://www.enabel.be/sites/default/files/fraud_policy_en_final.pdf
- c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace;

- d. The tenderer 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 information;
- e. Where Enabel has sufficient plausible evidence to conclude that the tenderer has committed acts, entered into agreements or entered into arrangements to distort competition.

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

- 5. When a conflict of interest within the meaning of Article 6 of the Law cannot be remedied by other, less intrusive measures;
- 6. Significant or persistent failures by the tenderer were detected during the execution of an essential obligation incumbent on him in the framework of a previous public contract, a previous contract placed with a contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.
Failures to respect applicable obligations regarding environmental, social and labour rights under European Union law, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.
The presence of the tenderer on the exclusion list of Enabel because of such a failure serves as evidence.
- 7. The tenderer nor one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

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

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

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

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

<https://finances.belgium.be/fr/tresorerie/sanctionsfinancieres/sanctionseurop%C3%A9ennes-ue> <https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list><https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions>

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

For Belgium:

https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorier/contr%C3%B4le-des-instruments-1-2

I have / we have read and understood the articles about deontology of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management and I / we declare fully endorsing and respecting these articles.

Date:

Name:

Signature:

4.1.5 Integrity Statement of 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 of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management 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 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 lead to the exclusion of the contractor from this and other public contracts for Enabel.

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.

Date:

Name:

Signature:

4.1.6 Subcontractor form

Name and legal form	Address / Registered office	Regards

4.1.7 Economic and financial capacity Form

Financial Statement

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

Financial data	Year- 3 €	Year- 2 €	Year- 1 €	Average €
Annual turnover, excluding this public contract ¹¹				

¹¹ Last accounting year for which the entity's accounts have been closed.

4.1.8 Technical and professional capacity form

List of main similar assignments

Description of the main similar assignments totally performed	Location	Amount involved	Completion date in the last 3 years (only totally performed assignments)	Name of the public or private bodies

Upon request, for each of the projects listed, the tenderer must provide immediately the **certificates of completion** (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract

4.2 Financial proposal

By submitting this tender, the tenderer commits to performing this public contract in conformity with the terms of reference and performance conditions of this public contract and explicitly declares accepting all conditions listed in the request for a price quote and renounces any derogatory provisions such as his own general sales conditions.

N°	Description	Total price in UGX exc. VAT
1.	Public procurement contract for development of learning materials for improving educational and digital competencies of teachers in Jinja and Adjumani districts.	
Total Amount in UGX exc. VAT		
VAT percentage (if applicable):		

Name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature:

NOTE: The tenderer shall include a detailed cost breakdown sheet detailing the lumpsum price stated in the financial offer form.