



## TENDER SPECIFICATIONS

Public service contract for “**Coordination and Facilitation Focal Point for Enabel – AQAC Activities**”

Reference No: **JOR23001-10050**

Country: **Jordan**

Negotiated Procedure without Prior  
Publication

*Deadline for requesting clarifications:* Until the **seventh day** before the deadline for submission of tenders

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*Deadline for submission of tenders:* **8 June 2026 at 15:00 (Jordan)**

# Table Of Contents

1 General Remarks.....	4
1. The contracting authority .....	4
2. Rules governing the public contract .....	4
3. Applicable law and competent courts .....	5
2 Subject-Matter and Scope of The Public Contract .....	6
1. Type of contract .....	6
2. Lots .....	6
3. Items .....	6
4. Duration of the public contract .....	6
5. Variants .....	6
6. Options.....	6
3 Award Procedure .....	7
Section (A) - General procedure instructions .....	7
1. Award procedure .....	7
2. Further information .....	7
Section (B) - Instructions for preparation of tenders.....	7
3. Validity period of tenders .....	7
4. Data to be included in the tender.....	7
5. Tender currency.....	8
6. Determination of prices.....	8
7. Elements included in the price.....	8
Section (C) - Submission of tenders.....	9
8. Submission of tenders .....	9
9. Tender signature.....	9
10. Deadline for submission and opening of tenders .....	10
Section (D) - Selection, Awarding & Conclusion .....	10
11. Exclusion grounds .....	10
12. Overview of the procedure.....	11
13. Award criteria .....	11
14. Awarding the public contract.....	12
15. Concluding the contract.....	12
4 Special Contractual Provisions .....	13
Section (A) - General .....	13
3. Use of electronic means (art. 10) .....	13
4. Managing official (Art. 11).....	13
5. Confidentiality (art. 18).....	13
6. Protection of Personal Data.....	14
7. Intellectual property (Art. 19 to 23) .....	14
Section (B) - Financial guarantees .....	14

8. Performance Bond (Art. 25 to 33).....	14
Section (C) - the public contract documents.....	15
9. Conformity of performance (Art. 34).....	15
Section (D) - Changes to the public contract.....	15
10. Replacement of the service provider (Art. 38/3, °1) .....	15
11. Revision of prices (Art. 38/7) .....	16
12. Indemnities for suspensions ordered by the contracting authority during contract performance (Art. 38/12) 16	
13. Unforeseeable circumstances .....	17
14. Taxation having an effect on the value of the public contract (Art. 38/8) .....	17
15. Terms of introduction (Art. 38/14 to 38/17).....	17
Section (E) - Control and Monitoring of the public contract.....	18
Section (F) - Performance modalities .....	18
16. Order forms (Art. 146).....	18
17. Deadlines and terms (Art. 147).....	18
18. Place of performance (Art. 149) .....	18
19. Inspection of the services (Art. 150) .....	18
20. Liability of the service provider (Art. 152-153).....	18
Section (G) - Means of action .....	18
21. Failure of performance (Art. 44) .....	18
22. Fines for delay (Art. 46 and 154) .....	19
23. Measures as of Right (Art. 47 and 155).....	19
Section (H) - End of the public contract.....	20
24. Acceptance of the services performed (Art. 64 and 156) .....	20
25. Invoicing and payment (Art. 66-72 and 160) .....	20
26. Advance payments .....	21
5 Terms of reference .....	22
6 Overview of the documents to be submitted .....	27
7 Forms.....	28
1. Identification form .....	28
2. Tender form - Prices .....	32
3. Declaration on honour - Exclusion grounds.....	33

# 1 GENERAL REMARKS

## 1. THE CONTRACTING AUTHORITY

- 1.1. The contracting authority of this public contract is Enabel, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels), called ' Enabel ' pursuant to the entry into force of Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian agency for development cooperation.
- 1.2. Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.
- 1.3. For this public contract Enabel, in Jordan, is represented by :

Name	Position
Heidi De Pauw	Country Director

- 1.4. **Attention : even if Enabel as contracting authority is based in Belgium, Enabel has different “permanent establishments” in partner countries, who are 'customer' in the sense of tax legislation.<sup>1</sup> As a result, services of this contract are deemed to be located in Jordan and applicable tax legislation is legislation of Jordan. For more information on this tax regime, you can contact Karmel Al Salqan, Contract Support Manager (clause 2 of chapter 3 Award Procedure).**

## 2. RULES GOVERNING THE PUBLIC CONTRACT

- 2.1. The following, among others, apply to this public contract:
  - (a) The Law of 17 June 2016 on public procurement;
  - (b) The Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors;
  - (c) The Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts;
  - (d) The Law of 17 June 2013 on motivation, information, and remedies in public procurement, certain works, supply, and service contracts, and concessions;
  - (e) Circulars of the Prime Minister with regards to public procurement;
  - (f) Enabels policy regarding sexual exploitation and abuse – June 2019;
  - (g) Enabels policy regarding fraud and corruption risk management – June 2019.
- 2.2. All Belgian regulations on public contracts can be consulted on <https://bosa.belgium.be/en/themes/public-procurement>;

<sup>1</sup> Article 13a of Council Implementing Regulation (EU) No 1042/2013: The place where a non-taxable legal person is established, as referred to in the first subparagraph of Article 56(2) and Articles 58 and 59 of Directive 2006/112/EC, shall be: the place where the functions of its central administration are carried out, or the place of any other establishment characterised by a sufficient degree of permanence and a suitable structure in terms of human and technical resources to enable it to receive and use the services supplied to it for its own needs (= permanent establishment).

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

### **3. APPLICABLE LAW AND COMPETENT COURTS**

3.1. Belgian legislation applies for this public contract and no other. In the event of a conflict regarding the interpretation, application or performance of these tender specifications, the parties will first try all conciliation possibilities. Except for an emergency, the parties avoid litigation in court without preliminary notification.

3.2. In case of court action, correspondence must (also) be sent to the following address:

Enabel S.A.  
Global Procurement Services  
To the attention of Ms Laura Jacobs  
Rue Haute 147  
1000 Brussels  
Belgium

3.3. Any litigation regarding this public contract is the exclusive competence of the Brussels legal district courts and tribunals. French or Dutch are the languages of proceedings.

## 2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

### 1. TYPE OF CONTRACT

- 1.1. This public contract is a service contract for provision of: Coordination and Facilitation Focal Point for Enabel – AQAC Activities.

### 2. LOTS

- 2.1. This public contract is not divided into lots.

### 3. ITEMS

- 3.1. This public contract consists of the items listed under clause 2 of chapter 7 Forms - Tender form - Prices.
- 3.2. These items are grouped together to form one single contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the contract.

### 4. DURATION OF THE PUBLIC CONTRACT

- 4.1. This public contract starts **upon award notification** and lasts for **13 (thirteen) months**.
- 4.2. After this initial term, the public contract **may be renewed** by the contracting authority for a maximum number of 1 renewal for 13 (thirteen) months, by sending a registered letter at least one month prior to the contract renewal date. The renewal will be made as per the terms and conditions of the initial tender specifications. Should the contract not be renewed, the service provider cannot claim damages.

### 5. VARIANTS

- 5.1. Variants are **NOT** allowed. Each tenderer may submit only one tender, no variants will be accepted.

### 6. OPTIONS

- 6.1. The tenderer may **NOT** submit options. Free options are forbidden. Any proposed option will be discarded.

## 3 AWARD PROCEDURE

### SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

#### 1. AWARD PROCEDURE

This public contract will be awarded through a Negotiated Procedure without Prior Publication pursuant to Article 42, § 1, °1, a) of the Law of 17 June 2016 on public procurement.

#### 2. FURTHER INFORMATION

##### 2.1. Public procurement administrator

The awarding of this public contract is coordinated by:

*Karmel Al Salqan*

*Contract Support Manager*

[karmel.alsalqan@enabel.be](mailto:karmel.alsalqan@enabel.be)

All communication between the contracting authority and (prospective) tenderers regarding this public contract must go through this contact. Any other form of contact with the contracting authority about this public contract is prohibited unless otherwise stated in these tender specifications.

##### 2.2. Requesting clarifications

Prospective tenderers have until the **May 31, 2025**, inclusive, before the deadline for submission of tenders to submit any questions regarding these tender specifications and the contract. All inquiries must be sent in writing to the procedure coordinator mentioned under clause 2.1 ([karmel.alsalqan@enabel.be](mailto:karmel.alsalqan@enabel.be)), and will be answered in the order received.

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

### SECTION (B) - INSTRUCTIONS FOR PREPARATION OF TENDERS

#### 3. VALIDITY PERIOD OF TENDERS

The tenderers remain bound by their tender for a period of **90 (ninety) calendar days** from the tender reception deadline date.

#### 4. DATA TO BE INCLUDED IN THE TENDER

- 4.1. Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016 on public procurement, which are applicable to this award procedure.
- 4.2. The tender and all annexes to the tender form must be drawn up in:
- 4.3. By submitting a tender, the tenderer automatically waives any of their own general or specific sales conditions, even if these are mentioned in any annexes to their tender.

- 4.4. The tenderer must clearly indicate within their tender any information that is confidential and/or relates to technical or business secrets, which may not be divulged by the contracting authority.
- 4.5. The tenderer must use the tender forms provided in the annex:
- (a) Identification form (clause 1 of chapter 7 Forms);
  - (b) Tender form - Prices (clause 2 of chapter 7 Forms)
  - (c) Declaration on honour - Exclusion grounds (clause 3 of chapter 7 Forms).
- Should the tenderer fail to use these forms, they shall bear full responsibility for ensuring that the documents submitted are in perfect concordance with the forms.
- 4.6. The tenderer also attaches the following to his tender:
- (a) All documents demanded for the application of award criteria (see clause 13);
  - (b) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
  - (c) The statutes and any other document required to establish the power of attorney of the signer(s).
- 4.7. Where the tender is submitted by a group of economic operators, it must include a copy of the following documents for each of the participants in the group:
- (a) Identification form (clause 1 of chapter 7 Forms);
  - (b) Declaration on honour - Exclusion grounds (clause 3 of chapter 7 Forms);
  - (c) The statutes and any other document required to establish the power of attorney of the signer(s);
  - (d) The association agreement signed by each participant, clearly showing who represents the association.
- 4.8. Participants in a group of economic operators must designate one member of the group who will represent the group vis-à-vis the contracting authority.

## 5. TENDER CURRENCY

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

## 6. DETERMINATION OF PRICES

- 6.1. In accordance with Article 37 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contracting authority may for the purpose of verifying the prices carry out an audit of any and all accounting documents and perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

## 7. ELEMENTS INCLUDED IN THE PRICE

- 7.1. The tenderer is to include in his unit and global prices any charges and taxes generally applied to services according to the applicable tax legislation of Jordan, with the exception of the value-added tax. The VAT percentage is quoted separately, if applicable. As mentioned in clause 1 of chapter 1 General Remarks, **local tax regime is applicable**. For the provision of services in Jordan, the attention of tenderers who are non-tax residents of Jordan is drawn to the tax on the profits of non-residents (10%) applicable to this category of service provider. It is also the tenderer's responsibility to obtain information on all other tax

provisions applicable in Jordan. The 10% non-resident income tax will be withheld at source at the time of payment of the invoice. Make sure to verify whether any bilateral or regional non-double taxation treaties apply to your situation.

- 7.2. The unit and global prices for this public contract must encompass any costs, measures, and charges related to the performance of the contract, including but not limited to:
- (a) Administrative management and secretariat services;
  - (b) Travel, transportation, and insurance;
  - (c) Documentation related to the services;
  - (d) Delivery of documents or records associated with the performance of the contract;
  - (e) Packaging;
  - (f) Training required for operation;
  - (g) Where applicable, the measures imposed by occupational safety and worker health legislation;
  - (h) Customs and excise duties for equipment and products used.
  - (i) Acceptance costs.
- 7.3. All relevant costs must be factored into the prices for this public contract.

## **SECTION (C) - SUBMISSION OF TENDERS**

### **8. SUBMISSION OF TENDERS**

- 8.1. Without prejudice to any variants, the tenderer may only submit one tender per contract.
- 8.2. In accordance with the rules governing means of communication, only tenders submitted by electronic means are accepted.

Consequently, the submission of tenders on paper is prohibited, and the contracting authority will only consider tenders submitted electronically.

**Mailbox PROCUREMENT PSE <procurement.pse@enabel.be>**

- 8.3. The service can be reached on working days during office hours: from 9 am 4 pm. **Tenders must be submitted no later than 8 June 2026 at 15:00PM (Jordan Time).**
- 8.4. The format of the documents should be .pdf or equivalent.

### **9. TENDER SIGNATURE**

- 9.1. The tenderer is not required to sign the tender and its annexes individually when uploading them to the electronic platform.
- These documents shall be signed globally by affixing an electronic or scanned handwritten signature on the accompanying submission report.**
- 9.2. Signatures are placed by the person(s) empowered or mandated to commit the tenderer. This obligation applies to each participant when the tender is submitted by a group of economic operators (consortium). These participants are jointly liable.

- 9.3. When the submission report is signed by a mandatary, he or she must clearly indicate whom he or she represents. The mandatary attaches the original electronic deed or private document that transfers these powers to him or her or a scanned copy of that proxy.

## 10. DEADLINE FOR SUBMISSION AND OPENING OF TENDERS

- 10.1. Tenders must be in the possession of the contracting authority before **8 June 2026 at 15:00 (Jordan)**.
- 10.2. Tenders are opened behind closed doors via the e-Procurement platform.

## SECTION (D) - SELECTION, AWARDING & CONCLUSION

### 11. EXCLUSION GROUNDS

- 11.1. The obligatory and facultative grounds for exclusion are provided in the declaration on honour attached to these tender specifications (see clause 3 of chapter 7 Forms).
- 11.2. By submitting the declaration enclosed in the annex to these tender specifications, the tenderer certifies that they are not in any of the exclusion cases listed in Articles 67 to 70 of the Law of 17 June 2016 on public procurement, nor Articles 61 to 64 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 11.3. The grounds for exclusion apply to all participants submitting a joint bid as a consortium of economic operators.
- 11.4. The contracting authority will verify the accuracy of this declaration on honour for the tenderer with the highest ranked tender. To this end, the contracting authority will request the tenderer concerned to provide the necessary information or documents to verify their personal situation. The tenderer must submit this information by the fastest means and within the deadline set by the contracting authority.
- 11.5. The tenderer may attach these documents directly to his tender. If the tenderer fails to deliver the requested document(s) on time, the contracting authority reserves the right to exclude the tenderer.
- 11.6. Tenderers are strongly advised not to wait for the request of the contracting authority and to request the documents they have not attached to their tender as soon as possible from the competent authorities of the country where they are based. After all, in some cases, it may take a long time to obtain particular documents.
- 11.7. The contracting authority will directly obtain any information or documents that can be accessed free of charge by digital means from the instances that manage the information or documents. This is the case for Belgian tenderers (via the Telemarc platform), with the exception of the extract from the criminal record, which must be requested by the tenderer himself.
- 11.8. **Conflicts of Interest – Revolving Doors (Article 51 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors)**  
Without prejudice to Articles 6 and 69, paragraph 1, 5° of the Law of 17 June 2016 on public procurement, a conflict of interest also includes any “revolving doors” situation. This occurs when a natural person who previously worked for a contracting authority — whether as internal staff, in a hierarchical position, as a civil servant, public officer, or in any other capacity linked to the contracting authority — subsequently intervenes under a public contract awarded by that same contracting authority. A conflict of interest arises when there is a connection between the activities previously performed by the individual for the contracting authority and the activities carried out under the awarded contract.

## 12. OVERVIEW OF THE PROCEDURE

- 12.1. In a first phase, the tenders submitted by the tenderers will be evaluated as to their formal and material regularity.
- 12.2. The contracting authority reserves the right to have the irregularities in a tender regularised.
- 12.3. In a second phase, the formally and materially regular tenders will be evaluated as to their content by an evaluation commission. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in these tender specifications (clause 13). This evaluation will be conducted on the basis of the award criteria and aims to set a shortlist of tenderers with whom negotiations will be conducted.
- 12.4. 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 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.
- 12.5. When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFO's (*Best and Final Offer*). Once negotiations have closed, the BAFO's will be evaluated as to its regularity and compared on the basis of the award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given under clause 13) will be designated the successful service provider for this public contract, after having been verified for absence of exclusion grounds.

## 13. AWARD CRITERIA

- 13.1. The contracting authority will select the regular tender that it considers to be the most economically advantageous, based on the following criteria:

Award Criterion	Criterion Weight (%)	Criterion Evaluation or Formula
Qualifications and Professional Profile	35	Relevance and adequacy of academic background and professional experience in coordination, facilitation, stakeholder engagement, and work with public or semi governmental entities. Mandatory fluency in English and Arabic will be assessed.
Understanding of the Assignment and Proposed Approach	10	Clarity and accuracy of the consultant's understanding of the ToR objectives, coordination role, scope of work, and interaction with Enabel and AQAC. Relevance of the proposed facilitation and coordination approach.
Methodology and Work Plan	25	Quality, feasibility and coherence of the proposed methodology and work plan, including coordination mechanisms, production of MoMs and follow up notes, preparation of monthly progress reports including MEAL data, and overall organisation of the assignment.
Price	30	Points tender A = amount of lowest tender * 30 amount of tender A

- 13.2. The scores for the award criteria will added up. This public contract will be awarded to the tenderer that submitted the tender 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.

## **14. AWARDING THE PUBLIC CONTRACT**

- 14.1. This public contract will be awarded to the tenderer who has submitted the most economically advantageous tender.
- 14.2. In accordance with Article 85 of the Law of 17 June 2016 on public procurement, the contracting authority is under no obligation to award the contract. The contracting authority may choose either not to award the public contract or to restart the procedure, if necessary, through another award procedure.

## **15. CONCLUDING THE CONTRACT**

- 15.1. In accordance with Article 95, °2 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contract is formed upon notification to the successful tenderer of the approval of their tender.
- 15.2. Notification is made via digital platforms or email, and, on the same day, by registered post.
- 15.3. The full public contract consists of the following documents:
  - (a) These tender specifications and their annexes;
  - (b) The approved BAFO and all of its annexes;
  - (c) The registered letter notifying the award decision;
  - (d) Any later documents accepted and signed by both parties, as appropriate.
- 15.4. In the interest of transparency, Enabel commits to publishing an annual list of recipients of its contracts. By submitting their tender, the successful tenderer agrees to the publication of the contract title, nature and object of the contract, their name and location, and the contract amount.

## 4 SPECIAL CONTRACTUAL PROVISIONS

1. This chapter of these tender specifications holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the 'General Implementing Rules for public procurement' of the Royal Decree of 14 January 2013 (Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts), 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 "GIR" apply in full.
2. These tender specifications do not derogate from the "GIR".

### SECTION (A) - GENERAL

#### 3. USE OF ELECTRONIC MEANS (ART. 10)

The use of electronic means for exchanges during the performance of the contract is permitted unless stated otherwise in these tender specifications. In such cases, notifications from the contracting authority will be sent to the address or registered office mentioned in the tender.

#### 4. MANAGING OFFICIAL (ART. 11)

- 4.1. The managing official for this public contract is **Mr Duccio Ferraro, Project manager**, email: [duccio.ferraro@enabel.be](mailto:duccio.ferraro@enabel.be). The managing official is responsible for overseeing the performance of the contract.
- 4.2. Once this public contract is concluded, the managing official serves as the primary point of contact for the service provider. All correspondence or questions regarding the performance of the contract should be directed to him/her, unless otherwise explicitly stated in these tender specifications.
- 4.3. The managing official has full authority to monitor the satisfactory performance of the contract, which includes issuing service orders, preparing reports and statements, approving services, progress reports, and reviews. They may order changes to the contract with regards to its subject-matter or performance, provided that such changes remain within its original scope.
- 4.4. However, the signing of amendments or any other decision or agreement implying derogation from the initial terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under clause 1 of chapter 1 General Remarks.
- 4.5. 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 these tender specifications and that has not been notified by the contracting authority, will be considered null and void.

#### 5. CONFIDENTIALITY (ART. 18)

- 5.1. Service providers who, during the performance of the contract, receive information or documents or data of any kind that are classified as confidential and relate, in particular, to the subject matter of the contract, the resources required for its performance and the operation of the contracting authority's services, shall take the necessary measures to prevent such information, documents or data from being disclosed to third parties who have no right to know them.

- 5.2. Service providers who, in the performance of the contract, have knowledge of a drawing or model, know-how, method or invention belonging to the contracting authority or jointly to the contracting authority and the service provider, shall refrain from any communication concerning the drawing or model, know-how, method or invention to third parties, unless those elements are the subject of the contract.

## 6. PROTECTION OF PERSONAL DATA

### 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 the 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.

### 6.2. Processing of personal data by the service provider

Where during contract performance, the service provider processes personal data of the contracting authority or in execution of a legal obligation, the following provisions apply :

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

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

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

## 7. INTELLECTUAL PROPERTY (ART. 19 TO 23)

- 7.1. The contracting authority **does not acquire** the intellectual property rights created, developed, or used during performance of the public contract.
- 7.2. Unless otherwise specified in the procurement documents and without prejudice to clause 7.1, when this public contract involves the creation, manufacture, or development of designs, logos, or similar works, the contracting authority acquires the intellectual property rights to these works. This includes the right to trademark, register, and protect them.
- 7.3. For any domain names created under this public contract, the contracting authority similarly acquires the right to register and protect them unless stated otherwise in the procurement documents.
- 7.4. As the contracting authority does not acquire the intellectual property rights, it shall obtain a patent license for the results protected by intellectual property law. This license must cover the modes of exploitation specified in the procurement documents.

## SECTION (B) - FINANCIAL GUARANTEES

## 8. PERFORMANCE BOND (ART. 25 TO 33)

No performance bond is required for this public contract.

## SECTION (C) - THE PUBLIC CONTRACT DOCUMENTS

### 9. CONFORMITY OF PERFORMANCE (ART. 34)

The services must comply in all respects with the procurement documents. In the absence of specific technical specifications in the procurement documents, the performance of the contract must meet the highest standards of good practice in the relevant field.

## SECTION (D) - CHANGES TO THE PUBLIC CONTRACT

### 10. REPLACEMENT OF THE SERVICE PROVIDER (ART. 38/3, °1)

#### 10.1. Scope

The clause may be applied in case the service provider is unable to continue the performance of the contract due to termination of the contract (art. 61, 62 or 62/1, °2 of the "GIR") or after taking an ex officio measure (art. 47 of the "GIR").

#### 10.2. Nature of the amendment

In derogation of art. 47, § 2, °3 of the "GIR", the contracting authority may, in all the above cases, immediately award a new contract to the subcontractor(s) of the service provider already involved in the performance of the contract or to the second-ranked tenderer, for all or part of the contract still to be performed, and this without initiating a new award procedure. This agreement will take the form of an amendment to the original contract to be concluded between the contracting authority and the new service provider.

#### 10.3. Conditions under which this revision clause may be used

Provided that they meet the selection criteria and the exclusion grounds set out in this document, and if they can meet the initial conditions of the contract, the contracting authority may conclude a contract for account with the service provider 's subcontractor(s) already involved in the performance of the contract. To this end, the contracting authority shall contact the subcontractor(s) or his (their) representative(s), asking whether he (they) can meet the original terms of the contract. If the subcontractor(s) cannot meet the original conditions, a contract for account may be concluded under amended conditions. Before concluding such an amended contract, the contracting authority shall check whether the new conditions are still more advantageous than those of the tenderer ranked second during the evaluation of the tenders under the original award procedure. If this is not the case, the contracting authority will conclude a contract for account as referred to in the paragraph below.

If the contracting authority is unable or unwilling to avail itself of the option mentioned in the preceding paragraph, a contract for account may be concluded with the tenderer who was ranked second during the evaluation of the tenders under the original award procedure, provided that he meets the selection criteria and the exclusion grounds set out in this document. To this end, the contracting authority contacts the second-ranked tenderer or his representative to ask whether he agrees to maintain his bid. If that bidder agrees without reservation, the contracting authority proceeds to award and conclude the contract for account. If the tenderer in question does not agree to maintain the terms of his initial tender or if his modified tender does not remain the most economically advantageous on the basis of the evaluation of the tenders under the original award procedure (after exclusion of the initial service provider), the contracting authority shall address itself:

- (a) either successively, according to the ranking, to the other regular the tenderers. In this case too, the contracting authority contacts the tenderer concerned or his representative to ask whether he agrees to maintain his tender. If that tenderer agrees without reservation, the contracting authority proceeds to award and conclude the contract for account ;

- (b) or simultaneously to all the other regular tenderers, asking them to revise their tender, on the basis of the initial terms of the contract, in order to award and conclude the contract on the basis of the tender that has become the most economically advantageous.

In any case, the contracting authority shall ensure that verification of the absence of grounds for exclusion and compliance with the selection criteria has taken place in an impartial and transparent manner, either in the context of the initial award procedure or at the time of the conclusion of the contract for account, so that no contract is awarded to a tenderer (or subcontractor) who should have been excluded or who does not meet the selection criteria. The minimum requirements of qualitative selection may, where appropriate, be adjusted in proportion to the remaining part of the contract if the contract for account is concluded only for part of the contract still to be performed.

The contract for account will be concluded by means of an amendment to the original contract, which will be signed by the contracting authority and the new service provider. If the contract has already been partially performed, this amendment will accurately mention all parts of the contract that still need to be performed. The amendment shall also mention all the changed conditions compared to the original tender of the initial service provider, and compared to the original tender of the new service provider. If necessary, the amendment shall state the method of application of the original conditions to the remaining part of the contract. All other conditions stated in the contract documents (the tender specifications and the original tender of the initial or new service provider), shall continue to apply unchanged.

If a contract for account is concluded, a copy of the amendment concerning the contract to be concluded shall be sent to the initial service provider by electronic transmission, in deviation from art. 47, § 3 (3) of the "GIR". If, following the application of an ex officio measure (art. 47 of the "GIR"), the price of the new contract for account concluded is higher than that of the initial contract, the initial service provider shall bear the additional costs.

## **11. REVISION OF PRICES (ART. 38/7)**

Price revisions are not allowed under this contract.

## **12. INDEMNITIES FOR SUSPENSIONS ORDERED BY THE CONTRACTING AUTHORITY DURING CONTRACT PERFORMANCE (ART. 38/12)**

- 12.1. The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly because it considers that the procurement contract cannot be performed without inconvenience at that time.
- 12.2. 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 may be agreed.
- 12.3. When activities are suspended, based on this clause 12.3, the service provider 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.
- 12.4. The service provider has a right to damages for suspensions ordered by the contracting authority when:
- (a) The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or fifteen calendar days, depending on whether the performance period is expressed in working days or calendar days;
  - (b) The suspension is not due to unfavorable weather conditions or other circumstances beyond the contracting authority's control which, in the contracting authority's discretion, constitute an obstacle to the continued performance of the contract at that time;

- (c) The suspension occurs during the contract's performance period.

### **13. UNFORESEEABLE CIRCUMSTANCES**

- 13.1. As a general rule, the service provider is not entitled to request modifications to the contractual terms for circumstances unknown to the contracting authority.
- 13.2. A decision by the Belgian state to suspend cooperation with a partner country, or a decision of a government of a partner country to suspend cooperation with the Belgian state, constitutes an unforeseeable circumstance under this clause 13. In the event that the Belgian state or the partner country terminates or ceases activities, which implies therefore the financing of this public contract, Enabel will make reasonable efforts to negotiate a fair maximum compensation amount.

### **14. TAXATION HAVING AN EFFECT ON THE VALUE OF THE PUBLIC CONTRACT (ART. 38/8)**

- 14.1. For this public contract, a price revision resulting from a change in taxation is possible if the case occurs in Belgium or in the country of performance concerned by this public contract and has an incidence on the value of the public contract.
- 14.2. Such price revision is only possible if both the following conditions apply:
  - (a) The change entered into force after the tenth day preceding the deadline for submission of tenders, and
  - (b) Either directly, or indirectly by means of an index, such taxation is not included in the revision formula provided for in procurement documents in application of Article 38/7 of the "GIR".
- 14.3. In the event of an increase in charges, the service provider must prove that it has actually borne the additional charges it has claimed and that they are related to the performance of the contract.

In case of a reduction, there is no revision if the service provider proves that he paid the charges at the old rate.

### **15. TERMS OF INTRODUCTION (ART. 38/14 TO 38/17)**

- 15.1. The contracting authority or the service provider who wishes to rely on one of the review clauses, as referred to in Articles 38/9 to 38/12 of the "GIR", must give written notice of the facts or circumstances invoked on which it relies within 30 days, either after they occurred or after the date on which the contracting authority or the service provider should normally have known about them.
- 15.2. The service provider may only invoke the application of one of these review clauses if it succinctly discloses the influence of the facts or circumstances invoked on the course and cost of the contract to the contracting authority within the period mentioned under clause 15.1, regardless of whether the contracting authority is aware of the facts or circumstances.

## SECTION (E) - CONTROL AND MONITORING OF THE PUBLIC CONTRACT

### SECTION (F) - PERFORMANCE MODALITIES

#### 16. ORDER FORMS (ART. 146)

#### 17. DEADLINES AND TERMS (ART. 147)

17.1. The service provider must complete the services within **13 (thirteen) months**, starting from **the day after the date on which the service provider received the contract conclusion notification letter**.

#### 18. PLACE OF PERFORMANCE (ART. 149)

The services must be performed at the following address:

AQAC offices: 8th Circle - next to Ministry of Public Works & Housing - King Abdullah 2 Street - Building 380 - First Floor,

Inspection of the services (Art. 150)

18.1. If irregularities are identified during the performance of this contract, the service provider will be promptly notified by e-mail, followed by confirmation via registered letter. The service provider is required to rectify the non-compliant services.

18.2. The service provider must notify the managing official in writing, either by registered post or e-mail (with proof of the exact dispatch date), specifying the date on which the services will be available for inspection.

#### 19. LIABILITY OF THE SERVICE PROVIDER (ART. 152-153)

19.1. The service provider assumes full responsibility for any mistakes or deficiencies in the services delivered.

19.2. The service provider shall indemnify the contracting authority against any damages it may incur as a result of liability towards third parties arising from delays in the performance of the services or any failure by the service provider to fulfill its obligations.

### SECTION (G) - MEANS OF ACTION

#### 20. FAILURE OF PERFORMANCE (ART. 44)

20.1. The service provider shall be considered in breach of this public contract under the following circumstances:

- (a) When contract performance is not carried out in accordance with the conditions specified in the procurement documents;
- (b) When, at any time, contract performance has not progressed in such a way that it can be fully completed on the due dates;

- (c) When the service provider fails to comply with written orders issued in due form by the contracting authority.

Any failure to comply with the provisions of the public contract, including the non-compliance with orders from the contracting authority, will be documented in a report ('process verbal'). A copy of this report will be sent immediately to the service provider either by registered post or e-mail (with proof of the exact dispatch date).

- 20.2. The service provider must address the defects without delay. He may assert his right of defence, either by registered post or e-mail (with proof of the exact dispatch date), 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.
- 20.3. Any defects that can be attributed to the service provider may result in the application of one or more measures as provided in Articles 45 to 49, 154 and 155 of the "GIR".

## 21. FINES FOR DELAY (ART. 46 AND 154)

- 21.1. Fines for delay differ from penalties referred to in Article 45 of the "GIR". They are due, without the need for notice, by the mere lapse of the performance period without the issuing of a report and they are automatically applied for the total number of days of delay.
- 21.2. Fines for delay are calculated, according to Article 154 of the "GIR", at a rate of **0.1%** per day of delay, with a **maximum of 7.5%**, of the value of all or part of the services that were performed with the same delay.
- 21.3. If the execution deadline is an award criterion, the penalty rate may increase to a **maximum of 10%**, depending on the weight assigned to this criterion in the tender specifications.
- 21.4. Without prejudice to the application of these fines, the service provider shall indemnify the contracting authority where appropriate against any damages owed to third parties on account of its delay in performing the contract.

## 22. MEASURES AS OF RIGHT (ART. 47 AND 155)

22.1. When, upon the expiration of the deadline specified in Article 44, § 2 of the "GIR", to present justifications, the service provider has remained inactive or has submitted justifications deemed insufficient by the contracting authority, the latter may invoke the measures as of right outlined in clause 22.2. However, the contracting authority may apply these measures before the expiration of the aforementioned term when the service provider has explicitly acknowledged the identified shortcomings.

22.2. The measures as of right are:

- (a) Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;
- (b) Completion of all or part of the unfulfilled contract by the contracting authority itself;
- (c) Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

The measures outlined in points (a), (b), and (c) will be executed at the expense, risk, and peril of the defaulting service provider. However, any fines or penalties imposed during the performance of a replacement contract will be borne by the new service provider.

## SECTION (H) - END OF THE PUBLIC CONTRACT

### 23. ACCEPTANCE OF THE SERVICES PERFORMED (ART. 64 AND 156)

- 23.1. The managing official will closely follow up the services during their performance. The services will not be accepted until after having satisfied the inspections, technical acceptance operations and prescribed tests.
- 23.2. Final Acceptance will occur upon service delivery completion, marking full contract completion.
- 23.3. When the contracting authority is in possession of the list of services provided or the invoice and the total or partial completion of the services is established in accordance with the procedures laid down in the contract documents, the contracting authority shall carry out the verification, proceed with the acceptance formalities and notify the service provider of the result. In any event, the verification shall be carried out within the processing period referred to in Article 160(1) of the "GIR" (clause 24).
- 23.4. If the services are completed before or after the expected date, the service provider must notify the managing official by registered letter or electronic mail that provides equivalent assurance of the exact date of dispatch, and shall request that the acceptance procedure be carried out.
- 23.5. Any progress payment shall be preceded by partial acceptance. The last partial acceptance is considered final acceptance and concludes the services under the contract.

### 24. INVOICING AND PAYMENT (ART. 66-72 AND 160)

- 24.1. The contracting authority shall verify and pay the amount due to the service provider within a processing period of thirty days from the date on which it is established that all or part of the services have been completed, the terms of which shall be laid down in the contract documents. However, payment can only be made if the contracting authority is in possession of the duly established invoice.
- 24.2. Only services that have been performed correctly may be invoiced. The invoice must be issued in EURO.
- 24.3. The service provider sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address: **Enabel - Belgian Development Agency, 22, Abdallah Ar-Rihani St., Swefieh, Amman, Jordan.**
- 24.4. Each progress report must include:
  - (a) Total amount invoiced for the current month. ;

25. Payments shall be made on a monthly basis, following the submission and formal acceptance by Enabel of the corresponding monthly progress report, including MEAL data.
26. Each monthly payment shall correspond to the fixed monthly fee specified in the financial proposal.
27. Monthly progress reports shall be considered the basis for validating completion of services for the relevant month.
28. Invoices shall be submitted after written acceptance of the monthly report by Enabel.
29. Payments shall be made in accordance with Enabel's standard payment procedures and timelines.
30. The final monthly payment shall be made upon submission and acceptance of the final report, without the need for a separate final payment tranche.

### **31. ADVANCE PAYMENTS**

No advance payment.

## 5 TERMS OF REFERENCE

### Terms of Reference (TOR)

#### Consultancy Services for:

#### Coordination and Facilitation Focal Point for Enabel – AQAC Activities

##### 1. Introduction and Background

The Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian refugees, and women in Jordan is funded by the European Union under the regional response to the Syrian crisis (NDICI–Global Europe), with a budget of EUR 6.5 million over 50 months. The programme aims to enhance access to decent employment and micro-business opportunities by supporting work-based learning (WBL), work readiness programmes (WRP), and strengthening partnerships between training providers, private sector employers, and civil society organizations.

The General Objective of the ELP project is:

“Enhanced socio-economic empowerment for youth, Syrian refugees and women in Jordan” Contribution to the General Objective will be achieved through the following specific objective:

“Youth, Syrian refugees and women in Jordan have increased access to decent employment and micro businesses opportunities”

The Specific Objective will be achieved through the following three key results, addressing needs and constraints of different beneficiaries:

- (1) strengthening demand-driven skills development and employment pathways
- (2) supporting resilient and sustainable micro-businesses, and
- (3) generating evidence to inform inclusive employment policies and programming.

This intervention builds on the previous QUDRA II programme, which enhanced employability outcomes for Syrian refugees and vulnerable Jordanian youth, including women, through demand-driven vocational training, private sector partnerships, and improved workforce readiness.

##### 2. Objectives of the Assignment

Enabel is supporting AQAC in the implementation of a set of technical activities aimed at strengthening the quality assurance system of the TVET sector in Jordan. These activities cover several thematic areas, including institutional capacity development, curricula and occupational standards development, quality assurance systems development, recognition of prior learning implementation, and strengthening of Sector Skills Councils (SSCs) governance and AQAC’s digital and e-lab capacities.

Given the multi component nature of the activities and the need for close and continuous coordination with AQAC, Enabel intends to engage a consultant acting as an operational focal point and facilitator, ensuring smooth communication, follow up and alignment between Enabel, AQAC management and AQAC technical team.

###### 2.1. Specific Objectives of the Consultancy

1. Ensure continuous and effective coordination between Enabel and AQAC across all jointly implemented activities, through a single, dedicated focal point;
2. Strengthen day-to-day operational communication and information flow among Enabel, AQAC management, AQAC technical teams, and external service providers;
3. Support timely decision-making by facilitating structured exchanges, follow-up on agreed actions, and early identification of implementation challenges;
4. Enhance implementation efficiency and coherence across different result areas by ensuring alignment with agreed priorities, timelines, and roles;
5. Promote institutional ownership and engagement of AQAC in the implementation process through proactive facilitation and close liaison with designated focal points;

6. Improve documentation, traceability, and continuity of coordination processes, discussions, and decisions related to Enabel–AQAC cooperation.

### 3. *Description of core tasks of the consultancy*

Under the overall supervision of Enabel and in close coordination with the Accreditation and Quality Assurance Commission (AQAC), the consultant shall carry out the following core tasks:

1. **Coordination and Liaison**
  - Act as the **primary operational focal point** for all activities implemented jointly by Enabel and AQAC.
  - Maintain regular and structured coordination with AQAC management, AQAC technical teams, and designated focal points.
  - Liaise with external service providers and consultants involved in the implementation of activities, as required.
2. **Facilitation of Technical Processes**
  - Facilitate technical meetings, coordination discussions, and working sessions related to the different result areas.
  - Support the preparation of meeting agendas, background notes, and coordination materials in consultation with Enabel and AQAC.
  - Ensure effective follow-up on decisions, agreed actions and responsibilities arising from coordination meetings.
3. **Implementation Follow-Up and Monitoring Support**
  - Support the progress of jointly implemented activities against agreed plans and timelines.
  - Identify and flag, in a timely manner, potential implementation challenges, delays or coordination bottlenecks.
  - Support Enabel and AQAC in addressing operational issues through timely communication and facilitation.
4. **Information Management and Documentation**
  - Ensure proper documentation of coordination processes, including key exchanges, decisions and agreed next steps.
  - Prepare concise coordination notes, follow-up summaries and progress updates, as required.
  - Support Enabel's internal monitoring and reporting needs through structured information sharing and progress reports
5. **On-Site and Remote Coordination**
  - Perform the assignment primarily from AQAC offices ensuring availability and responsiveness.
  - Be available to work from other locations where activities might be implemented, in order to ensure effective coordination, close interaction with AQAC teams and enhanced facilitation during critical implementation phases.

### 4. *Deliverables*

The consultant shall be responsible for delivering the following outputs throughout the duration of the assignment:

1. **Inception Note**
  - A short note outlining the consultant's proposed coordination and facilitation approach, communication modalities, engagement with AQAC focal points, and work planning assumptions.
2. **Minutes of Meeting (MoMs)**
  - Written Minutes of Meetings for all coordination, technical and follow-up meetings facilitated or attended by the consultant, clearly documenting key discussions, decisions taken, agreed actions, responsibilities, and timelines.
3. **Monthly Progress Reports (including MEAL data)**
  - Coordination and facilitation activities carried out;
  - Implementation status of all jointly implemented results;

- Key challenges, risks and mitigation measures;
- Relevant MEAL data, including progress against milestones and indicators, qualitative observations, and coordination effectiveness.

#### 4. Ad-Hoc Technical Briefings

- Short briefing notes or updates prepared upon request by Enabel or AQAC, to support decision-making, steering discussions, or internal reporting.

#### 5. Final Summary Report

- A consolidated final report summarising the consultancy activities, overall coordination progress, key achievements, challenges encountered, lessons learned, and practical recommendations for continued cooperation.

#### 4.1. Deliverables and Timeframe

Deliverable	Description	Frequency Timeline	Review Approval
<b>Inception Note</b>	Short inception note outlining the coordination and facilitation approach, communication modalities with AQAC focal points, reporting lines, and initial work planning assumptions.	Within the first 2 weeks of contract signature	Enabel
<b>Minutes of Meetings (MoMs)</b>	Written Minutes of Meetings for all coordination, technical and follow-up meetings facilitated or attended by the consultant, documenting discussions, decisions, actions, responsibilities, and timelines.	After each meeting	Enabel
<b>Monthly Progress Reports (including MEAL data)</b>	Monthly reports summarising coordination activities, implementation status, challenges, risks, mitigation measures, and relevant MEAL data (progress against milestones and indicators).	Monthly	Enabel
<b>Ad-Hoc Technical Briefings</b>	Short technical briefing notes prepared upon request to support decision-making, steering discussions, or internal reporting.	On demand	Enabel
<b>Final Summary Report</b>	Consolidated final report summarising coordination activities, overall progress, achievements, challenges, lessons learned, and recommendations.	End of assignment	Enabel

#### 5. Qualifications, experience and eligibility of the consultant

This consultancy is **open to individual consultants only**. Applications from consulting firms or consortia will **not** be considered. The consultant must be legally entitled to enter into a service contract with Enabel.

The consultant must have:

##### Academic Background

- An advanced university degree (minimum Bachelor's level) in a relevant field, such as: Public policy or public administration; Education, TVET, or skills development; Development studies; Programme or project management; Or another closely related discipline.

#### Professional Experience

- At least 5 years of proven professional experience in **coordination, facilitation and stakeholder management**, preferably in donor-funded programmes or institutional cooperation contexts;
- Demonstrated experience working with **governmental or semi-governmental institutions**;
- Previous assignments with **TVET governmental entities**, national commissions, or regulatory bodies;
- Experience in assignments requiring **continuous coordination over an extended period**, involving multiple activities and stakeholders;
- Experience contributing to or supporting structured reporting and coordination processes.

The following will be considered strong **assets**:

- Familiarity with the mandates and procedures of the AQAC, including knowledge of institutional arrangements inherited from TVSDC.

#### Competences

- Strong analytical and strategic planning skills.
- Strong coordination and facilitation capabilities in multi-stakeholder environments;
- Ability to ensure clear communication, structured follow-up, and timely information exchange;
- Capacity to identify coordination bottlenecks, risks, and implementation challenges and support their resolution;
- Ability to work independently while maintaining close coordination with institutional counterparts.

#### Other Competences and Skills

- Excellent report writing and communication skills in English.
- Strong stakeholder engagement and facilitation skills.
- Ability to work in multicultural and institutional environments.
- Fluency in both English and Arabic (mandatory);
- Excellent report writing and communication skills in English
- Strong organisational and time management skills;
- Ability to work primarily remotely while being available to work from AQAC premises when required;
- Strong interpersonal skills and capacity to work effectively with senior institutional counterparts
- 

#### 5. *Instructions to Bidders*

To allow verification of qualifications and experience, the consultant must submit:

- A detailed Curriculum Vitae (CV);

- A technical proposal, outlining understanding of the assignment and the proposed coordination and facilitation approach together with methodology and Work Plan;
- A financial proposal, submitted in accordance with the Financial Proposal section of these Terms of Reference.

### *1.1. Instructions for technical proposal and methodology Submission*

The technical proposal shall demonstrate the consultant's understanding of the assignment and the capacity to effectively fulfil the coordination and facilitation role described in these Terms of Reference.

The technical proposal shall be **concise, clear and structured**, and shall include at least the following elements:

#### **1. Understanding of the Assignment**

- A clear and accurate understanding of the objectives, scope and expected outputs of the consultancy;
- A description of the consultant's understanding of the coordination and facilitation role, including interaction with Enabel, AQAC management, AQAC technical teams and SSCs;
- Identification of key challenges and risks related to coordination across multiple result areas, and proposed mitigation measures.

#### **2. Proposed Methodology and Approach**

Bidders shall provide a detailed description of their proposed approach covering all tasks of the assignment, including:

- I. **A detailed description of the proposed coordination and facilitation approach, including:**
  - Communication and coordination mechanisms;
  - Modalities for regular engagement with AQAC focal points, Enabel team and SSCs;
  - Approach to supporting timely decision-making and follow-up;
- II. **Description of the methodology for:**
  - Organising and facilitating meetings;
  - Preparing Minutes of Meetings (MoMs) and follow-up notes;
  - Ensuring effective tracking of actions and responsibilities;
- III. Description of how **MEAL-related information** will be integrated into coordination processes and monthly progress reporting.

### *6. Roles and responsibilities*

The Consultant is expected to adhere to the requirements and deliverables as stipulated in this ToR.

### *7. Contact people for the assignment*

The Consultant will report to the TVET and Skills Development Expert and the Project Manager based in Amman.

## 6 OVERVIEW OF THE DOCUMENTS TO BE SUBMITTED

- (a) Identification of the tenderer (for each participant for tenders submitted by a group) (see clause 1 of chapter 7 Forms);
- (b) Tender form - Prices (clause 2 of chapter 7 Forms)
- (c) The declaration on honour – Exclusion grounds (for each participant for tenders submitted by a group) (see clause 3 of chapter 7 Forms);
- (d) All documents demanded in clause 13 of chapter 3 Award Procedure (award criteria);
- (e) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
- (f) The statutes and any other document required to establish the power of attorney of the signer(s) (for each participant for tenders submitted by a group);
- (g) Where the tender is submitted by a group of economic operators, the association agreement signed by each participant, clearly showing who represents the association.

1. IDENTIFICATION FORM



**Identification form Natural person**

This form must be completed, signed and accompanied by a legible photocopy of the identity document.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

I. PERSONAL DATA	
FAMILY NAME(S) <i>As indicated on the official document.</i>	
FIRST NAME(S) <i>As indicated on the official document.</i>	
DATE OF BIRTH <i>DD MM YYYY</i>	
PLACE OF BIRTH <i>(town, village)</i>	
TYPE OF IDENTITY DOCUMENT <i>(identity card, passport, driving licence etc.)</i>	
ISSUING COUNTRY	
IDENTITY DOCUMENT NUMBER	
ADDRESS (permanent) <i>Street+ P.O. Box Postal code City, Region/Province Country</i>	
TELEPHONE NUMBER	
E-MAIL	
II. BUSINESS DATA	
PLEASE SPECIFY YOUR STATUS:	<input type="checkbox"/> Duly registered independent <input type="checkbox"/> Unregistered self-employed (no official formalisation) <input type="checkbox"/> other (please specify): ..... .....
REGISTRATION NUMBER (if applicable)	

VAT NUMBER (if applicable)	
PLACE OF REGISTRATION (if applicable)	
COUNTRY	

## Identification form Legal person

**This form must be completed, signed and accompanied by a copy of the official documents (articles of association, trade register(s), extract from the publication in the official gazette or VAT registration) substantiating the information given.**

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

### PRIVATE/PUBLIC-LAW ENTITY WITH A LEGAL FORM

<b>OFFICIAL NAME</b> <i>As indicated on the official document.</i>	
<b>COMMERCIAL NAME</b> <i>(if different from official name)</i>	
<b>ABBREVIATION</b> <i>(if applicable)</i>	
<b>LEGAL FORM</b>	
<b>TYPE OF ORGANISATION</b> <i>(Delete as appropriate)</i>	<ul style="list-style-type: none"> <li>- FOR PROFIT</li> <li>- NOT FOR PROFIT</li> <li>- NGO</li> </ul>
<b>PRINCIPAL REGISTRATION NUMBER</b>	
<b>SECONDARY REGISTRATION NUMBER</b> <i>(if applicable)</i>	
<b>PLACE OF REGISTRATION</b> <i>City</i> <i>Country</i>	
<b>DATE OF REGISTRATION</b> <i>DD MM YYYY</i>	
<b>VAT NUMBER</b>	
<b>ADDRESS OF REGISTERED OFFICE</b> <i>Street+ P.O. Box</i> <i>Postal code</i> <i>City, Region/Province</i> <i>Country</i>	
<b>TELEPHONE NUMBER</b>	
<b>E-MAIL</b>	

## Identification form Public actor - entity

**This form must be completed, signed and accompanied by a copy of the official documents (law, resolution, trade register(s), official gazette, VAT registration etc) substantiating the information given.**

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

<b>OFFICIAL NAME</b> <i>As indicated on the official document.</i>	
<b>ABBREVIATION</b> <i>(if applicable)</i>	
<b>LEGAL FORM</b>	
<b>PRINCIPAL REGISTRATION NUMBER</b>	
<b>SECONDARY REGISTRATION NUMBER</b> <i>(if applicable)</i>	
<b>PLACE OF REGISTRATION</b> <i>City</i> <i>Country</i>	
<b>DATE OF REGISTRATION</b> <i>DD MM YYYY</i>	
<b>VAT NUMBER</b>	
<b>ADDRESS OF REGISTERED OFFICE</b> <i>Street+ P.O. Box</i> <i>Postal code</i> <i>City, Region/Province</i> <i>Country</i>	
<b>TELEPHONE NUMBER</b>	
<b>E-MAIL</b>	

## 2. TENDER FORM - PRICES

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

Item	Type	Unit	Quantity	Unit price	Total price	VAT
Full completion of the assignment including (Expected deliverables).  The contract duration is 13 months.	Lump Sum	1	13			
Total price VAT excluded						€
Total price VAT included						€

### 3. DECLARATION ON HONOUR - EXCLUSION GROUNDS

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

*\* Please tick the boxes to confirm each situation*

- The counterparty or one of its directors has not been convicted by a final judicial decision of any of the following offenses:**
  - a. Participation in a criminal organization;
  - b. Corruption;
  - c. Fraud;
  - d. Terrorist offenses, offenses linked to terrorist activities or incitement to commit such offenses, complicity, or attempt;
  - e. Money laundering or terrorism financing;
  - f. Child labor and other forms of trafficking in human beings;
  - g. Employment of third-country nationals in illegal residence;
  - h. Creation of offshore companies.
  
- The counterparty fulfills its obligations related to the payment of taxes, duties, and social security contributions for an amount exceeding €3,000, unless it can demonstrate that it holds one or more certain, due, and unencumbered claims against a contracting authority for at least the amount corresponding to the overdue tax or social debt.**
  
- The counterparty is not in a state of bankruptcy, liquidation, cessation of activities, judicial reorganization, has not admitted bankruptcy, is not the subject of liquidation or judicial reorganization, or any analogous situation derived from similar procedures in other national regulations.**
  
- The counterparty has not committed any serious professional misconduct that questions its integrity. Serious professional misconduct particularly includes:**
  - a. Breach of Enabel's policy on sexual exploitation and abuse;
  - b. Breach of Enabel's policy on fraud and corruption risk management;
  - c. Violation of local legislation concerning sexual harassment at work;
  - d. Serious false statements or use of false documents in providing information required for exclusion checks or selection criteria, or concealing information;
  - e. Evidence sufficient to conclude anti-competitive acts, agreements, or arrangements;

**Regarding conflict of interest:**

*Please tick the applicable box*

- The counterparty or its directors have no actual or potential conflict of interest, no real or potential business or family relationship, nor appear to have such, with any member of Enabel's Board, personnel, or others involved in tender preparation, selection, or contract execution.

**or**

- The counterparty informs Enabel of any actual, potential, or reasonably perceived conflict of interest that may affect or appear to affect impartiality in the procurement, granting, selection, or contract execution process.

→ *A detailed description of any such conflicts, including nature and persons involved, will be annexed to this declaration.*

- The counterparty has not committed any serious or persistent failures during the execution of a prior essential contractual obligation with another contracting authority resulting in measures, damages, or comparable sanctions.**
- The counterparty attests that no restrictive measures have been taken against it related to international peace and security violations such as terrorism, human rights violations, destabilization of sovereign states, or proliferation of WMD.**
- The counterparty does not appear on any sanction lists maintained by the United Nations, European Union and Belgium .**

**I/we commit to promptly inform Enabel of any change in the above points, including sanctions or embargo measure adopted by the United Nations, the European Union and/or Belgium occurring after our signature of this Declaration.**

<b>Done at:</b>		<b>Date:</b>	
<b>By (Name of entity):</b>		Represented by (Full name)	
<b>Signature of authorised representative:</b>			