



## Tender Specifications

Enabel Mozambique

**Framework public service contract for  
“Technical Support in Solid Waste  
Management Sector”**

**MOZ22005-10118**

Open procedure

**Deadline for submission of tenders:**

17 June 2026 at 12:00 PM (noon) (East  
African time)

**ATTENTION! Bids missing the original  
signed ESPD will be rejected automatically.**

## **Table of contents**

<b>1</b>	<b>General remarks .....</b>	<b>5</b>
1.1	Derogations from the General Implementing Rules.....	5
1.2	Contracting authority.....	5
1.3	Institutional framework of Enabel.....	5
1.4	Rules governing the public contract .....	6
1.5	Definitions.....	6
1.6	Processing of personal data by the contracting authority and confidentiality.....	8
1.6.1	Processing of personal data by the contracting authority.....	8
1.6.2	Confidentiality.....	8
1.7	Deontological obligations.....	8
1.8	Applicable law and competent courts .....	9
<b>2</b>	<b>Object and scope of the procurement contract .....</b>	<b>10</b>
2.1	Type of contract .....	10
2.2	Subject-matter of the public contract .....	10
2.3	Duration of the public contract.....	10
2.4	Quantity .....	10
<b>3</b>	<b>Subject-matter and scope of the public contract.....</b>	<b>12</b>
3.1	Award procedure.....	12
3.2	Publication .....	12
3.3	Information.....	12
3.4	Tender .....	12
3.4.1	Data to be included in the tender.....	12
3.4.2	Period of validity of the tender.....	13
3.4.3	Price determination .....	13
3.4.4	Method and deadline for submitting offers .....	15
3.4.5	Amending or withdrawing a tender that has already been submitted.....	16
3.4.6	Opening of tenders.....	17
3.4.7	Evaluation of tenders .....	17
3.4.8	Concluding the public contract .....	23
<b>4</b>	<b>Specific contractual and administrative conditions.....</b>	<b>24</b>
4.1	Managing official (Art. 11).....	24
4.2	Subcontractors (Art. 12 to 15) .....	24
4.3	Confidentiality (art. 18).....	25
4.4	Protection of personal data .....	25
4.4.1	Processing of personal data by the contracting authority .....	25
4.4.2	Processing of personal data by a contractor.....	25

4.5	Intellectual property (Art. 19 to 23) .....	26
4.6	Performance bond (Art. 25 to 33) .....	26
4.7	Conformity of performance (Art. 34) .....	28
4.8	Zero tolerance Sexual exploitation and abuse .....	28
4.9	Changes to the public contract (Art. 37 to 38/19) .....	28
4.9.1	Replacement of the contractor (Art. 38/3) .....	28
4.9.2	Revision of prices (Art. 38/7) .....	28
4.9.3	Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12) .....	28
4.9.4	Unforeseen circumstances .....	29
4.10	Preliminary technical acceptance (Art. 42) .....	29
4.11	Performance modalities (Art. 146 et seq.) .....	29
4.11.1	Orders process .....	29
4.11.2	Implementation period (Art. 147) .....	30
4.11.3	Place where the services shall be performed (Art. 149) .....	30
4.11.4	Evaluation of the services performed .....	30
4.11.5	Liability of the service provider (Art. 152-153) .....	30
4.12	Liability of the service provider (Art. 152-153) .....	30
4.13	Means of action of the contracting authority (Art. 44-51 and 154-155) .....	31
4.13.1	Failure of performance (Art. 44) .....	31
4.13.2	Fines for delay (Art. 46 and 154) .....	31
4.13.3	Measures as of right (Art. 47 and 155) .....	32
4.14	End of the public contract .....	32
4.14.1	Acceptance of the services performed (Art. 64-65 and 156) .....	32
4.14.2	Invoicing (Art. 66 to 72 – 160) .....	32
4.14.3	Advance payment .....	33
4.14.4	Payment of services (Art. 66 to 72 – 160) .....	34
4.15	Litigation (Art. 73) .....	34
<b>5</b>	<b>Terms of reference .....</b>	<b>35</b>
5.1.1	Enabel .....	35
5.1.2	Enabel portfolio in Mozambique .....	35
5.1.3	ValoRe .....	37
5.2	Objectives .....	37
5.3	Expected services .....	38
5.3.1	General framework .....	38
5.3.2	Types of missions .....	39
5.4	Methodology .....	41
5.5	Team composition and experts' profiles .....	43

<b>6</b>	<b>Forms.....</b>	<b>48</b>
6.1	Identification form.....	48
6.2	Subcontractors.....	49
6.3	Financial identification.....	50
6.4	Declaration on honour – exclusion criteria.....	51
6.5	Integrity statement for the tenderers.....	53
6.6	Power of attorney.....	54
6.7	Certification of registration and / or legal status.....	54
6.8	Certification of clearance with regards to the payments of social security contributions.....	54
6.9	Certification of clearance with regards to the payments of applicable taxes.....	54
6.10	Criminal record.....	54
6.11	References of similar services.....	55
6.12	Financial proposal.....	2
6.13	ESPD.....	3
6.14	Model posting bond.....	3
6.15	CV template.....	4
6.16	Overview of the documents to be submitted.....	6

# 1 General remarks

## 1.1 Derogations from the General Implementing Rules

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

## 1.2 Contracting authority

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

Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with the partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards the realisation of its objectives.

For this contract, Enabel is represented by the Representation of Enabel in Mozambique who is mandated to represent the company towards third parties.

## 1.3 Institutional framework of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013<sup>1</sup>;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company<sup>2</sup>;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations and are given as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003<sup>3</sup>, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;
- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organization<sup>4</sup> on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);

<sup>1</sup> Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.

<sup>2</sup> Belgian Official Gazette of 1 July 1999.

<sup>3</sup> Belgian Official Gazette of 18 November 2008.

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

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

#### **1.4 Rules governing the public contract**

The following, among other things, apply to this public contract:

- The Law of 17 June 2016 on public procurement<sup>5</sup>;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies and services<sup>6</sup>;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors<sup>7</sup>;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works<sup>8</sup>;
- Circulars of the Prime Minister with regards to public procurement.
- All Belgian regulations on public contracts can be consulted on [www.publicprocurement.be](http://www.publicprocurement.be).
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

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

#### **1.5 Definitions**

The following definitions apply to this contract:

The tenderer: An economic operator submitting a tender;

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

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<sup>5</sup> Belgian Official Gazette 14 July 2016.

<sup>6</sup> Belgian Official Gazette of 21 June 2013.

<sup>7</sup> Belgian Official Gazette 9 May 2017.

<sup>8</sup> Belgian Official Gazette 27 June 2017.

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

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

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

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

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

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

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

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

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works;

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

BDA: Belgian Public Tender bulletin;

OJEU: Official Journal of the European Union;

OECD: Organisation for Economic Cooperation and Development;

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

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

Litigation: Court action.

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

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

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

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

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

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

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

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

### **1.6.2 Confidentiality**

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

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

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

## **1.7 Deontological obligations**

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

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

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

1.7.4. Any attempt of a candidate or a tenderer to obtain confidential information, to proceed to illicit

arrangements with competitors or to influence the evaluation committee or the contracting authority during the investigation, clarification, evaluation and comparison of tenders and candidates procedure will lead to the rejection of the application or the tender.

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

1.7.6. The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any desk review or on-the-spot check, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure. Depending on the gravity of the facts observed, the contractor having paid unusual commercial expenditure is liable to have his contract cancelled or to be permanently excluded.

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

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

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

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

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

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

## 2 Object and scope of the procurement contract

### 2.1 Type of contract

This contract is a public service framework contract.

### 2.2 Subject-matter of the public contract

This contract is awarded in accordance with the framework agreement modality with a single participant, as per Article 43 of the Law of June 17, 2016.

This contract solely concerns the establishment of the framework agreement for: technical support in solid waste management sector.

This contract takes the form of a framework agreement with a single participant. The framework agreement defines the scope of the contracts to be awarded during its validity period. Throughout the duration of the framework agreement, orders based on this agreement (subsequent contracts) are awarded, notably, in accordance with the conditions set forth in these special specifications document.

The terms set include 1) prices and 2) anticipated quantities. Certain elements may be specified when awarding subsequent contracts (e.g., the specific quantities to be executed at that time). Therefore, the framework agreement provides a degree of flexibility, allowing for the clarification or addition of certain terms after it is concluded.

The contract specifically aims to provide technical support for interventions where Enabel requires enhanced technical expertise through specific international and national technical assistance.

### 2.3 Duration of the public contract

The framework agreement begins the first calendar day following the date of the framework agreement conclusion notification and it is concluded for a period of **one year renewable**. The framework agreement may be renewed for a period of one year, up to a maximum of two renewals (**maximum total duration of three years**).

During this period, the contracting authority may place orders (subsequent contracts) but cannot exceed the maximum quantities set out in section 2.4 below. Orders may be placed throughout the entire term of the framework agreement, up to the last day of the third year.

If the provider is found to have committed breaches concerning conflict-of-interest situations, the contracting authority reserves the right to terminate the contract without compensation.

### 2.4 Quantity

The public contract has no minimum quantities. The total value of the various orders **may not exceed 300,000 Euro (excluding VAT; including Withholding Taxes)**.

The estimated quantities in man-days are provided for information only in order to be able to estimate the volumes of services expected for the award of the contract. Exact quantities shall be determined in order forms. The contracting authority does not commit in any way as to quantities that will actually be ordered through this contract.

This public contract is a price-schedule contract, the unit prices of the different items are flat rate prices and the quantities, in as far these quantities are set for the items, are presumed or expressed within a range. The price to be paid will be obtained on the basis of the quantities effectively ordered and

implemented.

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

### 3.1 Award procedure

This contract is awarded via an Open Procedure in application of Article 36 of the Law of 17 June 2016.

### 3.2 Publication

This procurement contract is published on European and Belgian official gazette and on the Enabel website ([www.enabel.be](http://www.enabel.be)). The publication of these tender specifications constitutes an invitation to submit an offer to anyone who becomes aware of it.

### 3.3 Information

The awarding of this contract is coordinated by **Ms. Juliette Campogrande**, Junior Expert in Contracting and Administration. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this contract will exclusively pass through this service / this person. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

An **information session** will be held online via Teams on **27 May 2026 at 1 PM (East African Time)**. We kindly ask you to register by sending an email to Ms. Juliette Campogrande ([juliette.campogrande@enabel.be](mailto:juliette.campogrande@enabel.be)), indicating your intention to participate in the session.

Candidate-tenderers may submit questions regarding these Tender Specifications and the contract **up to six days** before the final deadline for bid submission. Questions will be sent in writing to Ms. Juliette Campogrande ([juliette.campogrande@enabel.be](mailto:juliette.campogrande@enabel.be)) and [tendersmoz@enabel.be](mailto:tendersmoz@enabel.be) in cc, and they will be answered in the order received. The complete overview of questions asked will be available at the websites mentioned above.

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

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

- [BOSA - eProcurement](#)
- [Public procurement - Enabel - Belgian Development Agency |](#)

The tenderer is to submit his tender after reading and taking into account any corrections made to the Tender Specifications that are published on the Enabel and eProcurement websites or that are sent to him by e-mail. To do so, when the tenderer has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

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

### 3.4 Tender

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

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

The tenderer must add to the tender:

- 1) Form 6.1: Identification form;
- 2) Form 6.2: Subcontractors;
- 3) Form 6.3: Financial identification;
- 4) Form 6.4: Declaration on honour – exclusion criteria;
- 5) Form 6.5: Integrity statement for the tenderers;
- 6) Power of Attorney;
- 7) Updated certification of registration
- 8) The document certifying that the tenderer is in order with the payment of social contributions;
- 9) The document certifying that the tenderer is in order with the payment of taxes;
- 10) Criminal record;
- 11) References of similar services;
- 12) Form 6.12: Financial proposal;
- 13) ESPD document **(bids without ESPD document originally signed will be rejected!)**
- 14) Technical proposal;
- 15) CVs of the technical team.

The tenderer is strongly advised to use the tender forms in annex (see point 6 “Forms”). When not using this form, he is fully responsible for the perfect concordance between the documents he has used and the form.

The tender, the forms, and the annexes are written in English but can be filled in English or Portuguese.

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

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

### **3.4.2 Period of validity of the tender**

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

### **3.4.3 Price determination**

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

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

Orders will be paid for on the basis of the services actually ordered and performed.

At the request of the contracting authority, the tenderer shall provide it, prior to the award of the contract, with all information intended to enable it to verify the prices offered.

The verification of prices may include any verification of accounting documents and/or any on-the-spot inspection by the agents of the contracting authority delegated for this purpose.

### **3.4.3.1 Elements included in the price**

The tenderer is to include in his unit and global prices any charges and taxes generally applied to services, with the exception of the value-added tax. The following are in particular included in the prices:

- The administrative management and secretariat;
- Travel-related costs (except what is mentioned below) and insurance;
- Documentation pertaining to the services;
- Delivery of documents or records associated with the performance;
- Training required for operation;
- Where applicable, the measures imposed by occupational safety and worker health legislation;
- Customs and excise duties for equipment and products used;
- Accommodation and travel and any other costs related to the missions;
- The consultant's accommodation and all his personal expense.

For this contract, the following costs will be covered by Enabel:

- **International Air Transport:** Air tickets for international flights between the expert's country of residence and the place of service are organized and covered by Enabel (economy class ticket for the most economically advantageous route). The choice of the itinerary will depend on the most logical combination of:
  - The best acceptable route;
  - The lowest applicable fare (Economy class);
  - The requested travel dates.
- **Local Transport in Mozambique:** If applicable, transport within the Mozambique will be organized and covered by Enabel.

### **ATTENTION:**

- The daily rate for the experts is paid for all actual workdays, even if it is a weekend or public holiday, according to the accepted work schedule attached to the invoice.
- For international travel days, 50% of the home daily rate is paid per travel day, according to the accepted mission schedule attached to the invoice. For reimbursable expenses based on supporting documents, Enabel's approval prior to commitment is always necessary; otherwise, the expense cannot be reimbursed even with the supporting document.
- Field prices must include per diems, accommodation cost, visa, and other costs incurred during field missions outside of consultant home base/main office.

In case the contract is extended, the unit prices mentioned in the contract apply.

### 3.4.3.2 Taxes

The tenderer is to include in his global prices any charges and taxes generally applied to services:

- The prices must **include** the **withholding taxes** applicable (it is the tenderer responsibility to collect all necessary information relating to the withholding tax applicable for his situation). Withholding taxes will be systematically deducted from payments by Enabel.
- The prices must **exclude** the **value-added tax (VAT)**. However, the value-added tax (VAT) percentage must be indicated in a separate line in the “Form 6.12 – Financial proposal”.

#### Additional Information on Withholding Tax

In the countries of operation, Enabel must almost always deduct local taxes from the income received by non-resident service providers, through a withholding tax.

The unit price quoted by the tenderer in its tender must include any applicable tax, including the tax that will be deducted at source by Enabel (or another beneficiary of the framework agreement) at the time of payment of the invoice.

When the contract is performed, Enabel (or another beneficiary of the framework agreement) will deduct the tax from the amount invoiced by the service provider by means of a deduction of the percentage provided for (and defined by local legislation) (Withholding Tax).

In the case of an order originating from a representation or intervention abroad (outside the EU), the withholding tax will be applied to the totality of the services carried out by the service provider (without distinction between work at home or work in the country of intervention).

#### Double Taxation Conventions

Tenderers' attention is drawn to the fact that some countries have signed double taxation treaties [e.g. between the tenderer's State of residence and the State of origin (or source, i.e. the State in which the income has its source and Enabel or one of the beneficiaries of this framework agreement has a representation or project - outside the EU)].

If such an agreement applies, it is the responsibility of each tenderer to check what the legal effects of its application are and how this agreement will affect the taxes charged on the services.

### 3.4.4 Method and deadline for submitting offers

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

The tender and all accompanying documents have to be numbered and signed by the tenderer or his/her representative. The same applies to any alteration, deletion or note made to this document. The representative must clearly state that he/she is authorised to commit the tenderer. If the tenderer is a company / association without legal body status, formed by separate natural or legal persons (temporary group or temporary partnership), the tender must be signed by each of these persons.

The tenderer submits his tender as follows **before 17/06/2026 at 12:00 PM (noon) (East African Time)**:

- The original copy of the completed tender will be submitted on paper.
- One digital copy will be submitted in one or more PDF files on a USB stick.

**ATTENTION: The financial and technical proposals must be submitted separately: in two distinct envelopes for the original hard copy, and as two separate PDF files for the digital copy.**

The paper copy and the USB stick are to be submitted in a properly sealed envelope bearing the following information: **MOZ22005-10118 – Framework public service contract for “Technical Support in Solid Waste Management Sector”**.

It may be submitted:

- By **courier** (standard mail or registered mail)

In this case, the sealed envelope is put in a second closed envelope addressed to:

*Enabel Mozambique, public-law company*

*Av. Kenneth Kaunda, 264*

*Maputo, Mozambique*

- **Delivered by hand** with acknowledgement of receipt.

The service can be reached on working days during office hours, from 8:00 to 17:00 (East African Time).

**NB: Submission of tenders by e-mail is strictly prohibited. Any tenders submitted via e-mail will be automatically disregarded.**

Only offers received within the deadline will be considered, therefore it is the tenderer’s responsibility to ensure that the offers are sent in due time.

### **3.4.5 Amending or withdrawing a tender that has already been submitted**

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

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

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

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

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

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

The withdrawal must be pure and simple and shall be unconditional.

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

### **3.4.6 Opening of tenders**

The tenders must be in the possession of the contracting authority before the final submission date and time specified in point 3.4.4 “submission of tenders”. Tenders shall be opened behind closed doors without the tenderers.

### **3.4.7 Evaluation of tenders**

#### **3.4.7.1 Regularity**

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

It is essential that the tenders be completely in conformity with the provisions of the Tender Specifications, both formally and materially. The substantially irregular tenders are excluded.

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

The following irregularities are deemed substantial:

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

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

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

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

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

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

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

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

#### **3.4.7.2 Exclusion grounds**

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

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

The tenderer will provide the required supporting document(s) with regard to the exclusion criteria mentioned under point 6 “Forms” to the contracting authority at the latest upon contract awarding, namely the following:

1. Signed and dated **declaration of honour** form;
2. **Integrity statement** form;
3. Copies of the most recent documents showing the **legal status** and **place of registration** of the tenderer's headquarters (certificate of incorporation or registration...);
4. The document certifying that the tenderer is in order with the **payment of social contributions**.
5. The document certifying that the tenderer is in order with the **payment of taxes**.
6. **Criminal record of the entity** if criminal record for legal body exists in the country where the tenderer is registered.

The contracting authority will verify the accuracy of the above-mentioned declaration of honour for the tenderer with the best tender. For that purpose, the contracting authority will ask the tenderer concerned to provide information or documents allowing the contracting authority to verify the tenderer's personal situation by the fastest means and within the term set by the contracting authority.

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

Pursuant to section 70 of the Law of 17 June 2016, any tenderer who is in one of the situations referred to in sections 67 or 69 of the Law of 17 June 2016 may provide evidence to show that the actions taken by him are sufficient to demonstrate his reliability despite the existence of a relevant ground for exclusion. If this evidence is considered sufficient by the contracting authority, the tenderer concerned is not excluded from the award procedure.

The contracting authority may also check whether there are grounds for exclusion for subcontractor(s) within the meaning of Articles 67 to 69 of the Law of Law of 17 June 2016.

### **3.4.7.3 Selection criteria**

The tenderer must prove that he is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public contract. Before the contracting authority can start investigating the regularity of the tenders and evaluating them based on the award criteria, tenderers that do not meet certain minimum quality conditions shall be excluded from the procedure and their tender shall not be evaluated.

The selection criteria are the following:

<p><b>1. References</b></p>	<p>The tenderer shall attach to its tender, as a minimum, three (3) certificates of satisfactory execution of similar projects as this application, demonstrating relevance for this assignment in the field of solid waste management, carried out over the last three (3) years, each with a value of at least EUR 75,000 (excluding VAT) and implemented in a low- or middle-income country context characterised by low-resource municipal systems and significant informal sector presence.</p> <p>Each reference should clearly state client name, sector, contract value and duration, firm's role (advisory / lead / assistance / coordination), key outcomes or results and deliverables demonstrating similarities and relevance for the application.</p> <p>The tenderer must clearly demonstrate across the submitted references:</p> <ul style="list-style-type: none"> <li>• At least two (2) references in the technical design, operation, optimisation, or implementation of waste-management systems or services;</li> <li>• At least one (1) reference in any of the following: institutional or policy support; capacity building or M&amp;E; or inclusive approaches such as informal sector engagement or gender-responsive programming.</li> </ul>
<p><b>2. ESPD</b></p>	<p>The ESPD document (annex of this tender documents) must be filled and signed by hand by the tenderer and attached to his bid. This provision also applies to each participant when the tender is submitted by a group of economic operators. The signatures shall be issued by the person(s) competent or authorised to bind the tenderer.</p>

### **3.4.7.4 Award criteria**

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

The contracting authority will choose the regular tender that it finds being most economically advantageous, taking account of the following criteria.

The award criteria are the following:

#### **1. Methodological approach (20 points)**

The bidder shall submit a methodological proposal demonstrating a clear understanding of the Terms of Reference and presenting its organisational strategy and technical approach to delivering the services under this framework contract.

The proposal will be evaluated against the following sub-criteria and maximum scores:

<p>1. Sector Vision &amp; Contextual Intelligence <b>(4 points)</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of Mozambique's solid waste sector — institutional landscape, municipal capacity constraints, financial constraints, regulatory gaps, and reform trajectory.</li> <li>• Analysis of the informal waste sector in Mozambique — its structure, risks, and potential for integration into formal service and value chains.</li> </ul>
<p>2. Adaptive Methodology <b>(4 points)</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated capacity to calibrate approach across assignment types — from technical design to policy support, capacity building, and inclusive business development.</li> <li>• Clear articulation of how cross-cutting themes (gender, circular economy, informal sector) are operationalised across different assignment types — not just mentioned.</li> </ul>
<p>3. Operational Capacity &amp; Mobilization <b>(5 points)</b></p>	<ul style="list-style-type: none"> <li>• Depth and breadth of proposed expert roster across key and non-key profiles, demonstrating capacity to cover the full scope of the contract.</li> <li>• Credibility of mobilisation arrangements — speed, flexibility, and capacity to run parallel assignments without quality loss.</li> <li>• Clarity and robustness of internal quality assurance and reporting mechanisms across varied assignment types.</li> </ul>
<p>4. Partnership &amp; Local Integration <b>(4 points)</b></p>	<ul style="list-style-type: none"> <li>• Quality and depth of proposed local partnership — beyond subcontracting, demonstrating genuine co-lead roles and complementarity of expertise.</li> <li>• Coverage of local expertise across the three levels defined in section 5.5.3.</li> <li>• Explicit approach to knowledge transfer and local capacity strengthening throughout contract implementation.</li> </ul>
<p>5. Innovation and Added Value <b>(2 points)</b></p>	<ul style="list-style-type: none"> <li>• Evidence of adaptive learning mechanisms — how the firm captures, applies, and shares lessons across assignments within a long-term framework.</li> <li>• Practical innovations or efficiencies demonstrated in comparable framework or long-term contracts.</li> <li>• Integration of lessons learned from comparable assignments.</li> </ul>

5. Stakeholder Engagement <b>(1 points)</b>	<ul style="list-style-type: none"> <li>• Strategy for engaging national and local stakeholders across assignments.</li> </ul>
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This methodological note should be presented in a document of no more than 15 pages, numbered, in A4 double-sided format, and should also include relevant lessons learned.

The consulting firm should also demonstrate its ability to form partnerships with one or more consulting firms located in Mozambique by attaching a list of pre-identified local partners/consultants, highlighting the complementarity of experiences and expertise.

## **2. CVs (40 points)**

**Key experts** must meet the minimum requirements set out in the Terms of Reference (see section “5.5.1 Key Experts”).

Points are awarded exclusively for the four **Key Experts** listed below, and only for competencies exceeding the minimum requirements defined in section 5.5.1.

**Note:** Minimum requirements for **non-key experts and local expertise** are defined in sections 5.5.2 and 5.5.3 and assessed on a compliance basis. No additional points are awarded for these profiles.

<b>Key expert</b>	<b>Criteria</b>
1. Solid Waste Management Specialist <b>(12 points)</b>	<ul style="list-style-type: none"> <li>• Proven leadership experience in managing multidisciplinary teams and overseeing project implementation from conception to execution. (2 points)</li> <li>• Technical expertise in solid waste-management systems (design, operation, optimisation, collection, sorting, recycling, composting, landfill). (3 points)</li> <li>• Knowledge of contractual models and/or PPP frameworks for waste services. (3 points)</li> <li>• Experience in drafting of waste management policies, by-laws, and regulatory frameworks. (2 points)</li> <li>• Understanding of informal-sector integration and inclusion of women in formal value and service chains. (2 points)</li> </ul>
2. Gender and Social Development Specialist <b>(8 points)</b>	<ul style="list-style-type: none"> <li>• Experience in gender analysis, social inclusion, and behaviour-change approaches applied to institutions and service delivery systems. (3 points)</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in designing gender-inclusive business models and women’s empowerment initiatives within waste, circular-economy, or related infrastructure sectors. (3 points)</li> <li>• Experience in designing and facilitating participatory processes such as consultations, training, and community engagement within public service or infrastructure programmes. (2 points)</li> </ul>
<p>3. Institutional Development Specialist <b>(8 points)</b></p>	<ul style="list-style-type: none"> <li>• Experience in institutional reforms, governance design, and capacity-strengthening roadmaps for local governments or public utilities, including PPP frameworks and coordination mechanisms. (3 points)</li> <li>• Experience in drafting or revising legal, regulatory, and operational instruments for public service delivery, ideally in waste-related or environmental services. (3 points)</li> <li>• Experience in designing and facilitating training programmes for public officials and municipal staffs. (2 points)</li> </ul>
<p>4. Business Development and Circular Economy Specialist <b>(12 points)</b></p>	<ul style="list-style-type: none"> <li>• Experience in applying circular-economy principles to waste and resource-recovery systems, including design of waste-based business models covering aggregation, processing, and market access. (4 points)</li> <li>• Experience in integrating informal workers, cooperatives, and SMEs into structured value chains, including support to women-led and youth-led green enterprises. (4 points)</li> <li>• Experience in market analysis for secondary materials – demand pricing structures, and offtake risks, informing viable and bankable resource-recovery business cases. (4 point)</li> </ul>

**Documentation required:**

- **CV of each Key Expert, Non-Key Expert, and Local Expert in EU Project CV format (form 6.15).**

- **An annex per Key Expert, Non-Key Expert, and local Expert complementing the CV, clearly demonstrating how they meets the minimum requirements and scored criteria (for Key Experts), with explicit references to relevant experience, assignments and deliverables.**
- **Signed statement of availability and priority commitment from each Key Expert.**

### **3. Price (40 points)**

See “6.12 Tender form - Financial proposal”.

The financial offer shall be expressed, for each profile, as:

- A lump-sum unit price per day of fieldwork (Field); and
- A lump-sum unit price per day of remote work (Home).

The financial score will be calculated as follows:

*Financial Score = (Lowest overall average daily price / Overall average daily price of tender X) x 40*

#### **3.4.7.5 Final score**

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

#### **3.4.7.6 Awarding the public contract**

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

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

#### **3.4.8 Concluding the public contract**

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

The full contract consists of the following documents:

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

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

## 4 Specific contractual and administrative conditions

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

### 4.1 Managing official (Art. 11)

The managing official will be designate in the contract award notification.

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

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

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

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

### 4.2 Subcontractors (Art. 12 to 15)

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

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

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

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

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement

of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

### **4.3 Confidentiality (art. 18)**

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

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

The tenderer is therefore bound by the duty of discretion.

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

Therefore, he undertakes to:

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

### **4.4 Protection of personal data**

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

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

#### **4.4.2 Processing of personal data by a contractor**

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

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

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

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

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

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

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

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

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

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

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

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

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

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

Performance bond is requested for the present tender.

The performance bond is set at 5% of the total value, excluding VAT, of procurement. The value thus obtained is rounded up to the nearest 10 euros.

In accordance with the legal and regulatory provisions, the performance bond may be constituted either of cash or of public funds or may take the form of a joint performance bond.

The performance bond may also take the form of a surety bond issued by a credit institution meeting the requirements of the law on the statute and control of credit institutions, or by an insurance company meeting the requirements of the law on control of insurance companies and approved for branch 15 (bonds).

By way of derogation from Article 26, the performance bond may be posted through an establishment that has its registered office outside Belgium. The contracting authority reserves the right to accept or refuse the posting of the bond through that institution. The contractor shall mention the name and address of this institution in the tender.

This derogation is founded on the idea of providing possible local tenderers with an opportunity to submit a tender. This measure is made essential by the specific requirements of the contract.

The contractor must, within 30 calendar days from the day of contract conclusion, furnish proof that he or a third party has posted the bond in one of the ways set out below:

1° in the case of cash, by transfer of the amount to the boost account number of the Deposit and Consignment Office. Fill out the form [https://finances.belgium.be/sites/default/files/01\\_marche\\_public.pdf](https://finances.belgium.be/sites/default/files/01_marche_public.pdf) and return it to the e-mail address: [info.cdcdck@minfin.fed.be](mailto:info.cdcdck@minfin.fed.be). After reception and validation of said form, an agent of Belgium's Deposit and Consignment Office (Caisse des Dépôts et Consignations) will communicate to you the payment instructions (account number + communication) for posting the bond in cash,

2° in the case of public funds, by depositing such funds, for the account of the Deposit and Consignment Office, with the State Cashier at the head office of the National Bank in Brussels or at one of its provincial agencies or with a public institution with an equivalent function

3° in the case of a joint surety, by deposit via an institution that lawfully carries out this activity of a deed of joint surety with the Deposit and Consignment Office or with a public institution with an equivalent function

4° in the case of a guaranty, by the deed of undertaking of the credit institution or the insurance company.

This proof must be provided as applicable by submission to the contracting authority of:

1° deposit receipt of the Deposit and Consignment Office or of a public institution with an equivalent function, or

2° a debit notice issued by the credit institution or the insurance company; or

3° the deposit certificate issued by the State Cashier or public institution with an equivalent function; or

4° the original copy of the deed of joint surety stamped by the Depot and Consignment Office or by a public institution with an equivalent function; or

5° the original copy of the deed of undertaking issued by the credit institution or the insurance company granting a guaranty.

These documents, signed by the depositor, must state why the performance bond was posted and its precise usage, consisting of a concise indication of the subject-matter of the contract and a reference to the procurement documents, as well as the name, first names and full address of the contractor and, where relevant, that of the third party that made the deposit on the contractor's account, bearing the statement 'lender' or 'mandatary' as appropriate.

The period of 30 calendar days specified above is suspended during the period of closure of the contractor's business for paid annual holidays and the days off in lieu stipulated by regulation or by a collective binding labour agreement.

Proof that the required performance bond has been posted must be sent to the address that will be mentioned in the contract conclusion notification.

## **Request by the contractor for the acceptance procedure to be carried out:**

1° For Completion report (provisional acceptance): This is equal to a request to release the first half of the performance bond

2° For Final Project Completion Report (final acceptance after the DLP): This is equal to a request to release the second half of the performance bond, or, in case no provisional acceptance applied, to release the whole of the performance bond.

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

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

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

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

## **4.9 Changes to the public contract (Art. 37 to 38/19)**

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

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

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

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

### **4.9.2 Revision of prices (Art. 38/7)**

For this contract, price revisions are not permitted.

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

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

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

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

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

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

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

#### **4.9.4 Unforeseen circumstances**

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

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

#### **4.10 Preliminary technical acceptance (Art. 42)**

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

#### **4.11 Performance modalities (Art. 146 et seq.)**

##### **4.11.1 Orders process**

A request in the form of Terms of Reference (TOR) detailing the expected services and desired execution time will be sent to the service provider via email.

A response is expected from the contractor within 7 calendar days from the date of the request, including:

- A list containing the name(s) of the consultant(s) who will carry out the mission, selected from the proposed list in the bidder's offer and the identified local partners. The contractor must also indicate the name of the mission leader representing the consulting firm.
- A methodology for the intervention, including potential local and international travels.
- A detailed proposed timeline for the order implementation.
- A calculation of costs based on agreed Man/Day tariffs fixed in the contract for the order execution.

Upon receiving the documents listed above, the contracting authority is entitled to request adjustments up to satisfaction. Following approving of final versions, the contracting authority confirms the order by sending a Purchase Order, which serves as the award of the subsequent contract.

The order letter, sent via email, includes details of the expected services and desired execution timeframe. The service provider must acknowledge receipt of the Purchase Order within two business days of its transmission.

The execution period is specified either in business days or calendar days.

If specified in business days, Saturdays, Sundays, and legal public holidays are not counted, nor are annual paid vacation days and compensatory rest days as per royal decree or collective labor agreements made mandatory by royal decree.

If specified in calendar days, the period is suspended during the annual vacation closure of the service provider's business.

The execution period begins on the date indicated of sending the purchase order and includes time needed for service preparation. Services must be completed within the period set in the approved TOR.

Payment will be made based on a final mission report (or the agreed deliverable(s) outlined in the approved TOR).

In the case of an order letter with clearly incorrect or incomplete wording that prevents execution of the order, the service provider must immediately notify the supervising official in writing.

#### **4.11.2 Implementation period (Art. 147)**

The successful bidder will start to perform the services within one week for homework and to reach the field in maximum 4 weeks.

#### **4.11.3 Place where the services shall be performed (Art. 149)**

Services will be executed at the following addresses:

- In Mozambique, in any area where Enabel's intervention is requested by other donors.
- The residence or country of residence of the expert.

#### **4.11.4 Evaluation of the services performed**

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

When the services have been performed, the quality and conformity of the services shall be evaluated. A report of this evaluation shall be drawn up. The original copy of this report will be sent to the contractor. Any services that have not been performed correctly or in conformity shall be started again.

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

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

Moreover, the service provider shall guarantee the contracting authority against any claims for compensation for which he is liable towards third parties due to late performance of the services or due to failure of the service provider.

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

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

Moreover, the service provider indemnifies the contracting authority against damages for which it is

liable towards third parties due to late performance of the services or due to failure of the service provider.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Without prejudice to the application of fines for delay, the contractor continues to guarantee the

contracting authority against any damages for which it may be liable to third parties due to late performance of the procurement contract.

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

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

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

§2 The measures as of right are:

1° Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;

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

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

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

### **4.14 End of the public contract**

#### **4.14.1 Acceptance of the services performed (Art. 64-65 and 156)**

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

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

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

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

The acceptance specified above is final.

#### **4.14.2 Invoicing (Art. 66 to 72 – 160)**

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

#### **Enabel Representation**

## **Av. Kenneth Kaunda 264**

### **Maputo, Mozambique**

The invoice will mention:

- Enabel, the Belgian development Agency, in Mozambique
- The reference number and name of the contract: *MOZ22005-10118 - Tender Public service contract for "Technical Support in Solid Waste Management Sector"*
- The name of the managing official

Only service delivery that has been performed correctly may be invoiced.

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

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

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

The invoice shall be in Euros (should the tenderer have a Euro bank account) or MZN (should the tenderer have a Metical bank account). Payment will be by bank transfer only.

#### **4.14.3 Advance payment**

Notwithstanding clause 26.2 and in accordance with Articles 12/1 to 5 of the Law of 17 June 2016 on public procurement, inserted by the Law of 22 December 2023 amending the regulations on public procurement in order to promote SMEs' access to these contracts, an advance of 15 per cent of the reference value may be granted to the supplier.

The advance is calculated on the basis of the reference value of the public contract, i.e.:

- a) If the duration of the public contract is equal to or less than 12 months, the reference value is equal to the initial value of the public contract, all taxes included;
- b) If the duration of the public contract is greater than 12 months, the reference value is an amount equal to 12 times the initial value of the public contract, including taxes, divided by the duration of the contract expressed in months;
- c) In the case of an open-ended public contract, the reference value is the value per month of the public contract multiplied by 12.

For the calculation of the initial value of the contract, neither conditional blocks nor renewals shall be taken into account.

No advance is granted before:

- a) Notification of the conclusion of the public contract;
- b) A written dated demand submitted to the contracting authority;
- c) A financial guarantee for the full amount of the advance is provided. The guarantee will only be released when the amount of the advance has been fully covered by the performance of the public contract and has been the subject of invoices approved by the contracting authority. This financial

guarantee must enable the contracting authority to obtain reimbursement of the advance it has paid in the event of total or partial non-performance of the public contract.

Payment of the advance may be suspended if it is found that the supplier does not comply with his contractual obligations or if they contravene the provisions of Article 7 of the Law of 17 June 2016 on public procurement.

The advance granted is charged to the amounts owed to the supplier, as follows:

The first half of the advance payment shall be offset against the sums due to the supplier when the value of the supplies performed reaches 30 per cent of the original order amount and the second half of the advance shall be offset against the sums due to the supplier when the value of the supplies performed reaches 60 per cent of the original order amount.

#### **4.14.4 Payment of services (Art. 66 to 72 – 160)**

Payment will be made following the final acceptance of each individual service order. It will be based on the number of man-days performed under the specific service order.

#### **4.15 Litigation (Art. 73)**

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

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

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

**Enabel, public-law company**

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

**To the attention of Ms Laura Jacobs**

**Rue Haute 147**

**1000 Brussels**

**Belgium**

## 5 Terms of reference

### 5.1 General context

#### 5.1.1 Enabel

Enabel, the Belgian agency for international cooperation, is tasked with implementing and coordinating Belgium's international development policy, as well as carrying out, at the request of the federal government, any public service mission in low- and middle-income countries that aligns with the 2030 Agenda for Sustainable Development.

#### 5.1.2 Enabel portfolio in Mozambique

The Mozambique Cooperation Strategy 2023-2028 was validated by the Belgian Minister of Cooperation on 15 July 2022. As one of the most vulnerable countries to climate change in Africa, Mozambique has seen an increasing intensity and frequency of extreme weather events in recent years, compromising the country's development ambitions. In response, Enabel intends to deepen its cooperation strategy by addressing different areas of climate-related activities, from delivery of climate-proofed public services to the most vulnerable populations, to transitioning to low carbon energy pathways, while dealing with the unavoidable losses and damages. The approach is grounded in human-centred activities, tailored to specific territories and implemented with the involvement of different actors of the society.

The General Objective of the portfolio is to support and institutionally strengthen Mozambique so that the transition to a climate-resilient and low-carbon economy can be achieved in an inclusive way with consideration of vulnerable communities in both rural and urban areas. In order to support the transition in Mozambique towards a low-carbon society that is resilient to climate change and that respects, preserves and sustainably manages ecosystems and the environment, various levers for changes are explored.

The Specific Objective is the following: Mozambican authorities and communities, including women, youth, and other vulnerable groups, are strengthened to actively engage together in a cross sectoral coordination- specifically focusing on improved climate proofed public services, enabling policies and initiatives for energy transition.

A global overview of the structure of this portfolio is presented here below. Both interventions share the same specific objective while focusing on specific thematic areas. They are interconnected and complementary.



The portfolio is comprised of three interventions:

- A. The first intervention (MULTI-CRET) is the heart of the portfolio and is composed of 5 results:
- **Policy Dialogue on Climate Resilience and Energy Transition:** The GoM, local authorities, communities and civil society improve the formulation, adoption, and implementation of evidence-based policies and initiatives to build climate resilience and just energy transition.
  - **Losses & Damages:** The GoM, local authorities, communities and civil society design, resource, and implement evidence-based climate resilient and low-carbon oriented plans and budget with a focus on anticipating risks of losses and damages.
  - **Access to Energy:** The GoM, local authorities, communities and civil society improve access to sustainable and clean public energy services, especially in off-grid areas.
  - **Access to Water:** The GoM, local authorities, communities and civil society improve access and sustainability of climate-resilient drinking water supply and solar-powered irrigation systems in rural areas.
  - **Waste Management and Circular Economy:** The GoM, local authorities, communities and civil society involved in waste management implement the national programme for sustainable waste management and promote a circular economy.
- B. The second intervention (STEP) aims at strengthening capacities and acting as a catalyst for the mobilisation of climate finance for national priorities, in close articulation and synergy with the main intervention.
- C. The third intervention (D4CS) is an additional funding for the losses and damages component of the first intervention.

Through result 5, Enabel intervenes in the municipalities of Nampula and Nacala to support waste management and circular economy initiatives. These activities aim to reinforce local waste systems and promote circular practices, contributing to the improvement of the living conditions of the local communities.

The expected outputs of Enabel's support under result 5, focusing on waste management and circular economy, are:

1. Waste management plans are coordinated with other municipal public services and covered by the reporting system towards the national authorities.
2. The capacity of municipalities for enforcing the waste management plans is strengthened and investments in collection equipment and infrastructure are planned on the long term.
3. Waste pickers and neighbourhood associations (Including women associations) become key partners for the Municipality and waste operators to collect recoverable waste and to reclaim the loss of the amenity due to the dispersion of wastes in the public space.
4. Women are an active player in the waste collection system and are allocated a fair part of the economic benefits.
5. A circular economic case of recoverable waste can be scaled up in the country, during the design of the system, its operations and identification of new investments all the actors are engaged.

### **5.1.3 ValoRe**

The Programme for Sustainable Waste Management in Mozambique - “ValoRe” (from Waste to Resources), has mobilized the support of the Mitigation Action Facility from May 2024 up to Jun 2029. It aims to advance a circular economy by tackling the country’s critical municipal solid waste challenges. Led by the Ministry of Agriculture, Environment and Fisheries, in collaboration with FNDS, ANAMM and Enabel, the project will invest in integrated waste treatment infrastructure – including material recovery facilities, sanitary landfills, and composting sites—in Nampula, Nacala, and Pemba. It combines financial mechanisms (public procurement and results-based financing) with technical assistance to build institutional capacity, improve waste governance, and raise public awareness. While targeting municipal governments as the primary beneficiaries, the project will also indirectly support waste pickers, micro-entrepreneurs, and community members active in recycling. Long-term sustainability will be reinforced through the introduction of an environmental tax on packaging, updated municipal waste fees, and private sector investments.

The project is expected to make a significant contribution to Mozambique’s GHG reduction targets, setting the conditions for a transformative shift toward sustainable and circular waste management practices.

The following results are aimed at:

- Result 1 – Programme Setup
- Result 2 – Technical supervision, coordination, and programme reporting
- Result 3 – Programme administration and financial management
- Result 4 – Implementation of waste infrastructure projects in Nacala
- Result 5 – Implementation of waste infrastructure projects in Nampula
- Result 6 – Implementation of waste infrastructure projects in Pemba
- Result 7 – Strengthening institutional capacities and training
- Result 8 – Awareness raising and communication

## **5.2 Objectives**

The objective of this contract is to provide on-demand technical assistance to Enabel’s solid waste management initiatives in Mozambique (especially in Nacala and Nampula municipalities), in order

to support the design, implementation, optimisation, and institutionalisation of inclusive and sustainable waste-management systems.

The contract aims to strengthen:

- The performance and sustainability of municipal waste-management services;
- Inclusive and gender-responsive value chains, with particular attention to women's economic participation and leadership;
- Institutional capacities, governance frameworks, and coordination mechanisms at municipal and national levels.

The framework contract enables Enabel to rapidly mobilise specialised expertise, through individual service orders, in a flexible and cost-effective manner, responding to evolving operational needs while ensuring coherence, quality, and accountability across interventions.

The scope of expertise covered under the framework includes, but is not limited to:

- Inclusive business development and women's empowerment in waste-management value chains and services;
- Technical design, operational support, and optimisation of waste-management infrastructure and services;
- Institutional strengthening and policy development;
- Circular-economy approaches and market and industrial linkages;
- Monitoring, evaluation, quality control, and capacity building.

## **5.3 Expected services**

### **5.3.1 General framework**

This framework contract establishes a flexible mechanism for the rapid mobilisation of a qualified service provider (or consortium) to deliver targeted technical support to Enabel's solid waste management projects. Services may be delivered remotely and/or through field missions, depending on the nature of each assignment.

The framework contract does not guarantee a minimum volume of work. It provides the contractual basis for Enabel to issue individual service orders to one pre-qualified provider (or consortium), in line with identified needs, budget availability, and operational priorities.

Assignments may include advisory services, technical support, training, mentoring, quality assurance, facilitation of studies or pilots. All activities will be implemented under the supervision of Enabel's project teams and in coordination with relevant national and municipal partner institutions.

For each individual service order, Enabel will specify the scope of work, expected outputs, duration, reporting arrangements, and validation modalities. Quality assurance will be ensured through clearly defined deliverables, which may include inception notes, technical notes, progress reports, and mission debriefings, as specified in each order.

Tasks described under the different mission types in section below may be ordered individually or combined, provided that assignments are structured in a manner that avoids conflicts of interest, in particular between advisory, implementation-support, and quality-control functions.

### 5.3.2 Types of missions

<p><b>Type 1</b></p>	<p><b>Inclusive Business Development and women’s empowerment</b></p> <p>Support the development of inclusive, gender-responsive economic opportunities within waste-management value chains and services.</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> <li>• Analysis of gender, socio-economic and market conditions within the waste system;</li> <li>• Identification and design of viable inclusive business models (e.g. collection, sorting, recycling, composting);</li> <li>• Support to entrepreneurship pathways, including training, mentoring, cooperative strengthening, and incubation approaches;</li> <li>• Identification of access-to-finance opportunities (e.g. revolving mechanisms, microfinance, buyer linkages);</li> <li>• Formulation of recommendations to increase women’s leadership, visibility, and decision-making power in value-chain governance.</li> </ul>
<p><b>Type 2</b></p>	<p><b>Technical design, operations, and optimization of waste-management infrastructure and services</b></p> <p>Provide technical and operational support to improve the design, performance, sustainability, and inclusiveness of municipal waste-management systems.</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> <li>• Development or review of technical designs, operational workflows, and equipment configurations;</li> <li>• Strengthening of maintenance and operational procedures, including staff organization and work protocols;</li> <li>• Support for procurement processes, tendering, and contracting arrangements (including PPP options);</li> <li>• Operational assessments and optimization of collection, sorting, transfer, recycling, and disposal systems;</li> <li>• Integration of informal workers and SMEs into structured service arrangements and value-chain partnerships;</li> <li>• Analysis of operational costs, revenue streams, tariff structures, and financial sustainability of waste-management services.</li> </ul>
<p><b>Type 3</b></p>	<p><b>Institutional Strengthening and Policy Development</b></p> <p>Support governance arrangements, regulatory frameworks, and institutional capacities at municipal and national levels.</p> <p>Tasks may include:</p>

	<ul style="list-style-type: none"> <li>• Institutional assessment and development of capacity-building and reform roadmaps;</li> <li>• Strengthening of management systems, oversight mechanisms, and inter-institutional coordination;</li> <li>• Support to review, drafting, or adaptation of by-laws, operational regulations, and partnership frameworks;</li> <li>• Facilitation of dialogue, negotiation spaces, and knowledge-sharing processes, with documented outputs;</li> <li>• Political-economy and stakeholder analysis related to waste-service reforms;</li> <li>• Facilitation of change-management processes, negotiation, and conflict-resolution related to service reorganisation or reform.</li> </ul>
<b>Type 4</b>	<p><b>Circular Economy and Market and Industrial Linkages</b></p> <p>Support the development of circular-economy initiatives linking waste recovery to viable market and industrial opportunities.</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> <li>• Assessment of waste streams and secondary-material market potential;</li> <li>• Identification and facilitation of partnerships between municipalities, cooperatives, and private sector actors;</li> <li>• Support to feasibility studies, pilot design, and investment-readiness assessments;</li> <li>• Accompaniment in the development of market-access strategies and demand linkages.</li> </ul>
<b>Type 5</b>	<p><b>Monitoring, Evaluation, and Quality control</b></p> <p>Strengthen evidence-based decision-making, learning, and accountability across implementation.</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> <li>• Design or refinement of monitoring, evaluation, and learning (MEL) frameworks aligned with project logic models;</li> <li>• Development of data-collection systems, including participatory and community-based approaches;</li> <li>• Design and implementation of qualitative and quantitative surveys (e.g. householder, user, operator, informal-worker, or market surveys), including sampling strategies, questionnaires, field supervision, and data analysis;</li> <li>• Support to baseline, midline, endline, and rapid assessment surveys, as required;</li> <li>• Oversight and quality control of works, services, or operational systems;</li> <li>• Learning reviews, evaluations, capitalization of lessons-learned, and preparation of knowledge-sharing products or events.</li> </ul>

<b>Type 6</b>	<b>Ad Hoc Technical Assistance, Training, and Coaching</b>
	<p>Provide time-bound reinforcement of technical or operational capacity to respond to emerging needs.</p> <p>Tasks may include:</p> <ul style="list-style-type: none"> <li>• Short-term deployment of specialists or field support personnel;</li> <li>• Hands-on coaching and accompaniment of local teams during task execution;</li> <li>• Temporary support during critical workload peaks or strategic milestones;</li> <li>• Support to training delivery, workshops, and facilitation of operational roll-out activities.</li> <li>• Coordination and interface management between multiple service providers, partners, and stakeholders involved in waste-management interventions;</li> <li>• Support to donor project formulation, reporting, capitalization of experiences, and preparation of strategic communication inputs;</li> <li>• Preparation of technical briefs, decision notes, and implementation tools to support internal management and policy dialogue.</li> </ul>

## 5.4 Methodology

### 5.4.1 Information and access to data

For each individual service order, Enabel will provide the service provider with all information reasonably required for the execution of the assignment, as available. This may include technical and architectural plans, calculation notes, laboratory or site reports, tender dossiers, contractual documents, and background studies.

Enabel's project teams will facilitate access to relevant stakeholders and partner institutions, subject to applicable confidentiality and data-protection requirements.

The service provider remains responsible for reviewing the information received and for promptly informing Enabel of any missing or unclear elements that may affect the execution of the assignment.

### 5.4.2 Estimation of level of effort

The total estimated level of effort under this framework contract is between 100 and 400 man-days over a **maximum duration of three (3) years**.

This estimate is indicative and non-binding. The actual volume, timing, and distribution of assignments will depend on operational needs, project evolution, and budget availability. The framework is designed to allow flexible mobilisation in response to changing priorities.

### 5.4.3 Reporting and validation of deliverables

For each assignment, the specific deliverables, reporting format, and submission deadlines will be defined in the relevant individual service order.

Notwithstanding the above, each assignment shall, as a minimum, include an inception report and a final report. Depending on the nature of the assignment, deliverables shall include technical notes, mission reports, operational recommendations, tools, training materials, and knowledge products, as well as debriefings and presentations.

The inception report shall outline the understanding of the assignment, proposed methodology, work plan, timeline, key assumptions, and any identified risks and mitigation measures.

The final report shall present the activities carried out, key findings, results achieved, challenges encountered, and practical recommendations, along with any relevant supporting outputs developed during the assignment.

All deliverables shall be submitted to the designated Enabel supervising official, who will coordinate internal review and validation and ensure circulation to relevant stakeholders.

Comments or requests for clarification shall be addressed by the service provider within the 7-15 calendar days. Deliverables will be considered approved once formally validated by Enabel.

#### **5.4.4 Mission workflow**

To support planning and coordination, Enabel may share with the service provider an indicative annual forecast of expected services. This forecast is provided for information purposes only and does not constitute a commitment.

Assignments may also be initiated on an ad hoc or urgent basis, depending on operational needs. Each assignment will follow the process below:

1. **Request:** Enabel issues a specific Terms of Reference (ToR) defining the scope, objectives, deliverables, and indicative timeline.
2. **Service Provider Response (within 7 calendar days):** the service provider submits:
  - Proposed expert(s), including a mission leader, selected from the approved roster;
  - A methodology and implementation approach;
  - A proposed schedule and duration;
  - A financial proposal based on the man-day rates defined in the framework contract.Those documents will be analyzed and discussed with Enabel upon satisfaction.
3. **Order Confirmation:** upon approval, Enabel issues a formal Purchase Order (by email). The service provider shall acknowledge receipt within two (2) working days.
4. **Mission Execution:** the assignment shall normally commence within seven (7) calendar days following order confirmation and may include:
  - Briefing with Enabel prior to deployment;
  - Field missions and/or remote technical support;
  - TOR for any field mission;
  - Execution of assigned tasks and preparation of deliverables;
  - Debriefing with Enabel's project team and Representation;
  - Integration of feedback and submission of final deliverables within the agreed deadlines.

## 5.5 Team composition and experts' profiles

The pool of experts under this framework contract comprises **three complementary components**, allowing Enabel to mobilise multidisciplinary expertise adapted to the nature, scale, and duration of each assignment:

1. **Key Experts** (mandatory), forming the core technical team and ensuring leadership, coherence, and quality control across assignments;
2. **Non-Key Experts (optional)**, providing additional or specialised thematic expertise as required;
3. **Local Experts or Partner Firms (mandatory)**, ensuring country experience, contextual understanding, and field presence in Mozambique.

Team composition may vary between assignments. However, the service provider must ensure continuity, institutional memory, and collective coverage of all required competencies throughout the duration of the framework contract.

### 5.5.1 Key Experts

For each individual service order, the consulting firm **shall** propose one or more Key Experts, selected from the profiles below, in line with the scope and objectives of the assignment.

The bidder **shall** propose experts meeting the following minimum requirements:

#### 1. **Solid Waste Management Specialist**

- At least 7 years of cumulated professional experience in solid waste management in African urban settings.
- At least 4 years of experience working with municipalities and public entities.
- Proficiency in English and strong communication skills.

#### 2. **Gender and Social Development Specialist**

- At least 7 years of cumulated professional experience in gender-responsive and socially inclusive programming within infrastructure and public service delivery sectors (e.g. waste management, WASH, energy, transport, urban services).
- At least 4 years of experience working with marginalized groups (e.g. waste pickers, low-income communities, women entrepreneurs).
- Proficiency in English.

#### 3. **Institutional Development Specialist**

- At least 7 years of cumulated professional experience in institutional capacity-building, organizational development, or governance reforms.
- At least 4 years of experience supporting local governments or public utilities, ideally in waste-related or environmental services.

- Proficiency in English.

#### 4. **Business Development and Circular Economy Specialist**

- At least 7 years of cumulated professional experience in circular economy, waste-to-resource, or resource-based value chains linked to infrastructure or public services (e.g. solid waste, recycling, biomass, agri-processing by-products, water reuse).
- At least 4 years of experience in market development, SME support, or industrial linkages for secondary materials.
- Proficiency in English.

#### Additional notes applicable to all Key Experts:

- One Key Expert (Profile 1, 3, or 4) shall act as **Mission Leader** for each assignment, responsible for overall coordination, quality assurance, and client communication. Bidders shall demonstrate the leadership and coordination capacity of the proposed Mission Leader in the CV annex.
- Each Key Expert profile shall be supported by **at least one dedicated CV; additional CVs may be proposed to ensure availability and flexibility** across parallel assignments.
- All Key Experts must demonstrate excellent proficiency in English. **At least one Key Expert must be proficient in Portuguese.** For all others, Portuguese is a strong asset for Mozambique-based missions.
- The consulting firm must demonstrate the capacity to ensure availability and rapid mobilisation of Key Experts and to respond to multiple assignments in parallel.

#### Documentation required for Key Experts:

- CV of each proposed Key Expert in EU Project CV format (form 6.15)
- An annex per Key Expert systematically demonstrating how the Key Experts meet minimum requirements and scored evaluation criteria, with explicit references to relevant qualifications, specific assignments and deliverables.
- A signed statement of availability and priority commitment from each proposed Key Expert

#### **5.5.2 Other Experts Profiles (Non-Key Experts)**

In addition to Key Experts, the consulting firm is recommended to propose a roster of Non-Key Experts who may be mobilised as needed under individual service orders. Non-Key Experts provide technical, analytical, or supervisory expertise and may oversee the work of local field personnel but are not intended to perform basic data-collection or enumerator functions.

#### **Minimum requirements for all Non-Key Experts:**

- At least 5 years of cumulated relevant professional experience
- A minimum of three assignments as technical lead in activities consistent with the proposed profile

Indicative profiles include:

- 1. Waste-operations experts** – monitoring, logistics, performance optimisation.
- 2. Waste-policy or institutional analysts** – sector studies, decentralization, and Extended Producer Responsibility.
- 3. Skills-development experts** – training design, organisational analysis, and “learning-by-doing” approaches.
- 4. Social-engagement experts** – tariff studies, stakeholder dialogue, community mobilisation.
- 5. Environmental specialists** – social and environmental impact assessments, mitigation measures, climate-risk assessments.
- 6. MEL experts** – M&E systems, data collection, tools, frameworks, learning workshops, capitalization, and reporting.
- 7. Geographic Information System (GIS) specialists** – mapping, spatial analysis, and visualization.
- 8. Data and information-management experts** – digital dashboards, data collection, and knowledge systems.

Combined profiles are acceptable, provided the team collectively covers all required competencies. Given the programme's emphasis on adaptive learning, MEL experts may be mobilised recurrently across assignments.

#### **Documentation required for Non-Key Experts:**

The bidder is recommended to provide a roster of available Non-Key Experts, with a one-page profile per expert indicating: area of expertise, years of experience, language skills, and at least two relevant assignments. Full CVs are not required at this stage but may be requested by Enabel prior to individual service orders.

#### **5.5.3 Local Expertise**

The consulting firm **shall** identify and present pre-qualified local experts or partner firms capable of mobilisation within **fifteen (15) calendar days** of a service order being issued.

Local experts and partners shall play an **active co-lead role** in implementation and knowledge transfer, ensuring contextual accuracy, operational continuity, cost-efficiency, and sustainable local capacity in Mozambique. Proficiency in local languages, mediation skills, and experience in conflict-sensitive community engagement are required.

Local expertise is structured into three levels reflecting differences in technical responsibility, autonomy, and cost:

#### **Level 1 – Local Specialist Expertise**

*Minimum requirements: at least 7 years of cumulated relevant professional experience and demonstrated experience working with Mozambican public institutions or municipalities.*

Senior local profiles operating with a high degree of autonomy. Typical contributions include:

- institutional and legal framework analysis
- socio-economic assessments and targeted analytical studies
- design and delivery of training and coaching for municipal staff and waste-picker organisations
- technical support to operational systems and service-improvement initiatives
- supervision and reporting at municipal or provincial level
- supervision and quality assurance of surveys and data-collection activities

### **Level 2 – Local Operational and Technical Field Support**

*Minimum requirements: at least 4 years of cumulated relevant professional experience and demonstrated field experience in Mozambique.*

Operational profiles providing hands-on field support, operating under the guidance of Level 1 experts and able to supervise Level 3 personnel. Typical contributions include:

- operational follow-up of waste-management infrastructure and service delivery
- field coordination and structured facilitation with communities, cooperatives, and municipal teams
- support to implementation of pilots, service improvements, and capacity-building activities
- monitoring of performance indicators and operational processes
- supervision and coordination of local field data collectors

### **Level 3 – Local Field Data Collection and Outreach Support**

*Minimum requirements: at least 1 year of relevant field experience and demonstrated ability to conduct structured data collection under supervision.*

Entry-level field profiles for clearly defined, standardised, and supervised tasks. Typical contributions include:

- Household, User, Operator, or Informal-Worker Surveys
- Basic Field Monitoring and Checklist-Based Data Collection
- Gps Mapping, Photo Documentation, and Simple Verification Tasks
- Attendance Tracking and Logistical Support to Consultations, Trainings, and Meetings
- Community Outreach and Awareness-Raising Activities Under Supervision

### **Documentation required for Local Expertise:**

The bidder shall provide:

- A profile of the proposed local partner firm(s), including areas of expertise, years of operation in Mozambique, and at least two relevant assignments
- At least one identified local expert per level, with a one-page profile indicating expertise area, years of experience, language skills, and relevant assignments
- A brief description of the proposed partnership arrangement, including roles, coordination mechanisms, and approach to knowledge transfer

## 6 Forms

### 6.1 Identification form

To fill the form, please click here:

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

<b>OFFICIAL NAME</b> <sup>①</sup>				
<b>BUSINESS NAME</b> (if different)				
<b>ABBREVIATION</b>				
<b>LEGAL FORM</b>				
<b>ORGANISATION</b>	<b>FOR PROFIT</b>			
<b>TYPE</b>	<b>NON FOR PROFIT</b>	<b>NGO</b> <sup>②</sup>	<b>YES</b>	<b>NO</b>
<b>MAIN REGISTRATION NUMBER</b> <sup>③</sup>				
<b>SECONDARY REGISTRATION NUMBER</b> (if applicable)				
<b>PLACE OF MAIN</b>				
<b>REGISTRATION</b>	<b>CITY</b>	<b>COUNTRY</b>		
<b>DATE OF MAIN REGISTRATION</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>	
<b>VAT NUMBER</b>				
<b>ADDRESS OF HEAD OFFICE</b>				
<b>POSTCODE</b>	<b>P.O. BOX</b>	<b>CITY</b>		
<b>COUNTRY</b>	<b>PHONE</b>			
<b>E-MAIL</b>				
<b>DATE</b>			<b>STAMP</b>	
<b>SIGNATURE OF AUTHORISED REPRESENTATIVE</b>				

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

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

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

## 6.2 Subcontractors

<b>Name and legal form</b>	<b>Address / Registered office</b>	<b>Object</b>

## 6.3 Financial identification

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>9</sup>	
IBAN/ACCOUNT NUMBER <sup>10</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

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

<b><u>ACCOUNT HOLDER'S DATA</u></b>		
AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		
SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)	

<sup>9</sup> This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

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

## 6.4 Declaration on honour – exclusion criteria

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

- 1) The tenderer or one of its ‘directors[1]’ was found guilty following a conviction by final judgement for one of the following offences:
  - 1° involvement in a criminal organisation
  - 2° corruption
  - 3° fraud
  - 4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence
  - 5° money laundering or terrorist financing
  - 6° child labour and other trafficking in human beings
  - 7° employment of foreign citizens under illegal status
  - 8° creating a shell company.
- 2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
- 3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.
- 4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

  - a. A breach of Enabel’s Policy regarding sexual exploitation and abuse – June 2019
  - b. A breach of Enabel’s Policy regarding fraud and corruption risk management – June 2019
  - c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
  - d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information
  - e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

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

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

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

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

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

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

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

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

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

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

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

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

For Belgium:

[https://finances.belgium.be/fr/sur\\_le\\_spf/structure\\_et\\_services/administrations\\_generales/tr%C3%A9sorier/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorier/contr%C3%B4le-des-instruments-1-2)

Date

Location

Signature

## 6.5 Integrity statement for the tenderers

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

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

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

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

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

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

Place, date

## 6.6 Power of attorney

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

In case of a **joint venture**, the joint tender must specify the role of each member of the tendering party. A group leader must be designated and the power of attorney must be completed accordingly.

## 6.7 Certification of registration and / or legal status

The tenderer shall include in his tender copies of the most recent documents<sup>13</sup> showing the **legal status** and **place of registration** of the tenderer's headquarters (certificate of incorporation or registration...).

## 6.8 Certification of clearance with regards to the payments of social security contributions

The tenderer shall include in his tender a **valid recent certification**<sup>11</sup> from the competent authority stating that he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment.

## 6.9 Certification of clearance with regards to the payments of applicable taxes

The tenderer shall include in his tender a **valid recent certification** (up to 1 year) from the competent authority stating that the tender is **in order with the payment of applicable taxes** that apply by law in the country of establishment.

## 6.10 Criminal record

The tenderer shall include in their tender an extract from the criminal record or an equally valid document issued by the competent judicial or administrative authority in the country of origin for the entity only or for its director(s).

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<sup>11</sup> In case of a joint venture, the certificate must be submitted for all members of the tendering party.

## 6.11 References of similar services

List of the **main similar services in the last three (3) years**, including the amount involved and the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the tenderer has experience in performing those services.

<b>Similar service</b>	<b>Client name</b>	<b>Sector</b>	<b>Contract value</b>	<b>Location</b>	<b>Start and end date (in the last 3 years)</b>	<b>Firm's role (advisory, lead, assistance, coordination)</b>	<b>Key outcomes, results, deliverables relevant for present contract</b>

The services shall be proven as follows:

- in the case of services to public authorities, proof shall be provided in the form of certificates issued or countersigned by the competent authority.
- in the case of services to private persons, the services are certified by the latter or, failing that, they are declared to have been performed by the service provider.

## 6.12 Financial proposal

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

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

The value-added tax is a special item of the inventory, to be added to the tender value. The tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, given in euros and **including withholding tax, but exclusive of VAT:**

	<b>Unit</b>	<b>Unit Price Home</b> (without overnight stay)	<b>Unit Price Field</b> (with overnight stay)
<b>Solid Waste Management Specialist</b>			
Fees	Man/day	€	€
<b>Gender and Social Development Specialist</b>			
Fees	Man/day	€	€
<b>Institutional Development Specialist</b>			
Fees	Man/day	€	€
<b>Business Development and Circular Economy Specialist</b>			
Fees	Man/day	€	€
<b>Experts – other key areas</b>			
Fees	Man/day	€	€
<b>Local Specialist Expertise</b>			
Fees	Man/day	€	€
<b>Local Operational and Technical Field Support</b>			
Fees	Man/day	€	€
<b>Local Field Data Collection and Outreach Support</b>			
Fees	Man/day	€	€
<b>Percentage VAT</b>		%	%

## 6.13 ESPD

The ESPD is a self-declaration used as preliminary evidence in replacement of certificates issued by public authorities or third parties confirming that the relevant economic operators fulfils the exclusion grounds and selection criteria at the time of submission of tenders.

The failure to submit the ESPD results in the **automatic rejection of the offer** by Enabel.

## 6.14 Model posting bond

### *Only for the successful tenderer*

Bank X

Address

Performance bond n° X

This performance bond is posted in the context of the Law of 17 June 2016 on public contracts and on certain works, supply and service contracts and in conformity with the General Implementing Rules (GIR) provided in the Royal Decree of 14 January 2013 establishing the general implementing rules of public contracts and the award of public works.

X, address (the “Bank”)

hereby declares posting security for a maximum amount of X € (X euros) for the Belgian Development Agency (Enabel) for the obligations of X, address for the contract, tender documents Enabel MOZ22005-10118 (the “Contract”).

Consequently, the Bank commits, under condition of the beneficiary waiving any right to contest or divide liability, to pay up to the maximum amount, any amount which X may owe to Enabel in case X defaults on the performance of the “Contract”.

This performance bond shall be released in accordance with the provisions of the tender documents Enabel MOZ22005-10118 and of Art. 25-33 of the Royal Decree of 22 June 2017, and at the latest at the expiry of 18 months after the provisional acceptance of the Contract.

Any appeal made to this performance bond must be addressed by registered mail to the Bank X, address, with mention of the reference: Enabel MOZ22005-10118.

Any payment made from this performance bond will ipso jure reduce the amount secured by the Bank.

The performance bond is governed by the Belgian Law and only Belgian courts are competent in case of litigation.

Company stamp:

Last name, first name:

Function:

Date:

Signature:

## 6.15 CV template

Each proposed expert must submit a CV following EU Project CV format (max 4 pages, signed and dated).

### **1. Identification**

<b>Position Title:</b>	<i>(as per ToR profile)</i>
<b>Name:</b>	
<b>Nationality:</b>	
<b>Date of birth</b>	
<b>Contact (e-mail / phone):</b>	
<b>Languages:</b>	<i>(indicate proficiency level)</i>
<b>Education:</b>	<i>(degrees, institutions, years)</i>

### **2. Professional Experience**

<b>Period (From – To)</b>	<b>Employer / Project</b>	<b>Position / Title</b>	<b>Main Activities &amp; Responsibilities Relevant for Present Contract</b>

*(Add rows as needed; highlight experience relevant to specific profile)*

### **3. Key Reference Projects**

<b>Project / Client</b>	<b>Country / Year(s)</b>	<b>Role / Responsibilities Relevant for Present Contract</b>	<b>Key Results / Outputs Relevant for Present Contract</b>

*(Add rows as needed; highlight experience relevant to specific profile)*

### **4. Key Qualifications and Additional Skills (Relevant for Present Contract)**

*(Brief narrative – max. ½ page - e.g. sector expertise, policy analysis, project management, training/facilitation, IT tools, languages)*

**5. Certification**

I, the undersigned, certify that the information provided herein is accurate and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **6.16 Overview of the documents to be submitted**

- 1) Form 6.1: Identification form;
- 2) Form 6.2: Subcontractors;
- 3) Form 6.3: Financial identification;
- 4) Form 6.4: Declaration on honour – exclusion criteria;
- 5) Form 6.5: Integrity statement for the tenderers;
- 6) Power of Attorney;
- 7) Updated certification of registration
- 8) The document certifying that the tenderer is in order with the payment of social contributions;
- 9) The document certifying that the tenderer is in order with the payment of taxes;
- 10) Criminal record;
- 11) References of similar services;
- 12) Form 6.12: Financial proposal;
- 13) ESPD document **(bids without ESPD document originally signed will be rejected!)**
- 14) Technical proposal;
- 15) CVs of the technical team.