



Tender Specifications

Enabel Mozambique

**Framework public services contract for
“Communication for Development
(C4D) services”**

MOZ22005-10115

Open procedure

Deadline for submission of tenders:

18 September 2026 at 12:00 (noon) (UTC +2)

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

Table of contents

1	General remarks	5
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
2	Object and scope of the procurement contract	10
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
3	Subject-matter and scope of the public contract.....	12
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	24
4	Specific contractual and administrative conditions.....	25
4.1	Managing official (Art. 11).....	25
4.2	Subcontractors (Art. 12 to 15)	25
4.3	Confidentiality (art. 18).....	26
4.4	Protection of personal data	26
4.4.1	Processing of personal data by the contracting authority	26
4.4.2	Processing of personal data by a contractor.....	26

4.5	Intellectual property (Art. 19 to 23)	27
4.6	Performance bond (Art. 25 to 33)	27
4.7	Conformity of performance (Art. 34)	29
4.8	Zero tolerance Sexual exploitation and abuse	29
4.9	Changes to the public contract (Art. 37 to 38/19)	29
4.9.1	Replacement of the contractor (Art. 38/3)	29
4.9.2	Revision of prices (Art. 38/7)	29
4.9.3	Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)	29
4.9.4	Unforeseen circumstances	30
4.10	Preliminary technical acceptance (Art. 42)	30
4.11	Performance modalities (Art. 146 et seq.)	30
4.11.1	Orders process	30
4.11.2	Implementation period (Art. 147)	31
4.11.3	Place where the services shall be performed (Art. 149)	31
4.11.4	Evaluation of the services performed	31
4.11.5	Liability of the service provider (Art. 152-153)	32
4.12	Liability of the service provider (Art. 152-153)	32
4.13	Means of action of the contracting authority (Art. 44-51 and 154-155)	32
4.13.1	Failure of performance (Art. 44)	32
4.13.2	Fines for delay (Art. 46 and 154)	33
4.13.3	Measures as of right (Art. 47 and 155)	33
4.14	End of the public contract	33
4.14.1	Acceptance of the services performed (Art. 64-65 and 156)	33
4.14.2	Invoicing (Art. 66 to 72 – 160)	34
4.14.3	Advance payment	34
4.14.4	Payment of services (Art. 66 to 72 – 160)	35
4.15	Litigation (Art. 73)	35
5	Terms of reference	37
5.1.1	Enabel	37
5.1.2	Enabel portfolio in Mozambique	37
5.1.3	ValoRe	38
5.2	Objectives	39
5.3	Expected services	40
5.3.1	General framework	40
5.3.2	Types of missions	41
5.4	Methodology	44
5.5	Team composition and experts' profiles	45

6	Forms.....	51
6.1	Identification form	51
6.2	Subcontractors	52
6.3	Financial identification	53
6.4	Declaration on honour – exclusion criteria	54
6.5	Integrity statement for the tenderers.....	56
6.6	Power of attorney	57
6.7	Certification of registration and / or legal status	57
6.8	Certification of clearance with regards to the payments of social security contributions	57
6.9	Certification of clearance with regards to the payments of applicable taxes	57
6.10	Criminal record	57
6.11	References of similar services	58
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 agency for international cooperation, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels).

Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with the partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards 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 2013¹;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company²;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations 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 2003³, 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 Organization⁴ 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);

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

² Belgian Official Gazette of 1 July 1999.

³ Belgian Official Gazette of 18 November 2008.

⁴ <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 procurement⁵;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies and services⁶;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors⁷;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works⁸;
- Circulars of the Prime Minister with regards to public procurement.
- All Belgian regulations on public contracts can be consulted on www.publicprocurement.be.
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

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

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;

⁵ Belgian Official Gazette 14 July 2016.

⁶ Belgian Official Gazette of 21 June 2013.

⁷ Belgian Official Gazette 9 May 2017.

⁸ 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 Communication for Development (C4D) services.

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, national and local 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)**.

This estimate is provided for information purposes only and does not constitute any commitment on the part of Enabel. As stated in the tender documents, no minimum volume of assignments is guaranteed under this framework contract. The actual number, scope, and value of assignments will depend on Enabel's needs as they arise during contract implementation.

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). The publication of these tender specifications constitutes an invitation to submit an offer to anyone who becomes aware of it.

3.3 Information

Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this contract will exclusively pass through the email address tendersmoz@enabel.be. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract.

An **online information session** will be held via Teams on **03 September 2026 at 1 PM (UTC +2)**. We kindly ask you to register by sending an email to tendersmoz@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 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 **120 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;
- Transport and 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;
- 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 (outside Maputo city) will be organized and covered by Enabel.
- **Direct production costs** not covered by man-day rates — including translation and localisation, print production, radio and television airtime, audiovisual production costs (equipment, location, and talent fees), event and workshop logistics (venue, catering, participant transport), and training materials – shall be invoiced at cost on the basis of supporting documents, subject to Enabel's prior written approval.

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.
- Daily 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. Withholding taxes will be systematically deducted from payments by Enabel.

It is the responsibility of each tenderer to verify the tax regime applicable to its specific situation and to determine any withholding tax obligations that may apply.

The applicable withholding tax rate may vary depending on factors such as the country of tax residence of the contractor, the contractual arrangement, and any relevant tax treaties or national legislation. Enabel is therefore not in a position to confirm a single withholding tax rate applicable to all tenderers.

- 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 18/09/2026 at 12:00 PM (noon) (UTC+2):**

- 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: **MOZ22005-10115 – Framework public services contract for “C4D services”.**

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

Avenida do Zimbabwe, n°385

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 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:

1. References	The tenderer shall attach to its tender, as a minimum, three (3) references of similar projects demonstrating relevance for this assignment in the field of Communication for Development (C4D) or Social and Behaviour Change Communication (SBCC), carried out over the last three (3) years, each with a value of at least 50,000 EUR (excluding VAT) and implemented in a low- or middle-income country context. Low- and middle-income countries may be considered as all countries that are not classified by the World Bank as high-income countries (i.e. countries with a GNI per capita of 14,005 USD or more). The tenderer must clearly demonstrate across the submitted references: • At least two (2) references in the design and implementation of C4D or SBCC strategies and communication products, covering participatory approaches, behaviour change methodologies, or community engagement in development contexts; • At least one (1) reference in any of the following: institutional communication and media engagement; capacity building in communication for local actors; or monitoring and evaluation of communication programmes. • Demonstrated experience working with local partners, community facilitators or local language specialists, including culturally adapted and/or multilingual communication activities. Each reference should clearly include: • Client's name; • Sector; • Contract value (minimum 50,000 EUR); • Dates of execution (within the last three years); • Consultant's role (e.g. lead, co-lead, advisory, or implementation); • Key outputs, outcomes and deliverables demonstrating the relevance and similarity of the reference to the present assignment; and • Certificate of satisfactory execution. No specific format is required. As a general principle, any verifiable proof that an assignment has been undertaken and completed may be accepted as evidence. This may include, but is not limited to, signed contracts accompanied by proof of (full or partial) completion of the assignment, client acceptance letters or completion reports, formal acceptance notes, completion certificates (where applicable), reference letters. However, the document must contain sufficient verifiable information to demonstrate that the reference assignment was successfully completed. As a minimum, it should include the name of the contractor, the name of the client, the project title, a brief description of the scope of services, the contract amount, the completion date, a statement confirming
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	satisfactory performance, and the date, signature, and stamp (where applicable) of the client. Regarding the possibility of providing references of a subsidiary, for each reference submitted, the tenderer must clearly indicate which legal entity carried out the assignment and describe the role played by the tenderer in its implementation. Where a reference was implemented by another company within the same corporate group, the tenderer may rely on that reference provided that it formally relies on the capacity of the group company concerned and submits the required supporting documents demonstrating both the corporate link and the availability of the relevant resources for the performance of the contract. References will be assessed at the level of the entity or entities that carried out the assignment. Accordingly, the tender must clearly identify the respective roles and contributions of the tenderer and any group company whose capacity is relied upon.
2. ESPD	The ESPD document (annex of this tender documents) must be filled and signed by hand or by certified e-signatures 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.
3. Financial capacity	The tenderer must have achieved a minimum average turnover of 150,000 EUR over the last three completed financial years (2026, 2025 and 2024), to be demonstrated through certified financial statements for the last three (3) completed financial years.

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:

1. Sector Vision & Contextual Intelligence (4 points)	• Demonstrated understanding of Mozambique's communication landscape — community dynamics, media ecosystems, language diversity, local power relations, trust dynamics, and institutional communication capacity
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	constraints across the portfolio's intervention areas. • Analysis of the behavioural and social drivers relevant to climate resilience, energy transition, disaster risk reduction, energy and water access, and waste management in rural and urban Mozambican contexts.
2. Adaptive Methodology (4 points)	• Demonstrated capacity to calibrate approach across assignment types — from participatory research and SBCC strategy design to material production, campaign implementation, and capacity building. • Clear articulation of how cross-cutting themes (gender, youth, inclusion, local language accessibility) are operationalised across different service types through concrete methods, tools, staffing arrangements and quality assurance measures.
3. Operational Capacity & Mobilization (4 points)	• Depth and breadth of proposed expert roster across key and non-key profiles, demonstrating capacity to cover the full scope of the contract. • Credibility of mobilisation arrangements — speed, flexibility, and capacity to run parallel assignments without quality loss. • Clarity and robustness of internal quality assurance, production management, and reporting mechanisms across varied assignment types.
4. Partnership, Local Integration and Language Capacity (4 points)	• Quality and depth of proposed local partnership — beyond subcontracting, demonstrating genuine co-lead roles and complementarity of expertise. • Coverage of local expertise across the three levels defined in section 5.5 “Team composition and experts’ profiles”. • Clear approach to working in Portuguese and relevant Mozambican local languages. • Explicit approach to knowledge transfer, local language capacity, and local C4D capacity strengthening throughout contract implementation.
5. Innovation and Added Value (2 points)	• Evidence of adaptive learning mechanisms — how the firm captures, applies, and shares lessons across communication assignments within a long-term framework contract.

	• Practical innovations in participatory design, digital engagement, or community-based monitoring demonstrated in comparable assignments. • Integration of lessons learned from comparable assignments.
6. MEL Integration (2 point)	• Clarity and practicality of proposed approach to monitoring and evaluating communication outcomes and behaviour change — beyond output tracking.

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 Experts** 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.

Key expert	Criteria
1. Team Leader / Senior C4D Specialist (12 points)	• Proven leadership experience managing multidisciplinary communication teams across multi-stakeholder, multi-region development programmes. (3 points) • Demonstrated experience designing and overseeing C4D or SBCC programmes in climate resilience, WASH, energy, or related development sectors in Africa. (3 points) • Track record of managing on-demand or framework-type contracts with varied assignment scopes and short mobilisation timelines. (3 points) • Demonstrated ability to communicate with and engage government counterparts, communities, and donor institutions simultaneously. (3 points)

2. SBCC Expert (8 points)	• Demonstrated experience applying behavioural science, Human-Centred Design, or equivalent methodologies to SBCC strategy design in low-resource, multicultural contexts. (3 points) • Experience designing and implementing Training-of-Trainers programmes and community-level capacity-building activities in communication. (3 points) • Proven ability to design, adapt or supervise the development of communication products in Portuguese and some local Mozambican languages, specifically Emakhuwa (Macua), Echuabo (Chuabo), and Changana, ensuring cultural appropriateness and technical accuracy. (2 points)
3. Communication Strategist and Media Production Expert (8 points)	• Demonstrated experience producing high-quality audiovisual content (video, animation, radio, podcast) for development or public sector communication programmes in Africa. (3 points) • Experience designing integrated communication campaigns across multiple channels – combining community-level, media, and digital approaches. (3 points) • Portfolio demonstrating cultural relevance, audience-centred design, and technical production quality in comparable contexts. (2 points)
4. MEL Expert for Communication (12 points)	• Experience designing and applying participatory monitoring and evaluation frameworks specifically for communication or behaviour change programmes, including KAP surveys and outcome measurement. (4 points) • Demonstrated experience documenting communication results and producing knowledge products – case studies, learning reports, capitalization outputs – for development programmes. (4 points) • Experience supporting adaptive management through real-time data collection and learning reviews within long-term programme frameworks. (4 points)

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 meet 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.

Pursuant to Article 25, §1, 3° of the Royal Decree of 14 January 2013, a performance bond may not be required for public contracts with an estimated value below 50,000 EUR. In the context of a framework agreement, the total value is not fixed at the time of signature, as it depends on future purchase orders (call-offs). Therefore, **the applicability of the performance bond requirement must be assessed at the level of each individual purchase order**, and not at framework agreement level.

Accordingly, **a performance bond of 5% (where applicable) shall only be required for individual purchase orders whose value exceeds the 50,000 EUR threshold.** The bond shall be calculated on the value (excluding VAT) of the specific purchase order concerned.

The performance bond, when applicable, shall be submitted by the contractor at the time of issuance of the relevant purchase order, and not at the signature of the framework agreement. Form 6.14 (Model posting bond) is therefore not required at this stage of the procedure. It will only be requested in due course, when a specific purchase order meets the conditions triggering the legal requirement.

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 issuance of the purchase order**, 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/o1_marche_public.pdf and return it to the e-mail address: 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.

The advance shall be deducted from the payments due to the contractor in two stages:

- The first half of the advance payment is deducted when performance reaches at least 30% of the initial value of procurement.
- The second half is deducted when performance reaches 60% of the initial value.

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)

Services shall commence within seven (7) calendar days of receipt of the Purchase Order for remote assignments, and within a maximum of four (4) weeks for assignments requiring field deployment, unless otherwise agreed in the relevant service order.

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

Services will be executed at the following addresses:

- In Mozambique, in any province or area where Enabel's portfolio interventions are implemented, currently including Maputo, Gaza, Zambézia, and Nampula, as well as any other location specified in individual service orders.
- 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 regie 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. do Zimbabwe n°385,

Maputo, Mozambique

The invoice will mention:

- Enabel, the Belgian International Cooperation Agency, in Mozambique
- The reference number and name of the contract: *MOZ22005-10115 - Framework public services contract for "C4D services"*
- 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.

Enabel intervenes in the Provinces of Gaza, Zambezia and Nampula.

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.

5.1.4 C4D

At Enabel, Communication for Development (C4D) is defined as a social process based on dialogue, making use of a broad range of tools and methods to promote change at multiple levels — by listening, building trust, sharing knowledge and skills, developing policies, fostering debate, and encouraging learning with a view to achieving sustained and meaningful change. C4D is not to be conflated with public relations or institutional communication: it is a transformative approach that prioritises participation, social empowerment, and community ownership.

Given the cross-cutting and transformative nature of the portfolio's interventions, the mobilisation and active involvement of all stakeholders — from local communities to government institutions — is essential to ensure ownership, effectiveness, and long-term sustainability. Across the five MULTI-CRET results and the complementary interventions, C4D plays a strategic role in:

- Promoting the dissemination of accessible, contextualised, and culturally relevant information to communities and institutions;
- Facilitating stakeholder understanding and engagement in processes of social, environmental, and economic transformation;
- Supporting behaviour change initiatives and collective commitment around the portfolio's climate resilience and energy transition objectives;
- Strengthening the visibility, credibility, and accountability of programme results across all interventions.

In this context, Enabel intends to establish a framework agreement for specialised C4D services, ensuring the continuous and flexible availability of technical expertise to design, implement, and monitor communication initiatives aligned with the expected results of the three portfolio interventions. This mechanism will enable coordinated, efficient, and locally adapted action, contributing to maximising the impact and sustainability of Enabel's interventions in Mozambique.

5.2 Objectives

The objective of this contract is to provide on-demand technical and strategic support in Communication for Development (C4D) to Enabel's portfolio of interventions in Mozambique, in order to design, implement, and monitor communication initiatives that foster behaviour change, community ownership, and the visibility and sustainability of programme results.

The framework contract aims to strengthen:

- The design and implementation of evidence-based, context-specific C4D strategies aligned with each intervention's results and theory of change;
- Stakeholder engagement at community, institutional, and policy levels, through participatory and inclusive communication approaches;

- The production and dissemination of culturally appropriate communication materials, across print, audiovisual, digital, and community-based channels;
- The capacity of local actors — including government institutions, community organisations, and civil society — to apply C4D principles beyond the programme cycle;
- Cross-sectoral knowledge exchange, learning, and visibility of programme results.

The framework contract enables Enabel to rapidly mobilise specialised C4D expertise through individual service orders, in a flexible and cost-effective manner, responding to evolving operational needs while ensuring coherence, quality, and accountability across all portfolio interventions.

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

- Participatory research, context analysis, and Social and Behaviour Change Communication (SBCC) strategy design;
- Design and production of communication materials across formats and channels;
- Community engagement, co-creation facilitation, and behaviour change campaign implementation;
- Media engagement, advocacy communication, and institutional visibility;
- Capacity strengthening in C4D for local actors, community organisations, and public institutions;
- Monitoring, evaluation, and learning for communication programmes.

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 C4D support to Enabel's portfolio interventions across Mozambique. Services may be delivered remotely and/or through field missions, depending on the nature and location 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 across the three portfolio interventions.

Assignments may include strategic advisory services, research and diagnostics, material design and production, campaign implementation, capacity-building activities, media engagement, stakeholder facilitation, and monitoring and evaluation. All activities will be implemented under the supervision of Enabel's programme teams and in coordination with relevant national and municipal partner institutions.

For assignments involving community engagement, behaviour change, field implementation, material pre-testing or local dissemination, the service provider shall ensure the meaningful involvement of Mozambican local expertise, including partner firms, local consultants, community facilitators, language specialists or local media actors, as relevant to the assignment.

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, communication strategies, production outputs, training reports, mission debriefings, and MEL products, as specified in each order.

Tasks described under the different service types in the section below may be ordered individually or combined. Assignments shall be structured to avoid conflicts of interest, in particular between advisory, production, and quality-control functions.

5.3.2 Types of missions

Type 1	Participatory Research and Context Analysis
	Tasks may include: • Conduct desk reviews and participatory field assessments to map the communication landscape, behavioural dynamics, and institutional communication context, trusted communication channels and relevant linguistic consideration for each intervention area. • Analyse existing Knowledge, Attitudes, and Practices (KAP) data; • Identify behavioural barriers, enabling factors, and relevant communication channels. • Map key stakeholders and target audiences, including marginalised and vulnerable groups. • Produce context analysis reports and communication needs assessments to inform C4D strategy design and service order planning.
Type 2	C4D Strategy and SBCC Framework Design
	• Tasks may include: • Develop evidence-based, context-specific C4D and Social and Behaviour Change Communication (SBCC) strategies aligned with each intervention's results framework and theory of change. • Define audience segmentation, message frameworks, channel strategies, and behavioural objectives. • Facilitate co-creation workshops with communities, local authorities, and other stakeholders to collectively design communication strategies and campaign concepts. • Develop SBCC toolkits including creative concepts, key visual identity, and pre-testing frameworks. • Ensure gender-responsiveness, cultural appropriateness, and accessibility of all strategic frameworks.
Type 3	Design and Production of Communication Materials
	Tasks may include: • Design and produce high-quality communication materials across multiple formats, including audiovisual content (videos, animations, podcasts, radio spots), print materials (brochures, posters, infographics), and digital content. • Ensure all materials are culturally appropriate, audience-centred, and aligned with programme objectives and Enabel's visual identity guidelines. • Conduct pre-testing of materials with target audiences; revise accordingly. • Translate and localise materials into relevant local languages (e.g. Emakhuwa, Changana, Sena, Lomwe). • Deliver all outputs with full editable source files and production documentation.
Type 4	Communication Campaign Implementation

	Tasks may include: • Support the rollout of awareness and behaviour change campaigns on key programme themes (climate resilience, energy access, water management, gender equality, waste management). • Define campaign channels and approaches based on evidence and co-creation outcomes. • Coordinate community-level outreach activities, including events, community dialogues, and social mobilisation initiatives and locally adapted dissemination activities. • Ensure dissemination evidence is documented (e.g. proof of airing, media coverage, distribution records). • Monitor campaign reach and adapt implementation based on emerging evidence.
Type 5	Media Engagement and Institutional Visibility
	Tasks may include: • Develop and manage media relations, including press kits, press releases, and media engagement events. • Provide capacity building for journalists and editors to support accurate, informed reporting on programme themes. • Develop institutional communication and visibility outputs, including success stories (written and video), multimedia documentation, and content plans. • Ensure all institutional communication aligns with Enabel's visibility and branding requirements. • Support coordination of media coverage and management of media partnerships.
Type 6	Advocacy and Policy Communication
	Tasks may include: • Translate technical content into accessible communication products and tools to support policy engagement and advocacy processes. • Support the design and facilitation of stakeholder engagement platforms contributing to policy dialogue. • Develop advocacy communication packages, including manuals, presentations, and targeted messaging for public and private sector stakeholders. • Support documentation and communication of policy positions, results evidence, and programme learning to relevant decision-makers.
Type 7	Digital Communication Support
	Tasks may include: • Develop editorial calendars and content plans for digital and social media channels. • Produce digital content (social media posts, visuals, short videos, animations) aligned with programme themes and audience preferences. • Monitor digital performance using available analytics tools and provide optimisation recommendations. • Support digital visibility of programme results and institutional communication outputs.

Type 8	Capacity Strengthening in C4D
	Tasks may include: • Design and deliver tailored training and coaching programmes for local actors, including community leaders, media professionals, civil society organisations, and public institutions. • Strengthen capacities in C4D methodologies, participatory communication tools, behaviour change approaches, and effective message dissemination. • Apply Training-of-Trainers (ToT) approaches to ensure sustainability and local ownership of C4D practices. • Document training activities with participant records, pre/post assessments, and learning outcomes.
Type 9	Monitoring, Evaluation, and Learning (MEL)
	Tasks may include: • Design and apply participatory monitoring tools to assess the effectiveness, reach, comprehension, acceptance and behavioural outcomes of C4D interventions. • Develop data collection instruments, including surveys, focus group guides, and observation checklists tailored to communication programming. • Support baseline, midline, and endline communication assessments as required. • Document outcomes, best practices, and lessons learned through case studies and knowledge products to inform future programming. • Contribute to programme-level MEL systems and cross-sectoral learning processes.
Type 10	Ad Hoc Technical Assistance and Production Management
	Tasks may include: • Provide time-bound technical reinforcement to respond to emerging C4D or communication needs. • Ensure full production management of communication outputs, including quality control, workflow coordination, and timely delivery. • Coordinate across technical profiles (writers, designers, videographers, facilitators) to ensure integrated delivery. • Support preparation of communication briefs, reporting inputs, and strategic communication products for donor and institutional audiences. • Provide coordination and interface management between Enabel teams, local partners, and communication service actors.

NOTES:

- Some assignments will require fieldwork and in-country presence, while others may be carried out partially or entirely remotely. The balance between remote and in-country work will depend on the nature, objectives, and requirements of each specific assignment. At this stage, it is not possible to provide an indicative proportion of assignments requiring in-country presence, as this will vary considerably depending on Enabel's needs and the activities to be undertaken.
- Multiple assignments may be implemented in parallel under this framework contract, depending on Enabel's operational needs and priorities. Tenderers should therefore ensure that their proposed team structure, mobilisation arrangements, and quality assurance systems are capable of supporting

the simultaneous implementation of several assignments without compromising the quality or timeliness of deliverables. The number and timing of parallel assignments cannot be determined in advance and will depend on the specific needs arising during the execution of the framework contract.

- This is a framework contract and therefore no predefined number of man-days is allocated per mission type.

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 programme strategy documents, results frameworks, existing KAP studies, baseline data, audience analyses, prior communication products, branding guidelines, and stakeholder mapping materials.

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.

This is a framework contract and therefore no predefined number of man-days is allocated per position. Tenderers are expected to propose a flexible pool of experts that can be mobilised on demand, based on specific purchase orders issued by Enabel during contract implementation.

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. Team Leader / Senior C4D Specialist

- University degree in Communication, Social Sciences, Development Studies, Behavioural Sciences, or another relevant field. A postgraduate qualification in a related field will be considered an asset.
- At least 7 years of cumulated professional experience in Communication for Development (C4D) or Social and Behaviour Change Communication (SBCC) in development contexts.
- At least 4 years of experience managing complex, multi-stakeholder communication programmes, preferably in climate resilience, WASH, energy, or environmental sectors.

2. SBCC Expert

- University degree in Communication, Behavioural Sciences, Social Sciences, Development Studies, or another relevant field. A postgraduate qualification in a related field will be considered an asset.
- At least 7 years of cumulated professional experience in SBCC programme design, implementation, and monitoring.
- At least 4 years of experience designing and delivering C4D capacity-building activities, including Training-of-Trainers approaches.

3. Communication Strategist and Media Production Expert

- Degree in Communication, Journalism, Media Studies, Audiovisual Production, Digital Media, Marketing, or another relevant field. A postgraduate qualification or specialised certification in multimedia production will be considered an asset.
- At least 7 years of cumulated professional experience in strategic communication planning and multimedia content production in African development contexts.
- Proficiency in industry-standard production and editing tools (e.g. Adobe Creative Suite, Premiere, After Effects, Audition).

4. Monitoring, Evaluation and Learning (MEL) Expert for Communication

- University degree in Statistics, Social Sciences, Development Studies, Economics, Communication, or another relevant field. A postgraduate qualification in Monitoring and Evaluation, Research Methods, or a related field will be considered an asset.
- At least 7 years of cumulated professional experience in monitoring, evaluation, and learning, with specific experience in development programmes.

- At least 4 years of experience designing and applying participatory MEL tools specific to communication or behaviour change programmes, including KAP surveys, focus groups, and outcome monitoring frameworks.

Additional notes applicable to all Key Experts:

- One Key Expert (Profile 1 or 2) 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 two Key Expert must be proficient in Portuguese.** For all others, Portuguese is a strong asset for Mozambique-based missions. Strong Portuguese/local language capacity should be demonstrated through local partners.
- The consulting firm must demonstrate the capacity to ensure availability and rapid mobilisation of Key Experts and to respond to multiple assignments in parallel.
- Any Expert may cover multiple profiles, provided that the individual concerned independently meets all the minimum requirements and profile criteria applicable to each role for which they are proposed.
- Tenderers should clearly indicate in their proposal which profiles are covered by each expert and demonstrate compliance with the relevant qualification and experience requirements for each profile.

Documentation required for Key Experts:

- CV of each proposed Key Expert in EU Project CV format (form 6.15 “CV template”)
- 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. Graphic Design and Visual Communication Experts** — infographic design, print materials, campaign branding, and visual identity.
- 2. Digital and Social Media Specialists** — content planning, social media management, digital campaigns, and basic analytics.
- 3. Community Engagement Facilitators** — participatory facilitation, co-creation workshops, community dialogues, and social mobilisation.
- 4. Media and Public Relations Officers** — press relations, institutional visibility, media event coordination, and journalism support.
- 5. Advocacy and Policy Communication Specialists** — policy communication products, stakeholder dialogue facilitation, and technical-to-accessible content translation.
- 6. Gender Equality and Social Inclusion (GESI) Specialists** — gender and inclusion analysis; integration of gender-responsive and inclusive approaches into C4D and SBCC strategies; review of communication products to ensure accessibility, cultural sensitivity, safeguarding, and non-discriminatory representation.
- 7. Translator and Language Specialists (on demand)** — translation and localisation of communication materials into Mozambican languages (e.g. Changana, Sena, Emakhuwa, Echuabo, Lomwe). Native fluency in one or more Mozambican languages required.
- 8. Training and Facilitation Experts** — workshop design, ToT delivery, adult learning methodologies, and facilitation in multilingual and multicultural contexts.

Additional notes applicable to all Non-Key Experts:

- Any Expert may cover multiple profiles, provided that the individual concerned independently meets all the minimum requirements and profile criteria applicable to each role for which they are proposed.
- Tenderers should clearly indicate in their proposal which profiles are covered by each expert and demonstrate compliance with the relevant qualification and experience requirements for each profile.

Documentation required for Non-Key Experts:

- CV of each proposed Non-Key Expert in EU Project CV format (form 6.15 “CV template”). The CV should include the area of expertise, the years of experience, the language skills, and at least two relevant assignments.
- An annex per Non-Key Expert systematically demonstrating how they meet minimum requirements and scored evaluation criteria, with explicit references to relevant qualifications, specific assignments and deliverables.

5.5.3 Local Expertise

The consulting firm **shall** identify and present pre-qualified local (Mozambican) 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 C4D / Communication Specialist

Minimum requirements: at least 7 years of cumulated relevant professional experience in communication, C4D, or SBCC; demonstrated experience working with Mozambican public institutions, municipalities, or civil society organisations.

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

- Communication strategy design and institutional communication advisory;
- Design and delivery of C4D training and capacity-building for local stakeholders;
- Technical supervision and quality review of communication outputs;

Level 2 – Local Operational and Technical Field Support

Minimum requirements: at least 4 years of cumulated relevant professional experience; demonstrated field experience in communication, community mobilisation, or media in Mozambique.

Operational profiles providing hands-on field and production support. Typical contributions include:

- Community engagement facilitation and co-creation session support;
- Field coordination of communication campaigns, events, and outreach activities;
- Translation, localisation, and pre-testing of communication materials in field settings;

Level 3 – Local Field Outreach and Data Collection Support

Minimum requirements: at least 1 year of relevant field experience; demonstrated ability to conduct structured community outreach, data collection, or facilitation under supervision.

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

- Household, community, or user surveys and structured data collection;
- Community outreach, awareness-raising, and material distribution under supervision;
- Logistical support to consultations, trainings, and community events;

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 CV in EU Project format (form 6.15 “CV template”). The CV should indicate 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>

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

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

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

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

6.2 Subcontractors

Name and legal form	Address / Registered office	Object

6.3 Financial identification

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

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

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

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

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

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/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

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 documents¹³ 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**¹¹ 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).

¹¹ 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 **three (3) 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.

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

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**:

	Unit	Unit Price Home (without overnight stay)	Unit Price Field (with overnight stay)
Senior C4D Specialist			
Fees	Man/day	€	€
SBCC Expert			
Fees	Man/day	€	€
Communication Strategist and Media Production Expert			
Fees	Man/day	€	€
Monitoring, Evaluation, and Learning (MEL) Expert for Communication			
Fees	Man/day	€	€
Non-Key Experts			
Fees	Man/day	€	€
Local C4D / Communication Specialist			
Fees	Man/day	€	€
Local Operational and Field Communication Support			
Fees	Man/day	€	€
Local Field Outreach and Data Collection Support			
Fees	Man/day	€	€
Percentage VAT		%	%

The unit field prices should include all logistics costs, including accommodation, per diems, visas, meals, and any other related expenses, in accordance with the provisions of the tender documents.

Enabel will cover the costs explicitly identified in the tender documents, such as international flights and local transport, where applicable. Those costs are not to be included in the field rates, as they will be reimbursed by Enabel.

Direct production costs not covered by man-day rates — including translation and localisation, print production, radio and television airtime, audiovisual production costs (equipment, location, and talent fees), event and workshop logistics (venue, catering, participant transport), and training materials – shall be invoiced at cost on the basis of supporting documents, subject to Enabel's prior written approval.

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 MOZ22005-10115 (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 MOZ22005-10115 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 MOZ22005-10115.

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

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

2. Professional Experience

Period (From – To)	Employer / Project	Position / Title	Main Activities & Responsibilities Relevant for Present Contract

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

3. Key Reference Projects

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

(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.

ATTENTION: In the case of a **consortium**, the following documents must be submitted and signed by every consortium member individually:

- All administrative and identification forms.
- All documents related to exclusion grounds:
 - Form 6.4: Declaration on honour – exclusion criteria
 - Form 6.5: Integrity statement for tenderers

- Document confirming the tenderer is up to date with social contribution payments
- Document confirming the tenderer is up to date with tax payments
- Criminal record
- ESPD