



TENDER SPECIFICATIONS

Public service contract for “Institutional
Capacity Building for Women in Tech (WiT)
Communities in Tanzania, Uganda and
Senegal”

Reference No: **TZA25001-10035**

Country: **Tanzania**

Negotiated Procedure with Prior Publication

*Deadline for
requesting
clarifications:*

Until the **tenth day** before
the deadline for submission
of tenders

*Deadline for
submission of
tenders:*

**23 October 2026 at 01:00
PM (EAT)**

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1 GENERAL REMARKS

1. THE CONTRACTING AUTHORITY

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

Name	Position
Othman Boufaied	Contract Manager
Virginie Hallet	Country Director

- 1.4. **Attention:** Although Enabel, as the contracting authority, is established in Belgium, Enabel has a permanent establishment in Tanzania, which is the contracting entity for this public contract for tax purposes. Accordingly, invoicing and payments by Enabel will be subject to the Tanzanian tax regime. However, the services under this contract will be performed in Tanzania, Uganda and Senegal. Tenderers remain solely responsible for complying with any tax, employment, social security, registration, or other legal obligations that may arise under the legislation of each country in which the services are performed. For more information, you can contact Lutufyo Mwakipesile, Procurement Officer (clause **Error! Reference source not found.** of chapter 3 Award Procedure).

2. RULES GOVERNING THE PUBLIC CONTRACT

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

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

3. APPLICABLE LAW AND COMPETENT COURTS

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

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

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

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

2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

1. TYPE OF CONTRACT

- 1.1. This Public Contract is a service contract for the provision of institutional capacity building for Women in Tech (WiT) communities in Tanzania, Uganda and Senegal.

2. LOTS

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

3. ITEMS

- 3.1. This public contract consists of the items listed under clause 4 of chapter 8 Forms - Tender form - Prices.
- 3.2. These items are grouped together to form one single contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the contract.

4. DURATION OF THE PUBLIC CONTRACT

- 4.1. This public contract starts **upon award notification** and ends **upon completion of performance** (clause 16 of chapter 4 Special Contractual Provisions).

5. VARIANTS

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

6. OPTIONS

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

3 AWARD PROCEDURE

SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

1. AWARD PROCEDURE

This public contract will be awarded through a Negotiated Procedure with Prior Publication pursuant to Article 42, § 1, °1, of the Law of 17 June 2016 on public procurement.

2. PUBLICATION

This contract is advertised in

2.1. The following platform:

- (a) The Belgian Public Tender bulletin (<https://www.publicprocurement.be/bda>)
- (b) Website of Enabel (www.enabel.be).

2.2. This publication constitutes an invitation to submit a tender.

3. FURTHER INFORMATION

3.1. Public procurement administrator

The awarding of this public contract is coordinated by:

Lutufyo Mwakipesile

Procurement Officer

lutufyo.mwakipesile@enabel.be

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

3.2. Requesting clarifications

Prospective tenderers have until the **tenth day**, inclusive, before the deadline for submission of tenders to submit any questions regarding these tender specifications and the contract. All inquiries must be sent in writing to the procedure coordinator mentioned under clause 3.1 (lutufyo.mwakipesile@enabel.be), and will be answered in the order received.

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

3.3. Publication of clarifications and/or amendments to the tender specifications

The complete overview of questions and answers, as well as any amendments to these tender specifications, will be available at the sixth day before the deadline for submission of tenders, at the latest.

These updates will be published on the same platforms as mentioned under clause 2.

The tenderer is to submit his tender after reading and taking into account any corrections made to these tender specifications that are published 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 under clause 3.1 and requests information on any modifications or additional information.

SECTION (B) - INSTRUCTIONS FOR PREPARATION OF TENDERS

4. VALIDITY PERIOD OF TENDERS

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

5. DATA TO BE INCLUDED IN THE TENDER

- 5.1. Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016 on public procurement, which are applicable to this award procedure.
- 5.2. The tender and all annexes to the tender form must be drawn up in: **English**
- 5.3. By submitting a tender, the tenderer automatically waives any of their own general or specific sales conditions, even if these are mentioned in any annexes to their tender.
- 5.4. The tenderer must clearly indicate within their tender any information that is confidential and/or relates to technical or business secrets, which may not be divulged by the contracting authority.
- 5.5. The tenderer must use the tender forms provided in the annex:
 - (a) Identification form (clause 1 of chapter 8 Forms);
 - (b) List of subcontractors (clause 2 of chapter 8 Forms);
 - (c) Technical offer form (clause 3 of chapter 8)
 - (d) Tender form - Prices (clause 4 of chapter 8 Forms)
 - (e) Declaration on honour - Exclusion grounds (clause 5 of chapter 8 Forms).

Should the tenderer fail to use these forms, they shall bear full responsibility for ensuring that the documents submitted are in perfect concordance with the forms.

- 5.6. The tenderer also attaches the following to his tender:
 - (a) All documents demanded for the application of qualitative selection (see clause 13 and 6 Selection f) and award criteria (see clause 15);
 - (b) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
 - (c) The statutes and any other document required to establish the power of attorney of the signer(s).
- 5.7. Where the tender is submitted by a group of economic operators, it must include a copy of the following documents for each of the participants in the group:
 - (a) Identification form (clause 1 of chapter 8 Forms);
 - (b) Declaration on honour - Exclusion grounds (clause 5 of chapter 8 Forms);
 - (c) The statutes and any other document required to establish the power of attorney of the signer(s);

- (d) The association agreement signed by each participant, clearly showing who represents the association.
- 5.8. Participants in a group of economic operators must designate one member of the group who will represent the group vis-à-vis the contracting authority.
- 5.9. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude (see clause 13 and 6 Selection f), it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

6. TENDER CURRENCY

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

7. DETERMINATION OF PRICES

- 7.1. This public contract is a **mixed-price contract**, comprising both **lump-sum** and **cost reimbursement** elements.

For the **lump-sum element**, a fixed price covers the entirety of the expert fees.

For the **cost reimbursement element**, the final amount payable shall be determined based on the **actual costs incurred and duly verified**, in accordance with the conditions and supporting documentation specified in the tender documents.

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

8. ELEMENTS INCLUDED IN THE PRICE

- 8.1. The tenderer shall include in its prices all costs, charges and taxes applicable under the Tanzanian tax regime, in accordance with the provisions governing payment by Enabel.
- 8.2. Since the services will be performed in Tanzania, Uganda and Senegal, tenderers shall also take into account any tax obligations, registrations, withholding taxes, employment taxes or similar obligations that may arise under the legislation of those countries. Compliance with such obligations shall remain the sole responsibility of the service provider and shall not give rise to additional payments by Enabel.
- 8.3. For payments made by Enabel, the applicable Tanzanian tax regime shall apply. Enabel will deduct withholding tax at the applicable rate, **5% for payments made to Tanzanian companies** and **15% for payments made to non-resident (non-Tanzanian) companies**, unless a different rate applies under the applicable legislation or a double taxation agreement. Any such withholding tax shall be deducted from the amount payable to the contractor and remitted to relevant tax authority in accordance with the applicable legislation.
- 8.4. The unit and global prices for this public contract must encompass any costs, measures, and charges related to the performance of the contract, including but not limited to:
 - (a) Administrative management and secretariat services;
 - (b) Transportation (excluding flights), and insurance;
 - (c) Acceptance costs.

8.5. All relevant costs must be factored into the prices for this public contract.

SECTION (C) - SUBMISSION OF TENDERS

9. SUBMISSION OF TENDERS

- 9.1. Without prejudice to any variants, the tenderer may only submit one tender per contract.
- 9.2. Considering article 14, § 2, °1 of the Law of 17 June 2016 on public procurement, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, § 7, of the Law of 17 June 2016 on public procurement.

The nature of this public contract is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal “e-Procurement” platform. The technical characteristics can therefore be discriminatory and can restrict the access of economic operators to the procurement procedure, in particular, in terms of speed and quality of the internet connection, as well as the quality of the electricity transport network.

In addition, the particular forms provided by this platform from the point of view of electronic signature are not yet compatible with the ICT generally used.

- 9.3. The tenderer submits their tender as follows:

One original copy of the completed tender shall be submitted on paper.

The tenderer shall attach copies of the documents requested in these tender specifications. These copies **MUST BE** submitted as one or more PDF files on a USB stick.

The submission is to be made in a properly sealed envelope, bearing the following information:

Tender: TZA25001-10035 - Institutional Capacity Building for Women in Tech (WiT) Communities in Tanzania, Uganda and Senegal

To the attention of: Lutufyo Mwakipesile, Procurement Officer.

- 9.4. **Tenders must be submitted no later than 23 October 2026 at 01:00 PM (EAT)**. in one of the following ways:

- By mail (standard or registered mail): In this case, the sealed envelope should be placed in a second closed envelope addressed to:

Enabel,

Belgian Agency for International Cooperation

14/15 Masaki, Haile Selassie Road,

Oasis Office Park,

4th Floor P.O Box 23209, Dar es Salaam, Tanzania

- Delivered by hand with an acknowledgment of receipt: The tender may be delivered in person on working days during office hours, from 9 am to 12 pm and from 1 pm to 5 pm - see the address provided under this clause 9.4 (a).

- 9.5. **The contracting authority draws the attention of the tenderer to the fact that submitting a tender email does not satisfy the requirements of Article 14, § 6 and 7 of the Law of 17 June 2016 on public procurement. A tender submitted by email will be rejected.**

10. TENDER SIGNATURE

- 10.1. **The tender and all accompanying documents must be signed (original hand-written signature) by the tenderer or his/her representative.** The same applies to any alteration, deletion or note made to this document. The representative must clearly state that he/she is authorised to commit the tenderer.
- 10.2. Signatures are placed by the person(s) empowered or mandated to commit the tenderer. This obligation applies to each participant when the tender is submitted by a group of economic operators (consortium). These participants are jointly liable.
- 10.3. When the submission report is signed by a mandatary, he or she must clearly indicate whom he or she represents. The mandatary attaches the original electronic deed or private document that transfers these powers to him or her or a scanned copy of that proxy.

11. DEADLINE FOR SUBMISSION AND OPENING OF TENDERS

- 11.1. Tenders must be in the possession of the contracting authority before 24th August 2026 at 04:00 PM (EAT).
- 11.2. The tender opening session will take place behind closed doors at the address given under clause 9 for the submission of tenders.

SECTION (D) - SELECTION, AWARDING & CONCLUSION

12. EXCLUSION GROUNDS

- 12.1. The obligatory and facultative grounds for exclusion are provided in the declaration on honour attached to these tender specifications (see clause 5 of chapter 8 Forms).
- 12.2. By submitting the declaration enclosed in the annex to these tender specifications, the tenderer certifies that they are not in any of the exclusion cases listed in Articles 67 to 70 of the Law of 17 June 2016 on public procurement, nor Articles 61 to 64 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 12.3. The grounds for exclusion apply to all participants submitting a joint bid as a consortium of economic operators and third parties (in particular subcontractors or independent subsidiaries) whose capacity is invoked with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 13 and 6 Selection f), in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 12.4. The contracting authority will verify the accuracy of this declaration on honour for the tenderer with the highest ranked tender. To this end, the contracting authority will request the tenderer concerned to provide the necessary information or documents to verify their personal situation. The tenderer must submit this information by the fastest means and within the deadline set by the contracting authority.
- 12.5. The tenderer may attach these documents directly to his tender. If the tenderer fails to deliver the requested document(s) on time, the contracting authority reserves the right to exclude the tenderer.
- 12.6. Tenderers are strongly advised not to wait for the request of the contracting authority and to request the documents they have not attached to their tender as soon as possible from the competent authorities of the country where they are based. After all, in some cases, it may take a long time to obtain particular documents.

- 12.7. The contracting authority will directly obtain any information or documents that can be accessed free of charge by digital means from the instances that manage the information or documents. This is the case for Belgian tenderers (via the Telemarc platform), with the exception of the extract from the criminal record, which must be requested by the tenderer himself.
- 12.8. **Conflicts of Interest – Revolving Doors (Article 51 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors)**
Without prejudice to Articles 6 and 69, paragraph 1, 5° of the Law of 17 June 2016 on public procurement, a conflict of interest also includes any “revolving doors” situation. This occurs when a natural person who previously worked for a contracting authority — whether as internal staff, in a hierarchical position, as a civil servant, public officer, or in any other capacity linked to the contracting authority — subsequently intervenes under a public contract awarded by that same contracting authority. A conflict of interest arises when there is a connection between the activities previously performed by the individual for the contracting authority and the activities carried out under the awarded contract.

13. QUALITATIVE SELECTION

- 13.1. By means of the documents requested in the 'Selection file' (6 Selection f), the tenderer must demonstrate sufficient capacity to successfully perform this public contract.
- 13.2. Only tenders from tenderers who meet the selection criteria will be taken into consideration to participate in the comparison of tenders based on the award criteria outlined in clause 15 subject to the regularity of these tenders.
- 13.3. To meet the criteria of economic and financial capacity and the criteria on technical and professional aptitude, the tenderer may rely on the capacity of:
- 13.4. all participants submitting a joint bid as a consortium of economic operators;
- 13.5. other entities (in particular subcontractors or independent subsidiaries) regardless of the legal nature of the relationship with these entities, in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 13.6. For all such participants or entities, the contracting authority must verify that there are no grounds for exclusion.
- 13.7. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

14. OVERVIEW OF THE PROCEDURE

- 14.1. In a first phase, the tenders submitted by the selected tenderers will be evaluated as to their formal and material regularity.
- 14.2. The contracting authority reserves the right to have the irregularities in a tender regularised.
- 14.3. In a second phase, the formally and materially regular tenders will be evaluated as to their content by an evaluation commission. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in these tender specifications (clause 15). This evaluation will be conducted on the basis of the award criteria and aims to set a shortlist of tenderers with whom negotiations will be conducted.
- 14.4. Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The award criteria are not negotiable. However,

the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.

- 14.5. When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFO's (*Best and Final Offer*). Once negotiations have closed, the BAFO's will be evaluated as to its regularity and compared on the basis of the award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given under clause 15) will be designated the successful service provider for this public contract, after having been verified for absence of exclusion grounds and respect for the criteria of qualitative selection.

15. AWARD CRITERIA

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

Award Criterion	Criterion Weight (%)	Criterion Evaluation or Formula
• Implementation strategy and work plan-10 points • Detailed timeline and activity schedule-10 points • Methodological Approach (co-design of governance, membership and value offerings; advocacy linkage to finance, markets and online safety; country and cross-country architecture; facilitator development; MEL)-20 points • Tools, Frameworks and Language Plan (trilingual EN/SW/FR delivery incl. Francophone capacity for Senegal; local partnering; IP and reuse)-8 points • Risk management Plan-4 points • Sustainability and knowledge transfer -8 points	60	The evaluation committee will award points out of 60 based on the quality of the proposal.
Price	40	Points tender A = (Amount of lowest tender / Amount of tender A) *40

- 15.2. Tenderers must obtain a minimum score of **40 points out of 60** in the technical evaluation to qualify for the financial evaluation

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

16. AWARDED THE PUBLIC CONTRACT

- 16.1. This public contract will be awarded to the tenderer who has submitted the most economically advantageous tender.

- 16.2. In accordance with Article 85 of the Law of 17 June 2016 on public procurement, the contracting authority is under no obligation to award the contract. The contracting authority may choose either not to award the public contract or to restart the procedure, if necessary, through another award procedure.

17. CONCLUDING THE CONTRACT

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

4 SPECIAL CONTRACTUAL PROVISIONS

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

These tender specifications derogate from the "GIR".

Article 26 - The performance bond may be posted through an establishment that has its registered office in one of the countries of destination of the services. The contracting authority reserves the right to accept or refuse the posting of the bond through that institution. The tenderer mentions 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 this public contract.

SECTION (A) - GENERAL

1. USE OF ELECTRONIC MEANS (ART. 10)

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

2. MANAGING OFFICIAL (ART. 11)

- 2.1. The managing official for this public contract is **Mr. Wende Mhidze, Expert, Gender Inclusive Digital Entrepreneurship**, email: wende.mhidze@enabel.be. The managing official is responsible for overseeing the performance of the contract.
- 2.2. Once this public contract is concluded, the managing official serves as the primary point of contact for the service provider. All correspondence or questions regarding the performance of the contract should be directed to him/her, unless otherwise explicitly stated in these tender specifications.
- 2.3. The managing official has full authority to monitor the satisfactory performance of the contract, which includes issuing service orders, preparing reports and statements, approving services, progress reports, and reviews. They may order changes to the contract with regards to its subject-matter or performance, provided that such changes remain within its original scope.
- 2.4. However, the signing of amendments or any other decision or agreement implying derogation from the initial terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under clause 1 of chapter 1 General Remarks.
- 2.5. Under no circumstances is the managing official allowed to modify the terms and conditions (e.g. performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in these tender specifications and that has not been notified by the contracting authority, will be considered null and void.

3. CONFIDENTIALITY (ART. 18)

- 3.1. Service providers who, during the performance of the contract, receive information or documents or data of any kind that are classified as confidential and relate, in particular, to the subject matter of the contract, the resources required for its performance and the operation of the contracting authority's services, shall take the necessary measures to prevent such information, documents or data from being disclosed to third parties who have no right to know them.
- 3.2. Service providers who, in the performance of the contract, have knowledge of a drawing or model, know-how, method or invention belonging to the contracting authority or jointly to the contracting authority and the service provider, shall refrain from any communication concerning the drawing or model, know-how, method or invention to third parties, unless those elements are the subject of the contract.

4. PROTECTION OF PERSONAL DATA

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 the tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

4.2. Processing of personal data by the service provider

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

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

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

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

5. INTELLECTUAL PROPERTY (ART. 19 TO 23)

- 5.1. The contracting authority shall retain all intellectual property rights created, developed, or used during the performance of the public contract. The contractor shall ensure full compliance with this requirement throughout the execution of the contract.
- 5.2. Unless otherwise specified in the procurement documents and without prejudice to clause 5.1, when this public contract involves the creation, manufacture, or development of designs, logos, or similar works, the contracting authority acquires the intellectual property rights to these works. This includes the right to trademark, register, and protect them.
- 5.3. For any domain names created under this public contract, the contracting authority similarly acquires the right to register and protect them unless stated otherwise in the procurement documents.

6. PERFORMANCE BOND (ART. 25 TO 33)

6.1. Scope and amount (Art. 25)

The performance bond is a requirement for this public contract and is set at **5%** of the total value of the contract, excluding VAT. The resulting value will be rounded up to the nearest 10 euros.

6.2. Nature of the performance bond (Art. 26)

In accordance with the applicable legal and regulatory provisions, the performance bond may be provided in the form of cash, public funds, or a joint performance bond. It may also be issued as a surety bond by a credit institution meeting the requirements of the law governing credit institutions or by an insurance company approved for branch 15 (bonds) under the law governing insurance companies.

By way of derogation from Article 26 of the "GIR", the performance bond may be posted through an institution with its registered office in one of the countries of destination of the services. The contracting authority reserves the right to accept or refuse the posting of the bond through such an institution. The tenderer shall provide the name and address of this institution in the tender.

This derogation is intended to provide local tenderers with the opportunity to submit a tender, taking into account the specific requirements of the contract.

6.3. Deadline for submitting the performance bond (Art. 27)

The successful tenderer is required to provide proof of the posting of the performance bond within 30 calendar days from the conclusion of the procurement contract.

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

6.4. Posting of the performance bond (Art. 27)

The performance bond must be posted by the successful tenderer in one of the following ways:

- (a) Cash deposit : Deposit the amount in the account of the Deposit and Consignment Office ([Dutch](#) or [French](#) procedure to enter a deposit in e-DEPO) or of a public institution performing a similar function similar;
- (b) Public Funds: Deposit with the State cashier at the National Bank's headquarters in Brussels or one of its provincial branches, on behalf of the Deposit and Consignment Office or a similar public institution;
- (c) Joint surety: By the 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 similar public institution;
- (d) Guarantee: Provide the deed of undertaking of the credit institution or the insurance company. The Contracting Authority reserves the right, at its sole discretion, to reject guarantees issued by insurance companies and to require that the guarantee be issued by a bank or other financial institution acceptable to the Contracting Authority.

6.5. Proof of deposit (Art. 27)

Proof of posting the performance bond must be provided as applicable by submission to the contracting authority of:

- (a) A deposit receipt from the Deposit and Consignment Office or a similar public institution;
- (b) A debit notice from the credit institution or insurance company;

- (c) A deposit certificate issued by the State Cashier or a similar public institution;
- (d) The original copy of the deed of joint surety stamped by the Depot and Consignment Office or by a similar public institution;
- (e) 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 procurement contract and a reference to the procurement documents, as well as the name, first name and full address of the service provider and, where relevant, that of the third party that made the deposit on the service provider 's account, bearing the statement 'lender' or 'mandatory', as appropriate.

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

6.6. Release of bond

If the contracting authority confirms acceptance of the services, the bond shall be released, even if the service provider has made no such request.

The whole of the bond will be released at once after provisional acceptance of the entire contract.

SECTION (C) - THE PUBLIC CONTRACT DOCUMENTS

7. CONFORMITY OF PERFORMANCE (ART. 34)

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

SECTION (D) - CHANGES TO THE PUBLIC CONTRACT

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

8.1. Scope

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

8.2. Nature of the amendment

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

8.3. Conditions under which this revision clause may be used

Provided that they meet the selection criteria and the exclusion grounds set out in this document, and if they can meet the initial conditions of the contract, the contracting authority may conclude a contract for account with the service provider 's subcontractor(s) already involved in the performance of the contract.

To this end, the contracting authority shall contact the subcontractor(s) or his (their) representative(s), asking whether he (they) can meet the original terms of the contract. If the subcontractor(s) cannot meet the original conditions, a contract for account may be concluded under amended conditions. Before concluding such an amended contract, the contracting authority shall check whether the new conditions are still more advantageous than those of the tenderer ranked second during the evaluation of the tenders under the original award procedure. If this is not the case, the contracting authority will conclude a contract for account as referred to in the paragraph below.

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

- (a) either successively, according to the ranking, to the other regular the tenderers. In this case too, the contracting authority contacts the tenderer concerned or his representative to ask whether he agrees to maintain his tender. If that tenderer agrees without reservation, the contracting authority proceeds to award and conclude the contract for account ;
- (b) or simultaneously to all the other regular tenderers, asking them to revise their tender, on the basis of the initial terms of the contract, in order to award and conclude the contract on the basis of the tender that has become the most economically advantageous.

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

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

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

9. REVISION OF PRICES (ART. 38/7)

Price revisions are not allowed under this contract.

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

- 10.1. The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly because it considers that the procurement contract cannot be performed without inconvenience at that time.
- 10.2. The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance may be agreed.
- 10.3. When activities are suspended, based on this clause 10.3, the service provider is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts.
- 10.4. The service provider has a right to damages for suspensions ordered by the contracting authority when:
 - (e) The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or fifteen calendar days, depending on whether the performance period is expressed in working days or calendar days;
 - (f) The suspension is not due to unfavourable weather conditions or other circumstances beyond the contracting authority's control which, in the contracting authority's discretion, constitute an obstacle to the continued performance of the contract at that time;
 - (g) The suspension occurs during the contract's performance period.

11. UNFORESEEABLE CIRCUMSTANCES

- 11.1. As a general rule, the service provider is not entitled to request modifications to the contractual terms for circumstances unknown to the contracting authority.
- 11.2. A decision by the Belgian state to suspend cooperation with a partner country, or a decision of a government of a partner country to suspend cooperation with the Belgian state, constitutes an unforeseeable circumstance under this clause 11. In the event that the Belgian state or the partner country terminates or ceases activities, which implies therefore the financing of this public contract, Enabel will make reasonable efforts to negotiate a fair maximum compensation amount.

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

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

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

13. TERMS OF INTRODUCTION (ART. 38/14 TO 38/17)

- 13.1. The contracting authority or the service provider who wishes to rely on one of the review clauses, as referred to in Articles 38/9 to 38/12 of the “GIR”, must give written notice of the facts or circumstances invoked on which it relies within 30 days, either after they occurred or after the date on which the contracting authority or the service provider should normally have known about them.
- 13.2. The service provider may only invoke the application of one of these review clauses if it succinctly discloses the influence of the facts or circumstances invoked on the course and cost of the contract to the contracting authority within the period mentioned under clause 13.1, regardless of whether the contracting authority is aware of the facts or circumstances.

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

SECTION (F) - PERFORMANCE MODALITIES

14. DEADLINES AND TERMS (ART. 147)

- 14.1. The service provider must complete the services within **730 calendar days**, starting from **the day after the date on which the service provider received the contract conclusion notification letter**.

15. PLACE OF PERFORMANCE (ART. 149)

The services must be performed at the following locations: **Tanzania, Uganda and Senegal**.

16. INSPECTION OF THE SERVICES (ART. 150)

- 16.1. If irregularities are identified during the performance of this contract, the service provider will be promptly notified by e-mail, followed by confirmation via registered letter. The service provider is required to rectify the non-compliant services.
- 16.2. The service provider must notify the managing official in writing, either by registered post or e-mail (with proof of the exact dispatch date), specifying the date on which the services will be available for inspection.

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

- 17.1. The service provider assumes full responsibility for any mistakes or deficiencies in the services delivered.
- 17.2. The service provider shall indemnify the contracting authority against any damages it may incur as a result of liability towards third parties arising from delays in the performance of the services or any failure by the service provider to fulfil its obligations.

SECTION (G) - MEANS OF ACTION

18. FAILURE OF PERFORMANCE (ART. 44)

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

- (a) When contract performance is not carried out in accordance with the conditions specified in the procurement documents;
- (b) When, at any time, contract performance has not progressed in such a way that it can be fully completed on the due dates;
- (c) When the service provider fails to comply with written orders issued in due form by the contracting authority.

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

18.2. The service provider must address the defects without delay. He may assert his right of defence, either by registered post or e-mail (with proof of the exact dispatch date), addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.

18.3. Any defects that can be attributed to the service provider may result in the application of one or more measures as provided in Articles 45 to 49, 154 and 155 of the "GIR".

19. FINES FOR DELAY (ART. 46 AND 154)

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

19.2. Fines for delay are calculated, according to Article 154 of the "GIR", at a rate of **0.1%** per day of delay, with a **maximum of 7.5%**, of the value of all or part of the services that were performed with the same delay.

19.3. If the execution deadline is an award criterion, the penalty rate may increase to a **maximum of 10%**, depending on the weight assigned to this criterion in the tender specifications.

19.4. Without prejudice to the application of these fines, the service provider shall indemnify the contracting authority where appropriate against any damages owed to third parties on account of its delay in performing the contract.

20. MEASURES AS OF RIGHT (ART. 47 AND 155)

20.1. When, upon the expiration of the deadline specified in Article 44, § 2 of the "GIR", to present justifications, the service provider has remained inactive or has submitted justifications deemed insufficient by the contracting authority, the latter may invoke the measures as of right outlined in clause 20.2. However, the contracting authority may apply these measures before the expiration of the aforementioned term when the service provider has explicitly acknowledged the identified shortcomings.

20.2. The measures as of right are:

- (a) Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting

authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;

- (b) Completion of all or part of the unfulfilled contract by the contracting authority itself;
- (c) Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

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

SECTION (H) - END OF THE PUBLIC CONTRACT

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

- 21.1. The managing official will closely follow up the services during their performance. The services will not be accepted until after having satisfied the inspections, technical acceptance operations and prescribed tests.
- 21.2. Final Acceptance will occur upon service delivery completion, marking full contract completion.
- 21.3. When the contracting authority is in possession of the list of services provided or the invoice and the total or partial completion of the services is established in accordance with the procedures laid down in the contract documents, the contracting authority shall carry out the verification, proceed with the acceptance formalities and notify the service provider of the result. In any event, the verification shall be carried out within the processing period referred to in Article 160(1) of the "GIR" (clause 22).
- 21.4. If the services are completed before or after the expected date, the service provider must notify the managing official by registered letter or electronic mail that provides equivalent assurance of the exact date of dispatch, and shall request that the acceptance procedure be carried out.
- 21.5. The acceptance process is final and concludes the services under the contract.

22. INVOICING AND PAYMENT (ART. 66-72 AND 160)

- 22.1. The contracting authority shall verify and pay the amount due to the service provider within a processing period of thirty days from the date on which it is established that all or part of the services have been completed, the terms of which shall be laid down in the contract documents. However, payment can only be made if the contracting authority is in possession of the duly established invoice.
- 22.2. Only services that have been performed correctly may be invoiced. The invoice must be issued in EURO.
- 22.3. The service provider sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address: tanzania.admin@enabel.be Cc wende.mhidze@enabel.be.
- 22.4. Payment will be made in instalments upon provisional acceptance of the services.

23. ADVANCE PAYMENTS

No advance may be asked by the service provider.

5 TERMS OF REFERENCE

1. Background And Justification

1.1. General Overview of the AEDIB 2.0 Project

The **Africa-Europe Digital Innovation Bridge 2.0 (AEDIB 2.0)** is a regional programme implemented under the European Union's Global Gateway strategy and the Team Europe Initiative on Digital Economy and Society (D4D) for Sub-Saharan Africa. Its overall objective is to strengthen digital transformation and the green transition between Africa and Europe, laying the foundations for a future single market for digital innovation across the two continents and positioning the European Union as a reference partner for Africa by improving policy frameworks, reinforcing digital innovation ecosystems and innovation-support organizations, and easing access to finance for innovative and women-led ventures.

AEDIB 2.0 is delivered by a Team Europe consortium including Expertise France, Enabel, ESTDEV, GIZ, the Netherlands Enterprise Agency (RVO), HAUS Finnish Institute for Public Management and Smart Africa; and works across 14 Sub-Saharan African countries. The programme is structured around complementary Strategic Objectives covering (i) digital-entrepreneurship and innovation policy, (ii) building, strengthening and connecting digital innovation ecosystems, and (iii) improving access to finance for innovative ventures. As part of the broader Team Europe action, **Enabel contributes to Strategic Objectives 1 (SO1) and 2 (SO2), with a specific focus on promoting women's digital entrepreneurship and supporting an inclusive and circular digital economy**, and implements its component across Tanzania, Uganda and Senegal over the period 2026 - 2028.

Further information on the programme is available at the EU D4D Hub initiative page - [Africa-Europe Digital Innovation Bridge](#).

1.2. General Objective of the tender

The general objective of this tender is to **strengthen the institutional and organizational capacity of the Women in Tech (WiT) communities mapped under AEDIB 2.0 in Tanzania, Uganda and Senegal**, so that they improve their organizational structures, governance, membership models and value offerings, consolidate their positioning in the digital innovation ecosystem, and strengthen their advocacy leverage with advocacy explicitly linked to the concrete barriers their members face in access to finance, access to markets and online safety.

This tender corresponds to other AEDIB 2.0 Strategic Objective 1 (SO1) activities namely; (i) mapping, profiling and needs assessment of WiT communities; (ii) design, build and operation of a continental WiT community platform; (iii) advocacy capacity building of the women in tech communities; (iv) development of a women digital-entrepreneurship barometer methodology; (v) data-collection trainings and support to public institutions for gender-disaggregated data; and (vi) facilitation of continental and international WiT events, delegations and peer-learning convenings.

Several of the SO1 activity areas are procured under separate AEDIB 2.0 contracts, with which the selected firm shall coordinate but whose deliverables it shall not duplicate. The specific objectives, scope and deliverables through which this general objective is to be achieved are set out in Sections 1.3 to 2 below.

1.3. Context and Need for the assignment

Enabel, the Belgian Development Agency, is implementing the **Africa-Europe Digital Innovation Bridge 2.0 (AEDIB 2.0)** programme across Tanzania, Uganda and Senegal over the period 2026-2028. Under **Strategic Objective 1 (SO1)**, Enabel strengthens Women in Tech (WiT) communities in their advocacy role for more inclusive digital-entrepreneurship policies and works with government and knowledge institutions to strengthen research and gender-disaggregated data capture on women's participation in the digital economy.

The WiT communities mapped under AEDIB 2.0 (at least six (6) communities - 50% based in Tanzania, 30% in Uganda and 20% in Senegal) across the three countries are rich in energy, talent and local legitimacy, but most operate without formal organizational structures, defined governance, membership models or articulated value offerings. Leadership is often concentrated in one or two volunteer founders; decision-making, membership management and resource mobilization are informal; and the communities' value to members, partners, sponsors and policymakers is rarely made explicit. As a result, communities struggle to position themselves in the ecosystem, to negotiate partnerships and sponsorships on their own terms, to sustain activity between events, and to convert their members' lived experience of concrete barriers - access to finance, access to markets, and online safety - into advocacy leverage.

To address these gaps, Enabel seeks to engage a qualified firm to **strengthen the institutional and organizational capacity of the WiT communities** - their organizational structures, governance, membership and value offerings, so that they improve their ecosystem positioning and advocacy leverage, and so that advocacy is linked to the concrete barriers their members face (finance, markets, online safety).

1.4. Rationale and purpose of the assignment

This ToR has been informed by a **market consultation** conducted in June-July 2026, to which capacity-building, network-development and ecosystem organizations operating in and beyond the region responded. That consultation surfaced a set of **guiding principles** that the assignment should reflect. These principles describe what Enabel values in the approach; they are not a prescribed method. Bidders are encouraged to engage with them thoughtfully and to propose, in their technical offer, the methodologies, tools and delivery models they consider most effective for achieving the intended results.

- **Co-design over expert delivery.** Communities are more likely to understand, own and sustain structures they design themselves - governance, membership models, value propositions and advocacy priorities. The offer should show how the provider will facilitate communities to build their own structures rather than importing ready-made blueprints.
- **Building on what already exists.** The communities already organize, collaborate, and lead, mostly informally. Bidders should demonstrate how they will recognize and build on existing leaders, norms and initiatives - including established organizations and networks in the three countries - and how they will engage communities on a voluntary basis.
- **A nested, community-rooted architecture.** Capacity should be strengthened at community, country, and cross-country levels at once, with authority anchored at community level and lighter coordination above it. How these levels are structured and connected is for the bidder to propose.
- **Language and cultural grounding.** Genuine engagement in English, Kiswahili and French - with all Senegal engagement conducted in French - is essential, as is cultural adaptation of methods. Bidders are invited to describe how they will ensure linguistic and cultural fit, including through local or regional partnerships where relevant.
- **Sustainability through local capacity.** Given the scale of 6+ communities across three countries, an external provider should not be the ongoing delivery mechanism. The offer should indicate how it will leave behind local facilitation and anchoring capacity so the work continues beyond the contract.
- **Adaptive, learning-oriented measurement.** Relational and institutional capacity develops on long, non-linear horizons. Enabel welcomes monitoring and evaluation approaches that pair a meaningful baseline with adaptive, learning-oriented methods; the specific framework is for the bidder to propose and justify.
- **Clear coordination with parallel workstreams.** The continental WiT community platform, the advocacy and Policy Champions curriculum, the data-collection trainings for public institutions, and the women digital-entrepreneurship barometer are procured under separate AEDIB 2.0 contracts. The offer should show how the provider will coordinate with these, helping communities articulate their platform, data and advocacy needs without duplicating their deliverables.

In responding, bidders are encouraged to articulate their own approach to these principles, and to highlight what is distinctive about the way they would deliver the assignment.

The purpose of the assignment is to strengthen the WiT communities across Tanzania, Uganda and Senegal, indicatively at least six (6) communities so that they emerge with organizational structures, governance, membership models and value offerings they have shaped and own; with advocacy agendas grounded in the

concrete barriers their members face in access to finance, markets and online safety; with coordination that connects them at community, country and cross-country level; and with the local capacity and sustainability arrangements needed to keep developing once the contract ends. How these outcomes are reached, the co-design process, the facilitation model and the sustainability mechanisms is for the bidder to propose.

1.5. Expected outcome and impact

The intervention aims to produce measurable results across multiple levels:

- **Community level:** each participating WiT community has a functioning, self-designed organizational structure - governance and decision-making arrangements, membership model, coordination roles and an articulated value offering - that it understands, owns and operates.
- **Ecosystem-positioning level:** communities can present a clear value proposition to members, partners, sponsors and policymakers, negotiate partnerships on their own terms, and are visibly positioned in their national and regional innovation ecosystems.
- **Advocacy level:** community advocacy agendas are grounded in evidence of the concrete barriers members face - access to finance, access to markets, and online safety - and feed the parallel AEDIB 2.0 advocacy and policy workstreams with legitimate, member-driven priorities.
- **Country and cross-country level:** light coordination mechanisms for peer learning, mutual support and joint positioning exist within each country and across the three countries, designed and governed by the communities themselves.
- **Sustainability level:** a trained cohort of local facilitators in each country, together with identified backbone-support arrangements, carries the capacity-building practice forward beyond the AEDIB 2.0 funding period.

1.6. Implementation and programme sustainability

The success of the assignment hinges on trust-based community engagement, cultural and linguistic fit, and disciplined coordination with the parallel SO1 contracts. The selected firm shall appoint a dedicated team leader responsible for managing timelines, deliverables and communication with Enabel and the WiT focal points in each country, and shall sequence delivery pragmatically, beginning in Tanzania, where Enabel's lead country operations are based, and extending to Uganda and Senegal with locally adapted materials and facilitation.

A structured Monitoring, Evaluation and Learning framework shall combine a baseline network-health assessment with adaptive learning methods, tracking organizational-capacity progression, participation, facilitator development and community-defined success measures. Sustainability shall be reinforced through:

- A trained local facilitator cohort in each country, developed through the delivery process itself (train-the-trainer), able to run co-design, governance and peer-learning processes independently.
- Community-owned artefacts - governance documents, membership models, value-offering statements and multi-year roadmaps - produced by the communities in their own languages.
- Identified backbone-support arrangements in each country (an existing local institution or team) able to provide light ongoing coordination after the contract ends.
- A structured handover to Enabel, community leads and facilitator cohorts, with documentation in English and French as relevant per country.

2. Scope Of Work

The consultancy services under this assignment will focus on the following key areas. The provider is expected to facilitate communities in designing their own structures rather than delivering pre-designed models, in keeping with the market-consultation findings, the budget and the timeline.

2.1. Inception, baseline and landscape analysis

- Conduct an inception meeting with Enabel and confirm understanding of the assignment, the AEDIB 2.0 WiT mapping data, the parallel SO1 contracts and the country focal points.
- Carry out a dialogic landscape analysis and baseline network-health assessment across the participating communities: local formal and informal leaders, existing collaboration practices, energy for collective action, cultural context, and forces for and against organizing - building on, not repeating, the mapping and profiling delivered under the platform contract.
- Finalize the co-design methodology, the country sequencing plan (Tanzania first), the local-partner and facilitator-development arrangements, the language plan (English, Kiswahili, French; all Senegal delivery in French), and the assignment MEL framework.
- Submit an Inception Report, including the baseline and community landscape synthesis, to Enabel for validation prior to the co-design phase.

Note: *Proposals must describe the baseline and landscape methodology, confirm the number of communities to be engaged per country, and set out how the provider will avoid duplicating the mapping, profiling and needs-assessment outputs of the parallel platform contract.*

2.2. Organizational Co-design: Governance, Structure and Membership

The provider shall facilitate each participating community through a structured co-design process - blending virtual sessions with in-person workshops - in which members develop their own:

- **Governance and decision-making** - coordination structures, leadership roles, decision-making methods and accountability arrangements appropriate to each community's size and maturity.
- **Membership model** - membership definitions, joining pathways, member data practices, and (where communities choose) contribution or fee models.
- **Shared commitments and ways of working** - norms, mutual-support conventions and internal communication practices that can be stewarded by community coordinators without external facilitation.
- **Resource mobilization basics** - simple, community-appropriate approaches to sponsorship, partnership and in-kind resource mobilization.

Note: *A minimum of eight (8) in-person co-design workshops shall be delivered across the three countries (indicatively four in Tanzania, two in Uganda and two in Senegal), complemented by virtual sessions. Workshop logistics must be costed within the budget envelope. Materials and facilitation shall be culturally adapted, using narrative and dialogic methods where appropriate, and delivered in the relevant language per country.*

2.3. Value offering and Ecosystem positioning

3. Facilitate each community in articulating its value offering - what it delivers to members, partners, sponsors, and policymakers - and in packaging that offering for ecosystem positioning (partner briefs, sponsorship propositions, positioning statements).
4. Strengthen the communities' capacity to engage ecosystem actors - hubs, ISOs, investors, corporates, development partners and public institutions - on their own terms, including preparation for engagement

- opportunities arising through AEDIB 2.0 (platform launch events, policy dialogues, peer-learning convenings).
5. Support communities to define how they will use the continental WiT platform (delivered under a separate contract) to carry their structures, membership and value offerings, articulating their requirements to the platform provider.

2.4 Linking advocacy to concrete barriers (Finance, Markets, Online safety)

Facilitate communities in surfacing, documenting and prioritizing the concrete barriers their members face in access to finance, access to markets, and online safety, using member-driven evidence practices (including the friction-diary feature of the WiT platform where available).

Support each community to translate these barriers into an owned advocacy agenda with clear priorities and asks, ensuring the agenda is community-defined rather than externally prescribed.

Hand these agendas into the parallel AEDIB 2.0 advocacy capacity-building contract (Policy Champions, curriculum and government workshops) and coordinate so that the two contracts reinforce rather than duplicate one another.

Note: *This assignment does not deliver standalone advocacy training, policy curricula or government workshops; those are procured separately. The deliverable here is community-owned, evidence-grounded advocacy agendas and the organizational capacity to pursue them.*

2.5 Country and cross country coordination architecture

Facilitate communities within each country to co-design light country-level mechanisms for peer learning, mutual support and joint positioning.

Facilitate community representatives across the three countries to co-design a light cross-country architecture for shared learning and collective voice, as nested layers rooted in community-level authority, coordinating with the regional WiT alliance work under the parallel advocacy contract.

Design and facilitate peer-learning exchanges across communities and countries.

2.6 Local facilitator development

Identify, train and mentor a cohort of local facilitators in each country emerging from the communities and the co-design process itself - able to run co-design, governance and peer-learning processes independently.

License or openly provide the facilitation materials, tools and curricula used, in the relevant languages, such that facilitator cohorts and communities may reuse, adapt and translate them freely (see 2.8).

Deliver a minimum of one (1) facilitator-development cycle per country, with at least twelve (8) local facilitators trained in total across the three countries.

2.7 Consolidation, backbone support, handover and sustainability

Facilitate each community to consolidate its structures into a community-owned multi-year roadmap and conduct a final review and adaptation of governance arrangements.

Identify and support backbone-support arrangements in each country - ideally an existing local institution or team - able to provide light ongoing coordination, convening and learning support after the contract ends, specifying the capacities required.

Conduct a structured handover to Enabel, community leads, facilitator cohorts and backbone organizations, with documentation in the relevant languages.

Submit a Final Report documenting the process, capacity progression against the baseline, adoption of structures, lessons learned and the sustainability roadmap.

2.8 Intellectual property, data and reuse

All assignment-specific deliverables - baseline and landscape syntheses, co-design outputs, community governance and value-offering documents, training and facilitation materials, MEL outputs and reports, shall be owned by Enabel and available to reuse, adapt, translate and share freely across the AEDIB 2.0 programme countries and with the communities themselves. Where the provider draws on pre-existing proprietary curricula, frameworks or assessment instruments, the bidder must disclose this clearly and specify licensing terms that permit translation, adaptation and continued use by Enabel, the facilitator cohorts and the

communities beyond the contract, without lock-in. Community-level data gathered during the assignment shall be handled under a GDPR-aligned data-protection approach compliant.

3. Key Deliverables and Payment Schedule

The tenderer must submit the following deliverables throughout the execution of the tender as per the following payment schedule:

Deliverable	Est. Timeline (Months)	Level of Effort (Man-Days)	Description	Payment Schedule (%)
1. Inception, Baseline and Landscape Analysis	3.0	20	Inception meeting with Enabel; dialogic landscape analysis and baseline network-health assessment; validated co-design methodology, country sequencing, language and partnering plan; MEL framework. Minimum output: Inception Report (incl. baseline and landscape synthesis) submitted and approved by Enabel.	15%
2. Community Co-Design: Governance, Structure and Membership	10.0	70	Facilitated co-design across the participating communities, Tanzania first. Minimum outputs: at least 6 communities engaged across the three countries; at least 6 in-person co-design workshops delivered (indicatively 2 TZ / 2 UG / 2 SN); each engaged community has adopted its own governance and decision-making arrangements and membership model, documented in its own language.	25%
3. Value Offerings, Ecosystem Positioning and Advocacy Linkage	4.0	30	Value-offering articulation and positioning; barrier documentation and advocacy-agenda development. Minimum outputs: each engaged community has a documented value offering and positioning package; each has an owned, evidence-grounded advocacy agenda linked to finance, markets and/or online-safety barriers, handed into the parallel advocacy contract.	25%
4. Coordination Architecture and Facilitator Development	4.0	30	Country and cross-country coordination mechanisms; peer-learning exchanges; train-the-trainer. Minimum outputs: country-level coordination mechanisms co-	20%

			designed in all three countries and one cross-country architecture agreed; at least 6 local facilitators trained across the three countries; at least one peer-learning exchange per country delivered.	
5. Consolidation, Backbone Support, Handover and Sustainability	3.0	20	Community roadmaps; backbone-support arrangements; handover and Final Report. Minimum outputs: multi-year roadmap adopted by each engaged community; backbone-support arrangement identified per country; number of local facilitators trained documentation and structured handover completed in relevant languages; Final Report (incl. capacity progression vs. baseline and lessons learned) submitted and approved.	15%
TOTAL	24	170		100%

The timelines indicated above are consecutive and run from the commencement date of the contract. The remaining contractual period constitutes a contingency.

Payment shall only be made upon the satisfactory completion and acceptance of the deliverables by the Contracting Authority.

4. Minimum Consultant Travel Requirements

For planning and pricing purposes, tenderers shall include the following minimum reimbursable travel requirements in their financial offers. The indicated durations are the maximum number of days to be spent in each location.

Team Leader / Institutional Capacity-Building Lead

The Team Leader shall undertake three (3) country missions for quality assurance and visits to selected Women in Tech communities:

- Senegal: Dakar - five (5) days; and Kaolack - five (5) days;
- Uganda: Kampala - five (5) days; and Kabale - five (5) days; and
- Tanzania: Dar es Salaam, Zanzibar, Arusha and Iringa - five (5) days in each location.

Organizational Development and Governance Co-Design Specialist

The Specialist shall undertake three (3) country missions for in-person launch workshops and community facilitation:

- Senegal: Dakar - five (5) days; and Kaolack - five (5) days;
- Uganda: Kampala - five (5) days; and Kabale - five (5) days; and
- Tanzania: Dar es Salaam, Zanzibar, Arusha and Iringa - five (5) days in each location.

Francophone Facilitation Lead – Senegal

The Francophone Facilitation Lead shall undertake one (1) mission within Senegal for in-person launch workshops and community facilitation, covering:

- Dakar - five (5) days; and
- Kaolack - five (5) days.

A single country mission may cover several Women in Tech communities located in different cities. The locations of the secondary cities may be changed by the Managing Official, provided that this does not materially increase the agreed travel requirements or costs. Mission durations exclude international travel days.

6 SELECTION FILE

ECONOMIC AND FINANCIAL CAPACITY

The tenderer shall submit financial statements for the last three (3) financial years (2023, 2024 and 2025). The financial statements shall be audited and certified by a Registered Certified Public Accountant or an equivalent professional body recognized in the country of registration.

Where the audited financial statements for 2025 are not yet available at the time of tender submission, the tenderer may submit management accounts or unaudited financial statements for 2025.

The submitted financial statements shall demonstrate an average annual turnover of at least EUR 150,000 over the last three (3) financial years.

TECHNICAL AND PROFESSIONAL APTITUDE

1. Team Composition

To deliver this assignment, the firm shall propose a multidisciplinary team of three (3) key experts. The firm may also mobilize additional country-level facilitators, translators or associates as needed - in particular local facilitation partners in each country and French-language delivery capacity for Senegal. For each expert, the tenderer shall submit CVs meeting the following requirements:

Team Leader / Institutional Capacity-Building Lead

- Holds at least a bachelor's degree in development, business, social sciences or a related field.
- At least eight (8) years of professional experience in network development, multi-stakeholder collaboration or community-/ecosystem-capacity building.
- Has led at least two (2) completed network- or community-capacity-building assignments in Sub-Saharan Africa.

Organizational Development & Governance Co-Design Specialist

- Holds at least a bachelor's degree in a relevant field.
- At least five (5) years of professional experience in organizational development, governance design or participatory strategy facilitation.
- Has facilitated at least two (2) completed co-design or governance-development processes with networks, membership organizations or communities.

Francophone Facilitation Lead (Senegal)

- Holds at least a bachelor's degree in a relevant field.
- Has delivered at least two (2) community facilitation, capacity-building or network-development assignments in Francophone Africa.
- Has professional working proficiency in French.

The Contracting Authority reserves the right to verify, during the evaluation process, the qualifications, and professional experience of the proposed experts. The tenderer shall, upon request, provide any supporting documentation necessary to substantiate the information contained in the submitted Curriculum Vitae.

For ease of reference, the academic qualifications and experience required for each expert are grouped above. The required academic qualifications shall be assessed as selection requirements, while the minimum professional experience shall be assessed during the regularity check of the CVs. Tenderers must submit one CV for each required expert profile as part of their tender.

The experts proposed in the tender may not be replaced during contract implementation without the prior written approval of the Contracting Authority. Any replacement expert shall possess qualifications and professional experience that are equal to or better than those of the expert originally proposed.

2. References.

The tenderer shall submit at least two (2) completion certificates, or reference letters, or contracts demonstrating the delivery of capacity-building, institutional strengthening, diagnostic assessment, ecosystem development, or peer-learning assignments within the last five (5) years.

7 OVERVIEW OF THE DOCUMENTS TO BE SUBMITTED

- (a) Identification of the tenderer (for each participant for tenders submitted by a group) (see clause 1 of chapter 8 Forms);
- (b) List of subcontractors (see clause 2 of chapter 8 Forms);
- (c) Tender form - Prices (clause 4 of chapter 8 Forms)
- (d) The declaration on honour – Exclusion grounds (for each participant for tenders submitted by a group) (see clause 5 of chapter 8 Forms);
- (e) All documents demanded in 6 Selection f (see clause 13 of chapter 3 Award Procedure);
 - a Financial Statements for 2023, 2024 and 2025
 - b CVs of the proposed experts
 - c References
- (f) Technical Offer
- (g) All documents demanded in clause 15 of chapter 3 Award Procedure (award criteria);
- (h) **Power of attorney:** The Bidder shall include in his tender the power of attorney empowering the person signing the bid on behalf of the bidder. In case of a consortium or a temporary association, the joint bid must specify the role of each member of the consortium. A group leader must be designated, and the power of attorney must be completed accordingly.
- (i) **Incorporation certificate:** The bidder shall include in his tender the incorporation certificate from the competent authority.
- (j) **Certification of clearance with regards to the payments of social security contributions:** At the latest before award, the Bidder must provide a certification from the competent authority stating that he is in order with its obligations with regards to the payments of social security contributions that apply by law in the country of establishment. This is not applicable for Belgian bidders.
- (k) **Certification of clearance with regards to the payments of applicable taxes:** At the latest before award, the bidder must provide a recent certification (up to 6 months) from the competent authority stating that the bidder is in order with the payment of applicable taxes that apply by law in the country of establishment.
- (l) **Criminal record certificate:** At the latest before award, the bidder must provide a criminal record certificate for the person mandated to commit for the firm.
- (m) Where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 13 of chapter 3 Award Procedure and 6 Selection file), it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect;
- (n) Where the tender is submitted by the group of economic operators, the association agreement signed by each participant, clearly showing who represents the association.

8 FORMS

1. IDENTIFICATION FORM

I (We), the undersigned

Applicable? ☐ YES / ☐ NO

A. Natural person	
Name and first name:	
Function or profession:	
Nationality:	
Residence (full address):	
Enterprise n°:	
Social security n°:	

Applicable? ☐ YES / ☐ NO

B. Corporation or company	
Name and legal form:	
Nationality:	
Registered office (full address):	
Enterprise n°:	
Social security n°:	

Applicable? ☐ YES / ☐ NO

C. Group of economic operators. Tenderer forming a group of economic operators, consisting of the following participants:	
<i>For each company, state the same information below as set out under A or B, above. Fill in a separate row for each member, preceded by member 1, 2, etc.</i>	
Hereby form a group of economic operators for this contract under the name:	
That is represented by the following participant in the group of economic operators (corporation):	
<i>For each participant in the group, supporting documents relating to the exclusion grounds must be submitted.</i>	

D. Contact person of the tenderer	
Single contact person of the Tenderer for electronic communication from the contracting authority:	
First name and surname:	
Function:	
E-mail address	

Telephone:	
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Confirm that, if awarded the contract(s), payments shall be made by transfer(s) to the following account:

Account No:	
IBAN:	
Bank identification code (BIC):	
Located at:	
In the name of:	

By submitting this Tender, I (We), the undersigned:

- Undertake to comply with all clauses contained in these Tender Specifications. The content of the tender becomes an integral part of the public contract, along with any details provided in response to requests for clarification.
- Acknowledge that all necessary information has been obtained and the tender has been prepared with full knowledge of the facts, with no ambiguities or uncertainties, and is fully aware of the scope and specific requirements for the execution of the public contract.
- Confirm clearly designating in the submitted tender which information is confidential and/or relates to technical or business secrets and may therefore not be divulged by the contracting authority.
- Declare having made all relevant comments and asked all necessary questions for the preparation and submission of the tender, as well as for the performance of the public contract.
- Acknowledges having received all the information needed to prepare the tender.
- Declares accepting all the terms of the procurement documents, even if they differ from the tenderer's own invoicing or sales conditions. Any alternative invoicing or sales conditions proposed by the tenderer will not apply.
- Declares that the subcontractors that I will employ will be those designated in the attached forms and for whom I will have transmitted the documents required as part of the qualitative selection (if applicable).
- Declare, should this tender be approved, the performance bond will be constituted under the conditions and deadlines stipulated in the Tender Specifications.

Done at:		Date:	
By (company or group):		Represented by (Full name)	
Signature of authorised representative:			

2. LIST OF SUBCONTRACTORS

I (we) declare that the share of the public contract to be subcontracted is as indicated below.

List of subcontractors planned to be engaged in the implementation of the contracts				
Name and legal form	Address / Registered office	Object of engagement	LOT in which will be engaged (if applicable)	Other entity within the meaning of paragraph 1 ^{er} of Article 73 of the R.D. of 18 April 2017 (YES/NO)*

* In accordance with Article 73 of the Royal Decree of 18 April 2017, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for economic and financial capacity criteria and technical and professional aptitude criteria, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

- 2.1. Any change of subcontractor compared to those indicated in the tender submitted will be submitted for approval to the contracting authority before intervention in contract performance, in particular in order to verify that the latter has the required capacity and is not subject to a ground for exclusion (Art. 73 – the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors; Art. 12-13 – Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts).

3. TECHNICAL OFFER

4. Technical Offer

The Technical Offer shall describe how the tenderer proposes implementing the assignment and achieve the expected results. In line with the guiding principles set out in **Section 5, Clause 1.4**, the tenderer shall present its own approach and methodology, demonstrate a clear understanding of the assignment and explain how the proposed approach will be applied in practice.

The Technical Offer should not merely reproduce or restate the requirements of this tender document but should demonstrate the tenderer's proposed methodology, implementation approach, organization and capacity to successfully deliver the assignment.

At a minimum, the Technical Offer shall include the following elements:

- **Implementation Strategy and Work Plan:** a clear, step-by-step plan describing how the firm will baseline, co-design, deliver and hand over across the three countries, showing the Tanzania-first sequencing, dependencies between phases and realistic time allocations.
- **Detailed Timeline and Activity Schedule:** a structured timeline integrating all phases from inception to handover, indicating milestones, deliverables, in-person workshop windows and engagement periods for consultation and feedback.
- **Methodological Approach:** the firm's proposed methodology for facilitating communities to co-design their governance, membership and value offerings; for linking advocacy to the finance, markets and online-safety barriers members face; for the country and cross-country coordination; for developing local facilitation capacity; and for monitoring, evaluation and learning. For each, the Offer should make clear the expected outputs and how stakeholders will be involved.
- **Tools, Frameworks and Language Plan:** the frameworks, assessment instruments and facilitation resources to be used, their IP and reuse terms under 2.8, and the trilingual delivery and local-partnering arrangements (including Francophone delivery for Senegal).
- **Risk Management Plan:** potential risks and challenges affecting engagement, adoption and coordination with parallel AEDIB 2.0 contracts, with mitigation measures and contingency actions.
- **Sustainability and Knowledge Transfer:** how community structures, facilitator cohorts and backbone-support arrangements will sustain outcomes beyond the assignment, including documentation and handover.

Additional Requirements

- **Local grounding and partnering:** Proposals should demonstrate a deep understanding of the Tanzanian, Ugandan and Senegalese ecosystems and gender contexts.
- **Coordination:** A concrete coordination approach towards the parallel SO1 contracts (platform; advocacy and government workshops; data-collection trainings and barometer) is required, indicating interfaces and handover points.

Bidders are encouraged to present a distinctive, well-justified approach. Offers will be assessed on the clarity, coherence, and credibility of the proposed methodology rather than on the restatement of these requirements.

The Technical Offer shall not exceed fifteen (15) A4 pages, excluding the front page and table of content.

4. TENDER FORM - PRICES

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

Item	Unit	Quantity (max total of 170 person - days)	Unit price	Total price Excl. VAT
Team Leader / Institutional Capacity- Building Lead	Person-day		€	€
Organizational Development & Governance Co-Design Specialist	Person-day		€	€
Francophone Facilitation Lead (Senegal)	Person-day		€	€
SUB-TOTAL: incl. WHT and excl. VAT (A)				
WHT to be retained at source: 5% of (A) for local bidders or 15% for international bidder (B)				
VAT (if applicable) (C)				
NET to be paid to the bidder D =(A-B+C)				
Reimbursable Costs- Local (if applicable)				
Local flight ticket	Lumpsum			€
Accommodation	Lumpsum			€
SUB-TOTAL (E)				€
GRAND TOTAL Incl. WHT and VAT = (A + C + E)				€
Reimbursable Costs - International (if applicable)				
International flight tickets	Lumpsum			€
Visa costs	Lumpsum			€

Tenderers are requested to follow the guidelines below when submitting this form:

- The tenderers are requested to quote for all the items listed above.
- The use of this form to quote for prices is mandatory.
- Prices should be quoted in Euros, inclusive of applicable taxes (including withholding tax), and any other related costs not specified as reimbursable. Tenderers are deemed to have considered all taxes, duties, and fiscal obligations that may arise in Tanzania, Uganda and Senegal.

- The proposed number of person-days cannot exceed a total of 170 days.
- Reimbursable costs, up to the maximum amounts indicated by the tenderer in the above price form, shall only be eligible for reimbursement upon submission of adequate supporting documentation.
- Reimbursable Costs – International applies exclusively to consultants traveling to Tanzania, Senegal or Uganda from abroad to carry out the assignment. Reimbursable Costs – International shall not be included in the Grand Total.
- Financial offers will be compared based on the Grand Total indicated in the price form.

Certified true and sincere,

Done at, on

5. DECLARATION ON HONOUR - EXCLUSION GROUNDS

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

** Please tick the boxes to confirm each situation*

- ☐ **The counterparty or one of its directors has not been convicted by a final judicial decision of any of the following offenses:**
 - a. Participation in a criminal organization;
 - b. Corruption;
 - c. Fraud;
 - d. Terrorist offenses, offenses linked to terrorist activities or incitement to commit such offenses, complicity, or attempt;
 - e. Money laundering or terrorism financing;
 - f. Child labor and other forms of trafficking in human beings;
 - g. Employment of third-country nationals in illegal residence;
 - h. Creation of offshore companies.

- ☐ **The counterparty fulfills its obligations related to the payment of taxes, duties, and social security contributions for an amount exceeding €3,000, unless it can demonstrate that it holds one or more certain, due, and unencumbered claims against a contracting authority for at least the amount corresponding to the overdue tax or social debt.**

- ☐ **The counterparty is not in a state of bankruptcy, liquidation, cessation of activities, judicial reorganization, has not admitted bankruptcy, is not the subject of liquidation or judicial reorganization, or any analogous situation derived from similar procedures in other national regulations.**

- ☐ **The counterparty has not committed any serious professional misconduct that questions its integrity. Serious professional misconduct particularly includes:**
 - a. Breach of Enabel's policy on sexual exploitation and abuse;
 - b. Breach of Enabel's policy on fraud and corruption risk management;
 - c. Violation of local legislation concerning sexual harassment at work;
 - d. Serious false statements or use of false documents in providing information required for exclusion checks or selection criteria, or concealing information;
 - e. Evidence sufficient to conclude anti-competitive acts, agreements, or arrangements;

Regarding conflict of interest:

Please tick the applicable box

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

or

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

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

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

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

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