TENDER SPECIFICATIONS

Public service contract for "**Technical Assistance for Capacity Building in Gender-Disaggregated Data Collection on Women's Entrepreneurship and Digitalization and Development of a Women's Digital Entrepreneurship Barometer Methodology**"

Reference №: **TZA25001-10032**

Country: **Tanzania**

Negotiated Procedure without Prior Publication

Deadline for requesting clarifications:	Until the **tenth day** before the deadline for submission of tenders
Deadline for submission of tenders:	**27 November 2026** at **16:00 (EAT)**

Belgian development agency

enabel.be

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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
Virginie Hallet	Country Director
Othman Boufaied	Contract Manager

1.4. **Attention : even if Enabel as contracting authority is based in Belgium, Enabel has different "permanent establishments" in partner countries, who are 'customer' in the sense of tax legislation.[1] As a result, services of this contract are deemed to be located in Tanzania and applicable tax legislation is legislation of Tanzania. For more information on this tax regime, you can contact Alern Mgeni, Procurement Officer (clause 3 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;

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

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

3. APPLICABLE LAW AND COMPETENT COURTS

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

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

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

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

2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

1. TYPE OF CONTRACT

1.1. This public contract is a service contract for provision of: Technical Assistance for Capacity Building in Gender-Disaggregated Data Collection on Women's Entrepreneurship and Digitalization and Development of a Women's Digital Entrepreneurship Barometer Methodology.

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 3 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 lasts for **730 (seven hundred and thirty) calendar days**.

4.2. This public contract **MAY NOT** be renewed.

4.3. Without prejudice to measures as of right, the contract may be terminated each year by the contracting authority, giving notice by registered letter to be sent 90 calendar days before the anniversary date of the contract.
Termination of the contract under the above conditions does not give rise to any right to compensation.

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.

7. QUANTITIES

7.1. The price to be paid will be obtained by applying the unit prices given in the inventory to the quantities actually performed.

7.2. The presumed quantities indicated in the price form (clause 3 of chapter 8 Forms) are given for information purposes only. The contracting authority does not commit in any way as to quantities that will actually be ordered under this public contract.

3 AWARD PROCEDURE

SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

1. AWARD PROCEDURE

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

2. PUBLICATION

This contract is advertised in

2.1. The following platform:

(a) 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:

Alern Mgeni

Procurement Officer

alern.mgeni@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 (alern.mgeni@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 seventh 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:

(a) 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) Tender form - Prices (clause 3 of chapter 8 Forms)

(d) Declaration on honour - Exclusion grounds (clause 4 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 file) 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 4 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 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.

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-schedule contract**, comprising both **lumpsum** 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 is to include in his unit prices any charges and taxes generally applied to services according to the applicable tax legislation of Tanzania, with the exception of the value-added tax. The VAT percentage is quoted separately, if applicable.
As mentioned in clause 1 of chapter 1 General Remarks, **local tax regime is applicable**.
For the provision of services in Tanzania, the attention of tenderers who are non-tax residents of Tanzania is drawn to the tax on the profits of non-residents (15%) applicable to this category of service provider. It is also the tenderer's responsibility to obtain information on all other tax provisions applicable in Tanzania.
The 15% non-resident income tax will be withheld at source at the time of payment of the invoice.
Make sure to verify whether any bilateral or regional non-double taxation treaties apply to your situation.

8.2. The unit prices for this public contract must encompass any costs, measures, and charges related to the performance of the contract, including but not limited to:

(a) Administrative management and secretariat services;

(b) Travel, transportation, and insurance;

(c) Documentation related to the services;

(d) Delivery of documents or records associated with the performance of the contract;

(e) Packaging;

(f) Training required for operation;

(g) Where applicable, the measures imposed by occupational safety and worker health legislation.

(h) Acceptance costs.

8.3. 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. In accordance with the rules governing means of communication, only tenders submitted by electronic means are accepted.

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

9.3. For this public contract, tenders will be submitted electronically via the federal e-Procurement platform, which ensures compliance with the conditions of Article 14, § 7 of the Law of 17 June 2016 on public procurement.

The platform is free and open to any tenderer wishing to participate in public procurement.

9.4. **Tenders must be submitted no later than 27 November 2026 at 16:00 (EAT)**.

9.5. Follow the 2 steps below to create an account:

(a) Register as a new user;

(b) Creating your enterprise.

9.6. The format of the documents should be .pdf or equivalent.

9.7. Please refer to the following link for instructions on how to submit tenders.

9.8. By transferring his tender by electronic means the tenderer accepts that the data of his tender are registered by the reception device.

9.9. **The contracting authority draws the attention of the tenderer to the fact that submitting a tender by mail or 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 mail or email will be discarded.**

9.10. You can also contact the e-Procurement helpdesk on +32 (0)2 740 80 00 or via the contact form.

10. TENDER SIGNATURE

10.1. The tenderer is not required to sign the tender and its annexes individually when uploading them to the electronic platform.

These documents shall be signed globally by affixing an electronic or scanned hand-written signature on the accompanying submission report.

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 **27 November 2026** at **16:00 (EAT)**.

11.2. Tenders are opened behind closed doors via the e-Procurement platform.

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 4 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 file), 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 file), 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:

(a) all participants submitting a joint bid as a consortium of economic operators;

(b) 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.

13.4. For all such participants or entities, the contracting authority must verify that there are no grounds for exclusion.

13.5. 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:

Technical Criterion	Description	Max points
Strategy and Work Plan	Implementation Strategy and Work Plan (Detailed Timeline and Activity Schedule)	10
Methodology	Barometer methodology design; institutional assessment and co-design with public institutions; training curriculum and delivery; pilot data collection and quality assurance; post-training M&E and enforcement follow-up; and institutionalization and sustainability	20
Tools and Frameworks	Gender-statistics standards and data-quality frameworks; digital data-collection and dashboard tooling; and IP, data ownership and open-format portability	20
Risk Management Plan	A risk register identifying the principal risks to the assignment each rated for likelihood and impact, with proposed mitigation and contingency measures and a clear owner.	10
Sustainability and Knowledge Transfer	Including the Barometer Sustainability Plan and AEDIB 2.0 programme linkages	10
Total		**70**

Criteria	Description	Max Points
Financial proposal (Price)	Price Score = (Lowest Evaluated Price/ Tender's Price) x 30	30

15.2. 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. AWARDING 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

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

2. These tender specifications do not derogate from the "GIR".

SECTION (A) - GENERAL

3. USE OF ELECTRONIC MEANS (ART. 10)

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

4. MANAGING OFFICIAL (ART. 11)

4.1. The managing official for this public contract is **Wende Mhidze**, **Expert, Gender Inclusive Digital Entrepreneurship**, email: wende.mhidze@enabel.be. The managing official is responsible for overseeing the performance of the contract.

4.2. Once this public contract is concluded, the managing official serves as the primary point of contact for the service provider. All correspondence or questions regarding the performance of the contract should be directed to him/her, unless otherwise explicitly stated in these tender specifications.

4.3. The managing official has full authority to monitor the satisfactory performance of the contract, which includes issuing service orders, preparing reports and statements, approving services, progress reports, and reviews. They may order changes to the contract with regards to its subject-matter or performance, provided that such changes remain within its original scope.

4.4. However, the signing of amendments or any other decision or agreement implying derogation from the initial terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under clause 1 of chapter 1 General Remarks.

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

5. CONFIDENTIALITY (ART. 18)

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

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

6. PROTECTION OF PERSONAL DATA

6.1. **Processing of personal data by the contracting authority**

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

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

During contract performance, the service provider may process personal data of the contracting authority exclusively in the name and on behalf of the contracting authority, for the sole purpose of performing the services in accordance with the provisions of the tender specifications or in execution of a legal obligation.

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.

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

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

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

7. INTELLECTUAL PROPERTY (ART. 19 TO 23)

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

7.2. The contracting authority shall acquire the following intellectual property rights :

(a) All methodologies, indicator frameworks, instruments, curricula, datasets, code, dashboards and assignment-specific deliverables shall be owned by Enabel and available to reuse, adapt, translate and share freely across the AEDIB 2.0 programme countries and with the partner public institutions. Where the provider builds on pre-existing proprietary tools, open-source components or third-party methodologies (e.g. for digital data collection or dashboarding), the bidder must disclose this clearly and specify the licensing terms,

hosting continuity, data-portability mechanism and exit arrangements, such that no lock-in prevents Enabel or the institutions from exporting data or continuing recurring barometer editions independently. The bidder shall confirm that Enabel may share anonymized learnings, datasets and methodologies with other development partners and consortium members.

Additional Requirements

- **Theory of Change / capacity pathway:** Bidders must include a Theory of Change or impact pathway illustrating how the proposed methodology, training and institutionalization approach will lead to sustained, institutionally owned data collection and stronger evidence for advocacy.
- **Local grounding:** Proposals should demonstrate a deep understanding of the Tanzanian and Ugandan statistical systems and digital-economy realities (informality, mobile money, connectivity, language) and propose locally grounded solutions.
- **Data protection:** A GDPR-aligned data-protection and confidentiality approach, and willingness to enter a Data Processing Agreement with Enabel, are required.

SECTION (B) - FINANCIAL GUARANTEES

8. PERFORMANCE BOND (ART. 25 TO 33)

8.1. Scope and amount (Art. 25)

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

8.2. 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 works. 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.

8.3. 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 or the relevant block.

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

8.4. 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 not to accept performance bonds from insurance companies

8.5. 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) An 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 contractor and, where relevant, that of the third party that made the deposit on the contractor '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.

8.6. 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 acceptance of the entire contract.

SECTION (C) - THE PUBLIC CONTRACT DOCUMENTS

9. CONFORMITY OF PERFORMANCE (ART. 34)

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

SECTION (D) - CHANGES TO THE PUBLIC CONTRACT

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

10.1. Scope

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

10.2. **Nature of the amendment**

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

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

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

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

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

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

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

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

contract documents (the tender specifications and the original tender of the initial or new service provider), shall continue to apply unchanged.

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

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

Price revisions are not allowed under this contract.

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

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

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

12.3. When activities are suspended, based on this clause 12.3, the service provider is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts.

12.4. The service provider has a right to damages for suspensions ordered by the contracting authority when:

(a) The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or fifteen calendar days, depending on whether the performance period is expressed in working days or calendar days;

(b) The suspension is not due to 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;

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

13. UNFORESEEABLE CIRCUMSTANCES

13.1. As a general rule, the service provider is not entitled to request modifications to the contractual terms for circumstances unknown to the contracting authority.

13.2. A decision by the Belgian state to suspend cooperation with a partner country, or a decision of a government of a partner country to suspend cooperation with the Belgian state, constitutes an unforeseeable circumstance under this clause 13. In the event that the Belgian state or the partner country terminates or ceases activities, which implies therefore the financing of this public contract, Enabel will make reasonable efforts to negotiate a fair maximum compensation amount.

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

14.1. For this public contract, a price revision resulting from a change in taxation is possible if the case occurs in Belgium or in the country of performance concerned by this public contract and has an incidence on the value of the public contract.

14.2. Such price revision is only possible if both the following conditions apply:

(a) The change entered into force after the tenth day preceding the deadline for submission of tenders, and

(b) Either directly, or indirectly by means of an index, such taxation is not included in the revision formula provided for in procurement documents in application of Article 38/7 of the "GIR".

14.3. In the event of an increase in charges, the service provider must prove that it has actually borne the additional charges it has claimed and that they are related to the performance of the contract.

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

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

15.1. The contracting authority or the service provider who wishes to rely on one of the review clauses, as referred to in Articles 38/9 to 38/12 of the "GIR", must give written notice of the facts or circumstances invoked on which it relies within 30 days, either after they occurred or after the date on which the contracting authority or the service provider should normally have known about them.

15.2. The service provider may only invoke the application of one of these review clauses if it succinctly discloses the influence of the facts or circumstances invoked on the course and cost of the contract to the contracting authority within the period mentioned under clause 15.1, regardless of whether the contracting authority is aware of the facts or circumstances.

SECTION (F) - PERFORMANCE MODALITIES

16. DEADLINES AND TERMS (ART. 147)

16.1. The service provider must complete the services within **730 (seven hundred and thirty) calendar days**, starting from **the day after the date on which the service provider received the contract conclusion notification letter**.

17. PLACE OF PERFORMANCE (ART. 149)

The services must be performed in **Tanzania and Uganda**.

18. INSPECTION OF THE SERVICES (ART. 150)

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

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

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

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

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

SECTION (G) - MEANS OF ACTION

20. FAILURE OF PERFORMANCE (ART. 44)

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

(a) When contract performance is not carried out in accordance with the conditions specified in the procurement documents;

(b) When, at any time, contract performance has not progressed in such a way that it can be fully completed on the due dates;

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

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

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

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

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

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

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

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

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

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

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

22.2. The measures as of right are:

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

2. Completion of all or part of the unfulfilled contract by the contracting authority itself;

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

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

SECTION (H) - END OF THE PUBLIC CONTRACT

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

23.1. The managing official will closely follow up the services during their performance. The services will not be accepted until after having satisfied the inspections, technical acceptance operations and prescribed tests.

23.2. Final acceptance will occur upon service delivery completion, marking full contract completion.

23.3. When the contracting authority is in possession of the list of services provided or the invoice and the total or partial completion of the services is established in accordance with the procedures laid down in the contract documents, the contracting authority shall carry out the verification, proceed with the acceptance formalities and notify the service provider of the result. In any event, the verification shall be carried out within the processing period referred to in Article 160(1) of the "GIR" (clause 24).

23.4. If the services are completed before or after the expected date, the service provider must notify the managing official by registered letter or electronic mail that provides equivalent assurance of the exact date of dispatch, and shall request that the acceptance procedure be carried out.

23.5. Any progress payment shall be preceded by partial acceptance. The last partial acceptance is considered final acceptance and concludes the services under the contract.

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

24.1. The contracting authority shall verify and pay the amount due to the service provider within a processing period of thirty days from the date on which it is established that all or part of the

services have been completed, the terms of which shall be laid down in the contract documents. However, payment can only be made if the contracting authority is in possession of the duly established invoice.

24.2. Only services that have been performed correctly may be invoiced. The invoice must be issued in EURO.

24.3. The service provider sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address: tanzania.admin@enabel.be with the Managing Official's email in copy. The invoice must include:

1. Purchase order (PO) number. Invoices without the PO number will not be processed;
2. The corresponding acceptance report signed by the Managing Official.
3. The physical copy of the EFD receipt (if applicable)

Payments will be made via bank transfer(s) only.

24.4. Payment will be made in accordance with the following:

Deliverable	Est. Timeline (Months)	Est. Level of Effort (Man-Days)	Description	Payment Schedule (%)
1. Inception and Methodology Design Framework	2.0	15	Inception meeting with Enabel; institutional landscape and data-ecosystem assessment in Tanzania and Uganda (statistical offices, ICT/gender ministries, regulators and knowledge institutions), reflecting the Tanzania-majority allocation of effort; review of existing surveys, administrative data and platform-generated data relevant to women's digital entrepreneurship; validated barometer design framework covering indicator domains, spatial-equity considerations and policy-translation requirements; assignment M&E framework and bilingual (English/Kiswahili) delivery plan (includes communication plan with Enabel and external stakeholders – including multimedia plan). Minimum output: Inception Report submitted and approved by Enabel.	**15%**
2. Women Digital Entrepreneurship Barometer Methodology and Toolkit	5.0	45	Full barometer methodology co-designed and validated with public institutions and Enabel: indicator framework with definitions and computation protocols; gender-disaggregated data-collection instruments (survey modules, administrative-data templates, platform data-layer specifications); sampling and data-quality assurance protocols; spatial-equity scoring approach; and a policy-translation layer that converts barometer results into decision-ready briefs. Minimum outputs: validated methodology document and complete data-collection toolkit in English with Kiswahili of all field-facing instruments. A policy brief document after piloting.	**20%**

3. Training Curriculum and Delivery to Public Institutions	7.0	55	Modular training curriculum on gender-disaggregated data collection, management, analysis and use; delivery of structured training to designated public institutions in Tanzania (Mainland and Zanzibar) and Uganda (blended in-person and remote); training-of-trainers component to embed capacity within each institution. Minimum outputs: Capacity building materials, multimedia content, at least three (3) training sessions delivered (at least two (2) in Tanzania - one Mainland and one Zanzibar - and one (1) in Uganda), at least three (3) public institutions trained, and at least nine (9) institutional trainers certified through the training-of-trainers track (at least six (6) in Tanzania and three (3) in Uganda), with pre/post capacity assessments recorded.	**25%**
4. Pilot Data Collection and Barometer Dashboard	5.0	30	Supported pilot round of gender-disaggregated data collection executed by the trained institutions using the toolkit; data cleaning, validation and analysis; first barometer edition computed and published on a live dashboard interoperable with the AEDIB 2.0 With community platform data layer, with data exportable in standard open formats. Minimum outputs: pilot datasets from both countries; first barometer edition and a live dashboard operational and validated by Enabel.	**25%**
5. Enforcement Follow-Up, Institutionalization, Sustainability Plan, Handover and Final Report	4.0	20	Post-training and post pilot follow-up completed: action plans, follow-up assessments and enforcement scorecards for all trained institutions (per section 2.5); institutionalization roadmap agreed with each public institution (data-collection calendars, roles, budget implications and anchoring in existing statistical work programmes); handover of all methodologies, instruments, datasets, code and dashboard administration to Enabel and the institutions; user and administrator documentation in English and Swahili; Barometer Sustainability Plan (per section 2.7); Final Report documenting training results, pilot findings, lessons learned and a Tanzania and Uganda case study documents if any(specifics to be agreed upon during inception). Minimum outputs: at least one (1) completed follow-up assessment with enforcement scorecard per trained institution; 1 Research syntheses and policy brief, Barometer Sustainability Plan and Final Report submitted and approved by Enabel.	**15%**
TOTAL	**23**	**165**		**100%**

25. MINIMUM CONSULTANT TRAVEL REQUIREMENTS

For planning and pricing purposes, tenderers shall base reimbursable travel costs on the following minimum requirements:

Team member	Activity	Total Indicative Field Days
Team Leader / Barometer Methodology Lead	shall undertake missions to conduct in-person launch workshops with government stakeholders in Dar es Salaam, Zanzibar and Kampala. The expert shall spend five (5) working days in each city. At least one in-person workshop shall be held in each city. The initial inception meeting may be held virtually.	15
Institutional Capacity-Building & Training Specialist	shall undertake missions to conduct in-person launch workshops with government stakeholders in Dar es Salaam, Zanzibar and Kampala. The expert shall spend five (5) working days in each city. At least one in-person workshop shall be held in each city. The initial inception meeting may be held virtually.	15
Gender Statistics & Official Data Systems Expert	shall undertake missions to conduct in-person launch workshops with government stakeholders in Dar es Salaam, Zanzibar and Kampala. The expert shall spend five (5) working days in each city. At least one in-person workshop shall be held in each city. The initial inception meeting may be held virtually.	15

Mission durations exclude international travel days.

26. TECHNICAL OFFER

The applicant firm shall prepare a comprehensive Technical Offer that clearly demonstrates its approach, methodology and capacity to deliver the assignment effectively. The proposal should include, at minimum, the following elements:

- Implementation Strategy and Work Plan: a clear, step-by-step plan describing how the firm will assess, co-design, train, pilot and institutionalize, showing logical sequencing of activities, dependencies and realistic time allocations.
- Detailed Timeline and Activity Schedule: a structured timeline integrating all phases from inception to handover, indicating milestones, deliverables and engagement periods for institutional consultation and validation.
- Methodological Approach: the technical approach to the barometer methodology (indicators, instruments, quality assurance, spatial-equity scoring, policy translation), the institutional assessment and co-design process, the training curriculum and delivery model, the pilot and dashboard, the post-training M&E and enforcement follow-up mechanism, and the Barometer Sustainability Plan and its linkages to the AEDIB 2.0 workplan, specifying expected outputs and stakeholder involvement for each activity.
- Tools and Frameworks: the gender-statistics standards, data-quality frameworks, digital data-collection and dashboard tooling that will guide implementation, monitoring and evaluation, including the IP, data-ownership and portability statement required under 2.8.

- Risk Management Plan: potential risks and challenges affecting institutional engagement, data quality and pilot execution, with mitigation measures and contingency actions.
- Sustainability and Knowledge Transfer: how the barometer and institutional capacity will be sustained beyond the assignment, including the training-of-trainers model, institutionalization roadmaps, the Barometer Sustainability Plan's programme linkages and financing scenario, documentation and data portability.
- Visibility and Communication Plan: how the firm will produce the capacity-building materials, policy briefs, dashboards, learning briefs and multimedia content set out in Section 2.10, in line with Enabel and EU visibility requirements.

The Technical Offer shall not exceed twenty (20) A4 pages (excluding the front page and table of content).

27. ADVANCE PAYMENTS

No Advance payment shall be made under this contract

5 TERMS OF REFERENCE

1. BACKGROUND AND JUSTIFICATION

1.1 Context and Need for the Assignment

Background and Context 1.1 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.

In line with the AEDIB 2.0 workplan (Activity 1.3.1), which directs work with public institutions to the two countries demonstrating the strongest political commitment and institutional readiness, this assignment will be executed in Tanzania and Uganda. In Tanzania, the assignment covers public institutions of both the mainland Government and the Revolutionary Government of Zanzibar; this dual institutional scope is the reason the majority of the effort is dedicated to Tanzania, with a correspondingly lighter engagement in Uganda. Senegal is not covered by this contract.

Across the two countries, evidence on women's participation in digital entrepreneurship remains scarce, fragmented and rarely gender - disaggregated. National statistical offices (the National Bureau of Statistics for Mainland Tanzania, the Office of the Chief Government Statistician for Zanzibar, and the Uganda Bureau of Statistics), ICT and gender ministries, regulators and knowledge institutions collect valuable data through enterprise surveys, ICT access surveys and administrative registers, but women's digital entrepreneurship falls between mandates: it is captured neither systematically nor comparably, and existing indicators are seldom translated into forms that policymakers can act upon. As a result, advocacy by WiT communities relies on anecdote rather than evidence, policy design proceeds without a reliable baseline, and progress on women's inclusion in the digital economy cannot be tracked over time or across borders.

To address these barriers, Enabel seeks to engage a qualified firm to **train and support public institutions to sustainably collect gender-disaggregated data on women entrepreneurship and digitalization, and to develop a Women Digital Entrepreneurship Barometer (WDEB) methodology** - a recurring, comparable measurement instrument, owned by the institutions themselves, that produces the evidence base underpinning advocacy, policy dialogue and programme steering under SO1.

The assignment is complementary to, and interoperable with, the continental WiT community platform procured under a separate AEDIB 2.0 contract (TZA25001-10031). The platform generates continuous, gender-disaggregated participation data through its data layer and friction diaries; this assignment develops the methodology, institutional capacity and dashboard through which such data - alongside official survey and administrative data - is turned into a credible, recurring barometer. The two contracts reinforce one another rather than operate in isolation.

1.2 Rationale and Purpose of the Assignment

This ToR has been informed by a market consultation conducted in June – August 2026, to which technology providers and ecosystem actors operating in the region responded. Several findings from that consultation have shaped the scope below:

- **Procure barometer and data-support work as a discrete specialist assignment.** The consultation confirmed that generalist ecosystem-support providers do not position themselves on gender-statistics and official-data work; several otherwise capable respondents explicitly indicated that barometer methodology and data-collection support to public institutions fall outside their expertise. This assignment is therefore procured separately from the community platform, advocacy and institutional capacity-building contracts, to attract firms with demonstrated gender-statistics and data-systems credentials.

- **Build on what institutions already collect.** Rather than creating a parallel, consultant-run survey apparatus, the barometer must be anchored in existing statistical work programmes,

administrative registers and survey vehicles of the national statistical offices and line ministries, supplemented - not replaced - by new instruments where genuine gaps exist.

- **Design for institutional continuity, not consultant dependency.** Data collection that lapses when a contract ends has no policy value. Capacity must be embedded through training-of-trainers, documented protocols and institutionalization roadmaps that anchor recurring collection in institutional calendars and budgets.

- **Resist imported framings.** The methodology must reflect the realities of women's digital entrepreneurship in Tanzania and Uganda - including informal-sector participation, mobile-money-mediated commerce and spatial inequities between urban and rural areas - rather than transplanting indicator sets designed for mature Western markets.

- **Work in the languages institutions actually use.** Field-facing instruments and training must operate in English and/or Kiswahili; the consultation confirmed that English-only delivery excludes key institutional counterparts and respondents in Tanzania, where the majority of the effort is concentrated.

- **Protect Enabel's ownership and avoid lock-in.** All methodologies, instruments, datasets, code and dashboards must be owned by Enabel and the partner institutions, delivered in open formats, with no proprietary dependency preventing continued operation beyond the contract.

The **overall objective** of the assignment is to enhance the ability of national knowledge and data institutions to generate high-quality, gender-responsive evidence that strengthens policymaking on women's entrepreneurship and digital transformation. Its specific objective is to build the technical and institutional capacities of data-producing institutions to collect, manage, analyze and disseminate accurate and inclusive data on women's participation in entrepreneurship and digital ecosystems, enabling evidence-based national and regional policy dialogue.

The **purpose** of the assignment is twofold: (i) to design and validate a Women Digital Entrepreneurship Barometer methodology including its indicator framework, data-collection instruments, quality-assurance protocols, spatial-equity scoring and policy-translation layer and to operationalize it through a supported pilot round and a live dashboard; and (ii) to train and support designated public institutions in Tanzania and Uganda so that gender-disaggregated data on women's entrepreneurship and digitalization is collected sustainably, on a recurring institutional footing, beyond the AEDIB 2.0 funding period.

1.3 Expected outcomes and impact

The intervention aims to produce measurable results across multiple levels:

- **Institutional level:** Designated public institutions in each country have the trained staff, certified internal trainers, protocols and tooling to collect, manage and publish gender-disaggregated data on women's entrepreneurship and digitalization as part of their regular work programmes.

- **Evidence level:** A validated, comparable barometer methodology exists and has produced its first edition, with datasets from both countries and a live dashboard interoperable with the AEDIB 2.0 platform data layer.

- **Policy level:** Barometer results are translated into decision-ready policy briefs that feed WiT community advocacy, national digital-economy policy processes and AEDIB 2.0 policy dialogues under SO1.

- **Equity level:** Spatial-equity scoring makes visible the differences in women's digital-entrepreneurship participation between Dar es Salaam, Kampala, secondary cities and rural areas, so that policy responses are not designed for capital cities alone.

- **Sustainability level**: The barometer is owned by Enabel and the partner institutions, anchored in institutional calendars and budgets through agreed institutionalization roadmaps, and has a credible model for recurring editions beyond the AEDIB 2.0 funding period.

Monitoring, evaluation and learning mechanisms. The M&E framework shall be operationalized through baseline and endline capacity assessments, training evaluations and periodic review of institutional data products; quarterly progress dashboards summarizing outputs and indicators and flagging emerging constraints; monthly coordination meetings with Enabel to validate reporting and review technical-support needs; and embedded learning loops, including after-action reviews after each

major training cycle and biannual learning briefs comparing institutional progress across the two countries.

1.4 Implementation and Programme Sustainability

The success of the assignment hinges on effective coordination with public institutions, quality of training delivery, and institutional handover. The selected firm shall appoint a dedicated project lead responsible for managing timelines, deliverables and communication with Enabel, the country focal points and the designated institutional counterparts in Tanzania and Uganda.

A structured Monitoring and Evaluation (M&E) framework shall track training delivery and capacity gains (staff trained, trainers certified, pre/post assessments), pilot execution and data quality, and dashboard adoption, including baseline, periodic and end-of-assignment review. The framework shall extend beyond training delivery to post-training enforcement follow-up, verifying through action plans, follow-up assessments and enforcement scorecards that trained institutions apply the practices in their day-to-day work (see 2.5). Beyond activity counts, the framework shall capture outcome-level results, and the provider shall submit periodic progress reports at least quarterly in addition to the deliverable-linked reports. Sustainability shall be reinforced through:

- A training-of-trainers track that certifies internal trainers within each institution, so that capacity is renewed internally rather than re-procured.
- Institutionalization roadmaps agreed with each institution, anchoring recurring data collection in existing statistical calendars, roles, and budget lines.
- A documented handover to Enabel and the institutions, with user and administrator documentation in English and Kiswahili for all instruments and the dashboard.

2. SCOPE OF WORK

The consultancy services under this assignment will focus on the following key areas. The provider is expected to **build on existing institutional data systems and proven digital data-collection tooling** rather than create parallel structures, in keeping with the budget, timeline and sustainability objectives.

2.1 Inception and Institutional Assessment

- Conduct an inception meeting with Enabel and confirm understanding of the assignment, the SO1 programme logic, governance arrangements and country focal points.
- Map and assess the institutional data ecosystem in Tanzania (Mainland and Zanzibar) and Uganda national statistical offices, ICT and gender ministries, regulators and knowledge institutions, including existing surveys, administrative registers, definitions and capacity gaps relevant to women's digital entrepreneurship. Follow this with preliminary informal consultations with the national statistical offices, digital-economy institutions, research institutes and gender observatories to explore mutual priorities and identify areas of collaboration, before more formal baseline assessments are undertaken.
- Confirm, with Enabel and national counterparts, the designated public institutions to be trained and supported in each country and their focal staff.
- Primary target groups. Draw the designated public institutions from the following categories: (i) National Statistics Offices (National Bureau of Statistics for Mainland Tanzania, Office of the Chief Government Statistician for Zanzibar, and Uganda Bureau of Statistics); (ii) government digital-economy and data institutions (e.g. ICT ministries and digital transformation agencies); (iii) universities and research institutes with mandates in entrepreneurship, digital economy or gender research; and (iv) gender-focused knowledge organizations (e.g. national gender observatories and gender-equality commissions).
- Produce a barometer design framework (indicator domains, data sources, comparability requirements, spatial-equity considerations and policy-translation requirements), a bilingual delivery plan (English, Kiswahili) and an M&E framework for the assignment.

- Submit an Inception Report to Enabel for validation prior to methodology development.

Note: Proposals must outline the institutional-assessment approach and the analytical framework to be used and identify the categories of institutions the bidder expects to engage in each country, reflecting the Tanzania-majority allocation of effort.

2.2 Barometer Methodology Development and Validation

The provider shall develop the complete Women Digital Entrepreneurship Barometer methodology, co-designed and validated with the public institutions and Enabel. Required methodology components include:

- **Indicator framework** - a coherent set of indicators on women's participation in digital entrepreneurship (access, activity, growth, finance, skills, market access and online safety), with precise definitions, computation protocols and disaggregation standards (sex, age, location, sector, formality).

- **Data-collection instruments** - survey modules, administrative-data extraction templates and specifications for ingesting platform-generated data from the AEDIB 2.0 WiT platform data layer, designed to be attachable to existing institutional survey vehicles wherever possible.

- **Sampling and quality-assurance protocols** - sampling guidance, field protocols, enumerator-training requirements, validation rules, metadata documentation and data-quality frameworks aligned with international gender-statistics standards while remaining feasible for the institutions' actual capacity and budgets. Country-specific sampling designs shall be developed with local statistical experts to ensure comparability and rural/urban representativeness.

- **Spatial-equity scoring** - a scoring approach that captures and makes comparable the differences in participation between capitals, secondary cities and rural areas within and across Tanzania and Uganda.

- **Policy-translation layer** - a documented method for converting barometer results into decision-ready outputs (policy briefs, scorecards and advocacy-facing summaries) usable by WiT communities and policymakers.

Note: The methodology must be locally grounded - reflecting informal-sector participation, mobile-money-mediated commerce and the realities of the Tanzanian and Ugandan digital economies and must not uncritically transplant indicator frameworks designed for mature Western markets. All field-facing instruments must be delivered in English and Kiswahili. Data handling must be GDPR-aligned and compliant with the Tanzania Personal Data Protection Act, 2022 and the Uganda Data Protection and Privacy Act, 2019.

2.3 Training Curriculum Development and Delivery to Public Institutions

- Develop a modular, bilingual (English/Kiswahili) training curriculum covering gender-disaggregated data collection, management, analysis, visualization and policy use, tailored to the roles and capacity levels identified in the institutional assessment.

- Deliver structured training to the designated public institutions in Tanzania and Uganda through a blend of in-person workshops and remote sessions, with a minimum of three (3) training sessions (5 calendar days each - at least two (2) in Tanzania (covering institutions of both the Mainland government and the Revolutionary Government of Zanzibar, including at least one (1) session dedicated to Zanzibar-based institutions) and one (1) in Uganda - reaching at least three (3) designated public institutions across the two countries.

- Deliver a training-of-trainers track certifying at least nine (9) institutional trainers - at least six (6) in Tanzania and three (3) in Uganda - able to renew capacity internally.

- Apply pre- and post-training capacity assessments and record results in the assignment M&E framework.

Note: Proposals must include a capacity-building pathway demonstrating how trained capacity will be retained and renewed within the institutions, not merely delivered once.

2.4 Pilot Data Collection, Analysis and Barometer Dashboard

- Support the trained institutions to execute a pilot round of gender-disaggregated data collection in both countries using the validated instruments, with the provider in a coaching and quality-assurance role rather than substituting for institutional staff.

  Pilot specifications:
  - Institutions: 1 institution either from Uganda or Tanzania. (Tanzania covers both Mainland and Zanzibar, so either 1 from mainland or Zanzibar can be represented)
  - Locations: Based on political will, location selected can either be in 1 primary or secondary city for both Uganda and Tanzania.
  - Respondents: Tanzania ≤ 50, Uganda ≤ 40
  - Data collection period: Not more than 30 calendar days. Please note that this period also includes the launch of the live barometer dashboard.

- Clean, validate and analyze the pilot data, and compute the first edition of the barometer, including spatial-equity scores and Tanzania-Uganda comparability.

- Deploy a live barometer dashboard giving Enabel, the institutions and country focal points real-time visibility of indicators, interoperable with the AEDIB 2.0 Women in Tech (WiT) platform data layer and M&E dashboards.

- Ensure all datasets and dashboard data can be exported by Enabel and the institutions at any time in standard, open formats.

Note: Proposals must set out the proposed dashboard tooling and hosting approach - including hosting and maintenance continuity through the post-pilot support period and handover, with no proprietary lock-in - and confirm interoperability with the platform data layer procured under a separate contract.

2.5 Post-Training M&E and Enforcement Follow-Up with Public Institutions

The provider shall establish and operate a dedicated M&E component that follows up on whether the trained public institutions actually apply and enforce the data-collection practices introduced through the training, so that capacity gains translate into sustained institutional practice rather than one-off attendance. This component shall cover all trained institutions in both countries, including both Mainland government and Zanzibar institutions in Tanzania, and shall include:

- Institutional action plans - agree, at the close of each training cycle, an institution-specific action plan committing each trained institution to concrete application steps: protocols adopted, disaggregation standards applied, collection calendars and responsible officers designated.

- Enforcement scorecard - develop and apply a simple, objectively verifiable enforcement scorecard measuring, per institution, the degree to which trained practices are applied in day-to-day work: instruments in use, gender-disaggregation applied in published outputs, quality-assurance protocols followed, and data flowing into the barometer pipeline.

- Follow-up assessments and corrective coaching - conduct a structured follow-up assessment with each trained institution approximately three (3) months after its training, combining review of the data actually produced with focal-point interviews, and provide targeted corrective coaching where application lags behind the action plan.

- Escalation and reporting - report enforcement results to Enabel and to institutional leadership through the assignment M&E framework and dashboards, flagging institutions at risk of non-application and recommending corrective measures.

- Handover of the follow-up mechanism - hand over the enforcement scorecard and follow-up protocol to Enabel and the institutions so that monitoring of application continues under the institutionalization roadmaps (2.6) beyond the contract period.

Note: The pilot round under 2.4 serves as a primary, practice-based verification of enforcement: execution of the pilot by institutional staff, at the required quality, is itself evidence that the training is being applied. Minimum outputs: an agreed action plan and at least one (1) completed follow-up assessment with enforcement scorecard for every trained institution.

2.6 Institutionalization, Handover and Sustainability

- Agree an institutionalization roadmap with each designated institution, anchoring recurring barometer data collection in existing statistical calendars, roles, budget lines and work programmes.

- Strengthen data-governance systems. Support institutions to improve internal data-governance policies, data-management protocols and ethical data-collection mechanisms, and to integrate digital systems for more reliable and efficient data workflows.

- Foster data-utilization capacity. Strengthen institutional capacity to use research and data for designing entrepreneurship and innovation programmes, and formalize the dissemination of research findings within institutional action plans so that partners and the wider ecosystem engage with them.

- Provide a post-pilot support period, resolving methodological and technical issues and supporting institutional focal points.

- Deliver complete user and administrator documentation in English and Kiswahili for all instruments and the dashboard, and conduct a structured handover to Enabel and the institutions.

- Submit the Barometer Sustainability Plan required under 2.7, together with a Final Report documenting training results, pilot findings, first-edition barometer results and lessons learned.

2.7 Barometer Sustainability Plan and AEDIB 2.0 Programme Linkages

The provider shall develop and deliver a **Barometer Sustainability Plan** as a distinct output under Deliverable 5, setting out how recurring barometer editions will be financed, produced and used beyond this contract. The plan shall explicitly take into account the other activities in the AEDIB 2.0 workplan and its tendering process, ensuring that the barometer is carried by the programme's wider instruments rather than left dependent on this single contract. At minimum, the plan shall address:

- Continuous data supply between editions - use of the continental WiT community platform whose gender-disaggregated data layer and friction diaries generate continuous participation data that recurring barometer editions can ingest alongside official survey and administrative data.

- Demand-side anchoring in advocacy and policy work - alignment with the advocacy capacity-building and government/public-institution workshops contract and the institutional capacity-building contract for WiT communities so that barometer results have committed users: Policy Champions, WiT communities and decision-makers who draw on the policy-translation outputs in their advocacy.

- Dissemination and uptake channels - a publication and uptake calendar that times barometer editions to the continental Policy Dialogues and provide ready-made platforms for launching and discussing results.

- Coordination with parallel capacity-strengthening - complementarity with the data-governance strengthening and research-outputs so that efforts targeting the same institutions are sequenced rather than duplicated.

- Financing of recurring editions - a costed scenario for post-contract editions, distinguishing what the trained institutions can absorb within their own statistical work programmes and budgets, what the AEDIB 2.0 programme can support through its M&E and uptake phases up to 2028, and what would require external resources thereafter.

- Procurement-cycle awareness - sequencing of this assignment's milestones against the AEDIB 2.0 procurement plan (awards of the linked SO1 contracts in Q3-Q4 2026), so that the first barometer edition is available in time to serve the advocacy, workshop and policy-dialogue activities it is meant to feed.

Note: The Barometer Sustainability Plan shall be validated with Enabel and the partner institutions before final handover, and its institutional commitments shall be reflected in the institutionalization roadmaps under 2.6.

2.8 Intellectual Property, Data Ownership and Portability

All **methodologies, indicator frameworks, instruments, curricula, datasets, code, dashboards and assignment-specific deliverables** shall be owned by Enabel and available to reuse, adapt, translate and share freely across the AEDIB 2.0 programme countries and with the partner public institutions. Where the provider builds on pre-existing proprietary tools, open-source components or third-party methodologies (e.g. for digital data collection or dashboarding), the bidder must disclose this clearly and specify the licensing terms, hosting continuity, data-portability mechanism and exit arrangements, such that no lock-in prevents Enabel or the institutions from exporting data or continuing recurring barometer editions independently. The bidder shall confirm that Enabel may share anonymized learnings, datasets and methodologies with other development partners and consortium members.

Additional Requirements

- Theory of Change / capacity pathway: Bidders must include a Theory of Change or impact pathway illustrating how the proposed methodology, training and institutionalization approach will lead to sustained, institutionally owned data collection and stronger evidence for advocacy.
- Local grounding: Proposals should demonstrate a deep understanding of the Tanzanian and Ugandan statistical systems and digital-economy realities (informality, mobile money, connectivity, language) and propose locally grounded solutions.
- Data protection: A GDPR-aligned data-protection and confidentiality approach, and willingness to enter a Data Processing Agreement with Enabel, are required.

2.9 Partnerships and Institutional Roles

The assignment shall be delivered through a partnership model in which Enabel leads the overall quality assurance and the following institutional roles are recognized and supported:

- National Statistics Offices (NBS Tanzania, OCGS Zanzibar, UBS Uganda): lead assessments and integrate gender-responsive digital-entrepreneurship indicators into national data systems, while improving data governance and sustainability.
- Government digital-economy and ICT institutions: align the data work with national digital strategies and ensure that improved gender-responsive evidence informs digital and entrepreneurship policy processes.
- Universities and research institutes: strengthen analytical capacity and co-produce research and pilot metrics that deepen understanding of women's digital entrepreneurship.
- Gender-focused knowledge organizations: provide gender expertise, ensure data reflects women's lived realities, and drive advocacy to embed gender-responsive evidence in policymaking.
- National Women-in-Tech and entrepreneurship associations: validate indicators, provide grassroots insights and facilitate evidence-to-policy engagement on women's digital entrepreneurship.

2.10 Visibility and Communication

In line with Enabel and EU visibility and communication requirements, the provider shall produce the following visibility and knowledge products, all owned by Enabel and the partner institutions and delivered in open, reusable formats:

- Capacity building materials: slide decks, trainer guides, participant handouts and short video explainers for gender-sensitive data methods.
- Research syntheses and policy briefs: short (2-4 page) evidence briefs for each major finding, plus an executive summary for policymakers.
- Quarterly dashboards: interactive dashboards showing progress on outputs and indicators and flagging constraints.
- Learning briefs and case studies: biannual comparative briefs across the two countries and short case studies showcasing institutional transformation.

- Multimedia content: 2-3 minute testimonial videos from institutional champions, data visualizations (infographics) and social-media clips

6 SELECTION FILE

ECONOMIC AND FINANCIAL CAPACITY

1. MINIMUM TURNOVER

1.1. The tenderer shall demonstrate an average annual turnover of EUR 100,000 for the past 2 years.

The tenderer shall submit audited financial statements for 2024 and 2025. If the enterprise has not yet published its audited financial statements for 2025, an interim balance certified by an accountant or registered auditor, or by the relevant authority in the country concerned, will suffice.

Note: The minimum turnover requirement does not indicate or disclose the estimated budget of the tender.

TECHNICAL AND PROFESSIONAL APTITUDE

2. STAFF QUALIFICATIONS AND EXPERIENCE

2.1. Team composition

Tenderers are requested to submit CVs meeting the below requirements for the following experts:

Position	Minimum requirements
Team Leader / Barometer Methodology Lead	• Holds at least a bachelor's degree in statistics, economics, development studies, gender studies or a related field. • At least five (5) years of professional experience leading research, measurement or statistical-methodology assignments. • Has led at least one (1) completed index, barometer, scorecard or comparable recurring-measurement methodology assignments in Sub-Saharan Africa • Has professional working proficiency in English
Gender Statistics & Official Data Systems Expert	• Holds at least a bachelor's degree in statistics, demography, economics or a related field. • At least five (5) years of professional experience in gender statistics, official statistics or survey methodology. • Has completed at least one (1) assignments with or for national statistical offices or comparable public data-producing institutions • Has professional working proficiency in English
Institutional Capacity-Building & Training Specialist	• Holds at least a bachelor's degree in a relevant field. • Has designed and delivered at least one (1) institutional training or capacity-building assignments for public-sector counterparts, including at least one (1) with a training-of-trainers component • Has professional working proficiency in English and Kiswahili

Data Engineering & Dashboard Developer	• Holds at least a bachelor's degree in computer science, data science, software engineering or a related field. • At least five (5) years of professional experience in data pipelines, digital data-collection tooling or analytical dashboard development. • Has deployed at least one (1) operational data-collection systems or analytical dashboards • Has professional working proficiency in English

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 as regularity requirements 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.

3. SUBCONTRACTING

The tenderer must provide a description of the part of the contract that the service provider may wish to subcontract.

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 3 of chapter 8 Forms)

(d) The declaration on honour – Exclusion grounds (for each participant for tenders submitted by a group) (see clause 4 of chapter 8 Forms);

(e) All documents demanded in 6 Selection file (see clause 13 of chapter 3 Award Procedure);

a) Financial statements

b) CVs

(f) All documents demanded in clause **Error! Reference source not found.** of chapter 3 Award Procedure (award criteria);

(g) Technical Offer

(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 company, joint venture or consortium. 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) **Criminal record certificate**: At the latest before award, the bidder must provide a criminal record certificate (Police clearance) of the person mandated to commit for the firm

(k) **Certificate 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. The Bidder registered in Belgium must be in order for the first term **of 2026.**

(l) **Certificate 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.

(m) **Financial statements:** At the latest before award, the bidder must provide financial statements for the past 2 financial years (2024-2025) for the firm.

8 FORMS

1. IDENTIFICATION FORM

Enabel

Identification form Natural person

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

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

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

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

Identification form Legal person

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

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

PRIVATE/PUBLIC-LAW ENTITY WITH A LEGAL FORM

OFFICIAL NAME *As indicated on the official document.*	
COMMERCIAL NAME *(if different from official name)*	
ABBREVIATION *(if applicable)*	
LEGAL FORM	
TYPE OF ORGANISATION *(Delete as appropriate)*	- FOR PROFIT - NOT FOR PROFIT - NGO
PRINCIPAL REGISTRATION NUMBER	
SECONDARY REGISTRATION NUMBER *(if applicable)*	
PLACE OF REGISTRATION *City* *Country*	
DATE OF REGISTRATION *DD MM YYYY*	
VAT NUMBER	
ADDRESS OF REGISTERED OFFICE *Street+ P.O. Box* *Postal code* *City, Region/Province* *Country*	
TELEPHONE NUMBER	
E-MAIL	

Identification form Public actor - entity

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

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

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

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 1er 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 does not subject to a reason 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. 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 165 person – days)	Unit price	Total price excl. VAT
Team Leader / Barometer Methodology Lead	Person-day		€	€
Gender Statistics & Official Data Systems Expert	Person-day		€	€
Institutional Capacity-Building & Training Specialist	Person-day		€	€
Data Engineering & Dashboard Developer	Person-day		€	€
SUB-TOTAL incl. WHT & excl. VAT **(A)**				€
WHT to be retained at source: 5% for Local bidders or 15% for international bidders **(B)**				€
VAT ……% (If Applicable) (C)				€
NET to be paid to the bidder (D) =(A-B+C)				€
Reimbursable costs – Local (if applicable)				€
Domestic flight tickets (3 experts)	Max amount			€
SUB-TOTAL (E)				€
Grand Total Incl. WHT (A + C + E)				€
Reimbursable costs – International (if applicable)				€
International flight tickets (3 experts)	Max amount			€
Visa (3 experts)	Max amount			€

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

- The use of this form to quote for prices is mandatory.
- The tenderers are requested to quote for all items listed above.

- All prices should be quoted in Euros, exclusive of VAT, and inclusive of any applicable withholding tax and other costs.
- Prices should be quoted in Euros, exclusive of VAT and inclusive of any other applicable taxes (including withholding tax), and any other related costs not specified as reimbursable.
- Tenderers shall propose the allocation of person-days by personnel category based on their proposed methodology. The proposed number of person-days cannot exceed a total of 165 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 include flights, accommodation and visa. All other costs should be included in the expert fees.
- Reimbursable Costs – International applies exclusively to consultants traveling to Tanzania, 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.

The tenderer declares on honour that the information given is accurate and correct and that it has been established while fully aware of the consequences of misrepresentation.

Done at:

Date:

By (Name of entity):

Represented by (Full name):

Signature of authorised representative:

4. 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:			