Enabel

TENDER SPECIFICATIONS

Public service contract for "**Mainstreaming Gender and Social Inclusion in Mozambique's Early Warning System**"

Reference №: **MOZ22005-10364**

Country: **Mozambique**

Negotiated Procedure without Prior Publication

Deadline for requesting clarifications:	Until the **sixth day** before the deadline for submission of tenders
Deadline for submission of tenders:	11th December 2026 deadline at **12 PM (Mozambique Time, UTC+2)**

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 Mozambique, is represented by:

Name	Position
Adriaan TAS	Country Director

1.1. **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 Mozambique and applicable tax legislation is legislation of Mozambique. For more information on this tax regime, you can contact Juliette Campogrande, Junior ECA (clause 4 of chapter 3 Award Procedure).**

2. RULES GOVERNING THE PUBLIC CONTRACT

2.1. The following, among others, apply to this public contract:

(a) The Law of 17 June 2016 on public procurement;

(b) The Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors;

(c) The Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts;

(d) The Law of 17 june 2013 on motivation, information, and remedies in public procurement, certain works, supply, and service contracts, and concessions;

(e) Circulars of the Prime Minister with regards to public procurement;

(f) Enabels policy regarding sexual exploitation and abuse – June 2019;

(g) Enabels policy regarding fraud and corruption risk management – June 2019.

[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).**

2.2. All Belgian regulations on public contracts can be consulted on https://bosa.belgium.be/en/themes/public-procurement;

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

3. APPLICABLE LAW AND COMPETENT COURTS

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

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

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

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

2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

1. TYPE OF CONTRACT

1.1. This public contract is a service contract for provision of technical assistance to INGD to strengthen the DRR Framework for Early Warning System through the integration of the Gender Equality and Social Inclusion principles across the operational phases.

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

1.2. This public contract starts after **the day of the kick off meeting** and last 9 months.

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

5. VARIANTS

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

6. OPTIONS

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

3 AWARD PROCEDURE

SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

1. AWARD PROCEDURE

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

2. PUBLICATION

3. This contract is advertised on the following platforms:

3.1. The following platform:

(a) Website of Enabel (www.enabel.be);

(b) Local Newspaper

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

4. FURTHER INFORMATION

4.1. Public procurement administrator

The awarding of this public contract is coordinated by Enabel Procurement team (moz_csc_contracts@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.

4.2. Requesting clarifications

Prospective tenderers have until the **sixth 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 4.1 (moz_csc_contracts@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.

4.3. 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 until the fifth day before the deadline for submission of tenders, at the latest.

These updates will be published on the same platforms as mentioned under clause 3.1.

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 **Error! Reference source not found.** and requests information on any modifications or additional information.

SECTION (B) - INSTRUCTIONS FOR PREPARATION OF TENDERS

5. 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.

6. DATA TO BE INCLUDED IN THE TENDER

6.1. 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.

6.2. The tender and all annexes to the tender form must be drawn up in:

(c) English.

6.3. 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.

6.4. 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.

6.5. 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);

(e) Financial identification form (clause 5 of Chapter 7 Forms);

(f) Integrity statement for the tenderers (clause 6 of Chapter 7 Forms).

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

6.6. The tenderer also attaches the following to his tender:

(a) All documents demanded for the application of qualitative selection (see clause 14) and award criteria (see clause 16);

(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);

(d) Updated Certification of Registration;

(e) The document certifying that the tenderer is in order with payment of social contributions;

(f) The document certifying that the tenderer is in order with the payment of taxes;

(g) An extract from the criminal record or an equally valid document issued by the competent judicial or administrative authority in the country of origin for the entity only or for its director(s).

(h) For points (e) and (f), where such certificates are not issued or are not available in the country of establishment of the tenderer, the tenderer shall provide an equivalent supporting document acceptable under the laws of the country of establishment.

6.7. 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) Financial identification form (clause 5 of Chapter 7 Forms);

(d) Integrity statement for the tenderers (clause 6 of Chapter 7 Forms).

(e) The statutes and any other document required to establish the power of attorney of the signer(s);

(f) The association agreement signed by each participant, clearly showing who represents the association;

(g) The document certifying that the tenderer is in order with payment of social contributions;

(h) The document certifying that the tenderer is in order with the payment of taxes;

(i) An extract from the criminal record or an equally valid document issued by the competent judicial or administrative authority in the country of origin for the entity only or for its director(s).

6.8. 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.

6.9. 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 14 and **Error! Reference source not found.**), 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.

7. TENDER CURRENCY

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

8. DETERMINATION OF PRICES

8.1. In accordance with Article 37 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contracting authority may for the purpose of verifying

the prices carry out an audit of any and all accounting documents and perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

9. ELEMENTS INCLUDED IN THE PRICE

9.1. The tenderer is to include in his unit and global prices any charges and taxes generally applied to services according to the applicable tax legislation of Mozambique, 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 Mozambique, the attention of tenderers who are non-tax residents of Mozambique is drawn to the tax on the profits of non-residents (20% (or possibly 32% or 10%)) applicable to this category of service provider. It is also the tenderer's responsibility to obtain information on all other tax provisions applicable in Mozambique. The 20% (or possibly 32% or 10%) non-resident income tax will be withheld at source at the time of payment of the invoice. Make sure to verify whether any bilateral or regional non-double taxation treaties apply to your situation.

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

(a) Administrative management and secretariat services;

(b) Insurance and Visa;

(c) Documentation related to the services;

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

(e) Training required for operation;

(f) Where applicable, the measures imposed by occupational safety and worker health legislation;

(g) Per diem and accommodation costs;

(h) Administrative costs;

(i) Purchase or rental from third parties of services necessary for the execution of the contract;

(j) Communication expenses.

(k) Acceptance costs.

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

SECTION (C) - SUBMISSION OF TENDERS

10. SUBMISSION OF TENDERS

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

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

10.3. For this public contract, tenders will be submitted **electronically** to the following email address: tendersmoz@enabel.be. The subject line of the email must indicate "*Submission*

of the Tender for MOZ22005-10364 - Mainstreaming Gender and Social Inclusion in Mozambique's Early Warning System".

1.3. **Tenders must be submitted no later than 11th December 2026 at 12 PM (Mozambique Time, UTC+2)**.

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

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

11. TENDER SIGNATURE

11.1. The tenderer is required to sign the tender and its annexes individually.

11.2. 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.

11.3. 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.

12. DEADLINE FOR SUBMISSION AND OPENING OF TENDERS

1.4. Tenders must be in the possession of the contracting authority before **11th December 2026 at 12 PM (Mozambique Time, UTC+2)**.

12.1. Tenders are opened behind closed doors.

SECTION (D) - SELECTION, AWARDING & CONCLUSION

13. EXCLUSION GROUNDS

13.1. 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).

13.2. 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.

13.3. 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 14 and **Error! Reference source not found.**), 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. 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.

13.5. 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.

13.6. 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.

13.7. 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.

13.8. 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.

14. QUALITATIVE SELECTION CRITERIA

14.1. The tenderer must demonstrate sufficient capacity to successfully perform this public contract.

14.2. The selection criteria are the following:

1) References

The tenderer must demonstrate at least two (2) successfully completed assignments in the last three years covering at least one of the following areas Review or revision of DRR or EWS policies, regulations, Gender-responsive budgeting, SOPs, or Manuals.

- GESI mainstreaming in disaster risk management or climate adaptation.
- Development of operational tools, training materials or guidance for government actors.
- Field-based work with local DRR structures or vulnerable communities.
- Gender-responsive budgeting in public institutions.

The references should include the project name, execution dates, name of the contracting entity (public or private bodies), a brief description of the work performed and its relevance to this consultancy.

For each project listed, the tenderer shall provide certificates of satisfactory completion (good completion certificates), or equivalent documentary evidence issued by the client, confirming that the works were completed properly and in accordance with contractual requirements.

2) Financial capacity. The tenderer must demonstrate a minimum average annual turnover of 65,000 EUR over the last three completed financial years (2025, 2024 and 2023). For this purpose, the tenderer shall submit the approved financial statements for the last three financial years. Where the financial statements are not yet available or are not required to

be published under the applicable national legislation, the tenderer may submit equivalent supporting documents demonstrating its financial capacity, such as a statement of assets and liabilities. Where the enterprise has not yet published its financial statements, an interim balance sheet certified as true and accurate by an accountant, a statutory auditor, or any person or body authorised to perform this function in the country concerned shall be accepted.

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.

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:

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

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.

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

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.

3) Proposed Team

To effectively carry this assignment, the consultancy is required to propose a team with combined expertise covering all essential functions necessary. Below is the minimum proposed team composition, aligned with the minimum qualifications required, to be demonstrated through CVs (EU format).

The team leader will be responsible for communication with Enabel and general planning of activities.

Some team member can play multiple roles if they cumulate the minimum selection criteria for each role listed here. For this purpose, the name of the member and the additional functions assigned must be specified.

Title	Role	Minimum requirements
Team Lead: Gender and Social Inclusion Expert	Overall coordination, timeline control, communication with Enabel, and reporting.	Master's degree in Gender Studies, Sociology, Anthropology, or any other relevant field.
		At least 5 years of experience in mainstreaming GESI in Government programs, regulations, institutions and local structures at community level in Mozambique.
	Technical lead for mainstreaming GESI in EWS.	Experience reviewing or supporting the revision of public policies, regulations, SOPs, technical manuals or institutional frameworks related to DRR, EWS, climate adaptation or social inclusion in the context of government institutions.
		Fluency in English and Portuguese.

Expert 1: Early Warning System Expert	Technical Lead for Evaluating Tools, Guidelines, and SOPs for the EWS.	Bachelor's degree in meteorology, Geography, Risk Disaster, Communication, Climate Change Adaptation or any other relevant field.
		At least 5 years of work experience in People- centred Early Warning Systems, Communication for behaviour change at community institutional levels or Disaster Risk Reduction in Mozambique or similar contexts in southern Africa.
		Experience in contingency planning or community-based DRR.
		Fluency in Portuguese.
Expert 2: Capacity Building Expert	Technical Lead for designing operational tools, capacity assessment and strengthening.	Master's degree in public administration, Organized Development, Development Studies, International Development, or a related field. Any of the subject must have a strong focus on institutional strengthening, governance and capacity development.
		Minimum of 5 years of relevant experience in development cooperation, organisational development, in public or private sector.
		Experience developing practical training tools, capacity strengthening approaches, participatory methodologies, and orientation or training sessions as well as adult-learning methods.
		Fluency in Portuguese.
Expert 3: Gender-Responsive Budgeting Expert	Technical Lead for strengthening institutional capacities in gender-responsive budgeting through design and implementation of capacity-building activities.	Master's degree in economics, Public Finance, Gender Studies, Public Policy, Development Studies, or another relevant field.
		Minimum of 5 years of demonstrated experience in gender-responsive budgeting, public financial management, or integration of gender considerations into government planning & budgeting and public expenditure processes.
		Strong understanding of national public finance management systems, government planning and budgeting cycles in Mozambique.
		Fluency in Portuguese.

Note: Additional members, with expertise aligned to specific project components, may be proposed to enhance team capacity.

14.3. 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 16 subject to the regularity of these tenders.

14.4. 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.

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

14.6. 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.

15. OVERVIEW OF THE PROCEDURE

15.1. In a first phase, the tenders submitted by the selected tenderers will be evaluated as to their formal and material regularity.

15.2. The contracting authority reserves the right to have the irregularities in a tender regularised.

15.3. 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 16). 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.

15.4. 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.

15.5. 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 16) will be designated the succesful service provider for this public contract, after having been verified for absence of exclusion grounds and respect for the criteria of qualitative selection.

16. AWARD CRITERIA

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

Criteria	Maximum Points	Details
1.Technical Proposal	**70**	Comprising Methodology and Work Plan (see below)

Methodology	50	The methodology will be evaluated against the following criteria: 1. Understanding of the assignment — **15 points** The evaluation will assess the extent to which the bidder demonstrates a clear understanding of: • the national and local dimensions of the assignment; • the distinction between policy and regulatory aspects, operational tools, and practical implementation; • the integration of Gender Equality and Social Inclusion (GESI) considerations within the Disaster Risk Reduction (DRR) and Early Warning Systems (EWS) sector, and • Understanding of Gender-responsive budgeting principles and Mozambique's public planning and budgeting processes. 2. Quality and completeness of the methodology — **25 points** The evaluation will assess whether the proposed methodology adequately addresses: • the assessment and prioritization of GESI issues; • the assessment of gender-responsive budgeting capacity needs, identifying institutional entry points and developing practical guidance; • the review of the 2022 EWS Regulation and existing manuals and operational tools; • Training methodologies, and • the development of practical, implementation-ready tools and guidance; and • a realistic and appropriate stakeholder consultation process. 3. Capacity-strengthening approach — **10 points** The evaluation will assess whether the bidder proposes: • practical and effective training and orientation methods; • adult-learning and participatory approaches; and • practical tools that can be readily used by national (INGD), provincial and district-level stakeholders.
Work Plan	20	The evaluation will assess: • the realism and feasibility of the proposed sequencing of activities within the nine (9) months implementation period; • the appropriateness of the allocation of staff days across the different tasks and experts; and • the balance between desk-based work, field activities, drafting, stakeholder consultations, and capacity-strengthening activities.
2. Price	30	The score will be calculated in the following way: **Points for tender A = (lowest tender amount/ tender A amount) × 30**

16.2. 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.

17. AWARDING THE PUBLIC CONTRACT

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

17.2. 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.

18. CONCLUDING THE CONTRACT

18.1. 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.

18.2. Notification is made via digital platforms or email, and, on the same day, by registered post.

18.3. 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.

18.4. 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)

1.5. The managing official for this public contract will be assigned in the award notification. The managing official is responsible for overseeing the performance of the contract.

4.1. 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.

4.2. 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.

4.3. 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.

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

5. CONFIDENTIALITY (ART. 18)

5.1. Service providers who, during the performance of the contract, receive information or documents or data of any kind that are classified as confidential and relate, in particular, to the subject matter of the contract, the resources required for its performance and the operation of the contracting authority's services, shall take the necessary measures to

prevent such information, documents or data from being disclosed to third parties who have no right to know them.

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

6. PROTECTION OF PERSONAL DATA

6.1. Processing of personal data by the contracting authority

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

6.2. Processing of personal data by the service provider

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

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

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

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

7. INTELLECTUAL PROPERTY (ART. 19 TO 23)

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

Unless otherwise specified in the procurement documents and without prejudice to clause 7.1, when this public contract involves the creation, manufacture, or development of designs, logos, or similar works, the contracting authority acquires the intellectual property rights to these works. This includes the right to trademark, register, and protect them.

For any domain names created under this public contract, the contracting authority similarly acquires the right to register and protect them unless stated otherwise in the procurement documents.

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 of the contract, 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 services. The contracting authority reserves the right to accept or refuse the posting of the bond through such an institution. The tenderer shall provide the name and address of this institution in the tender.

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

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.

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

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.

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 service provider and, where relevant, that of the third party that made the deposit on the service provider 's account, bearing the statement 'lender' or 'mandatory', as appropriate.

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

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)

1.6. The service provider must complete the services within **nine (9) months**, starting from the date of the kick off meeting.

17. PLACE OF PERFORMANCE (ART. 149)

The services must be performed at the following address: **The domicile or country of residence of the service provider/supplier, including** two field missions to Zambézia province (Namacurra district) and Nampula province (Mossuril district).

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 fulfill its obligations.

SECTION (G) - MEANS OF ACTION

20. FAILURE OF PERFORMANCE (ART. 44)

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

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

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

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

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

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

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

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

21.1. Fines for delay differ from penalties referred to in Article 45 of the “GIR”. They are due, without the need for notice, by the mere lapse of the performance period without the

issuing of a report and they are automatically applied for the total number of days of delay.

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

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

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

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

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

22.2. The measures as of right are:

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

(b) Completion of all or part of the unfulfilled contract by the contracting authority itself;

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

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

SECTION (H) - END OF THE PUBLIC CONTRACT

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

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

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

23.3. When the contracting authority is in possession of the list of services provided or the invoice and the total or partial completion of the services is established in accordance with the procedures laid down in the contract documents, the contracting authority shall carry out the verification, proceed with the acceptance formalities and notify the service

provider of the result. In any event, the verification shall be carried out within the processing period referred to in Article 160 (1) of the "GIR" (clause 24).

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

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

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

24.1. The contracting authority shall verify and pay the amount due to the service provider within a processing period of **thirty days** from the date on which it is established that all or part of the services have been completed, the terms of which shall be laid down in the contract documents. However, payment can only be made if the contracting authority is in possession of the duly established invoice.

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

24.3. The service provider sends the invoice to the following address: **Enabel Mozambique, Avenida do Zimbabwe 385, Maputo, Mozambique**.

24.4. The invoice must include:

- A detailed description of the works justifying the payment as well as the final acceptance report issued by the Managing Official;
- A signature and date;
- The statement: **"Certified true and sincere for the amount of EUR …… (amount in words)."**;

1.7. The reference **"MOZ22005-10364**" and the name of the managing official that will be assigned in the award notification.

18.6. Payment may be made in multiple instalments (progress payments) following the below schedule:

Instalments	Amount percentage	Conditionality
Phase 1	20%	Final acceptance of Inception Report, containing: • Methodology for EWS and GRB assessments, including work plan; • Literature review; • Tailored EWS and GRB Assessment Framework; • Stakeholder Mapping; • Data collection tools (interview guides, templates, etc.);

		• Risk Analysis and Mitigation Measures, and • GESI-EWS and Gender-responsive budgeting Matrix.
Phase 2	20%	Final acceptance of GESI Assessment report, containing: • GESI gap analysis of the reference documents; • Recommendations and evidence-based assessment; • Assessment community perceptions; • INGD Gender-responsive budgeting capacity needs assessment and prioritized training needs matrix, and • Annexed meeting minutes.
Phase 3	40%	Final acceptance report, containing: **1. Regulatory review** • Proposed GESI amendments to the EWS Regulation, accompanied by a justification matrix outlining the rationale for each proposed amendment; • Revised and/or annotated DRR-EWS tools, guidelines and operational manuals, incorporating GESI considerations; • Validation report documenting stakeholder consultation and validation processes, key comments received and how these were addressed; • Clear steps and actions to be undertaken by the consultant to support INGD throughout the consultation and validation of the revised regulations, and • Finalized regulatory and technical documentation submitted to INGD further processing through the relevant approval mechanisms. **Note:** the consultant shall support the consultation and validation of the proposed regulatory amendments. Formal approval and adoption of revised regulations remain the responsibility of INGD. **2. Revision of operational tools**

		• Revised or annotated sections of the Facilitator's Manual and Contingency Planning Manual; • Practical and operational GESI-responsive SOPs, toolbox, checklists, templates and guidance for implementation; • A matrix explaining the proposed changes, and • Implementation guidance for provincial, district and community-level DRR structures. **3. DRR capacity-strengthening package** • Step-by-step capacity-strengthening roadmap outlining the recommended sequencing of activities, roles and responsibilities, and implementation modalities; • Training and orientation materials for DRR/EWS and GESI integration; • Training and/or orientation delivery report documenting participants, activities conducted, training outcomes, feedback received and recommendations for follow-up actions. **4. Gender-responsive budgeting capacity strengthening** • Gender-responsive budgeting training modules, facilitator guidance, practical tools and templates, accompanied by documented evidence of training delivery and participant learning assessments; • Gender-responsive budgeting practical guidance: operational guidance and tools to support the integration of GESI considerations into DRR/EWS planning, budget formulation, resource allocation and expenditure monitoring, including practical entry points within INGD's existing institutional processes.
Phases 4	20%	Final acceptance of Final Report, containing: • Handover or validation summary; • Final consolidated operational package; • Learning outcomes assessment report, documenting the methodology used to assess training effectiveness, comparative analysis of pre and post-training performance, key learning achievements, remaining capacity gaps, and recommendations for follow-up capacity development and institutional strengthening measures.

		• Finalized MEL framework and accompanied by an implementation roadmap outlining key actions, timelines, responsibilities, and monitoring arrangements.

Note: All intermediary and final documents will first be submitted in a draft version, allowing Enabel and INGD to comment before approval. The final version will be submitted after receiving all comments, which will be centralized by Enabel and communicated to the tenderer. Enabel shall transmit consolidated comments, or written approval, within two calendar weeks of submission of a deliverable. Approval is given by Enabel following INGD's technical clearance.

25. ADVANCE PAYMENTS

25.1. Notwithstanding clause 24.2 and in accordance with Articles 12/1 to 5 of the Law of 17 June 2016 on public procurement, inserted by the Law of 22 December 2023 amending the regulations on public procurement in order to promote SMEs' access to these contracts, an advance of 15 per cent of the reference value may be granted to the service provider.

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

(a) If the duration of the public contract is equal to or less than 12 months, the reference value is equal to the initial value of the public contract, all taxes included;

(b) If the duration of the public contract is greater than 12 months, the reference value is an amount equal to 12 times the initial value of the public contract, including taxes, divided by the duration of the contract expressed in months;

(c) In the case of an open-ended public contract, the reference value is the value per month of the public contract multiplied by 12.

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

25.3. No advance is granted before:

(a) Notification of the conclusion of the public contract;

(b) A written dated demand submitted to the contracting authority;

(c) A financial guarantee for the full amount of the advance is provided. The guarantee will only be released when the amount of the advance has been fully covered by the performance of the public contract and has been the subject of invoices approved by the contracting authority. This financial guarantee must enable the contracting authority to obtain reimbursement of the advance it has paid in the event of total or partial non-performance of the public contract.

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

25.5. The advance granted is charged to the amounts owed to the service provider, as follows: The first half of the advance payment shall be offset against the sums due to the service provider when the value of the services performed reaches 30 per cent of the original order amount and the second half of the advance shall be offset against the sums due

to the service provider when the value of the services performed reaches 60 per cent of the original order amount.

5 TERMS OF REFERENCE

ENABEL'S MOZAMBIQUE PORTFOLIO (2023-2028)

The Belgian-Mozambique Cooperation Strategy 2023-2027, validated by the Belgian Minister of Cooperation in July 2022, addresses the growing climate vulnerability of Mozambique, marked by increasingly intense and frequent extreme weather events.

General Objective: The portfolio aims to support and institutionally strengthen Mozambique so that the transition to a climate-resilient and low-carbon economy can be achieved in an inclusive way with consideration of vulnerable communities in both rural and urban areas.

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

The portfolio consists of three interconnected and complementary interventions:

1) **The first intervention (Climate Resilience and Energy Transition (MULTI-CRET))** is the heart of the portfolio and is composed of 5 components:

   - **Result 1**: Policy Dialogue on Climate Resilience and Energy Transition: The GoM, local authorities, communities and civil society improve the formulation, adoption, and implementation of evidence-based policies and initiatives to build climate resilience and just energy transition.
   - **Result 2**: Losses & Damages: The GoM, local authorities, communities and civil society design, resources, and implement evidence-based climate resilient and low-carbon oriented plans and budget with a focus on anticipating risks of losses and damages.
   - **Result 3**: Access to Energy: The GoM, local authorities, communities and civil society improve access to sustainable and clean public energy services, especially in off-grid areas.
   - **Result 4**: Access to Water: The GoM, local authorities, communities and civil society improve access and sustainability of climate-resilient drinking water supply and solar-powered irrigation systems in rural areas.
   - **Result 5**: Waste Management and Circular Economy: The GoM, local authorities, communities and civil society involved in waste management implement the national programme for sustainable waste management and promote a circular economy.

2) The **second intervention (STEP)** aims at strengthening capacities and acting as a catalyst for the mobilization of climate finance for national priorities, in close articulation and synergy with the main intervention.

3) The **third intervention (D4CS)** is an additional funding for the losses and damages component of the first intervention.

Since 2023, Enabel commits to ensuring that 85% of its programs significantly advance Gender Equality or prioritize it as the primary objective, as determined by the **DAC-OECD Gender Markers 1 and 2**. This commitment necessitates adopting a monitoring and evaluation methodology that integrates gender-responsive indicators and approaches. Therefore, Enabel's strategy for promoting gender equality is rooted in a **Gender Transformative Approach**, which seeks to drive systemic change by addressing the underlying causes of inequality, such as discriminatory social norms,

behaviors, and legal frameworks that perpetuate institutionalized discrimination. This approach is central to all aspects of Enabel's programming, ensuring that Gender Equality is not only a goal but a guiding principle throughout its interventions.

In relation to **Loss and Damage (Result 2 and D4CS)**, Enabel's support is aligned with Mozambique's Master Plan for Disaster Risk Reduction (PDRRD) 2017–2030, which seeks to integrate disaster and climate resilience into public planning, budgeting, and investment processes. As part of this alignment, and partially through this tender, Enabel contributes to the following inclusive and gender-responsive actions:

- Developing tailored information-sharing strategies that respond to the specific needs of diverse population groups.
- Providing gender-responsive training for members of Local Disaster Risk Management and Reduction Committees (CLRGD).
- Integrating gender considerations into local disaster response plans to ensure equitable and effective recovery efforts.

19. BACKGROUND

2.1 Context

Disasters do not affect all people equally. Pre-existing inequalities rooted in unequal power relations, gender norms, socio-economic vulnerability, and unequal access to resources shape how different groups experience climate-related risks. Women, girls, Persons with Disabilities (PwD) and other vulnerable groups are disproportionately exposed and less able to anticipate, cope with, and recover from disasters.

These inequalities are also reflected in access to early warning information. Women and girls face specific barriers including limited ownership of mobile phones and radios, low literacy levels, restricted mobility, disproportionate unpaid care responsibilities, and limited participation in decision-making spaces.

Recent events in Mozambique have highlighted these challenges. The early warning messages about Cyclone Jude, which affected Nampula and Zambézia provinces in March 2025, were disseminated through multiple channels (community radios, local disaster risk management committees, SMS platforms, and community leaders) with an approximate reach of 10,000 individuals. However, there is limited evidence on whether different population groups received, understood, trusted, and acted upon this information. Without disaggregated data capturing these varied experiences, the full extent of disaster impacts remains largely invisible.

In 2025, a simulation exercise conducted by Enabel in cooperation with INGD in Zambézia Province (Namacurra district), revealed that Early Warning System (EWS) data-collection tools do not capture or analyze information on who is reached through which communication channels. Significant limitations also remain in the consolidation, analysis, and systematization of the report in a disaggregated manner.

People-Centred Early Warning Systems offer a critical framework for addressing challenges in disaster risk reduction. This approach is structured around four (4) interconnected pillars: risk awareness, monitoring and forecasting, dissemination and communication, and response capacity. These pillars move beyond a technical alert mechanism by placing communities, and their differentiated needs and capacities, at the centre of disaster risk reduction.

2.2 Gender Equality and Social Inclusion (GESI) in Disaster Risk Reduction (DRR)

In 2024, INGD approved the Gender and Social Inclusion Strategy in the Context of Disaster Risk Management and Reduction (2024-2030). This strategy acknowledges systematic gaps in the

integration of GESI considerations across institutional, operational, and community-level processes, including:

- Insufficient guidance to support GESI-responsive planning, budgeting, implementation, and monitoring across the existing DRR planning tools and guidelines – such as the *Procedures Manual for Preparing Contingency Plan, Local Facilitator's Manual, and others.*
- Lacking comprehensive GESI content and practical methodologies within EWS operational guidelines for DRR bodies at different levels – such as CTPGRD[2], CTDGRD[3], and CLGRD[4].
- The operationalization of the People-Centred Early Warning System insufficiently integrated across the national DRR regulations and policies, limiting the system's capacity to respond to the differentiated needs, vulnerabilities, and barriers faced by different groups in accessing EWS messages.

These gaps highlight the need for a comprehensive review strengthening the integration of GESI across both operational and regulatory dimensions of Mozambique's Early Warning System, ensuring that messages and DRR interventions are accessible, inclusive, equitable, and responsive, at two levels:

- **At national level**, it will review and reinforce the DRR regulatory framework for EWS, develop practical gender-responsive implementation guidelines and enhance institutional capacity through training on gender-responsive budgeting to ensure equitable resource allocation.
- **At community level,** it will improve planning instruments and coordination mechanisms to ensure EWS are accessible and responsive to all, enhancing the capacity of vulnerable groups to prepare for and respond to climate hazards and natural disasters.

To ensure the continuity and sustainability of this intervention at the national level, the assignment will include capacity-building activities on gender-responsive budgeting, aimed at strengthening the integration of gender considerations into INGD's planning and budgeting processes. Meanwhile, at the community level, the recommendations arising from the assignment will be integrated into the grant launched by Enabel. The grant aims to strengthen community preparedness and resilience to floods and cyclones through inclusive and gender-responsive community-based early warning and response mechanisms that are formally linked to the early warning and response system of INGD and INAM.

2.3 Reference documents under this assignment

Local Facilitator's Manual for the Establishment and Capacity Building of Local Disaster Risk Management and Reduction Committees (2024) serves as a methodological tool designed to support facilitators, INGD technicians, and partner organizations in the establishment, revitalization, organization, and strengthening of Local Disaster Risk Management and Reduction Committees at the community level. The manual recognizes local committees as essential community-based structures and frontline mechanism for preparedness, early warning dissemination, emergency response, and recovery in extreme events. It aims to strengthen community capacities to anticipate, manage, and respond effectively to disaster risks while fostering local ownership and resilience.

Contingency Planning Procedures Manual (2023) is a technical and operational framework that guides government institutions, local authorities, disaster risk management structures, and partner organizations in the preparation and development of contingency plans for a range of risk and

[2] Conselho Técnico Provincial de Gestão e Redução do Risco de Desastres

[3] Conselho Técnico Distrital de Gestão e Redução do Risco de Desastres

[4] Comité Local de Gestão e Redução do Risco de Desastres

emergency scenarios. The manual outlines methodologies for the identification and assessment of hazards, vulnerabilities, existing capacities, and risk scenarios, enabling the advance definition of preparedness, response, evacuation, humanitarian assistance, and recovery measures.

Regulation for the Operationalization of the Integrated Platform on the Dissemination and Communication of Flood and Cyclone Early Warning Information (2022), hereafter referred to as 2022 EWS Regulation, establishes the institutional, operational, and coordination framework for the dissemination and communication of early warning information related to floods and cyclones in Mozambique. The regulation was developed to strengthen the effectiveness, timeliness, and coordination of Early Warning Systems (EWS) and to ensure that risk information reaches exposed populations in a clear, consistent, and actionable manner.

These documents are indicative to support this assignment. The consultants are expected to conduct a comprehensive and critical review to identify key entry points and opportunities for the effective operationalization of GESI considerations across Mozambique's Early Warning System.

2.4 Partner institutions

National Institute for Disaster Risk Management and Reduction - INGD: is the coordinating entity for Disaster Risk Management and Reduction in Mozambique, responsible for ensuring effective multi-sectoral coordination and collaboration across various sectors.

National Institute of Meteorology - INAM: is a Mozambican public institution responsible for providing meteorological and climate information necessary to support the sustainable development of the national economy, as well as to mitigate the negative impacts of climate variability and change on human well-being and the environment.

National Directorate of Water Resources Management - DNGRH: operates under the Ministry of Public Works, Housing, and Water Resources (MOPHRH) and is responsible for managing river basins, hydraulic works, and international rivers, overseen by a National Director. Within this framework, the Flood and Drought Management Unit, part of the Department of River Basin Management (DGBH), is tasked with monitoring and operating flood forecasting and warning systems.

National Institute of Social Action - INAS is operating under the supervision of the Ministry of Labor, Gender and Social Action. Its mandate is to identify, register, and provide social assistance to vulnerable populations facing permanent or temporary risk, through the implementation of social protection programmes, in coordination with government and non-governmental institutions.

Local Disaster Risk Management Committees - CLGRD are community-level structures established and supported by the National Institute for Disaster Risk Management and Reduction (INGD) to enhance community resilience by strengthening capacities for disaster prevention, preparedness, response, and recovery.

20. OBJECTIVES AND EXPECTED RESULTS

3.1 General objective

To strengthen the operational integration of Gender Equality and Social Inclusion within Mozambique's Early Warning System, by providing the analysis, revision, practical tools, and implementation-ready guidance required to support inclusive DRR interventions.

3.2 Specific objectives

National level:

- Assessing existing regulations, focusing on the *Regulation for the Operationalization of the Integrated Platform for the Dissemination and Communication of Flood and Cycle Early Warning Information (2022),* and proposing amendments aligned with the People-Centred Early Warning System and other relevant (inter)national protocols.
- Support the sectoral consultation and validation process of the amended regulation and provide technical guidance to INGD on the progressive operationalization of GESI considerations in Early Warning System and regulations.
- Strengthen INGD's institutional capacity to systematically integrate GESI considerations into EWS and DRR planning, budgeting, implementation, and monitoring processes through targeted capacity-building activities and technical guidance on Gender-Responsive Budgeting.

Community level:

- Identify and prioritize key operational gaps to mainstream GESI in community-based early warning tools and processes, including the revision of the *Facilitator's Manual* (2024) and the multi-level *Procedures Manual for Preparing Contingency Plan* (2023).
- Develop practical, implementation-ready, and context-adjusted solutions to improve the integration of GESI into early warning tools, processes, and coordination mechanisms, aligned with community-based DRR programmes.
- Strengthen the initial capacity of DRR bodies (CTPGRD, CTDGRD, and CLGRD) through training and orientation on the proposed GESI-responsive EWS tools and approaches.

3.3 Expected results

National level:

- Proposed amendments to the 2022 EWS Regulation are developed and submitted to INGD, following consultation and technical validation with relevant stakeholders, to support the integration of gender equality and social inclusion considerations into the regulatory framework.
- INGD receives technical guidance and practical tools to strengthen the integration of GESI considerations into its planning and budgeting processes for EWS and DRR interventions.
- INGD's institutional capacity to integrate GESI considerations into planning and budgeting processes is strengthened through targeted GRB training and the provision of practical guidance and tools, informed by an institutional capacity needs assessment. Concrete entry points and priority actions for future integration into INGD's planning and budgeting processes are identified and documented.
- Designated INGD staff demonstrate strengthened knowledge and practical skills in applying Gender-Responsive Budgeting principles to DRR and EWS planning and budgeting processes, evidenced by the development and use of practical technical guidance and tools, and documented learning gains measured through pre- and post-training assessments.
- A monitoring, evaluation and learning (MEL) framework is developed to track GESI integration and inform future programming.

Local level:

- A clear and prioritized analysis of GESI-related operational gaps, barriers, and opportunities across the local EWS is produced and validated by Local DRR Actors.
- A coherent package of implementation-ready and context-adapted operational solutions is developed that strengthen the integration of GESI into early warning processes and coordination mechanism, including:

  a. Planning and coordination tools;

b. Communication SOPs and methodologies adjusted to necessities and localization of different groups.

- Provincial and district DRR bodies receive practical training and guidance to support future implementation of GESI-responsive EWS approaches, including the collection, analysis and use of disaggregated data, and inclusive communication and dissemination practices.

21. METHODOLOGY AND DELIVERABLES

The consultancy follows a structured and participatory methodology to ensure co-created and meaningful engagement with government institutions, communities, and key actors within the People-Centred EWS. This approach shall include a literature review, key informant interviews, focus group discussions, and direct observations at both institutional and community levels.

Monthly meetings with Enabel, organised by the consultancy, will be held to review:

- The stage of the project implementation.
- Potential problems, impacts, and measures to address them.
- The status of deliverables for each implementation phase.

The proposed methodology should be structured around following phases:

4.1 Phase 1 – Inception and preparatory work

Activities:

- Kick-off meeting: conduct an initial meeting with Enabel and relevant stakeholders for clarify expected outputs at national and local levels.
- Literature review: mapping of sectorial documents, including 2022 EWS Regulation, Facilitator Manual, Contingency Planning Manual, Government Planning and Budgeting System, SOPs and templates and development of a GESI-EWS review matrix.
- Stakeholders mapping and analysis: complete stakeholders mapping and identify key actors for engagement (government agencies, NGOs, community groups, women's associations, etc.), analyzing their roles in the People-Centred EWS.
- Data collection tools: along with guiding questions that are specifically tailored for the GESI and gender-responsive budgeting assessments. Establish a clear criteria to create a robust sampling strategy and identify relevant respondent categories, which will include government institutions, community representatives, and NGOs.
- Develop a comprehensive work plan with adjusted calendar, methodology, risk analysis tailored to the context of each district.

Deliverable: **Inception report** (25 pages maximum) consisting of:

- Updated detailed methodology and work plan;
- Comprehensive sectoral and government planning and budgeting literature review;
- Review matrix showing documents, criteria, sections of the key documents to assess, and expected revision outputs;
- A tailored EWS assessment framework;
- A gender-responsive budgeting assessment matrix;
- Preliminary list of stakeholders for regulatory review, operational tools, and trainings.
- Data collection tools (interview guides, templates, etc.), and
- Risk and mitigation measures, including approach to working in rural and vulnerable contexts.

Estimated deadline: 4 weeks after kick-off meeting.

4.2 Phase 2: Field data collection, Gender and Social Inclusion analysis and gender-responsive budgeting needs assessment

This phase includes data collection in Maputo, Zambézia and Nampula provinces. It assesses the current practices and identify gaps within the SOPs, institutional capacity, paving the way for necessary improvements. Additionally, it examines how diverse groups (including women, men, children, elderly, and PwD) access, interpret, share, and respond to early warning messages. It will also explore how the social, cultural, and economic environments (including gender norms, roles, and power dynamics) shape their vulnerability to disasters and influence their participation in decision-making, planning, monitoring, and implementation across the EWS value chain. An intersectional and qualitative analysis will be applied to understand how gender intersects with other socio-economic factors (such as disability, age, socio-economic status, and geographic location) to influence risk exposure, access to information, and capacity to act on early warnings.

Activities:

- Data collection: employ a mix of qualitative and quantitative methods, including surveys, interviews, and focus group discussions with key stakeholders, such as government officials, local communities, NGOs, and relevant departments. This approach will provide valuable insights into their experiences and perspectives concerning EWS and the mainstreaming of GESI.
- Conduct a GESI gap assessment of existing regulations, manuals, SOPs, planning tools and local EWS practices.
- Data analysis:
    - Identification of capacity gaps and needs at national, provincial, district and local level.
    - Prioritize identified gaps and needs based on relevance and feasibility

- Assess INGD's institutional capacity and training needs related to Gender-Responsive Budgeting including existing knowledge, planning and budgeting procedures, gender analysis of budget allocations, expenditure tracking, and monitoring mechanisms. Identify practical capacity gaps and entry points for integrating GESI considerations into institutional planning and budgeting processes.
- Participatory Workshops: facilitate workshops with stakeholders to present findings, solicit feedback, and collaboratively develop effective strategies for GESI integration.

Deliverable: GESI Assessment Report and gender-responsive budgeting needs assessment (maximum of 30 pages) containing:

Prioritized GESI and gender-responsive budgeting gap and needs analysis with key entry points for revision of regulations, manuals, tools, and priority training topics.

- Recommendations should distinguish between:
    - National or regulatory level;
    - Community or operational level, and
    - Gender-responsive budgeting component
- Evidence-based assessment of institutional coordination mechanisms and capacities, inclusiveness of information flow, timeline, and accessibility of early warning messaging.
- Detailed analysis of community perceptions, understanding and accessibility of early warning messages - highlighting behavioural, social, and contextual factors that influence decision-making ability and response capacity.
- A Gender-responsive budgeting capacity needs assessment and training needs matrix, identifying priority capacity gaps, target groups, recommended training topics, and practical capacity-strengthening measures to inform the development and delivery of training activities under Phase 3.

- Annexed Meeting Minutes.

Estimated deadline: 12 weeks after kick-off meeting.

4.3 Phase 3: Revision of DRR/EWS Frameworks, Development of Operational tools, and Capacity Strengthening

The implementation of this phase shall adopt a co-creation approach ensuring ownership by government authorities.

Activities:

- Design the proposed GESI amendments to the 2022 EWS Regulation.
- Propose GESI revisions or annotations of relevant sections of the Facilitator Manual and Contingency Planning Manual.
- Develop operational tools, guidelines, checklists and/or templates supporting this process.
- Develop a comprehensive capacity-strengthening package based on the findings of the Phase 2 gap and needs assessment, comprising facilitator guides, training modules, pre and post-training assessment instruments, and practical Gender-responsive budgeting tools and guidance to support budget planning, execution, and expenditure tracking within INGD;
- Provide technical support to INGD in organising stakeholders' consultations and facilitating the technical validation of the proposed amendments;
- Deliver practical training and orientation on revised EWS tools to relevant INGD staff; document feedback and follow-up needs, and
- Deliver targeted training on Gender-responsive budgeting for relevant INGD staff, based on the capacity needs identified during Phase 2. The training shall focus on practical approaches to integrating GESI considerations into institutional planning, budget formulation, resource allocation, expenditure monitoring, and reporting processes.

Deliverable: A Report (maximum of 50 pages), containing:

1. Regulatory review

- Proposed GESI amendments to the EWS Regulation, accompanied by a justification matrix outlining the rationale for each proposed amendment;
- Revised and/or annotated DRR-EWS tools, guidelines and operational manuals, incorporating GESI considerations;
- Validation report documenting stakeholder consultation and validation processes, key comments received and how these were addressed;
- Clear steps and actions to be undertaken by the consultant to support INGD throughout the consultation and validation of the revised regulations, and
- Finalized regulatory and technical documentation submitted to INGD for further processing through the relevant approval mechanisms.

Note: the consultant shall support the consultation and validation of the proposed regulatory amendments. Formal approval and adoption of revised regulations remain the responsibility of INGD.

2. Revision of operational tools

- Revised or annotated sections of the Facilitator's Manual and Contingency Planning Manual;
- Practical and operational GESI-responsive SOPs, toolbox, checklists, templates and guidance for implementation;
- A matrix explaining the proposed changes, and
- Implementation guidance for provincial, district and community-level DRR structures.

3. DRR capacity-strengthening package

- Step-by-step capacity-strengthening roadmap outlining the recommended sequencing of activities, roles and responsibilities, and implementation modalities;
- Training and orientation materials for DRR/EWS and GESI integration;
- Training and/or orientation delivery report documenting participants, activities conducted, training outcomes, feedback received and recommendations for follow-up actions.

4. Gender-responsive budgeting capacity strengthening

- Gender-responsive budgeting training modules, facilitator guidance, practical tools and templates, accompanied by documented evidence of training delivery and participant learning assessments;
- Gender-responsive budgeting practical guidance: operational guidance and tools to support the integration of GESI considerations into DRR/EWS planning, budget formulation, resource allocation and expenditure monitoring, including practical entry points within INGD's existing institutional processes.

Estimated deadline: 30 weeks after kick-off meeting.

4.4 Phase 4: Training assessment, finalization, and implementation roadmap

Activities:

- Assess the immediate results of the capacity-strengthening activities delivered under Phase 3, including GESI-responsive EWS and GRB training, using appropriate learning assessment methods such as pre- and post-training assessments, participant feedback, and practical exercises;
- Document learning achievements, remaining capacity gaps, and recommendations for continued institutional capacity strengthening;
- Consolidate final versions of all tools and integrate revisions made throughout the process;
- Finalize a practical GESI-responsive Monitoring, Evaluation and Learning framework, including indicators, baselines or baseline-data requirements, responsibilities, reporting frequency, data sources and learning mechanisms, with appropriate gender-responsive budgeting related measures;
- Prepare a phased implementation roadmap for GESI-responsive EWS and gender-responsive budgeting, identifying proposed actions, responsible department and feasible entry points into future INGD planning and budgeting cycles, and
- Present the findings and recommendations from all phases to Enabel Team, INGD, and INAM.

Deliverable: Final Report (max of 50 pages, with annexes), containing:

- Learning outcomes assessment report, documenting the methodology used to assess training effectiveness, comparative analysis of pre- and post-training performance, key learning achievements, remaining capacity gaps, and recommendations for follow-up capacity development and institutional strengthening measures;
- Final consolidated operational package;
- Finalized MEL framework and accompanied by an implementation roadmap outlining key actions, timelines, responsibilities, and monitoring arrangements, and
- Final report and handover/validation summary.

Estimated deadline: 36 weeks after kick-off meeting.

Note: Each deliverable shall be submitted to Enabel and relevant stakeholders (INGD and INAM) for review. After receiving feedback from Enabel, the consultancy will dispose of maximum ten working days to produce the final version of the document, incorporating all comments and inputs.

5. DURATION AND LOCATION

5.1 Duration

The contract shall commence upon kick off meeting and will have a duration of **nine (9) months**. This period covers the full implementation of activities, including reporting requirements.

5.2 Location

The assessment shall be done in **Maputo**, **Zambézia** (Quelimane and Namacurra), and **Nampula** (city of Nampula and Mossuril) **provinces**.

6. ESTIMATED WORKLOAD

The quantities of **working days** set below are given as an indication, and the tenderer is required to provide an adequate workplan to carry out all the services and deliverables (and as specified in its tender) for a lump sum price:

Description	Workload in days		
	Field	Office	Total
Team Lead: GESI Expert	15	35	50
Expert n°1: Early Warning System Expert	10	35	45
Expert n°2: Capacity Building Expert	10	30	40
Expert n°3: Gender-Responsive Budgeting Expert	0	45	45
Total			180

The quantities of "person/days" set above are given as an indication, and the tenderer is required to provide an adequate workplan to carry out all the services and deliverables (and as specified in its tender) for a lump sum price.

6 OVERVIEW OF THE DOCUMENTS TO BE SUBMITTED

(a) Identification of the tenderer (for each participant for tenders submitted by a group) (see clause 1 of chapter 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) Integrity Statement;

(f) Financial identification form;

(g) All documents demanded in clause 12 of chapter 3 Award Procedure (qualitative selection criteria);

(h) All documents demanded in clause 16 of chapter 3 Award Procedure (award criteria);

(i) Where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 14 of chapter 3 Award Procedure and **Error! Reference source not found.**), 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;

(j) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;

(k) The statutes and any other document required to establish the power of attorney of the signer(s) (for each participant for tenders submitted by a group);

(l) Where the tender is submitted by a group of economic operators, the association agreement signed by each participant, clearly showing who represents the association.

7 FORMS

1. IDENTIFICATION FORM

Identification form - Natural person

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

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

I. PERSONAL DATA	
FAMILY NAME(S) *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	

FINANCIAL IDENTIFICATION FORM

BANKING DETAILS	
ACCOUNT NAME	
IBAN/ACCOUNT NUMBER	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

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

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.

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

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

The tenderer shall provide a detailed price breakdown including the applicable man-day rates, distinguishing between assignments requiring an overnight stay and assignments not requiring an overnight stay. The financial breakdown shall clearly identify the cost associated with each deliverable within each phase.

Notes:

- International air transport will be reimbursed by Enabel. These costs should not be included in the lump-sum price. Reimbursable expenses will be paid based on supporting documents. Enabel approval before incurring the expense is always required; otherwise, the expenditure cannot be reimbursed, even with supporting documentation.
- All costs related to the local field transport cost must not be included; these will be covered directly by Enabel.
- Costs related to the organization of workshops (venue, catering), if required, will be covered directly by Enabel, based on ToR shared by the consulting

Description	Unit	Prices in EUR excl. VAT (including withholding tax)
Phases 1, 2, 3 and 4	Lumpsum price	
VAT Rate %		
Total price VAT Included		

ATTENTION!

- **Prices given must <u>exclude</u> the VAT.**
- **Prices given must <u>include</u> the applicable Withholding Taxes.**
- Prices given must be submitted in EURO.

Name and first name:

Duly authorized to sign this tender on behalf of:

Place and date:

Signature:

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:			

6. INTEGRITY STATEMENT FOR THE TENDERERS

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

Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves of for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.

The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).

I have / we have read and understood the articles about deontology and anti-corruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

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

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

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

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

Place, date

7. CV TEMPLATE

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

1. Identification

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

2. Professional Experience

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

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

3. Key Reference Projects

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

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

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

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

5. Certification

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

Signature: _____ Date: _____