



BTC

**BELGIAN
DEVELOPMENT AGENCY**

TENDER SPECIFICATIONS

BTC/CTB TAN094 OF 14/8/2015

CALL FOR CANDIDATES FOR

***TECHNICAL ADVISORY SERVICES FOR
BIODIVERSITY CONSERVATION AND WETLAND
MANAGEMENT IN KILOMBERO VALLEY
RAMSAR SITE, TANZANIA***

RESTRICTED CALL FOR TENDERS

NAVISION CODE: TAN 11 027 11

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1. Object and scope of the contract

Important preliminary remark

At the end of the selection phase, in accordance with the clauses of the present document, BTC will invite selected candidates to submit a bid.

It should also be noted that the performance of the contract is foreseen to start within a very close timeframe upon awarding and expected from December 2015.

1.1 The contracting authority

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

In accordance with the Law of 21 December 1998 establishing “Belgian Technical Cooperation”, BTC has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with the partner countries. Moreover, BTC can also perform other development cooperation missions at the request of public interest organisations, and it can develop its own activities to contribute towards realization of its objectives.

The Belgian development agency, BTC, mobilises its resources and its expertise to eliminate poverty in the world. BTC contributes to the efforts of the international community and works towards a society that provides present and future generations with sufficient resources to build a sustainable and fair world.

Its staff members in Brussels and overseas embody the commitment of the Belgian State and other development partners to international solidarity.

For more information about BTC, please go to www.btcctb.org.

1.2 Object of the contract

Through the present contract BTC intends to mobilise the services of a consulting firm for the provision of technical advisory services for the establishment and development of biodiversity conservation and wetland management capacities and systems in the Kilombero Valley Ramsar Site, Tanzania. The contract and related services are within the framework of the KILORWEMP project

1.3 Background

1.3.1 The KILORWEMP Project

The “Kilombero and Lower Rufiji Wetlands Ecosystem Management Project (KILORWEMP)” is financed by the Belgian government and co-financed by the European Union (as part of the EU support programme to Southern Agriculture Development Corridor of Tanzania or SAGCOT). It is executed by the Belgian Technical Cooperation in partnership with the Tanzanian Ministry of Natural Resources and Tourism and with the District Councils of Rufiji in Coast Region and Ulanga and Kilombero in Morogoro,

The project started in December 2012 and has duration of five years. The specific objective is “Strengthened capacities to implement the sustainable management policy and regulations to the Wetlands Ecosystem of the Kilombero Valley and Lower Rufiji, fostering sustainable livelihoods development and more effective natural resources governance within the decentralization framework.”

The project is composed of three components. The first component supports the development of Community Based Natural Resource Management (CBNRM) systems in village land in the three target Districts. This component aims at developing capacities to establish and manage Wildlife Management Areas (WMAs), Village Forest Reserves (VFRs), Beach Management Units (BMUs), and Village Land Use Plans (VLUPs). These local level environmental management and devolution systems are the constituents of decentralized natural resource management according to the country's policy framework. The second component deals with the development of business models and livelihoods from CBNRM.

The present tender falls within the third project component, which supports the development of sustainable wetland management capacity at regional (landscape) and national levels. Specifically, this component supports MNRT and other concerned authorities and relevant stakeholders in consolidating the Kilombero Game Controlled Area (KGCA); preparing a management plan for the same KGCA; supporting the development of functions and capacities for the coordination of land use and conservation outside the boundaries of the KGCA and within the boundaries of the Kilombero Valley Ramsar Site (Integrated Management Plan or IMP); supporting technical data collection and analysis required for the above tasks; supporting policy analysis towards strengthening the relevant policy framework for the same goals; and supporting capacity development at multiple levels across the landscape.

1.3.2 The Kilombero Valley Ramsar Site

The Kilombero River is a tributary of the Rufiji River, Tanzania's largest watercourse, contributing to two thirds of its total flow. The Kilombero Valley (KV) is a large, seasonally inundated floodplain, some 260 km long and up to 52 km wide. It is enclosed between the Udzungwa mountain range to the North and the Mahenge hills range to the south. The valley is comprised in the Districts of Ulanga and Kilombero.

The KV is an important wetland ecosystem (estimated to be the largest seasonally inundated flood plain of East Africa) and holds key biodiversity values (home to Africa's largest population of the near-threatened puku antelope (*Kobus vardonii*), and to a large number of mammal, reptiles, bird, fish and amphibian species).

Given the abundance of natural resources, the KV has had a long history of human utilisation, especially through farming, grazing, and fisheries. The resident population has grown strongly and the pace of growth is accelerating, with important urban and rural growth centres acting as immigration magnets. Human pressure, including land use conversion, wildlife harvesting and intensive grazing, has led to a marked decline in wildlife numbers. GoT has recently earmarked the KV for intensive large scale agriculture development and associated infrastructure development, as part of the SAGCOT.

The valley is increasingly at the intersection of multiple expectations and actions by GoT line agencies, local government actions, private sector investments and donor financed projects.

About 7,000 km² of the valley were designated as a Game Controlled Area in 1952. GoT designated the KGCA as a Ramsar Site in 2002, Biodiversity (wildlife) conservation functions are provided by the Wildlife Division of MNRT under the Wildlife Policy 2009 and the Wildlife Act No. 5 of 2009. The Wildlife Act of 2009 foresees that GCAs should be managed to the standard of a Game Reserve.

In 2012 GoT carried out a boundary survey exercise which was meant to validate and consolidate the proposed realignment and reduction of the KGCA and the establishment of a Buffer Zone around the core area. The exercise was combined with a major operation to evict large number of cattle from the KGCA. The process initiated with that exercise needs to be validated and completed.

1.3.3 Project approach

The KILORWEMP project's workplan foresees supporting MNRT and other stakeholder to develop a dual management system for biodiversity conservation and wetland management in the valley:

- 1) A reduced GCA (core floodplain area) (about 3,000 sqkm) will be managed as a protected area within the existing wildlife legislation. In limited areas around the GCA, a buffer zone is expected to be established. The GCA will be managed through a General Management Plan (GMP) under central government.
- 2) The area comprised between the GCA and BZ boundaries on one hand, and the Ramsar Site boundaries (these are not expected to change) as outer limit, will mostly comprise village land and will be managed with the system pertaining to that land class. A process and guidelines for land use harmonization and stakeholder coordination will be established as an Integrated Management Plan (IMP), to provide guidance for conservation of biodiversity values and wetland functions in this land.

The project plan foresees three broad phases:

- 1) Phase I will consist of completion of the boundary consolidation exercise of the GCA; and tangible assessments and diagnostic studies which will feed stakeholder consultations and regulation development by MNRT. These activities will also lead to the detailed definition of the scope of the GMP and IMP.
- 2) Phase II will consist in the detailed preparation of the GMP and IMP based on the findings of phase I based chiefly on the analysis generated through phase I and further consultations..
- 3) Phase III will consist in deploying concrete steps to operationalise the key provisions of the IMP and GMP

The above activities are coordinated by the project PIU and led by the institutional counterparts, namely MNRT. MNRT has established a project Task Force bringing together a small team of officials drawn from various technical units within the Wildlife Division, plus the Ministry's Legal Unit and the Regional Secretariat of Morogoro. The TF members will lead institutionally the above activities.

1.3.4 Services sought

BTC is seeking services of a qualified firm to deploy technical advisory inputs to assist MNRT via the KILORWEMP PIU in establishing the foreseen environmental management systems and capacities for the Kilombero Valley Ramsar Site, namely:

- 1) Strengthening the standards of planning, execution and documentation of the survey and boundary demarcation exercise for the GCA consolidation and assist the field exercise;
- 2) Strengthening of regulatory framework for GCAs, corridor, dispersal areas and buffer zone; wetlands through policy analysis inputs;
- 3) Produce an improved knowledge and information base for KQRS stakeholders on environmental and biodiversity values and natural resource use. In the first phase, this will include the carrying out of diagnostic studies on fisheries ecology and management; pastoralism and livestock system; habitat, land use, land cover and land tenure; socio-economic and rural surveys. These studies will inform the preparation of the GMP and IMP.
- 4) Preparation of the General Management Plan for the Kilombero Game Controlled Area;
- 5) Establishment of a stakeholder based process as Integrated Management Plan for the Kilombero Valley Ramsar Site, including the preparation of technical guidelines for harmonization of village land use plans.

The consultants will be expected to act:

- In a capacity building mode, supporting the staff of the counterpart GoT and LGA agencies who will lead the planning processes;
- In an adaptive mode, to enable adaptation to a complex environment with some level of uncertainty in the regulatory framework and weak coordination among stakeholders.

The consultant's assignment will involve up to three annual tranches, broadly corresponding to the three phases outlined above. The first tranche is fixed and will be ordered by the contracting authority. The second and third tranches are 'conditional'. They will only be commanded or ordered if the contracting authority decides to. Though, the consultant is bound to execute them in case the contracting authority orders them. The third tranche will depend on an extension of the project time-frame, to be confirmed.

The consultant's team will be associated to the project PIU and work hand in hand with the MNRT and LGA teams.

1.4. Management setup

The consultant will mobilise a team of medium and short term experts who will:

- 1) work through and under the coordination and supervision by the KILORWEMP PIU;
- 2) be led by a TL for the consultant, who will be responsible for fine-tuning and adapting schedules and technical plans and for all communications with KILORWEMP PIU;
- 3) interact with other stakeholders and GoT agencies via consultations with the PIU; In particular the consultant's team will work closely with:
 - 4) members of the KILORWEMP Task Force set up by WD;
 - 5) WD officials in charge of GIS;
 - 6) officials of the regional secretariat of Morogoro;
 - 7) officials from the District Councils of Ulanga and Kilombero;
 - 8) officials from other line agencies involved in the processes;
- 9) provide inputs and present their outputs to stakeholder consultation events which will be convened by MNRT / KILORWEMP PIU;

2. DESCRIPTION OF THE AWARD PROCEDURE

This public contract for services will be awarded following a restricted call for tenders (see Article 23 of the Law of 15 June 2006 on public contracts).

The award procedure consists of three phases:

1.3.5 First phase: Request to participate and Access rights and selection criteria

During this first phase, BTC is seeking Expression of Interests from qualified companies. Based on the evaluation of access and qualitative selection criteria, BTC shall draw a short list of 5 to 6 candidates , which will be invited to submit detailed tenders against detailed ToR.

The access and qualitative selection criteria pertain to the personal situation and financial and technical capacity of the candidates (see below).

Within a reasonable time, each candidate who is not selected will receive a detailed justified decision listing the reasons why he is not selected. Short listed firms will be invited within four weeks of the

submission deadline of this tender.

1.3.6 Second phase: Tender Specifications sent to the selected candidates and reception of the tenders

In a second phase, BTC will invite the selected candidates to submit a tender on the basis of the Tender Specifications that BTC will send to them for the purpose. The short listed tenderers will be invited to submit:

- a technical proposal including a preliminary methodology (including composition of team who will deliver the assignment)
- a price offer for the first tranche of the assignment

The Tender Specifications will also include the award criteria.

The Tender Specifications shall foresee an award in Tranches: the first tranche will be fixed and awarded to the best tender. Any following tranche will be awarded to the same winning tenderer depending upon the outcome of the first tranche and management decision by the Contracting Authority.

1.3.7 Third phase: analysis of the tenders

During the third phase, BTC will analyse the tenders of the invited tenderers and assess the tenders against the award criteria that have been set in the Tender Specifications. The tenderers that are not withheld will within a reasonable time receive the justified non-award decision with the detailed reasons.

After the standstill period, the public contract will be awarded by the notification of the award decision to the tenderer whose tender has been considered the most advantageous on the basis of the award criteria.

Mind, BTC points out that there is no obligation for the contracting authority to award the contract (see Art. 35 of the Law of 15 June 2006). The contracting authority can either decide not to award the contract, either redo the procedure, if necessary through another award procedure.

2 Access right and qualitative selection criteria

BTC seeks the services of a qualified economic operator able to mobilize high level expertise, combining both international experts and local experts. The team to be mobilized is expected to provide a balanced mix of established international and local expertise, to enable the assignment to draw on broad experience in fields less established in Tanzania as well as to take into consideration accumulated local and contextual knowledge.

The mobilization of expertise can be done by a single firm or a consortium of firms/persons/institutions; in the latter case clear and effective management and coordination lines need to be presented as part of the application file. If two or more natural and/or legal persons form an association for this contract, they will attach to their application file the temporary-association and/or sub-contracting agreement and mention the different associates.

To safeguard independence of the contractor, tenders will not be admitted to the procurement procedure if they or associate partners have economic links to the Ministry of Natural Resources and Tourism (MNRT). Staffs of MNRT or subordinate organizations are not eligible to participate in the tender.

In case of temporary association, the agreement(s) have to be attached to the application file.

2.1 Access right (Art. 61 et seq. of the Royal Decree of 15.07.2011)

If the candidate is a group, each member/associate of the candidate must meet separately the requirements pertaining to the personal situation.

If one associate is excluded, the whole application is without value.

Implicit declaration on honour

By participating to the award procedure of the present public contract, the tenderer declares that he does not come within the exclusion criteria referred to in Article 61 of the Royal Decree of 15 July 2011.

Control by BTC of the candidates' access right

BTC will verify the exactitude of this implicit declaration on honour for the candidates before proceeding with the selection decisions. For the purpose and prior to selection decision, it will demand to the candidates concerned to supply, by the fastest means and within the deadline given, the information or documents allowing for verification of their access right. The information and documents allowing BTC to verify the personal situation of the candidates and, where applicable, of their associates will be demanded by BTC itself through electronic means from the data managers if these are accessible at no costs by these means.

Consequences of the verification

A candidate can be excluded in any phase of the award procedure, in the event that, following such verification, the declaration on honour does not correspond to his personal situation, or where applicable, to the personal situation of one of his associates. Redress afterwards is not possible. Exclusion can also follow when in the course of the procedure it would appear that the candidate's personal situation, or where applicable, the personal situation of one of his associates does not correspond with the declaration on honour anymore.

Pertaining to the proof that the tenderers fulfil the requirements concerning social security payments:

- Tenderers employing staff that is liable to Belgian social security must not attach a National Social Security Office certificate to their tender. The contracting authority will directly verify their situation.
- Foreign tenderers employing staff that is not liable to Belgian social security must attach to their tender proof that they are in order with obligations that apply by law in their country of establishment.

2.2 Financial and economic capacity (Art. 67 of the Royal Decree of 15.07.2011)

The candidate may rely on the financial and economic capacities of other entities/persons, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.

The candidate attaches to his application file a declaration on honour which shows that his total turnover for the last three years prior to this notification exceeds 400.000 € VAT included in activities that are directly linked to the services described in these Tender Specifications.

If candidate = a 'group' / temporary association containing different associates/members:

In case of temporary-association, the financial and economic capacity requirements may be demonstrated by the sum of the turnovers of the different members of the association/group.

In other cases, such as subcontracting, the candidate must prove to the contracting authority that it will have at its disposal the resources necessary, by producing an undertaking by the other entities (subcontractor) to that effect.

If this condition is not met, the candidate is not selected.

2.3 Technical capacity (Art. 72 of the Royal Decree of 15.07.2011)

Only applications that meet the requirements for access rights and financial capacity (point 2.1 and 2.2 above) will be submitted to an assessment of technical capacity.

The candidate may rely on the technical capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.

If candidate = a 'group' / temporary association containing different associates/members. In case of a temporary-association, the technical capacity requirements may be demonstrated by one or several associate(s) of the candidate.

In other cases, such as subcontracting, the candidate may rely on the capacities of other entities/persons, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing an undertaking by those entities to that effect.

2.3.1 Selection criteria pertaining to overall technical and management capacity (50 points)

To show they have experience with similar projects, the candidates need to submit a List of relevant track record of assignments/projects. The relevant track record is meant for the provision of similar services (technical domains, intervention context, level of complexity, contracting authorities) in relevant contexts by the firm or associated partners over the previous 10 years. This means that the project the candidate refers to could have been started/implemented/completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. The candidate may refer to a part of a project where the contract is not yet completed, but then only the part which is successfully completed may be used as reference and the candidate needs to be able to submit documentary evidence of this part's successful completion, e.g. a statement from the entity which ordered or purchased the service. The description of each of the reference projects must be according to the supplied form.

Each of the 3 criteria listed here below must be covered :

Selection Criteria	Evidence	Maximum Score
1. Overall technical and management capacity		50
1.1. <u>Experience in handling similar assignments / delivering similar outputs</u> (Established experience in providing quality services in NRM sector assignments for institutional capacity development, evidenced through a documented track record of assignments of similar scope and value for	Candidate's track record	20

major international / bilateral development agencies in protected area management, boundary negotiation, land tenure, wetland assessment and management, livestock sector assessment, regional planning, fisheries management, land survey and similar)		
1.2. <u>International experience</u> (in similar assignments in at least four countries in Africa/Asia outside Tanzania)	Candidate's and partners track record	20
1.3. <u>Tanzania experience</u> in relevant assignments	Candidate's and partners track record	10

2.3.2 Selection criteria pertaining to Specific capacity (50 points)

The specific capacity will be assessed based on:

- 1) In-house capacity: List of key experts (up to six) according to the template provided herewith: these shall be technical experts with background relevant to the assignment, hired as firm's employees or external experts with a documented track record of relevant international assignments for the same firm. Key areas of expertise are regional planning, protected area management, international safeguards relevant to protected areas, land tenure, land survey, multi stakeholder based processes for landscape management and similar, The capacity should demonstrate in depth experience accumulated in multiple countries. This list will form the basis for assessing in-house technical capacity. The tender needs to include CVs of proposed team members in EU format.
- 2) Associate capacity: List of associated experts (up to 15) according to the template provided herewith. This list will be used to assess the specific capacity of the firm to mobilise a suitable range of relevant expertise with both international and local experience. The team is expected to enable the assignment to draw on broad international experience in fields less established in Tanzania (especially landscape and systems approaches to conservation, collaborative PA management frameworks, ecosystem based approaches in riverine fisheries and livestock sector) as well as to take into consideration accumulated local and contextual knowledge. It is expected that the firm will draw mostly from this pool, in addition to in house experts, in assembling the proposed team afterward. The tender needs to include CVs of proposed team members in EU format. These shall be experts in the pool of the firm/partners with expertise in the following fields:
 - a. Protected area management
 - b. Land survey
 - c. Land tenure
 - d. GIS/Remote Sensing analysis
 - e. Livestock and pastoralism systems
 - f. Biodiversity, wetland and protected area regulatory framework
 - g. Socio-economic and livelihood survey
 - h. Fisheries management
 - i. Fisheries and aquatic ecology
 - j. Wetland assessment and management

The 3 criteria listed here below will be scored as indicated

Selection Criteria related to Specific Capacity	Evidence	Maximum Score
1.1. <u>In-house capacity</u> to deliver and back-up services of similar nature and complexity	List of key personnel	20
1.2. <u>Pool mobilization capacity</u> for experts with mix of complementary international and local expertise.	List of associated experts List of partners' track record	20
1.3. <u>Coordination and management arrangements proposed for backup and any partner coordination</u> (efficiency, history, clarity of role allocation)	Presentation of the firm and partners	10

2.4 Selection of candidates and dispatch of the Tender Specifications

The formally and materially regular applications shall be evaluated as according to the above selection criteria by an evaluation commission.

The commission will shortlist up to 5 to 6 capable candidates that meet the requirements set for access rights and score a minimum of 70 over 100 points for the qualitative selection criteria.

These firms will be invited to tender on the basis of the Tender Specifications that will be dispatched to them for the purpose. Within a reasonable time, each candidate who is not selected will receive a detailed justified decision listing the reasons why he is not selected.

3 APPLICATION DEADLINE AND MODE OF SUBMISSION

3.1 Application deadline

Applications must be received by **Friday 15 September 2015 at 12 PM** local time at the latest.

3.2 Application submission

Applications need to be submitted to:

Mr. Tom Smis, Resident Representative, Belgian Technical Cooperation, 1271 Haile Selassie Road, Oyster Bay, Dar es Salaam, Tanzania.

Applications can be submitted to the above address:

- 1) By mail (courier or registered mail)
- 2) Delivered by hand with acknowledgement of receipt. The BTC Office can be reached on working days during office hours: from 8 am to 12 pm and from 1 pm to 4 pm.

Applications must be submitted in three copies (one marked ORIGINAL and the other COPY) including a full electronic copy in PDF format in a CD ROM and/or USB-stick, in a closed and sealed

envelope, bearing the following information: Tender **BTC TAN 094 KILORWEMP.**

3.3 Compilation of the application file

Each application shall consist of an EoI document composed of the following elements (please refer to specifications above for the respective items):

- 1) Cover letter
- 2) A clear concise description of the type and ownership of the organization.
- 3) Identification Form signed by the Legal Representative of the tenderer in **original** signature:
 - a. If two or more natural and/or legal persons form an association for this contract, they will attach to their application file the temporary-association and/or sub-contracting agreement and mention the different associates, including the intended arrangement for sub-contracting and for management coordination of inputs; broad role allocation; history of past collaboration.
 - b. If the tenderer is a legal person with legal personality, the documents that provide evidence of the signature mandate of the candidate(s) must be included (namely the statutes of the company and the extract of the Belgian Official Gazette that provides evidence of the status of the signer). If the signer acts under a mandate, the proxy agreement must also be attached. The statutes and the agreement should sufficiently show that the mandator disposes of the necessary power of delegation.
- 4) Integrity Statement (form supplied) of the tenderer signed by the Legal Representative of the tenderer in original signature
- 5) Declaration on honour (Article 61 §4 of the Royal Decree of 15 July 2011) (form supplied) of the tenderer signed by the Legal Representative of the tenderer in original signature
- 6) Certified statement of financial capacity (balance sheet, annual tax statement or similar) of the lead firm or of the associated or of the subcontractor, showing that the combined turn-over for the last three years is on average more than 400,000 Euro in activities that are directly linked to the services described in these Tender Specifications. It shall also include in its tender a statement on the total turnover achieved over the last three years.
- 7) List of relevant track record of assignments/projects.
- 8) List of key experts
- 9) List of associated experts

3.4 DEADLINE FOR CLARIFICATIONS

Until 1/09/2015 inclusive, candidates can raise questions and clarification about this Call for Candidates by sending an e-mail to tom.smis@btctb.org **and** giuseppe.daconto@btctb.org.

The BTC Representative Office in Tanzania will collect and address these, if considered necessary, by publishing a corrective notice in due time in the Official Journal of the European Union and/or the Belgian Public Tender bulletin or by individual registered letter or by fax/electronic mail to the candidate.

Until the notification of the award decision, no information shall be provided about the evolution of the procedure.

4 Forms

4.1 Instructions for compiling the tender

As a principle, the tender must be drawn up on these original application forms, attached to this call for candidates. However, if the tender is established on other forms (for instance on a scanned copy of these forms), the tenderer must verify himself that these forms correspond to the original forms and he must mention on each page that the forms used are consistent with the original application forms.

The application forms must be submitted in two copies, one of which mentions 'original' and the other mentions 'duplicata' or 'copy'. The original must be a paper copy. The duplicate may be a simple photocopy, but it may also be submitted in the form of one or several files on a CD-ROM/usb-stick.

The different parts and annexes of the application must be numbered.

The application shall have the **original hand-written signature** of the tenderer or of his representative.

If the candidate is a company / association without legal body status, formed by separate natural or legal persons/entities (temporary group or temporary association or partnership), the tender must be signed by each of these persons/entities.

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4.2 Identification form

Name of the candidate:	
Legal form:	
Registered office (address):	
Represented by the undersigned: Last name, first name: Capacity:	
Contact person: Telephone number: Fax number: E-mail address:	
National Social Security Office registration number or equivalent:	
Enterprise number:	
Account number for payments: Financial institution: Under the name of:	

Done in, on

Signature(s)¹:

Name:

.....

¹ If the candidate/tenderer is a company / association without legal body status, formed by separate natural or legal persons/entities (temporary group or temporary association or partnership), the tender must be signed by each of these persons/entities

4.3 Integrity statement for candidates

Concerns the candidate / tenderer:

Registered office:

Reference n° of the public contract:

To the attention of the Belgian Technical Cooperation,

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

- Neither members of administration or staff members, or any person or legal person the candidate/tenderer has concluded an agreement with in view of performing the contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Belgian Technical Cooperation.
- The board members, staff members or their partners have no financial or other interests in the firms, organisations, etc. that have a direct or indirect link with Belgian Technical Cooperation (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 Specifications and I / we declare going along completely and respecting these articles.

I / we are also aware of the fact that the personnel of Belgian Technical Cooperation are tied to the provisions of an ethical code, which states that: "In order to ensure the impartiality of personnel, they are not allowed to solicit, demand or receive gifts, bonuses or any other kind of benefits for themselves or third parties, whether in exercising their function or not, when said gifts, bonuses or benefits are linked to that exercising. Note, that what matters most here is not so much the enrichment resulting from accepting gifts, bonuses or benefits of all kinds, rather than the loss of impartiality, which is required from the staff member when exercising his/her function. Privately, staff members do not accept any financial or other bonus, gift or benefit for services rendered".

If above-mentioned contract is awarded to the candidate/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 contract, it is strictly forbidden to the contractor of the contract (i.e. members of administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Belgian Technical Cooperation who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical position.
- Any (public procurement) 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 conform with one or more of the deontological clauses may lead to the exclusion of the contractor from this public contract and from other public contracts for Belgian Technical Cooperation.
- The contractor of the public contract 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.

KILORWEMP TENDER LANDSCAPE CALL FOR CANDIDATES

Finally, the candidate/tenderer takes cognisance of the fact that Belgian Technical Cooperation 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.

Done in, on

Signature(s) (preceded by the handwritten note "read and approved")²:

Name:

.....

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² If the candidate/tenderer is a company / association without legal body status, formed by separate natural or legal persons/entities (temporary group or temporary association or partnership), the tender must be signed by each of these persons/entities

4.4 Declaration on honour (Article 61 §4 of the Royal Decree of 15 July 2011)

By submitting this tender, the candidate/tenderer declares on honour not being in any of the situations mentioned as grounds for exclusion by Article 61§4 of the Royal Decree of 15 July 2011. The tenderer commits to providing the necessary documents and pieces of evidence at the request of the contracting authority upon contract awarding.

Done in, on

Signature(s)³:

Name:

.....

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³ If the candidate/tenderer is a company / association without legal body status, formed by separate natural or legal persons/entities (temporary group or temporary association or partnership), the tender must be signed by each of these persons/entities

4.5 Subcontractors/associate partners⁴

Name and legal form	Address / Registered office	Role

⁴ If the candidate/tenderer is a company / association without legal body status, formed by separate natural or legal persons/entities (temporary group or temporary association or partnership), the tender must be signed by each of these persons/entities

4.6 Candidate's track record

Firm	Assignment title						
Country	Contracting authority	Overall contract value (EUR)	No of long term staff provided	No of short term experts provided	Start-End dates	N of partners if any	Contact reference in contracting authority
Description of project/assignment				Description of services provided and outputs delivered			

4.7 List of Key Experts

Name	Qualifications	Total n of years of experience	Years of association with the firm	Present role within the firm	Key areas of expertise	Countries of field experience	Summary of relevant track record of assignments and their references (specify employer for each one; specify accessible outputs/report/publication)

4.8 List of Associate Experts

Name	Qualifications	Total n of years of experience	Key areas of expertise	Countries of field experience	Summary of relevant track record of assignments and their references (specify employer for each one; specify accessible outputs/report/publication)

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