



## Call for Quotations

**Consultancy to support the training of Green LEAP staff and partner institutions in Project-Based Learning (PjBL)**

**Deadline: 31 December 2025**

## PUBLIC PROCUREMENT SUMMARY

Reference	VVOB_CFQ_2025_UGA_021
Object	Training of VVOB staff and partner institutions on Project-Based Learning (PjBL) through the Gold Standard Approach
For VVOB in	Uganda
Nature	Services
Description of services to be provided	Terms of reference for services for training of VVOB staff, Agriculture and Entrepreneurship lecturers from partner institutions on PjBL.
Procedure	Negotiated procedure without prior publication but with announcement
Deadline for submitting quotations	17:00 EAT   Wednesday 31 <sup>st</sup> December 2025
Estimated start date	16 February 2026
Conditions to participate	See point 3.3.8.1 (exclusion grounds) See point 3.3.8.2 (qualitative selection criteria)
Content of the quotation	See point 3.3.1 (data to be included in the quotation)
Technical and financial evaluation criteria	See point 3.3.8.3 (award criteria)
Contact person for questions	<p>Ms Rita Akello <a href="mailto:rita.akello@vvob.org">rita.akello@vvob.org</a>, and <a href="mailto:procurements.uganda@vvob.org">procurements.uganda@vvob.org</a> in copy</p> <p>Any questions can be sent by mail to the contact persons, by mentioning the reference of the call for quotations in the subject line. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc).</p>

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## 1. GENERAL PROVISIONS

### 1.1. CONTRACTING AUTHORITY

The contracting authority for this public procurement contract is VVOB Belgium, a non-profit organisation with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office in Uganda, VVOB, located at Diplomat Rise 3959, Kisugu-Muyenga, P.O. Box 2042, Kampala, Uganda.

For this procurement contract, the lead office is VVOB in Uganda, represented by Mr Joris Rossie, Country Programmes Manager of VVOB in Uganda, who will sign the award letter, and if applicable, the service contract following the procurement process, and who is mandated to do so and to represent VVOB towards third parties.

### 1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to the public procurement contract and procedure are, among others:

- The Law of 17 June 2016 on public procurement contracts (Law Public Procurements)
- The Law of 17 June 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the general implementation rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website [www.publicprocurement.be](http://www.publicprocurement.be).

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing their bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: 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, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct.

Any additions, amendments and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

### 1.3. 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 Quotations 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.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to them by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

## 1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality obligations and their required compliance as such.

## 1.5. GENERAL CONDITIONS OF SALE

By participating in this procurement, the bidder waives any terms of their general conditions that conflict with the administrative and technical conditions of VVOB for this contract. Any contrary condition will result in a substantial irregularity in the tender.

# 2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

This procurement is a contract for services for training of Green LEAP staff and partners in project-based learning -gold standard

## 2.1. TECHNICAL SPECIFICATIONS

### 2.1.1. About VVOB in Uganda

VVOB is a non-profit organisation with more than 40 years of experience in improving quality education systems from a rights-based perspective. VVOB currently has long-term partnerships with education actors in Belgium and nine countries in the Global South, among which Uganda.

In close partnership with the Ministry of Education and Sports (MoES) and a range of professional development providers, VVOB in Uganda supports teachers and school leaders to create environments where all learners can develop their full potential and thrive in the 21st century alongside their communities. VVOB aligns its interventions to the policies and priorities of Government partners and invests in strong partnerships towards systemic change. In Uganda, VVOB is committed to improving quality education in three sub-sectors: early childhood education, primary education, secondary education and upper secondary TVET. More information about VVOB programmes in Uganda can be found [here](#).

The assignment is part of Green LEAP (Learning Entrepreneurship and Agriculture Practically), a five-year Belgium-funded programme implemented by VVOB in Uganda, in partnership with the National Instructors College Abilonino (NICA), the UNITE campuses of Mubende, Muni and Unyama, and Gulu University (GU). Green LEAP fits under the umbrella of VVOB's Skilling for Sustainable Futures (SFSF) Flagship, one of the flagship programmes in VVOB's 2030 [Learning Unlimited strategy](#). The goal of SFSF and its concrete programmes is to smooth young people's transition from secondary education (general secondary and secondary technical and vocational education and training) to the world of work, specifically to youth-intensive, green(ing) sectors.

### 2.1.2. About Green LEAP

Green LEAP (Learning Agriculture and Entrepreneurship Practically) is a five-year programme (2022-2026) funded by the Belgian government. It supports the Ministry of Education and Sports (MoES) and other duty bearers in Uganda in operationalising their vision for competency-based general secondary and TVET education, specifically in agriculture and entrepreneurship. Through Green LEAP, young

people in school are equipped with the social connections, skills, and aspirations needed to pursue (self-)employment in the green agri-food sector after graduation.

To achieve this, Green LEAP promotes the adoption of three complementary teaching practices by teachers and school leaders: Study and Career Guidance (SCG), Project-Based Learning (PjBL), and Work-Based Learning (WBL). These practices are implemented in a gender-responsive manner and in collaboration with actors from the agriculture world of work (WoW), particularly those promoting environmentally sustainable agriculture. The current O-level agriculture and entrepreneurship curricula already accommodate SCG and PjBL, while agricultural TVET curricula accommodate all three practices.

The programme focuses on secondary-level entrepreneurship and agriculture education and training. This includes O-level (lower secondary), which comprises four years (S1-S4). Students sit for O-level examinations in a minimum of eight subjects. Since 2021, agriculture has been an elective vocational subject, while entrepreneurship is compulsory in S1-S2 and elective in S3-S4. These two subjects form key focus areas within Green LEAP. The programme also targets agriculture BTET programmes, such as the Uganda Community Polytechnic Certificate in Agriculture (UCPC).

Green LEAP aims to strengthen both pre-service training (PRESET) and in-service training (INSET). It supports the preparation of O-level student-teachers in agriculture and entrepreneurship, TVET student-instructors in agriculture, and in-service teachers and school leaders to effectively use the three signature teaching practices: WBL, SCG, and PjBL.

Among these practices, PjBL receives special attention due to its strong potential to build learners' technical and transferable skills. Although the competence-based O-level curriculum was introduced in 2019, many teachers still struggle with its implementation, particularly with assessment. Teacher trainers face similar challenges, as they have limited experience preparing student-teachers to deliver the competence-based curriculum effectively.

VVOB recognises PjBL as a strategic approach to strengthening the implementation of the competence-based curriculum. However, this requires enhanced expertise in PjBL within teacher training institutions such as NICA, UNITE, and GU. Strengthening this capacity will allow PjBL to be integrated into pre-service programmes at UNITE and GU, and the student-instructor programme at NICA. In addition, a Continuous Professional Development (CPD) course on PjBL has been designed for in-service agriculture and entrepreneurship teachers and is currently being piloted at the UNITE campuses of Mubende, Unyama, and Muni.

In this context, VVOB plans to train lecturing staff at NICA, GU, and the three UNITE campuses—Mubende, Unyama, and Muni in the gold-standard PjBL approach, alongside key strategic education stakeholders from the Ugandan government and related agencies.

In summary, Green LEAP aims at the following four results:

- Result 1: NICA's Agriculture Department provides quality pre-service training (PRESET) that equips student-(assistant) instructors with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 2: Gulu University's Agriculture and Business Education departments provide quality pre-service training (PRESET) that equips student-teachers with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 3: UNITE Campuses Mubende, Muni and Unyama provide quality continuous professional development (CPD) that equips in-service O-level teachers and school leaders with competences to deliver effective, gender-responsive agriculture and entrepreneurship education.
- Result 4: MoES creates improved conditions for evidence-informed scaling of quality PRESET and CPD so that newly qualified O-level teachers and BTET (assistant) instructors and in-service O-level teachers and school leaders ensure delivery of effective, gender-responsive agriculture and entrepreneurship education.

### **2.1.3. About Project-Based Learning in Green LEAP**

Project-Based Learning (PjBL) is a learner-centred approach that aligns closely with Uganda's Competency-Based Curriculum (CBC) in O-level, by engaging learners in an inquiry process by responding to real-world challenges over an extended period of time. Through PjBL, learners acquire both curriculum-aligned technical and transferable ('generic') competencies (knowledge, skills, and values). Rather than memorising content, learners engage in extended investigations of real-world ('authentic') community challenges, applying subject knowledge while developing critical thinking,

collaboration, communication and creativity skills. The PjBL model which is iteratively tested in the Green LEAP programme is structured around **four phases** (Launch; Build Knowledge and Skills; Develop and Critique; Present), ensuring a coherent learning process from inquiry to public product.

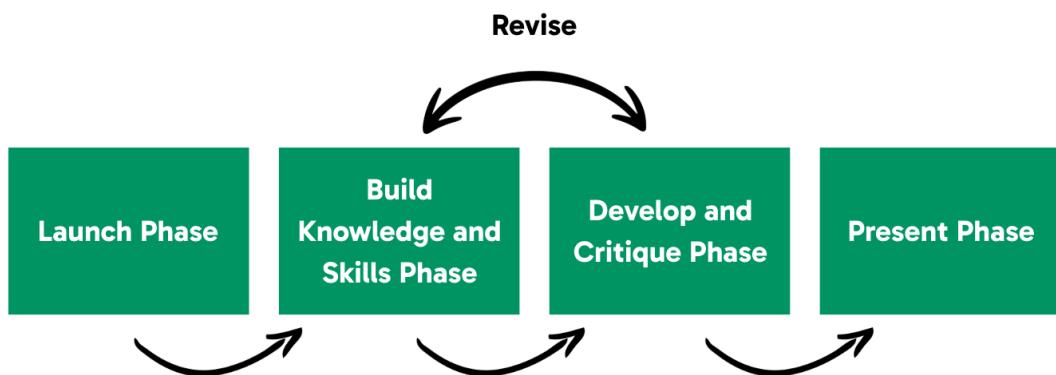


Figure 1: Four phases of project-based learning, adapted from PBLWorks, Gold Standard Project Design

The model is further supported by **ten design features** that define rigorous PjBL, namely: a challenging real-world problem or question, sustained inquiry, authenticity, student voice & choice, reflection, critique & revision, public product, environmental sustainability, gender-responsiveness and engagement of the world of work / community.

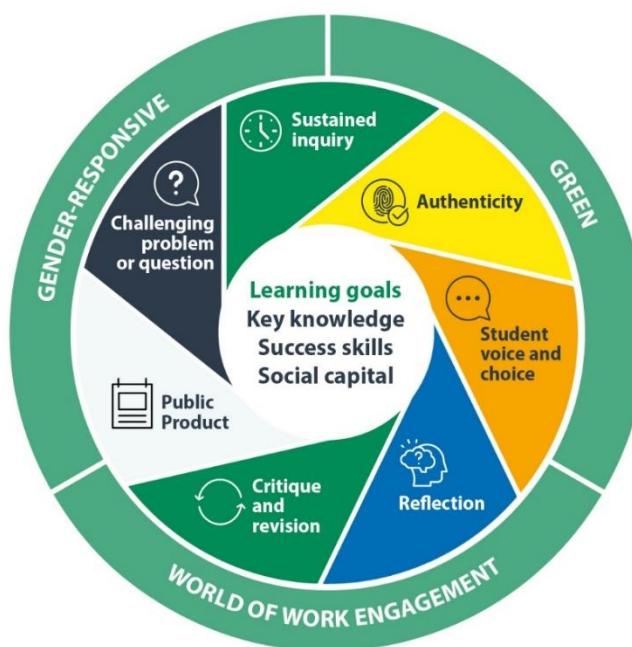


Figure 2: Ten design features of project-based learning, adapted from PBLWorks, Gold Standard Project Design

To ensure effective facilitation of project-based learning, the model promotes **seven teacher practices**, namely: design & plan, align to curriculum, build the culture, manage activities, scaffold learning, assess learning and engage & coach.

## Gold Standard PBL

### Seven Project Based Teaching Practices

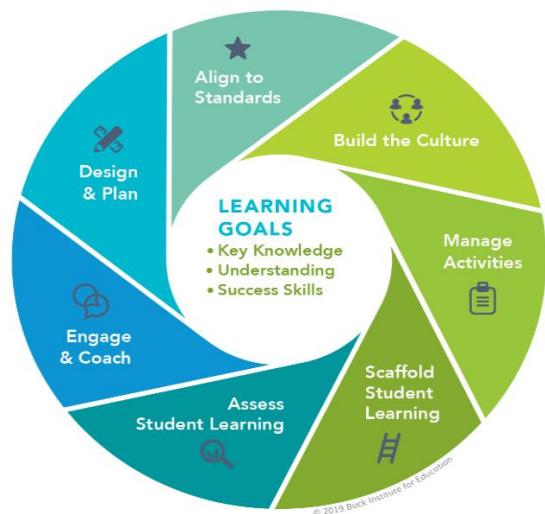


Figure 3: Seven teaching practices, adapted from PBLWord, Gold Standard Project Design

Lastly, the PjBL model encourages **four assessment principles**: assess the process as much as, or more than, the product; be transparent from the start; assess both generic and technical competencies; and use a variety of assessment strategies.

Together, these elements provide a structured approach to PjBL implementation through which learners connect classroom learning to authentic community needs and the world of work.

### 2.1.3. Objective and scope of the assignment

The objective of this assignment is to deliver a comprehensive capacity-building trajectory for VVOB staff (education advisors) and key partners, including lecturers from teacher training institutions; National Instructors' College Abilonino (NICA), Uganda National Institute for Teacher Education (UNITE)-(main campus Unyama, Muni, and Mubende), Gulu University (GU), as well as officials from the Ministry of Education and Sports (MoES) and related agencies.

The training will target participants from the following institutions:

- VVOB – 8
- Ministry of Education and Sport (TETD & TTTRI)- 2
- National Curriculum Development Centre (NCDC) - 2
- Uganda National Examinations Board (UNEB) - 2
- Uganda Vocational and Technical Assessment Board (UVTAB) - 2
- Uganda National Institute for Teacher Education (UNITE) - 2
- UNITE Campus Mubende - 5
- UNITE Campus Unyama - 5
- UNITE Campus Muni - 5
- Gulu University (GU) - 6
- National Instructors' College Abilonino (NICA) - 6

Competency Area	Expected Competencies
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Accurately explain the concept of Project-Based Learning (PjBL), aligning it with the Gold Standards and distinguishing it from at least two other active/practical teaching and learning methods.</li> <li>Describe PjBL as a pedagogical approach and how it supports the implementation of the competency-based curriculum (CBC).</li> <li>Identify and describe all key design features of the Gold Standard PjBL model.</li> <li>Explain the essential teaching practices required for effective Gold Standard PjBL implementation.</li> <li>Describe how assessment supports the acquisition of knowledge, skills, and attitudes within PjBL.</li> </ul>
Design Skills	<ul style="list-style-type: none"> <li>Develop at least one Gold Standard PjBL project aligned to their relevant curriculum framework: Lower secondary CBC for agriculture and/or entrepreneurship, TVET agriculture curriculum, and institution-specific PRESET curriculum (UNITE, UNITE campuses, GU, NICA).</li> <li>Design assessment rubrics aligned with learning outcomes and assessing both technical and transferable skills (process and product).</li> </ul>
Pedagogical Integration	<ul style="list-style-type: none"> <li>Identify and select high-quality, affordable, locally available teaching and learning resources suitable for use in solving a community through PjBL sequence</li> <li>Integrate engaging, community-relevant learning experiences into their PjBL projects, with a focus on agriculture and the world of work.</li> <li>Apply assessment strategies (formative and summative) throughout the PjBL cycle.</li> </ul>

## Scope of work and deliverables

The Service Provider shall be responsible for delivering a comprehensive capacity-building trajectory in alignment with the objectives and scope described in Section 2. Specifically, the service provider shall:

- I. Provide a detailed technical proposal outlining the proposed capacity-building trajectory/training programme, including the methodology, content, training approach, and a clear justification of how the proposed trajectory meets the objectives and scope of this assignment.
- II. Submit a financial proposal/quotation for the full capacity-building trajectory/training, in accordance with the requirements specified under Section 3.3.
- III. Introduce VVOB staff and partner institutions to the Gold Standard Project-Based Learning (PjBL) approach through structured training sessions that provide both theoretical grounding and practical applications.
- IV. Deliver comprehensive training on the preparation and facilitation of lessons using the Gold Standard PjBL approach, ensuring that trainees gain hands-on experience in planning, designing, and implementing PjBL lessons.
- V. Develop trainees' competencies in PjBL assessment, including the design and use of purposeful, competency-based assessment tools and strategies within the PjBL framework.
- VI. Provide training on the observation and evaluation of PjBL lessons, including the use of standardised observation tools and criteria for assessing Gold Standard PjBL implementation.
- VII. Offer ongoing technical support to lecturers during the implementation phase, including responding to technical queries, providing coaching or mentoring, and sharing relevant teaching and learning materials as required.

### 3. PROCEDURES FOR THE PROCUREMENT CONTRACT

#### 3.1. AWARD PROCEDURE

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

#### 3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Contact persons for questions about this call: Ms Rita Akello, [rita.akello@vvob.org](mailto:rita.akello@vvob.org) with [procurements.uganda@vvob.org](mailto:procurements.uganda@vvob.org) in copy.

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for quotations in the subject line. Spoken communication is only permitted to communicate other messages than those referring to the documents of the call or to the quotation, on the condition that sufficient proof is kept of the verbal communication (e.g. a written note, recording, transcript, summary, etc.).

#### 3.3. QUOTATIONS

##### 3.3.1. Data to be included in the quotation

The quotation must consist of the following documents and information:

a. Administrative section of the quotation, including at least:

- Identity of the bidder: business name, legal form, nationality, address, telephone number, email address, contact person and Tax Identification Number, Social Security Number.
- Proof regarding compulsory grounds for exclusion (see requested documents in point 3.3.8.1.a)
- Proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.3.8.1.b)
- Declaration on honour concerning compliance with VVOB's Codes of Conduct (cfr. point 3.3.8.1.c) and compliance with Sanctions Laws (cfr. point 3.3.8.1.d) and compliance with United Nations regulations (cfr. point 3.3.8.1.e)
- proof regarding the first qualitative selection criterion (cfr. point 3.3.8.2)
- proof regarding the second qualitative selection criterion (cfr. point 3.3.8.2)
- proof that the signatory is authorised to sign for the company
- Account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code

b. Technical section of the quotation, consisting of:

- Company track record of similar and relevant assignments undertaken (cfr. point 3.3.8.3)
- Detailed CV for every expert/consultant involved in the execution of the contract, emphasising relevant and sufficient experience (cfr. point 3.3.8.3).
- Detailed description of the proposed services (cfr. point 3.3.8.3)

Financial section of the quotation, consisting of:

The completed and signed price list provided in ANNEX B including the following:

- (Unit) price
- Total amount of the quotation, expressed in numbers and in full characters.
- VVOB is exempt from VAT on imported services, so the quotation should list prices excluding VAT

##### 3.3.2. Subcontracting, price reductions, variants and options

Recourse to subcontractors:

The use of subcontracting is not allowed.

- The proposal of price reductions is not allowed.

- VVOB does not allow the submission of free variants.
- VVOB does not allow the submission of options.

### **3.3.3. Validity of the quotations**

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the Best and Final Offer (BAFO) from the final date of submission of BAFO.

### **3.3.4. Pricing and price components**

#### **PRICING:**

The quantities are estimated. See the detailed pricelist to complete in ANNEX B.

The prices are mentioned in EUR or UGX. The total amount of the offer is expressed in numbers and in full characters.

#### **ELEMENTS CONCLUDED IN THE PRICE:**

The proposed price is all-inclusive and includes all administrative, transport, delivery, customs clearance and all other possible costs related to the delivery and execution of the contract. The proposed price includes all possible applicable taxes and/or levies.

The bidder establishes the amount of his quotation according to his own calculations and estimates, taking into account the content and scope of the contract.

The unit prices and global prices of each item of the pricelist, if any, shall be determined by respecting the relative value of these items with respect to the total amount of the tender. All general and financial costs, as well as the proceeds, are divided proportionally between the various items according to their importance.

The contract does not allow refundable costs.

#### **VERIFICATION OF THE PRICE**

The bidder shall provide all indications permitting the comparison of prices or costs as requested by the contracting authority. The correction of errors can be carried out by VVOB.

### **3.3.5. Submission of the quotations**

#### **3.3.5.1. Offers submitted by email**

The signed quotations must be submitted in English by email to Ms Rita Akello at [rita.akello@vvol.org](mailto:rita.akello@vvol.org), with [procurements.uganda@vvol.org](mailto:procurements.uganda@vvol.org) in copy, before 17:00 EAT on Wednesday, 31<sup>st</sup> December 2025. Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract. In the case of submission of a BAFO (best and final offer), the same provisions apply. See below 'Negotiations'.

The bidder may submit only one quotation for this contract.

The estimated date for the awarding of the contract is 09 February 2026.

#### **3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements**

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal 'e-Procurement' platform. The technical characteristics may therefore be discriminatory and restrict economic operators' access to the award procedure, particularly with regard to the speed and quality of the internet connection and the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

#### **3.3.5.3. Language**

Offers must be submitted in English.

### 3.3.5.4. A single quote per order

Irrespective of any variants, the tenderer may only submit one tender per contract.

In this case, each participant in a group of economic participants without legal status as identity is considered as a tenderer.

However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.

The tenderer shall submit their tender in a single copy.

### 3.3.5.5. End date for the receipt of the offers

Quotations must be submitted to VVOB before the end date and time for receipt of the quotations. This limit is specified in the quotation request.

### 3.3.5.6. Late offers

Offers submitted late will not be accepted.

### 3.3.5.7. Modification or withdrawal of an already submitted offer

The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.

## 3.3.6. Opening of the quotations

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 'Submission of the quotations'. The tenders shall be opened behind closed doors.

## 3.3.7. Overview of the evaluation procedure and negotiations

In a first phase, the quotations will be evaluated as to regularity (see 3.3.1. data to be included in the quotation) and to selection (see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria). In application of the art. 76 of the Law, regularising substantial irregularities is possible.

To be compliant,

- the quotation must be signed;
- the quotation must contain all the information and documents requested in this call for quotations;
- the quotation must propose services that conform to what is expected and described by VVOB;
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call.

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that do not conform could be rejected, notably in application of article 76 of the Royal decree of 18 April 2017 and could not be admitted to the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc. if any) attached to this call for quotations, they shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

### **3.3.8. Selection of bidders**

#### **3.3.8.1. Exclusion criteria**

In accordance with Article 39 of the RD 1, the fact of submitting an offer constitutes an implicit declaration on honour that the bidder is not in one of the situations of exclusion referred to in Articles 67 to 69 of the Law (Belgian Law of 17 June 2016 on public contracts (Official Gazette of 14 July 2016) and the Royal Decree of 18 April 2017 on public contracts in the conventional sectors (Belgian Official Gazette of 9 March 2017).

##### **a. Compulsory grounds for exclusion**

The contracting authority shall, at any stage of the procedure, exclude the bidder from participation in the award procedure if it is established that the bidder has been convicted through a final judgment on the merits for one of the following offences:

- participation in a criminal organisation
- corruption
- fraud
- terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
- money laundering or terrorist financing
- child labour and other forms of trafficking in human beings
- employment of illegally staying third-country nationals

Evidence to be submitted: Declaration on honour in ANNEX A

##### **b. Exclusion ground relating to tax and social security debts**

At any stage of the award procedure, the contracting authority shall exclude the participation of a bidder who does not fulfil their obligations relating to the payment of taxes or social security contributions

Evidence to be submitted: Declaration on honour in ANNEX A

##### **c. Compliance with VVOB's Codes of Conduct**

Compliance with VVOB's Codes of Conduct is extremely important to the contracting authority. Any bidder found to be in default on this point will be automatically excluded from the procedure.

The bidder will conduct themselves at all times in accordance with (i) VVOB's General Code of Conduct, (ii) VVOB's Child protection policy and (iii) VVOB's Youth protection policy (hereinafter the Codes of Conduct). The Codes of Conduct form part of VVOB's Integrity Policy, which can be consulted [here](#) on the VVOB website.

The Codes of Conduct may be updated on a regular basis and it is the bidder's responsibility to ensure compliance at all times.

The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.

In case of credible accusations that the bidder or one of their staff members, branches or (sub)contractors has violated the Codes of Conduct, VVOB may terminate the contract with immediate effect and without compensation through written notification.

VVOB may decide to suspend the agreement temporarily in anticipation of the investigation into an alleged breach of the Codes of Conduct by means of a written notification sent to the bidder.

Evidence to be submitted: Declaration on honour in ANNEX A

##### **d. Compliance with Sanctions Laws**

The bidder represents and warrants by submitting an offer that neither they nor any personnel, affiliates or (sub)contractors:

- is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the

HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the 'Sanctions');

- is the target of Sanctions pursuant to the country or territory where they are located, organised or resident;
- will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws;
- has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.

Evidence to be submitted: Declaration on honour in ANNEX A

By submitting their offer, the bidder and the head of organisation of the bidder give their express consent to a vetting of the person or legal entity and head of the organisation and any other individual named in the proposal by VVOB by subjecting them to a sanctions list screening using cloud-based software.

#### e. Compliance with United Nations regulations

The bidder declares by submitting an offer that they comply with all applicable laws, rules and regulations; industry standards; ILO and UN conventions, including but not limited to the UN Universal Declaration of Human Rights; the UN Convention on the Rights of the Child; the UN convention on Elimination of Discrimination against Women; the UN Global Compact; the UN Convention against Corruption and the OECD Guidelines for Multinational Enterprises.

Evidence to be submitted by the tenderer: Declaration on honour in ANNEX A

#### **3.3.8.2. Qualitative selection criteria**

- First qualitative selection criterion

Official registration of the service provider.

Evidence to be submitted: Proof of official registration as a service provider in the bidder's country of registration. This assignment is open to both Ugandan as well as regional/international profiles.

- Second qualitative selection criterion

Availability to execute the consultancy for the period in the proposed timeframe + 1 month (contingency for unforeseen circumstances causing delay).

Evidence to be submitted: Declaration on honour in ANNEX A.

Bidders who do not meet the(se) selection criteria will be rejected, and their offer will not be admitted to the technical and financial evaluations.

#### **3.3.8.3. Award criteria**

VVOB will award the contract to the provider who has submitted the most economically advantageous offer, as determined based on the following awarding criteria:

##### ***TECHNICAL CRITERIA (weight 60/100 points)***

Technical criteria will be assessed in two steps: Step 1 – Assessment of written technical proposal (40/60) + Step 2 – Interview (20/60).

##### **Step 1**

The written technical proposal will first be assessed for minimum standards, conciseness and completeness (exclusion criteria without scoring) and then for quality.

Minimum standards (exclusion criterion without scoring)

VVOB reserves the right to reject proposals that contain high numbers of grammatical and/or spelling mistakes from further evaluation.

Conciseness (exclusion criterion without scoring)

- Company track record: No more than six pages.
- References (optional): No more than two pages per reference.
- CVs: No more than three pages per person.
- Detailed description of proposed services: No more than 20 pages, excl. bibliographic references, appendices and other supporting documents.

#### Completeness (exclusion criterion without scoring)

The following three elements must be included for the written proposal to be complete (cfr. point 3.3.1.):

- Company track record of similar and relevant assignments undertaken, including:
  - Dates and geography of the assignments
  - Clients, partners and/or funders
  - Short description of the assignment
  - Clear indication of the scope of the assignment.
  - Optional: References (maximum of three references).
  - Detailed CV for every expert/consultant involved in the execution of the contract, emphasising relevant and sufficient experience.

The following quality criteria will be used to assess the written proposals that are compliant in terms of exclusion criteria (3.3.8.1.), qualitative selection criteria (3.3.8.2.), minimum standards, conciseness, and completeness:

Criteria	Evidence	Weight
<u>Experience:</u> • Relevant • Sufficient	<ul style="list-style-type: none"> <li>• Company track record of similar and relevant assignments undertaken.</li> <li>• Detailed CV for every individual part of the consultancy, emphasising relevant experience.</li> </ul>	10
<u>Technical proposition:</u> • Clear & convincing • Technically sound • Appropriate & feasible	<ul style="list-style-type: none"> <li>• Detailed description of the proposed services</li> </ul>	40

Only submissions that obtain a minimum average score of 37.5/50 during the evaluation of the previous technical criteria will be invited for an interview.

#### **Step 2**

The evaluation committee will assess technical aptitude, necessary soft skills and overall suitability to deliver the proposed approach and execute the assignment.

Scores will be given between 0 and 20 points. The offers for interviews obtaining less than 12.5 points will be rejected.

Methodology for the scoring of the interview: In its assessment, the evaluation committee does not make a purely mathematical or quantitative addition of the number of strong and weak elements identified, but expresses, on the basis of an overall assessment, its overall appreciation of the aforementioned criteria.

#### ***PRICE CRITERION (weight 40/100 points)***

Only offers that pass the evaluation on technical criteria are considered during the price evaluation. The price evaluation is conducted on the basis of the proportionality rule, whereby the cheapest offer receives 30 points.

#### **3.3.8.4. Possibility of not awarding or concluding the contract**

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract or may reopen the procedure in another way, if necessary.

#### **3.3.8.5. Concluding the procurement contract**

The contract is concluded by a notification letter by email or post, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

## 4. SPECIAL CONTRACTUAL PROVISIONS

### 4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT

Place of Delivery: Physical

Duration and starting date: This contract is expected to start on 23 March 2026 and will run until 23 April 2026.

End date of the contract: the contract ends on 23 April 2026. After this date, no deliveries/performance can be carried out with reference to this contract.

Early termination of the contract: Without object.

Without prejudice to other legal remedies, the contract can be terminated early:

By the Contractor: from the first anniversary of the contract, by giving 15 days' notice by registered letter.

By VVOB at all times and by means of a notice period of 15 calendar days, to be notified by registered letter.

Termination of the contract in accordance with the above conditions does not entitle either party to any compensation.

### 4.2. EXTENSIONS AND REPETITIONS

Extensions: without object

Repetitions: without object (not possible)

### 4.3. TERMS OF PAYMENT

The invoice(s) is(are) addressed after performance of the deliverables to be stipulated in the contract.

The invoice(s) is(are) sent by email to the following address: [accounting-UG@vvob.org](mailto:accounting-UG@vvob.org) copying [rita.akello@vvob.org](mailto:rita.akello@vvob.org).

VVOB is exempted from VAT (value added tax) on imported services, so it should not be a component on the invoice.

The total payment will be subjected to 15% Withholding Tax (WHT) as stipulated in the Income tax Act of Uganda.

Payments will be made within 30 calendar days from the moment the correct execution of the contract is checked by VVOB, as long as the regular invoice is in the possession of VVOB.

### 4.4. BIDDER RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT

The bidder commits themselves to having the assignment carried out by the persons stated in the quotation, except in the event of force majeure. The persons mentioned or their replacements are all deemed to effectively participate in the execution of the contract.

The bidder's personnel must be sufficient in number and must, each in their field, possess the requisite competence to perform the contract regularly and correctly. The bidder must immediately replace all members of staff whom VVOB vzw has designated as an objection to the proper execution of the contract due to their incompetence, bad will or generally known misconduct.

The bidder shall assume full responsibility for errors or defects in the services performed, in particular in the examinations, calculations, plans and all other documents drawn up by them for the execution of the contract.

The services that do not correspond to the terms and conditions of the contract or that were not provided in accordance with the rules of the art must be restarted by the bidder. If not, VVOB will take ex officio measures at the bidder's expense and risk through one of the means of intervention mentioned in the applicable law. In addition, the bidder is exposed to fines and penalties for non-compliance with the terms and conditions of the contract.

Consequently, the bidder must indemnify VVOB against any damages that they may owe to third parties on account of their delay in performing the contract, insofar as the bidder is responsible for such delay.

#### **4.5. DELAY PENALTIES**

The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 154 of the Belgian Royal Decree of 14 January 2013.

#### **4.6. BAIL**

No bail is required for this contract.

#### **4.7. DISPUTES**

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution. If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

#### **4.9. INTELLECTUAL PROPERTY**

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

Without prejudice to above-mentioned, and unless otherwise stipulated in the procurement documents, when the subject matter of the procurement contract consists of the creation, manufacture or development of designs or logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

#### **4.10. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)**

##### 4.10.1 The value of the change is minimal (38/4)

The contracting authority has the right to change the initial tender unilaterally if the following conditions are respected: 1° the scope of the contract remains unaltered; 2° the modification is limited to 10 % of the initial awarded amount. The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

##### 4.10.2 Replacement of the contractor (Art. 38/3)

Provided that they meet the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3. The contractor submits their request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge. The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

##### 4.10.3. Price revision (Art. 38/7)

Prices are fixed for the duration of the contract (no price revision allowed).

##### 4.10.4. Unforeseen circumstances (Art. 38/9)

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian Government or donors to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article.

## ANNEX A: Declaration on honour concerning the grounds for exclusion

Reference of the procurement:

I, the undersigned *[insert name of the person signing this form]*:

declares it its own name (*if the economic operator is a natural person or in the case of a declaration by a director or a person with powers of representation, decision-making or control over the economic operator*)

or

declares as representative of (*if the economic operator is a legal person*)

full legal name (*for legal persons only*):

Full legal form (*for legal persons only*):

full official address:

company registration number:

that the company or organisation that he (or she) represents / he (or she):

- a) has not been the subject of a final judgment on the merits for one of the following offences:
  - i. participation in a criminal organisation
  - ii. corruption
  - iii. fraud
  - iv. terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence
  - v. money laundering or terrorist financing
  - vi. child labour and other forms of trafficking in human beings
  - vii. employment of illegally staying third-country nationals
- b) is not bankrupt or in receivership, has not ceased or suspended trading, is not subject to a court settlement or other arrangement with creditors and is not involved in any similar proceedings under national laws and regulations;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct referred to in the call for quotations. The bidder will further ensure that all personnel and (sub)contractors involved in the execution of this contract, as well as all affiliated companies, comply with the Codes of Conduct.
- e) that neither it nor any personnel, affiliates or (sub)contractors:
  - i. is the subject or the target of any sanctions as laid down in (1) the UN Security Council consolidated list, (2) the Special Economic Measures Act (SEMA – Canada), (3) the EU restrictive Measures, (4) the Treasury's Office of Foreign Assets Control (OFAC) List, (5) the HM Treasury's Office for Financial Sanctions Implementation Consolidated list, or (6) the List of Subjects of Sanctions of the State Secretariat for Economic Affairs (SECO – Switzerland) (hereafter the "Sanctions")
  - ii. is the target of Sanctions pursuant to the country or territory where it is located, organised or resident.
  - iii. will directly or indirectly use the proceeds of the envisaged contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
  - iv. has knowingly engaged in or are knowingly engaged in any dealings or transactions with any person that at the time of the dealing or transaction is or was the subject or the target of Sanctions or with any sanctioned country.
- f) that, should the contract be awarded, he (she) will provide on request proof for one or more of the abovementioned situations.

Full Name, Date and Signature

## ANNEX B: Detailed Price List

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Description of service/ deliverable milestones	Gross Price (Excl. VAT)	VAT	WHT Deduction	Net Payable (Gross incl. VAT minus WHT)
<b>Inception Phase Deliverables</b> <ul style="list-style-type: none"> <li>Submission of an inception report outlining methodology, training approach, content, and alignment with assignment objectives.</li> <li>Submission of a detailed technical proposal for the capacity-building trajectory.</li> <li>Submission of a financial proposal/quotation for the full assignment.</li> </ul>				
<b>Training and capacity building deliverables</b> <ul style="list-style-type: none"> <li>Delivery of introductory training on the Gold Standard PjBL approach, covering both theory and practical application.</li> <li>Training on preparation, design, and facilitation of PjBL lessons aligned to the competency-based curriculum.</li> <li>Capacity building on developing and applying PjBL assessment tools, rubrics, and strategies.</li> <li>Training on observing and evaluating PjBL lessons using standardised tools.</li> </ul>				

<b>Implementation Support and Final Deliverables</b>				
<ul style="list-style-type: none"> <li>• Provision of ongoing technical support, coaching, and mentoring during PjBL implementation.</li> <li>• Submission of a final evaluation report and handover of all training materials and tools.</li> </ul>				
Gross Price (Excl. VAT)				
VAT				
WHT				
Net Payable (Gross incl. VAT minus WHT)				

Name:

Date:

Signature: