



Call for quotations

**Change Management Consultant services
for VVOB Zambia during six months (+ 3
months + 3 months
extension)**

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CALL FOR QUOTATIONS

PUBLIC PROCUREMENT VVOB 2024-001-GGA

Object: Change Management Consultant services during 3-6 months for VVOB Zambia (+ 3 months + 3 months possible extensions)

Services

PROCEDURE Negotiated procedure without publication but with announcement.

1. CONTRACTING AUTHORITY and CONTACT

VVOB Zambia Office

CDC, Alick Nkhata, Lusaka, Zambia - Telephone: 0211255175

Contact persons for questions about this call:

Caroline ELLIOT ; caroline.elliott@vvob.org

Any questions can be sent by mail to the contact person, by mentioning the reference of the call for
Call for quotations: Change Management Consultant during 3-6 months VVOB Zambia **3**

quotations in the subject of the mail. 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.).

2. SUBJECT-MATTER OF THE PROCUREMENT

This procurement is a services contract with a Change Management Consultant services during 3-6 months for VVOB Zambia (+ 3 months + 3 months possible extensions and is not divided into lots and is not subdivided in fixed and conditional parts. The contract is not reserved to specific economic operators such as sheltered workplaces, people with disabilities, disadvantaged people, and protected professions.

The contract is described in the following annexes:

- Annex A: technical specifications
- Annex B: service contract
- Annex C: declaration on honour

3. IMPLICIT DECLARATION OF HONOUR, COMPLIANCE AND INTEGRITY OF BIDDERS

In accordance with Article 39 of the Royal Decree, 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:

- i. participation in a criminal organization,
- 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.

Evidence to be submitted by the bidder: declaration on honour in ANNEX C

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 his obligations relating to the payment of taxes or social security contributions.

Evidence to be submitted by the bidder: declaration on honour in ANNEX C

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 itself 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 at www.vvob.org.

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 its 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 by the bidder: declaration on honour in ANNEX C.

D. Compliance with Sanctions Laws

The bidder represents and warrants by submitting an offer that neither it 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 it is located, organized 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 by the tenderer: declaration of honour in ANNEX C. By submitting an offer, the bidder, and the head of organization of the bidder give their express consent to a vetting of the person or legal entity and head of the organization 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 he complies 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 of honour in ANNEX C.

4. QUALITATIVE SELECTION CRITERIA

The selection criteria (qualitative selection) are the following.

- First qualitative selection criterion :

Registration as a service provider

Evidence to be submitted by the tenderer: proof of official registration as a service provider in the bidder’s country of registration (this assignment is open to for both Zambian as regional/international profiles).

- Second qualitative selection criterion:

Availability to execute the consultancy in Zambia for a period of at least three to six months

(starting early 2024.) possibly with one or two extensions of three months. Evidence to be

submitted by the tenderer: declaration of availability.

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

5. SUBMISSION AND CONTENT OF THE QUOTATION

The signed quotations must be submitted in English by e-mail to procurement.zm@vjob.org before **the date mentioned in the publication**, and mention in object: '**quotation ref VVOB*2024*-001-GGA**

Quotations submitted late (after the deadline) will NOT be retained and 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 quotation must consist of the following documents and information:

F. Administrative section of the quotation, including at least

- identity of the bidder: business name, legal form, nationality, address, telephone number, e-mail address, contact person and Tax Identification Number, Social Security Number.
- proof regarding compulsory grounds for exclusion (see requested documents in point 3.a)
- proof of compliance with the tenderer's obligations regarding the payment of taxes and social security contributions (see requested documents in point 3.b)
- declaration on honour concerning compliance with VVOB's Codes of Conduct (see point 3.c) and compliance with Sanctions Laws (see point 3.d) and compliance with United Nations regulations (see point 3.e)
- proof regarding the first qualitative selection criterion (see point 4)
- proof regarding the second qualitative selection criterion (see point 4)
- account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/SWIFT code.

G. Technical section of the quotation

Technical offer with the description of the proposed supplies/services

It must also include:

- A detailed CV of the consultant who will perform the services, with detailed description of the relevant educational background and professional experience.
- Copy of principal diploma('s)
- Explanatory note of the expert's working experience in operational management in the result areas of Finance and Project and change management. This should include contact details for at least 2 references covering the last 5 years that can be contacted by VVOB at its own discretion.
- Explanatory note of the expert's experience in leading multicultural and effective teams
- Note on the expert's effective knowledge of the requested software and IT systems.

H. Financial section of the quotation, consisting of

The completed and signed price offer completed as follows.

Price List estimated quantities – Prices in USD				
Description:	Unit	Estimated quantity	Unit price (excl VAT)	Total price maximum quantity (excl VAT)
Expert fee (Basic contract)	Working day	90		
Expert fee (requested optional extension)	Working day	90		
TOTAL PRICE EXCLUSIVE VAT				
VAT			%	
TOTAL PRICE INCLUSIVE VAT				

- VVOB does not allow the submission of free variants.
- VVOB does not allow the submission of options.
- Recourse to subcontractors: The use of subcontracting is not allowed.
- The proposal of price reductions is not allowed.

6. 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 BAFO from the final date of submission.

7. GENERAL CONDITIONS OF SALE

By participating in this procurement, the bidder waives its sales conditions and endorses the purchase conditions of VVOB.

See service contract in Annex, to be completed after the award.

8. NEGOTIATIONS

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/regularizations 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.

9. AWARD PROCEDURE AND APPLICABLE LEGISLATION

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

Documents, to the exclusion of all others, applicable to the agreement

The applicable legislation and in particular those concerning public procurement:

- Law of 17 June 2016 on Public Procurement
- Royal Decree of 18 April 2017 on public procurement procedures
- Royal Decree of 14 January 2013 on execution of public contracts
- Law of 17/06/2013 on motivation, information, and legal protection

The documents referred to above are available on the internet at www.publicprocurement.be.

This agreement is also 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 his
- All laws and regulations concerning 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.

Also apply:

- The 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”

10. NOTIFICATION OF THE CONTRACT

The service provider is invited by e-mail to sign the completed service contract at Annex B.

11. PLACE OF DELIVERY AND DURATION OF THE CONTRACT

The services are delivered at VVOB office in Lusaka for a duration of three to six months. The indicative start date of the contract is foreseen to be early 2024.

Extensions : VVOB may extend the contract twice by three months and shall notify the service provider thereof each time by information letter one month before the end of the initial term. The service provider is bound to carry out this/these extension(s) in accordance with the conditions stipulated in the initial contract documents. VVOB is in no way bound to carry out the extensions.

See service contract in Annex B.

12. SITE VISIT AND INFORMATION SESSION

Site visit: Without object: no site visit provided.

Information session: Without object: no information session provided.

13. CONFORMITY OF THE QUOTATION

In order 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 will be rejected and will 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, he shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

14. AWARDING CRITERIA

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

- **TECHNICAL CRITERIA (weight 60/100 points)**
 - o Educational background (exclusion criterion without scoring)

A full Chartered Accounting qualification, and Master's degree in business management, accounting, Finance or related field.

Offers who do not meet this criterion are rejected.

Financial management experience (weight 10 points)

- o The expert does cumulate 5 years of relevant experience in the result area of Finance: 5 points.

- The expert does cumulate 10 years of relevant experience in the result area of Finance: maximum 10 points.

Elements that will be considered: number of years of experience, relevance of the experience, complexity of tasks, similarity to current assignment, duration of consultancy/employment, references.

Project and change management experience (weight 7,5 points)

- The expert does cumulate 3 years of relevant experience in the result area of project and change management: 5 points.
- The expert does cumulate 6 years of relevant experience in the result area of project and change management: maximum 7,5 points.

Elements that will be considered: number of years of experience, relevance of the experience, complexity of tasks, similarity to current assignment, duration of consultancy/employment, references.

Experience in leading multicultural and effective teams (weight 7,5 points)

- The expert has at least 3 years' experience (satisfactory): 3,5 points
- The expert has good to very good experience: points (1 point per extra year with a maximum of 7,5 in total)

Elements that will be considered: completeness of explanatory note, number of years of experience, relevance of the experience, complexity of tasks, similarity to current assignment, duration of consultancy/employment, references.

IT expertise (weight 5 points): bookkeeping software; office 365; spreadsheet skills

- The expert has enough knowledge (minimum 5 years) of each of the three software (satisfactory): 2,5 points
- The expert has good to very good experience in one or more of the software: maximum 5 points.

Elements that will be considered: completeness of note, number of years of experience, relevance of the experience, complexity of tasks, similarity to current assignment, duration of consultancy/employment, references.

Interview (weight 30 points)

Experts who obtain minimum 16/30 during the evaluation of the previous technical criteria, will be invited for an interview.

During the interview the evaluation committee will evaluate the expert's language and communication skills, check the experiences related to the other technical criteria and the overall suitability to execute the assignment. The soft skills regarding core competences (continuous improvement, result orientation and cooperation) and role competences (vision building, giving direction, communication skills, agility, reliability) will particularly be assessed during the interview.

Scores will be given between 0 and 30 points. The offers for interviews obtaining 10 points or less will be rejected.

Methodology for the scoring rules: 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 offers through the scores given for each criterion.

PRICE CRITERION (weight 40/100 points)

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

Offers that were rejected during the technical evaluation are not considered for the price evaluation.

15. PRICING AND PRICE COMPONENTS

PRICING:

The quantities are estimated (order as per price list).

The prices are mentioned in US Dollar. 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 to and from Zambia, delivery, customs clearance, visa, housing and all other possible costs related to the delivery and execution of the contract. Price provided to be both VAT exempt and VAT inclusive.

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.

VVOB Zambia will provide office space, laptop, software and other necessary equipment to the expert during the execution of the contract.

The contract does not allow refundable costs. However, costs made in the execution of the job (such as travel within the country) are borne by VVOB directly outside the budget of this service contract.

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

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 is carried out by VVOB.

16. TERMS OF PAYMENT

See service contract in Annex.

17. 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.

18. BIDDERS RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT

See service contract in Annex.

19. 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.

20. BAIL

No bail is required for this contract.

21. DISPUTES

See service contract in Annex.

22. CONFIDENTIALITY CLAUSE (PERSONAL DATA)

The bidder should be aware that the contracting authority attaches importance to the protection of personal data for the processing for which it assumes the role of data controller in accordance with Article 4, paragraph 7 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter "GDPR").

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 it 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.

For more information about the confidentiality policy within VVOB VZW, the way to exercise one of the rights provided by the GDPR or to report a personal data leak, the bidder can visit the website of the Contracting Authority (www.VVOB.org).

23. ANNEXES

- Annex A: technical specifications
- Annex B: service contract
- Annex C: declaration on honour

ANNEX A

Technical specifications

Background information:

VVOB - education for development - is an international non-profit organisation with 40 years of experience in improving the quality of education systems. To this end, VVOB enters into long-term partnerships with Ministries of Education around the world. VVOB also draws on an extensive knowledge network consisting of like-minded international organisations and a range of educational actors in Belgium, where its headquarters are located. VVOB is supported by some of the world's leading education foundations, including the LEGO Foundation and Mastercard Foundation, and by committed institutional donors such as USAID, UNICEF, and Belgian and Flemish International Cooperation.

More than 200 people working for VVOB, divided over different countries, with the headquarters located in Brussels, Belgium.

In Zambia, VVOB works in strategic partnership with the Ministry of Education. For more information on VVOB in Zambia and our programmes, please visit our website.

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

VVOB Zambia has grown rapidly over the past few years. Operational processes need to be strengthened to support this growth and ensure adequate controls are in place across a range of areas including procurement, fuel management, expenditure controls and mobile money payments.

Task and profile of the Expert (Change Management Consultant):

The Change Management Consultant will contribute to VVOB's ambition and values by setting up and optimizing our operational financial systems and guiding the finance team in doing so.

The Change Management Consultant will report to the Country Programmes Manager and will work closely alongside the Finance Manager and Operations Manager. Furthermore, the Change Management Consultant will have a dotted reporting line to the Global Finance Director at the Head office.

Specific tasks:

- Gaining a deep understanding of existing processes and practices to support the strengthening, development and documentation of internal controls.
- Collaboratively design and strengthen effective procedures, systems, and tools for financial management, reporting and auditing through utilisation of strong project and change management. This will include writing standard operating procedures, updating the finance manual and other policies as well as developing standardised tools and documents to be used.
- Advise and support change management including through training staff and ensuring their understanding and buy in, to foster compliance.

Required essential expertise and experience:

- A full chartered accounting qualification, and Master's degree in business management, accounting, finance or related field.
- 5 years of operational management experience in the field of finance.
- 3 years of experience in project and change management related to financial projects, particularly in strengthening internal controls.

- Significant experience developing and implementing systems for internal controls across a range of operational and financial processes.
- Language skills: English CEFR Level C1.

Core competences: continuous improvement, result orientation and cooperation

Role competences: vision building, giving direction, communication skills, agility, reliability

Nationality: this assignment is open to for both Zambian nationals as regional/international profiles

Location: Lusaka, Zambia **Duration:** 3 months (a maximum estimated quantity of 60 working days; 1 working day = 8 hours)

Start date: as soon as possible: preferably in January 2024

Deliverables / outputs:

- Updated policies and finance manual
- Standard operating procedures for key processes and procedures
- Training plans and reports
- Monthly detailed timesheets.

ANNEX B

Independent Services contract (SAMPLE)

Between:

VVOB, non-profit association, located at Julien Dillensplein 1, 2A, 1060 Brussels (Belgium), acting through its Zambian office, located at _____, Lusaka, Zambia, with VAT and/or TIN number VAT/TIN number;

hereby validly represented by Mr./Mrs. Name, Country Programmes Manager;

hereafter called **VVOB**;

and:

Name, Legal form with VAT/registration/TIN number (insert a space if you want to leave this open), with registered office located at Street Address, Postal code, City (Country), hereby validly represented by Mr./Mrs. Name, Function title;

hereafter **the Service Provider**;

together **the Parties**;

IT IS AGREED AS FOLLOWS:

VVOB is a non-governmental organization aiming to improve the quality of education in the Global South and in Belgium.

The Service Provider has a particular expertise relating to Finance management.

The Parties wish to cooperate for the purpose of Finance management for VVOB Zambia.

Subject-matter of the Contract

The Service Provider agrees to provide the Services defined in Article 2 to VVOB on the terms and subject to the conditions provided in this contract (hereafter **the Contract**).

Services

The Service Provider shall perform the following services (hereafter **the Services**):

*Reference is made to the call for quotations VVOB-ZM-2023-XX 'Change Management Consultant services during six months for VVOB Zambia' (the **Call Document**) released on (complete date) and the quotation of (complete name) submitted to VVOB on (complete date) (the **Proposal**).*

The Service Provider shall start performing the Services on Click or tap to enter a start date and undertakes to complete the Services by the dates mentioned in the column "Complete by".

Any postponement of the completion date is only possible with the prior written agreement of VVOB.

Fee

In exchange for the performance of the Services, VVOB shall pay the following fee (hereafter **the Fee**) to the Service Provider:

- A lump sum Fee or for each working day (8 hours) or actual performance or Amount + currency. For travelling time no Fee shall be paid.

VVOB and the Service Provider agree that the Services shall be completed in a total number of maximum 125 days of Number and the total Fee due shall be limited to Amount + currency for the entire duration of the Contract.

No Fee shall be due for additional working time unless the Parties have agreed upon an increase in advance and in writing.

The Fee is inclusive of all Value Added Tax (VAT) and all other applicable taxes, statutory deductions and contributions, national insurance, and any other taxes and/or contributions in respect of the Fee.

The Service Provider must mention the amount of VAT and other taxes on the invoice. If the Services are exempted from VAT, the Service Provider must state this on the invoice.

The Fees shall be inclusive of any and all costs and expenses incurred by the Service Provider in rendering Services and performing its duties under this Contract, save for the expenses mentioned in 0. The Service Provider shall be solely liable for payment of any and all applicable taxes, fees, levies, and/or withholding liabilities arising from the provision of the Services and/or the payment of any fees and expenses as may be required by the applicable laws. Apart from the Service Fees and any amount specifically stated in this Contract, VVOB shall not be liable for paying any other fee or amount to the Service Provider or any third party, including without limitation the Personnel, suppliers, vendors, agents, or subcontractors of the Service Provider, in any manner.

Expenses

The Service Provider is not entitled to any allowances or other benefits from VVOB.

All costs relating to the Services performed under this Contract are deemed to be covered by the Fee set out above. Costs and expenses can only be reimbursed by VVOB if they are reasonable if they were approved in advance in writing and upon presentation of supporting documents.

The Service Provider will carry out the Services entirely or for a substantial part at the premises of VVOB and can make use of the following office infrastructure: complete: desktop computer, office equipment,

Invoices

The Service Provider will draw up an invoice for the Fee (as described in 0) and expenses (if applicable and as described in 0) and hand it over or send it to VVOB.

Invoices must be made in accordance with the applicable laws and this Contract and are issued on a monthly basis.

The invoices properly issued by the Service Provider will be payable within thirty (30) calendar days after the date the invoice is received by VVOB. If the invoice states a shorter term, the date mentioned in this Contract is the only binding date.

Supporting documents for all expenses and allowances (if any) must be attached to the invoice.

Supporting documents include the original invoice or bill, a statement of expenditures and a claim form.

If the appropriate documentary evidence is not timely presented, allowances are not due, and expenses are not reimbursable by VVOB. If any advance payments were already made, VVOB is entitled to deduct the amount of the advance payment from future payments or to claim back the amount paid.

Payment is made by means of a bank transfer into the bank account opened in the name of the Service Provider with bank account details:

Account Name: Click or tap here to enter text.

IBAN/Account number: Click or tap here to enter number.

BIC/SWIFT Code: Click or tap here to enter number.

Currency: Click or tap here to enter text.

Bank name: Click or tap here to enter text.

Where advance payments are made, the Service Provider must attach the supporting evidence to the next invoice.

Parties have not agreed on any advance payments for fees or expenses.

Term and termination

This Contract enters into the force on the date of signing and is concluded for a limited duration until:

- Click or tap to enter a date.

The Contract can be terminated at any time by either Party subject to a 1 month written notice to the other Party, given by registered letter.

Either Party can terminate this Contract with immediate effect, and without any amount or notice period being due upon written notice by registered letter or registered courier to the other Party in the event that:

the other Party is in material breach of the Contract; or

the other Party ceases to do business or perform its activities, transfers its business or a substantial part of its activities (including through a merger, demerger or similar proceedings) or otherwise terminates its operations; or

the other Party becomes insolvent, is the subject of bankruptcy, insolvency, reorganization, liquidation or similar proceedings, is being wound-up or dissolved or makes an assignment for the benefit of creditors.

The following breaches shall in any case be considered as material breaches of the Contract by the Service Provider:

- non-compliance with the obligation to take out insurance (Article 0)
- non-compliance with the confidentiality obligations (0)

- any representation or warranty made in this Contract in relation to Sanctions (0) is breached or is determined to be false or misleading in any material respect at any time during the duration of the Contract.
- Services have repeatedly been delivered late or have repeatedly not been rendered in compliance with the requirements of the Contract.
- the Service Provider's licenses, permits, or approvals to engage in the Services as contemplated under this Contract are expiring, being withdrawn, or becoming invalid for any reason.
- If the name of a specific individual for the performance of the Services is mentioned in 0 and VVOB does not accept the replacement proposed by the Service Provider.

If the Services provided do not comply with 0 or if Services are delivered late, VVOB can reject the Services and refuse payment. In such cases payments shall be effected pro rata the Services that are compliant and timely and that are also recognized as such by VVOB.

If any advance payments were already made, VVOB is entitled to deduct the amount of the advance payment from future payments or to claim back the amount paid.

VVOB can in these situations grant a grace period to the Service Provider so as to allow for the necessary adjustments or corrections to be made.

VVOB can terminate this Contract with immediate effect, and without any amount or notice period being due upon written notice by registered letter or registered courier to the Service Provider in the case of credible allegations that the Service Provider or any of its Personnel, affiliates or (sub)contractors has violated the Codes of Conduct (as defined in 0).

At its own discretion, VVOB can unilaterally decide to temporarily suspend the Contract pending the investigation of any alleged violation of the Codes of Conduct by sending a written notice by registered letter or registered courier to the Service Provider.

In the event that the Service Provider is temporarily or permanently unable to perform the Services due to force majeure, the Service Provider shall notify VVOB thereof immediately. The performance of this Contract shall be entirely suspended for the time of such temporary inability. In case of permanent inability, VVOB shall be entitled to terminate this Contract immediately, without giving prior notice and without compensation being due. There is no force majeure if the cause in question is one which a reasonable Service Provider should have foreseen and provided for or which, having arisen, could have been reasonably avoided or overcome.

Upon termination of this Contract, the Service Providers shall immediately and on his own initiative return, and shall procure that the Personnel shall return, to VVOB any documents, in written, printed, electronic, or magnetic form, in his possession, that contain proprietary information or Confidential Information (as defined in 0) about VVOB or its donors or that are the property of VVOB or its donors.

Terms of execution and relationship between the Parties

The Service Provider shall faithfully and loyally provide the Services to VVOB. The Service Provider shall act in the best interest of VVOB, and any persons or organizations related to VVOB or VVOB's activities.

The Service Provider shall act with the expertise, independence and diligence as may be expected from a professional service provider in the same circumstances. It will also devote all the necessary means, time and effort to its tasks.

The Service Provider shall carry out this Contract in full compliance with all applicable laws. This includes all applicable international standards and labour law, rules and regulations relating to the employment of national and international staff in connection with the Services.

The Service Provider must comply with all tax and social security obligations relevant to the performance of this Contract, directly and/or through its personnel (employees, volunteers, directors, officers, etc.; hereafter **the Personnel**) and (sub)contractors (if any).

The Service Provider must further ensure compliance with all applicable laws by its Personnel and (sub)contractors.

The Service Provider must at all times conduct himself in a manner consistent with (i) VVOB's General Code of Conduct, (ii) Code of conduct VVOB's Child protection policy and (iii) Code of conduct VVOB's Youth protection policy (hereafter **the Codes of Conduct**). The Codes of Conduct are part of VVOB's Integrity Policy which can be found at www.vvob.org.

The Service Provider must further ensure that all Personnel and (sub)contractors involved in the performance of this Contract, as well as any of its affiliates, adhere to the Codes of Conduct.

The Service Provider and its Personnel will carry out the Services independently and autonomously as an independent service provider and without being subordinated to VVOB.

This Contract does not create any relationship of agency, distributorship, partnership, or employment between the Parties or between VVOB and any member of the Personnel of the Service Provider. The Service Provider shall not hold itself out as employee, worker, agent, or partner of VVOB and shall procure that the Personnel shall not hold themselves out as such.

The Service Provider is free to organise its work and to determine how the Services will be performed.

The Service Provider shall, however, comply with the general guidelines determined by VVOB for the necessities of the co-operation between the Parties and it will regularly consult with and report to VVOB in order to assure the coherence of the Services.

Within these guidelines and provided that the Contract is complied with, the Service Provider shall have the sole and autonomous right to determine and direct the manner, method, and time schedule in which the Services are performed.

The Service Provider will use its own Personnel to perform the Services. Subcontracting is not allowed without the prior authorisation in writing from VVOB.

The Service Provider ensures that the Personnel and any (sub)contractors are bound by the Service Provider's obligations under this Contract.

The Service Provider must ensure that the Personnel and subcontractors performing the Services have the necessary training, knowledge, and relevant experience. However, the Service Provider remains liable towards VVOB for the proper performance of the Services.

The Service Provider will hire, on its own behalf and for its own account, such Personnel that it deems necessary and capable of assisting it in the performance of the Services.

The Service Provider, in its capacity as the employer or contractor of such persons, will be solely responsible for the management, payment and lawful registration of these persons and will not involve VVOB in such matters.

VVOB shall only give instructions to the Service Provider and its Personnel that are strictly limited to health and safety rules applicable at VVOB.

If the name of one or more specific individual(s) for the performance of the Services is mentioned in O, the Service Provider will supply its Services through such individual(s).

If a specific individual becomes temporarily or permanently unable to perform the Services on behalf of the Service Provider, then the Service Provider will immediately inform VVOB.

The Service Provider has the right to propose to VVOB in writing another person who will provide the Services. VVOB has the right to refuse such a proposal, and to suspend or terminate the Contract. VVOB does not have to justify its refusal.

The Service Provider is not granted the power to represent VVOB towards any third party, except if authorized thereto by special power of attorney in writing.

Insurance

The Service Provider will pay and indemnify VVOB promptly for all loss, destruction or damage caused by the Service Provider, its Personnel or (sub)contractors in the performance of this Contract.

The Service Provider must have and maintain in effect, with reputable insurers and in sufficient amounts, insurance against all of the Service Provider's risks under the Contract (including, but not limited to, the risk of claims arising out of or related to the Service Provider's performance of the Contract).

This will in any case include general liability insurance, workers' compensation and employer's liability insurance and insurance against all risks in respect of its property and any equipment used for the performance of the Contract.

The Service Provider agrees to refrain from any form of claims against VVOB in case of accidents, theft or attempted theft, baggage loss (incl. laptops or any other valuable objects) and any other events that may occur during the performance of the Services.

Confidentiality

For the purposes of this Contract, **Confidential Information** means any and all confidential, proprietary and other non-public information (whether recorded or not and, if recorded, in whatever form) relating to the activities, assets, properties, services, financial affairs, work methods, participants or contracting parties of VVOB or any donor.

The Service Provider may not during the Contract (except in the proper performance thereof or as required by an applicable law) and during a period of 10 years after its termination:

- make use or take advantage of, reveal, divulge or otherwise disclose to any person, any of the Confidential Information in its possession;

- copy or reproduce in any form or by or on any media or device (or allow others to copy or reproduce) any documents, disks, tapes or other materials containing or referring to Confidential Information.

The Service Provider shall not publish nor make any statement to a press representative or publish any content on any websites or social media account about any matter relating to the Services, VVOB or its donor(s), without prior authorization in writing. VVOB and VVOB's donor(s) will be acknowledged as per VVOB's instructions.

Ownership of work product and intellectual property rights

All intellectual property rights created during the performance of this Contract and within the limits of this Contract will vest in VVOB unconditionally and immediately upon their creation. Accordingly, the Service Provider hereby assigns to VVOB with full title guarantee (including, without limitation, by way of an assignment of future intellectual property rights) all intellectual property rights, worldwide and for their entire legal duration, with effect from the date of creation thereof.

Only VVOB is entitled to fulfil the necessary formalities in order to obtain actual legal and factual protection with respect to the work product, works, performances, or any other creations or inventions achieved under this Contract. The Service Provider shall do and execute, and procure the doing and executing of, each necessary act, document or thing that may reasonably be necessary to perfect the right, title and interest of VVOB in and to such intellectual property rights.

The Fees received by the Service Provider are also intended to fully compensate the Service Provider for the assignment set out in this article and for all methods of exploitation of the works and work product, known or unknown at the signing of this Contract.

The Service Provider will not oppose modifications that VVOB deems fit to bring to the work product, works, performances, or any other creations or inventions achieved under this Contract, except for modifications that would be liable to prejudice the Service Provider's honour or reputation. To the extent permitted under applicable law, the Service Provider for this purpose waives absolutely, irrevocably and unconditionally in favour of VVOB, or any successor in title, any moral rights which may vest in it, so far as is legally possible, any broadly equivalent rights it may have anywhere in the world.

VVOB grants to the Service Provider a royalty-free, non-exclusive, non-transferable, non-sublicensable licence to use the intellectual property rights on the work product during the term of this Contract solely to provide the Services. The Service Provider grants to VVOB a royalty-free, non-exclusive, non-transferable, non-sublicensable licence to access any other documents and information used by it in the performance of the Services.

Data Protection

The Service Provider shall not process any personal data on behalf of VVOB. If VVOB should in the future directly or indirectly transfer personal data to the Service Provider, the Service Provider shall promptly enter into a data processing agreement with VVOB. With regard to these personal data, the Service Provider will act as data processor and VVOB will act as data controller.

Compliance with Sanction laws and other obligations

The Service Provider represents and warrants that neither it 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 it is located, organized 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.

Due diligence

VVOB shall have the right, from time to time as VVOB may reasonably deem appropriate, to perform reasonable due diligence on the Service Provider and any (sub)contractors for the purpose of verifying compliance with this Contract and any donor requirements. The Service Provider, its Personnel and (sub)contractors shall provide information and cooperate with VVOB in connection with any reasonable request related to VVOB's due diligence of the Company.

Salvatory clause

The provisions of this Contract are independent from each other and the invalidity of one clause does not affect the validity of the others.

In the event that one of the provisions of this Contract is held to be invalid, this provision shall be deemed to be substituted by operation of law by a new one which makes it possible to achieve the same result, at least a similar result.

Applicable laws and settlement of disputes

This Contract is subject to Zambian law.

Any dispute regarding the validity, interpretation or performance of this Contract shall fall within the exclusive jurisdiction of Zambia. The Parties undertake to use their best endeavours to reach on an amicable settlement before going to court.

Annexes

Letter of Annex	Description of Annex
Letter: A, B,..	Choose an annex or delete & add the relevant annex! .
Letter: A, B,..	Choose an annex or delete & add the relevant annex! .
Letter: A, B,..	Choose an annex or delete & add the relevant annex! .
Letter: A, B,..	Choose an annex or delete & add the relevant annex! .

Drawn up in Place, on Click or tap to enter a date. in as many copies as there are signing parties, eachParty recognizing having received one copy thereof.

Choose “Signature Block HQ” or “Signature Block Local” & complete.

**Please initial each page*

ANNEX C

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) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established and any country in which it has operations, in the country of the contracting authority and in the country where the contract is to be performed;

- e) 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.
- f) that neither it 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 it is located, organized 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.
- g) that (s)he complies with the United Nations regulations referred to in the call for quotations.
- h) that, should the contract be awarded, he (she) will provide on request proof for one or more of the above-mentioned situations.

Full Name, Date and Signature