



**African Centre
for School Leadership**



CALL FOR QUOTATIONS

**Consultancy for Videography and Photography
Services for African Centre for School Leadership
(ACSL)**

The African Centre for School Leadership (ACSL)
is a coalition of partners coordinated by
ADEA, ESSA, FAWE and VVOB.



Ushirikiano wa Maendeleo ya Elimu Barani Afrika
الرابطة لأجل تطوير التربية في أفريقيا
Association for the Development of Education in Africa
Association pour le développement de l'éducation en Afrique
Associação para o Desenvolvimento da Educação em África



PUBLIC PROCUREMENT SUMMARY	
Reference	PRAC01-26-117
Object	Consultancy for Videography and Photography Services for the African Centre for School Leadership (ACSL)
For VVOB	ACSL
Nature	Services
Description of the services/ supplies to be provided	See point 2
Procedure	Negotiated procedure without prior publication but with announcement
Deadline for submitting quotations	See in email or other distribution channels (Country Office) June 30th, 2026
Contract duration	Five (5) months (July–November 2026)
Estimated start date	15th July, 2026
Information session	None
Budget range	18,000 USD (inclusive VAT)
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	ann.mwangi@vvob.org with maurice.munyaneza@vvob.org and nuria.moreno@vvob.org in copy

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1. General Provisions

1.1. Contracting Authority

The contracting authority of this public procurement contract is VVOB Belgium, non-profit organisation, with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office: African Centre for School Leadership (ACSL), FAWE House, Chania Avenue, Kilimani, Kenya.

For this procurement contract, the lead office is VVOB-ACSL in Kenya, represented by Ms Nuria Moreno, Programme Manager of ACSL, 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.

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 their sales conditions and endorses the purchase conditions of VVOB.
See service contract in Annex C.

2. Subject Matter and Scope of the Procurement

This procurement is a contract for services of Consultancy for Videography and Photography Services for ACSL and is not divided into lots. 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: detailed pricelist to complete
- Annex C: service contract
- Annex D: declaration on honour template

3. Procedures for the Procurement Contract

This procurement is a contract for services of Consultancy for Videography and Photography Services for ACSL and is not divided into lots. 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:

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:

ann.mwangi@vvob.org with maurice.munyaneza@vvob.org and nuria.moreno@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 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.).

Site visit: Without object: no site visit provided.

Information session: Without object: no information session provided.

3.3. Quotations

3.3.1. Data to be included in the quotation

The quotation must consist of the following documents and information:

(The enumeration proposed below should be adapted to the scope and specificity of the contract and the stipulations in points 2 and 3.3.8)

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 (see point 3.3.8.1.c) and compliance with Sanctions Laws (see point 3.3.8.1.d) 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

- 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 (see point 3.3.8.1.c) and compliance with Sanctions Laws (see point 3.3.8.1.d) account number with denomination on which the payments must be made, stating the name and address of the bank and the BIC/ SWIFT code.

Technical offer with the description of the proposed supplies/services It must also include:

- approach, description of the services, justification of proposed choices, workplan, timeline and adherence to timeline, proposed experts or consultants (CVs) for the execution of the contract;
- delivery or execution period.

c. Financial section of the quotation, consisting of

- *the completed and signed price list provided in ANNEX B*
- (Unit) price, excluding VAT
- VAT amounts per unit
- (Unit) price, including VAT
- Total amount of the quotation, including VAT, expressed in numbers and in full characters.

3.3.2. Subcontracting, price reductions, variants and options

- **Recourse to subcontractors:** The use of subcontracting is not allowed. However, the contracting authority requires that the critical tasks be performed directly by the tenderer themselves. The critical tasks are Consultancy for Videography and Photography Services.
- 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 BAFO from the final date of submission of BAFO.

3.3.4. Pricing and price components

PRICING: The quantities are estimated (order as per price list), see detailed pricelist to complete in ANNEX B

The prices are mentioned in **United States Dollars (USD)**. 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.

Prices are provided without VAT and VAT included.

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 **ann.mwangi@vvo.org** before **17:00h, 30th June 2026** and mention in object: 'quotation ref **PRAC01-26-117**

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 Mid July 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 may restrict economic operators' access to the award procedure, particularly with regard to the speed and quality of the internet connection, as well as 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. Languages

The offers can 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 (ann.mwangi@vvo.org).

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

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 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:

- 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

Evidence to be submitted by the bidder:

an extract not older than three months from the criminal record; declaration on honour in ANNEX D

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 by the bidder:

A tax clearance certificate not older than three months; declaration on honour in ANNEX D.

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 at [www.vvob.org: https://www.vvob.org/sites/default/files/2025-10/VVOB_IntegrityPolicy_2024.pdf](https://www.vvob.org/sites/default/files/2025-10/VVOB_IntegrityPolicy_2024.pdf). 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 by the bidder: declaration on honour in ANNEX D.

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 by the tenderer: declaration on honour in ANNEX D. 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.

- **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 D.

3.3.8.2. Qualitative selection criteria

The selection criteria (qualitative selection) are the following:

- **First qualitative selection criterion:**

Demonstrated experience in photography and videography in education.

- **Evidence to be submitted by the tenderer:**

Company profile highlighting at least three (3) years of relevant experience; portfolio of photography and videography; Two examples from the portfolio that illustrate gender – responsive or inclusive storytelling; at least two (2) contactable references. In addition to curriculum vitae's (CVs) of key technical staff and Company profile and portfolio.

3.3.8.3. Award 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

- Technical exclusion criteria without allocation of points

- Quotations that do not meet the minimal technical requirements in ANNEX A will be rejected.
- Quotations offering a hosting uptime guarantee of less than 95% will be rejected.

- Technical criteria with the allocation of points (weight 60/100 points.

Tenders must obtain at least 30/60 in total for this criterion or they are excluded)

Relevant professional experience of the team designated to this assignment (15 points)

The following scoring scale will be applied to assess the relevance of the professional experience:

Experience in producing video documentaries and in photo story telling in the education sector or related fields (CVs of the team members)	Yes = 15 points No = 0 points
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Work process, as described in the work plan/approach (10 points):

The following scoring scale will be applied to assess the relevance of the professional experience:

Application of participatory processes including the client in the development of communication outputs	Yes = 10 points No = 0 points
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Quality of the technical proposal (35 points)

The following scoring scale will be applied to assess the quality of the technical proposal:

A work plan with a timeline and description of the proposed approach to the deliverables in the technical specifications is complete, clear and comprehensible	Very good = 20 Good = 15 Satisfactory = 10 Less than satisfactory = 0
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The work plan and timeline are realistic in terms of timing and working days and in line with the proposed delivery dates (deadlines listed in Annex A)	Very good = 15 Good = 10 Satisfactory = 7.5 Less than satisfactory = 0
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• **PRICE CRITERION (weight 40/100 points)**

The total price of the submitted quotations is evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

Quotations that are rejected during the technical evaluation are not considered during the price evaluation.

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 service provider is invited by email to sign the completed service contract in Annex C. The contract is thereafter confirmed by sending a notification letter

4. Special Contractual Provisions

4.1. Place of Delivery, Duration and End of the Contract

See service contract in Annex C.

4.2. Extensions and Repetitions

Extensions: without object

Repetitions: without object (not possible)

4.3. Terms of Payment

See service contract in Annex C, articles 3 and 5.

4.4. Bidder Responsibilities During the Execution of the Contract

See service contract in Annex C, article 7.

4.5. Delay Penalties

The imposition of delay penalties for failure to comply with the execution period is done in accordance with Article 123 of the Belgian Royal Decree of 14 January 2013.

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

See service contract in Annex C, article 15.

4.9. Intellectual Property

See service contract in annex C, Article 10

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).

A price increase is only possible based on parameters that represent actual costs, such as wages and social security contributions. The price changes for the services will be communicated as soon as possible and at least three months in advance by registered letter to the Leading Official and the Leading Department (see Section .. of these specifications). This letter will include a justification for the price increase.

A price increase will only be accepted if it results from a general market increase. VVOB reserves the right to conduct a price survey and reject the proposed price increase in whole or in part.

If the tenderer wishes to propose a price revision formula, the following structure must be used:

$$P = P_0 \times \left(a + n \frac{S}{S_0} \right)$$

where:

P = revised price

P0 = tender price

a, ..., n = coefficients whose sum = 1

a = fixed coefficient, with a minimum of 20%

Sx = index(es) used

The tenderer will clearly indicate the official index(es) used, their value at the time of tender, the desired reading time, and where these indexes can be consulted.

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.

ANNEXES

ANNEX A. TECHNICAL SPECIFICATIONS

ACSL-LIT-LEAD Project for the Leaders in Teaching Expansion Countries Blended Exchange and Learning Trajectory (BELT) – Afrocentric School Leadership Consultancy for Videography and Photography Services

1. Background

The African Centre for School Leadership (ACSL) is a pan-African initiative dedicated to supporting governments in establishing and strengthening school leadership systems that enhance teaching quality, learning outcomes, and student well-being. The Centre brings together institutions that provide professional development, conduct research, and offer policy guidance aimed at strengthening school leadership systems and practices.

ACSL is jointly coordinated by four organisations—the Association for the Development of Education in Africa (ADEA), Education Sub-Saharan Africa (ESSA), the Forum for African Women Educationalists (FAWE), and VVOB – education for development—with support from various donors, including the Mastercard Foundation. ACSL advances a coherent continental agenda across policy development, professional development, research, knowledge management, and Gender Equality and Social Inclusion (GESI). More on the ACSL here.

Under the school leadership professional development area, ACSL is developing a blended exchange and learning trajectory (BELT) aimed at strengthening the capacities of professional development (PD) providers who support school leaders and teachers. The trajectory combines self-paced online

learning, practical bridging activities, and a structured Community of Practice (CoP), with a strong emphasis on peer learning, Afrocentric leadership approaches, and inclusive practices. In different, yearly cohorts, PD providers will be invited to join the BELT, with a specific content focus for each cohort. For the cohort of 2026, the BELT will focus on “Afrocentric school leadership and school leadership professional development (PD)”. The BELT on Afrocentric school leadership will equip PD providers with culturally grounded leadership approaches, practical tools and case studies, and strategies to strengthen teacher support, student outcomes, and community engagement, while embedding inclusive and gender-responsive leadership principles.

The trajectory is designed as a comprehensive and interactive learning experience that integrates self-paced online modules, facilitated synchronous sessions, Communities of Practice engagement, an in-person learning exchange and workshop, and practice-based inquiry leading to case development. The learning content is structured around three thematic modules: Foundations of Afrocentric School Leadership; Afrocentric Leadership for Teaching and Learning and Designing Afrocentric Professional Development for School Leaders.

To support learning, engagement, and knowledge mobilisation across the trajectory, VVOB seeks **a consultancy to produce high-quality video and photography outputs that document, communicate, and amplify Afrocentric school leadership practices and the BELT learning experience.** These visual outputs will play a key role in supporting participant orientation and engagement; translating Afrocentric concepts into accessible visual narratives; documenting communities of practice and peer learning processes; increasing the visibility of African knowledge systems and contextual leadership practices; and strengthening communication and advocacy efforts for ACSL and VVOB.

2. Objective of the Assignment

The objective of this consultancy is to produce a suite of high-quality video and photography products that effectively communicate, document, and amplify the BELT Afrocentric School Leadership Trajectory and its impact across participating countries and communities.

Specifically, the assignment aims to:

1. Translate Afrocentric school leadership concepts into compelling visual narratives that make key ideas, principles, and practices accessible and engaging for diverse audiences.
2. Support participant engagement throughout the BELT learning journey by creating visual content that inspires reflection, learning, and collaboration.
3. Capture Communities of Practice, peer learning, and co-creation processes to showcase the collaborative nature of the programme and the exchange of knowledge among participants.
4. Document African-led leadership practices and lived experiences by highlighting authentic stories, innovations, and perspectives from school leaders, educators, and communities.
5. Strengthen communication, advocacy, and knowledge mobilisation efforts for the ACSL and its coordinating partners through high-quality visual assets that can be used across multiple platforms and audiences.
6. Promote inclusive and dignified representation by ensuring that all visual narratives reflect the diversity of African school leaders and educators—including women, persons with disabilities, and leaders from rural and underserved contexts—while avoiding stereotypes and deficit-based portrayals.

3. Scope of Work

Deliverable	Description	Location
Trajectory Overview Video - welcoming video	<ul style="list-style-type: none"> • One (1) video • Duration: 1-3 minutes • Overview of BELT purpose, structure, and Afrocentric approach • Explanation of Community of Practice model • Visual storytelling using interviews and contextual footage 	Ghana (August 2026)
Module Introductory Videos (3 videos)	<ul style="list-style-type: none"> • Each video (3–5 minutes) • Module 1: Foundations of Afrocentric School Leadership – Storytelling on Afrocentric leadership using interviews and contextual footage • Module 2: Afrocentric Leadership for Teaching and Learning – school leadership in Practice • Module 3: Designing Afrocentric Professional Development – PD in practice 	Rwanda and Ghana (August 2026)
Other videos	<ul style="list-style-type: none"> • Case study video (best participant submission) (Planned in Phase 5 of the trajectory: Oct - Nov 2026) • Video coverage of in-person BELT sessions (Planned for the: 21st– 27th Sept 2026) • Short highlight videos 	Rwanda, and another ACSL partner countries.
Photography	<ul style="list-style-type: none"> • Portraits of participants, facilitators, and stakeholders (in Kigali during the in-person workshop) • Documentation of learning sessions, collaboration, and CoP engagement • Contextual images of school-based and professional development practices • Gender-responsive and inclusive visual representation 	
Post-production and Documentation	<ul style="list-style-type: none"> • Editing, sound design, graphics, and subtitles • Raw footage delivery • Consent forms and metadata • Transcripts/subtitles files in French and Kiswahili 	

All video and photography outputs must reflect strong GESI principles by ensuring at least 50% women among featured voices, along with meaningful representation of persons with disabilities, rural and underserved communities, and diverse generations. Participants should be portrayed as active leaders and experts, not passive beneficiaries. Inclusive and gender-sensitive language should be used consistently across voice-overs, captions, and on-screen text (English, French, and Kiswahili). Where case studies are produced, filming should intentionally include rural and peri-urban schools alongside urban settings to ensure balanced representation.

4. Key deliverables

Deliverable	Acceptance criteria
Trajectory Video (1) video (with/without subtitles)	<ul style="list-style-type: none"> • Clear explanation of Afrocentric framing • Strong narrative coherence and engagement • High production quality (audio/visual) • Accurate subtitles • Alignment with VVOB/ACSL branding
Module Videos (3)	<ul style="list-style-type: none"> • Strong Afrocentric contextual relevance • Engaging storytelling and flow • Professional audiovisual quality • Accurate subtitles and accessibility compliance
Case Study Video (s)	<ul style="list-style-type: none"> • Clear narrative structure (context–challenge–response–impact) • Demonstrates Afrocentric leadership in practice • Authentic participant voice • Strong visual storytelling
Photography Package	<ul style="list-style-type: none"> • High technical quality (sharp, well-composed images) • Representation of diversity and inclusion • Strong documentation of learning processes • Complete metadata included • Suitable for publication and advocacy
Raw Materials	<ul style="list-style-type: none"> • Complete and well-organised files • Properly labelled and accessible formats • Signed consent forms included • Compliance with data protection and safeguarding standards

In addition to these key deliverables, the following will be delivered by the bidder:

- Copy rights of ownership signed off to VVOB and video rushes (raw footage) from each day of shooting saved on a hard drive for VVOB (VVOB can provide a hard drive or cover expense of purchasing one)
- Signed consent forms from interviewees and people who are captured in the images, as well as their specific consent for the use and publication of these images by VVOB and if applicable, their specific consent to share the images with third parties such as donors and/or partners.
- Collection of all data and/or footage in compliance with all relevant Rwanda data protection laws and regulations
- Full transcripts from every interview provided as .docx, .txt, or .srt files

5. Duration of Assignment

The BELT programme is expected to begin in **August 2026**. To ensure adequate alignment with module content, facilitation planning, and participant engagement, the consultancy is expected to start: **Expected start: 15th July 2026 (latest)**.

The total assignment duration is estimated at **45 working days**, spread across the production cycle (July– November 2026).

Stage	Activities	Timeframe	Estimated Working Days	Location
1. Pre-production	Inception meeting, creative brief, interview guides, filming plan, script development, logistics coordination, consent processes, and photography plan	July 2026	6 days	Approved production plan, scripts, and shot lists
2. Production – Ghana	Filming interviews, contextual footage, and photography for the Trajectory Overview Video and Module Introductory Videos	August 2026	4 days	Raw video footage and photography assets
3. Production – Rwanda	Filming interviews, contextual footage, school leadership practices, and photography for Module Introductory Videos	August 2026	4 days	Raw video footage and photography assets
4. Travel and Logistics	Travel to and between filming locations, equipment setup, and local coordination	August 2026	4 days	Completed field production
5. Post-production and Documentation	Transcription of interviews, script refinement with ACSL/VVOB, video editing, graphics, sound design, subtitles, photography editing, and quality assurance	July–August 2026	12 days	Draft and final launch products
6. Review and Finalisation	Incorporation of feedback, final revisions, mastering, and delivery of approved launch products	August 2026	4 days	Final approved launch products submitted
7. In-person BELT Session Coverage	Video and photography coverage of BELT in-person sessions, participant engagement, Communities of Practice, collaboration, and stakeholder interactions in Kigali	21–27 September 2026	5 days	Event footage, photography package, and highlight videos
8. Case Study Production	Production of a case study video featuring the best participant submission, including interviews, contextual footage, editing, and finalisation	October–November 2026	6 days	Two case study videos
Total			45 days	

Deliverables and Indicative Deadlines

Deliverable	Description	Deadline
Trajectory Overview / Welcome Video	One (1) video (1–3 minutes) introducing BELT, its Afrocentric approach, and Community of Practice model	20 August 2026
Module Introductory Videos	Three (3) videos (3–5 minutes each) covering the BELT learning modules	20 August 2026
Launch Photography Package	Photography from filming locations supporting BELT communication and learning materials	20 August 2026
BELT Workshop Photography Package	Portraits of participants, facilitators, and stakeholders; documentation of learning sessions, collaboration, Communities of Practice, and school-based/professional development practices; gender-responsive and inclusive visual representation	15 October 2026
Short Highlight Videos	Edited highlights from BELT learning activities and in-person sessions	15 October 2026
In-person BELT Session Coverage Video	Summary video of the September 2026 in-person workshop and learning activities	15 October 2026
Case Study Video	Video featuring the best participant submission and showcasing leadership practice and impact	30 November 2026
Supporting Assets	Raw footage, edited photographs, transcripts, subtitle files (English, French, and Kiswahili), consent forms, and metadata	Submitted alongside each final deliverable

Note:

The Contracting Authority reserves the right, subject to mutual agreement in writing, to extend the duration of the assignment. Any extension will be subject to the same terms and conditions, including pricing adjustments (if any) as agreed by both parties, and shall be affected only through a duly signed contract addendum.

6. Profile of the consultant(s)

Qualified service providers must demonstrate the following:

- Proven experience in documentary videography and photography
- Experience in education and development sectors
- Demonstrated experience producing gender-responsive and inclusive audiovisual content, ideally in education or development contexts
- Strong storytelling and scripting skills
- Experience working in African contexts
- Technical expertise in filming and editing
- Photography and visual communication expertise
- Strong interview and facilitation skills
- Project management capability

- Proficiency in English
- Familiarity with safeguarding principles, ethical storytelling and informed consent practices when working with potentially vulnerable subjects (including any minors in school settings)

In addition to the minimum requirements above, preference will be given to service providers that:

- a) Demonstrate a commitment to **equity, diversity, and inclusion** in their team composition.
- b) Include **women in leadership or technical roles** within the consultancy team, particularly in ICT-related functions.

This aligns with ACSL's values and the broader equity and inclusion principles of the Mastercard Foundation's Leaders in Teaching initiative.

7. Proposal Submission Requirements

Interested service providers must submit:

- Technical proposal (methodology, approach incl. approach to GESI, team composition, and implementation timeline)
- Financial proposal (detailed breakdown)
- Company profile and portfolio
- CVs of key personnel
- At least two relevant references
- Evidence of similar audiovisual work in education/development

ANNEX B. DETAILED PRICE LIST

The expected price list will take into account the deliverable stipulated in ANNEX A and take the format as indicated below:

Price inventory (breakdown global price) – Prices in USD				
Description Expert fee	Unit	Quantity	Unit price (excl. VAT)	Total price (excl. VAT)
Production of videos	Lumpsum	1		
Production of photos	Lumpsum	1		
TOTAL PRICE EXCLUSIVE VAT				
			VAT 1%	
TOTAL PRICE INCLUSIVE VAT				

ANNEX C. INDEPENDENT SERVICES CONTRACT

Between:

VVOB, non-profit association, located at Julien Dillensplein 1, 2A, 1060 Brussels (Belgium), acting through its Kenya office, located at hereby validly represented by

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-profit organisation aiming to improve the quality of education in the Global South and in Belgium.

The Service Provider has a particular expertise relating

The Parties wish to cooperate for

Article 1. 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).

Article 2. Services

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

Deliverable	Description	Deadline

2.2 The Service Provider shall start performing the Services on **xxx 2026** and undertakes to complete the Services by the dates mentioned in the column "Complete by".

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

Article 3. Fee

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

- A fixed lump-sum Fee as indicated below for the realisation of each deliverable:

Deliverable	Payment percentage and scheme	Fee in USD (WHT included)

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

3.2 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.

3.3 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 Article 4.

Article 4. 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 shall perform the main part of the Services from its own place of work, using its own office infrastructure, computers, hardware and office equipment, mobile phones, etc.

Article 5. Invoices

5.1 The Service Provider will draw up an invoice for the Fee (as described in Article 3) and expenses (if applicable and as described in Article 4) and hand it over or send it to VVOB.

Invoices must be made in accordance with this Contract and are issued after agreement between VVOB and Service Provider that the relevant Services and expenses can be invoiced.

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.

5.2 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.

5.3 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:

IBAN/Account number:
BIC/SWIFT Code:
Currency:
Bank name:

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

Article 6. Term and termination

6.1 This Contract enters into the force on the date of signing and is concluded for a limited duration which ends at the latest at **xxx 2026**.

The Services shall be considered complete, and the Contract shall end, upon submission of the following report(s): **XXXX**. The report(s) must be submitted not later than 2 weeks after all Services have been completed.

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

- i. the other Party is in material breach of the Contract; or
- ii. 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;
- iii. the other Party becomes insolvent, is the subject of bankruptcy, insolvency, reorganisation, 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 8.2)
- ▪ non-compliance with the confidentiality obligations (Article 9)
- ▪ any representation or warranty made in this Contract in relation to Sanctions (Article 12) 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
- ▪ If the name of a specific individual for the performance of the Services is mentioned in Article 2 and VVOB does not accept the replacement proposed by the Service Provider.

6.3 If the Services provided do not comply with Article 2 or if Services are delivered late, VVOB can reject the Services and refuse payment. In such cases payments shall be affected pro rata the Services that are compliant and timely and that are also recognised 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.

6.4 VVOB can terminate this Contract with immediate effect, and without any amount or notice period being due upon written notice by registered letter 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 Article 7). 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 to the Service Provider.

6.5 VVOB can terminate this Contract with immediate effect and without giving prior notice, in the event that VVOB's agreement with its donor is terminated or curtailed. The Service Provider will take immediate steps to bring the performance of the Services to a close in a prompt and orderly manner and in doing so reduce expenses to a minimum. The Service Provider will not undertake any further commitments as from the date of the termination notice. VVOB's liability is limited to payment of the Fee due for Services duly delivered.

6.6 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.

6.7 Upon termination of this Contract, the Service Providers shall immediately and on his own initiative 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 Article 9) about VVOB or its donors or that are the property of VVOB or its donors.

Article 7. Terms of execution

7.1 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 organisations related to VVOB or VVOB's activities.

7.2 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.

7.3 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.

7.4 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.

7.5 The Service Provider 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.

7.6 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.

7.7 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.

7.8 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 of these persons and will not involve VVOB in such matters.

7.9 If the name of one or more specific individual(s) for the performance of the Services is mentioned in Article 2, 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.

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

Article 8. Insurance

8.1 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.

8.2 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.

8.3 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.

Article 9. Confidentiality

9.1 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.

9.2 The Service Provider may not during the Contract (except in the proper performance thereof) 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.

9.3 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 authorisation in writing. VVOB and VVOB's donor(s) will be acknowledged as per VVOB's instructions.

9.4 VVOB shall be free to publish the Service Provider's final reports. VVOB shall make reference to the Service Provider, unless the Service Provider explicitly requests it in writing not to.

Article 10. Ownership of work product and intellectual property rights

10.1 The Parties recognise that the Services relate to programme activities that are jointly developed by the Parties. All correspondence, documents and data proceeding from the Services shall be the joint property of the Parties. The Service Provider must ensure that individual authors of the publications cannot claim any intellectual property rights.

10.2 Any presentation or publication shall recognise the origin of the document and shall mention the name of the programme. VVOB will be acknowledged in all materials produced under this Contract.

10.3 Publications that are being produced in the context of the agreed programme will be published as Open Educational Resources (OER), understanding that they can be shared and adapted, and this under the following terms (Creative Commons):

- i. **Attribution:** You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- ii. **Non-Commercial:** You may not use the material for commercial purposes.
- iii. **Share Alike:** If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.

Article 11. 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.

Article 12. Compliance with Sanction laws and other obligations

12.1 The Service Provider represents and warrants that neither it nor any Personnel, affiliates or (sub)contractors:

- are the subject or the target of any sanctions administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC") or the U.S. Department of State, the United Nations Security Council, the European Union, Her Majesty's Treasury of the United Kingdom, or other relevant sanctions authority (hereafter the Sanctions)
- is located, organised or resident in a country or territory that is the subject or the target of Sanctions.
- will directly or indirectly use the proceeds of this Contract, or lend, contribute or otherwise make available such proceeds to any person or entity in violation of any Sanctions laws.
- have 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.

Article 13. 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.

Article 14. 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.

Article 15. Applicable laws and settlement of disputes

This Contract is subject to Belgian law.

Any dispute regarding the validity, interpretation or performance of this Contract shall fall within the exclusive jurisdiction of the Courts of Belgium.

The Parties undertake to use their best endeavours to reach on an amicable settlement before going to court.

Article 16. Annexes

Letter of Annex	Description of Annex
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Drawn up in Nairobi, **on enter a date** in as many copies as there are signing parties, each Party recognising having received one copy thereof.

For VVOB

For the Service Provider

Date:

Date:

**Please initial each page*

ANNEX D. DECLARATION ON HONOUR CONCERNING THE GROUNDS FOR EXCLUSION

Reference of the procurement: PRAC01-26-117 VVOB

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
- f) 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



African Centre for School Leadership

www.africancentreforschoolleadership.org

The African Centre for School Leadership (ACSL)
is a coalition of partners coordinated by
ADEA, ESSA, FAWE and VOB.



Litihirika wa Maendeleo ya Elimu Barani Afrika
الرابطة لأجل تطوير التعليم في إفريقيا
Association for the Development of Education in Africa
Association pour le développement de l'éducation en Afrique
Associação para o Desenvolvimento da Educação em África

