



Call for Quotations

**2026_ZACP_003_Teacher Development Colloquium:
Senior Knowledge Management Lead**

Deadline for Submissions: Wednesday 5 August 2026 at 10:00

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1. General provisions

This procurement is for the services of a **Senior Knowledge Management Lead** for the National Teacher Development Colloquium, hosted by the Department of Basic Education and VVOB.

The provider will work alongside VVOB, DBE and the appointed events management company and be responsible for designing and delivering knowledge-capture, synthesis and stakeholder coordination for the Teacher Development Colloquium (pre-, during, post- event) and producing the Consolidated Colloquium Report.

Pax: 200-220 delegates

Dates: 14-16 September 2026. (Some delegates will arrive on 13 September.)

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: VVOB South Africa, Block A, 141 Boshoff Street, Nieuw Muckleneuk, 0181, Pretoria, South Africa

For this procurement contract, the lead office is VVOB South Africa, represented by Dr. Wilfried Theunis, Country Programmes Manager of VVOB South Africa, 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

The service contract is not attached to the call for quotations.

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

2. Subject Matter and Scope of the Procurement

This procurement is for the services of a **Senior Knowledge Management Lead** for the national Teacher Development Colloquium, hosted by the Department of Basic Education and VVOB.

The provider will work alongside VVOB, DBE and the appointed events management company and be responsible for designing and delivering knowledge-capture, synthesis and stakeholder coordination for the Teacher Development Colloquium (pre-, during, post- event) and producing the consolidated colloquium report.

The contract 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: declaration of honour template to complete.
- Annex D: code of conduct template to complete
- Annex E: due diligence template to complete

3. Procedures for the Procurement

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: Ise-Lu Mntambo, Operations Manager
procurement.za@vvob.org with gerrit.coetzee@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 **2026_ZACP_003_TDC: Senior Knowledge Management Lead**. 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:

- Site visit optional for submission of the quotation.
- Venue: Birchwood Hotel, Boksburg.
- By appointment, Contact person: Laetitia.Visagie@vvob.org

Information session:

- Information session **compulsory** before submission of quotation
- Date and time to be announced and communicated via email
- Platform: MS Teams

3.3. Quotations

3.3.1. Data to be included in the quotation.

The quotation must consist of the following documents and information:

Administrative section of the quotation, including at least.

- Identity of the bidder: business name CIPC registration nationality, address, telephone number, email address, contact person and SARS clearance certificate.
- 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 (see requested documents in point 3.3.8.1.b)
- Declaration of 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) (to mention if applicable)
- Proof and evidence regarding all qualitative selection criteria (see point 3.3.8.2)
- Proof that the signatory is authorised to sign for the company (due diligence form).
- Proof of banking.

Technical section of the quotation:

See technical specifications Annex A.

Technical offer with the description of the proposed services, including:

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- Customised proposal demonstrating the provider's level of understanding of the teacher development continuum (ITE, CPD, leadership), and systemic challenges (scale, equity, rural access).
 - Identify key risks for knowledge management capturing and provide mitigation strategies.
 - Describe methodology in detail for knowledge-capture, synthesis and stakeholder coordination for the Teacher Development Colloquium (pre-, during, post- event) and producing the consolidated colloquium report.
 - Approach for liaison and collaboration with Events management team and VVOB & DBE task teams to ensure a successful and well-captured colloquium.
 - Knowledge management strategy for coordinating diverse stakeholders (DBE, Provincial DOEs, SACE, unions, CSOs) and managing communication flows and expectations, and approach to navigate political and institutional dynamics.
 - Approach/suggestion to compiling and making available of digital colloquium pack/programme in collaboration with events management company. Suggest content that could be part of the pack, and platform to use.
 - Viable workplan and timeline for before/during/after the event
 - Subcontractor profiles, if applicable
 - CVs of team members for the execution of the contract, including:
 - an experienced professional report writer and compiler to draft and compile the consolidated Teacher Development Colloquium Report.
 - Available scribes and logistical support team members.

***NB: The DBE will also provide a number of scribes for the Colloquium, as indicated in the programme annex. Bidders should therefore indicate their suggestion for scribes as above and the availability, capacity and cost of their proposed scribes and logistical support personnel. The final number of personnel required from the successful bidder will be confirmed at a later stage, based on the human resources available from the DBE. See Annex A*

- Sample work of person responsible for final compilation of colloquium report.
- Approach to briefing session of scribes, moderators and providing of template to scribes, moderators etc
- Contact details of two contactable, relevant references of similar services.

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

The use of subcontracting is allowed, and the bidder indicates in their quotation the part of the contract they may intend to subcontract and the subcontractors proposed.

However, the contracting authority requires that the critical tasks as explained in Annex A be performed directly by the tenderer themselves.

The fact that the contractor entrusts all or part of their commitments to subcontractors does not release them of their responsibility towards the contracting authority. The latter does not recognise any contractual relation with these third parties. The contractor remains, in any case, the only party liable towards the contracting authority. The contractor commits to having the contract performed by the persons indicated in the tender, except for force majeure.

The persons mentioned or their replacements are all deemed to effectively be involved in the performance of the contract. The contracting authority must approve any replacements. When the contractor uses a

subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act. In the same way, the contractor will respect and enforce to their subcontractors the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (GDPR). The contracting authority may conduct an audit of the processing carried out to validate compliance with this legislation.

- 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 (if any). See detailed pricelist to complete in ANNEX B
The prices are mentioned in ZAR. 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, considering 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. (if cases 1 or 2 for pricing) 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. Article 14 of the Law on Public Procurements

The signed quotations must be submitted in English email to procurement.za@vvoob.org before **Wednesday 5 August 2026 at 10:00**, South African time, and mention in email subject: 'quotation ref 2026_ZACP_003_TDC: Senior Knowledge Management Lead'

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 10 August 2026.

3.3.5.2. Article 44 RD 1.

Electronic signature of the offer

The tenderer signs their offer electronically by signing the submission report in e-tendering with a qualified electronic signature. This electronic signature must emanate from a person who is authorised or authorised to commit the tenderer. The tenderer encloses with their tender the necessary documents proving the authority of the signatory (consolidated articles of association, appointment decision(s), powers of attorney, etc.).

Points of attention:

A qualified electronic signature can be placed by means of a Belgian e-ID, a certificate in the name of the legal person (art 44 § 2 RD) or a qualified certificate that can be purchased from private actors

- If the tender is submitted by an unincorporated group, the signature requirement applies to each participant in the group.
- If an authorised representative does the signature, they clearly state their authorised representative(s). The authorised representative encloses with their offer the deed proving their authority or a copy of their power of attorney. If necessary, they refer to the number of the appendix to the Belgian Official Gazette in which the extract is published.

3.3.5.3. Languages

The offers should 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 (e-tendering platform or email).

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.

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 supplies/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)).

○ Compulsory grounds for exclusion

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

- Participation in a criminal organisation
- Corruption
- Fraud
- Terrorist activities, offences connected with terrorist activities or inciting, aiding or attempting to commit such an offence.
- Money laundering or terrorist financing
- Child labour and other forms of trafficking in human beings
- Employment of illegally staying third-country nationals

Evidence to be submitted by the bidder: **Declaration of honour Annex C**

○ 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:

Declaration of honour Annex 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 always conduct themselves 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/belgium/files/2024_integrity_policy_vvob.pdf

The Codes of Conduct may be updated on a regular base, 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: **Code of Conduct Annex 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 of honour Annex C**

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 (to mention if applicable)

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 of honour Annex C**

3.3.8.2. Qualitative selection criteria

The selection criteria (qualitative selection) are the following.

First qualitative selection criterion:

Experience of similar assignments (with preference in the Education Sector)

Evidence to be submitted by the tenderer: Contactable reference of client

Second qualitative selection criterion:

Report writing and data synthesising expertise:

Evidence to be submitted by the tenderer: CV and Sample work of person responsible for final compilation of colloquium report.

3.3.8.3. Award criteria

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

- **TECHNICAL CRITERIA**

Technical criteria with allocation of points (weight 60/100 points)

See data to be included in submission, section 3.3.1

Technical Expertise, Knowledge Management & Reporting Capability	25
Understanding of the Assignment ○ Understanding of the teacher development continuum and systemic challenges ○ Proposal shows alignment with colloquium objectives, practical solutions, and the complexities of an event of this nature. Methodology ○ Structured approach to end-to-end knowledge management of the entire hybrid colloquium ○ Clear and quality approach to capturing and integration of plenary and commission sessions data, synthesising insights and integration with expected outputs. ○ Viability of workplan and timeline for before/during/after the event Stakeholder Engagement & Coordination ○ Proposal clearly indicates strategy for coordinating diverse stakeholders (DBE, SACE, unions, CSOs) and managing communication flows and expectations. ○ Demonstrated ability to navigate political and institutional dynamics. ○ Suggestions for digital colloquium pack and platform to use Risk Management & Delivery Planning ○ Identification of key risks and provision of mitigation strategies.	15
Approach to Documentation & Synthesis • Method for capturing plenary and breakaway discussions • Sample report writing quality: High-quality, analytical writing, with structured, publishable reports. • Approach to briefing session of scribes, moderators and providing of template to scribes, moderators	10
Relevant Experience, Team Composition & Key Personnel	35
Experience with Education/Teacher Development and Similar Assignments ○ Proven experience in coordinating large-scale conferences (150+ participants, hybrid preferred) and programme design. ○ Relevant experience with government/education sectors and multi-stakeholder environments. ○ Experience in managing panels, moderators, and facilitating dialogue. ○ Demonstrated work in teacher development, CPD, or policy-dialogue platforms. ○ Understanding of the South African education landscape is an advantage. ○ Experience in Hybrid Events & Knowledge Products ○ Delivery of hybrid events and creation of conference reports, publications, or synthesis documents. Relevant Experience. • For at least 2 projects, have relevant experience including type of client, context, Scope of work, hybrid/physical; number of participants), Role in stakeholder coordination, Outputs produced (e.g. reports, publications) as examples of knowledge management	25
Team. Key Personnel: CVs of Key Experts with Role Allocation Lead Coordinator Profile ○ Experience of professional report writer and compiler	10

- Strong coordination, and senior-level stakeholder liaison skills. Supporting Team - Complementary skills in capturing, moderating and logistical support where needed. <i>NB: The DBE will also provide a number of moderators and scribes for the Colloquium. Bidders should therefore indicate the availability and capacity of their proposed moderators, scribes/data capturers and logistical support personnel. The final number of personnel required from the successful bidder will be confirmed at a later stage, based on the human resources available from the DBE.</i>	
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- PRICE CRITERION (weight 40/100 points)**

Evaluated based on the proportionality rule whereby the cheapest offer receives 60 points.

Offers that were 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.

4. 4. Special Contractual Information

4.1. Place of delivery, duration and end of the contract

- Place of Delivery: Block A, 141 Boshoff Street, Nieuw Muckleneuk, 0181, Pretoria, South Africa
- Duration and starting date: 10 August 2026 for two months
- End date of the contract: the Colloquium ends on 16 September 2026 and the contract will end two weeks later on 30 September 2026
- Early termination of the contract: Without object 25 days notice
- Without prejudice to other legal remedies, the contract can be terminated early:
- By the Contractor: from the first anniversary of the contract, by giving 25 days' notice by registered letter. [for '25' taking into account the minimum time period for VVOB to conclude a new procurement – see guidelines]]. By VVOB at all times and by means of a notice period of 25/2 calendar days, to be notified by registered letter.
- Termination of the contract in accordance with the above conditions does not entitle either party to any compensation.

4.2. Extensions and repetitions

Extensions: without object (if extensions wanted: see the guidelines for calls for quotations)

Repetitions: without object (not possible)

4.3. Terms of payment

The invoice(s) is(are) dressed monthly/quarterly/after performance/according to the order form/at the end of the contract/at the time of payment.

The invoice(s) is(are) sent by post/ email to the following address: invoicesouthafrica@vvoob.org

4.4. Bidder responsibilities during the execution of the contract

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

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

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

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

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

4.5. Delay penalties

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

4.6. Bail

No bail is required for this contract.

4.7. Disputes

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

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

4.8. Intellectual property

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

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

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

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

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

4.9. Modifications of the contract (Art. 37 TO 38/19 RD 1)

4.9.1. 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.

4.9.2. 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.

4.9.3. Price revision (Art. 38/7)

Prices are fixed for the duration of the contract (no price revision allowed). (only possible for contracts under EUR 120,000 and less than 120 working days or 180 calendar days)

4.9.4. 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.

4.10. ANNEXES

Annex A: Technical specifications.

Annex B: Detailed pricelist format.

Annex C: Declaration of honour template.

Annex D: Code of conduct template.

Annex E: Due diligence template.

Annex A: Technical Specifications

ANNEX A: TECHNICAL SPECIFICATIONS

1. Abbreviations

Abbreviations	Description
CPD	Continuous Professional Development (hybrid Online&Face to Face training)
CSO	Civil Society Organisations
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
DoE	Provincial Department of Education
HEI	Higher Education Institution
ITE	Initial Teachers' Education
NICPD	National Institute for Curriculum and Professional Development
NTIP	New Teacher Induction Programme
PLC	Professional Learning Communities
SACE	South African Council for Educators
SAPA	South African Principal's Association
SGB	School Governing Bodies
TPD	Teacher Professional Development
TD	Teacher Development

2. Background

The 2026 Teacher Development Colloquium will be a high-level strategic gathering to address the challenges of professional development in South Africa's basic education sector. The event will focus on moving beyond high-level policy to practical, implementable solutions for a geographically dispersed, resource-constrained system.

Data from the 2022 School Monitoring Survey (SMS) offer a diagnostic warning: the national average for professional development is 45 hours—just 54% of the 80-hour annual requirement mandated by ELRC Resolution 7 of 1998. Implementation is uneven across the basic education sector. VVOB has been piloting and testing a blended approach to continuous professional development (CPD) that combines online self-study with school-based Professional Learning Communities (PLCs). This model has been implemented across multiple programmes, including early-grade reading, learning through play, and climate change education, demonstrating its adaptability across contexts and content areas.

These efforts took place within a broader system context characterised by geographically dispersed, often rural schools, capacity constraints at the district level, and limited resources for in-person training. In this context, there is a clear need for professional development models that can scale, reduce costs, and remain effective in supporting changes in knowledge, attitudes, and classroom practice. Blended learning approaches, anchored in PLCs, offer a promising pathway by enabling educators to take greater ownership of their professional development while fostering peer support and contextualised practice.

With technical assistance from the National Institute for Curriculum and Professional Development (NICPD), the colloquium will mark a pivotal moment for the national digital infrastructure, featuring the official launch of the Online Teacher Professional Development (OTPD) platform. By convening policy, research, and practitioner perspectives, the Teacher Development Colloquium aims to improve coherence, quality, equity, and impact across teacher development in South Africa—ensuring that the different phases of the continuum are better aligned and mutually reinforcing.

This procurement is for the services of a **Senior Knowledge Management Lead** for the national Teacher Development Colloquium, hosted by VVOB and the DBE. The service provider will be responsible for designing and delivering knowledge-capture, synthesis and stakeholder coordination for the Teacher Development Colloquium (pre-, during, post- event) and producing the consolidated colloquium report.

Pax: 200-250 delegates

Dates: 14-16 September 2026. (Some delegates will arrive on 13 September.)

A hybrid conference offers an in-person component, where attendees can network with one another and watch keynote speakers and panel discussions live at a venue while also allowing attendees to join for part or all of the conference online, on days 1 and 3.

The colloquium will bring together a diverse range of education stakeholders, including government, civil society organisations (CSOs), higher education institutions, and professional development providers. While creating space to share practical experiences and lessons on blended CPD and PLCs, the colloquium will also deliberately engage with systemic questions across the teacher development continuum.

By convening policy, research, and practitioner perspectives, the Teacher Development Colloquium aims to contribute to improved coherence, quality, equity, and impact across teacher development in South Africa—ensuring that different phases of the continuum are better aligned and mutually reinforcing.

3. Objectives

The colloquium aims to shift the needle on teacher quality and system coherence through four key objectives:

- a. To strengthen alignment between Initial Teacher Education (ITE), induction, and ongoing Continuing Professional Development (CPD).
- b. To advocate for blended CPD models and Open Education Resources (OER) to ensure equitable access for rural and under-resourced schools.
- c. To demonstrate how platform analytics can be used for monitoring, evaluation, and workforce planning.
- d. To emphasise the role of school leaders in fostering a culture of continuous learning.

4. Technical Specifications

The **Senior Knowledge Management Lead** service provider will be responsible for:

Knowledge Management and Integration

- Organise, structure and document the flow of information exchanged during the entire Colloquium, including the Plenary and the Commissions.
- Convene, brief and liaise with all scribes and moderators on knowledge management requirements and approach
- Create and provide templates for all necessary data/information capturing/synthesising
- Collaborate with appointed events management service provider to ensure digital colloquium information pack is disseminated at registration with PDF colloquium program and informational material
- Multimodal approach to capture and document all presentations and materials from Commissions, Plenary and Breakaway sessions; recording, live-transcription, to preserve both explicit (presentations) and tacit (conversations) data.
- Capture and document insights, discussions, and key recommendations from Commissions, Plenary and Breakaway sessions.
- Coordinate synthesising and documentation of discussions.
- Collate a Call to Action: Harnessing Risks, Realities, Opportunities and Possibilities into a fitting way forward that can be presented on the last day of the Colloquium.
- Suggest a digital approach or platform for discussions to encourage peer-to-peer knowledge sharing and collaborations.
- To ensure electronic copy of all recordings, videography and photography are provided to VVOB as part of the consolidated colloquium report. DBE and VVOB will provide

videographers and photographers. Provider to suggest which platform to use for storage/repository.

- Provide resources as in section 5 below. Assign scribes to assist with taking live notes, summarising key takeaways, and synthesising actionable frameworks from sessions.

*Videography, Social media coverage, Photojournalism, Media relations and DBE branding will be done by DBE Communications team, and external videography and photography service providers.

Stakeholder liaison and engagement

- Gathering and incorporating keynote speakers' presentations content to be integrated in report
- The provider will have to liaise, communicate and collaborate with
 - VVOB and DBE task teams (eg bi-weekly meetings)
 - Events Management company (to keep track of number of attendees and organisations they are from, venue requirements for knowledge management team, as well as flow of the entire colloquium)
 - Stakeholders and attendees (see section 6 below)
 - Videography and photography teams for necessary footage/information to include in report

Resources to be provided by the Senior Knowledge Management Lead as follows:

- Lead Senior Report Writer and consolidator
- **Scribes for:
 - 1 Scribe for Commission1 panel discussions
 - **3 x Scribes for Day 1 and 3 plenary discussions

***NB: The DBE will also provide a number of scribes for the Colloquium, as indicated in the programme annex. Bidders should therefore indicate their suggestion for scribes as above and the availability, capacity and cost of their proposed scribes and logistical support personnel. The final number of personnel required from the successful bidder will be confirmed at a later stage, based on the human resources available from the DBE.*

5. Provisional Format and Programme

Proposed format of the colloquium:

The colloquium will be structured as a three-day, hybrid event.

A final **programme** will be shared with all bidders during the **information session**.

Theme: Strengthening the Teacher Professional Development Continuum — Scaling Quality Teacher Development through Blended Innovation

Day 0: (Sunday 13 Sept 2026)

150 (TBC) delegates arrive for dinner and accommodation

Day 1: Momentum and Launches

Arrival of rest of delegates and registration.

Focuses on high-level vision and the launch of national tools.

- **Keynote & Opening:** Official opening.
- **Strategic Launches:** The official launch of the NICPD OTPD Platform and the New Teacher Induction Programme (NTIP).
- **Expert Perspectives:** Critical EdTech analysis from international and local researchers (e.g., UNESCO and EdTech Hub).

TIME	ITEM	RESPONSIBILITY
08:00-09:00	Registration	Events Management Service Provider
SESSION 1: HIGH LEVEL VISION AND SCENE SETTING MODERATOR: Ms Cheryl Weston		
	Opening	Programme Director to be appointed by VVOB & DBE
9:00-9:10	Welcome and Acknowledgements	Mr TE Rabotapi Acting Deputy Director-General: Teachers, Education Human Resources and Institutional Development
9:05-9:20	Opening Address	Mr M Mveli Director-General: Department of Basic Education
9:20-9:40	The contribution of Continental Frameworks of the African Union Commission towards strengthening the Teacher Professional Development Continuum and Quality Teacher Development through Blended Innovations.	Mrs Sophia Ndemutla Ashipala Head Education Division: African Union Commission
9:40-10:00	Strengthening the Teacher Professional Development Continuum and Quality Teacher Development through Blended Innovations	Prof Thandi Lewin Deputy Director-General: Department of Higher Education and Training
10:00-10:20	Audience Reflections	All Delegates
10:20-10:50	Tea and Networking Break	All Delegates
SESSION 2: LAUNCH OF STRATEGIC TEACHER DEVELOPMENT PROGRAMMES MODERATOR: Dr Whitty Green (CHE: CEO)		
10:50-11:10	Launch of the NICPD OTPD Platform	Mr TE Rabotapi (A/DDG) Dr A Nkosi (A/CD) Participating Teacher
11:10-11:30	The New Teacher Induction Programme (NTIP)	Mr TE Rabotapi (A/DDG) Ms I Maje (Director: ITE) Participating NQT
11:30-12:00	PANEL DISCUSSION: The envisioned contribution of the NICPD OTDP Platform and NTIP to strengthening the teacher development continuum	CHAIRPERSON: Prof Nadine Petersen (Dean: Faculty of Education, UJ) PANELISTS: Appointed by VVOB & DBE
12:00-12:30	Audience Reflections	All Delegates
12:30-13:30	Lunch and Networking Break	All Delegates
SESSION 3: PERSPECTIVES ON EDTECH IN TEACHER DEVELOPMENT MODERATOR: Mrs Ella Mokgalane (CEO: SACE)		
13:30-13:50	EdTech in Teacher Development: Global Trends and Local Imperatives	Prof Shafika Isaacs (UNESCO)

13:50-14:10	Digital and Competency Learning	Ms Hana Yoshimoto (UNICEF)
14:10-14:40	PANEL DISCUSSION: Stakeholder perspectives on EDTECH in Teacher Development	CHAIRPERSON: Prof Anil Kanjee (TUT) PANELISTS: Appointed by DBE & VVOB
14:40-15:10	Audience Reflection	All Delegates
15:10-15:30	Tea and Networking Break	All Delegates
SESSION 4: PRACTICE AND INNOVATION SHOWCASE MODERATOR: Dr Wilfried Theunis (VVOB - Country Programmes Manager)		
15:30-17:00	Station 1: Early Grade Reading Instruction in IsiZulu Home Language	Convenor: Ms Shabalala Ms Cindy Zakuza (KZNDOE) and Ms Zanele Shabalala (VVOB)
	Station 2: Funda Udlale Nathe – ECD Practitioner professionalisation on learning through Play	Convenor: Ms Snyman Ms Mkhize (KZNDOE), Ms Chantal Snyman (VVOB) and Ms Sarah McGuigan (Ntataise)
	Station 3: Fundisa for Change Keep it Cool Climate Change Education (KIC 2.0)	Convenor: Ms Sithole Ms Shanu Misser (F4C), Ms Ayanda Sithole (VVOB) and Ms Liz-Marie Visagie (GreenMatter)
	Station 4: Regional Teachers Initiative for Africa (RTIA) - Gender Responsive Pedagogy for Early Childhood Education (GRP4ECE)	Convenor: Ms Mpungu Mr Likho Bottoman (DBE), Ms Fiona Mpungu (VVOB), Ms Susanna Behrendt (Penreach)
	Station 5: The Teacher Assistants Programme	Convenor: Ms Maje Ms LC Maje (DBE) and Ms Joy Olivier (Binding Constraints)
17:00-17:15	Feedback from Convenors	Convenors
17:15-17:25	Introduction to Commission Work on Day 2	Ms Cheryl Weston
	Announcements and Closing Remarks	Dr Wilfried Theunis
	End of day 1	

Day 2: Thematic Working Commissions

Three thematic commissions will operate in parallel sessions. Each commission will begin with a brief input presentation from designated panel members or resource persons, identified in advance. These presentations will be followed by facilitated panel discussions. After the discussions, there will be opportunities for questions, comments, and dialogue with commission members. Each commission will have around six hours to deliberate. A template should be provided to document the discussions and recommendations. Each commission is expected to have two panels, each lasting three hours. Provincial Departments of Education, school leaders, and teachers must be strategically engaged across all working groups to ensure provincial buy-in and implementation capacity.

TIME	DISCUSSION ITEM	RESPONSIBILITY
08:00-09:00	Registration and Welcoming Tea	All
SESSION 5		
COMMISSIONS		
COMMISSION 1		
<i>Improving Blended CPD</i>		
	INPUT PRESENTATION(S): - VVOB Blended CPD Approach - DBE NICPD OTDP - SACE CPTD System - Professional Learning Communities (School leadership and Management, M & E and Recommendations)	CHAIRPERSON: Mr Giles Gillett (NASCEE) FACILITATOR: VVOB to suggest SCRIBE: To be sourced/supplied by the Knowledge Management Lead in consultation with Ms Cheryl Weston (DBE) RAPPORTEUR Dr Aaron Nkosi (DBE) RESOURCE PERSONS: Appointed by DBE & VVOB
COMMISSION 2		
<i>Early Career Teacher Support and Ethical Conduct</i>		
	INPUT PRESENTATION(S): - Defining the competences for a South African Teacher - Identification and recruitment of new teachers - Teacher demand and supply information management systems - Work Integrated Learning policy for the Basic Education Sector - Early career support for new teachers - NTIP, QMS, etc. - The use of social media by educators to the extent that the conduct could be prejudicial - Advice for new educators regarding the dress code when they perform official duties - BELA has broadened and criminalised corporal punishment. What are the key issues which newly appointed educators must avoid?	CHAIRPERSON: Prof Veronica McKay (UNISA) FACILITATOR: Dr Cindy Foca SCRIBE: Ms Crysty Swift (Ecubed) Dr Thando Mkhombo (DBE) RAPPORTEUR Ms Lala Maje (DBE) RESOURCE PERSONS: Appointed by DBE & VVOB
COMMISSION 3		
<i>Policy Alignment, Research, and M&E</i>		
	INPUT PRESENTATION(S): - SASAMS, DDD, etc. (Discuss fragmentation, opportunities for better alignment) - Policy alignment and reviews for example, ISPFTED, MRTEQ, NPFTED, etc. - Norms and Standards for PTDIs and DTDCs	CHAIRPERSON: Dr James Keevy FACILITATOR: VVOB & DBE to identify SCRIBE: Ms Muano Nemakhavani Mr Tsekere Maponya RAPPORTEUR Ms Benita Williams (BWE) RESOURCE PERSONS:

	- Structures such as PTEDCs and NTEDCs - Monitoring the Teacher Development Continuum - The availability of quality data (relevant, complete, accurate, etc.) that is fit-for-purpose	Appointed by DBE & VVOB

Day 3: Feedback and Way Forward

The final day focuses on accountability and long-term roadmaps.

MODERATOR: Mr Phillip Tshabalala (DHET)		
Time	Discussion Topic: Commission Report Backs	Responsibility
08:00-9:00	Registration and Morning Tea	All
9:00-9:05	Opening and Welcome	Programme Director
9:05-9:25	Commission 1: Improving Blended CPD	Dr Aaron Nkosi (DBE)
9:25-9:45	Commission 2: Early Career Teacher Support	Ms Lala Maje (DBE)
9:45-10:05	Commission 3: Policy alignment, research and monitoring & evaluation	Ms Benita Williams (BWE)
10:05-10:35	Audience Reflections	All
10:35-10:45	Call to Action: Harnessing Risks, Realities, Opportunities and Possibilities into a fitting way forward	Ms Cheryl Weston (DBE)
10:45-10:55	Closing Remarks	Mr M Mweli (DBE: Director-General)
10:55-11:00	Vote of Thanks and Appreciation	Mr Henrié Benson (VVOB)
END OF DAY 3. LUNCH AND DEPARTURE		

6. Stakeholders

Provisional list of Stakeholders and attendees (TBC):

Stakeholder Group	Quantity
VVOB staff	16
Department of Basic Education (DBE)	28
SACE	5
KwaZulu-Natal Department of Education	10
Mpumalanga Department of Education	4
Limpopo Department of Education	4
Eastern Cape Department of Education	4
Free State Department of Education	4
Gauteng Department of Education	4
North West DoE	2
Western Cape DoE	2

Northern Cape DoE	2
National Teachers Union (NATU)	2
National Professional Teacher Organisation of South Africa (NAPTOSA)	2
Professional Educators Union (PEU)	2
Suid-Afrikaanse Onderwysers Unie (SAOU)	2
South African Democratic Teachers' Union (SADTU)	2
ELRC	2
South African Principals' Association (SAPA)	2
SGB FEDSAS	1
SGB GA	1
SGB GBF	1
SGB NASGB	1
SGB SANASE	1
SGB UF4SGBs	1
Ntataise	2
Green Matter	1
SchoolNet	1
Nal'ibali	1
NECT	1
Jake Gerwell	1
Class Act	1
Penreach	1
New Leaders Foundation	1
CIE	1
NASCEE	1
Red Ink	1
Word Works	1
Room to Read	1
e_Cubed	1
JET	2
Neil Butcher associates	2
Benita Williams Evaluation	2
SAIDE	2
School Management Teams (SMTs) (KZN and MP)	10
Teachers and practitioners (KZN and MP)	20
Old Mutual TBC	2
Zenex	2
Prevail	2
DGMT	2
FLOAT	2
Opperheimer MT	2
DHET Justinus Setshedi	1
DHET Dr Maphutha	1
DHET Mr Tshabalala	1

DHET TUT	1
DHET RHODES	1
DHET DUT	1
DHET WITS	1
DHET NWU	1
DHET FS	1
DHET Limpopo	1
DHET LU	1
DHET Univen	1
DHET Unisa	1
DHET UJ	1
DHET Univ of MP	1
Mary Metcalfe (Key Note)	1
SAQA	1
QCTO	1
CHE	1
DEPASA	1
African Union (Key Note)	1
Other Key Note	2
DFFE	3
SANBII	2
UNICEF	2
ETDP SETA	2
DBE Scribes, moderators	TBC
Events managers on site	TBC
Knowledge management team	TBC
Estimated Total	203

Annex B: Detailed Pricelist

5.4. Contract with mixed price fixing

This is a contract in which prices are determined in at least two different ways described above: estimated quantities, flat-rate quantities and/or refundable items.

The price list to complete by the bidders is added to the call for quotations and must make a clear distinction between the different types of price setting which are often indicated by abbreviations, the meaning of which is given in the price list, such as

- "FH": flat-rate quantity, when the quantity is indicated;
- "GP": global price when the quantity is not indicated;
- "VH": presumed quantity;
- "RC": reimbursable cost.

Example contract with mixed prices. Prices in USD							
Description	Price setting	Unit	Quantity	Unit price (excl VAT)	Total price(excl VAT)	VAT	Total (incl. VAT)
Conference preparation and documents	GP	lump-sum	1				
Venue conference 3 days	GP	lump-sum	1				
Conference moderator	FH	man/day	3				
Assistance of participants	VH	participant	35				
Event banner	RC	banner	6				
Total price							

Annex C: Declaration of Honour

Declaration of Honour

Programme/Project: _____

I, the undersigned _____

☐ 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 (tax clearance certificate submitted to VVOB);

e. that (s)he will conduct (her)(him)self at all times in compliance with VVOB's Codes of Conduct. 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.

h. that, should the contract be awarded, he (she) will provide on request proof for one or more of the above mentioned situations.

Signature

Full Name

Date

Annex D: Code of Conduct

Annex 1

VVOB's General Code of Conduct

Integrity

We expect all individuals who are involved in implementing VVOB projects and programmes to behave in accordance with ethical principles, and act in good faith, honesty and fairness. Therefore, we must:

- Respect national and local laws;
- Never engage in any level of physical or verbal violence or threat of violence;
- Not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so;
- Ensure that their conduct does not bring VVOB into disrepute and does not impact on or undermine the individual's ability to undertake the role for which he or she is employed;
- Report suspected wrongdoing or breaches of VVOB's ethical principles, rules, regulations or policies.

Respect for people, policies and planet

We expect all individuals who are involved in implementing VVOB projects and programmes to demonstrate respect for the dignity, value, equality, diversity and privacy of all persons, and demonstrate respect for policies and planet. We strongly believe that diversity is a major asset for our organisation. Therefore, we must:

- Respect and value differences and treat all people fairly and with dignity and courtesy;
- Consider the sensitivities of people's customs, habits and religious beliefs and avoid any behaviour that is not appropriate in a particular cultural context.
- Never engage in any form of discriminatory or offending behaviour based on a person's race, skin colour, ancestry, national or ethnic origin, nationality, gender, sexual orientation, marital status, age, wealth, religious, non-religious, political or philosophical beliefs, organisational membership, current or future health status or disability;
- Abstain from and actively discourage all forms of harassment, including verbal, nonverbal, written or physical abuse;
- Never engage in abusive or exploitative conduct;
- Never carry weapons during working hours;
- Never engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking;
- Never engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence;
- Never exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, with vulnerable persons or beneficiaries of our programme interventions;
- Encourage and maintain a work environment characterised by good working relations;
- Adhere to all legal and organisational health and safety requirements in force and behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of yourself and others;
- Respect local, national and international partners and policies.
- Strive to minimise the environmental impact of our operations and include the environment as a cross-cutting theme in our interventions.

Quality and commitment

We expect all individuals who are involved in implementing VVOB projects and programmes to ensure that professional and personal conduct is consistent with VVOB's values and standards, and that all individuals who are involved in implementing VVOB projects and programmes demonstrate a high level of professionalism and loyalty to VVOB, its vision, mission and strategic and operational objectives. Therefore, we must:

- Deliver on the duties of our position in an ethical and professional manner and take responsibility for carrying out the duties of our position to the best of our abilities;
- Never work under the influence of alcohol or drugs, or be in possession of, illegal substances on VVOB premises, accommodation or during working hours;
- Keep in mind the longer-term objectives of VVOB and the strategic and operational partners when managing short- and medium-term activities and operations;
- Update our knowledge and skills and develop our professional competencies to maintain excellent standards and use this professional expertise constructively for the benefit of VVOB, its programmes and strategic and operational partners;
- Ensure to have correct (reliable, complete, detailed and substantiated) information for decision-making purposes.

Accountability and transparency

We expect all individuals who are involved in implementing VVOB projects and programmes to take responsibility for one's actions, decisions and their consequences. Therefore, we must:

- Ensure that all VVOB assets and human, financial and material resources entrusted to us are used in a responsible and optimal manner for the benefit of VVOB and the programme and project objectives;
- Record all transactions and prepare accurate and complete records, in accordance with established procedures;
- Not conduct or authorise facilitation payments or bribery;
- Ensure that VVOB IT equipment, software or e-mail and social media platforms are not being used to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism;
- Never use VVOB IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse;
- Declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of VVOB;
- Not be involved in awarding benefits, contracts for goods or services, employment or promotion within VVOB, to any person with whom the employee has a financial, personal, family (or close intimate relationship) interest;
- Not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to the employee as a result of our work with VVOB, except in cases when it is culturally inappropriate to decline. In case of the latter, the acceptance of a gift should always be reported to the management team. In no case may gifts influence or give the impression of influencing decision-making of the individuals who are involved in implementing VVOB projects and programmes in performing her or his job.

Code of conduct VVOB's Child and youth protection policy

VVOB ensures that their employees avoid any behaviour or conduct that compromises the safety and protection of Children and Youth within its activities, operations and programmes.

People who work for VVOB must:

- Prevent:
 - Be aware of potential risks and take appropriate action to minimise risks;
 - Create an environment where concerns can easily and safely be raised and discussed;
 - Recognise and remedy situations which may potentially lead to violent acts against Children and Youth.
- Create a Child and Youth friendly environment:
 - Contribute to an environment where Children and Youth are respected and encouraged to discuss their concerns and rights;
 - Ensure that Children and Youth are aware of their rights, policies and resources available if there is a problem;

- Work with Children and Youth to define what is acceptable or unacceptable behaviour with adults.
- Report and respond:
 - Report any Child and Youth abuse and protection concerns to relevant partners and take appropriate actions;
 - Ensure the Child and Youth, if appropriate, his/her parents or guardians are well-informed and participate in the decision-making and the types of intervention agreed upon.

People who work for VVOB must never:

- Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief of a Child's or Youth's age is not a defence;
- Abuse or exploit a Child or Youth or behave in any way that places a Child or Youth at risk of harm;
- Exchange money, gifts, employment, goods or services for sex with a Child / Youth, including sexual favours or other forms of humiliating, degrading or exploitative behaviour or any other behaviour that could be deemed exploitative of a Child / Youth;
- Have a Child / Youth they are working with stay overnight at their home unsupervised or sleep in the same room or bed with a Child / Youth;
- Do things for Children / Youth of a personal nature that the Child / Youth can do themselves;
- Offend, insult, humiliate or degrade Children / Youth or engage in any form of emotional abuse;
- Discriminate or provide favourable treatment to one Child / Youth;
- Kiss, or persuade a Child / Youth to kiss VVOB personnel;
- Engage in extended hugging, tickling or persuading of a Child / Youth to hug VVOB personnel;
- Touch a Child / Youth in any area that would be covered by a bathing suit;
- Carry a Child / Youth or have them sit on the lap of VVOB personnel;
- Be alone with a Child / Youth;
- Engage in prolonged physical contact with a Child / Youth;
- Restrain a Child / Youth;
- Discipline a Child / Youth using any form of physical contact, or emotional or psychological pressure, abuse or intimidation;
- Expose a Child / Youth to inappropriate images, films and websites including pornography and extreme violence.

The above is neither an exhaustive nor exclusive list and VVOB will consider all related actions and behaviour which may compromise the rights and protection of Children and Youth.

Name:

Signature:

Date:

Annex E: Due Diligence

Official name + legal form:

Headquarters (full address):

Local establishment (full address):

Website:

Email address:

Telephone number:

Contact person (name + title):

Head of the organization (name + title):

Bank account details:

- Name of the account holder:

- Account no. (IBAN or similar):

- Bank (name + address):

To facilitate our due diligence review, please add the following annexes and tick the box if you have added them:

- ☐ official statement from the bank confirming the bank account details mentioned above
- ☐ recent/online registration document from the company register showing that the organisation is in good standing, mentioning the organisation's official address and the head of the organisation
- ☐ copy of the most recent annual accounts or download link
- ☐ public record that the organisation is not bankrupt (f.ex.: certificate, search result public register)
- ☐ recent certificate that the organisation has a clean criminal record
- ☐ recent certificate that the organisation has no tax or social security debts

Done on Click or tap to enter a date. on behalf of Click or tap here to enter Organisation Name

Click or tap to enter representative name

Click or tap to enter representative title