

# PROGRAM OF REQUIREMENTS

This chapter includes the requirements set by the Contracting Authority concerning the requested services and the prices and rates.

**By submitting a Tender, you unconditionally agree to the set of requirements. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.**

By submitting a Tender, you as Tenderer, explicitly consent to all requirements and conditions specified in this Tender document and declare that you will continue to comply with these throughout the entirety of the contract period. Furthermore, you confirm that you will comply with all of the specified prices and rates, including any agreed indexation. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.

## 1.1 Requirements relating to the contractor (RF)

|     |                                                                                                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|
| RF1 | The Contractor is a reputable, internationally active firm with at least 15 years' experience in urban development and water management. |
| RF2 | The Contractor will work in collaboration with Ugandese firm(s) and/or Ugandese individual experts.                                      |

## 1.2 Requirements relating to the services requested (RS)

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RS1 | <p>The language for execution of the contract is English. This includes all activities and submitted documentation, communication, interim and final reports, and other information throughout all phases of the assignment and necessary to achieve full execution of the contract. Executive summaries of final reports shall be submitted in both English and Ugandan.</p> <p>Key experts must demonstrate their command and proficiency of spoken and written English. For non-native speakers, a proficiency level of at least C1 is required, according to the Common European Framework of Reference for Languages, or an equivalent system. The additional experts must be able to demonstrate competence at a minimum level of B2 or equivalent.</p> |
| RS2 | Activities are expected to be planned and fully executed within the contract period of 19 months from the date of signature of the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| RS3 | <p>The reports and results used by the Contractor for the purpose of the (feedback) sessions with the Contracting Authority, Competent Authority and the Project Steering Committee should be sent at least two weeks before each session:</p> <ul style="list-style-type: none"> <li>• to the Competent Authority (MOH);</li> <li>• to the members of the Project Steering Committee;</li> <li>• to the Contracting Authority.</li> </ul> <p>Comments provided to the Contractor before and during the session will be dealt with within two weeks from the date of the (feedback) session.</p>                                                                                                                                                              |
| RS4 | In the event that reports and/or tasks and deliverables are not accepted, with good reason, by the Competent Authority (MOH), the Project Steering Committee and/or the Contracting Authority, the Contractor will make the necessary adaptations without impact on the overall planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| RS5 | All reports and other information prepared and/or adapted by the Contractor must be delivered in electronic version to the Competent Authority, the Project Steering Committee and the Contracting Authority. The Contractor together with the Competent Authority take responsibility to timely dispatch these documents in full to other required and/or interested parties and/or authorities.                                                                                                                                                                                                                                                                                                                                                             |
| RS6 | <p>The (feedback) sessions that need to be organized with the Competent Authority (MOH) and the Project Steering Committee are included in the proposed coordination plan.</p> <p>These are necessary and instrumental to achieve per phase a final Go/No Go decision by Invest International Public Programmes B.V.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| RS7 | If necessary, it is expected from the Contractor that additional (feedback) sessions will get organized without impact on the overall planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| RS8 | The Competent Authority will set up a Project Management Unit. This Project Management Unit will be in charge of coordinating the D2B studies and facilitating the work of the Contractor. This Project Management Unit will provide the Contractor with all documents, maps, reports and other materials required, available, useful and/or necessary for the full execution of the contract. The Competent Authority will also provide the Contractor with full access to its infrastructure and staff at all project sites, in order to allow a good and up to date understanding and insight, integrally and per project site, into the existing infrastructure, the status of that infrastructure and the project (site) context.                        |

### 1.3 Requirements relating to the study team (RT)

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RT1 | The consultant team must comprise an international Deputy Team Leader, a local Deputy Team Leader and a mix of international and national experts that together cover the main topics and aspects according to the Terms of Reference, chapter 7 (Appendix 12).                                                                                                                                                                          |
| RT2 | The proposed teamleader is available to carry out the tasks and responsibilities assigned to him/her, except in cases of force majeure.                                                                                                                                                                                                                                                                                                  |
| RT3 | Key experts (see Appendix 12) specifying the profile sought of key experts) must demonstrate their command and proficiency of spoken and written English. For non-native speakers, a proficiency level of at least C1 is required, according to the Common European Framework of Reference for Languages, or an equivalent system. The additional experts must be able to demonstrate competence at a minimum level of B2 or equivalent. |
| RT4 | E&S Experts must be officially certified by the relevant Ugandan authorities.                                                                                                                                                                                                                                                                                                                                                            |
| RT5 | If necessary for the execution of the assignment, additional expertise is recruited within the proposed budget. Each change in the team, including replacement of key and additional experts, is to be submitted to the Contracting Authority for prior approval.                                                                                                                                                                        |
| RT6 | Team members are replaced by individuals with at least the same knowledge and experience (quality)                                                                                                                                                                                                                                                                                                                                       |
| RT7 | All the proposed team members/staff meet the qualification requirements as stated in the Terms of Reference (Appendix 12)                                                                                                                                                                                                                                                                                                                |
| RT8 | The Proposal specifies the names, functions, responsibilities and CVs of the proposed team of key and additional experts. The Contractor uses Appendix 10 'Format for C.V. summary' for this.                                                                                                                                                                                                                                            |

### 1.4 Requirements relating to project coordination (RC)

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RC1 | The Contractor is fully responsible for the structured execution of the D2B studies, ensuring the achievement of the specific objectives, tasks and deliverables per phase and will monitor the progress of each task, including the status of the deliverables and the level of use of project resources. The Contractor must inform the Contracting Authority timely with a complete, real and accurate report and in full on the progress throughout the D2B studies, in line with and congruent to the identified phases, tasks and deliverables. If deemed necessary and/or desirable by the Contractor this can be deviated from if instrumental to the full execution of the assignment (see also RC2), but only after a request to do so has been timely submitted to the Contracting Authority for prior approval. |
| RC2 | The Contractor shall immediately inform the Contracting Authority if it expects a negative impact on the results of the assignment, for example because one or more tasks and/or deliverables cannot be carried out as planned and/or expected per phase, with due attention, with the expected accuracy, with the agreed methodology and/or expected outcome.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|     |                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RC3 | The Contractor will proactively maintain relationships with other projects, initiatives, activities and stakeholders related to or with an effect on public health in the project area. Where appropriate, it will integrate relevant elements into the D2B studies.                                                                                                                               |
| RC4 | In order to achieve all DRIVE relevant requirements the Tenderer, for the purpose and throughout the execution of the assignment, needs to ensure that the DRIVE Policy Rules and Criteria <a href="https://wetten.overheid.nl/BWBR0046711/2022-05-28/0">https://wetten.overheid.nl/BWBR0046711/2022-05-28/0</a> are applied and adhered to whilst developing the infrastructure project solution. |

### 1.5 Requirements relating to security and safety (RSR)

|      |                                                                                                                                                                                                                                                               |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RSR1 | The Contractor has procedures regarding internal safety management to ensure business continuity. E.g. for staff safety, pandemics, natural disaster, conflict and other risks. It will provide a description of its monitoring and crisis management system. |
| RSR2 | The Contractor has a contract for overall support, assistance and repatriation services for all its employees abroad. The Contractor will provide the supporting contracts and/or certificate(s).                                                             |

### 1.6 Requirements relating to prices/rates (RP)

|     |                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RP1 | Discounts are not allowed or should be internalised in the final prices and rates.                                                                                                                                                                                                                                                                                                   |
| RP2 | If the Tenderer indicates that no VAT is applicable, it undertakes to provide documentary proof of this to the Contracting Authority within 15 calendar days of the request.                                                                                                                                                                                                         |
| RP3 | Prices/rates are all inclusive. This means that they include wage costs, overheads (such as business premises and wage costs of non-production workers), costs of support activities, costs of using equipment (such as computers) arising from the contract, the Contractors costs related to (feedback) sessions, profits, expense insurance, travel and accommodation costs, etc. |
| RP4 | Additional costs and/or costs under any name above the proposed price are not legally due by the Contracting Authority                                                                                                                                                                                                                                                               |

### 1.7 Invoicing requirements (RI)

|     |                                                                                                                                                                                                                     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RI1 | The disbursement schedule will be set during the contract phase with the winner of this Tender on the basis of the proposed schedule (as per par. 3.1 <i>Requirements relating to the services requested, RS1</i> ) |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 1.8 Environmental requirements (RE)

|     |                                                                                                                                                 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| RE1 | The Contractor must possess all environmental permits and certifications required in order to fulfil this assignment and provide proof thereof. |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|