REQUEST FOR PROPOSALS
FRAMEWORK AGREEMENT (WITHOUT MINI-COMPETITION)

FOR

PROVISION OF LEGAL SERVICES IN KENYA

RFP Ref: GCA-PR-23-392

CLOSING DATE: 24 NOVEMBER 2023
CLOSING TIME: NOT LATER THAN 16:00:00 hours (04:00:00 p.m. o’clock), Central European Time (CET)

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED

Issued on: 3 November 2023
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<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAP</td>
<td>Africa Adaptation Acceleration Program</td>
</tr>
<tr>
<td>AfDB</td>
<td>African Development Bank</td>
</tr>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
</tr>
<tr>
<td>AU</td>
<td>African Union</td>
</tr>
<tr>
<td>CapEx</td>
<td>Capital Expenses</td>
</tr>
<tr>
<td>CET</td>
<td>Central European Time</td>
</tr>
<tr>
<td>COP</td>
<td>Conference of the Parties to the United Nations Climate Change Framework Convention (United Nations Climate Change Conference)</td>
</tr>
<tr>
<td>CPP</td>
<td>Climate Prosperity Plan</td>
</tr>
<tr>
<td>CRA</td>
<td>Climate Risk Assessment</td>
</tr>
<tr>
<td>CV</td>
<td>Curriculum Vitae</td>
</tr>
<tr>
<td>CVF</td>
<td>Climate Vulnerable Forum</td>
</tr>
<tr>
<td>CSDAT</td>
<td>Climate Smart Digital Agricultural Technologies for Food Security</td>
</tr>
<tr>
<td>DAE</td>
<td>Direct Access Entity</td>
</tr>
<tr>
<td>EOI</td>
<td>Expression of Interest</td>
</tr>
<tr>
<td>EU</td>
<td>European Union</td>
</tr>
<tr>
<td>FWA</td>
<td>Framework Agreement</td>
</tr>
<tr>
<td>GCA</td>
<td>Global Center on Adaptation</td>
</tr>
<tr>
<td>IFI</td>
<td>International Finance Institutions</td>
</tr>
<tr>
<td>IPCC</td>
<td>Intergovernmental Panel on Climate Change</td>
</tr>
<tr>
<td>IPDC</td>
<td>International Panel on Deltas and Coastal Areas</td>
</tr>
<tr>
<td>LLA</td>
<td>Locally Led Adaptation</td>
</tr>
<tr>
<td>LMA</td>
<td>Labour Market Assessment</td>
</tr>
<tr>
<td>MDBs</td>
<td>Multilateral Development Banks</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>NAP</td>
<td>National Adaptation Plan</td>
</tr>
<tr>
<td>NBS</td>
<td>Nature-based Solutions</td>
</tr>
<tr>
<td>NDP</td>
<td>National Development Plan</td>
</tr>
<tr>
<td>NTP</td>
<td>National Transport Policy</td>
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<tr>
<td>R4I</td>
<td>Research for Impact</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>VAT</td>
<td>Value Added Tax</td>
</tr>
</tbody>
</table>
1. Introduction

1.1 Introduction to the Global Center on Adaptation (GCA)

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

1.2 GCA’s Business Plan

The GCA’s ambitious 2020-2025 business plan and strategy have three pillars:

- Programs: Food Security; Using Nature for more resilient infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership.
- Knowledge: Building adaptation knowledge globally through cutting edge products such as the State and Trends in Adaptation Report and the Knowledge Exchange Platform.
- Advocacy and Awareness: Formulating policy messages to move the global, regional, and local adaptation agendas forward.

1.3 Introduction to this Request for Proposals

1.3.1 Purpose of this Request for Proposals (RFP)

GCA is launching this RFP to solicit competitive proposals and select a firm to enter into a Framework Agreement. The selection process aims to ensure that the final selected firm is of the highest caliber professionally, technically and ethically to implement and execute the necessary services.

Procurement agency and contact information

This RFP is issued by the Global Center on Adaptation (GCA), Antoine Platekade 1006, 3072 ME Rotterdam, The Netherlands. The Global Center on Adaptation (GCA) is registered as a Foundation with the Dutch Chamber of Commerce under registration number 76050475.

Disclaimer

This RFP does not oblige the Global Center on Adaptation to award a contract or complete the project and the Global Center on Adaptation reserves the right to cancel the solicitation if it is considered to be in its best interest.
Eligibility of potential vendors

This tender is open to legal firms based in Kenya. We welcome any interested parties to submit a proposal according to the details for eligibility presented in this document.

1.3.2 Information about the Framework Agreement

GCA intends to enter into a Framework Agreement with a legal firm for the Provision of Legal Services in Kenya based on the Terms of Reference (TOR) outlined in the schedules contained in this Solicitation Document, as required from time to time during the term of the Framework Agreement. The GCA will not be obliged/committed to purchase any minimum quantity of these services, and GCA shall not be liable for any cost in the event that no purchases are made under any resulting Framework Agreement.

The proposed Framework Agreement shall be valid for an initial term of one (1) year from contract signature, renewable up to three (3) terms subject to performance, availability of funds and mutual agreement of both the GCA and the Consultant.

The maximum financial envelope for the required period of services during the entire Framework Agreement period referred to herein, is estimated at EUR50,000 (Fifty Thousand Euros). Individual Work Orders will be issued using the fixed Framework Agreement prices, under the terms and conditions of the Framework Agreement.

The services described in this Request for Proposals will operate and be implemented on an on-demand basis as and when required, within the terms and conditions of the Framework Agreement.

Under the provisions of this Request for Proposals, it is also highlighted that a Framework Agreement is not in itself a commitment to procure services. Purchases will be made against Work Orders to be issued by the GCA in accordance with the terms and conditions of any resulting Framework Agreement. Actual quantities to be purchased will vary from Work Order to Work Order.

Any quantities outlined in this Solicitation Document are an estimated forecast of the total requirement for the duration of the Framework Agreement, if so specified, an estimated forecast for the annual requirement. Any estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of GCA regarding any quantity for future purchases.

This Solicitation Document shall not be construed as an offer capable of being accepted or as creating any contractual, other legal rights. No binding Contract, or other understanding or arrangement, will exist between the Bidder and GCA and nothing in or in connection with this Solicitation Document shall give rise to any liability on the part of GCA unless and until a Framework Agreement and linked Work Order is signed by GCA and the successful Bidder.

There will be no legal/contractual obligation for GGA to procure any minimum value of services during the duration of the Framework Agreement or issue any minimum number of Work Order Orders/Work Orders during the term/duration of the Framework Agreement with the Service Provider(s).
The draft Framework Agreement including the GCA’s contractual terms and conditions is included as an Annex to this RFP. **The GCA will not make any changes to the Framework Agreement after the deadline for submission of proposals.** Bidders are invited to submit any clarification request regarding the draft Framework Agreement before the closing date for clarifications (refer to paragraph 2.5 of the RFP). Submission of a proposal implies acceptance of the conditions stipulated in this Request for Proposal and the attached Draft Framework Agreement. These conditions will bind the Bidder to whom the contract is awarded for the performance of the contract.

### 1.3.3 Indicative Procedure Timetable

The timetable for the procurement process presented below is indicative and, while GCA does not intend to depart from the timetable, it reserves the right to do so at any time respecting the GCA/EU/Donor Procurement Regulations.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract notice published</td>
<td>3 November 2023</td>
</tr>
<tr>
<td>Deadline for sending a request for clarifications to GCA</td>
<td>16 November 2023</td>
</tr>
<tr>
<td>Deadline for submission of proposals</td>
<td>24 November 2023</td>
</tr>
<tr>
<td>Evaluation of proposals</td>
<td>29 November 2023</td>
</tr>
<tr>
<td>Signature of Framework Agreement</td>
<td>1 December 2023</td>
</tr>
<tr>
<td>Contract award notice</td>
<td>29 December 2023</td>
</tr>
</tbody>
</table>

### 2. Submission and Opening of Proposals

#### 2.1 Submission of the Proposal

If you are interested in participating in this Request for Proposal, you are requested to submit your proposal to the link: [GCA-PR-23-392 - Submit Proposal](#) no later than **24 November 2023, 16:00:00 hours (04:00:00 p.m. o’clock), Central European Time (CET)** (hereinafter referred to as “the closing date and time”).

Bidders are cautioned that the timing of submission is based on when the proposal is received by the GCA, not when a proposal is submitted by a bidder. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, bidders should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Bidders submitting near the Submission Deadline do so at their own risk.

Proposals received after the closing date and time will be rejected. GCA will confirm receipt of proposals within 24 hours from the closing date and time. Bidders that do not receive this confirmation must contact GCA within 48 hours from the closing date and time. After 48 hours from the closing date and time, GCA shall not respond to any queries related to whether a bidder’s proposal was received.

Your proposal and all supporting documents must be uploaded to the link: [GCA-PR-23-392 - Submit Proposal](#) in **PDF format** before the closing date and time stipulated above. Submissions
requesting GCA to click on links to download documents shall not be accepted. When uploading the Proposal, the first and last name must be the name of the organization submitting the Proposal as shown in the screenshot below.

The proposal must be drafted in English. The email subject heading should be clearly marked with the following information:

“GCA-PR-23-392 - Provision of Legal Services in Kenya”

Please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents. The Submission must be drafted in English and contain:

- Proposal Submission/Identification Form (Annex 1)
- A signed Declaration of Honor (Annex 2)
- Shall contain the “Technical Proposal” and supporting documentation, with clear and concise description of your proposed actions to execute the Scope of Work/Terms of Reference and Deliverables (Annex 3). The Technical Proposal should not exceed 10 pages (excluding supporting documentation, CVs, and company profile) and 25MB in size for successful delivery. The GCA will not be held responsible for non-delivery of proposals exceeding 25MB.
- All the supporting documentation in relation to the evaluation criteria.
- Proposals must be uploaded in two separate documents. One containing the Technical Proposal and the other containing the Financial Proposal.
• Technical proposal must be named **RFP-GCA-PR-23-392-TECHNICAL Proposal**. No other characters or spacing should be included in the file name.

• The Financial Proposal must be named **RFP-GCA-PR-23-392-FINANCIAL Proposal**. No other characters or spacing should be included in the file name.

• All financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.

• Proposals which do not comply with these requirements, e.g. combining the financial and technical proposals in one submission or submitted in any way, other than outlined above, will be rejected.

• In case of a joint proposal, all the partners (except the lead partner) shall submit a **power of attorney**, signed by an authorized representative of each partner, designating the lead partner to represent them and to sign the contract on their behalf in relation to this Request for Proposals.

Late submissions shall be rejected. Non-compliance with the above requirements regarding the presentation of the RFP may lead to the exclusion from the RFP process for this contract.

### 2.3 Signature of the Proposal

The signature of the authorized representative of the Bidder (single Bidder or lead partner in case of a joint proposal) in Annex 1 will be considered as the signature of the proposal, binding the Bidder to the terms included in the proposal.

### 2.4 Validity of the Proposal

The proposal must be valid for the period of **90 days** from the deadline of proposals as indicated in Section 2.1. The bidder shall provide a statement confirming the period of validity of its proposal when submitting the required documents for this RFP.

GCA shall endeavor to conclude the RFP process within the validity period of the RFP. If, however, there are any circumstances that require GCA to request for validity extension from bidders, GCA shall do so in writing. Bidders have the right to accept or reject the request. In the latter case, the bidder’s proposal shall not be evaluated.

### 2.5 Communication during the Tendering Process

The point of contact for all questions or requests for additional information is **procurement@gca.org**. All contact with personnel employed by the Global Center on Adaptation with respect to this RFP is prohibited, except for messages to the above email address. Improper contact may constitute grounds for rejection of your proposal. All inquiries regarding this RFP must be submitted in writing. Interest to bid and questions shall be sent to the above email address before the date mentioned in the timeline and must be labelled “**Clarification Request - GCA-PR-23-392 - Provision of Legal Services in Kenya**”. Each inquiry must include the inquirer’s
name, firm and telephone number. The Global Center on Adaptation will share the answers to all questions of a reasonable nature with all the parties that have expressed their interest.

Clarifications by GCA will be communicated, in a suitably anonymous form, to all Bidders on the GCA website and/or by email. No approach of any kind in connection with this request for proposal should be made to any other person within, or associated with, GCA. Failure to adhere to this requirement may result in exclusion from this Request for Proposals. Please note that GCA will not enter a detailed discussion on the requested services at this stage.

The closing date for clarifications concerning this Request for Proposals is **16 November 2023, 16:00:00 hours (04:00:00 p.m. o’clock), Central European Time (CET)**.

Bidders are cautioned that the timing of submitting a clarification is based on when the proposal is received by the GCA, not when a clarification is submitted by a bidder. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, bidders should plan to submit clarifications well in advance of the clarification Deadline to avoid submitting late due to technical issues. Bidders submitting near the clarification Deadline do so at their own risk.

All clarifications from each Bidder must be placed in one consolidated request.

### 2.6 Bid Opening and Evaluation of Proposals

The proposals received will be opened strictly by the Evaluation Committee/Procurement Officials, in line with the Bid opening schedule as indicated in Section 1.3.3. The evaluation of proposals will follow the procedure described in Section 4.

### 2.7 Proposal Presentations and Interviews

GCA may request all Bidders who have passed the Selection Criteria stated in Section 4.2 of this Request for Proposals to present their proposals to the GCA Evaluation Committee by video link or online meeting. Further details will be communicated to invited short-listed Bidders closer to the time if required by GCA.

### 3. Scope of Services

Within the current Request for Proposal, bidders are requested to provide a comprehensive response to GCA’s requirements, in the “Technical Section” of their submission (see the section related to the Content of the Proposal), to demonstrate their understanding of GCA’s work and their technical capacity to implement the activities outlined in the Scope of Work/Terms of Reference (Annex 3).

The Scope of Work/Terms of Reference presented in Annex 3 is then to be fulfilled only within the Framework Agreement, each assignment being awarded to a bidder(s) via a Work Order without mini-competition or secondary bidding.
4. Evaluation of Proposals and Bidders

The evaluation of bidders and proposals will be done in accordance with the following subsequent steps:

- Verification that the bidder fulfils the Exclusion Criteria in Section 5.1 and that it is not in one of the situations covered by the exclusion criteria listed in EU Directive 2014/24/EU.
- Verification that the bidder has the appropriate capacities to perform the contract based on the Selection Criteria described in Section 5.2 (only for those bidders that were not excluded based on the Exclusion Criteria).
- Evaluation of the bidder based on the Award Criteria described in Section 5.3 (only for those bidders that have met the Selection Criteria).
- The Evaluation Committee shall evaluate the technical proposals first and shall thereafter open and evaluate the financial proposals of only those bidders whose technical proposals meet the minimum technical score.
- Where individual scoring is adopted, the Evaluation Committee shall discuss scores where there are significant discrepancies prior to computing the average score for each criterion.
- During financial evaluation, where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate shall govern, unless in the opinion of the Evaluation Committee there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total shall govern, and the unit rate shall be corrected.

The proposal must comply with the GCA strategic requirements set in this Request for Proposals as a precondition to be assessed. In a case of non-compliance with the Eligibility criteria, the Bidder will be informed of the grounds for rejection without being given feedback on the content of the proposal other than on the non-compliant elements.

The evaluation of proposals shall be carried out by an Evaluation Committee made up of representatives of GCA. Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation, due diligence checks, etc., to obtain information on how the procedure is progressing or to influence GCA in its decision concerning the award of the contract, will result in the immediate rejection of the bidder’s proposal.

In the interests of transparency and equal treatment and without being able to modify their proposals, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Requests for clarifications will only seek minor clarifications of information already submitted by the bidder. No modifications to a proposal can be sought or accepted through a request for clarification (except for the correction of arithmetical errors discovered during the evaluation of the proposal).
4.1 Exclusion Criteria

Participation in this Request for Proposals is open on equal terms to any natural and legal companies not in any of the situations listed in Article 57 of the EU Directive 2014/24/EU.

Bidders shall provide a Declaration of Honor (see Annex 2), duly signed and dated, including a statement that they are not in any of the situations listed in Article 57 of EU Directive 2014/24/EU. In case of a joint proposal such declaration shall be submitted for each partner. The declaration shall also be submitted for the subcontractors, when relevant.

Besides the submission of the signed Declaration of Honor, the Bidder undertakes to inform GCA, without delay, of any changes to their situation in this regard.

Bidders may be excluded from participation in this Request for Proposals if they are found to be in one of the situations for exclusion or fail to submit the above-mentioned declaration.

4.2 Selection Criteria

Bidders will be evaluated against each Selection Criterion based on the documentary evidence submitted by the bidder. Failure to submit the evidence requested will lead to a rejection of the proposal. Bidders will be evaluated against the Selection Criteria on pass/fail basis. Bidders who meet the Selection Criteria will be put on an equal footing for the next stage of the evaluation process based on the Award Criteria.

Bidders shall be evaluated against the following Selection Criteria:

(1) Professional and Legal Capacity

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Documentary evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firms must be a registered entity in their home country regulatory agency for a minimum of 2 years.</td>
<td>Provide a copy of the statutes/registration of the legal entity (in case of a joint proposal the company registration shall be submitted for each partner) and evidence concerning the appointment of the persons authorized to represent the Bidder in dealings with third parties and in legal proceedings.</td>
</tr>
<tr>
<td>All Bidders must have a current team of at least 3 staff members.</td>
<td></td>
</tr>
</tbody>
</table>

The bidders who do not meet all the Selection Criteria shall not proceed to the next evaluation stage and their proposals shall not be evaluated further based on the Award Criteria.

4.3 Award Criteria

Applications will be rated on both technical and financial submissions, using the best value for money approach. The selection method will choose the highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The overall combined score will be 100 points, the weight distribution shall be 70 for the technical score and 30 for the financial score.
It is important to note that the required Minimum Technical Score for the Technical Proposal is 70%. Only proposals obtaining the Minimum Technical Score or more in the Technical Evaluation will progress to the Financial Evaluation. Technical Proposals scoring less than the Minimum Technical Score will be considered of insufficient quality and shall be rejected.

The contract shall be awarded to the top ranked bidder who submitted the most economically advantageous tender based on the best price quality ratio in accordance with the following criteria:

<table>
<thead>
<tr>
<th>Award Criterion</th>
<th>Maximum Score</th>
<th>Minimum Score/Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC.1. Experience of the firm (at least 2 years) related to the scope of services described in the TOR</td>
<td>60</td>
<td>35</td>
</tr>
<tr>
<td>TC.1.1. Human Resources/Employment and Labor Law</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>TC.1.2. Registration and Governance</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>TC.1.3. Regulatory Compliance and Legal Framework</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>TC.1.4. Dispute Resolution</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>TC.2. Key personnel</td>
<td>40</td>
<td>35</td>
</tr>
<tr>
<td>TC.2.1. Partner (as per TOR)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>TC.2.2. Manager/Senior Associate (as per TOR)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total Score</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Minimum Technical Score</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>Technical Weight (TW)</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Financial Weight (FW)</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Combined Score (TW + FW)</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Award: Bidder that obtains the highest combined score

Bids scoring less than the minimum score for any main technical award criterion (TC.1, and TC.2) will be considered of insufficient quality and shall be rejected.

For the purposes of the evaluation of the Financial Proposal, the bidder offering the lowest price shall receive the maximum total score of 30 points. The score of all other financial proposals will be calculated using the following formula:

Financial score = (Lowest bid/Current bid) x Maximum points to be awarded

After careful scoring of each bidder’s proposal (technical and financial), GCA shall award the contract to the bidder that obtains the highest combined technical and financial score. The decision will be communicated by email to all bidders.

4.4 Content of the Technical Proposal

The assessment of the technical quality will be based on the ability of the Bidder to meet the purpose of the framework agreement and fulfill the Scope of Work/Terms of Reference (Annex 3). To this end, the Technical Proposal shall clearly contain the following information, to allow
evaluation of their offer according to the technical award criteria stated in the Award Criteria (Section 5.3):

Technical Proposal Appendixes: should include at least the following mandatory requirements:

- Company profile including list of clients with contacts for obtaining a reference. The company could also include available reference letters.

- Summary table showcasing the reference projects and demonstrating the bidder’s technical, regional and sectorial experience relevant for the Scope of Work/Terms of Reference. For each project listed, the Technical proposal must clearly state at least the bidder’s contribution to the project, the project’s outcome, and which field of experience does the project illustrate.

- Consortium organogram with name and role of each team member.

- Summary table that demonstrates that the qualifications and experience of each team member match the technical capacity and skills requirements as described in Section 6 of the Scope of Work/Terms of Reference.

- Tailored CVs of the team proposed to perform the services and provide.

5. Additional Provisions

- Changes to proposals will be accepted only if they are received before the final date set for the receipt of proposals.

- GCA will not reimburse any costs incurred by Bidders in connection with the preparation and submission of their responses to this open Request for Proposals.

- No information of any kind will be given on the state of progress regarding the evaluation of proposals.

- GCA reserves the right to cancel the tendering procedure at any point. GCA shall not be liable for any compensation with respect to Bidders whose proposals have not been accepted. Nor shall it be so liable if it decides not to award the contract.

- Direct or indirect canvassing of any GCA employee by a Bidder concerning this Call for Tender or any attempt to obtain unfair advantage from any GCA employee, may result in the disqualification of the Bidder from consideration for this Request for Proposals.

- GCA is concerned to avoid conflict of interest. Bidders should note that GCA reserves the right to disqualify Bidders where there is an actual or potential conflict of interest.

- Any document submitted in reply to this Request for Proposals will become the property of GCA and shall be considered confidential.
Annex 1: Proposal Submission/Identification Form

GCA-PR-23-392 - Provision of Legal Services in Kenya

<table>
<thead>
<tr>
<th>IDENTIFICATION OF BIDDER</th>
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<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Legal Form</td>
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<td>Date of Registration</td>
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<td>Country of Registration</td>
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<tr>
<td>E-mail</td>
<td></td>
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<tr>
<td>Authorized representative(s)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT POINT FOR THIS CALL FOR TENDER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE OF RFP</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the undersigned, confirm:</td>
<td></td>
</tr>
<tr>
<td>1. The acceptance of the conditions in the Request for Proposal.</td>
<td></td>
</tr>
<tr>
<td>2. The acceptance of the contract terms and conditions in their entirety and without reservation.</td>
<td></td>
</tr>
<tr>
<td>3. That the period of validity of my Proposal is <strong>90 days</strong> from the deadline of this Request for Proposal.</td>
<td></td>
</tr>
<tr>
<td>4. Compliance with the requirements relating to the Scope of Work/Terms of Reference as defined in Annex 3 of this Request for Proposal, and</td>
<td></td>
</tr>
<tr>
<td>5. That the information given in this Proposal is correct.</td>
<td></td>
</tr>
<tr>
<td>Place and Date</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

Full Name
Annex 2: Declaration on Honor

The undersigned (Authorized Representative)…………………………………………………………………………………………………………………………., representing:

<table>
<thead>
<tr>
<th>Full official name:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official legal form:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory registration number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full official address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT registration number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(‘the Organization’)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I – Situations of exclusion

(1) declares that the above-mentioned Organization is in one of the following situations:

<table>
<thead>
<tr>
<th>(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure;</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) it has been established by a final judgement or a final administrative decision that the Organization is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>(c) it has been established by a final judgement or a final administrative decision that the Organization is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organization belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>(ii) entering into agreement with other parties with the aim of distorting competition;</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>(iii) violating intellectual property rights;</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
(v) attempting to obtain confidential information that may confer upon its undue advantages in the award procedure; ☐ ☐ ☐

(d) it has been established by a final judgement that the Organization is guilty of any of the following:

<table>
<thead>
<tr>
<th>Situation</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) fraud, as defined in applicable laws and regulations;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(ii) corruption, as defined in applicable laws and regulations;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(iii) conduct related to a criminal organization;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting, or attempting to commit such offences;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(vi) child labor or other offences concerning trafficking in human beings as defined in applicable laws and regulations;</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(e) it has been established by a final judgment or final administrative decision that the Organization has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business. ☐ ☐ ☐

II – Situations of exclusion concerning natural or legal person with power of representation, decision-making or control over the legal Organization and beneficial owners

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organization, or who has powers of representation, decision, or control with regard to the above-mentioned Organization (this covers e.g., company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:

<table>
<thead>
<tr>
<th>Situation</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation (c) above (grave professional misconduct)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Situation (d) above (fraud, corruption, or other criminal offence)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Situation (e) above (creation of an entity with the intent to circumvent legal obligations)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
III – Remedial measures

If the Organization declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g., technical, organizational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred to in point (d) of this declaration.

IV – Evidence upon request

Upon request the Organization must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision, or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organization showing that those requirements are satisfied. These documents must provide evidence covering all taxes and social security contributions for which the Organization is liable, including for example, VAT, income/company tax and social security contributions.

V – Selection criteria

(3) declares that the above-mentioned Organization complies with the following selection criteria

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) It fulfils the applicable technical and professional criteria necessary for providing the Services.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI – Final

The signatory declares that the above-mentioned Organization has truthfully provided the information herein.

The above-mentioned Organization shall immediately inform the contracting authority of any changes in the situation as declared.

The above-mentioned Organization may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.
The above-mentioned Organization will comply with the UN Supplier Code of Conduct, to the extent applicable. The code is available on: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct.

Full name:

Date:

Signature (Authorized Representative):
Annex 3: Scope of Work/Terms of Reference (TOR)

1. Background information
The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for health, livelihoods, food security, water supply, human security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate-related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

The GCA has an ambitious 2020-2025 business plan with three pillars:
- Programs and Action: Food Security; Using Nature for more resilient infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership
- Knowledge Acceleration: Building adaptation knowledge globally through cutting edge products such as the State and Trends in Adaptation Report and the Knowledge Exchange Platform
- Agenda Setting and Advocacy: Formulating policy messages to move the global, regional, and local adaptation agendas forward.

From time to time, GCA faces legal issues in the implementation of the abovementioned programs that cannot be dealt with internally due to e.g. the complexity of the issue or the risks involved. In these cases, GCA would like to be consulting with external legal advisors.

2. Objective of the Assignment
To provide expert legal advice to the Global Center on Adaptation ensuring that the organization operates within the boundaries of local and international laws.

3. Scope of the Services/Tasks to be Performed
The scope of services/key tasks to be performed follow from the nature of the question posed by GCA, but generally consist of providing a very concise overview of the relevant legal framework, and advice with regards to next steps given the legal framework and the context of the case at hand. The services/tasks shall include, but not limited to, the following:

A. Human Resources
   - Provide legal advice and guidance to HR on a wide range of topics, including employment law, labor law, and discrimination laws.
   - Review and revise employment contracts, policies, and procedures to ensure compliance with legal requirements.
   - Participates in negotiations for the settlement of claims and disputes, support in disciplinary cases.
• Preparation and review of draft agreements, court submissions and other legal documents.
• Assist HR with investigations of employee complaints and grievances, and provide guidance on appropriate resolution.
• Advise with regards to risks and (im)possibilities of transnational employment.
• Legal review of HR Handbook to align with Kenyan labor laws; policies; and contract templates, to ensure compliance with ongoing regulatory changes.
• In the case of international staff, support with immigration issues, work permits, and visa matters for staff relocating to Kenya.
• Advise on other complex HR/employment law-related questions.

B. Compliance and Legal Framework:
  Assist GCA to navigate complex international legal frameworks, ensuring compliance with local laws, international treaties, and conventions that pertain to their operations.

C. Registration and Governance:
  Assist with the establishment and registration of GCA in Kenya, advising on the best legal structures and governance practices. Create and maintain the organization’s bylaws, policies, and procedures.

D. Contract Management:
  Drafting, reviewing, and negotiating contracts with partners, donors, and other organizations. This includes grant agreements, MOUs, and partnership agreements.

E. Intellectual Property:
  Advise on matters related to intellectual property, including trademarks, copyrights, and patents, to protect the organization’s branding and proprietary information.

F. Risk Management:
  Advise on potential legal risks, risk mitigation strategies and assist with insurance coverage and liability issues.

G. Human Rights and Advocacy:
  Provide legal analysis and advice for human rights and advocacy initiatives, helping the organization understand the legal implications of their campaigns and actions.

H. Regulatory Compliance:
  Advise on necessary reporting and compliance requirements, including financial and tax regulations in various jurisdictions.

I. Dispute Resolution:
  Represent GCA in legal disputes and/or coordinate with external stakeholders when necessary to resolve conflicts, whether they involve contractual disputes, labor issues, or other legal matters.
J. **Policy and Advocacy:**
Contribute to the development and advocacy of policies at the national and international levels, working to shape legal frameworks that are conducive to the GCA’s mission.

K. **Due Diligence:**
Assist with conducting due diligence on potential partners, contractors, and grantors to ensure that the organization's interests are protected.

L. **Ethical Considerations:**
Advise on ethical considerations, such as conflicts of interest and adherence to the organization's values and principles.

4. **Expected Outcome and Deliverables**
Clear, concise, high-quality legal advice on a case-by-case basis, within the shortest timeframe possible. Legally revised HR Handbook; policies; and contract templates, to ensure compliance with ongoing regulatory changes and local labor law.

5. **Qualifications**

**Key Expert 1: Partner**
- At least a Master's degree in law is required and 10 years’ professional legal experience in a law firm or in an international organization dealing with matters of national/international law.
- 10 years’ professional legal experience in Kenya.
- Admission to practice law in a recognized jurisdiction; admission to a national bar.
- Experience in dealing with legal issues related to the operational activities such as employment/labor law, administrative appeals/grievances, human resources, finance, procurement, development finance, etc.
- Experience in litigation, negotiating settlement agreements, handling conduct and discipline matters, including legal analysis, research and writing.

**Key Expert 2: Manager/Senior Associate**
- At least a bachelor’s degree in law is required and 5 years’ professional legal experience in a law firm or in an international organization dealing with matters of national/international law.
- 5 years’ professional legal experience in Kenya.
- Admission to practice law in a recognized jurisdiction; admission to a national bar.
- Experience in dealing with legal issues related to the operational activities such as employment/labor law, administrative appeals/grievances, human resources, finance, procurement, development finance, etc.
- Experience in litigation, negotiating settlement agreements, handling conduct and discipline matters, including legal analysis, research and writing.

6. **Location and Period of Execution**
The work will primarily be executed remotely, and may involve online meetings. The initial term of the contract will be one (1) year from contract signature, renewable for three (3) terms subject to performance and availability of funds.
7. **Payment Schedule**
Payment will be made based on hours spent executing the legal advisory services. The firm will be required to maintain and submit timesheets together with invoices stating the number of hours spent in providing services, with 8 hours comprising 1 day.

8. **Services and Facilities to be provided by the Consultant**
The firm will provide, at their cost, all necessary office and information communications technology equipment need in the execution of the services.
Annex 4: Financial Proposal Form

The exact template provided below shall be used, including the 5 points underneath (without any changes to the wording) and the signature of the authorized representative.

**Bidders are required to complete this Form. No other forms are accepted by the GCA.** Failure to submit the Financial Proposal using this Financial Proposal Form is deemed to be **non-compliant** and the bidder’s Financial Proposal **shall not** be considered for further evaluation.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of Measure</th>
<th>All-inclusive Firm Fixed Hourly Fee (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of Legal Services in Kenya</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner (Legal Fee)</td>
<td>Hour</td>
<td></td>
</tr>
<tr>
<td>Manager/Senior Associate (Legal Fee)</td>
<td>Hour</td>
<td></td>
</tr>
<tr>
<td><strong>All-inclusive Firm Fixed Hourly Fee (EUR)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm that the submitted All-inclusive Firm Fixed Hourly Fee is:

1. Fixed and not subject to revision,
2. In Euros,
3. Independent of exchange rates,
4. Inclusive of all costs, management fees, administrative costs, travel costs, insurance, profit, and taxes directly or indirectly related to the performance of the contract, which may be borne by the vendor/bidder (e.g., cost of administration, taxes, contract management costs, etc.), and
5. Exclusive of VAT.

**Failure to submit prices or submission of incomplete or ambiguous prices may lead to rejection of the Proposal without further evaluation.**

**Bidder’s Authorized Representative:**

Position:

Date:

Signature (Authorized Representative):
Annex 5: Framework Agreement

Framework Agreement for

PROCUREMENT TITLE
(Without Mini-Competition)

GCA-PR-23-XXX

between

Global Center on Adaptation

and

(Contractor)
This Agreement dated (DATE) is made by and between:

The undersigned:

1. **Global Center on Adaptation**, a foundation, incorporated under Dutch law, with offices in Rotterdam, the Netherlands, duly represented by Prof. Dr. Patrick Verkooijen, hereinafter referred to as "GCA";

And

2. **(ORGANIZATION)**, registered at **(ADDRESS)**, and duly represented by **(NAME OF REPRESENTATIVE)**, hereinafter referred to as the "Contractor";

jointly referred to as the "Parties", Whereas:

1. **BACKGROUND**

1.1 The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future.

1.2 The Contractor is in the business of providing the required services and has declared itself prepared and willing to fulfil these services.

1.3 The Parties explicitly acknowledge that they do not elect to enter into an employment agreement within the meaning of Book 7610 and further of the Dutch Civil Code.

1.4 GCA and the Contractor have agreed to establish a framework for their collaboration and have for this purpose entered into this Framework Agreement ("Agreement") and wish to set out the terms and conditions.

2. **GENERAL**

2.1 The present Agreement is a Framework Agreement for the provision of **(PROCUREMENT TITLE)**

2.2 The present Agreement is given a framework character due to the fact that the project requires a high flexibility by GCA to detail work undertaken by the Contractor, but it will be filled with project tasks in the form of Work Orders with defined outputs and deliverables.

2.3 The Contractor will assume full professional responsibility for quality, quantity and schedule of the required work and outputs vis a vis GCA as a customer.
2.4 The Contractor undertakes, based on the GCA requirements as described in the Agreement, Scope of Work/Terms of Reference and individual Work Orders, and for the whole duration of the Contract:

- to perform the work and services as per the Statement of Work and individual Work Orders;
- to make available for these tasks the necessary personnel, material, equipment and facilities,
- to undertake work according to the Work Order procedure specified in Clause 6 to the present Agreement.

3. CONTRACTUAL BASELINE

3.1 The work shall be performed in accordance with the specific Articles of this Agreement, its Annexes as well as with the applicable documents called out therein, applicable in whole, or in part, to the extent quoted or relevant, and all of which, in their latest agreed issue, are defined as the contractual baseline of the Agreement, and referred to either as such or as "Framework Agreement", or "Contract", unless otherwise expressly stated.

3.2 Within this contractual baseline, the order of precedence, in case of conflict or for the sake of interpretation, shall be:

a. This Contract and its Annexes including the Scope of Work/Terms of Reference and related Annexes
b. Each subsequent Work Order placed including its associated Statement of Work
c. The Contractors Proposal for the Framework Agreement
d. The Contractors Proposal for each Work Order

4. NATURE OF THIS FRAMEWORK AGREEMENT

4.1 This Agreement does not constitute any specific project or contract and it does not constitute any obligation or commitment by either Party to enter into any subsequent contracts. It does not create any financial obligation on either Party towards the other Party other than through signed executed Work Orders.

4.2 Any activity for GCA (as set out in, and accordance with, the Statement of Work issued by GCA for the procurement of (PROCUREMENT TITLE), and the Contractor’s response thereto) in the areas of:

- (List type of Services)
  - X
  - X
under this Agreement shall be organized on the basis of specific Work Orders, which shall be laid down in a separate contract ("Work Order"). Each Work Order shall be signed by the Parties and appended to this Agreement.

The Parties may negotiate and agree additional or alternative terms and conditions ("Specific Conditions") that will apply to specific Work Orders under this Agreement on a case-by-case basis. The detailed terms of Specific Conditions shall be laid down in the relevant Work Order.

5. **PRICE**

5.1 The total maximum financial envelope for the required services during the entire Framework Agreement period referred to herein, is estimated at **EUR100,000**. The actual amount will be determined by individual Work Orders, priced based on the detailed Scope of Work/Terms of Reference for each project. There will be no obligation for GGA to request or obligate itself to a minimum value of services during the duration of the Framework Agreement or obligate issuing a minimum number of Work Orders during the course of the Framework Agreement with the Service Provider(s).

The above amount shall be defined as the Limit of Liability of GCA.

5.2 This amount will become incrementally available for performance of tasks according to the Work Order procedure specified here below. Each Work Order will be concluded on a firm fixed price Basis.

The cumulative amount of all Work Orders shall in no case exceed the amount of the Limit of Liability specified above.

6. **WORK ORDER PROCEDURE**

6.1 GCA may during the course of the contract, identify tasks to be performed by the Contractor within the scope of the contract by issuing requests to the Contractor. To this end GCA may initiate a Work Order to support specific projects by sending a specific Statement of Work electronically to the Contractor.

6.2 GCA shall award/issue Work Orders, without reopening competition. For the purpose of efficient program implementation and utilization of other Contractors in the Framework Agreement, GCA may not overload the Contractor with multiple Work Orders (unless in extremely necessary circumstances as determined by GCA) and may require the full
execution/completion of ongoing Work Order(s) before additional Work Order(s) are issued to the Contractor.

6.3 GCA may during the course of the contract, identify tasks to be performed by the Contractor within the scope of the contract by issuing requests to the Contractor. To this end GCA may initiate a Work Order to support specific projects by sending a specific Statement of Work electronically to the Contractor.

6.4 Each Work Order shall include, as a minimum, the following:

- **Services**: A specification of the services to be performed.
- **Deliverables**: A specification of any reports or other documents, materials, or services to be delivered.
- **Time schedule**: Time schedule and any deadlines for the services and deliverables.
- **Financial arrangements**: Budget, fees, expenses, invoicing schedule, etc.

6.5 GCA will issue a Work Order following the form given as Annex 1 hereto which shall be signed by their authorized representatives. Only upon signature of this Work Order by both Parties shall the Contractor be deemed authorized to perform the work. If however, for urgency reasons, GCA decides to provide the Contractor with a preliminary authorization to proceed with the work foreseen under a Work Order, such authorization will be binding for both Parties upon agreement on the work to be performed, the price to be paid and the schedule for the work.

6.6 Work under this Work Order procedure can be placed until the end of this Framework Agreement. GCA reserves the right to redirect work, at no cost impact, within specific Work Orders in the same area of work. The parties will agree the implementation of such a redirection.

7. **UNDEARTAKINGS OF THE CONTRACTOR**

The Contractor has, and shall maintain, the capability of performing the services to be rendered under this Agreement and its Work Orders with sufficient flexibility.

The Contractor shall:

- **a.** Be responsible for the proper performance of the services to be rendered under the Contract and its Work Orders and shall keep his personnel fully up to date of any development in relation with the said services.
- **b.** Bear all the costs (and salaries of personnel) related to the training and keeping up to date technical knowledge of his personnel (participation to training courses, seminars, conferences, etc.)
c. Perform the tasks and provide the deliverables described in the present Contract and individual Work Orders.
d. Be responsible for organising quarterly reviews to discuss with GCA representatives all matters related to the performance of the Agreement/Work Orders. The Contractor shall also arrange ad hoc meetings if required by the circumstances. The Contractor shall provide minutes of all meetings in two copies.
e. The Contractor, upon request of GCA, shall provide reasonable assistance to any successor Contractor, on a temporary or definitive basis if needed.

8. **COSTS**

Each Party shall bear its own costs and expenses incurred in connection with this Agreement, including the negotiation and finalization of any Work Order.

9. **STANDARD OF PERFORMANCE**

9.1 The Contractor shall use the degree of skill, care and diligence reasonably expected of a professional and experienced contractor providing works and services similar to those carried out under this Agreement and any Work Orders. Any activity and deliverables provided by the Contractor shall meet agreed benchmarks, parameters and specifications and be suitable for their intended purpose. The Contractor undertakes to carry out the work defined under the present Agreement/specific Work Orders to the reasonable professional standards and in accordance with the latest state of the art as appropriate.

9.2 The Contractor shall carry out the works or services under each Work Order in accordance with applicable laws and regulations, permits and authorizations, and recognized up-to-date professional practices and standards.

9.3 The Contractor shall:

   a. Keep GCA fully informed of the progress of the services under any Work Orders, including providing GCA with such reports in writing as may be specified in the Statement of Work or as GCA may otherwise reasonably require;
   b. Attend meetings and briefings with the staff of GCA as reasonably required by GCA; and
   c. Take all other reasonable actions which are necessary to enable GCA to monitor the technical and financial performance of the services and works being executed under any Work Order.

9.4 As regards documentation and reports, should the GCA’s Technical Officer not accept the deliverables from the Contractor, he/she shall so inform the Contractor. If no decision has been notified to the Contractor within one month of receipt by GCA of the deliverables, the deliverables shall be considered as having been accepted. Notwithstanding the aforesaid,
the Contractor’s obligation to bring a non-conforming deliverable up to the required standard shall remain unaffected.

9.5 Rejected deliverables must be rendered compliant with GCA’s requirements and represented for acceptance within a time scale fixed in writing by GCA.

9.6 Failure to comply with the obligations of the Work Order determines the application of monetary penalties in the terms to be defined in each Work Order.

9.7 Penalties for late delivery are not applicable unless specifically incorporated in a Work Order.

10. DURATION AND TERMINATION

10.1 This Agreement shall commence on (THE START DATE) and shall remain in effect until (THE END DATE) from the date of its signature by both parties, at which date it shall automatically terminate unless prolonged by the Parties in writing. It is renewable for a further (LENGTH OF POSSIBLE RENEWAL), and its total duration cannot exceed (MAXIMUM LENGTH OF AGREEMENT + RENEWAL) years.

Subject to the conditions laid down in Clause 6 (Work Order Procedure) of the present Agreement, the Agreement shall be deemed automatically extended to cover the period needed for the performance of any Work Order signed by both Parties before the end date of the contract mentioned above.

10.2 GCA may, in its sole discretion, terminate this Agreement at any time by 3 (three) months written notice to the Contractor. As soon as this notice is received, the Contractor shall do its best efforts to minimize expenditure related to this Agreement or any Work Order under it.

10.3 Each Party may terminate this Agreement if the other Party is in material breach of its obligations under this Agreement or any Work Orders and fails to rectify such breach within 30 days of a notice in writing from the complaining Party, or if the other Party should enter into liquidation, or become insolvent or be declared bankrupt.

10.4 Upon any termination of this Agreement, the Contractor shall promptly deliver to GCA all documents and other information prepared or received in connection with this Agreement or any Work Order, whether completed or in progress, which are in the Contractor’s possession.

10.5 Notwithstanding termination of this Agreement in accordance with Clauses 10.2 and 10.3 above, on-going Work Orders shall continue to bind the Parties in regard of the provisions of the corresponding Work Order, except where the breach also represents a breach of that Work Order or adversely affects its execution.
10.6 Termination of this Agreement shall not affect the rights and obligations of the Parties under Clauses 4 and 7 of this Agreement or under any other clauses of this Agreement or the Work Order which by their nature or by their express terms are intended to survive the termination of this Agreement, including Warranties, Indemnification, Confidentiality and Intellectual and Proprietary rights.

10.7 In the event of termination by GCA due to the fault of the Contractor, the GCA shall withhold and deduct from any payment to Contractor in the relevant Work Order the amount reasonably deemed necessary to complete the Services and deliver the Deliverables.

10.8 Unless otherwise specified in this Contract, on the termination of this Agreement for any reason, GCA shall be responsible for paying the part of the costs for deliverables and work that have been accepted by GCA up to and including the effective date of termination.

10.9 In addition to any statutory provisions pertaining to termination and in addition to each Party’s termination rights set forth elsewhere in this Agreement, in the cases below, without judicial intervention or further notice of default, whole or partial termination of this Agreement shall be possible, with immediate effect, for:

a. Either Party, if the other Party has applied for a suspension of payment, or that other Party has been adjudicated bankrupt;
b. Either Party, if the other Party is prevented by force majeure from complying with its obligations wholly or in part for a period of three months or more;
c. Either Party, if the other Party discontinues its business operations;
d. GCA, if the Contractor, after a written demand from GCA allowing a reasonable time for compliance, still fails attributably to comply promptly, properly or at all with any obligation under this Agreement;
e. GCA, if one or more of the exclusion criteria mentioned in section I or section II of the signed Declaration on Honour becomes true for the Contractor;

11. **RIGHT TO THE RESULTS OF EVENTS**

11.1 All rights, title and interest in and to any drawings, calculations, reports, models, articles, equipment, machines, prototypes and other documents and material of any nature and in any form or medium prepared and/or delivered by or on behalf of the Contractor to GCA in connection with this Agreement, regardless of the state of completion, as well as any copyright, design rights, patents and other intellectual property rights and know-how with respect thereto, shall, without any obligations of any kind further than the ones expressly stated in this Agreement, vest exclusively in GCA automatically and immediately upon their creation to the fullest extent permitted by law and GCA shall be the sole and unlimited owner thereof and of rights therein throughout the world forever. Accordingly, GCA shall have the exclusive right to use such drawings, documents and materials and intellectual property
rights without restriction, including for the avoidance of doubt the right to make changes, further developments, licenses, transfers, copies and publications. GCA grants a non-exclusive and non-transferable user license for the Contractor to use such drawings, documents and material prepared and/or deliver to GCA, for which the Contractor needs to notify GCA. The Contractor shall however remain owner of his Pre-existing Intellectual Property Rights, and GCA shall be granted a license to use such Pre-existing Intellectual Property to the extent necessary to fully exercise its ownership rights as set out above in this Clause. “Pre-existing Intellectual Property Rights” shall mean any intellectual property rights and know-how already existing at the effective date of the Agreement or independently developed or acquired by the Contractor during the term of the Agreement without using any information disclosed by GCA. This includes methodologies, tools, report, among other materials, produced and/or delivered by the Contractor in connection to other projects and/or own internal products.

11.2 The Contractor shall ensure that all such drawings and other documents and material referred to in Clause 11.1 above, which are prepared and/or delivered by or on behalf of the Contractor in connection with this Agreement or any Work Order, do not infringe any copyright, patent, design rights or other intellectual property right of any third party and can be used by GCA for their intended purpose.

11.3 The Contractor agrees to execute and deliver, and to use maximum endeavours to cause any subcontractor to execute and deliver, to GCA any and all instruments, source documents, designs, instructions and codes reasonably required by GCA in connection with the use, adaption and enjoyment of the Deliverables and of the GCA’s rights therein and thereto.

11.4 The Contractor undertakes to do everything necessary to see to it that all existing and any future Intellectual Rights - CopyRights or Industrial Property Rights pertaining to results in connection with the Services are (and remain) vested with GCA or with third party designated by it. The rates that Contractor charges to GCA in the context of the Agreement shall be deemed, in as far as necessary, to include payment for these Intellectual and/or Industrial Property Rights. To affect this transfer, the following acts must at any rate be performed: by signing the Agreement, Contractor transfers to GCA all existing and future Intellectual and/or Copy Right/Industrial Property Rights to existing and future results of the Work.

11.5 Insofar as these acts prove not to see to it that all Intellectual and/or Industrial Property Rights are transferred to GCA, Contractor undertakes, if the situation arises, to do everything possible to affect the transfer, without the Contractor being allowed to attach further conditions to its cooperation. As long as this has not been done, Contractor hereby gives GCA: irrevocable authorization to exercise and protect the powers arising from the relevant Intellectual and/or Industrial Property Rights in and out of court; an exclusive, irrevocable
license, not subject to a time limit, to the relevant Intellectual and/or Industrial Property Rights.

11.6 Insofar as Contractor has made any material available to GCA, to which material the Contractor has Intellectual and/or Industrial Property Rights, the Contractor states that it shall grant GCA a non-exclusive and non-transferable right to use this material. Furthermore, Contractor indemnifies GCA from claims of third parties based on (alleged) Intellectual and/or Industrial Property Rights or on any other basis.

11.7 It is acknowledged and agreed by the Parties that GCA owns all property rights and may use, adapt, add to and subtract from the Deliverables and combine these with other artistic or literary material and to publish the result by any means, it being understood that the Contractor (including its employees and subcontractors) hereby waives and agrees not to exercise any so-called “moral rights” which may now or may hereafter be recognized.

12. ORGANISATION

12.1 Each Party shall designate a contact person who will act in a liaison capacity throughout the term of this Agreement. Each Party will immediately notify the other Party in writing of changes in its contact person.

The following persons shall be contacted for the liaison of this Agreement:

For GCA: NAME, TITLE, EMAIL ADDRESS

For the Contractor: NAME, TITLE, EMAIL ADDRESS

or such successors as each Party may designate and communicate in writing to the other Party.

12.2 The Contractor shall ensure the selection of personnel with the necessary skills and competence to take part in each Work Order under this Agreement.

12.3 The Contractor’s personnel shall remain employees of the Contractor and GCA’s personnel shall remain employees of GCA. As employers, GCA and the Contractor shall each bear exclusive responsibility for the remuneration, social security and insurance, whether professional or non-professional, of its personnel. Each Party shall indemnify and hold the other Party free and harmless from any cost, expense or liability in this respect.

12.4 The Contractor shall provide the works and services in such places as the GCA may reasonably specify. Whenever the Contractor, the Contractor’s staff or any other personnel working on the behalf of the Contractor work on GCA’s premises, the Contractor shall ensure
their compliance with GCA’s Code of Conduct as well as fire, health and safety rules and procedures.

12.5 Unless otherwise agreed in a Work Order, each Party shall bear the travel and accommodation costs of its personnel.

13. **TIME SCHEDULE**

13.1 A time schedule shall be made for each separate Work Order (see Clause 6 above).

14. **REMUNERATION**

14.1 GCA shall pay remuneration to the Contractor in accordance with the terms laid out in each Work Order (see Clause 6 above). Unless otherwise agreed for a specific Work Order, the remuneration shall be based on the hourly/daily rates set out in the Contractors Proposal associated with this Agreement.

14.2 Unless expressly stated otherwise in a Work Order, any types of expenses shall not be reimbursed by GCA but borne by the Contractor. Any hourly/daily rate or other fixed fee shall also be considered to include all materials, labour and equipment needed for the performance of the respective Work Order.

14.3 The Contractor shall notify GCA of any need for the rendering of services or works not covered by the Work Order. Without the prior written approval of GCA, the Contractor shall not be entitled to perform any such services or works for GCA.

14.4 Except for value added tax (VAT), all taxes, charges and fees of whatever nature which may be imposed by any authority on the amounts paid to the Contractor under this Agreement or any Work Order shall be paid and borne by the Contractor.

15. **LIABILITY AND INSURANCE**

15.1 The Contractor shall, as a minimum, carry the liability and maintain professional insurance coverage for each Work Order.

15.2 It is the responsibility of the Contractor to cover, through personal accident insurance contracts, any personal accident risks suffered by its personnel or by its subcontractors' personnel, in the context of actions under this contract.

15.3 Personal accident insurance shall provide that compensation shall be paid to the injured party or, in the event of death, to whomever proven to be entitled, in accordance with the law of succession or other applicable legal provisions.
16. CONFIDENTIALITY AND MARKS

16.1 “Confidential Information” means any scientific, technical, financial, commercial or other information of any nature and in any form provided by either Party to the other Party which is not in the public domain and which relates to the affairs of the Party or any of its business contacts.

16.2 The parties shall keep confidential all information and technical and non-technical, commercial or other documentation related to the recipients that may be known under or in connection with the performance of this contract.

16.3 The duty of confidentiality provided for in the preceding paragraph shall include, in particular, written documents, personal data, drawings, plans, applications and software in the form of source code or object code, specifications, trade secrets, methods and formulas, internal situations, of a labor or other nature.

16.4 The information covered by the obligation of secrecy may not be transmitted to third parties, nor object of licensing or any other use or mode of economic use, unless expressly authorized in writing by the contracting entity.

16.5 The co-contractor may only transmit confidential information to its employees and, in any case, only if the following circumstances occur cumulatively:
   a. the employees concerned need to know this information in order to fulfil their tasks under the contract.
   b. The employees are informed about the confidential nature of the information.
   c. Employees are obliged to comply with the obligation of secrecy arising from this Clause.

16.6 The Contractor is responsible for the fulfilment of the duty of confidentiality on the part of its collaborators, whatever the legal nature of the bond, even after its termination, regardless of the cause of the termination.

17. PAYMENTS

17.1 All payments shall be made according to the provisions hereunder:
   a. Payment of each Work Order will be made in accordance with a payment plan included in the relevant Work Order agreed between the parties.
   b. Each payment milestone shall be unique and shall identify a portion of work measured by an amount of money recognizable.
   c. A payment Milestone shall be deemed achieved, if an item, event or service, specified as entitling the Contractor to milestone payments, is delivered, supplied, reached or rendered as specified. If it should subsequently be shown that proper completion of
the milestone was not achieved while milestone payment was made, GCA can adjust the value of the ensuing milestone payment(s) accordingly.

d. Milestone payments will become due upon achievement of the defined payment Milestones.

e. Payments shall be made within 30 days of presentation of the documents listed below:
   • **Advance payment:**
     Invoice, to be submitted after signature of each Work Order by all parties.
   • **Progress payments:**
     Invoice;
     Certification, to be submitted for acceptance and signature to GCA, that the stage foreseen has satisfactorily been completed.
   • **Final settlement:**
     Invoice;
     Certification, to be submitted for signature to GCA, of satisfactory delivery of all deliverable items due under the Work Order concerned

f. The GCA will credit the account of the Contractor shown on its invoices, on its behalf and on behalf of its subcontractors. The Contractor shall be responsible for paying the accounts of its subcontractors for this contract in a timely and proper manner in accordance with normal commercial practice and law. It shall indemnify GCA against any claims arising from such subcontractors caused by his failure so to pay such subcontractors.

g. GCA reserves the right to visit the Contractor’s and/or Sub-contractor(s) premises and ascertain the progress of the work under the Contract prior to making the payment concerned.

h. All invoices shall bear a clear description of activities performed and deliverables achieved. Evidence of deliverables shall be attached to the invoice, if applicable. GCA retains the right to request further details if it deems this necessary.

i. In case of an audit of GCAs expenses, the Contractor shall cooperate fully and shall respond to all of GCAs and the auditor’s requests for information truthfully and timely. The Contractor shall permit the auditor access to its premises if this is necessary to conduct the audit.

j. All invoices must be addressed to: The Global Center on Adaptation, Antoine Platekade 1006, 3072 ME Rotterdam and shall be sent by email to finance@gca.org.

k. GCA will transfer the payments to the following Contractor’s bank account:

<table>
<thead>
<tr>
<th>Bank account holder’s full name:</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and address of recipient’s bank:</td>
<td>...</td>
</tr>
<tr>
<td>Recipient’s account number/IBAN:</td>
<td>...</td>
</tr>
<tr>
<td>Recipient bank’s SWIFT or BIC code:</td>
<td>...</td>
</tr>
<tr>
<td>Recipient bank’s routing information:</td>
<td>...</td>
</tr>
<tr>
<td>Bank account currency:</td>
<td>...</td>
</tr>
</tbody>
</table>
17.2 The Contractor is required to submit invoices for all payments due under the Contract, in paper format to GCA Finance Division. The Contractor undertakes to submit complete invoices (including instructions for billing taxes and duties, where applicable), and to provide all supporting documentation as required by the Contract in support of the claims.

17.3 Payments shall be made by the Agency in EUROs, to the account(s) specified by the Contractor. Payments shall be considered as effected on time if the Agency’s orders of payment reach its bank within the payment period stipulated in this contract.

17.4 Any special charges related to the execution of payments will be borne by the Contractor.

18. WITHHOLDING OF PAYMENTS

18.1 GCA reserves the right to withhold any advance-, progress- or final settlement payment, until withdrawal or rectification by the Contractor, as the case may be, of intellectual property right statements on documents, reports, plans, designs, data packages and other items, which are not in line with the contractual provisions and any special exceptions or additions thereto.

19. SUBCONTRACTING

19.1 The Contractor shall have the right to involve subcontractors, availing of specific expertise, in the performance of the Agreement. The Contractor shall notify GCA of all subcontractors, specifying in each case their specific expertise.

19.2 Each Work Order will stipulate whether any of the work will be subcontracted with the agreement of GCA.

19.3 The subcontracting of any part of the Agreement shall not relieve the Contractor from any liability or obligation under the Agreement. The Contractor is fully responsible for the compliance with the Agreement by all of its subcontractors.

20. KEY PERSONNEL

20.1 Unless previously and expressly agreed upon otherwise by GCA in writing, the work shall be executed by such key personnel as have been proposed by the Contractor for Work Orders, such personnel shall be available throughout the concerned Work Orders for the work allocated to them according to the Contractor’s and its Subcontractor’s respective offers.

20.2 Key personnel for the purpose of this Article shall be defined as personnel indicated on the Contractor’s or its Subcontractor’s organizational chart involved in project execution down
to and including at least one level below the Contractor’s or Subcontractor’s Project Manager.

20.3 Any replacement or part-time assignment to other tasks of such key personnel requires the prior GCA written approval. Appropriate requests from any level of contracting shall be channeled through the Contractor, and shall be accompanied by a justification for the proposed change and by a comprehensive Curriculum Vitae of the new key personnel proposed.

20.4 GCA approval of the replacement will not be unreasonably withheld provided the replacement personnel proposed by the Contractor has the equivalent or better qualifications and experience than those to be replaced. In the affirmative case, GCA’s representatives mentioned will supply the Contractor with a written approval.

20.5 GCA shall have such personnel replaced, if such personnel do not comply with their assigned duties, or on giving other important reasons. In such a case the Contractor, and its Subcontractor shall replace that person within 2 calendar months by another person having the requested qualifications.

21. **SPECIAL CONDITIONS OF PERFORMANCE**

21.1 GCA will not be entitled to give directives to the Contractor's and Sub-contractors' personnel (hereinafter designated by “the Contractor's personnel” or “its personnel”) other than operational and safety instructions necessary to the performance of the services described in the Scope of Work/Terms of Reference. These instructions do not in any way create a link of authority or management control of the Contractor’s personnel by GCA.

21.2 The legal relationship resulting from the Contract of employment between the Contractor's personnel and the Contractor shall not be affected by this Contract/or subsequent Work Order.

21.3 The Contractor shall observe the normal safety regulations in force at the places of performance in any country where the services are effectively performed and also any special safety instructions issued by the GCA.

22. **USE OF GCA IMAGES OR LOGOS**

22.1 Without the prior written consent of GCA, the Contractor shall not use or make reference to any images or logos of GCA.

23. **PUBLICITY**
23.1 Without the prior written consent of GCA, the Contractor shall not publicise the Agreement or any part thereof unless it is obliged to do so to comply with applicable laws or regulations or with a court or administrative order.

24. **FORTUITOUS OR FORCE MAJEURE CASES**

24.1 Neither party shall incur liability if, by accident or force majeure, it is prevented from fulfilling its obligations under the framework agreement.

24.2 A fortuitous or force majeure event is any unforeseeable and exceptional situation or event, independent of the will of the parties, and does not derive from the lack or negligence of any of them.

24.3 The party invoking cases of force majeure or force majeure shall communicate and justify such situations to the other party, as well as informing the foreseeable period of time to restore the situation.

25. **SUSPENSION OF THE FRAMEWORK AGREEMENT**

25.1 Without prejudice to the right of withdrawal from the framework agreement, GCA may at any time, on grounds of public interest, in particular where public security reasons are involved, suspend the implementation of the framework agreement in whole or in part.

25.2 The suspension shall take effect on the day following the date of notification of the contracting parties to the framework agreement, unless the said notification contains a later date.

25.3 GCA may at any time lift the suspension of the implementation of the framework agreement.

25.4 Service providers selected as co-contractors in the framework agreement may not claim or require any compensation or compensation on the basis of total or partial suspension of the framework agreement.

25.5 If the Contractor selected does not provide sufficient resources to perform the contracted service, GCA reserves the right, with just cause, and without prejudice to a resolution under the terms of the following paragraph, to suspend agreement, without prejudice to a resolution under the terms of this agreement.

26. **TEMPORARY IMPOSSIBILITY TO PROVIDE SERVICES**

26.1 Whenever the Contractor is temporarily unable to provide services, he shall inform GCA accordingly.
26.2 For the purposes of the preceding paragraph, a temporary interruption of service provision is considered an interruption for a period not exceeding 60 (continuous) days.

26.3 Upon the expiration of the period provided for in the previous paragraph without the situation being settled, the Contractor shall request the extension of the term, GCA, however, reserves the right to terminate the contract.

26.4 The temporary impossibility of providing services in the first 4 (four) months of the framework agreement, which will be considered as non-compliance with the implementation deadlines.

27. INDEMNIFICATION

27.1 The Contractor shall indemnify and hold harmless GCA against all claims, fines, costs and damages in connection with and/or resulting from any default in relation to employees taxes and insurances in connection to the services provided to GCA during the duration period of this Framework Agreement and execution of eventual Work Order(s) awarded to the Contractor.

27.2 Contractor shall further indemnify and hold harmless GCA against all claims, costs and damages in connection with and/or resulting from any act or omission to act in relation to the Services, unless such act or omission to act directly results from any act of GCA for which it can be seriously blamed. Contractor waives any entitlement pursuant to article 7:658 sub 4 BW Dutch of laws.

27.3 The Contractor hereby agrees to indemnify and hold harmless GCA from and against any and all direct losses arising out of or in relation to third-party claims of any kind which. If a claim is made that may give rise to a claim for indemnity under this clause then GCA shall notify the Contractor of such claim immediately, give the Indemnifying Party all reasonable co-operation and shall not negotiate the claim without the consent of the Indemnifying Party in writing.

28. AMENDMENTS

28.1 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral with respect to the subject matter of this Agreement. Amendments to or changes of this Agreement or any Work Order under it shall, in order to be valid, be made in writing and signed by authorized representatives of both Parties and shall be clearly stated as amendments to or changes of this Agreement or the Work Order, as the case may be.

28.2 If at any time one or more of the provisions of this Contract becomes invalid, illegal or unenforceable under any law, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired.
29. ASSIGNMENT

29.1 GCA shall have the right to assign or otherwise transfer any or all of its rights and obligations under this Agreement to a successor company or other legal entity established by the partner countries in the GCA project. The Contractor is not entitled to assign this Agreement, in full or in part, without GCA’s prior written consent.

30. NO WAIVER

30.1 The provisions of the Agreement may not be waived except in writing. The failure of a party to insist upon strict adherence to any provision of the Agreement shall not be considered a waiver of any right under the Agreement, and shall not deprive that party of the right at any later time to insist upon the strict adherence to the Agreement.

31. ANTI-CORRUPTION

31.1 The Contractor warrants that no offer, payment, consideration, or benefit of any kind which constitutes an illegal or corrupt practice has been made or shall be made, either directly or indirectly, as an inducement or reward for entry into this Agreement by GCA or in the subsequent execution of the Agreement. Any such practice will be grounds for terminating the Agreement without any compensation to the Contractor and for such other additional actions, civil and/or criminal, as may be applicable.

32. SETTLEMENT OF DISPUTES AND GOVERNING LAW

32.1 This Contract and any agreement resulting from this Contract shall be governed by and construed in accordance with the laws of the Netherlands.

32.2 In the event of any dispute of difference of opinion between the Parties arising out of or in connection with this Agreement or any Work Order, each of the Parties shall use its best efforts to settle each dispute or difference in opinion amicably by negotiations. Failing such an amicable settlement, the parties shall resort to arbitration under the rules of the International Chamber of Commerce (ICC). Any unresolved dispute shall be settled exclusively by the Dutch competent court in Rotterdam.

33.4. The place of arbitration shall be the Hague, the Netherlands. The language to be used in the arbitral proceedings shall be English.

IN WITNESS WHEREOF, the Agreement has been executed in two (2) originals, of which the Parties have received one (1) each.

Agreed and signed by both Parties.
For Global Center on Adaptation,

__________________________
Name: Prof. Dr. Patrick Verkooijen
Position: CEO
Date:
Place: Rotterdam, the Netherlands

For Contractor,

__________________________
Name:
Position:
Date:
Place:

**Annexes:**
Annex 1 – Template of GCA Work Order
Annex 2 – Signed Declaration on Honor
Annex 3 – Framework Agreement Statement of Work
Annex 4 – Statement of Acknowledgment
<table>
<thead>
<tr>
<th>GCA Work Order No.: <strong>GCA-PR-XX-XXX-[UNIT4 Contract Number]</strong></th>
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<tbody>
<tr>
<td><strong>CONTRACTOR:</strong></td>
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<tr>
<td><strong>TITLE OF WORK ORDER:</strong></td>
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<tr>
<td><strong>DESCRIPTION OF ACTIVITIES:</strong></td>
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<td><strong>PERIOD OF PERFORMANCE:</strong></td>
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<tr>
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<td><strong>Payment plan:</strong></td>
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<tr>
<td><strong>SPECIFIC CONDITIONS:</strong></td>
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<tr>
<td>As per Terms and Conditions of Framework Agreement No.</td>
</tr>
<tr>
<td>Framework Agreement Title:</td>
</tr>
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</table>

<table>
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<tr>
<th><strong>GCA</strong></th>
<th><strong>Chief Executive Officer:</strong> Prof. Dr. Patrick Verkooijen</th>
<th><strong>DATE:</strong></th>
<th><strong>SIGNATURE:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACTOR</strong></td>
<td><strong>AUTHORIZED REPRESENTATIVE:</strong> [insert name]</td>
<td><strong>DATE:</strong></td>
<td><strong>SIGNATURE:</strong></td>
</tr>
</tbody>
</table>
Annex 2 – Signed Declaration on Honour
Annex 3 – Framework Agreement Statement of Work
Annex 4 – Statement of Acknowledgment

I acknowledge that I have received a copy of the Code of Conduct, which describes the standards of behavior expected by GCA and I agree to act in accord with those standards as a condition of my agreement with GCA.

I have read and understood the Anti-Fraud Policy, which describes acts or omissions that are considered as fraud or corruption and that are not permitted by GCA. I agree to act in accord with the Anti-Fraud Policy as a condition of my agreement with GCA.

I also acknowledge that I understand the reporting process for complaints and any suspicions of misconduct, illegal actions, or violations of the Code of Conduct or any other GCA policies and rules. I will use the webform on GCA’s website at https://gca.org/about-us/contact-us/ to report such incidents. In case I encounter difficulties accessing the online complaint form, I will send an email to speakup@gca.org to report integrity violations or to safeguarding@gca.org to report incidents of Sexual Exploitation, Abuse, and Harassment. If I need to report anything urgently, I will call or use WhatsApp to contact the Whistle Officer at +31 643147051. I understand that it is my duty to speak up immediately if I witness an incident, suspect an integrity violation, suspect a breach of a policy, feel harassed, or have a complaint regarding GCA or its associated parties or individuals.

I understand that if I have questions at any time about any of these documents, I will consult the GCA contact person or the Human Resources staff for clarification.

Finally, I understand that the contents of the documents may change at any time at the sole discretion of GCA, which relevant changes GCA informs me of. Changes are effective as of the date of their publication.

Signature: ____________________________

Name: ________________________________

Date: ________________________________