



Č.j. ČRA: 281508/2025-9-CRA

## Smlouva o dílo

níže uvedeného dne měsíce a roku mezi smluvními stranami:

### Česká republika – Česká rozvojová agentura (ČRA)

Zastoupená: Ing. Michalem Minčevem,  
MBA, ředitelem  
Se sídlem: Nerudova 3, 118 50 Praha 1  
IČO: 75123924  
Bankovní spojení: Česká národní banka, Na  
Příkopě 28, Praha 1  
Číslo účtu: 0000-72929011/0710  
Kontaktní osoba: Mgr. Tomáš Daníček  
Tel.: [REDACTED]  
E-mail: [REDACTED]  
(dále jen „ČRA“),

a

### Pepps Engineering SRL

Se sídlem: Avenue Alexandre Fleming 10, 1348  
Louvain-la-Neuve, Belgium  
Bankovní spojení: Place Charles Rogier 11, 1210  
Brussels  
Stát banky: Belgium

ICO: TVA BE0752519268  
[REDACTED]

(dále jen „Zhotovitel“),

*Translation from the Czech language into  
English language*

Ref. No. CzDA: 281508/2025-9-CRA

## Contract for Work

between the following Contracting Parties on the day, month and year given below:

### The Czech Republic - The Czech Development Agency (CzDA)

Represented by: Ing. Michal Minčev, MBA,  
Director  
Registered office: Nerudova 3, 118 50 Prague  
1  
Identification No.: 75123924  
Banking details: Česká národní banka, Na  
Příkopě 28, Prague 1  
Account no.: 0000-72929011/0710  
Contact person: Mr. Tomáš Daníček  
Tel.: [REDACTED]  
E-mail: [REDACTED]  
(hereinafter “CzDA”),

and

### Pepps Engineering SRL

Registered office: Avenue Alexandre Fleming  
10, 1348 Louvain-la-Neuve, Belgium  
Banking details: Place Charles Rogier 11, 1210  
Brussels  
Bank country: Belgium

Branch code:  
Identification No: TVA BE0752519268  
[REDACTED]

(hereinafter the “Contractor”),



<p>ČRA a Zhotovitel společně jen „Smluvní strany“ nebo jednotlivě „Smluvní strana“.</p> <p style="text-align: center;"><b>Článek 1</b> <u>Předmět smlouvy a dílo</u></p> <p>1.1. Zhotovitel se zavazuje na vlastní náklady a odpovědnost vypracovat Studii Proveditelnosti (Feasibility Study) pro Národní systém sledovatelnosti dřeva v Zambii v rámci projektu SLIM – Sustainable Landscape through Integrated Management (dále jen „dílo“).</p> <p>1.2. Cílem díla je poskytnout komplexní posouzení technické, institucionální, finanční a regulační proveditelnosti zavedení jednotného digitálního systému sledovatelnosti dřeva a lesních produktů v Zambii, v souladu s požadavky Nařízení EU o odlesňování (EUDR) a prioritami Zambijské národní lesní politiky.</p> <p>1.3. Dílo bude vypracováno v úzké spolupráci s relevantními partnery v Zambii, zejména s Ministerstvem pro zelenou ekonomiku a životní prostředí (MoGEE) včetně jeho Lesnického oddělení (Forestry Department), SMART Zambia Institute, Zambijskou agenturou pro životní prostředí (ZEMA) a dalšími příslušnými národními institucemi.</p> <p>1.4. V rámci této smlouvy se Zhotovitel zavazuje zajistit, zpracovat a odevzdat dílo sestávající ze tří výstupů:</p> <ul style="list-style-type: none"><li>i) Úvodní přehledová zpráva;</li><li>ii) Analytická zpráva o institucionálních, technických a právních nedostacích včetně hodnocení připravenosti na EUDR;</li><li>iii) Závěrečná studie proveditelnosti a implementační plán (roadmap) včetně finančního rámce.</li></ul>	<p>The CzDA and the Contractor together only as the “Contracting Parties” or individually as the “Contracting Party”.</p> <p style="text-align: center;"><b>Article 1</b> <u>Subject of the Contract and the Work</u></p> <p>1.1. The Contractor undertakes, at its own cost and responsibility, to prepare a Feasibility Study for a National Timber Traceability System in Zambia under the project SLIM – Sustainable Landscape through Integrated Management (hereinafter referred to as the “Work“).</p> <p>1.2. The objective of the Work is to provide a comprehensive assessment of the technical, institutional, financial and regulatory feasibility of establishing a unified digital timber and forest-products traceability system in Zambia, in line with the requirements of the EU Deforestation Regulation (EUDR) and the priorities of the Zambian National Forestry Policy.</p> <p>1.3. The Work shall be implemented in close cooperation with relevant partners in Zambia, in particular the Ministry of Green Economy and Environment (MoGEE) including its Forestry Department, SMART Zambia Institute, Zambia Environmental Management Agency (ZEMA) and other national institutions.</p> <p>1.4. Under this Contract, the Contractor undertakes to prepare, produce and deliver the Work consisting of three deliverables:</p> <ul style="list-style-type: none"><li>i) Inception Review Report;</li><li>ii) Analytical Gap Analysis Report including EUDR Readiness Assessment;</li><li>iii) Final Feasibility Study and Implementation Roadmap including financial costing.</li></ul>
---	--



<p>Každý z uvedených výstupů bude zpracován, zejména základě:</p> <ul style="list-style-type: none"><li>• úvodní koordinační schůzky (kick-off meeting) s ČRA a klíčovými partnery za účelem potvrzení cílů, metodiky a harmonogramu;</li><li>• Desk review relevantních dokumentů, politik, systémů a dostupných dat o sledovatelnosti dřeva;</li><li>• mapování institucí, datových toků a kapacit zapojených do správy lesních zdrojů;</li><li>• stakeholder konzultací v Lusace a vybraných provinciích, zaměřených na ověření informací, sběr podkladů a formulaci návrhů řešení;</li><li>• terénních šetření a ověření procesů povolování a přepravy dřeva;</li><li>• analýzy institucionálních, technických, právních a finančních bariér, identifikace kapacitních a zdrojových potřeb a vyhodnocení připravenosti Zambie na kapacitních a zdrojových potřeb a vyhodnocení připravenosti Zambie na implementaci nařízení EU o odlesňování (EUDR);</li><li>• srovnávací analýzy mezinárodních modelů sledovatelnosti (např. Ghana, Indonésie, Thajsko) a jejich přenosu do zambijského kontextu;</li><li>• návrhu institucionálního, technického a ICT rámce národního systému sledovatelnosti, včetně návrhu verifikačního mechanismu a modelu financování;</li><li>• organizace validačního workshopu v Lusace, prezentace zjištění, sběru připomínek a zpracování zpětné vazby do závěrečné studie;</li><li>• pravidelné konzultační a koordinační komunikace s ČRA.</li></ul>	<p>Each deliverable shall be based in particular on:</p> <ul style="list-style-type: none"><li>• initial coordination meeting (kick-off meeting) with the CzDA and key partners to confirm objectives, methodology and timeline;</li><li>• desk review of relevant documents, policies, systems and available data on timber traceability;</li><li>• institutional mapping, data-flow mapping and assessment of capacities involved in the management of forest resources;</li><li>• stakeholder consultations in Lusaka and selected provinces focused on verifying information, collecting data and formulating proposed solutions;;</li><li>• field verification of permitting and timber-transport processes;</li><li>• analysis of institutional, technical, legal and financial barriers, and assessment of capacity and resource needs and assessment of Zambia's readiness to implement the EU deforestation regulation (EUDR);</li><li>• comparative analysis of international models of monitoring (e.g. Ghana, Indonesia, Thailand) and its implementation to Zambian context;</li><li>• proposal of the institutional, technical and ICT national monitoring framework including proposal of verification mechanism and financing model;</li><li>• organisation of a validation workshop in Lusaka, presentation of findings, collection of comments, and incorporation of feedback to the final study;</li></ul>
--	---



Specifikace jednotlivých výstupů tvoří Přílohu č. 1 této smlouvy. Zhotovitel se zavazuje postupovat rovněž dle přílohy č. 2 této smlouvy.

1.5. Zhotovitel je povinen po celou dobu plnění smlouvy zajišťovat pravidelnou odbornou komunikaci s ČRA a partnerskými institucemi, zejména prostřednictvím zahajovací prezentace (kick-off) na počátku realizace, průběžných technical progress notes před každou pracovní cestou, následných brief mission reports po jednotlivých misích, jakož i pracovních verzí všech výstupů k předběžným připomínkám ČRA. Po dokončení hlavních analýz a návrhu řešení Zhotovitel předloží a odprezentuje závěrečnou prezentaci výsledků EU Delegaci a relevantním partnerům na validačním či závěrečném jednání. Kick-off meeting a závěrečná prezentace výsledků se uskuteční v místě realizace, v Zambii, stejně jako závěrečný validační workshop, pokud se Smluvní strany nedohodnou jinak. Tyto povinnosti tvoří nedílnou součást poskytování díla dle této smlouvy.

1.6. Každý výstup díla podle této smlouvy bude považován za řádně odevzdaný a převzatý až po jeho písemném schválení ČRA, které bude potvrzeno podpisem předávacího protokolu podle vzoru stanoveného ČRA.

ČRA není povinna výstup díla převzít, pokud bude vykazovat vady nebo nedodělky, nebo pokud nebude splňovat podmínky stanovené touto smlouvou. Pokud bude výstup díla vykazovat vady či nedodělky, je Zhotovitel povinen tyto požadavky zapracovat a upravenou verzi předat ČRA nejpozději do 14 kalendářních dnů od odmítnutí podpisu předávacího protokolu či podpisu protokolu s uvedením vad a nedodělků. Náklady s tím spojené jsou již zahrnuty v ceně díla.

- continuous coordination and communication with the CzDA.

The specification of the individual deliverables constitutes Annex No. 1 to this Contract - The Contractor shall also act in accordance with Annex No. 2 to this Contract.

1.5. The Contractor shall, throughout the entire duration of this Contract, ensure regular professional communication with the CzDA and partner institutions, in particular through a kick-off presentation at the beginning of implementation, continuous technical progress notes prior to each field mission, subsequent brief mission reports following each mission, as well as working versions of all deliverables submitted for the CzDA's preliminary comments. Upon completion of the main analyses and the proposed solution, the Contractor shall submit and present a final results presentation to the EU Delegation and relevant partners at the validation or final meeting. The kick-off meeting and the final presentation of the results shall take place at the place of implementation, in Zambia, as shall the final validation workshop, unless the Contracting Parties agree otherwise. These obligations constitute an integral part of the provision of the Work under this Contract.

1.6. Each deliverable of the Work shall be deemed duly delivered and accepted only after its written approval by the CzDA, confirmed by a handover protocol signed by the authorised representative of the CzDA.

The CzDA shall not be obliged to accept Work if it contains defects, shortcomings or does not meet the requirements of this Contract. If any deliverable of the Work contains defects or unfinished work, the Contractor shall be obliged to address these requirements and submit the revised



1.7. Zhotovení díla bude realizováno kombinací pracovních cest do Zambie a práce na dálku (desk-based work), v rozsahu odpovídajícím schválenému harmonogramu a metodice studie v příloze č. 2 této smlouvy – Návrh řešení.

1.8. Zhotovitel je povinen zajistit osobní přítomnost v Zambii při každém výstupu této smlouvy, a to v rozsahu nezbytném k přímé spolupráci s národními partnery, provedení konzultací, ověření údajů v terénu a prezentaci zjištění.

Tyto pracovní cesty mohou být časově či věcně sloučeny tak, aby jedna cesta pokryla více navazujících částí díla, případně rozděleny podle potřeby, pokud to charakter činností vyžaduje. V každém případě musí být zajištěna osobní účast Zhotovitele v místě plnění pro všechny výstupy, aby bylo zaručeno jejich řádné projednání a validace se zúčastněnými institucemi.

1.9. Zhotovitel disponuje veškerým vybavením nutným pro poskytnutí služeb (osobním počítačem, mobilním telefonem aj.) a nebude jej vyžadovat po ČRA.

1.10. Za vyhotovení díla na straně Zhotovitele zodpovídá následující osoba:

Jméno: Yannick Gillis



version to the CzDA no later than 14 calendar days from the refusal to sign the acceptance protocol or from the signing of a protocol identifying the defects and unfinished work. The costs associated with this are already included in the price of the Work.

1.7. The Work shall be performed through a combination of field missions to Zambia and desk-based work, in accordance with the approved methodology and timeline in Annex No. 2 to this Contract –Solution Design.

1.8. The Contractor shall ensure its physical presence in Zambia for each deliverable under this Contract, to the extent necessary for direct cooperation with national partners, conducting consultations, verifying information in the field and presenting findings.

These field missions may be combined in time or scope so that one mission covers several consecutive parts of the Work, or divided as needed if required by the nature of activities. In all cases, the Contractor must ensure its physical presence in the place of performance for all deliverables, so as to guarantee proper consultation, discussion and validation with the involved institutions.

1.9. The Contractor shall use its own equipment (laptop, mobile phone, etc.) and shall not request any equipment from the CzDA.

1.10. The service will be performed by this person:

Name: Yannick Gillis





## Článek 2

### Cena díla a platby

- 2.1. Smluvní strany se dohodly, že ČRA zaplatí Zhotoviteli za provedení díla podle čl. 1 této smlouvy 44.894,36 amerických dolarů (USD) za kompletní provedení díla (k odměně nebude připočítáno DPH, neboť projekt je od DPH osvobozený).
- 2.2. Odměna bude uhrazena ve dvou platbách v návaznosti na řádné odevzdání a schválení výstupů uvedených v čl. 1 odst. 1.4 této smlouvy:
- první platba ve výši 60 % z celkové ceny díla bude vyplacena po podpisu předávacího protokolu ČRA k výstupům díla i) a ii);
  - druhá platba ve výši 40 % z celkové ceny díla bude vyplacena po podpisu předávacího protokolu ČRA k výstupu iii).
- 2.3. Platby budou probíhat v amerických dolarech (USD) převodem na účet Zhotovitele uvedený v hlavičce smlouvy.
- 2.4. Cena uvedená v čl. 2 odst. 2.1 zahrnuje veškeré náklady spojené s realizací zakázky, včetně odborných služeb, konzultací, cestovních a ubytovacích výdajů, organizace workshopů, administrativních nákladů a přípravy všech výstupů. Zhotovitel proto nemá nárok na jakékoli dodatečné platby či refundace nad rámec sjednané ceny. Jakákoli změna ceny díla je přípustná výhradně formou písemného dodatku k této smlouvě, řádně podepsaného oběma smluvními stranami. Bez takového písemného dodatku se nepřipouští žádné navýšení ceny a to ani uplatnění dalších nároků z titulu kurzových rozdílů či změn v nákladech.

## Article 2

### Price of the Work and Payments

- 2.1. The Contracting Parties agree that the CzDA shall pay the Contractor a total price of 44.894,36 United States Dollars (USD) for the complete performance of the Work described in Article 1 of this Contract. No VAT will be added to the fee as the Project is VAT exempt.
- 2.2. The remuneration shall be paid in two instalments, subject to the proper delivery and written approval of the deliverables listed in Article 1 paragraph 1.4 of this Contract:
- the first payment amounting to 60% of the total price shall be paid after the CzDA signs the acceptance protocol for deliverables (i) and (ii).
  - the second payment amounting to 40% of the total price shall be paid after the CzDA signs the acceptance protocol for deliverable (iii).
- 2.3. Payments shall be made in US dollars (USD) by bank transfer to the Contractor's account specified in the header of this Contract.
- 2.4. The price stated in Article 2 paragraph 2.1 includes all costs associated with the implementation of the Work, including professional services, consultations, travel and accommodation expenses, organisation of workshops, administrative costs and preparation of all deliverables. The Contractor shall not be entitled to any additional payments or reimbursements beyond the agreed price. Any change in the contract price shall only be valid if made through a written amendment to this Contract duly signed by both Contracting Parties. Without such amendment, no price increase shall be permitted, including claims arising from



2.5. Do deseti dnů od podpisu předávacího protokolu k výstupu i) a ii) ČRA a do deseti dnů od podpisu předávacího protokolu k výstupu iii) ČRAem, vystaví Zhotovitel ČRA daňový doklad – fakturu. Faktura bude zaslána emailem na výše uvedenou kontaktní osobu ČRA. Faktura bude mít veškeré náležitosti daňového dokladu. ČRA je oprávněna vrátit do data splatnosti fakturu Zhotoviteli a neproplácet ji, pokud obsahuje nesprávné či neúplné údaje, nebo není vystavena v souladu s principy této smlouvy.

2.6. Lhůta splatnosti správné a úplné faktury je 21 dnů od jejího doručení ČRA. Termínem úhrady částky uvedené na faktuře se rozumí den odpisu platby z účtu ČRA.

### Článek 3

#### Doba a ukončení účinnosti smlouvy

3.1. Zhotovitel se zavazuje provést a předat celé dílo nejpozději do čtrnácti (14) týdnů od nabytí účinnosti této smlouvy. Jednotlivé výstupy budou předány v následujících termínech od účinnosti této smlouvy:

- Výstup i – do 4 týdnů,
- Výstup ii – do 10 týdnů,
- Výstup iii – do 14 týdnů.

3.2. Tato smlouva může být ukončena:

- písemnou dohodou smluvních stran;
- kteroukoliv ze smluvních stran odstoupením od smlouvy, pakliže dojde k písemné výzvě prostřednictvím emailu k odstranění vytknutých vad či k plnění závazků vyplývajících z této smlouvy, a druhá strana nenapraví tato porušení ve lhůtě 21 kalendářních dnů od obdržení

exchange-rate fluctuations or cost changes.

2.5. Within ten days from the CzDA's signing of the acceptance protocol for deliverables (i) and (ii), and within ten days from the CzDA's signing of the acceptance protocol for deliverable (iii), the Contractor shall issue an invoice. The invoice shall be sent by e-mail to the CzDA's contact person specified in this Contract. The invoice must contain all statutory elements. The CzDA may return an incorrect or incomplete invoice without payment, or if it has not been issued in accordance with the principles of this Contract.

2.6. The due date of a correct and complete invoice shall be 21 days from the date of its delivery to the CzDA. Payment shall be deemed made on the day the amount is debited from the CzDA's bank account.

### Article 3

#### Duration and Termination of the Contract

3.1. The Contractor shall complete and deliver the entire Work no later than fourteen (14) weeks from the effective date of this Contract. Deliverables shall be submitted within the following deadlines from the effective date of this Contract::

- Deliverable I – within 4 weeks,
- Deliverable ii – within 10 weeks,
- Deliverable iii – within 14 weeks.

3.2. This Contract may be terminated:

- by written agreement of the Contracting Parties;
- by either Contracting Party by withdrawing from the Contract, if the Contracting Party calls the other Contracting Party to remedy the identified defects or to perform its contractual obligations in written notice delivered by e-mail and the



upozornění. Tato lhůta počíná běžet dnem doručení takového upozornění.

- ze strany ČRA, a to výpovědí bez uvedení důvodu, s výpovědní lhůtou o 14 kalendářních dnech, která počíná běžet dnem doručení výpovědi Zhotoviteli. V takovém případě bude zaplacená ze strany ČRA rozpracovanost díla ke dni ukončení smluvního vztahu.
- ze strany ČRA odstoupením od smlouvy pokud se Zhotovitel ocitne v likvidaci nebo bude proti němu vydáno rozhodnutí o úpadku.

#### **Článek 4** Licence

4.1. Dílo vytvořené Zhotovitelem při plnění předmětu této smlouvy bude autorským dílem v souladu se zákonem č. 121/2000 Sb., autorským zákonem, v platném znění. Smluvní strany se výslovně dohodly, že Zhotovitel poskytuje ČRA výhradní, žádným způsobem neomezenou licenci k využití díla. ČRA je oprávněna mimo jiné dílo uveřejnit, využívat na všech svých propagačních materiálech a při své prezentaci. Dílo nelze jakkoliv upravovat bez souhlasu autora, autor však nesmí úpravě bezdůvodně bránit. Za důvodné odmítnutí úprav je považována pouze taková změna, která by narušila odbornou správnost nebo věcnou přesnost výstupu a zasáhnutí do odevzdaného a schváleného výstupu.

ČRA je oprávněna požadovat, aby dílo užívali jeho dodavatelé v rámci projektu. Výlučností poskytnuté licence se pro účely této smlouvy rozumí, že Zhotovitel není bez předchozího výslovného písemného souhlasu ČRA oprávněn dílo užívat, zpřístupnit jakékoliv třetí osobě nebo jí umožnit jeho užívání, převést licenci nebo jinak umožnit užívání licence nebo díla jakékoliv třetí osobě, a to jak

other Contracting Party fails to remedy the breach within 21 calendar days of receipt of the email. This period shall begin on the day the notice is delivered;

- by the CzDA by notice of termination without stating any reason, with a 14-day notice period, which shall begin on the date the notice is delivered to the Contractor; in such case, the CzDA shall pay for the proportion of the Work completed as of the termination date;
- by the CzDA by withdrawing from the Contract, if the Contractor enters i liquidation or if insolvency proceedings are initiated against it.

#### **Article 4** Licence

4.1 The Work created by the Contractor under this Contract shall constitute a copyrighted work under Act No. 121/2000 Coll., the Copyright Act, as amended. The Contracting Parties expressly agree that the Contractor grants the CzDA an exclusive, unrestricted licence to use the Work. The CzDA shall be entitled, inter alia, to publish the Work, use it in all its promotional materials and in its presentation. The Work may not be modified without the author's consent; however, the author may not unreasonably refuse such modifications. A justified refusal shall only include such changes that would undermine the professional accuracy or substantive accuracy of the deliverable.

The CzDA shall be entitled to require that the Work be used by its suppliers within the project. The exclusivity of the licence means that the Contractor shall not, without the CzDA's prior written consent, use the Work, make it accessible or allow its



bezplatně, tak úplatně. ČRA není povinna poskytnutou licenci využít.

- 4.2. Zhotovitel je oprávněn základní informace o díle uveřejnit za účelem sebezprezentace. Dílo může být uváděno jako reprezentativní reference v Zhotovitele.
- 4.3. Smluvní strany výslovně potvrzují, že licenční poplatek za užívání díla po celou dobu jeho životnosti je zcela zahrnut ve sjednané ceně za dílo.

### **Článek 5**

#### Povinnosti Zhotovitele

- 5.1. Zhotovitel je povinen plnit řádně a včas všechny své povinnosti vyplývající z této smlouvy.
- 5.2. Zhotovitel je zvláště odpovědný za provedení díla v rozsahu a termínech odpovídajících čl. 3 odst. 3.1 této smlouvy.
- 5.3. Zhotovitel se zavazuje reagovat a věcně odpovídat na dotazy či žádosti ČRA doručené e-mailem nejpozději do 5 pracovních dnů ode dne, kdy byl předmětný dotaz/žádost doručen na emailovou adresu kontaktní osoby Zhotovitele uvedenou v čl. 1 odst.1.10.
- 5.4. Zhotovitel se zavazuje, že v každé záležitosti, která se přímo dotýká zájmů partnerů zapojených do EU–ZM Forest Partnership, či v případech, kdy je očekávána oficiální nebo formální komunikace vůči těmto partnerům, nejprve požádá o schválení postupu ze strany ČRA a teprve na základě dohody bude nezávisle jednat.
- 5.5. Zhotovitel je oprávněn zapojit do plnění této smlouvy poddodavatele pouze tehdy, pokud byl takový poddodavatel uveden a posouzen v rámci podané nabídky. Zapojením poddodavatele není dotčena plná odpovědnost Zhotovitele za řádné provedení díla.

use by any third party, whether free of charge or for consideration. The CzDA shall not be obliged to use the licence.

- 4.2 The Contractor may publish basic information about the Work for the purpose of self-presentation. The Work may be listed as a representative reference of the Contractor.
- 4.3 The Contracting Parties expressly confirm that the licence fee for the use of the Work for its entire lifecycle is fully included in the agreed contract price.

### **Article 5**

#### Obligations of the Contractor

- 5.1. The Contractor shall duly and timely perform all obligations arising from this Contract.
- 5.2. The Contractor shall be fully responsible for performing the Work within the scope and deadlines set out in Article 3 paragraph 3.1 of this Contract.
- 5.3. The Contractor shall respond to the point to questions or requests sent by the CzDA by e-mail no later than 5 working days from the date the question/request is delivered to the e-mail address of the Contractor's contact person specified in Article 1 paragraph 1.10.
- 5.4. The Contractor undertakes that, in any matter directly affecting the interests of partners involved in the EU–ZM Forest Partnership, or in cases of expected official or formal communication with such partners, it shall first seek the CzDA's approval of the intended approach and shall act independently only on the basis of such agreement.
- 5.5. The Contractor may engage a subcontractor only if such subcontractor was listed and assessed as part of the



5.6. Zhotovitel je povinen zachovávat mlčenlivost o všech skutečnostech týkajících se ČRA, o nichž se v souvislosti s prováděním díla dozvěděl, a to i poté, co bude dílo předáno ČRA. Výjimkou je situace, kdy je Zhotovitel zproštěn mlčenlivosti písemnou instrukcí ČRA, nebo v případech uvedených v příslušných právních předpisech.

### **Článek 6**

#### Povinnosti ČRA

6.1. ČRA je povinna poskytnout Zhotoviteli nutnou součinnost pro realizaci díla. Nutnou součinností se rozumí zejména poskytnutí veškerých informací a podkladů přímo souvisejících s předmětem plnění této smlouvy dle čl. 2, a to nejpozději do 3 pracovních dnů od jejich vyžádání, nedohodnou-li se smluvní strany jinak.

### **Článek 7**

#### Náhrada škody, smluvní pokuty

7.1. Smluvní strany se výslovně dohodly, že pro účely této smlouvy se za škodu nepovažuje ušlý zisk, a proto žádá ze stran nebude požadovat jeho náhradu.

7.2. Pro případ prodlení Zhotovitele s předáním jednotlivých výstupů díla ve lhůtách stanovených v čl. 3 odst. 3.1 této smlouvy se smluvní strany dohodly, že Zhotovitel uhradí ČRA smluvní pokutu ve výši 0,2% z celkové ceny díla za každý, i započatý, den prodlení se splněním uvedené povinnosti, a to za každý výstup.

7.3. Pro případ prodlení ČRA s řádným a včasným uhrazením ceny díla ve smyslu ustanovení čl. 4 této smlouvy se smluvní strany dohodly, že ČRA zaplatí Zhotoviteli smluvní pokutu ve výši 0,20 % z neuhrazené ceny díla za každý i započatý den prodlení se splněním této povinnosti.

Contractor's submitted tender. The Contractor's full responsibility for the proper performance of the Work shall not be affected by the involvement of any subcontractor.

5.6. The Contractor shall maintain confidentiality regarding all information concerning the CzDA obtained in connection with the performance of the Work, even after completion of the Work, unless released from confidentiality by the CzDA in writing or unless otherwise required by law.

### **Article 6**

#### Obligations of the CzDA

6.1. The CzDA shall provide the Contractor with necessary cooperation for the implementation of the Work. Such cooperation shall include, in particular, the provision of all information and documents directly related to the subject of this Contract according to Article 2, within 3 working days of request, unless the Contracting Parties agree otherwise.

### **Article 7**

#### Liability for Damage, Contractual Penalties

7.1. The Contracting Parties expressly agree that lost profit shall not be considered damage under this Contract, and neither Contracting Party shall claim its compensation.

7.2. In the event of delay by the Contractor in submitting the individual deliverables of the Work within the deadlines set out in Article 3 paragraph 3.1 of this Contract, the Contractor shall pay the CzDA a contractual penalty of 0,2% of the total contract price for each commenced day of delay for each deliverable.

7.3. In the event of delay by the CzDA in duly and timely paying the price of the Work pursuant to Article 4 of this Contract, the CzDA shall pay the Contractor a



- 7.4. Zhotovitel se zavazuje zaplatit ČRA smluvní pokutu ve výši 2.000 USD za každé jednotlivé porušení mlčenlivosti dle čl. 5 odst. 5.6 této smlouvy nebo za jakékoliv porušení povinnosti postupovat dle čl. 5 odst. 5.4, spočívající zejména v provedení komunikace či jednání s partnery zapojenými do EU–ZM Forest Partnership bez předchozího schválení ze strany ČRA.
- 7.5. Zhotovitel se zavazuje zaplatit ČRA smluvní pokutu ve výši 50 USD za každý započatý den prodlení s odpovědí na e-mail ve smyslu čl. 5 odst. 5.3.
- 7.6. Zhotovitel se zavazuje zaplatit ČRA smluvní pokutu ve výši 50 USD za každý započatý den prodlení s odstraněním vad či nedodělků v termínu uvedeném v čl. 1 odst. 1.7 této smlouvy.

## Článek 8

### Ustanovení týkající se ochrany osobních údajů

- 8.1. ČRA předává Zhotoviteli osobní údaje nezbytné pro plnění výše uvedené smlouvy ze strany Zhotovitele a Zhotovitel je tedy v pozici zpracovatele ve smyslu Nařízení Evropského parlamentu a Rady (EU) 2016/679 ze dne 27. dubna 2016 o ochraně fyzických osob v souvislosti se zpracováním osobních údajů a o volném pohybu těchto údajů a o zrušení směrnice 95/46/ES, (dále jen „GDPR“). Zhotovitel se zavazuje postupovat v souladu se zákonem č. 110/2019 Sb., o zpracování osobních údajů, ve znění pozdějších předpisů. Osobní údaje předávané Zhotoviteli jsou blíže specifikovány v příloze č. 3 této smlouvy.
- 8.2. Osobní údaje budou Zhotovitelem zpracovávány pouze po dobu trvání smlouvy.
- 8.3. Zhotovitel se zavazuje, že bude dodržovat veškeré povinnosti stanovené mu právními předpisy upravujícími ochranu osobních údajů, zejména pak GDPR, a zachovávat mlčenlivost ohledně osobních údajů získaných od ČRA.

contractual penalty of 0.20% of the unpaid amount for each commenced day of delay..

- 7.4. The Contractor shall pay the CzDA a contractual penalty of 2,000 USD for each breach of confidentiality under Article 5 paragraph 5.6 of this Contract or any breach of the obligation under Article 5 paragraph 5.4, in particular for undertaking communication or engagement with partners of the EU–ZM Forest Partnership without the CzDA's prior approval.
- 7.5. The Contractor shall pay the CzDA a contractual penalty of 50 USD for each day, or part thereof, of delay in responding to an e-mail under Article 5 paragraph 5.3.
- 7.6. The Contractor shall pay the CzDA a contractual penalty of USD 50 for each commenced day of delay in remedying defects or unfinished work within the period specified in Article 1 paragraph 1.7 of this Contract.

## Article 8

### Provisions on Personal Data Protection

- 8.1. The CzDA transfers to the Contractor personal data necessary for the Contractor's performance under this Contract. The Contractor therefore acts as a data processor within the meaning of Regulation (EU) 2016/679 (GDPR). The Contractor undertakes to act in compliance with GDPR and with Act No. 110/2019 Coll., on personal data processing. The personal data transferred to the Contractor are specified in Annex No. 3 to this Contract.
- 8.2. Personal data shall be processed by the Contractor only for the duration of this Contract.
- 8.3. The Contractor undertakes to comply with all obligations imposed on it by legal



<p>8.4. Zhotovitel se zavazuje, že bude zpracovávat osobní údaje pouze na základě doložených pokynů ČRA a informuje ČRA o případných požadavcích na předání osobních údajů do třetí země nebo mezinárodní organizaci, pokud právní předpisy nestanoví, že toto informování z důležitých důvodů veřejného zájmu není možné.</p> <p>8.5. Zhotovitel se zavazuje, že zajistí, aby se osoby oprávněné pro něj zpracovávat osobní údaje zavázaly k mlčenlivosti nebo aby se na ně vztahovala zákonná povinnost mlčenlivosti.</p> <p>8.6. Zhotovitel se zavazuje, že dodrží podmínky stanovené ČRA pro zapojení dalšího zpracovatele, zejména bude vybírat dalšího zpracovatele se zvláštní pečlivostí a bude od něj požadovat takové záruky, které zabezpečí ochranu osobních údajů aspoň v rozsahu odpovídající úrovni zabezpečení Zhotovitele a požadavkům GDPR. Zapojení dalšího zpracovatele je možné jen s písemným souhlasem ČRA.</p> <p>8.7. Zhotovitel se zavazuje, že poskytne součinnost ČRA pro splnění jeho povinnosti vyřídit žádost subjektu údajů vztahující se k výkonu jeho práv a k jednáním s dozorovým orgánem.</p> <p>8.8. Zhotovitel se zavazuje, že osobní údaje získané od ČRA nijak nezneužije pro svůj prospěch nebo ve prospěch třetí osoby.</p> <p>8.9. Zhotovitel prohlašuje, že osobní údaje získané od ČRA budou dostatečně chráněny jeho systémem technických a organizačních opatření. Tento systém ochrany se zavazuje pravidelně kontrolovat. V rámci těchto opatření bude Zhotovitel zejména nakládat s osobními údaji tak, aby nebyly zpřístupněny nepovolaným osobám, tj. osobní údaje v listinné podobě, na výměnných a vyjímatelných datových médiích bude ukládat mimo dosah třetích osob v uzamykatelných prostorech nebo</p>	<p>regulations governing personal data protection, in particular GDPR, and to maintain confidentiality regarding all personal data obtained from the CzDA.</p> <p>8.4. The Contractor shall process personal data solely on the basis of documented instructions from the CzDA and shall inform the CzDA of any requirement to transfer personal data to a third country or international organisation, unless such notification is prohibited by law for important reasons of public interest.</p> <p>8.5. The Contractor shall ensure that any person authorised to process personal data on its behalf undertakes confidentiality or is subject to a statutory duty of confidentiality.</p> <p>8.6. The Contractor shall comply with the conditions established by the CzDA for the involvement of any additional processor. In particular, the Contractor shall select such processor with special diligence and shall require guarantees ensuring the protection of personal data at a level at least equivalent to that ensured by the Contractor and in accordance with GDPR. The involvement of an additional processor shall be permitted only with the CzDA's written consent.</p> <p>8.7. The Contractor shall provide the CzDA with all necessary cooperation for the CzDA to comply with its obligation to respond to data-subject requests and cooperate with supervisory authorities.</p> <p>8.8. The Contractor shall not misuse personal data obtained from the CzDA for its own benefit or for the benefit of any third party.</p> <p>8.9. The Contractor declares that personal data obtained from the CzDA shall be protected by adequate technical and organisational measures. These measures shall be regularly reviewed. Among other things, the Contractor shall handle personal data</p>
--	--



<p>skříních a výpočetní techniku zabezpečí přístupovým heslem.</p> <p>8.10. Zhotovitel se zavazuje přijmout taková technická a organizační opatření, aby dosáhl stejné nebo vyšší úrovně ochrany jako ČRA, pokud to po něm lze spravedlivě požadovat s ohledem na výši nákladů, kterou na tato opatření bude muset vynaložit.</p> <p>8.11. Zhotovitel se zavazuje, že s ČRA bude spolupracovat při posuzování vlivu na ochranu osobních údajů a v otázkách zabezpečení osobních údajů a ohlašování porušení tohoto zabezpečení.</p> <p>8.12. Dojde-li k porušení zabezpečení osobních údajů je Zhotovitel povinen tuto skutečnost bez zbytečného odkladu ohlásit ČRA, nejpozději pak do 48 hodin.</p> <p>8.13. Zhotovitel se zavazuje, že poskytne ČRA veškeré informace nutné k doložení plnění všech povinností Zhotovitele při zpracování osobních údajů a umožní ČRA provádění kontroly.</p> <p>8.14. V případě, že má Zhotovitel za to, že určitý pokyn ČRA je v rozporu s GDPR nebo jinými právními předpisy tkajícími se ochrany osobních údajů, neprodleně na to ČRA upozorní.</p> <p>8.15. Po ukončení poskytování služeb Zhotovitel provede likvidaci všech osobních údajů zpracovaných pro ČRA s výjimkou těch osobních údajů, které si ČRA vyžádá zpět a těch osobních údajů, které musí archivovat po dobu stanovenou zákonem č.563/1991 Sb., o účetnictví, ve znění pozdějších předpisů, nebo jiným právním předpisem.</p> <p>8.16. Pokud Zhotovitel v průběhu realizace předmětu plnění získá osobní údaje, které bude předávat ČRA, je Zhotovitel povinen zajistit před zahájením zpracování od subjektu údajů nebo jeho zákonného zástupce v případě, že subjektem údajů je</p>	<p>so that they are not accessible to unauthorised persons; personal data in paper form or on exchangeable data media shall be stored in locked spaces, and IT equipment must be secured by access passwords.</p> <p>8.10. The Contractor undertakes to adopt technical and organisational measures to achieve a level of protection equivalent to that of the CzDA, where such measures can reasonably be required with regard to the associated costs.</p> <p>8.11. The Contractor shall cooperate with the CzDA in carrying out data-protection impact assessments and in matters concerning data security and the reporting of personal-data breaches.</p> <p>8.12. In the event of a personal-data breach, the Contractor shall notify the CzDA without undue delay, but no later than 48 hours after becoming aware of the breach.</p> <p>8.13. The Contractor shall provide the CzDA with all information necessary to demonstrate compliance with the Contractor's obligations under data-protection legislation and shall allow and assist with audits conducted by the CzDA.</p> <p>8.14. If the Contractor considers that a CzDA's instruction violates GDPR or other applicable data-protection regulations, the Contractor shall immediately inform the CzDA.</p> <p>8.15. Upon termination of the services, the Contractor shall destroy all personal data processed for the CzDA, except for those data which the CzDA requests to be returned and those which must be archived in accordance with Act No. 563/1991 Coll., on accounting, or other applicable laws.</p> <p>8.16. If, during the performance of the Contract, the Contractor obtains personal data which it will transfer to the CzDA, the</p>
--	--



dítě, písemný souhlas se zpracováním jeho osobních údajů ČRA a tento písemný souhlas předat bez zbytečného odkladu od jeho získání ČRA, pokud nebude možné zpracování osobních údajů ČRAem provést v souladu s GDPR bez souhlasu subjektu údajů. Souhlas bude udělen na formuláři souhlasu, který tvoří přílohu č. 4 této smlouvy.

## Článek 9

### Závěrečná ustanovení

- 9.1. Smluvní strany prohlašují, že tato smlouva byla mezi nimi uzavřena vážně a svobodně, nikoliv v tísní či za podmínek nápadně nevýhodných.
- 9.2. Písemná komunikace mezi smluvní stranami je přípustná i e-mailem zasláným na e-mail druhé smluvní strany uvedený v záhlaví této smlouvy. Za okamžik doručení e-mailu je považován okamžik jeho odeslání.
- 9.3. Pokud by tato smlouva trpěla právními vadami, zejména pokud by některé z jejích ustanovení bylo v rozporu s platnými právními předpisy, v důsledku čehož by mohla být tato smlouva posuzována jako neplatná, považuje se toto ustanovení za samostatné (a tedy samostatně neplatné) a smlouva se posuzuje, jako by takové ustanovení nikdy neobsahovala.
- 9.4. Pokud v této smlouvě není výslovně dohodnuto jinak, vztahy mezi smluvními stranami podle této smlouvy se řídí právními předpisy platnými v České republice. Ustanovení § 570 odst. 1, § 647, § 1765 odst. 1, § 1766, § 1793, § 1794, § 1795, § 1971, § 1805 odst. 2 občanského zákoníku, se na právní vztah založený touto smlouvou nepoužijí. Smluvní strany pro případ sporu sjednávají jako místně příslušný obecný soud ČRAE v České republice tedy Obvodní soud pro Prahu 1.

Contractor shall obtain a written consent to the processing of such personal data from the data subject, or from the legal representative in the case of minors, unless the CzDA may lawfully process such data under GDPR without consent. Such consent shall be provided using the template included as Annex No. 4 to this Contract.

## Article 9

### Final Provisions

- 9.1. The Contracting Parties declare that this Agreement was concluded between them solemnly and freely, not under duress or under conditions that were conspicuously unfavourable.
- 9.2. Written communication between the Contracting Parties is also permitted by email sent to the email of the other Contracting Party stated in the header of this Agreement. The moment an email is considered to be delivered is considered the moment it is sent.
- 9.3. Should this Agreement suffer from legal defects, in particular if any of its provisions would be in conflict with the applicable law, as a result of which this Agreement could be considered invalid, this provision is considered separate (and therefore separately invalid) and the Agreement is appraised as never having contained such a provision.
- 9.4. Unless expressly agreed otherwise in this Agreement, relations between the Contracting Parties under this Agreement shall be governed by the laws in force in the Czech Republic. The provisions of Section 570 (1), Section 647, Section 1765 (1), Section 1766, Section 1793, Section 1794, Section 1795, Section 1971, Section 1805 (2) of the Civil Code shall not apply to the legal relationship established by



<p>9.5. Tato smlouva může být změněna pouze na základě číslovaného písemného dodatku podepsaného oprávněnými zástupci obou stran.</p> <p>9.6. Tato smlouva tvoří úplnou dohodu mezi stranami a nahrazuje všechny předchozí dohody, ujednání a sdělení týkající se díla. Žádné další dohody, prohlášení, záruky nebo jiné záležitosti, ať již ústní nebo písemné, nebudou považovány za závazné pro uvedenou stranu v souvislosti s předmětem této smlouvy.</p> <p>9.7. Tato smlouva je vyhotovena ve třech stejnopisech s platností originálu, dva jsou určeny pro ČRA a jeden pro Zhotovitele. V případě elektronického podpisu bude smlouva jen v jednom vyhotovení s el. podpisem obou smluvních stran.</p> <p>9.8. Tato smlouva je vypracována v českém a anglickém jazyce, přičemž v případě rozporu je rozhodné české znění.</p> <p>9.9. Smluvní strany berou na vědomí, že tato smlouva bude zveřejněna v registru smluv dle zákona č. 340/2015 Sb., o registru smluv, jelikož je ČRA povinnou osobou ve smyslu tohoto zákona, a s jejím zveřejněním souhlasí. Zveřejnění se zavazuje zajistit ČRA do 30 dnů od podpisu této smlouvy oběma smluvními stranami.</p> <p>9.10. Tato smlouva nabývá platnosti dnem jejího podpisu oběma smluvními stranami a účinnosti dnem uveřejnění v registru smluv.</p>	<p>this Agreement. In the event of a dispute, the Contracting Parties agree on the District Court for Prague 1 as the CzDA's locally competent district court in the Czech Republic.</p> <p>9.5. This Agreement may be amended only on the basis of a numbered written addendum signed by the authorized representatives of both Contracting Parties.</p> <p>9.6. This Agreement constitutes the entire arrangement between the Contracting Parties and supersedes all prior arrangements, understandings and communications relating to the work. No other arrangements, declarations, warranties or other matters, whether oral or written, shall be construed as binding on such Contracting Parties in connection with the subject matter of this Agreement.</p> <p>9.7. This Agreement is made in three identical copies with the validity of the original, two are intended for the CzDA and one for the Contractor. In the event of an electronic signature, the Agreement will be drafted in just one copy with the valid electronic signature of both Contracting Parties.</p> <p>9.8. This Agreement is compiled in Czech and English, the Czech text being authentic in the event of divergence.</p> <p>9.9. The Contracting Parties are aware that this Agreement will be published in the Contract Register pursuant to Act No. 340/2015 Coll., on the Contract Register, as the CzDA is a liable person within the meaning of this Act, and they agree to its publication. The CzDA undertakes to ensure its publication within 30 days of both Contracting Parties signing this Agreement.</p> <p>9.10. This Agreement shall enter into force on the day of its signing by both Contracting</p>
---	--



<p><u>Seznam příloh:</u> Příloha č. 1: Specifikace výstupů díla; Příloha č. 2: Návrh řešení; Příloha č. 3: Specifikace osobních údajů předávaných Zhotoviteli; Příloha č. 4: Souhlas se zpracováním osobních údajů</p>	<p>Parties and shall take effect on the day of its publication in the Contract Register.</p> <p><u>List of Annexes:</u> Annex No. 1: Deliverables Specification; Annex No. 2: Solution Design Annex No. 3: Specification of Personal Data Transmitted to the Contractor; Annex No. 4: Consent to Personal Data Processing</p>
--	---

V Praze dne:  
In Prague, on:



Ing. Michal  
Minčev, MBA  
Ředitel ČRA

V Louvain-la-Neuve dne:  
In Louvain-la-Neuve on:



Yannick Gillis, CEO  
Pepps Engineering SRL  
Zhotovitel  
Contractor

## Annex 1

Deliverable	Description	Indicative Share of Contract Value and Timelines
<b>Inception Review Report</b>	<p>This report will set the analytical and organizational foundation for the entire assignment. It will summarize the outcomes of the inception meeting, agreed scope and objectives, and define the analytical framework and detailed workplan. It will also map existing traceability systems, institutional roles, and data management frameworks relevant to timber legality and monitoring. The report will serve as a baseline reference for all subsequent analyses.</p>	
	<p><u>It shall include:</u></p> <ul style="list-style-type: none"> <li>(i) Overview of the traceability environment in Zambia, including existing digital platforms (Forestry Department pilot, GSB, ZamPortal, Corelink), production, trade, licensing and regulatory frameworks, <u>presented together with one integrated diagram mapping platforms and data flows.</u></li> <li>(ii) Stakeholder mapping and engagement plan, covering institutional mandates and roles of key actors, <u>supported by institutional mapping chart and a stakeholder matrix in table form.</u></li> <li>(iii) Detailed methodology, analytical framework and timeline, structured as a <u>clear methodology chapter and displayed through a workplan table or Gantt-style timeline.</u></li> <li>(iv) Risk assessment and mitigation plan, summarised in a concise narrative section with clear identification of key risks and proposed mitigation measures, supported by a simple <u>risk matrix</u> (likelihood × impact) or equivalent project-management tool.</li> <li>(v) Validation and communication plan, outlining planned consultations, validation steps and communication channels, supported by a short, structured narrative.</li> </ul>	

10 working days (approx. 15 %)  
Submission 4 weeks from the start

<p><b>Gap analysis</b></p>	<p>This analytical report will identify the institutional, technical, legal, and governance gaps that hinder the establishment of a national timber traceability system in Zambia. and evaluate the capacities of government and private actors. A key component of this analysis will be the assessment of Zambia’s readiness for compliance with the EU Deforestation Regulation (EUDR), focusing on how existing traceability and legality-assurance mechanisms align with international market requirements. The report will benchmark Zambia’s current systems and institutional arrangements against EUDR provisions and similar international frameworks, identifying compliance gaps, capacity needs, and actionable steps for alignment.</p>	<p>30 working days (approx. 45 %)</p> <p>Submission 10 weeks from the start</p>
	<p><u>It shall include:</u></p> <p>(i) Review of relevant legal and regulatory provisions related to timber trade and enforcement, <u>presented as a concise table</u> capturing key obligations, implementation gaps and areas requiring clarification or reform.</p> <p>(ii) Stakeholder mapping targeting key institutions, producers, processors, exporters and enforcement agencies, <u>supported by a simple RACI-style outline</u> to clarify actual roles, responsibilities and areas where mandates overlap or remain unclear.</p> <p>(iii) Description of coordination and data-sharing mechanisms among the Forestry Department, SMART Zambia, ZEMA and other actors, <u>illustrated through one high-level process map</u> showing main information flows and bottlenecks.</p> <p>(iv) Evaluation of technical infrastructure, data flows and system interoperability, presented through a <u>clear system diagram</u> highlighting platforms, data links and integration points.</p> <p>(v) Assessment of institutional and human capacity needs and gaps, <u>structured as a capacity-needs matrix</u> indicating priority areas, target institutions and suggested types of capacity-building.</p> <p>(vi) EUDR readiness review, featuring a <u>simple alignment check against core EUDR</u> obligations and a short explanation of the main gaps and opportunities for alignment.</p> <p>(vii) Targeted international comparison (e.g., Ghana, Indonesia, Thailand), <u>summarised as a short set of practical lessons</u> that may be relevant for designing Zambia’s future system.</p>	

	(viii) Prioritised recommendations for short- and medium-term actions, organised in a clear <u>action list</u> indicating indicative priority order and suggested responsibility.	
<b>Final Feasibility Study &amp; Actionable Roadmap</b>	<p>This final package will consolidate all analytical results, stakeholder inputs from stakeholder engagement, and costing into a comprehensive feasibility study. It will build directly upon the findings of the Gap Analysis, addressing each identified gap through concrete recommendations and actionable measures. The package will include three components – the Final Feasibility Report, a costed Implementation Roadmap, and a Validation Workshop with a Short Workshop Summary Report documenting key feedback and agreed next steps. Together, these deliverables will provide a realistic and actionable framework for establishing and sustaining a national timber traceability system.</p> <p><u>It shall include:</u></p> <p>(i) Synthesis of key analytical findings, integrated into a clear summary chapter highlighting institutional, technical, legal and financial gaps identified across the assignment, supported <u>by one consolidated overview diagram capturing the core system challenges;</u></p> <p>(ii) Detailed Roadmap with recommendations and remedial measures to address identified gaps, including integration options, policy adjustments and capacity-strengthening actions, presented in a <u>structured narrative with a concise recommendations list</u> showing the rationale for each proposed measure.</p> <p>(iii) Proposed technical architecture and ICT framework ensuring interoperability, scalability and data integrity, <u>illustrated through a high-level architecture schematic and a brief description of key components.</u></p> <p>(iv) Institutional coordination and governance structure, defining roles, reporting lines and accountability mechanisms, <u>accompanied by a simple governance diagram showing</u> the main coordination flows.</p> <p>(v) Detailed, costed Implementation Roadmap with phased approach, milestones, timelines and responsible entities, presented in a <u>structured roadmap table or Gantt-style timeline with indicative costing per phase.</u></p> <p>(vi) Verification Framework providing audit, monitoring and compliance mechanisms aligned with EUDR, summarised through <u>a set of verification steps</u> (e.g., high-level verification pathway or compliance checks overview) together with <u>a brief list of key indicators.</u></p>	<p>20 working days (approx. 40 %)</p> <p>Submission 14 weeks from the start</p>

	<p>(vii) Risk analysis and mitigation plan for implementation, supported by an updated <u>risk matrix (likelihood × impact)</u> outlining major implementation risks and mitigation options;</p> <p>(viii) Financing and sustainability options, including donor and private-sector engagement, presented through a concise <u>costing summary and a short overview</u> of potential funding pathways.</p>	
	<p>(ix) Organisation of a stakeholder validation workshop in Lusaka and preparation of a <u>Short Workshop Summary Report</u>, capturing stakeholder feedback, agreed follow-up actions and any required adjustments to the final recommendations.</p>	

## Annex no. 2 – Solution Design

## 5 Technical proposal

### 5.1 Introduction and Project Context

Zambia is facing growing requirements to strengthen the transparency, governance and traceability of its timber sector in response to evolving international market and regulatory expectations. As a country with significant forest resources and export potential, ensuring the legality and traceability of timber products has become a strategic priority.

The entry into force of the European Union Deforestation Regulation (EUDR) has further reinforced the need for robust traceability and verification mechanisms. For Zambia, compliance with the EUDR represents both a challenge and an opportunity to improve forest governance, enhance market access and increase the credibility of its timber exports.

In this context, the Government of Zambia, with the support of international partners, seeks to assess the feasibility of establishing a national timber traceability system. The objective is to build on existing institutional frameworks, digital initiatives and regulatory mechanisms, while addressing current gaps in coordination, data management and system interoperability.

The present assignment focuses on conducting a comprehensive feasibility study aimed at analysing the current situation and defining a realistic and phased roadmap for the development of a national traceability system. The study will examine institutional, legal, technical and governance aspects, with particular attention to Zambia's readiness to meet EUDR requirements and to ensure the sustainability and effectiveness of future traceability mechanisms.

### 5.2 Understanding of the assignment

This technical proposal is submitted in the context of the feasibility study aimed at assessing the conditions for the establishment of a national timber traceability system in Zambia, aligned both with national priorities and with European regulatory requirements, in particular the European Union Deforestation Regulation (EUDR).

The assignment takes place in a context characterised by increasing requirements related to legality, sustainability and transparency of forest supply chains, as well as by the need for timber-producing countries to strengthen their institutional, technical and organisational capacities in order to meet international market requirements.

The main objective of the study is to provide Zambian authorities with a structured, realistic and operational analysis enabling them:

- › to assess the current state of institutional, regulatory, technical and operational frameworks related to timber traceability;
- › to identify existing gaps in relation to international requirements, in particular those stemming from the European regulatory framework;
- › to propose concrete options for the establishment or evolution of a national timber

- traceability system;
- › and to define a phased, costed and capacity-adapted implementation roadmap.

### **5.2.1 Objectives of the assignment and expected results**

The assignment aims to support the Government of the Republic of Zambia in its decision-making process regarding the development of a national timber traceability system, by providing a solid analytical basis and directly actionable recommendations.

The specific objectives of the assignment are to:

- › analyse the existing legal, regulatory and institutional framework related to forest management, timber traceability and trade;
- › assess the systems, tools and mechanisms currently in place for data collection, management and sharing related to forest products;
- › evaluate Zambia's level of readiness with regard to the requirements of the European Union Deforestation Regulation (EUDR);
- › identify needs in terms of governance, human capacities, technical infrastructure and inter-institutional coordination;
- › propose realistic technical and organisational scenarios and options for a future national traceability system;
- › develop a detailed implementation roadmap, including phasing, institutional responsibilities, budget estimates and key risks.

The expected results of the assignment include the production of three key deliverables:

- › an Inception Review Report validating the methodology, work plan and understanding of the context;
- › a Gap Analysis Report identifying gaps and priorities in a structured manner;
- › a Final Feasibility Study accompanied by an Actionable Roadmap for the implementation of the system.

### **5.2.2 Zambian context and challenges related to a national timber traceability system**

The Zambian forestry sector plays an important role both economically and environmentally. It contributes to the livelihoods of local communities, to domestic supply, and to the export of forest products.

However, the sector faces several challenges, including:

- › the complexity of forest supply chains;
- › the multiplicity of institutional actors involved;
- › the need to strengthen control, monitoring and transparency mechanisms;
- › and the need to adapt to increasing international market requirements related to legality and sustainability.

The establishment of a national timber traceability system represents a strategic lever to:

- › improve forest governance;
- › strengthen transparency and credibility of forest value chains;
- › support national and international regulatory compliance;
- › and facilitate access of Zambian forest products to international markets.

### **5.2.3 Alignment with EUDR requirements and national institutional priorities**

The European Union Deforestation Regulation (EUDR) introduces strengthened obligations related to due diligence, traceability and demonstration of non-deforestation for products placed on the European market.

In this context, the assignment aims to assess to what extent existing frameworks in Zambia enable compliance with these requirements, and to identify the adaptations required to ensure progressive compatibility with the EUDR, while respecting national priorities, capacities and institutional realities.

The proposed approach follows a pragmatic and progressive alignment logic, aiming to:

- › build upon and strengthen existing national mechanisms rather than replacing them;
- › promote institutional and operational ownership of the future system;
- › ensure coherence between forest governance objectives, international regulatory requirements and local capacities.

## **5.3 Presentation of Pepps & BFCconsult**

Within the framework of this assignment, Pepps is partnering with BFCconsult, with whom it has collaborated for several years on projects combining digitalisation, traceability, European regulatory requirements and forest and environmental management. The two partners have already successfully implemented several joint projects, notably in Sub-Saharan Africa, within donor-funded contexts and involving complex institutional frameworks.

This partnership is based on a proven collaboration, a strong mutual understanding of working methods, and an operational complementarity already tested in the field. It goes beyond a one-off association and forms a coherent and experienced partnership, particularly well suited to the implementation of the present assignment in Zambia.

### **5.3.1 Partnership background and joint project experience**

Over the years, Pepps and BFCconsult have developed a structured collaboration around projects related to forest traceability, regulatory compliance and digitalisation of processes linked to natural resource management. This collaboration has been built through projects implemented in various countries, particularly in Africa, requiring a close articulation between technical expertise, in-depth understanding of regulatory frameworks and strong knowledge of local operational realities:

- › public administrations and sectoral authorities;
- › forest operators and private-sector stakeholders;
- › international technical and financial partners.

These experiences have enabled the partners to:

- › operate effectively within complex multi-stakeholder institutional environments;
- › integrate logistical, organisational and human constraints specific to African contexts;
- › translate complex regulatory requirements into operational solutions adapted to field realities;
- › meet the high standards of quality, transparency and reporting expected by international donors.

This shared experience represents a major asset for the assignment in Zambia, which requires both solid analytical expertise and the ability to propose realistic, implementable and institutionally appropriate recommendations.

### **5.3.2 Pepps Engineering**

Pepps Engineering is a company specialised in the design and development of tailor-made digital solutions, particularly for projects involving complex systems, high traceability requirements and demanding institutional environments. Pepps has confirmed experience in managing IT projects for governments and public organisations, notably in Africa and other developing regions.



Pepps has implemented several projects in Sub-Saharan Africa, including in Cameroon, Senegal, Gabon and Ivory Coast, in areas such as:

- › digitalisation of supervision and monitoring systems;
- › management and traceability of critical data;
- › development of sector-specific platforms for public administrations and industrial operators;
- › implementation of solutions addressing strong field constraints, such as limited connectivity, multiple stakeholders and varying technical capacities.

Pepps' expertise notably covers:

- › development of complex software platforms and robust, scalable cloud architectures;
- › IT project management, including integration of heterogeneous systems and management of structured and geospatial databases;
- › design of user-oriented solutions accessible across multiple platforms, including mobile devices, and adapted to African field contexts;
- › implementation of agile methodologies such as Scrum, enabling flexible, iterative and



- › results-oriented project delivery;
- › information system security and protection of sensitive data.

In its African projects, Pepps systematically ensures skills transfer and local ownership of developed solutions, both at technical and organisational levels, in order to guarantee the sustainability of implemented systems.

### 5.3.3 BFCconsult

BFCconsult is a company specialised in forestry and environmental engineering, with recognised expertise in sustainable natural resource management, particularly in Sub-Saharan Africa and other regions, where it has implemented projects related to:

- › sustainable forest management;
- › forest governance and timber legality;
- › forest traceability and verification systems;
- › institutional support and capacity building for forest administrations.



BFCconsult's expertise notably includes:

- › in-depth knowledge of African forestry regulatory frameworks;
- › strong command of European mechanisms such as EUDR, FLEGT VPAs and related timber legality compliance requirements;
- › extensive experience working closely with public authorities, local communities and private operators;
- › capacity to design and implement training and support activities adapted to African contexts.

Through this strong African experience, BFCconsult brings to the partnership a deep understanding of forestry, institutional and socio-economic challenges, which is essential to ensure the relevance, feasibility and ownership of the recommendations formulated within the framework of the assignment in Zambia.

## 5.4 Experience, references and delivery capacity

Pepps and BFCconsult have experience that is directly relevant to the mission in Zambia, both in terms of forest traceability systems and in conducting feasibility studies and master plans in complex institutional contexts, particularly in developing countries and in Africa.

The references presented below demonstrate the partnership's ability to design, analyse and support the implementation of national traceability systems, integrating regulatory, institutional, technical and operational dimensions, as well as European requirements, particularly those related to the EUDR.



## **5.4.1 Guyana Project – National timber traceability system funded by the European Union**

The Pepps – BFCConsult partnership is involved in a European Union-funded project to set up a national timber traceability system in Guyana.

This project covers in particular:

- › the design and deployment of a national forestry traceability platform;
- › the integration of forestry management, control and timber flow monitoring processes;
- › the structuring of institutional mechanisms and data flows between public authorities;
- › the integration of a specific module to prepare for compliance with the EUDR.

This project has strong similarities with the mission in Zambia, particularly in terms of:

- › the central role of the forestry administration;
- › the need to articulate the regulatory framework, institutional governance and technical solution;
- › the management of sensitive data related to the origin, legality and traceability of timber;
- › compliance requirements with European frameworks.

The experience gained in Guyana enables the partnership to provide an in-depth understanding of the operational challenges involved in implementing a national traceability system that complies with the EUDR.

## **5.4.2 Honduras Project – Forestry traceability system with Master Plan phase**

The partnership also carried out a project for the Honduran government, funded by the European Union, on the implementation of a national forestry traceability system.

This project included an initial Master Plan phase, aimed at:

- › analysing the existing institutional, regulatory and technical framework;
- › identifying gaps and constraints;
- › defining implementation scenarios;
- › proposing a phased and realistic roadmap.

This phase is directly comparable to the feasibility mission planned in Zambia, both in terms of its approach and its deliverables.

The lessons learned from this project include:

- › the structuring of multidimensional gap analyses;
- › the translation of analytical findings into operational options;
- › the consideration of institutional and human capacities in the definition of solutions;
- › the design of progressive and budgeted roadmaps.

This experience strengthens the partnership's ability to conduct a feasibility study geared towards concrete implementation.



## 5.4.3 CLEAR Origin Project – EUDR Platform and Compliance/Due Diligence

The partnership is also involved in the CLEAR Origin project, which focuses on the development of a digital platform dedicated to EUDR compliance and due diligence mechanisms.

This project focuses on:

- › the operational interpretation of EUDR requirements;
- › the structuring of traceability and verification mechanisms;
- › the management of geolocation data, supply chains and proof of compliance;
- › the auditability and transparency of processes.

This reference demonstrates the partnership's mastery of the technical and regulatory requirements related to the EUDR, as well as its ability to translate them into concrete and operational measures.

It is a major asset for the mission in Zambia, where preparation for the EUDR is a central objective of the study.

## 5.5 Proposed Approach and Methodology

The proposed approach is designed to deliver a clear, realistic and actionable feasibility study, fully aligned with the objectives of the assignment and the institutional context in Zambia. It combines analytical rigour, stakeholder engagement and a strong focus on implementation feasibility, ensuring that recommendations are both technically sound and institutionally viable.

The methodology is structured to progressively build a shared understanding of the current situation, identify gaps and constraints, and translate findings into a coherent and costed implementation roadmap for a national timber traceability system.

### 5.5.1 Methodological Principles

The methodology is guided by the following core principles:

#### › Evidence-based analysis

All conclusions and recommendations will be grounded in a structured review of existing documentation, systems and regulatory frameworks, complemented by stakeholder consultations and data analysis.

#### › Systemic and integrated perspective

The assignment will consider the timber traceability system as part of a broader institutional and digital ecosystem, taking into account governance structures, data flows, legal mandates and interoperability requirements.

#### › Alignment with international standards

Particular attention will be given to alignment with EUDR requirements and relevant international traceability and legality assurance frameworks, ensuring future compatibility with export market obligations.

#### › Pragmatism and feasibility

The proposed solutions will reflect Zambia's institutional capacities, technical infrastructure and operational constraints, with an emphasis on phased implementation and realistic resourcing.

› **Stakeholder engagement and ownership**

National stakeholders will be actively involved throughout the assignment to ensure relevance, ownership and long-term sustainability of the proposed recommendations.

### **5.5.2 Overall Organisation of the Assignment**

The assignment is organised into three sequential and interrelated phases, each building on the outputs of the previous one.

The first phase focuses on inception and scoping, during which the current traceability environment, institutional landscape and digital systems are mapped, and the analytical framework and workplan are validated with key stakeholders.

The second phase consists of a comprehensive gap analysis covering institutional, legal, technical and governance dimensions. This phase includes an assessment of Zambia's readiness for EUDR compliance and a targeted comparison with relevant international experiences.

The third phase consolidates all findings into a final feasibility study and an actionable implementation roadmap. This phase defines technical architecture options, governance arrangements, implementation phases, indicative costs and risk mitigation measures, and is concluded by a stakeholder validation workshop.

This structured and phased approach ensures coherence across the assignment and provides decision-makers with clear, prioritised and implementable recommendations.

The assignment will be implemented through three structured and interlinked phases. Each phase combines analytical activities, stakeholder engagement and the production of clearly defined deliverables, in line with the Terms of Reference.

## **5.6 Phase 1 – Inception and Scoping**

The inception phase corresponds to a short and structured project scoping phase. Its purpose is to formally launch the assignment, confirm the objectives and scope of the study, identify key stakeholders and existing initiatives, and validate a clear and shared methodological framework for the entire feasibility study.

This phase is organised over a total duration of 15 days and includes a short on-site mission allowing direct engagement with key institutions, complemented by targeted analytical work carried out remotely.

*Duration of the phase:* 15 days.

*Experts involved:*

- › Team Leader – Governance and Institutional Expert
- › Traceability Systems Expert

- › Local Coordinator (Zambia)

A short on-site mission of 3 days is foreseen with the team leader and the local coordinator and 5 days with the traceability systems expert to ensure an effective project kick-off, stakeholder consultations and collection of existing documentation.

*Key deliverable:* Inception Review Report.

### **5.6.1 Project kick-off meeting**

The inception phase starts with a project kick-off meeting with the Contracting Authority.

This meeting aims to:

- › confirm the scope and objectives of the assignment;
- › validate the roles and responsibilities of the different stakeholders;
- › define communication, coordination and deliverable validation arrangements;
- › align expectations regarding the implementation of the study and its expected outputs.

This step establishes a clear and shared project governance framework from the outset.

### **5.6.2 Document review**

A targeted review of existing documentation is conducted in order to anchor the study within existing institutional, regulatory and strategic frameworks.

The review notably covers:

- › relevant forestry-related laws, regulations and policies;
- › national strategies and action plans;
- › existing studies and reports related to timber traceability;
- › relevant international references, in particular those related to EUDR and other compliance frameworks.

This activity ensures capitalisation on existing work and avoids duplication of previous initiatives.

### **5.6.3 Stakeholder mapping**

A structured stakeholder mapping exercise is carried out to identify key actors involved in forest governance, data management, timber traceability and environmental compliance.

This activity includes:

- › identification of key institutions and their mandates;
- › analysis of roles, responsibilities and existing coordination mechanisms;
- › particular attention to institutional linkages between the Forestry Department (FD-MoGEE), SMART Zambia and the Zambia Environmental Management Agency (ZEMA).

The results provide a solid basis for the in-depth institutional analysis conducted during the subsequent phase.

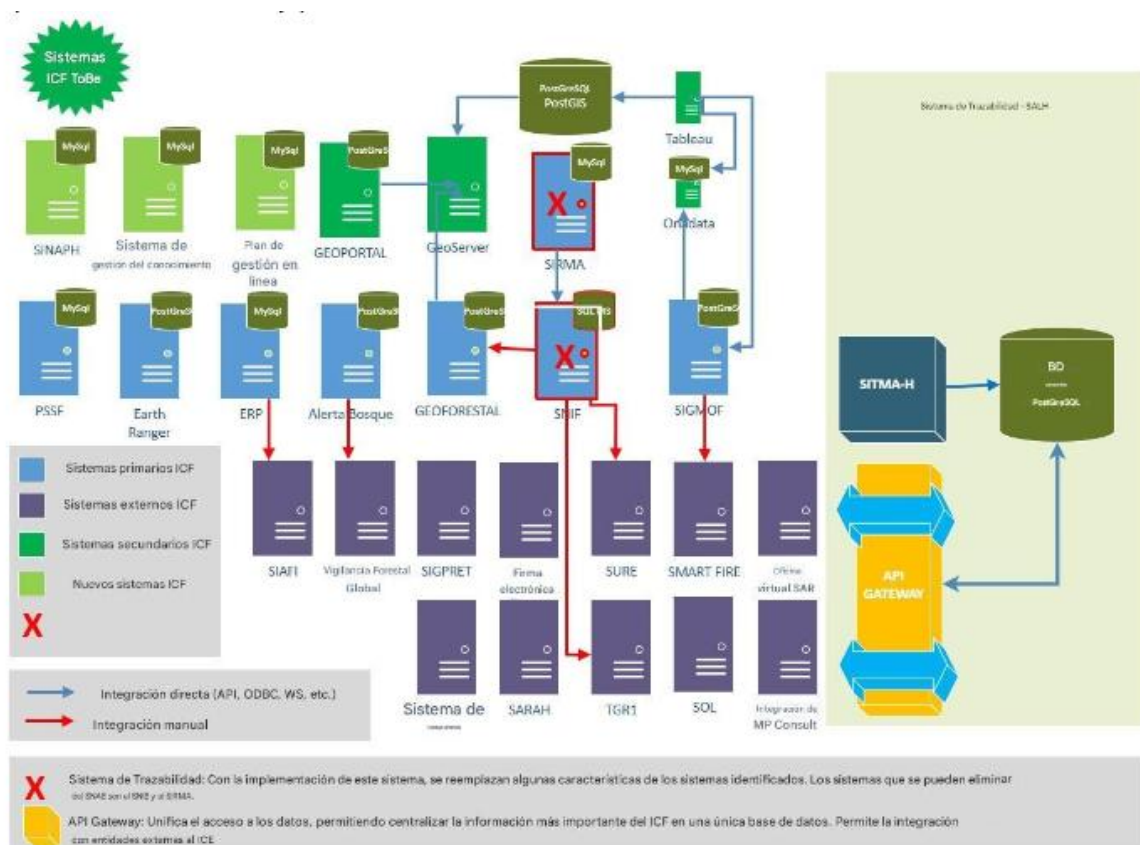
### 5.6.4 Systems and data flow mapping

A first analysis of existing systems, databases and data flows related to timber traceability is carried out.

This activity aims to:

- › identify existing systems and tools within the concerned institutions;
- › understand data flows related to permits, harvesting, transport and control of timber;
- › identify initial constraints related to data quality, availability and interoperability.

Figure 1 - Example of flow chart for an audit of the different existing system in Honduras



This mapping provides a synthetic overview of the existing data ecosystem.

### 5.6.5 Preliminary Benchmark Analysis

A preliminary benchmark analysis is conducted to assess Zambia's initial level of readiness for compliance with the European Union Deforestation Regulation (EUDR).

This includes:



- › an initial assessment of existing mechanisms against due diligence and traceability requirements;
- › a preliminary analysis of alignment with other relevant international frameworks and standards;
- › identification of key gaps and issues to be further analysed during the gap analysis phase.

This activity is intended to guide subsequent analytical work rather than to draw definitive conclusions.

## **5.6.6 Methodology and work plan definition**

Based on the findings of the previous activities, the detailed methodology of the assignment is validated.

This includes:

- › validation of the analytical framework for the feasibility study;
- › confirmation of the work plan and timeline;
- › identification of key risks and associated mitigation measures;
- › validation of coordination and deliverable approval arrangements.

This step secures the overall trajectory of the assignment prior to entering the in-depth analysis phase.

## **5.6.7 Inception Review Report**

All findings from the inception phase are consolidated into the Inception Review Report.

The report notably includes:

- › a summary of the kick-off meeting and stakeholder consultations;
- › the results of the document review;
- › stakeholder mapping;
- › mapping of systems and data flows;
- › the preliminary EUDR benchmark analysis;
- › the validated methodology, work plan, timeline and risk mitigation measures.

The Inception Review Report constitutes the reference document for the remainder of the assignment and enables the reader to clearly understand how the feasibility study will be conducted, without the need for further clarification.



## 5.7 Phase 2 - Gap analysis

The gap analysis phase constitutes the analytical core of the assignment. Its objective is to assess, in a structured and in-depth manner, the gaps between the current situation in Zambia and the requirements for establishing a national timber traceability system aligned with international standards and compliant with the European Union Deforestation Regulation (EUDR).

This phase enables the identification, qualification and prioritisation of legal, institutional, organisational, technical and human capacity gaps, providing a solid analytical basis for the definition of implementation options and an actionable roadmap.

*Duration of the phase:* 30 days.

*Experts involved:*

- › Team Leader – Governance and Institutional Expert
- › Traceability Systems Expert
- › ICT Management Expert
- › Local Coordinator (Zambia)

The traceability systems expert involved in the on-site mission during Phase 1 will remain on site for an additional five working days during Phase 2 in order to support the gap analysis. In addition, the ICT Management Expert will also undertake an on-site mission to support technical assessments and system reviews. The Team Leader will be primarily home-based, ensuring overall coordination and quality control, while continuous support from the Local Coordinator will be provided to facilitate information gathering and interaction with national institutions.

*Key deliverable:* Gap Analysis Report.

### 5.7.1 Objectives and scope of the gap analysis phase

The gap analysis phase pursues the following objectives:

- › analyse the legal and regulatory framework governing timber traceability and enforcement;
- › assess existing institutional arrangements and governance mechanisms;
- › analyse data-sharing and data governance mechanisms between institutions;
- › evaluate existing systems and technical infrastructure;
- › identify gaps in institutional and human capacities;
- › assess Zambia's level of readiness for compliance with the EUDR;
- › draw relevant lessons from comparable international experiences.

The analysis is conducted in a factual, structured and action-oriented manner.

### 5.7.2 Legal and regulatory analysis



A detailed analysis of the legal and regulatory framework governing forest management, timber traceability and enforcement mechanisms is carried out.

Activities include:

- › analysis of laws, regulations and implementing texts related to timber harvesting and trade;
- › identification of existing legal obligations related to traceability and control;
- › identification of gaps, inconsistencies and areas requiring clarification or amendment;
- › mapping of the national legal framework against relevant international requirements, in particular the EUDR.

The results are synthesised in concise analytical tables highlighting key obligations, implementation gaps and operational implications.

### **5.7.3 Institutional and governance analysis**

This activity aims to assess existing institutional arrangements and governance mechanisms related to timber traceability.

Activities include:

- › analysis of mandates, roles and responsibilities of involved institutions;
- › assessment of coordination and decision-making mechanisms;
- › targeted analysis of interactions between the Forestry Department (FD-MoGEE), SMART Zambia and the Zambia Environmental Management Agency (ZEMA);
- › identification of overlapping mandates, institutional gaps and critical dependencies.

The analysis is supported by tools such as RACI matrices and governance diagrams.

### **5.7.4 Analysis of data-sharing and data governance mechanisms**

A dedicated analysis is carried out on data-sharing and data governance mechanisms related to timber traceability.

Activities include:

- › identification of key data produced and used by each institution;
- › analysis of existing data-sharing processes and arrangements;
- › assessment of legal, organisational and technical constraints affecting data sharing;
- › identification of bottlenecks and risks related to data quality, reliability and accessibility.

The results are synthesised through process maps highlighting data flows and bottlenecks.

### **5.7.5 Evaluation of existing systems and technical infrastructure**

An in-depth evaluation of existing systems and technical infrastructure is conducted to identify current capacities and technical gaps.



Activities include:

- › analysis of existing platforms, databases and tools;
- › assessment of system interoperability;
- › identification of potential integration points and critical dependencies;
- › analysis of constraints related to security, hosting and system maintenance.

The results are formalised through system diagrams illustrating existing platforms, data links and integration points.

## **5.7.6 Institutional and human capacity gaps analysis**

This activity aims to identify gaps in institutional and human capacities required for the implementation of a national timber traceability system.

Activities include:

- › assessment of existing capacities within key institutions;
- › identification of gaps in technical, organisational and operational skills;
- › identification of priority institutions for capacity building;
- › formulation of preliminary orientations for capacity-building activities.

The results are synthesised in capacity needs matrices.

## **5.7.7 EUDR readiness assessment**

A dedicated assessment of Zambia's level of readiness for compliance with the EUDR is carried out.

This assessment focuses on:

- › the ability to ensure full traceability of timber products;
- › availability and reliability of geolocation data;
- › existing verification and control mechanisms;
- › auditability of processes and data.

Identified gaps are directly mapped against EUDR requirements to facilitate their integration into subsequent phases.

## **5.7.8 Targeted international benchmarking**

A targeted international benchmarking exercise is conducted based on relevant timber traceability experiences.

Activities include:

- › selection of comparable and relevant international cases;
- › analysis of institutional, technical and organisational approaches implemented;

- › identification of lessons learned that are transferable to the Zambian context.

The benchmarking aims to enrich the analysis without imposing exogenous models.

### **5.7.9 Gap Analysis Report – content and added value**

The results of the gap analysis phase are consolidated into the Gap Analysis Report.

This deliverable includes in particular:

- › detailed legal and regulatory gap analysis;
- › institutional and governance analysis;
- › analysis of data-sharing and data governance mechanisms;
- › evaluation of systems and technical infrastructure;
- › institutional and human capacity gap analysis;
- › EUDR readiness assessment;
- › a synthesis of gaps, risks and prioritised recommendations presented as an action list.

The Gap Analysis Report provides the analytical foundation for defining strategic options and the implementation roadmap.

## **5.8 Phase 3 - Final feasibility study & actionable roadmap**

The final phase of the assignment aims to transform the findings and analyses resulting from the gap analysis phase into concrete and operational recommendations. It results in the delivery of a comprehensive feasibility study and a realistic, phased and costed implementation roadmap, enabling the Zambian authorities to make informed decisions regarding the progressive establishment of a national timber traceability system.

This phase combines analytical work carried out remotely with a targeted on-site mission dedicated to the validation of findings and recommendations with key national stakeholders.

*Duration of the phase:* 18 days.

*Experts involved:*

- › Team Leader – Governance and Institutional Expert
- › Traceability Systems Expert
- › Local Coordinator (Zambia)

A targeted on-site mission of 2 days is foreseen, involving the Team Leader and the Traceability Systems Expert, in order to conduct the stakeholder validation workshop and ensure final alignment with national institutions.

*Key deliverable:* Final Feasibility Study & Actionable Roadmap, including a costed implementation roadmap.

### **5.8.1 Objectives and scope of the final phase**

The final phase pursues the following objectives:

- › consolidate and synthesise the findings from the gap analysis phase;
- › define realistic technical, institutional and organisational options for a national timber traceability system;
- › propose a clear governance and institutional coordination framework;
- › develop a phased, prioritised and costed implementation roadmap;
- › validate the proposed recommendations with national stakeholders.

This phase aims to deliver a decision-support framework that is directly actionable by the competent authorities.

### **5.8.2 Cross-cutting synthesis of findings**

A cross-cutting synthesis is carried out in order to integrate and align the legal, institutional, technical and organisational findings of the gap analysis.

Activities include:

- › cross-analysis of findings across the different analytical dimensions;
- › identification of interdependencies between regulatory frameworks, institutional governance and technical solutions;
- › prioritisation of critical issues to be addressed.

This synthesis provides the analytical foundation for the definition of implementation options and recommendations.

### **5.8.3 Technical architecture options**

Based on the identified gaps and constraints, feasible technical architecture options are defined for the establishment of a national timber traceability system.

Activities include:

- › definition of guiding principles for the system architecture;
- › identification and description of alternative technical architecture options, taking into account existing systems and data sources;
- › analysis of implications in terms of interoperability, data security, hosting and system maintenance;
- › assessment of alignment with national e-government frameworks and standards coordinated by SMART Zambia.

The proposed options are compared in terms of feasibility, risks, scalability, institutional ownership and indicative costs.

### **5.8.4 Governance and institutional coordination framework**

A governance and institutional coordination framework is proposed to ensure coherent and

sustainable implementation of the future traceability system.

Activities include:

- › clarification of roles and responsibilities of the institutions involved;
- › definition of coordination mechanisms between the Forestry Department (FD-MoGEE), SMART Zambia and the Zambia Environmental Management Agency (ZEMA);
- › proposal of steering, decision-making and monitoring arrangements.

This framework aims to strengthen institutional coherence and reduce the risk of system fragmentation.

### **5.8.5 Costed implementation roadmap**

A costed implementation roadmap is developed in order to translate the selected options into an operational and realistic action plan.

Activities include:

- › definition of implementation phases in the short, medium and long term;
- › prioritisation and sequencing of actions;
- › estimation of investment and operational costs associated with each phase;
- › identification of institutional responsibilities for implementation;
- › consideration of potential funding sources and sustainability aspects.

The roadmap is designed to be progressive, realistic and aligned with national capacities, providing a clear view of required resources and budget implications.

### **5.8.6 Stakeholder validation workshop**

A targeted on-site mission of 2 days is organised to present and validate the findings and recommendations with key stakeholders.

Activities include:

- › organisation and facilitation of a stakeholder validation workshop;
- › presentation of technical options, governance arrangements and the costed implementation roadmap;
- › collection of feedback and comments from participants;
- › adjustment and refinement of recommendations based on stakeholder inputs.

This workshop is a key step to ensure institutional ownership and acceptance of the proposed roadmap.

### **5.8.7 Final Feasibility Study & Actionable Roadmap – content and added value**

All outputs of the final phase are consolidated into the Final Feasibility Study & Actionable Roadmap.



This deliverable includes in particular:

- › the cross-cutting synthesis of findings;
- › the presentation and comparison of technical architecture options;
- › the proposed governance and institutional coordination framework;
- › the phased and costed implementation roadmap;
- › integration of feedback from the stakeholder validation workshop.

The Final Feasibility Study & Actionable Roadmap provides the Zambian authorities with a clear, structured and operational framework to guide decision-making and support the progressive implementation of a national timber traceability system.

## 5.9 Work Plan, Timeline and Resource Allocation

The following tables present the indicative work plan and timeline of the assignment, including the Gantt chart, a detailed breakdown of activities and sub-activities, and the allocation of expert inputs expressed in working days. Together, these tables provide a clear overview of the sequencing of tasks, the level of effort per activity and the contribution of each expert throughout the assignment.

Table 1 - Timeline (Gantt chart)

	Weeks													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>Phase 1 - Inception Review Report</b>														
Project kick-off meeting	✈️													
Document review														
Stakeholder mapping														
Systems and data flow mapping														
Methodology and work plan definition														
Risk assesment and Mitigation plan (including risk matrix)														
Priliminary Benchmark Analysis														
Inception Review Report				📄										
<b>Phase 2 - Gap analysis</b>														
Legal and regulatory analysis														
Institutional and governance analysis														
Data-sharing mechanism														
Evaluation of the technical infrastructure														
Institutional and human capacity gaps analysis														
EUDR readiness assessment														
International benchmarking														
Gap Analysis Report														
<b>Phase 3 - Final Feasibility Study &amp; Actionable Roadmap</b>														
Synthesis of findings														
Technical architecture options														
Governance and coordination framework														
Costed implementation roadmap														
Stakeholder validation workshop														
Final Feasibility Study and Roadmap														

*Table 2 – Detail of activities*

Phase	Phase title	Main activities	Sub-activities	Duration (in days)
Phase 1	Inception Review Report	Project kick-off meeting	Kick-off meeting with the Contracting Authority to confirm scope, objectives, roles, communication and validation arrangements.	15
		Document review	Review of relevant policies, regulations, studies, strategies and international references related to forestry, traceability and EUDR.	
		Stakeholder mapping	Identification of key stakeholders, institutional roles, responsibilities and coordination mechanisms.	
		Systems and data flow mapping	Overview of existing systems, databases and data flows related to timber traceability.	
		Priliminary Benchmark Analysis	Priliminary assesment of Zambia Readiness for compliance with EUDR and alignment with other international frameworks	
		Methodology and work plan definition	Validation of methodology, analytical framework, work plan, timeline and risk mitigation measures.	
		Inception Review Report	Consolidation of Phase 1 findings and validated work plan.	
Phase 2	Gap analysis	Legal and regulatory analysis	Analysis of the legal and regulatory framework governing timber traceability and enforcement (concise table capturing key obligations, implémentation gaps and areas requiring clarifications).	30
		Institutional and governance analysis	Assessment of institutional arrangements and governance mechanisms relevant to traceability (supported by RACI matrix).	
		Data-sharing mechanism	Assessment of the different data-sharing mechanism between Forestry Departmet, SMART Zambia, ZEMA, ... (supported by process map showing flows and bottlenecks).	
		Evaluation of the technical infrastructure	System Diagram showing platforms, data links and integration points.	
		Institutional and human capacity gaps analysis	Priority areas, tartget institutions and suggested types of capicity building (capacity need matrix).	
		EUDR readiness assessment	Evaluation of compliance readiness with EUDR traceability and verification requirements.	
		International benchmarking	Targeted review of relevant international timber traceability experiences.	
		Gap Analysis Report	Consolidation of gaps, risks and prioritised recommendations (Action List).	
Phase 3	Final Feasibility Study & Actionable Roadmap	Synthesis of findings	Cross-analysis of institutional, technical and regulatory findings.	18
		Technical architecture options	Definition of feasible technical architecture options for a national traceability system.	
		Governance and coordination framework	Proposal of an institutional governance and coordination model.	
		Costed implementation roadmap	Development of a phased, costed and realistic implementation roadmap.	
		Stakeholder validation workshop	Presentation and validation of findings with key stakeholders.	
		Final Feasibility Study and Roadmap	Finalisation of deliverables integrating stakeholder feedback.	

Table 3 – Resource allocation

Expert name	Role	Expert base	Location of the assignment	Phase 1	Phase 2	Phase 3	Total of person-days	Number of flights (RT)
				Inception Review Report	Gap analysis	Final Feasibility Study & Actionable Roadmap		
Gauthier Van Damme	Team Leader, Governance & Institutional Expert	Belgium	Homebase	2	5	5	12	0
			On-site	3	0	2	5	2
Alexandre Westeel	Traceability Systems Expert	Belgium	Homebase	2	10	6	18	0
			On-site	5	5	2	12	2
Angelo Ciliberto	ICT Management Expert	Belgium	Homebase	0	0	0	0	0
			On-site	0	5	0	5	1
Lisa Kawanambulu	Local Coordinator	Zambia	Homebase	3	5	3	11	0
			On-site	0	0	0	0	0
<b>Total</b>				<b>15</b>	<b>30</b>	<b>18</b>	<b>63</b>	<b>5</b>

## 5.10 Team Organisation and Coordination

The assignment will be implemented by a compact and complementary team of senior experts, combining institutional, technical and sector-specific expertise. The team structure is designed to ensure full coverage of the key dimensions of the study: governance and institutional analysis, timber traceability systems, ICT and digital solutions, and local coordination and stakeholder engagement in Zambia.

Overall coordination and leadership of the assignment will be ensured by the Team Leader, who will act as the primary point of contact with the Contracting Authority and will be responsible for the quality, coherence and timely delivery of all outputs.

### **Gauthier Van Damme – Team Leader, Governance & Institutional Expert**

Gauthier Van Damme will serve as Team Leader and will lead the institutional, governance and regulatory components of the assignment. With more than 17 years of experience in managing complex IT and digital transformation projects for public institutions and digital stakeholders, he has developed strong expertise in project governance, institutional coordination and client relationship management in international contexts across Europe, Africa, Latin America and Asia. Among other projects, he is currently acting as Project Manager for two national timber traceability system projects in Honduras and Guyana, where he oversees institutional coordination, project governance and delivery in compliance with international requirements.

Throughout his career, he has managed multiple projects in parallel for institutional clients, ensuring continuous coordination, clear formalisation of needs and high-quality communication throughout the project lifecycle. He has extensive experience in supervising multidisciplinary teams, including software engineers, UX designers and domain experts, and in maintaining direct and regular interaction with strategic decision-makers to ensure compliance with functional, technical and contractual commitments.

Gauthier Van Damme has also led the design and deployment of digital platforms and collaborative applications for public and private clients, coordinating the interaction between developers, designers and institutional decision-makers. His experience with public-sector governance enables him to manage planning, budget monitoring and quality assurance processes, as well as to conduct technical and organisational audits and implement traceability and quality mechanisms aligned with stakeholder requirements.

He holds a triple Master's degree in Business Administration, Computer Engineering and Electrical Engineering, is fluent in French, Dutch and English, and has been recognised with several international awards for digital innovation. His profile ensures rigorous project leadership, structured governance and effective stakeholder coordination, fully aligned with the requirements of a Team Leader role in an international institutional assignment.

### **Alexandre Westeel – Traceability Systems Expert**

Alexandre Westeel will be responsible for the analysis of timber traceability systems from a forestry and supply chain perspective. He is a graduate forestry engineer from ISTOM (France) and has more than ten years of professional experience in tropical forest management, land-use planning and timber legality and traceability systems.

He is specialised in the design, implementation and operational support of local and national timber

traceability and legality verification systems compliant with international requirements such as FLEGT, EUTR/EUDR and forest certification schemes (FSC, PEFC, PAFC). His experience covers a wide range of countries and contexts, including Honduras and Guyana (national VPA-FLEGT digital wood traceability systems), as well as several countries in Africa (Central African Republic, Congo, Gabon, Côte d'Ivoire), Belgium and Laos.

Within BFConsult, Alexandre has been directly involved in system diagnostics, audits of existing procedures and digital platforms, specification of technical requirements, preparation of system documentation, monitoring of software development, field implementation, operational testing and user training. He has worked for and with a wide range of clients, including national forestry administrations, ministries in charge of forests and environment, the European Union (VPA-FLEGT processes), international NGOs such as WWF, and private forestry operators, on projects related to timber traceability, legality assurance, due diligence and EUDR compliance.

He also actively contributes to the design and development of digital and GIS-based tools supporting forest management, supply chain transparency and compliance with market requirements, including data preparation modules aligned with EUDR obligations. His profile combines strong field-based knowledge of tropical forestry operations with hands-on experience in traceability workflows, spatial data management and digital system implementation, making him particularly well suited to assess existing traceability practices, identify gaps and formulate realistic, technically feasible and sector-appropriate recommendations.

### **Angelo Ciliberto – ICT Management Expert**

Angelo Ciliberto is a full-stack Software Developer with more than five years of experience in the design and implementation of web-based digital platforms for institutional and regulated environments. He holds a Bachelor's degree in Applied Computer Science (Business IT) and has contributed to the development of complex information systems supporting structured workflows, secure data management and user-oriented digital services.

He has been directly involved in the development of national timber traceability systems in Honduras and Guyana, where he contributed as team lead and full stack developer to the implementation of core platform components supporting end-to-end traceability, data validation workflows and interoperability with institutional systems within APV-FLEGT and EUDR-related contexts. His work included backend development using C#, .NET and Entity Framework, as well as the implementation of user-facing web interfaces supporting operational and institutional users.

His expertise also covers the design and management of relational databases, ensuring data integrity, security and performance, as well as the development of responsive and user-friendly web interfaces using React, HTML, CSS and JavaScript. Accustomed to working on international projects across Europe, Africa and other regions, Angelo applies Agile development methods and places strong emphasis on performance, reliability and code quality. His technical profile and hands-on experience in delivering robust digital platforms make him a strong contributor to large-scale, multi-stakeholder information systems such as national timber traceability platforms.

### **Lisa Kawanambulu - Local Coordinator – Zambia**

As Local Coordinator, Lisa Kawanambulu will support the implementation of the assignment by ensuring effective local coordination and stakeholder engagement in Zambia. She will facilitate interactions with

national institutions, local authorities and relevant stakeholders, support field activities and consultations, contribute to the collection and validation of contextual information and assist with the organisation of meetings and the validation workshop in Lusaka. Her strong knowledge of the local institutional, regulatory and community context will support accurate analysis, effective stakeholder engagement and smooth communication between the project team and local counterparts throughout the assignment. This role ensures strong local anchoring and contributes to the relevance and feasibility of the proposed recommendations.

Lisa Kawanambulu is a Zambian environmental and natural resource management professional with over three years of experience in field-based project implementation, environmental data collection and reporting, stakeholder engagement and coordination with public institutions. She has worked closely with Zambian government agencies, including local forestry offices, the Department of Water Resources Development, the Zambia Statistics Agency (ZAMSTAT) and the Zambia Electricity Supply Corporation (ZESCO).

Her experience includes the organisation and execution of field missions, support to community consultations, liaison with regulatory authorities and government institutions, and the preparation of technical reports and activity summaries to support decision-making processes. She has also contributed to World Bank-funded projects, ensuring high-quality field data collection in line with strict ethical and quality standards, and facilitating engagement with local communities and authorities.

As a Data Management Coordinator Intern within a District Forestry Office, Lisa Kawanambulu contributed to timber tracing and monitoring processes, GPS-based data collection and environmental monitoring activities related to forestry operations. This experience has provided her with a practical understanding of the operational realities of the forestry sector in Zambia and the importance of reliable field data for monitoring and compliance purposes.

She holds a Bachelor of Science in Natural Resource Management from the University of Zambia and demonstrates strong capacity for field coordination, local stakeholder engagement, technical documentation and regulatory compliance, making her a relevant profile to support local coordination, consultations and on-the-ground activities for this assignment.

### **5.10.1 Coordination and Communication Mechanisms**

The experts will work in close and continuous coordination throughout the assignment. Regular coordination meetings will be organised to ensure alignment between institutional, technical, sectoral and local perspectives. Clear reporting lines and communication channels will be established from the outset, with the Team Leader ensuring overall coherence, quality control and timely delivery of all outputs.

It is important to note that Gauthier, Angelo and Alexandre is currently working on two ongoing timber traceability system projects, ensuring close operational collaboration, shared methodologies and direct transfer of lessons learned from active implementations. This long-standing collaboration ensures strong complementarity, efficient coordination and a shared understanding of project governance and delivery standards.

## 5.11 Risk Management and Quality Assurance

The successful implementation of the assignment requires proactive risk management and a robust quality assurance framework. The proposed approach is designed to anticipate potential risks, minimise their impact and ensure the delivery of high-quality, reliable and actionable outputs in line with the Terms of Reference.

### 5.11.1 Risk Management

Risk management will be integrated throughout the entire assignment and reviewed regularly by the Team Leader. Key risks have been identified at institutional, data and operational levels, together with corresponding mitigation measures.

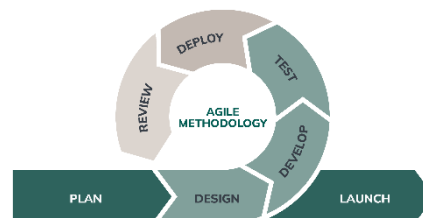
Institutional and coordination risks may arise from the involvement of multiple public stakeholders with different mandates and priorities. These risks will be mitigated through early stakeholder mapping, clear identification of roles and responsibilities, and structured consultation mechanisms supported by the Local Coordinator.

Data availability and data quality risks relate to incomplete, inconsistent or non-digitised information across existing systems. These risks will be addressed through triangulation of sources, validation of findings with stakeholders and transparent documentation of assumptions and limitations.

Schedule and delivery risks may result from delays in consultations or access to information. To mitigate these risks, the work plan includes sufficient buffers, regular progress monitoring and close coordination with the Contracting Authority to ensure timely decision-making.

### 5.11.2 Quality Assurance

Quality assurance is embedded at each stage of the assignment to ensure consistency, accuracy and relevance of all deliverables. The quality assurance approach follows the same structured and iterative principles applied by the team when developing digital platforms, notably inspired by Agile and Scrum methodologies.



The Team Leader is responsible for overall quality control and validation of all outputs. Deliverables are produced through iterative cycles, allowing for regular internal reviews, continuous refinement and early identification of inconsistencies between institutional, technical and regulatory analyses.

Draft deliverables are systematically reviewed internally to ensure coherence, clarity and alignment with the Terms of Reference. As in a Scrum-based delivery process, intermediate versions are validated step by step before progressing to the next stage, ensuring that quality is maintained throughout the assignment rather than only at final delivery.

All deliverables will be structured in accordance with the client and will clearly document methodologies, sources, assumptions and limitations. Findings and recommendations will be evidence-based and directly linked to the analyses conducted during the assignment.

Stakeholder validation is an integral part of the quality assurance process. Intermediate

findings will be discussed with key stakeholders to verify accuracy, relevance and feasibility, while the final validation workshop will provide an opportunity to confirm conclusions and ensure shared ownership of the proposed roadmap.

This iterative and quality-driven approach, aligned with proven Agile delivery practices, ensures that potential constraints are proactively addressed and that the final outputs meet the highest standards of quality, credibility and usability for decision-makers.

## 5.12 Our added value for the assignment in Zambia

The added value of the Pepps – BFCConsult partnership lies in the combination of advanced digital expertise, in-depth knowledge of forestry and regulatory issues, and proven experience in implementing projects in Africa within complex institutional environments. This complementarity enables the partnership to address the assignment in Zambia through an integrated, pragmatic and results-oriented approach.

### 5.12.1 Complementarity of technical, forestry and regulatory expertise

The partnership brings together two key and interdependent areas of expertise essential for the success of the assignment:

- › Pepps' expertise in the design and deployment of complex digital systems, including critical data management, interoperable architectures and traceability tools;
- › BFCConsult's expertise in forestry engineering, natural resource governance and compliance with international regulatory frameworks, in particular European ones.

This complementarity ensures that proposed recommendations are not only technically sound, but also institutionally realistic and operationally applicable. It guarantees that options proposed for Zambia take into account regulatory requirements, existing technical capacities and on-the-ground forestry practices.

### 5.12.2 Ability to operate in complex, multi-stakeholder African contexts

Both companies have strong experience in implementing projects in Sub-Saharan Africa. These experiences have fostered a deep understanding of:

- › institutional and organisational constraints specific to African public administrations;
- › coordination challenges between ministries, technical agencies and private-sector actors;
- › operational field realities, such as limited connectivity, geographical dispersion of stakeholders and heterogeneous human capacities.

This African experience enables the partnership to adopt an approach adapted to the Zambian context, based on close stakeholder engagement and on recommendations that can be progressively implemented in line with national capacities.

### 5.12.3 Strong familiarity with international donor requirements and European frameworks

Pepps and BFConsult have confirmed experience in projects funded by international donors, particularly the European Union and AFD. The partnership is fully familiar with the associated requirements, notably in terms of methodological rigour, quality of deliverables, traceability of analyses and transparency of recommendations.

The partnership also has strong command of European regulatory frameworks applicable to the forestry sector, in particular:

- › FLEGT VPAs and timber legality assurance systems;
- › the European Union Deforestation Regulation (EUDR) and its operational implications for producer countries.

This expertise allows European requirements to be integrated from the analysis phase onwards, following a progressive alignment logic that remains compatible with national realities.

#### **5.12.4 Pragmatic approach focused on feasibility, institutional ownership and sustainability**

The approach proposed by the partnership is firmly oriented towards feasibility and long-term sustainability. It is based on the following principles:

- › building upon existing mechanisms, systems and institutional frameworks rather than proposing exogenous solutions;
- › prioritising technically simple options with strong operational impact;
- › integrating budgetary, human and organisational constraints from the design phase;
- › fostering institutional and operational ownership by national stakeholders.

This approach aims to provide Zambian authorities not only with a comprehensive analysis, but above all with a realistic decision-making framework and a clear implementation pathway for the progressive establishment of a national timber traceability system.

Building on this complementarity, the partnership benefits from direct and ongoing involvement in the design and implementation of national-scale timber traceability systems, providing first-hand and up-to-date experience of the technical, institutional and operational challenges specific to the forestry sector. This experience covers the full timber value chain, from harvesting and transport to processing and export, including field data collection, digital documentation, verification workflows and institutional oversight mechanisms.

As a custom IT solution provider, the team brings hands-on development expertise and a clear understanding of what is technically feasible, scalable and sustainable in real-world implementation contexts. Technical recommendations are therefore pragmatic and grounded in concrete development experience, taking into account interoperability constraints, data structures, security requirements and long-term maintenance considerations.

The approach integrates governance, regulatory and digital system perspectives, ensuring alignment between institutional frameworks, enforcement mechanisms and operational realities, particularly in relation to EUDR compliance requirements. The team's lean and senior composition, combined with strong local anchoring through a Local Coordinator, supports effective stakeholder engagement, phased implementation and realistic, sustainable recommendations.

## 6 Budget

The following table presents the budget breakdown by phase and by expert. With the table representing the allocation of expert inputs expressed in working days in the section 5.9 *Work Plan, Timeline and Resource Allocation*, they provide a transparent overview of the level of effort, distribution of responsibilities and cost structure of the assignment, ensuring consistency between the proposed methodology, work plan and financial offer.

*Table 4 – Budget breakdown*

Expert name	Role	Expert base	Location of the assignment	Price per day	Phase 1	Phase 2	Phase 3	Flight cost	Per diems	Total
					Inception Review Report	Gap analysis	Final Feasibility Study & Actionable Roadmap			
Gauthier Van Damme	Team Leader, Governance & Institutional Expert	Belgium	Homebase	598,40 €	\$ 1.196,80	\$ 2.992,00	\$ 2.992,00			\$ 7.180,80
			On-site	598,40 €	\$ 1.795,20	\$ -	\$ 1.196,80	\$ 2.393,60	\$ 1.172,86	\$ 6.558,46
Alexandre Westeel	Traceability Systems Expert	Belgium	Homebase	598,40 €	\$ 1.196,80	\$ 5.984,00	\$ 3.590,40			\$ 10.771,20
			On-site	598,40 €	\$ 2.992,00	\$ 2.992,00	\$ 1.196,80	\$ 2.393,60	\$ 2.814,87	\$ 12.389,27
Angelo Ciliberto	ICT Management Expert	Belgium	Homebase	598,40 €	\$ -	\$ -	\$ -			\$ -
			On-site	598,40 €	\$ -	\$ 2.992,00	\$ -	\$ 1.196,80	\$ 1.172,86	\$ 5.361,66
Lisa Kawanambulu	Local Coordinator	Zambia	Homebase	239,36 €	\$ 718,08	\$ 1.196,80	\$ 718,08			\$ 2.632,96
			On-site	239,36 €	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>					<b>\$ 7.898,88</b>	<b>\$ 16.156,80</b>	<b>\$ 9.694,08</b>	<b>\$ 5.984,00</b>		<b>\$ 44.894,36</b>



### Annex No. 3 – Personal data specification

<b>Purpose of data processing:</b>
<i>Processing according to article 6 (1) ) (b) REGULATION (EU) 2016/679 (GDPR)</i> Processing is necessary for performance of mandate contract
<b>Data subject categories:</b>
employees and contact persons of the Czech Development Agency, the Contractor and other project partners of the Czech Development Agency
<b>Personal data categories:</b>
name, surname, registered office, address, date of birth, signature, email address, phone number, registration number, business licence, function

**Subjekt údajů/ Data subject:**

Jméno/Name:	
Příjmení/Surname:	
Datum narození/ Date of Birth:	
Bydliště/ Address:	
Osoba vykonávající rodičovskou zodpovědnost / Person holding parent responsibility:	

1. Tímto uděluji České republice - České rozvojové agentuře, se sídlem Nerudova 3, 118 50 Praha 1, Česká republika, IČO: 75123924, (dále jen „Správce“), souhlas se zpracováním mých níže specifikovaných osobních údajů ve smyslu Nařízení Evropského parlamentu a Rady (EU) 2016/679 ze dne 27. dubna 2016 o ochraně fyzických osob v souvislosti se zpracováním osobních údajů a o volném pohybu těchto údajů a o zrušení směrnice 95/46/ES, (dále jen „GDPR“). / *I hereby give my consent to the Czech Republic – Czech Development Agency, registered office Nerudova 3, Prague, Post Code 118 50, Czech Republic, Registered number: 75123924 (hereinafter the “Controller”) to the processing of my personal data specified below under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the “GDPR“).*
2. Uděluji Správci souhlas, aby v souvislosti s aktivitami Správce v oblasti zahraniční rozvojové spolupráce zpracovával mé jméno, příjmení a bydliště a pořizoval fotografie mé osoby a videozáznamy mé osoby a zveřejňoval je: / *I give consent to the Controller to process my name, surname and address and take photographs and videos of me in connection with activities of the Controller in development cooperation and publish them:*
  - v tištěných prezentačních materiálech/ *in printed presentation materials*  
 ANO/ YES     NE/NO
  - na internetových stránkách Správce/ *on Controller’s websites*  
 ANO/ YES     NE/NO
  - účtu Správce na Youtube/ *on Controller’s Youtube account*  
 ANO/ YES     NE/NO
  - účtech Správce na sociálních sítích (např.: Twitter, Facebook, Instagram)/ *on Controller’s accounts on social media networks (e.g.: Twitter, Facebook, Instagram)*  
 ANO/ YES     NE/NO
  - jako ilustrační fotografie ke sdělením Správce na jeho internetových stránkách a účtech na sociálních sítích a v prezentačních materiálech Správce/ *as illustrational photographs to the Controller’s announcements on Controller’s websites and accounts on social media networks and Controller’s presentation materials*  
 ANO/ YES     NE/NO

za účelem prezentace aktivit Správce v oblasti zahraniční rozvojové spolupráce./ *in order to present Controller’s activities in development cooperation.*
3. Beru na vědomí, že mám následující práva / *I acknowledge to have following rights:*
  - a) právo vzít souhlas kdykoliv zpět (e-mailem nebo dopisem zaslanými na kontaktní adresu Správce), / *right to withdraw my consent anytime (by mail or letter sent to the contact address of the Controller),*
  - b) právo požadovat po Správci informaci o tom, jaké mé osobní údaje jsou zpracovávány, / *right to request information about which of my personal data are processed,*
  - c) právo požadovat po Správci vysvětlení ohledně zpracování osobních údajů, / *right to request explanation about processing of personal data,*
  - d) právo vyžádat si u Správce přístup k těmto osobním údajům a tyto nechat aktualizovat nebo opravit, / *right to request access to the personal data and let them update or rectify,*
  - e) právo požadovat po Správci výmaz těchto osobních údajů, / *right to request erasure of the personal data,*
  - f) právo vznést námitku proti zpracování a právo na přenositelnost osobních údajů, / *right to object to processing of personal data nad right portability of personal data,*



g) právo podat stížnost u dozorového úřadu (Úřad pro ochranu osobních údajů), / *right to lodge complaint to the supervisory authority (Office for Personal Data Protection),*

h) doba uložení osobních údajů se odvíjí od naplnění účelu, k jakému byly osobní údaje zpracovány, a řídí se interními předpisy Správce. Poté, co nebude již možné, aby Správce osobní údaje zpracovával za výše stanoveným účelem, dojde v přiměřené době k jejich likvidaci. / *archiving depends on the fulfilment of the purpose for which the personal data were processed and is governed by the internal regulations of the Controller. Once it is no longer possible for the Controller to process the personal data for the above stated purpose, they will be disposed in reasonable time.*

Datum/ Date: .....

.....  
Podpis subjektu údajů/  
*Signature of the data subject*