

Palestine

Contracting authority: ENABEL

Call for Proposals under the intervention:

Youth Protection and Civic Engagement Intervention,
Empowered Youth in a Green Palestine Portfolio

PSE22002-10014

Guidelines for Applicants

Reference: PSE22002-10014

Deadline for submission of proposal: 07 July 2024

NOTE

This is a one-phase call for proposals, without a concept note. The documents must be submitted at the same time (proposal and its annexes).

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1. Youth-led advocacy and awareness on youth human rights

1.1 Context

Enabel's new Portfolio aims to contribute to the following two general objectives:

1. Young people in Palestine develop into active and critical citizens, ready for local and global challenges, through improved education, training, guidance, and access to employment.
2. The Palestinian population makes use of the opportunities of a sustainable environment.

The **first pillar** of the new Portfolio will focus on the empowerment of youth with specific attention to the following thematic priorities/objectives:

- Education and learning
- Youth protection and civic engagement
- Pathways to employment (skills, employment, and entrepreneurship)

The **second pillar** of the Portfolio will be dedicated to climate action.

This Call for Proposals will contribute to fulfilling objective 2 (Youth Protection and Civic Engagement) of pillar 1 of the portfolio (Youth Empowerment). Moreover, it will contribute to achieving SDG16¹.

1.2 Objectives and Expected results

The **general objective** of this call for proposals is to contribute to the protection of vulnerable boys and girls, young women and men, and their caregivers against human rights violations and empower them to claim their rights.

The **specific objective** of this call for proposals is:
Strengthened role of Palestinian youth as social actors for positive change in youth human rights protection within their communities.

The achievements will be measured by at least the following indicators:

1. The percentage of change in awareness by young people including university students regarding advocacy skills and human rights protection mechanisms.
2. The number of civic engagement initiatives² led by youth inside and outside campus.
3. The number of human rights complaints documented and raised to Palestinian duty bearers by young people. The number of human rights complaints processed by the Palestinian duty bearers.

The **expected results** of this call for proposals include the following:

- Improved awareness of youth human rights among young people including university students and their local communities.
- Enhanced awareness and practice of advocacy tools and activities related to youth

¹ SDG16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels.

² Civic engagement initiatives encompass a wide range of activities aimed at involving youth in different aspects of the life of their communities. These initiatives shall encourage youth to actively participate in advocating for human rights promotion and protection. Overall, these initiatives shall empower youth to actively participate in shaping their communities and society at large.

human rights among university students and their local communities.

- Increased knowledge and practice of accountability towards the Palestinian duty bearers by university students.
- Strengthened youth civic engagement and participation on issues related to their human rights identified by them, in universities and their local communities.

1.3 Amount of the financial allocation provided by the contracting authority

- The total indicative amount available under this Call for Proposals is **198,000 EUR** (One hundred Ninety-Eight thousand Euros). The contracting authority reserves the right not to award all of the available funds.
- Any grant application under this Call for Proposals must utilize the full amount of the call.
- Funding will cover the West Bank including East-Jerusalem. It is compulsory that the application (one proposal) targets the West Bank and East Jerusalem. If during execution the funds included in the proposal cannot be or are not used in one of the two areas (West Bank/ East Jerusalem), the contracting authority reserves the right to re-allocate the unused funds in one area to the other one.
- During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

2 Rules applicable to this Call for Proposals

2.1 Admissibility criteria

There are three categories of admissibility criteria, which concern, respectively:

(1) The actors:

- the applicant, i.e. the entity submitting the application form (2.1.1)
- where applicable, its co-applicant(s) the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*” (2.1.1),

(2) The actions:

- actions admissible for grants (2.1.3);

(3) The costs:

- The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 Admissibility of applicants

Applicant

1. To be admissible for grants, the applicant must satisfy the following conditions:

- be a legal person; **or**
- be a non-profit private entity or a foundation; **and**
- be established or represented in Palestine; **and**

- be directly responsible for the preparation and management of the action with the co-applicant(s), if any, and not be acting as an intermediary; **and**
 - have an active bank account for the past 24 months; **and**
 - have audited financial statements (income statement and balance sheet) of the last closed financial year.
 - **The applicant must act individually without any co-applicants and in accordance with the requirement below.**
- 2. The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex E of these guidelines:**

In section 2.8 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

- Document 1: Private Legal Entity Form.
- Document 2: Registration Certificate (applicant).
- Document 3: Deduction at source Certificate (applicant).
- Document 4: Active bank account for the past 24 months.
- Document 5: Audited financial statements (income statement and balance sheet) of the last closed financial year.
- Document 6: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency.
- Document 7: Non-sentence Certificate from Ministry of Justice (for board members).
- Document 8: Ministry of interior approval on the Board of Directors.
- Document 9: The declaration on honour Form (signed and stamped by applicant).
- Document 10: The Integrity statement form (signed and stamped by applicant).

If the grant is awarded to it, the applicant becomes the Contracting-Beneficiary identified in Annex E (Grant Agreement). The Contracting-Beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their name. It shall design and coordinate implementation of the action.

2.1.2 Associates and contractors

The following persons are not co-applicants. They do not need to sign the “mandate” statement:

Associates

Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1. The associates must be mentioned in part B, section 2.7 of the grant application file, entitled

“Associates of the applicant participating in the action”.

Contractors

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. Contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

2.1.3 Admissible actions: for what actions may an application be submitted?

Definition

An action comprises a series of activities.

Duration

The initial planned duration of an action may not be less than 20 months nor exceed 26 months.

Sectors or theme

The action proposal will provide activities for young people including university students aged 17-29 years old in the field of (1) youth human rights promotion and awareness raising, (2) Advocacy and accountability towards Palestinian Authority on youth human rights, and (3) civic engagement of youth in their universities and their local communities.

Target groups

This call for proposals will **directly** target students at a number of Palestinian universities, with a focus on the most vulnerable and marginalized students, especially female students, and students with disability.

The **indirect beneficiaries** will include duty bearers (Palestinian authority and other decision makers), local communities of university students, relevant stakeholders and CSOs, other groups such as family members of the youth, community members, and decision makers in the field of youth human rights protection.

Geographical coverage

The actions must be implemented in the West Bank and East Jerusalem areas. Action proposals must include both areas.

Types of action

The actions proposed will take the following cross-cutting issues in consideration:

a) Participation

The development of the proposal should be co-designed with youth and other stakeholders.

b) Partnership

The proposal applicant is expected to partner with relevant stakeholders. In addition, it should be considered to develop partnerships with community leaders, academic institutions, CBOs, and other key actors in the field of youth human rights protection and advocacy.

c) Environmental awareness and sustainability

The proposal should promote environmental awareness. In addition, environmental protection and sustainable management will be ensured in the design and implementation of supported initiatives.

d) Social inclusion

Social inclusion is the process of improving the participation in the society for people who are disadvantaged based on age, sex, disability, race, ethnicity, and economic and migration status. Under this Call for Proposals, the activities target vulnerable categories of youth, including but not limited to, women and girls with special attention to survivors of GBV, and poor youth and those living with disabilities.

e) Human rights-based approach (HRBA)

A human rights-based approach to development should, according to the 2003 UN Common Understanding on HRBA, “*contribute to the development of the capacities of ‘duty-bearers’ to meet their obligations and/or of ‘rights-holders’ to claim their rights*”, be based on human rights standards, and in the context of this Call for Proposals, the focus is mostly on right-holders.

f) Gender & inclusion

Inclusion and gender equality are placed at the heart of this Call for Proposals. It integrates a two-branched approach combining gender-mainstreaming and targeted actions to reduce gender inequalities, involving girls, women, men, and boys.

g) Innovation and Digitalization

Innovation is encouraged through this Call for Proposals, via the promotion of innovation in systems, utilization of new technologies in the implementation of activities, data collection and development of policies, when this is relevant.

The following types of action are not admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences, and conventions.
- Actions consisting exclusively or primarily of financing individual scholarships.

Types of activities

The list below is indicative and not exhaustive.

Types of activity admissible for financing under this Call for Proposals:

- Establishing human rights and advocacy “clubs/hubs” that engage students in project activities. The structure of the clubs/hubs is sustainable beyond the project duration.
- Capacity development for university students in the field of human rights, advocacy, monitoring of human rights violations, and civic engagement.
- Support to student-led initiatives that address human rights issues and social problems as identified by the students and to be implemented inside campus and/or in their own communities.

- Advocacy efforts and activities with Palestinian decision and policy makers in the field of youth human rights.
 - Increased opportunities for university students to practice accountability towards the Palestinian Authority as the duty bearer.
 - Enhancing networking between the concerned universities in the field of youth human rights promotion, monitoring of human rights violations, civic engagement, and advocacy.
 - Involving youth already-existing forums and clusters in project activities.
- All actions must be in line with and contribute to the international law standards and youth protection objectives and must adhere to the human rights-based approach.

Sub-grants to sub-beneficiaries³

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation.⁴ The contracting beneficiary always mentions “the Belgian State” as donor or co-donor in the public communications relating to the subsidized action.

Visibility is ensured by good communication, hence, while drafting your concept papers, please ensure accommodating your perspectives about how you will utilize communication to contribute to achieving your end objective.

2.1.4 Eligibility of costs: what costs may be included?

Only “eligible costs” may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- Direct costs (management costs and operational costs) actually borne by the Contracting-Beneficiary;

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines).

- Structure costs (overheads): these are maximum 7% of the Operational Costs. The rate applicable will be verified beforehand by Enabel.

The applicable rate for structure costs will be calculated beforehand by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate.

³ These sub-beneficiaries are neither associates nor contractors.

⁴ Or other donors if applicable

Once the rate is accepted, the structural costs are fixed and do not need to be justified.

Structural costs will be paid during the execution of the grant on the basis of actual operational eligible expenses accepted by Enabel.

Reserve for contingencies

The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible direct costs. It may only be used **with the prior written authorisation** of Enabel.

Contributions in kind

“Contributions in kind” means goods or services provided free of charge by a third party to the Contracting-Beneficiary. As contributions in kind do not involve any expenditure on the part of the Contracting-Beneficiary, they shall not constitute eligible costs.

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other organisations for goods and services already subsidised;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- Any sub-letting to oneself;
- Purchases of land or buildings
- Compensation for damage falling under the civil liability of the organisation;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof.
- Grants to sub-beneficiaries

2.2 Presentation of application and procedures to be followed

The applicant transmits **at the same time the proposal and its annexes**.

2.2.1 Content of the proposal

Proposals must be submitted in accordance with the instructions in the application form attached to these guidelines (Annex A).

Applicants must submit their proposal in English.

Applicants must scrupulously respect the format of the proposal and complete paragraphs and pages in order.

Applicants must complete the proposal as carefully and clearly as possible to facilitate its evaluation.

Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.

Clarifications will only be sought when the information provided is unclear and thus prevents the contracting authority from making an objective assessment.

Handwritten proposals will not be accepted.

The following annexes must be attached to the proposal

1. The statutes or articles of association of the applicant
2. An external audit report produced by an approved auditor, certifying the applicant's accounts relating to the last financial year available when the total amount of the requested grants exceeds EUR 200,000 (not applicable to beneficiaries-contractors of a public nature).
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year).
4. The legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant), accompanied by the supporting documents requested.

It should be noted that only the proposal, including the declaration of the applicant, the annexes which must be completed (budget, logical framework) and the 4 annexes identified above will be evaluated. It is therefore very important that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent.**

2.2.2 Where and how to send proposals

Proposals must be submitted in one original and two copies in A4 format, each bound separately.

An electronic version of the proposal must also be provided. A **USB** containing this document and annexes will be placed, with the paper version, in a sealed envelope as indicated below. The electronic file must be exactly the same as the attached paper version.

The outer envelope must bear **the reference number and the title of the call for proposals**, the full name and address of the applicant, and the words "Do not open before the opening session".

Proposals must be submitted in a sealed envelope, sent by registered mail or by private express courier or delivered by hand (a signed and dated acknowledgment of receipt will be issued to the bearer in the latter case), to one of the addresses indicated below:

Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah

Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh, Ramallah and Al Bireh Governorate.

*Proposals sent by other means (e.g. by fax or e-mail) or delivered to other addresses will be rejected.

Applicants must ensure that their files are complete, named, and organized properly. Incomplete files may be rejected.

2.2.3 *Deadline date for submission of proposals*

The deadline for submission of proposals is **15:00** on **07 July 2024** as evidenced by the date of dispatch, the postmark or the date of the acknowledgment of receipt. Any proposal submitted after the deadline will be rejected.

2.2.4 *Other information on the Call for Proposals*

An information session on this Call for Proposals will be hosted at Enabel offices in Ramallah and online on **Monday 10 June 2024 at 10:00**. Please register by contacting the email address below.

Applicants may send their questions by e-mail by **13 June 2024** to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: yasmin.abushkhaidem@enabel.be

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered by **26 June 2024** at the latest.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action, or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of proposals

Proposals will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the proposal shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.3, the request will be rejected on this sole basis.

The following elements will be examined:

Opening:

- Compliance with the submission deadline. If the deadline date is not observed, the proposal will be automatically rejected.

Administrative and admissibility checks

- **The proposal satisfies all the criteria specified in points 1 to 16 of the verification and evaluation grid provided in Annex F2b.**
- **If any of the information is missing or incorrect, the proposal may be rejected on this sole basis and it will not be evaluated.**

Evaluation

Step 1: Proposals satisfying the conditions of the administrative and admissibility check will be evaluated.

The quality of the proposals, including the proposed budget and the capacity of the applicants, will be assigned a score out of 100 based on evaluation criteria 17 to 33 of the verification and evaluation grid provided in Annex F2b. The evaluation criteria are broken down into selection criteria and award criteria.

The selection criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Only proposals that have achieved a score of 6/10 for criterion 21 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

Step 2: Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

Step 3: Organizational assessment

As part of the assessment process, Enabel will then conduct an in situ organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action.

- The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's position in monitoring and controlling the implementation of the grant.
- In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case, the first proposal on the reserve list will be considered for the same process.
- If needed, the organizational assessment will be used to draft a capacity strengthening plan that will be agreed up on by the applicant and Enabel. Additional

funds will be allocated by Enabel to support this plan.

Selection

- At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.
- Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

2.4 Notification of the contracting authority’s decision

2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its proposal and, in case of rejection, the grounds for this negative decision.

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel’s head office, via the mailbox complaints@enabel.be

See <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2 Indicative timetable

	Date	Time*
Information meeting	10 June 2024 (Link will be shared in due time)	10:00
Deadline for clarification requests to the contracting authority	13 June 2024	15:00
Last date on which clarifications are given by the contracting authority	26 June 2024	15:00
Proposal Submission deadline	7 July 2024	15:00
Request certificates and supporting documents relating to the grounds for	15 July 2024	-

exclusion (see 2.1.1 (2))		
Receipt of certificates and supporting documents relating to the grounds for exclusion	29 July 2024	15:00
Organizational analysis of applicants whose proposal has been shortlisted.	07 August 2024*	-
Notification of the award decision and transmission of signed grant agreement	20 August 2024*	-
Signature of the Agreement by contracting beneficiary	02 September 2024	-

* **Provisional date. All times are in the local time of the contracting authority.**

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [Enabel website](#).

2.5 Implementation conditions following the grant award decision of the contracting authority.

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex Ab of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the Contracting-Beneficiary, contracts must be awarded in accordance with:

Belgian or partner country public procurement law or own regulation for public sector Contracting-Beneficiaries.

2.5.2 Separate bank account

In case a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this

separate bank account, certified by the bank⁵, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

The account will be closed once any reimbursements owed to Enabel have been made (and after settling the final amount of the funds used).

2.5.3 Processing of personal data.

Enabel undertakes to treat the personal data communicated in response to this call for proposals with the greatest care, in accordance with the legislation on the protection of personal data (the General Data Protection Regulation, GDPR). In cases where the Belgian law of July 30, 2018, on the protection of individuals with regard to the processing of personal data contains more stringent requirements, the adjudicator will act in accordance with this legislation.

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity submitting the grant application, such as the name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

We process this information because we have a legal obligation to collect this information in the context of the administration and award of our grants.

For more information on this subject, please consult Enabel at the following E-mail: feedback.pse@enabel.be

2.5.4 Transparency

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries.

By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

⁵ This bank must be situated in the country where the applicant is established.

List of Annexes

DOCUMENTS TO BE COMPLETED

ANNEX AB: GRANT APPLICATION FILE (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

Annex III:	Payment request template.
Annex IV	Transfer of ownership of assets template
Annex V	Private Legal entity form
Annex VI	Financial identification form
Annex VII	Exclusion grounds
Annex VIII	Procurement principles

ANNEX F2b: PROPOSAL VERIFICATION AND EVALUATION GRID