

Call for Proposal in 2 phases

Uganda

Contracting authority: ENABEL

Call for Proposals under the intervention:

**Boosting Equal Learning Opportunities
(WeLearn)**

and

Caring for Mothers' Lives (WeCare)

UGA22008 and UGA22009

Guidelines for Applicants

Reference: UGA22009-10024

Announcement date: 19th of June, 2024

Deadline for submission of concept note: 22th of July, 2024

NOTE

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals actually received from the preselected applicants will be carried out.

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1 Gender Based Violence Prevention and Response Call for Proposals

1.1 Context

Enabel, the Belgian development agency, works with partners to address global challenges such as climate change, urbanization, human mobility, peace and security, economic and social inequality, and global citizenship.

Enabel Uganda launched a portfolio (2023-2028) with the primary goal of empowering young people and women to become active, economically independent citizens in a sustainable society that respects human rights and provides quality services. The objective is articulated through 2 main pillars.

Pillar 1: Empowering young people, especially women, by equipping them with technical and vocational skills for sustainable and decent agricultural work and green economy.

Pillar 2: Ensuring access to safe and quality education and healthcare, particularly for vulnerable groups such as children, girls, women, and refugees.

We Care and We Learn projects are part of the interventions under Pilar Two and are focused on ensuring inclusive access to quality lower secondary education, reducing child and maternal mortality while increasing Sexual Reproductive Health and Rights (SRHR) knowledge, and strengthening local authorities' and communities' capacity to manage social services.

The projects focus on addressing gender and social-cultural barriers within secondary schools and communities that hinder adolescent school retention and completion, as well as ensuring community-based GBV case management, including improved GBV health services among other actions. Both projects have an interest in improved governance and coordination among relevant stakeholders. Principles of partnership, co-creation, accountability, transparency, and mutual information sharing consistently apply in managing the interventions.

According to the GBVIMS (Gender Based Violence Information Management System) reports for 2020, 2021, and 2022, prevalent forms and types of GBV in Uganda are early/child marriage, intimate partner violence, domestic violence, economic violence, rape, and defilement, among others. It is noted that over 90% of GBV survivors are female. The main causes of GBV in Uganda stem from social inequality, lack of understanding of GBV, poverty, alcohol abuse, cultural practices (e.g. early marriages and bride price), and peer pressure.

GBV negatively impacts communities and individuals, leading to school dropout, poor maternal health and chronic poverty, among others. Often, GBV is overlooked, tolerated or normalized in society, suggesting acceptance and creating a toxic environment that enables GBV and discourages intervention.

It is against the above-stated background that Enabel invites competent organizations to implement an initiative aimed at preventing and responding to GBV.

1.2 Objectives and Expected Results

The general objective of this Call for Proposals is to contribute to the prevention and response of GBV cases in Uganda.

The specific objective(s) of this Call for Proposals is to build capacities of selected secondary schools and communities in Kasese and Kamuli districts to prevent and respond to GBV.

The expected results are:

R1: A GBV Prevention and Response Model is developed, inspired by successful practices in a similar context.

R2: The GBV Prevention and Response Model is implemented in selected secondary schools and communities in Kasese and Kamuli districts.

R3: Knowledge Management is ensured for scaling up of lessons learnt.

Expected outcomes

- Targeted schools and communities demonstrate a percentage increase in GBV awareness, gauged by their understanding of GBV issues.
- Percentage increase in number of GBV cases reported and referred to GBV support services.
- Trained change agents demonstrate increased confidence in the management of GBV cases.
- GBV survivors express higher satisfaction with response services, reflecting positive experiences.

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 317,000 EUR. The contracting authority reserves the right not to award all the available funds.

Grant amount

Grant applications under this Call for Proposals must fall between the following minimum and maximum amounts:

minimum amount: EUR 250,000

maximum amount: EUR 317,000

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

These guidelines specify the rules of submission, selection and implementation of actions financed under 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 (2.1.1)

where applicable, its co-applicant(s) [unless otherwise provided, 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 and co-applicant(s)]

Applicant

- (1) To be admissible for grants, the applicant must satisfy the following conditions:
- A. Be a legal person,
and
 - B. Be a public entity, **or**
Be a non-profit private entity or foundation **or**
Be a legal entity of private law for which profit maximization is not the primary objective,
and
 - C. Be established or represented in Uganda.
and
 - D. Be directly responsible for the preparation and management of the action and not be acting as an intermediary.
and
 - E. Have demonstrated work experience in the relevant thematic areas i.e. GBV prevention and response, gender & inclusion.
and
 - F. Have an active Bank Account for the past 12 months;
and
 - G. Have in-house financial management capacity. Be able to provide following documents:
 - An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public beneficiary-contractors).
 - A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year).

The applicant may either act individually,

- (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 1.3.5 of the grant application file ("applicant's declaration"), the applicant must declare that they don't fall under any of these situations and that they will be able to provide the following supporting documents:

- **Criminal record clearances from Interpol.**
- **NSSF clearance certificate.**
- **Tax clearance certificate.**

If the grant is awarded, 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 the implementation of the action.

2.1.2	<i>Associates and Contractors</i>
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The following persons are not co-applicants. They do not need to sign the “mandate” statement:

Associates

Other organizations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, **except for daily allowances and traveling 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 the 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	<i>Admissible actions: for what actions may an application be submitted?</i>
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Definition

An action comprises a series of activities that are necessary to achieve the results and contribute to the specific objectives pursued by the proposal.

Duration

The initial planned duration of an action may not be less than 24 months nor exceed 30 months.

Sectors or themes

- Gender-Based Violence
- Community development and social protection.

Target groups

The action targets to work with

- Selected secondary school students, teachers, senior women and men teachers, and administrators
- Ministry of Education and Sports
- District Education Officers – in Kamuli and Kasese
- Health centers
- Community structures (families, cultural, religions, district, and sub-county offices, community groups, CSOs)

Geographical coverage

The actions must be implemented in the following country: Uganda, specifically Kasese and Kamuli Districts.

Particularly it will target the selected secondary schools and their communities:

- | | |
|--------------------------|-----------------|
| 1. Bulopa S.S | Kamuli District |
| 2. St Paul Mbulamuti | Kamuli District |
| 3. St John Bosco Kamuli | Kamuli District |
| 4. Uganda Martyrs Kyondo | Kasese District |
| 5. Maliba S S | Kasese District |
| 6. Ihandiro VOC sss | Kasese District |

Types of action

The types of actions that can be funded under this call must constitute a project - a stand-alone operation composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results listed in section 1.2.

The following types of action are admissible for financing under this Call for Proposal:

- Action related to developing, implementing and documenting a GBV Prevention and Response Model in selected secondary schools and communities in Kasese and Kamuli districts.
- Be tailored to an **analysis** of Gender-Based Violence (GBV) in the two target **districts**. (prevalence, forms, root causes, drivers, impact, ,,,)
- Be based on a Review of GBV prevention and response **best practices** in similar contexts.
- Use a **participatory and co-creation approach**, by listening to the needs of communities and encouraging the voices of women and youth to be heard.
- Use the **Social ecological model** to address risk factors and determinants that occur at multiple levels of the framework (individual, interpersonal, community, and societal), The GBV prevention and Response Model should include awareness and training modules for the following target groups:
 - Youth in school and out of school,
 - community leaders,
 - Parents,
 - and teachers.
- Include **Men and Boys** as change agents, clients, role models, and partners.
- Address gender structural gender inequalities and gender-based **discrimination** as key underlying determinants of GBV.
- Offer a **comprehensive response** through coordination between actors to ensure access to different service providers i.e. Health, Legal, Protection, Psychological support, etc
- Adopt a human rights-based approach. **Do no harm**, ensure confidentiality, and be in line with the survivor-centered approach.
- Consider **sustainability and potential scaling up** of the action.

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 for studies or training.

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Types of activity

Here below are the types of activity admissible for financing under this Call for Proposals for each result area. The list is indicative and not exhaustive.

R1: A GBV Prevention and Response Model is developed, inspired by successful practices in a similar context.

- A detailed **analysis** of the scope of GBV within selected secondary schools and communities in Kamuli and Kasese Districts is conducted.
- Existing best practices in similar contexts are reviewed and considered in the development of the GBV Prevention and Response Model. (e.g.: Enabel Rwanda GBV response model, SASA! Steppingstone, etc.).
- A **GBV Prevention and Response Model** that targets multiple levels (e.g.: individual, family, community) and that is aligned to the Government of Uganda GBV standards is developed.

R2: The GBV Prevention and Response Model is implemented in selected secondary schools and communities in Kasese and Kamuli districts.

- A network of **GBV change agents** in selected schools and communities is established. This should be representative of the multiple levels targeted in the GBV Prevention and Response model (e.g.: individual, family, community,).
- **Awareness and training modules** for GBV prevention and response are developed and tailored to each category of change agents.
- **Capacity building** of selected change agents on the developed GBV prevention and response training modules is conducted.
- The change agents are **supported in implementing** the GBV Prevention and Response Model, in collaboration with providers for Health, Legal, Protection, services.

R3: Knowledge Management is ensured for scaling up of lessons learnt.

- **Knowledge products** on the development and implementation of the GBV Prevention and Response model are developed.
- Knowledge is **shared** in the existing coordination mechanisms at district and national levels.
- Public **advocacy campaigns** to scale up/duplicate the developed GBV Prevention and Response Model are organized.

Sub-grants to sub-beneficiaries¹

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 by the Belgian Development Cooperation². The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action.

Number of requests and Grant Agreements per applicant

¹ These sub-beneficiaries are neither associates nor contractors.
² Or other donor if applicable

The applicant may not submit more than one application under this Call for Proposals.

The applicant may not be awarded more than One Grant Agreement under this Call for Proposals.

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 and operational costs) are borne by the beneficiary-contractor.**

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 F of these guidelines).

- **Structure costs (overheads):** these are a maximum of 7% of the Operational Costs

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.

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

Structure 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 authorization** 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 organizations for goods and services already subsidized;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members, or General Assembly members of the organization subsidized;
- Any sub-letting to oneself;
- Purchases of land or buildings;

- Compensation for damage falling under the civil liability of the organization;
- 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

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

2.2.1 Content of the Concept Note

Applications must be submitted in accordance with the instructions on concept notes appearing in the grant application file annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English.

In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

Elements defined in the concept note may not be modified by the applicant in the proposal.

Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting beneficiaries). Any co-applicants are not required to submit an external audit report.
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)³. Any co-applicants are not required to provide a copy of their financial statements.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.

2.2.2 Where and how to send the concept note

Concept notes must be submitted in electronic version (PDF file format) in one file containing grant application documents and annexes and sent to this email: uga_csc_grants@enabel.be The maximum file size that can be received is 35MB. Enabel will send confirmation upon receipt of the submission.

The email subject line must bear **the Call for Proposals reference number and Call for Proposal title and full name of the applicant**.

Concept notes sent by other means (for example by fax, hand delivered) or sent to other addresses

³ This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

will be rejected.

Applicants must ensure that their concept note is complete. Incomplete concept notes may be rejected.

2.2.3 *Deadline for the submission of concept notes*

The deadline for submission of concept notes is 19th July at 5; 00 pm East African Time as evidenced by the date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 *Further information on concept notes*

An information session on this Call for Proposals will be hosted on **4th July 2024 at 2:00 pm** Online and in Kampala, venue to be confirmed.

Interested applicants to attend information sessions are encouraged to confirm attendance by sending their name and organization to the following e-mail address by 30th June 2024: **uga_csc_grants@enabel.be**

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: **uga_csc_grants@enabel.be**

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

Questions will be answered at the latest 11 days before the concept notes submission deadline.

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 the Enabel website. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.2.5 *Proposals*

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A). Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ more than 10% from the initial estimate and remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.

Applicants must submit their complete applications in English as in their concept note.

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents contain **ALL** the relevant information regarding the action. **No supplementary annex must be sent.**

2.2.6 *Where and how to send proposals*

applications must be submitted in electronic version (PDF file format) in one file containing grant application documents and annexes – except for budget (annex B), which is to be sent in a protected Excel format - and sent to this email: **uga_csc_grants@enabel.be** The maximum file size that can be received is 14MB. Enabel will send confirmation upon receipt of the submission.

The email subject line must bear the Call for Proposals reference number and Call for Proposal title and full name of the applicant.

Applications sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

Applicants must ensure that their application is complete. Incomplete applications may be rejected.

2.2.7 *Deadline date for the submission of proposals*

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

2.2.8 *Further information on proposals*

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference:

Email address: **uga_csc_grants@enabel.be**

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

Questions will be answered at the latest 11 days before the deadline date for the submission of applications.

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

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on www.enabel.be. As such, regular consultation on this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

Applications 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 application shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis, and it will not be evaluated.

Evaluation

Concept notes satisfying the conditions of the first administrative and admissibility check will be evaluated for the relevance and design of the proposed action.

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 of the evaluation grid available in Annex F1a.

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

Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to 300% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

The applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

(2) 2nd PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

Opening

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

Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

Step 1: Evaluation

Proposals meeting the conditions of administrative verification and admissibility will be assessed.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection 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 maximize the overall effectiveness of the Call for Proposals. They are concerned 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 18 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

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 onsite 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 posture 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.

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 application 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 (if necessary)	4th July 2024	2 : 00 Pm
Deadline for clarification requests to the contracting authority	5th July, 2024	5 : 00 pm
Last date on which clarifications are given by the contracting authority	10th July 2024	5 : 00 pm-
Submission deadline for concept notes	22th July 2024	5 :pm
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	30th August 2024	-
Invitations to submit the proposals	30th August 2024	-
Deadline for the submission of the proposals	30 days min. after the invitation	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	15 th September 202	
Receipt of certificates and supporting documents relating to the grounds for exclusion	max 15 days after request	
[Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)]	-	-
Notification of the award decision and transmission of signed grant agreement	15th November 2024	-
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

* **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 A 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:

Annex VIII of the Grant Agreement template for private sector contracting-beneficiaries.

Or

Belgian or partner country public procurement law or own regulation for public sector contracting beneficiaries.

For private contracting beneficiaries, it is not permitted to subcontract all of an action by means of a contract. In addition, the budget of each contract financed by means of the grant awarded may only correspond to a limited part of the total amount of the grant.

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.

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 bank⁴, 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.

⁴ This bank must be situated in the country where the applicant is established.

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's privacy statement at the following link: <https://www.enabel.be/fr/content/title-1> "

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.

list of Annexes

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART A CONCEPT NOTE AND PART B PROPOSAL)

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	Legal entity form (private or public)
Annex VI	Financial identification form
Annex VII	Exclusion grounds
Annex VIII	Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX G: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX H: LIST OF ABBREVIATIONS