

**Jordan**

**Contracting authority: Enabel**

Call for Proposals under the intervention:  
Employment and Livelihood Programme (ELP): Socio-economic empowerment for youth, Syrian  
refugees and women in Jordan

**JOR23001-10011**

**Guidelines for Applicants**

Reference: **JOR23001-10011**

Deadline for submission of concept note:

24/07/2024, 2:00 PM, Jordan Time

**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.

## Table of Contents

<b>1</b>	<b>CALL FOR PROPOSAL “SUPPORTING VULNERABLE YOUTH, SYRIAN REFUGEES, AND WOMEN TO CREATE NEW MICRO BUSINESSES OR DEVELOPING THEIR EXISTING BUSINESSES”</b>	<b>3</b>
1.1	Context of the ELP programme	4
1.2	Objectives and Expected results of the Call for Proposals	4
1.3	Amount of the financial allocation provided by the contracting authority	5
<b>2</b>	<b>RULES APPLICABLE TO THIS CALL FOR PROPOSALS</b>	<b>6</b>
2.1.	Admissibility criteria	6
2.2.	Presentation of application and procedures to be followed	16
2.2.1	Content of the concept note	16
2.2.2	Where and how to send the concept note	17
2.2.3	Deadline for the submission of concept notes	18
2.2.4	Further information on concept notes	18
2.2.5	Proposals	19
2.2.6	Where and how to send proposals	19
2.2.7	Deadline date for the submission of proposals	20
2.2.8	Further information on proposals	20
<b>3</b>	<b>EVALUATION AND SELECTION OF APPLICATIONS</b>	<b>20</b>
3.1.	Notification of the contracting authority’s decision	23
3.1.1	Content of the decision	23
3.1.2	Indicative timetable	23
3.2.	Implementation conditions following the grant award decision of the contracting authority	24
3.2.1.	Implementation contracts	24
3.2.2.	Separate bank account	25
3.2.3.	Transparency	25

# 1 CALL FOR PROPOSAL “SUPPORTING VULNERABLE YOUTH, SYRIAN REFUGEES, AND WOMEN TO CREATE NEW MICRO BUSINESSES OR TO DEVELOP THEIR EXISTING BUSINESSES”

## 1.1 Context of the ELP programme

The “**Employment and Livelihood Programme (ELP): socio-economic empowerment of Youth, Syrian refugees and women in Jordan**” is financed by the EU and implemented by Enabel for 50 months, from September 2023 until November 2027.

The **General Objective** of the Action is to “*Enhance socio-economic empowerment for youth, Syrian refugees and women in Jordan*”, which will be achieved through the following **Specific Objective (SO)**: “*Youth, Syrian refugees and women in Jordan have increased access to decent employment and micro businesses opportunities*”.

The desired change will be achieved through the following **three key-results**:

- **Result 1:** Youth, Syrian refugees and women in Jordan are equipped with demand-driven skills and supported to access inclusive and decent employment opportunities
- **Result 2:** New and existing micro businesses are supported towards more resilient and sustainable outcomes
- **Result 3:** Evidence related to the inclusion of refugees and their hosts through economic opportunities and livelihoods is supported and it provides the basis for more inclusive policymaking and programming, monitoring and implementation of sector policies.

The **first result** aims at addressing both the skills mismatch in the Jordanian labour force and high unemployment rates among vulnerable Jordanian youth and Syrian refugees, through public private partnerships in human capital development that facilitate an effective transition from learning to work and increase career opportunities. As such, the first result contributes to building a workforce equipped with quality and relevant skills, as well as their connection to employers seeking skilled workers.

The **second result** addresses the lack of employment opportunities for vulnerable Jordanian youth and Syrian refugees by supporting both self-employment and job creation through the creation and development of micro and small businesses for sustainable livelihoods, with a focus on promoting local economic opportunities. The action will focus specifically on micro businesses that have a share of social engagement, such as community-based businesses that can promote localized responses to social and economic vulnerability in the community.

The **third result** will foster the production and centralization of data and analysis to feed both the ongoing intervention (Results 1 & 2) as well as enhance evidenced-based policy dialogues programming, monitoring planning and implementation of the refugee response related to inclusion through socio-economic opportunities and livelihood.

## 1.2 Objectives and Expected results of the Call for Proposals

This call for proposals is linked to Result 2 as described in the context above.

As such, the **general objective** of this Call for Proposals is: *“Youth, Syrian refugees and women in Jordan have increased access to decent employment and micro businesses opportunities”*.

The **specific objectives** of this Call for Proposals are:

**SO1: “Vulnerable youth, Syrian refugees and women, are supported to establish new (social) micro-businesses that promote local economic development”**

**SO2: “Existing (social) micro businesses, owned by vulnerable youth, Syrian refugees and women, are supported to become more productive and create decent jobs”**

It is expected that this Call for Proposals reaches (at least) the following overall targets in its totality (all grant agreements combined):

350 individuals, including 50% women and 35% refugees, participated in basic business technical sessions, including financial literacy

30 new sustainable and resilient micro businesses, including 50% of woman-owned and 35% of refugee-owned micro businesses, are created with a focus on local economic development

70 micro businesses, including 50% of woman-owned and 35% of refugee-owned micro businesses, increased their performance and created decent jobs.

15 new and 35 existing businesses, including 50% of woman-owned and 35% of refugee-owned micro businesses, benefited from financing support, including seed funding as planned through the present action.

The financial contribution requested from the contracting authority should align proportionally with the targets to be achieved. For example, if requesting the total indicative amount available under this Call for Proposals, it will be necessary to reach (at least) the targets indicated above. Likewise, if requesting only half of the total indicative amount available under this Call for Proposals, the achieved targets should be adjusted to be (at least) half of the original targets.

### **1.3 Amount of the financial allocation provided by the contracting authority**

The total indicative amount available under this Call for Proposals is 1,150,000 EUR. The contracting authority reserves the right not to award all of the available funds.

#### **Grant amount**

- In the event that the applicant applies alone or with a maximum of 1 co-applicants, the maximum grant application amount shall not exceed 575,000 EUR.
- In the event that the applicant applies with 2 or more co-applicants, the maximum grant application amount shall not exceed 1,150,000 EUR.

Co-financing is allowed under this call for proposals.

During execution, Enabel reserves the right to modify the 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) and where applicable, its co-applicant(s) herein after 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 a foundation; **and**
  - C. be established **or/and** officially represented in Jordan<sup>1</sup> for at least 2 years **and**
  - D. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary **and**
  - E. The applicant **may act** individually or with one or multiple co-applicants in accordance with the requirements below:
  - F. If the applicant is **only represented** in Jordan, then it **must apply** together with at least one co-applicant that is both established and represented in Jordan (i.e. a local **Jordanian organization**).
  - G. The applicant **must have at least 3 years of documented experience** in implementing similar projects.

The applicant **may act** individually or with one or multiple co-applicants in accordance with the requirements further below:

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<sup>1</sup> Establishment is determined on the basis of the organisation's articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a “memorandum of understanding” has been entered into.

(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 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: Public/ Private Legal Entity Form.

Document 2: Registration Certificate (applicant and co-applicant).

Document 3: Deduction at source Certificate or tax clearance (applicant and co-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 and co-applicant).

Document 10: The Integrity statement form (signed and stamped by applicant and co-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.

### **Co-applicant(s)**

The co-applicant(s) shall participate in the definition and the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.

The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.

If the grants are awarded to them, any co-applicants will become the beneficiaries of the action, with the Contracting-Beneficiary.

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### 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 that are necessary to achieve the results and contribute to the specific(s) objective(s) pursued by the proposal.

To be eligible, the actions under this call for proposal must meet the specifications described in this document.

#### Duration

The initial planned duration of an action may not be less than 22 months nor exceed 26 months. The action must end by the **31<sup>st</sup> of May 2027** at the latest.

#### Sectors or themes

Those are the sectors or themes to which the action must relate:

- **Local economic development:** fostering economic growth and human development within a specific geographic area in Jordan, at the district or governorate level.
- **Social justice and equity:** promoting equality, diversity and inclusion of vulnerable youths, Syrian refugees and women within the targeted geographical area.
- **Business development support and entrepreneurship:** supporting the creation and growth of micro businesses with tailored made approaches and quality business support services.

The **local economic need assessment and the vulnerability mapping analysis**, undertaken in May 2024 by Enabel (see **Annex H**) should be the **basis for building the applicant’s actions**, and guiding the strategic choices about the targeted geographical area, economic sectors, beneficiary groups, and business development services to be chosen, to reach the objectives and expected results of this call (section 1.2).



## Target groups

The final beneficiaries of this Call for Proposals are:

- Vulnerable Jordanian youth (18-35 years old)
- Syrian refugees (35% of the targeted beneficiaries)
- Women (50% of the targeted beneficiaries)

## Geographical coverage

The actions must be implemented in Jordan and covering at least **4 out of 6** of the following governorates analysed in Annex H: Amman, Mafraq, Irbid, Tafilah, Karak and Aqaba. Actions in additional governorates can be included if properly justified.

## 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.

To ensure quality services that are relevant to the needs of the targeted beneficiaries and the local economy, and the overall objectives of the Action, the Call for Proposals will specifically prioritize actions that:

- Support the **creation and/or development of social micro-businesses**, meaning meeting a collective need or address a social issue through a sustainable economic activity. Social micro-businesses build up on three pillars: the purpose of the project is social and/or environmental, the project is economically viable, and its governance is democratic (limited redistribution of profits, limited wage pressure, democratic decision-making processes)<sup>2</sup>
- Follow a **community-based approach**, meaning an approach that recognizes the unique characteristics, resources, and challenges within a community and seeks to empower community members to actively participate in shaping their own development and well-being.
- Engage actively with the **private sector and mobilize expertise and network (federation, chambers, financial actors, etc)**, to stimulate access to market, finance, improve business development support (mentors/coaches), drive innovation and investment.
- **Adapt their services and tailored-made approach** based on the maturity level of the micro-business, the type of micro business, the economic sector, the geographical area, the legal status of the business, etc (i.e. 'One size does not fit all).
- Provide **business support services adapted to the characteristics, needs, and barriers of each beneficiary group**<sup>3</sup>, for example:

<sup>2</sup> <https://1819.brussels/en/information-library/sustainable-entrepreneurship/what-social-entrepreneurship#toc-0>

<sup>3</sup> As well as for beneficiary facing multiple vulnerability levels, such as Syrian women.

- Vulnerable youth: skills level, socio-economic background, vulnerability criteria established by the National Aid Fund, etc.
- Syrian refugees: barriers to access formal employment, restrictions to work in specific sectors, low level of education, no access to banks and other financial services in Jordan, etc.
- Women: social norms, gender perceptions towards entrepreneurial skills, risk aversion and fear of failure, limited access to and lack of financing opportunities, etc.
- Adopt relevant and innovative strategies that **help overcome access barriers and promote inclusion** of each beneficiary group to participate in the business support program, for example:
  - Transportation arrangements,
  - Flexible training programmes,
  - Day care services,
  - Specialized counselling or psychosocial support,
  - Community sensitization and adaptation,
  - Gender mainstreaming sessions
- Demonstrate clearly the **sustainability of the action** e.g., continued support for the start-ups through a collaboration/hand-over to partner organizations.

**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.

Types of activity

All applicants need to **include the following minimum list of activities** admissible for financing under this Call for Proposals.

The list is not exhaustive.

1. **Community awareness campaign:** to inform vulnerable youth, refugees, and women about planned activities in the community, district and/or governorate on business creation and development support, including the eligibility and selection criteria, and the timeline of the activities. Specific strategy should be developed to reach out on each beneficiary group (ex: refugees living in camps or host communities), including collaborating with partners (i.e. grassroots organisation).
2. **Basic business technical sessions:** to raise basic knowledge of beneficiary groups on the potential for launching a micro business and raise interest for participating in the program. Technical sessions should be organised in the community on technical aspects such as financial literacy and basic business plans, as well as based on local and economic opportunities (see Annex H).

### 3. Business support services:

- a. **For new micro-business:** a package of services on business, financial and soft-skills to equip the neo-entrepreneur with the required skills to create a successful business
- b. **For existing micro-business:** a package of services to boost their productivity and ability to create decent work<sup>4</sup> opportunities, based on an approach mixing training and coaching period, with tailor-made support.

### 4. Facilitating access to financial services, based on the needs of micro business, new or already set-up. Different approaches (or a mix) can be proposed:

- a. financial literacy trainings
- b. seed funding for new entrepreneurs
- c. connecting entrepreneurs with the adequate financial institutions (i.e. providing the right financial service for the business maturity level)
- d. organizing roundtables, workshops or exhibitions, inviting MFIs, banks, and relevant institutions,
- e. inviting financial institutions to be part of the business development support program' selection process, to ensure involvement of FI from the start of the process.

### 5. Networking and partnership development: to ensure partnership with the most adequate business development services.

### 6. Capacity building to (public and private) stakeholders<sup>5</sup>, including to the co-applicant(s) when applicable, involved in business development in the entrepreneurial ecosystem. Women's network organization operating in the area should primarily be targeted.

Tailor-made capacity support to (public and private) stakeholders and/or co-applicant(s) should aim at upgrading the quality and enhancing the effectiveness and sustainability of the micro business support and development services delivered to (women) entrepreneurs.

The capacity building should focus on: business development support (including procedures, manuals, and business support services), business development approaches adapted to the needs of vulnerable youth and Syrian refugees (i.e. strategies on inclusion), business development approaches adapted to the needs of women, capacity building on decent work (standards, measures, procedures, practices and orientation) and green and digital transformation, when applicable.

### 7. Promotion and visibility: to highlight the success stories of micro-business led by vulnerable youths, refugee, and women, inspire others and showcase the program's impact.

<sup>4</sup> Refer to the 4 pillars of the ILO.

<sup>5</sup> Governmental agencies, business membership organizations (federations, chambers of commerce), BSOs, civil society organizations (CSOs), community-based organizations (CBOs) or local non-governmental organization (INGOs), etc.

8. **Public-private dialogues:** to improve the business environment and regulatory framework, specifically for women and Syrian refugees, and to push for stakeholders coordination and joint implementation between actors of the business ecosystem (public partners including MoDEE and MoL, private actors, civil society and micro businesses themselves).
9. **Post-support and follow-up strategy:** to ensure the continued growth and sustainability of businesses led by vulnerable youths, refugees, and women.
10. **Monitoring and evaluation:** regular check-ins and assessments to understand the progress, challenges, and needs of each group and tailor support, especially after the end of the program.

Across all activities, the applicant is responsible for:

- Developing the operational guidelines, managing the selection process of entrepreneurs, monitoring and following the implementation process to ensure, quality, value for money, relevance, equity and access for the expected results as in section 1.2;
- Preparatory studies and/or consultancies for the development of the strategical approach to accompany entrepreneurs, develop quality training materials and services adapted to the needs of (neo)entrepreneurs;
- The acquisition of basic raw materials, tools, teaching aids, etc, necessary for the implementation of the activities;
- Monitoring of entrepreneurs' activities in post-programme period (including tracer studies);

### **Sub-grants to sub-beneficiaries<sup>6</sup>**

Applicants can propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

The maximum amount for the sub-grants is 3,500€ for new micro businesses and 7,500€ for existing micro businesses.

Grants to sub-recipients cannot be the main objective of the action.

Applicants wishing to redistribute sub-grants must specify in section 2.2.1 of the grant application file:

1. The description of the objectives and results to be achieved with these sub-grants, the fundamental principles, the key concepts, the mechanisms, the actors and their role in the management process;
2. The criteria and modalities for the allocation of grants, accessibility conditions sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs and expenses;

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<sup>6</sup> These sub-beneficiaries are neither associates nor contractors

3. The procedures for examining and awarding applications;
4. The maximum amount that can be allocated by sub-beneficiary;
5. The terms of contracting with the sub-beneficiary;
6. The procedures and modalities for disbursing resources;
7. The procedures and modalities for technical and financial monitoring;
8. The procedures and modalities of control.

**Key information on sub-recipient profiles and sub-grants terms and conditions:**

Sub- beneficiaries eligible for sub-grants:

Sub-beneficiary are (new) entrepreneurs falling into one (or more) of those profiles: vulnerable Jordanian youth (18-35 years old), Syrian refugees and women.

Sub- beneficiary should meet the following technical criteria to be eligible to receive sub-grant (i.e. seed-fund):

- Complete the business support training and fulfill its requirements;
- Submit a technically sound and viable business plan (for neo-entrepreneurs), or a plan for business expansion that will boost productivity and ability to create new job opportunities (for existing entrepreneurs);
- Pass the business plan evaluation and get approval from the selection committee that will be set up by the applicant(s) and shall consist of business development specialists from the applicant(s)' organization, representative(s) from Enabel, hired business development consultants (optional), as well as financial experts from partnered financial institutions. Note: The selection committee will consider different criteria including (not limited to): the viability of the business plan including technical and financial feasibility, the social and environmental impact of the business, the decent work opportunity created or supported, the experience and motivation of the (neo)entrepreneurs, and the financial needs to create or develop the micro-business. The detailed evaluation criteria and scoring sheets will be finalized with the validation of Enabel team.

The terms of contractualization (sub-grant to sub-beneficiary agreement) should include the following:

**Objective of the agreement:** the objective of the agreement is to support the sub-beneficiary with a seed fund grant to start or develop his/her (social) micro-business.

**Value of the grant:** the maximum of the seed fund grant for each sub-beneficiary is 3,500€ for new micro-businesses and 7,500€ for existing micro businesses, per business based on the approved business plan.

**Duration of the agreement:** The duration of the agreement with the sub-beneficiary should be

within the overall duration of the grant agreement.

**Types of activity eligible for sub-granting:**

- (social) micro-or small businesses meeting a collective need or address a social issue through a sustainable economic activity
- Equipment and machinery investment
- Raw materials and inventory
- Marketing and advertising

**The following are ineligible costs for sub-granting:**

- Personal expenses: Seed funding is typically intended for business-related expenses and not for personal use or personal expenses unrelated to the business.
- Debt repayment: Seed funding is generally not provided for the purpose of repaying existing debts or loans.
- Purchase of personal assets: Funding is usually not granted for purchasing personal assets that are not directly related to the business.
- Non-business-related activities: Expenses for non-business-related activities or hobbies are typically not eligible for seed funding

**Payment modality:** The seed fund will be transferred via bank wire in 3 instalments on the basis of a request submitted by the sub-beneficiary and approved by the contracting beneficiary. The value of all these instalments shall not exceed in any case the total value of the seed fund grant. The first instalment will be disbursed upon signing the sub-grant to sub-beneficiary agreement. The remaining instalments will be disbursed upon fulfilling the obligations due the contracting parties.

**General terms and Obligations:** The sub-beneficiary should use the seed fund grant for the purpose mentioned in the objective of the sub-grant to sub-beneficiary agreement and according to the agreed terms and conditions. The contracting beneficiary should provide the sub-beneficiary with the financial and non-financial support needed to establish or develop his/her own micro business.

**Rejection, suspension and termination:** The contracting beneficiary reserves the right to defer or definitively reject any request for payment and to suspend or terminate the agreement in case the sub-beneficiary fails to fulfil the contractual terms mentioned in the sub-grant to sub-beneficiary agreement.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation<sup>7</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the

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<sup>7</sup> Or other donor if applicable

subsidized action and other donors funding or co-funding the action.

#### Number of requests and Grant Agreements per applicant

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

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

The applicant may not be at the same time a co-applicant in another application.

A co-applicant may submit more than one application(s) under this Call for Proposals.

A co-applicant may 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 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 maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether or not there are sub-grants to sub-beneficiaries.

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 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:

1. Accounting entries not leading to payments;
2. Provisions for liabilities and charges, losses, debts or possible future debts;
3. Debts and debit interests;
4. Doubtful debts;
5. Currency exchange losses;
6. Loans to third parties;
7. Guarantees and securities;
8. Costs already financed by another grant;
9. Invoices made out by other organisations for goods and services already subsidised;
10. Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
11. Any sub-letting to oneself;
12. Purchases of land or buildings (except where absolutely necessary for direct implementation of the action);
13. Compensation for damage falling under the civil liability of the organisation;
14. Employment termination compensation for the term of notice not performed;
15. Purchase of alcoholic beverages, tobacco and derived products thereof;
16. Salary bonuses<sup>8</sup>;
17. Absentee payment of staff attending training programs;

## **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 to 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. The Belgian contribution may not vary more than 20 % in relation to the initial estimate.

Any errors or major inconsistencies concerning the points mentioned in the instructions on

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<sup>8</sup> A bonus is to be understood as a payment of a "bonus" triggered by the participation of a staff member in the EU funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the EU funded Action.



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)<sup>9</sup>. 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

The concept note must be submitted in one original and in A4 format.

An electronic version of the concept note (including all requested annexes and documents) must also be provided. A USB containing the concept note (with all annexes) in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the full name and address of the applicant, and the note "Do not open before the opening session".

Concept notes must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

### Postal Address

Enabel - Belgian development agency

22 Abdallah Ar – Rihani St. Al - Swefieh

Amman, Jordan

<sup>9</sup> 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.

Address for hand-delivery or dispatch by private courier service

Enabel - Belgian development agency  
22 Abdallah Ar – Rihani St. Al - Swefieh  
Amman, Jordan

Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses 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 **24/07/24 at 2 PM** as evidenced by the date sent, the postmark or 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 virtually via teams on **July 1<sup>st</sup>, 2024 at 12:00 PM.**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 365 975 889 645

Passcode: m67Gix

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: **JOR23001-10011.**

E-mail address: [karmel.alsalqan@enabel.be](mailto:karmel.alsalqan@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 20% 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 the same language as 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 a sealed envelope, sent by registered post or private express courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

### Postal Address

Enabel - Belgian development agency  
22 Abdallah Ar – Rihani St. Al - Swefieh  
Amman, Jordan

### Address for hand-delivery or dispatch by private express courier service

Enabel - Belgian development agency  
22 Abdallah Ar – Rihani St. Al - Swefieh  
Amman, Jordan

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

**be rejected.**

Applications must be submitted in one original in A4 format. The proposal, budget and logical framework must also be provided in electronic format (USB).

The electronic file must contain **exactly the same** application as the paper version provided.

Where the applicants submit several applications (if this is authorised in the guidelines of the Call for Proposals), they must each be sent separately.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note “Do not open before the opening session”.

**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: **JOR23001-10011**.

Email address: [karmel.alsalqan@enabel.be](mailto:karmel.alsalqan@enabel.be) and [duccio.ferraro@enabel.be](mailto:duccio.ferraro@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](http://www.enabel.be). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

### **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) 1<sup>st</sup> 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) 2<sup>nd</sup> 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:** 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 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 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 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: 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 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.

**3.1. Notification of the contracting authority’s decision**

**3.1.1 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](mailto: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](http://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.

**3.1.2 Indicative timetable**

	Date	Time*
<b>Information meeting</b>	<01/07/24>	12:00 PM
<b>Deadline for clarification requests to the contracting authority</b>	<04/07/2024>	16:00

<b>Last date on which clarifications are given by the contracting authority</b>	<14/07/2024>	-
<b>Submission deadline for concept notes</b>	<24/07/24>	14:00
<b>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</b>	<25/07/2024>*	-
<b>Invitations to submit the proposals</b>	<11/08/24>*	-
<b>Deadline for the submission of the proposals</b>	<11/09/24>*	14:00
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	<13/09/24>	
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	<19/09/24>	
<b>Organizational analysis of applicants whose proposal has been shortlisted.</b>	<30/09/24>*	
<b>Notification of the award decision and transmission of signed grant agreement</b>	<15/10/24>*	
<b>Signature of the Agreement by contracting beneficiary</b>	<30/10/24>	

\* **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](#).

### **3.2. 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.

#### **3.2.1. 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.

### **3.2.2. 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 bank<sup>10</sup>, 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).

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

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<sup>10</sup> This bank must be situated in the country where the applicant is established

### 3.2.3. 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 AA: GRANT APPLICATION FILE (WORD FORMAT) (PART A CONCEPT NOTE AND PART B PROPOSAL)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT) (PRIVATE OR PUBLIC, TO BE DETERMINED)

### 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 F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2a: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM): current rate at the Representation of the country concerned

ANNEX H: LOCAL ECONOMIC ASSESSMENT AND VULNERABILITY MAPPING EXTRACT