

**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  
**JOR23001-10010**

**Guidelines for Applicants**

Reference: JOR23001-10010  
Deadline for submission of concept note:  
31/07/2024, 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.

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# 1 CALL FOR PROPOSAL “Equipping Youth, Syrian refugees, and women in Jordan with demand-driven skills to access inclusive and decent employment opportunities”

## 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 Zoom in on Result 1 of the program

Through the first result, the Action aims to improve the employability of youth, Syrian refugees, and women in Jordan through **quality, inclusive, and demand-driven skills development**, facilitating the transition to decent employment. The Call for Proposals aims to address this objective through 1) scaling up the Jordan Work Based Learning (WBL) model and 2) the set-up and pilot of a work readiness program (WRP).

### 1.2.1 Scale-up of the Jordan Work Based Learning model (WBL)

Work-Based Learning (WBL) refers to the learning delivered when a trainee produces goods and services in **a real working environment and at real conditions**. Through WBL, trainees are placed in a real-life working atmosphere that helps them practice both technical and non-technical skills, besides the knowledge they gained at the training institute.

This activity will build on the achievements of the currently implemented project QUDRAII and aims at **scaling up the Work based Learning model**, providing **trainees (youth and Syrian refugees)** from Vocational Training Institutions (VTIs) with demand-driven skills training, facilitating the transition into the labour market. The WBL model was developed and adapted to the Jordan context through market research and close consultations with representatives of companies and private enterprises, VET providers and sectoral skill councils, and adopted in March 2023 by the Technical and Vocational Skills development Council (TVSDC) which plays the role of regulatory body in TVET. Through QUDRAII, 5 public vocational institutes and private NGOs were accompanied to deliver certified trainings to youth and vulnerable groups in semi-skilled vocational trainings and integrated the WBL into the training. The programme also successfully established access to targeted refugees inside camps and in eleven governorates in Jordan. The **development of demand driven curricula** (within the Jordanian Qualification Framework System) and **high involvement of the private sector** have been key distinguishing success factors of the project and will thus continue under this Action.

### 1.2.2 The set-up of a work readiness program (WRP)

A WRP aims to **facilitate the transition from learning to work** and **support youth during their transition** into a **first meaningful working experience**. This mechanism **increases the employability of youth** to better adapt to fast-changing work environments and occupational requirements characterizing the 21<sup>st</sup> century economy, through **private-sector led training** - a combination of on- and off-the-job training, and via both generic and technical skills development and coaching and mentoring.

**The activities under a WRP** comprise of a combination of skills development and employment services. The training programmes aim at (further) developing those competences (skills, knowledge, attitude) that can be better acquired separate from the normal workflow with the support of a specialized coach in generic<sup>91</sup> skills training. The on-the-job training focuses on acquiring technical skills, relevant for a specific occupation, and allows for up- and reskilling

courses. **Upskilling** allows workers **to gain new, advanced skills** and **reskilling** gives jobseekers facing **difficulties getting employed, the opportunity to find employment** through gaining competencies and skills in different yet related occupations and pursue new career paths with decent employment prospects. In parallel, **a coaching trajectory** supports the beneficiaries throughout the WRP, providing individual counselling and career guidance, leading to match beneficiaries with concrete employment opportunities, and preparing them in the recruitment process with CV building and interview skills.

The activities under the WRP are **Active Labour Market Policies (ALMPs)** aiming at enhancing the **integration of specific groups in the labour market** (at local, regional and international level), working on both its demand and supply side. WRP typically target unemployed, vulnerable youth but can also target workers employed in the informal economy, aiming to improve **the recognition of prior learning (RPL)**. This is especially important for (Syrian) refugees, referring to their education acquired abroad, and as such enhance their access to decent employment opportunities/formal work, while at the same time fostering integration and social cohesion outcomes. Studies have also shown that an individualised approach with counselling and coaching leads to better employment outcomes for the target groups.

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

This proposal is linked to the first result as described above. As such, this Call for Proposals' **General Objective (GO)** is *“Youth, Syrian refugees and women in Jordan have increased access to decent employment and micro businesses opportunities”* which will be achieved through the following **Specific Objective (SO)**: *“to equip youth, Syrian refugees, and women in Jordan with demand-driven skills and support them to access inclusive and decent employment opportunities”*.

It is expected that this Call for Proposals achieves (at least) the following overall targets when considering all grant agreements combined:

- 750 trainees and jobseekers participating in the work-based learning (WBL) model, the work readiness programme (WRP), and/or up- and reskilling programmes (of which 50% women and 35% refugees);
- 345 trainees recruited by private companies for formal employment as a result of participation in the WBL or WRP;
- 50 trainers of VTIs have been capacitated under the VET-WBL scheme and/or the WRP;
- 150 coaches have been capacitated under the VET-WBL scheme and/or the WRP;
- 100 mentors of companies have been capacitated under the VET-WBL scheme and/or the WRP;
- 50 companies have been capacitated under the VET-WBL scheme and/or the WRP (25 per scheme).

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.

#### 1.4 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 1,2 million EUR. The contracting authority reserves the right not to award all of the available funds.

#### Grant amount

- In the event that the applicant applies with a maximum of 1 co-applicant, the maximum grant application amount shall not exceed 600,000 EUR.
- In the event that the applicant applies with 2 or more co-applicants, the maximum grant application amount shall not exceed 1,200,000 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**

<sup>1</sup> Optional. 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.

- D. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary;
  - E. The applicant **must act** with one or multiple co-applicant(s) **and**
  - 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.
- (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. 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.

**The applicant or at least one of the co-applicants must be a technical/vocational training provider.**

Additionally, **all** applicants intending to serve as technical and/or vocational **training providers** and participate in the delivery of training programs within the proposed actions **must hold a valid license issued by the TVSDC.**

## 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.

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: Amman, Mafraq, Irbid, Tafilah, Karak and Aqaba. Actions in additional governorates can be included if properly justified.

## Types of action

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:

- Focus on **improving the quality of the training provided:** to enhance the employability of target beneficiaries and facilitate their transition into the labour market, the Call intends to support training programs that adhere to quality standards and optimize their relevance.
  - The Call therefore supports training initiatives that incorporate a meaningful Work-Based Learning (WBL) component, which is considered crucial to overcome skills mismatch and irrelevant practical training. WBL may also present opportunities for trainees who perform well to be retained in a more permanent position by enterprises that have invested time and efforts in mentoring the trainees. As such, a minimum 30% of the total duration of the training programs under this Call should comprise WBL, adhering to appropriate quality standards and implemented in appropriate local enterprises, supported to mentor trainees in a safe workplace.
  - Secondly, given that official assessment and certification functions as a quality safeguard and facilitates beneficiaries' entry into the labour market, the Call only

supports training programs that are accredited by the Technical and Vocational Skills Development Commission (TVSDC) and as such allow formal assessment, certification, and occupational licensing adhering to the national qualification framework. Not nationally accredited training programs could exceptionally be considered as far as:

- their relevance for the livelihood and employment opportunities of (one of) the specific beneficiary groups targeted by the Call is clearly demonstrated by the applicant(s);
  - the trainings are based on well-integrated methods;
- The Call further supports collaborative training projects that take on a holistic approach to skills development by integrating transversal employability skills in its training programs, including soft skills and entrepreneurship skills. Life and soft skills relevant to the world of work support trainees' ability to make informed decisions, communicate effectively, develop coping, self-management, and other key competencies valuable for resilience and work-readiness. Their integration is therefore considered a key strategy to improve the quality and relevance of skills training. Entrepreneurship training complements the acquirement of technical know-how with an entrepreneurial mindset and skills, supporting opportunities for self-employment and micro and small enterprise development as an alternative to wage employment.
- Following the same logic, the Call values comprehensive projects that include complementary services to facilitate beneficiaries' transition into the labour market. As such post-training support mechanisms, such as the provision of start-up kits, supporting graduates' access to financing opportunities, and linking graduates to employment services or directly to local potential employers, could be important in opening (self-) employment and livelihood opportunities. Career guidance, and counselling or coaching services on the other hand, are valuable mechanisms to manage expectations, foster commitment and reduce drop out from the training.
- Finally, the Call requires applicants to deploy specific strategies to ensure that minimum 30% of trained beneficiaries will be in (self-) employment 3 months after completing their training.
- Integration of **outreach and awareness or sensitization strategies** to enhance access and participation of refugee and vulnerable Jordanian youth, and women;
- 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 development and well-being.
- Engage actively with the **private sector and mobilize expertise and network (federation, chambers, financial actors, etc)**, to stimulate cooperation between vocational training providers and the private sector (including companies and umbrella organisations);
- **Propose tailor-made services and approaches** based on the maturity level of the actor;

- Assessment and certification, adhering to national standards, and preparing graduates for occupational licensing. Assessment and certification based on international or alternative standards can exceptionally be considered;
- Provide **training and employment services adapted to the characteristics, needs, and barriers of each beneficiary group<sup>2</sup>**:
  - Vulnerable youth: skills level, socio-economic background, the 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 skills development and male-oriented professions, 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
- Integration of Occupational Health and Safety standards and measures;
- 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<sup>3</sup>*

*actions consisting exclusively or primarily of financing individual scholarships for studies or training<sup>3</sup>*

Types of activity

All applicants need to include the following minimum types of activity admissible for financing under this Call for Proposals. The list is not exhaustive and applicants may propose additional and complementary types of activities in order to achieve the objectives of the action.

- *Identification of (sub-) sectors in need for (semi-)skilled labour*

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<sup>2</sup> As well as for beneficiary facing multiple vulnerability levels, such as Syrian women.

- In line with pre-identified sectors per geographical area (see Annex H), possibly relevant for regional and international labour mobility;
- Consideration of the specific training needs and aspirations of the target group<sup>87</sup> (see Annex H);
- Preparation of the Work Based Learning (WBL) scheme
  - The update/development of curricula (including more generic<sup>88</sup> skills), in cooperation with the private sector and under the guidance of TVSDC;
  - Proper training of BMOs, companies (including mentors), training providers and CBOs and coaches involved (see below under capacity building)
  - The development of an efficient MEAL framework at the project level
- Preparation of the Work Readiness Program (WRP) trajectory:
  - The development of training programmes for the WRP (both generic<sup>100</sup> and technical skills training, including up- and reskilling courses, and entrepreneurship training), in cooperation with the private sector and in parallel with the entrepreneurship training foreseen under result 2;
  - The development of a coaching programme for the direct beneficiaries
    - Appointment of dedicated coaches for the entire duration of the WRP, for each beneficiary
    - Training of coaches on different topics (link with the private sector, career guidance and counselling services, CV building and interview skills, generic<sup>101</sup> coaching skills, entrepreneurship training etc.)
  - Proper training of BMOs, companies (including mentors), training providers and CBOs and CSOs and coaches involved (see below under capacity building)
  - The development of an efficient MEAL framework at the project level
- Outreach and awareness raising (to youth): Community-based organisations can play an important role for outreach to youth, working through role models or community leaders (especially in remote areas, and for specific groups such as women or PWDs);
- Selection of beneficiaries involved, paying attention to
  - For the WBL scheme: targeting Jordanian youth, Syrian refugees and women: The overall aim of the Call for Proposals is to reach **400** trainees (of which 50% women and 35% refugees);
  - For the WRP scheme: targeting Jordanian youth, Syrian refugees and women and specifically those who are unemployed, those who have graduated from VTIs or other education institutions in a relevant discipline for the pre-selected economic sectors and workers in the informal economy. The overall aim of the Call for Proposals is to reach **350 trainees** (of which 50% women and 35% refugees), and of those 350 trainees, **250 will be benefiting from up-and reskilling initiatives;**
  - Companies that are **in demand for semi-skilled and skilled labour in a relevant, pre-selected sector**. Selection criteria for companies will take into account the companies' absorption capacity, training/coaching capacity and/or willing to engage in WBL or WRP programmes provided by the associated training providers and/or having concrete employment opportunities in that sector. Through their applications,

companies will also have to commit to adhere to decent work conditions, including supporting the participation of women and vulnerable groups: refugees and PWD, and to participating to capacity-building activities;

- Implementation of the training programmes under the WBL model:
  - The trainings are aiming at **semi-skilled and skilled level of work** (up to 1400 hours);
  - The trainings include a component on generic<sup>89</sup> and entrepreneurial skills – entrepreneurial thinking, financial literacy, to improve the transition into the labour market (both wage employment and entrepreneurship opportunities (in parallel with the support on entrepreneurship training described under result 2));
  - The trainings will closely involve the private sector and include on-the-job training, in line with the established **Jordanian WBL model** and its implementation criteria;
  - The training modules will be subject **to certification** and validation of the skills acquired by the learners;
  - Assignment **of in-company mentors** to follow-up on the progress of the trainee in technical competences while on-the-job;
  - Regular **monitoring and assessment of the progress of the WBL trainee** (by the mentor, the coach and by the grantee);
  - **Provision of insurance against accidents** and work-related injuries for youth and on-the-job trainers and coaches, provision of protective wear, Occupational Health and Safety trainings, equipment and other measures adhering to the national standards;
  - Support approaches, services and activities that **promote social inclusion of vulnerable groups** among the target groups in the outreach for, equitable access to and implementation of the training programmes, with a dedicated cooperation between the actors involved in grant implementation and the NAF. (i.e. services responding to specific needs of vulnerable groups among the target group as additional transportation arrangements, flexible working hours, day care services for young mothers, specialized counselling or psychosocial support preventing/mitigating the risk of drop-out, community sensitization, accessibility...);
  - Specific actions to **reinforce social cohesion** and to **support students' associations (integrated by Jordan and Syrian refugees' students) at training centres** in order to strength the living together through the organisation of: 1) **social and cultural activities promoting interactions** between Jordan and Syrian refugees' students (gastronomy festival, sports competitions, etc.); and 2) **civic engagement activities with a positive impact on communities** around the TVET centres and to promote social interaction with local populations (repainting infrastructures, cleaning public spaces, planting and taking care of public green spaces, organising social and cultural activities, etc.).
- Implementation of the coaching programme, aiming at supporting beneficiaries throughout the WRP and especially with the last step to employment. This can include the following:

- Individual coaching
- Career guidance and counselling
- CV building and interview skills
- Support for job matching to concrete employment opportunities
- Specific entrepreneurship training, building capacities to create new micro-businesses such as financial literacy (linked to the pre-selected 30 business ideas under result 2)

#### Sub-grants to sub-beneficiaries<sup>4</sup>

Applicants **cannot** propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

#### Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation<sup>5</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the 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 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.

<sup>4</sup> These sub-beneficiaries are neither associates nor contractors

<sup>5</sup> Or other donor if applicable



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:

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

## **2.2. Presentation of application and procedures to be followed**

<sup>6</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.



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 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>7</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

<sup>7</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.

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

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 31/07/24 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 8<sup>th</sup>, 2024 at 12:00 PM.**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 325 647 164 384

Passcode: GQnMWg

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: **JOR23001-10010**.

E-mail 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 13 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: **JOR23001-10010**

Email 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 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) 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:** 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**

	<b>Date</b>	<b>Time*</b>
<b>Information meeting</b>	<08/07/24>	<12:00>
<b>Deadline for clarification requests to the contracting authority</b>	<11/07/24>	<16:00>
<b>Last date on which clarifications are given by the contracting authority</b>	<19/07/24>	-
<b>Submission deadline for concept notes</b>	<31/07/24>	< 14:00 >



<b>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</b>	<01/08/24>*	-
<b>Invitations to submit the proposals</b>	<15/08/24>*	-
<b>Deadline for the submission of the proposals</b>	<15/09/24>*	< 14:00 >
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	<18/09/24>	
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	<23/09/24>	
<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>8</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).

### 3.2.3. Processing of personal data

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

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

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

For more information on this subject, please consult Enabel's privacy statement at the following link: <https://www.enabel.be/fr/content/title-1> "

### 3.2.3. Transparency

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

<sup>8</sup> This bank must be situated in the country where the applicant is established

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