

***Call for Proposal in 2 phases***

**Uganda**

**Contracting authority: ENABEL**

Call for Proposals under the intervention:

**Employment creation and income enhancement in the coffee value chain for the youth and women in the Rwenzori and Albertine regions.**

Thematic Portfolio for Social Protection and Decent Work

**UGA21003**

Guidelines for Applicants

Reference: UGA21003-10023

Announcement date: 17<sup>th</sup> of June 2024

Deadline for submission of concept note: 16<sup>th</sup> of July 2024

## **Note**

This is a call for proposals in two phases. As a first phase, 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 received from the preselected applicants will be carried out.

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## 1 Title of the Call for Proposal

Employment creation and income enhancement in the coffee value chain for the youth and women in the Rwenzori and Albertine regions.

### 1.1 Context

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

This Call for Proposals for Job creation /income enhancement for women and youth in the coffee enterprises is part of the Thematic Portfolio on Decent Work and Social Protection project which is jointly implemented by the Belgium development agency (Enabel) and the Ministry of Gender Labour and Social Development (MoGLSD) in Uganda.

The project is funded by the Belgian Government. The project aims to ensure a sustainable improvement of the living conditions of the most vulnerable populations in Uganda. This is to be achieved through investing in social protection systems and decent work to promote sustainable, inclusive, and socioeconomic development.

The project focuses on the labour component of social protection, with a particular focus on 5 pillars: (a) creation of decent work and productive employment, (b) social protection, (c) rights at work, and (d) social dialogue. The target sectors include agriculture, tourism, and hospitality in the Rwenzori and Albertine regions.

The first Pillar of the project is to create decent jobs and enhance incomes through coffee value chain development in the Albertine and Rwenzori regions.

It is against the above-stated background that Enabel invites competent organizations to implement initiatives aimed at sustainably improving the living conditions of the vulnerable communities by investing in actions of employment creation and income enhancement in the coffee value chain for the youth and women in the Rwenzori and Albertine regions.

### 1.2 Objectives and Expected Results

**The general objective** of this Call for Proposals is; to sustainably improve the living conditions of the most vulnerable populations in the Rwenzori and Albertine region by investing in social protection systems and decent work to promote sustainable, inclusive, and social development.

The **specific objective (Outcome)** of this Call for Proposals is: 1,500 jobs in the coffee value chain created or enhanced (through increased income) for youth and women (min. 40% youth and min. 70% women) in the Albertine and Rwenzori regions.

#### **Expected results are:**

- Vulnerable Women (min 70%) and youth (min 40%) are trained in green skills and Entrepreneurship business models in the coffee value chain,
- Vulnerable Women and youth are identified and trained in the best coffee agronomic practices,
- Vulnerable Women (min 70%) and youth (min 40%) are linked to valuable addition internships, and mentoring on financing schemes,
- Women and youth are sensitized on the standards and rights at work.
- Women and youth are supported to access the market

- Full implementation of a comprehensive business coaching plan and employment support services for trained vulnerable women and youth within the coffee value chain.

This Call for Proposals is specific to the Albertine-Rwenzori region and is targeting to create/enhance 1,500 jobs for 1,500 beneficiaries (min. 40% youths aged between 15-30 years) with 70% women/girls.

### Definition of funding Lots

This call for proposals has the following two funding Lots:

**Lot 1; Quick-Win models for job creation in the coffee value chain** implemented; 350 jobs created or enhanced through developing, strengthening, or rolling out tailored quick-win business models<sup>1</sup> to address challenges and/or seize opportunities within the coffee value chain in the Albertine/Rwenzori regions.

### Lot 2: Holistic Coffee value chain development.

1,150 jobs created or enhanced through a holistic value chain development for the coffee sub-sectors in the Albertine/Rwenzori regions.

#### 1.2.1 Guiding principles

##### Jobs creation:

The jobs to be established by the applicants will be assessed using the following criteria:

- Minimum of 3 consecutive months with stable income. Stable income will be defined at a level of a minimum net income of UGX 214,000 per month as provided by the wage indicator foundation<sup>2</sup>.
- **Types of Jobs:** Applicants can prioritize certain types of jobs that offer stable incomes, opportunities for skill development, and career advancement prospects. This might include direct employment opportunities for a minimum of 3 months such as farm labourers, processing plant workers, and sales and marketing staff, as well as indirect employment generated through supporting industries or services in the coffee value chains.
- **Distribution of Jobs:** For lot 2, applicants should specify how the new jobs should be distributed across different segments of the value chains. For instance, there could be targets for the number of jobs created at each production stage, from farming to processing to marketing to ensure a balanced development of the entire value chain.

##### Income enhancement:

- **Increasing average income levels:** Applicants can establish models for increasing the average income levels of beneficiaries engaged in the coffee value chains. This could involve raising the average income per worker or household income levels over the duration of the project and beyond.
- **Percentage increase in incomes:**  
The intervention aims to enhance the incomes of targeted beneficiaries by at least 20% of

<sup>1</sup> Quick-win business models in this call refer to innovative and efficient strategies designed to rapidly address specific challenges or capitalize on immediate opportunities within a the coffee value chain. These models will aim to deliver prompt solutions that enhance productivity, increase incomes, and create employment opportunities across various stages of coffee production.

<sup>2</sup> <https://wageindicator.org/salary/minimum-wage/uganda>

monthly income. The income increase should raise the income of the targeted beneficiary to at least UGX 214,000 net and above.

### **Quality**

- To enhance the quality of jobs created/enhanced for the target beneficiaries. Proposed activities need to ensure quality assurance and adherence to decent work principles for the created/ enhanced jobs.
- To enhance the incomes and employment opportunities of target beneficiaries, the Call intends to support coffee value chain activities that adhere to quality standards and optimize their relevance.
- The Call therefore supports initiatives that incorporate a meaningful Work-Based Learning (WBL) experience, which is considered crucial to overcome skills mismatch and irrelevant practical training. All WBL activities should be aligned with the training curriculum, adhere to quality standards, and be implemented in appropriate value chains, supported to mentor youth and women in a safe workplace.
- The Call further supports activities that integrate key transversal themes, including digital, life, and entrepreneurial skills that are relevant to the world of work and the 21st-century economy.
- To facilitate beneficiaries' transition into the labour market, the Call values comprehensive projects that (1) include strategies to enhance beneficiaries' access to affordable finance and capital, (2) ensure engagement of private sector role models and linkages, and (3) include tailored business development services and/or employment services.

### **Partnerships brokering a meaningful involvement of the private sector**

In line with the above, the Call intends to support meaningful partnerships between coffee cooperatives and the private sector. Linking the producer groups/cooperatives with the market is considered a crucial factor in upgrading the economic relevance, especially in a fragile economic context.

### **Social targeting and equitable access**

Finally, but of utmost importance, the Call aims to enhance the inclusion of the vulnerable youth, including women, who are excluded in the value chains and the labour market, due to various barriers generated by economic, social, and geographic fault lines, disabilities, or other specific constraints.

- The Call, therefore, prioritizes initiatives that are attentive to the specific needs of vulnerable youth, women, and girls, and intends to support actions that adopt gender and social inclusion strategies to address these needs.
- To promote equitable access, the Call intends to fund actions that implement community outreach, awareness, and sensitization campaigns, to not only reach and properly inform targeted beneficiaries, but also to build the necessary community and next-of-kin support for the participation of vulnerable youth and women in the coffee value chains.
- In line with the above, the Call also encourages initiatives that help remove barriers and promote inclusion of vulnerable youth groups and women (e.g., transportation arrangements, flexible programs, facilities and procedures that constitute safe work environments, counselling or psychosocial support)

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

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

To allow for a coffee value chain development sector-specific approach, the Call for Proposal will be organised according to Lots as follows;

**Lot 1: Quick wins to increase incomes / create jobs in the Coffee value chain implemented**  
indicative allocation: **300,000 EUR**

**Lot 2: Coffee holistic value chain development** indicative allocation: **700,000 EUR**

If the financial allocation indicated for a specific lot cannot be used due to the insufficient number of proposals received or due to their poor quality, the contracting authority reserves the right to reallocate any unused funds to another lot.

#### Grant amount

Any grant application under this call for proposals must fall between the following minimum and maximum amounts.

**i. Lot 1: Quick wins to increase incomes/create jobs in the Coffee value chain implemented.**

Minimum amount: EUR 150,000 EUR

Maximum amount: EUR 300,000 EUR

**ii. Lot 2: Coffee Holistic Value Chain Development.**

Minimum amount: EUR 300,000 EUR

Maximum amount: EUR 700,000 EUR

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

## **2 Rules applicable to this Call for Proposals**

These guidelines specify the rules of submission, selection, and implementation of actions financed under this Call for Proposals.

### **2.1 Admissibility criteria**

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

(1) The actors:

the applicant, i.e. the entity submitting the application will hereinafter be referred to as the “applicant” (2.1.1),

(2) The actions:

actions admissible for grants (2.1.3);

(3) The costs:

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

**2.1.1 Admissibility of applicants**

**Applicant**

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

- A. Be a legal person; **and**
- B. Be a non-profit private entity or a foundation; **or**  
Be a legal entity of private law for which profit maximization is not the priority objective  
**and**
- C. Be established or represented in Uganda, **and**
- D. Be a national or international NGO, non-profit Civil society or community-based organisation, foundation, non-profit Business membership organisation, or non-profit Business membership organisations that are registered under the current co-operative Societies Act in Uganda or non-profit business development service provider with demonstrated experience in managing coffee value chain development initiatives and economic empowerment of vulnerable youth and women.
- E. Have demonstrated work experience in the relevant thematic areas i.e. business development support services, employment promotion, and economic empowerment at least in the past 2 years.  
**and**
- F. Be directly responsible for the preparation and management of the action and not be acting as an intermediary  
**and**
- G. Have an active Bank Account for the past 12 months  
**and**
- H. Have in-house financial management capacity.  
**and**
- I. Has a 3-5 year average income of at least 50% of the amount applied for or having executed projects funded by donors with a value of at least 50% of the amount applied for in the past 3-5 years.

The applicant must act individually, without co-applicant.

(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 the organization's leadership with decision-making authority e.g the members of the board of Directors, executive directors) does not fall under any of these situations and that they will be able to provide the following supporting documents:

- **Criminal record clearances from Interpol**
- **NSSF Clearance certificate**
- **Tax Clearance Certificate**



If the grant is awarded 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 the implementation of the action.

#### 2.1.2 Associates and contractors

The following persons are not 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. The selection of contractors shall be subject to public procurement rules (if the Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if the Contracting Beneficiary is private).

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

##### **2.1.3.1 Lot 1: Quick-Win models for job creation in the coffee value chain implemented.**

###### Definition

An action comprises a series of activities that are necessary to achieve quick results and contribute to the specific(s) objective(s) pursued by the proposal.

To be eligible, the actions under this call for proposals have to meet the requirements described in this document.

###### Duration

The initial planned duration of an action of Lot 1 may not be less than 12 months nor exceed 15 months.

###### Sector or Themes

- Coffee value chain sub-sectors
- Coffee value chain development and value addition
- Green Economy and climate-smart
- Job creation and Decent work
- Innovations for quick wins (digitalisation)
- Proven existing modules for job creation and enhancement

###### Target groups

Actions are required to target vulnerable populations in the Albertine-Rwenzori region, targeting 350

beneficiaries (youths aged between 15-30 years) with 70% women/girls.

## Geographical coverage

The actions must be implemented in Uganda, Rwenzori-Albertine Region in the districts of Kasese, Kabarole, Bunyangabu, Ntoroko, Bundibugyo, Kikuube, Kagadi, Kibale, Hoima, Masindi, and Kiryandongo

## Types of action

Types of action admissible for financing under this Call for Proposals include

- creating jobs for women and youth, increasing incomes, increasing access to finance, markets, good agronomic practices, value addition, and diversification.
- Innovations and adoption of climate-smart technologies in the production of coffee, post-harvest storage, and value-addition.
- Incorporate gender inclusiveness, environmental conservation & green skills, digitalization, and entrepreneurship training in the proposed actions.
- Strategies to enhance beneficiaries' access to affordable finance and capital, including technical support towards VSLA formation or strengthening of existing community savings or credit initiatives, building capacities to enable beneficiaries to access formal credit opportunities with formal inclusive financing opportunities (concessional loans from banks or microcredit) and/or funding opportunities provided by institutional actors to fund the coffee value chain development;
- Networking and peer learning opportunities through support groups and job/business shadowing
- Any other innovative and relevant strategies to increase access to employment for the targeted beneficiaries.

The actions composed of a set of activities with clearly defined objectives, consistent with the objectives and results in section 1.2 targeting youth beneficiaries (women & girls, refugees) in the Albertine-Rwenzori region will be admissible under this call for proposal.

The following types of actions 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
- Workshops and conferences for political, spiritual, and social enhancement

## Types of activities

The following activities are admissible but are not limited to the following:

Activities that generate employment opportunities and/or increase incomes for 350 individuals by implementing quick wins across the coffee value chain that boost ongoing proven initiatives or can deliver sustainable results within 15 months. Potential areas of focus for these quick wins may include, but are not limited to:

- Train nursery operators to set up propagation and breeding centers for job creation.
- Coach youth to provide extension services for quality control in farming groups.

<sup>3</sup> It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

- Strengthen market connections between farmers and buyers through routine assessments and digital systems.
- Digitize the value chain for better market access and compliance with regulations using a Market Real Time Electronic Notification System (MARENS).
- Foster partnerships between small-holder farmers and private firms to boost market access and income.
- Value addition and local promotion of coffee products.
- Train local entrepreneurs in developing and marketing coffee-based goods, including branding and distribution.
- Establish aggregation centers for joint marketing of produce from smallholder farmers.
- Develop climate-smart business models for job creation and income enhancement in farming.
- Provide materials, tools, and aids for skills training initiatives.
- Provide equipment and infrastructure to improve productivity and value addition.
- Support work-based learning activities, including transportation and feeding of trainees.
- Conduct trainee assessments and certification where possible, following national or international standards.

The above models need to be integrated with cross-cutting themes including Decent work, gender and inclusion, and environment.

Given the aim for quick wins and the short duration of the grant, we strongly encourage the grant to be used to boost existing proven initiatives

Please note: This list is not exhaustive. Applicants are encouraged to suggest other job creation/income enhancement business models along any stage of the coffee value chain.

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

Applicants can not propose sub-grants to sub-beneficiaries under Lot 1

#### ***2.1.3.2 Lot 2 Coffee holistic value chain development***

##### 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 proposals have to meet the requirements described in this document.

##### Duration

The initial planned duration of an action may not be less than 12 months nor exceed 24 months.

##### Sector or Themes

- Coffee value chain sub-sectors
- Coffee value chain development and value addition

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

- Green Economy
- Job creation and enhancement
- Decent work
- Market access and access to finance

## Target groups

This Call for Proposals is specific to the Albertine-Rwenzori region, targeting 1,150 beneficiaries (min. 40% youths aged between 15-30 years) with min. 70% women/girls (no age bracket).

## Geographical coverage

The actions must be implemented in Uganda, Rwenzori-Albertine Region in the districts of Kasese, Kabarole, Bunyangabu, Ntoroko, Bundibugyo, Kikuube, Kagadi, Kibale, Hoima, Masindi, and Kiryandongo

## Types of action

Types of action admissible for financing under this Call for Proposals include but are not limited to the following:

Create/enhance 1,150 jobs through holistic value chain development for the coffee sub-sectors in the Albertine/Rwenzori regions. The actions need to include a minimum of one cooperative as a beneficiary.

The key areas of focus include but are not limited to the following:

- **Capacity Building:** Training and skill development initiatives targeted at individuals involved in coffee farming, processing, and marketing. This could include agronomic training, post-harvest handling, quality control, and marketing skills.
- **Value Addition:** Establishing facilities for processing coffee beans into products to create jobs in processing, packaging, and distribution.
- **Market Linkages:** Facilitating connections between coffee farmers and buyers, exporters, or processors to stimulate demand and create jobs in transportation, logistics, trade facilitation, and other value chains.
- **Cooperative Development:** Support strengthening of farmer cooperatives through collective bargaining power, improved access to inputs, and shared resources,
- **Infrastructure Development:** Investing in infrastructure such as storage facilities, and processing plants to improve efficiency and competitiveness along the coffee value chain.
- **Diversification:** Encouraging diversification into complementary activities such as agroforestry, beekeeping, or ecotourism to create additional employment opportunities while enhancing the resilience of coffee farming communities.
- **Technology Adoption:** Promoting the adoption of modern farming techniques, mechanization, and digital tools to increase productivity and create jobs in technology provision, maintenance, and training.
- **Quality Improvement Programs:** Supporting initiatives to improve the quality of coffee beans through better farming practices, fermentation, and drying techniques to enhance market access and create jobs in quality assurance and certification.
- **Youth Engagement:** Engage youth in coffee farming and related activities, such as agribusiness entrepreneurship or value-added processing, to create jobs for the youth in rural areas.
- **Policy and Regulatory Support:** Advocating for policies and regulations that promote sustainable coffee production, Geographical Indication (GI), fair trade practices, and inclusive

value chain development to create an enabling environment for job creation and economic growth in the coffee sector.

The actions composed of a set of activities with clearly defined objectives, consistent with the objectives and results in section 1.2 targeting youth beneficiaries (women & girls, refugees) in the Albertine-Rwenzori region will be admissible under this call for proposal.

The following types of actions are not admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences, and conventions<sup>5</sup>
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training
- Workshops and conferences for political, spiritual, and social enhancement

### Types of activities

Types of activities admissible for financing under this Call for Proposals include but are not limited to the following:

- Capacity building for the farmer's groups, cooperatives, and companies in good agronomic practices, Post Harvest Handling (PHH), and value addition for coffee enterprises.
- The acquisition of necessary basic raw materials, tools, and teaching aids for training in skills development initiatives.
- To promote equitable access, subgrants can propose actions that implement community outreach, awareness, and sensitization campaigns, to not only reach and properly inform targeted beneficiaries, but also to build the necessary community and next-of-kin support for the participation of vulnerable youth and women in the coffee value chains
- Training and capacity building in value addition
- Training and linking farmers to access markets
- Enhancing access to finance for the value chain actors
- Equipment and infrastructure to enhance productivity and value addition
- Costs incurred during training, study trips, job shadowing, and workshops with a view of capacity building.
- Work-based learning activities for example transportation and feeding of the trainees
- Trainee assessment and certification where possible national or internationally recognized certification
- Personal protective wear (obligation)
- Tracing and career guidance activities (obligation)
- Training and capacity building on good agronomic practices for coffee growing.
- Training and capacity building in value addition for coffee,
- Support coffee farmers to obtain organic certification if deemed relevant
- Enhancing access to finance for the coffee value chain actors
- Mobilising and training coffee farmers in Financial Literacy, Entrepreneurship, and Farming as a Business.

<sup>5</sup> It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

- Capacity building to lead firms and Farmer Field schools
- Equipment and infrastructure to enhance productivity and value addition
- Innovations and adoption of climate-smart technologies in the production of coffee, post-harvest storage and value-addition
- Incorporate gender inclusiveness, environmental conservation & green skills, digitalisation, and entrepreneurship training.
- Training and capacity building to the cooperatives in the coffee value chain.

The above models/activities need to be integrated with cross-cutting themes including Decent work, gender inclusion, and environment.

Please note this list is not exhaustive. Applicants are encouraged to propose other actions to enhance job creation/income enhancement in the coffee value chain.

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

Applicants may propose sub-grants to sub-beneficiaries under Lot 2 to help achieve the objective of the action.

Subgrantees may be co-operatives, Business development services providers, nonprofit organizations, social enterprises, or other value chain actors in the coffee value chain development and must be operating or established in the Albertine or Rwenzori regions or both regions.

The maximum amount for the sub-grants is EUR 60,000 per sub-beneficiary and MUST not exceed 50% of the applicant's overall action\_Budget

### Types of actions admissible for financing under subgrant

- **Training Programs:** Offer regular training sessions covering various aspects of agriculture, including best farming practices, crop management techniques, pest and disease control, sustainable farming methods, and other activities that can help farmers improve their yields, quality, and resilience to environmental challenges.
- **Access to Inputs:** Facilitate access to high-quality seeds, fertilizers, pesticides, and other agricultural inputs through bulk purchasing or partnerships with suppliers to enable farmers to optimize their production and reduce input costs.
- **Financial Services:** Provide financial services such as credit facilities, savings accounts, and insurance products tailored to the needs of farmers. This can help farmers access capital for investments, smooth income fluctuations, and manage risks associated with agriculture.
- **Market Linkages:** Establish market linkages with buyers, processors, exporters, and retailers to assist farmers in accessing markets. Provide market information, facilitate contract farming arrangements, and support farmers in meeting quality and certification standards demanded by the market.
- **Value Addition:** Support value addition activities such as processing, packaging, and branding of agricultural products.
- **Technology Adoption:** Introduce farmers to appropriate technologies and innovations that can enhance farm productivity, efficiency, and sustainability. This may include digital farming tools and renewable energy solutions.

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

- Extension Services: Offer extension services to provide farmers with timely advice, technical support, and troubleshooting assistance.
- Mobilising and training coffee farmers in VSLA methodology, Entrepreneurship, and Farming as a Business and Saving for Health,

Please note this list is not exhaustive. Subgrants may propose other actions to enhance job creation/income enhancement in the coffee value chain.

Grants to sub-recipients can not 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 for sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs, and expenses;
3. The procedures for examining and awarding applications;
4. The maximum amount that can be allocated by sub-beneficiary;
5. The terms of contractualisation 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.

### **2.1.3.3 Visibility**

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

### **2.1.3.4 Number of requests and Grant Agreements per applicant for Lot1 and Lot 2**

The applicant may apply for more than one lot in this Call for proposal

Applicants wishing to apply for more than one lot must submit a distinct application for each lot.

The applicant may not submit more than one (1) application per lot under this Call for Proposals.

The applicant may not be awarded more than one (1) Grant Agreement per lot 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).

**Operational costs** are the necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables;

**‘Management costs’** are identifiable costs related to management, supervision, coordination, monitoring, control, evaluation, and financial audit which specifically originate in the implementation of the action or the justification of the Grant

**Structure costs** (overheads): costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action. These are a maximum of 7% of the Operational

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,
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. Sub-grants (allowable only for lot 2)
17. Salary bonuses<sup>7</sup>

### Exchange rate and presentation of the budget

*The applicant budgets should be presented in EURO using an applicable exchange rate obtained from a reliable source. For guidance only, Enabel provides an average exchange rate of EUR1:UGX 4100 to be used for this call. However, this is not mandatory. Any funds for this grant shall be disbursed in EUR and the successful grantee is responsible for any exchange rate in order for them to receive the grant on their bank account.*

## **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**.

<b>2.2.1</b>	<i>Content of the Concept Note</i>
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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.

Interested applicants can download the application forms from <https://www.enabel.be/grants>

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.

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<sup>7</sup> A bonus is to be understood as a payment of a “bonus” triggered by the participation of a staff member in the Enabel 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 Enabel funded Action.

Handwritten concept notes will not be accepted.

**Together with the concept note declaration that is part of the application file, the following annexes must be attached to the concept note:**

1. The statutes or articles of association of the applicant.
2. A permit to operate in the targeted region (Albertine or Ruwenzori or both regions or specific eligible districts as per this call)
3. 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).
4. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)<sup>8</sup>.
5. The legal entity file (see Annex D of these guidelines duly completed and signed by each of the applicants (i.e. the applicant), along with any supporting documents requested.

#### 2.2.2 Where and how to send the concept note

**Concept notes must be submitted in electronic version (PDF file format)** in one file containing grant application documents and annexes and sent to this email [socialprotection.grants@enabel.be](mailto:socialprotection.grants@enabel.be)

The maximum file size that can be received is 35MB. Enable will send confirmation upon receipt of the submission.

The email subject line must bear the **call for proposal reference number and lot number, proposal title, and name of the applicant.**

Concept notes sent by other means (for example by hand delivery) 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 **16<sup>th</sup> July 2024 , 5.00pm EAT** as evidenced by the date sent, the postmark, or the date of acknowledgment 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 organised as follows;

District	Date	Time	Venue
Hoima (Albertine region)	24 <sup>th</sup> June 2024	9:00 am to 1:00 pm	Kabalega Resort Hotel-Hoima City

<sup>8</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.

Fort Portal (Rwenzori Region)	26 <sup>th</sup> June 2024	9:00 am to 1:00 pm	Fort Breeze Hotel – Fort Portal City
Online session	27 <sup>th</sup> June 2024	9.00 am to 1.00 pm	Online platform

Interested applicants to attend information sessions are encouraged to confirm attendance by sending their names and organisation to the following e-mail address [socailprotection.grants@enabel.be](mailto:socailprotection.grants@enabel.be)

An online information session will be organised for applicants. Interested applicants to attend the online session are encouraged to send their email address and organisation to the following email address [socialprotection.grants@enabel.be](mailto:socialprotection.grants@enabel.be) by 25<sup>th</sup> June 2024. A link will be shared ahead of the session.

Applicants may send their **questions and clarification requests** 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 number, lot, and title of the call for proposal**

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 [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.

Evaluation of the concept notes will be conducted based on the evaluation grid provided. Once complete, written feedback will be provided to each of the applicants informing them whether their concept note was rejected and reasons why or accepted. For those whose concepts will have been accepted, they will proceed to the next stage.

### 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 electronic version (PDF file format)** in one file containing grant application documents and annexes and sent to this email [socialprotection.grants@enabel.be](mailto:socialprotection.grants@enabel.be)

The maximum file size that can be received is 35MB. Enabel will send confirmation upon receipt of the submission.

The email subject line must bear the **call for proposal reference number and lot, proposal title, and name of the applicant.**

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

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

#### 2.2.7 *Deadline date for the submission of proposals*

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

#### 2.2.8 *Further information on proposals*

Applicants may send their questions by e-mail, at the latest 10 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 number, lot and title of the call for proposals

Email address: [socialprotection.grants@enabel.be](mailto:socialprotection.grants@enabel.be)

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

Questions will be answered at the latest 11 days before the deadline date for the submission of applications. Responses to questions from information sessions shall be published together with the presentation within 11 days before the deadline for submission of concepts.

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.

### **2.3 Evaluation and selection of applications**

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

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

#### **(1) 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 11 of the verification and evaluation grid provided in Annex F.
- 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, at least 300% of the budget available per lot for this Call for Proposals.

After the 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 F.
- 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 F. 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, 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 with 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: Organisation capacity assessment

**As part of the assessment process, Enabel will then conduct an on-site 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 and, if applicable, the capacity to manage subgrants.**

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, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

### 2.4 Notification of the contracting authority's decision

#### 2.4.1 Content of the decision

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply within 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.

#### 2.4.2 Indicative timetable

	Date	Time*
<b>Publication of the call for Proposals</b>	17 <sup>th</sup> June 2024	N/A
<b>Information meeting (if necessary)</b>	24 <sup>th</sup> , 26 <sup>th</sup> and 27 <sup>th</sup> June 2024	See section 2.2.4
<b>Deadline for clarification requests to the contracting authority</b>	25 <sup>th</sup> June 2024 <i>(21 days before the submission deadline)</i>	5.00 pm EAT
<b>The last date on which clarifications are given by the contracting authority</b>	5 <sup>th</sup> July 2024 <i>(11 days before the submission deadline)</i>	5.00 pm EAT
<b>Submission deadline for concept notes</b>	16 <sup>th</sup> July 2024	5.00 pm EAT
<b>Information of applicants on the opening, administrative checks, and evaluation of</b>	19 <sup>th</sup> July 2024	9.00 am to 2.00

<b>concept notes (stage 1)</b>		pm
<b>Invitations to submit the proposals</b>	24 <sup>th</sup> July 2024	N/A
<b>Deadline for the submission of the proposals</b>	23 <sup>rd</sup> August 2024	5.00 pm EAT
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	26 <sup>th</sup> August 2024	5.00 pm EAT
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	10 <sup>th</sup> September 2024	5.00 pm EAT
<b>Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)]</b>	9 <sup>th</sup> to 13 <sup>th</sup> September 2024	N/A
<b>Notification of the award decision and transmission of signed grant agreement</b>	23 <sup>rd</sup> September 2024	N/A
<b>Signature of the Agreement by contracting beneficiary</b>	1 <sup>st</sup> October 2024	N/A

\* **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 www.enabel.be](http://www.enabel.be).

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

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

### 2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the contracting beneficiary, contracts must be awarded in accordance with:

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

Or

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

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



## 2.5.2 *Separate bank account*

In case of 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>9</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).

## 2.5.3 *Processing of personal data.*

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

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

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

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

## 2.5.4 *Transparency*

For the sake of transparency, Enabel undertakes to publish an annual list of contracting beneficiaries. By signing the Grant Agreement, the contracting beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

<sup>9</sup> This bank must be situated in the country where the applicant is established

list of Annexes

## **DOCUMENTS TO BE COMPLETED**

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

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)] (PRIVATE )

## **DOCUMENTS FOR INFORMATION**

ANNEX E: GRANT AGREEMENT TEMPLATE

Annexe III Payment request template.

Annex IV Transfer of Ownership of Assets template

Annex V Legal entity form (private )

Annex VI Financial identification form

Annex VII Exclusion grounds

Annexe 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