

MINUTES OF THE COMPULSORY INFORMATION MEETING

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

Reference: UGA21003_10023

The compulsory information meetings held on 24th June 2024 at Kabalega Resort Hotel – Hoima from 9.00 AM to 1.30 PM. and 26th June 2024 at Fort Breeze Hotel – Fort Portal from 9.00 AM to 1.45 PM and online platform on 27th June from 9.00 am to 1.00 pm.

N°	Issue/question raised	Response
1.	Can organisations apply under Lot 1 and Lot 2?	<p>YES, an organisation can apply for the 2 Lots; e.g Lot 1 and Lot 2;</p> <p>However, no duplications are permissible.</p> <p>If an applicant applies for the two Lots, they should submit 2 distinct proposals and label them clearly.</p>
2.	Cooperatives are private, are they allowed to apply?	<p><i>2.1.1 Admissibility of Applicants</i></p> <p>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.</p> <p>Co-operatives can be targeted as sub-grantees or project beneficiaries</p> <p>Cooperatives that are not for profit can however apply directly in case they have the requirements highlighted in the guidelines.</p>
3.	How many organisations is Enabel targeting to work with under the two Lots?	This will depend on the quality of proposals received, capacity to implement the proposed action and fulfilment of the admissibility requirements.
4.	Can potential applicants focus on environmental conservation and climate change?	YES. This is encouraged. These are cross-cutting themes across the value chain.
5.	Who qualifies to apply?	An organisation must have the following qualifications;

		<ul style="list-style-type: none"> • Be a legal person; and • 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 • Be established or represented in Uganda, and • Be a national or international NGO, non-profit Civil Society or community-based organization, foundation, non-profit Business membership organization, 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. • 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 • Be directly responsible for the preparation and management of the action and not be acting as an intermediary. and • Have an active Bank Account for the past 12 months. and • Have in-house financial management capacity. and • 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.
6.	Lot 1 focuses' on 350 beneficiaries. This number is very small for the 2 regions. Is it feasible?	The focus of the CfP is to create decent jobs. 350 beneficiaries is the minimum target and the actual target will depend on the actions implemented.
7.	What is the definition of job enhancement?	The intervention aims to enhance the incomes of targeted beneficiaries by at least 20% of monthly income. The income increase should raise the income of the targeted beneficiary to at least UGX 214,000 net and above.
8.	What is the basis of zoning the geographical locations?	The zones are to geographically position the project interventions in the Albertine and Rwenzori Regions

9.	Can organisations implement in a different district from their current operation district?	It is possible, but the organisation should have the mandate to operate in that district.
10.	Is the use consortium, or co-applicant for application allowed?	No. Both are not allowed.
11.	Can an organisation sub-grant?	<p>Applicants can not propose sub-grants to sub-beneficiaries under Lot 1</p> <p>Applicants MAY propose sub-grants to sub-beneficiaries under Lot 2 to help achieve the objective of the action.</p> <p>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.</p> <p>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</p>
12.	What are activities allowable under sub-grant?	<p>Types of actions admissible for financing under sub-grant (page 14)</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

		<p>quality and certification standards demanded by the market.</p> <p>Value Addition: Support value addition activities such as processing, packaging, and branding of agricultural products.</p> <p>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</p> <p><i>This list is not exhaustive, applicants can propose additional activities for subgrants.</i></p>
13.	Is it possible to get the hard copies of the call for the proposal?	We are not able to provide hard copies but all materials have been provided online and the relevant address shared. https://www.enabel.be/grants/
14.	Are the District Local Governments eligible?	NO, Public Institutions/Government Institutions are not eligible.
15.	Is there a possible situation that all applicants fail? And in that case, what happens?	This is not likely to happen. In case it happens, Enabel Management will guide on the next course of Action.
16.	Is it possible to include Civil Society Organisations in the application?	<p>This is ok provided they have proven experience.</p> <p>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.</p> <p><i>Article 2.1.1 Admissibility of Applicants</i></p>
17.	It is very difficult to send one file, is it possible to allow ZIP folders?	<p>The size of the concept note is likely to be small and therefore one file could apply.</p> <p>If an applicant experiences challenges in submission, they should write to socialprotection.grants@enabel.be</p>
18.	We request Enabel to establish offices in each district and sub-county or at least to have a contact person for easy access	Enabel recently signed MOUs with all districts in Albertine and Rwenzori regions with the exception of Masindi. All districts have a contact person both from Enabel and from the District/City.

		For sustainability, it is the mandate of the districts to establish contact persons at the sub-county level.
19.	For the financial requirement of experience in handling 50% of the grant budget, does it include assets owned by an organisation?	NO; it doesn't include organisational assets. 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. This is determined based on previous audit reports or management financial statements.
20.	Why did you eliminate sole proprietor in application?	This CfP is not targeting individuals or companies whose main objective is profit maximization. However, these entities may be targeted for training or value addition interventions or at any level of the value chain.
21.	Is the call focusing on self-employment or employment?	The CfP focuses on both self-employment and employment.
22.	Is it possible for an applicant to apply for any Lot and then be sub-granted by another applicant?	No. An organisation can't get a grant from Enabel and again be sub-granted by another applicant. However, if your application was not successful, it's okay to be a sub-grantee.
23.	Is Kamwenge district being targeted under this call?	Yes. Kamwenge district is part of our operational area and is targeted under this CfP.
24.	Is it allowable for a partner to implement in only one district?	YES, it is allowed. An applicant should select a region where they have competitive advantage.
25.	The granting process in many organizations is affected by corruption, how is the situation at Enabel?	Enabel has a zero-tolerance policy against corruption and fraud. All Enabel processes are transparent. Fraud or/and corruption can be reported at: www.enabelintegrity.be lydia.namulondo@enabel.be
26.	Is it possible to engage farmers directly for verification before selection/award?	Before award, all applicants are taken through a rigorous process of evaluation which includes office and field visits. The process of selection cannot be concluded without field visits. Assessment is done before the award?
27.	What was the basis of deciding UGX214,000 salary for trainees? It is not realistic.	The basis is derived from the living wage. To have a decent job, one needs to earn a minimum of UGX 214,000

		https://wageindicator.org/salary/minimum-wage/uganda
28.	Is the CfP focusing of coffee/cocoa growing for fresh farmers?	The grant period may not allow planting since it will take 3-4 years to mature, but other activities along the value chain can be proposed and implemented.
29.	Kitangwenda and Kyenjojo are the main growers of Cocoa, why were they omitted from the call;	For this call, we need to focus our intervention in the 14 districts of Albertine and Rwenzori Region. Kitangwenda and Kyenjojo districts are not part of the geographical scope of this call.
30.	Why is Buliisa not included in the CfP?	Bulisa district is not part of the geographical scope of this call.
31.	The unit cost for training is very low; how do you expect this unit cost to transform the lives of the vulnerable?	You are advised to propose interventions that are achievable within the available budget.
32.	Why can't Enabel come down to the real field and identify organizations that really add value at the community level?	Through this call, we are optimistic that real farmers will be targeted. The vulnerable Youth and Women are the target beneficiaries of this call.
33.	About the budget, is the allowance to increase costs by 20% (flexibility) does it cushion for inflation?	The 20% allowance covers costs that may not have been foreseen during concept development and not necessarily to cover inflation. <i>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. Pg 18</i>
34.	What is the definition of a decent job?	There are several parameters/indicators of decent jobs according to the ILO guidelines. However, under this call, we are considering the basic parameters which include; <ul style="list-style-type: none"> • Increased income • Job security e.g. employment contracts, • Health insurance and Maternity leave • Working conditions e.g Occupational Safety and Health
35.	Could the definition of a decent job be clarified to all applicants?	YES. These questions and answers will be published on www.enabel.be/grants/ Also, the applicant should be able to understand what a decent job means and indicate their source of information where applicable.

36.	The period for the CfP vs creation of decent jobs (214,000) appears to be unrealistic; is Enabel able to change this?	The applicants are advised to consider creating jobs along the value chain. You may not target planting but support other value chain processes.
37.	Can an applicant use reserve in the budget to cushion against foreign exchange losses?	<p>NO. The reserve budget is to meet unforeseen allowable costs within the budget. FX losses is not an allowable cost in this call.</p> <p>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 pg 16</p> <p>Applicants are not mandated to reserve 5% but rather max 5%.</p> <p>Please note that it is not mandatory to budget for the reserves.</p> <p>In case of abnormal fluctuation of currency that causes a significant negative impact on the achievement of results, Enabel would work with grantees for a solution.</p>
38.	In the budget, will the structured costs of 7% consider the salaries of sub-granted?	Structured costs for the main applicant are shared with the sub-grantee. Subgrant costs are part of the operational costs from which the structure costs are determined.
39.	What happens if an organisation has the experience and does not have the right financial requirement?	The financial requirement cannot be changed at this level. For potential applicants without the required financial capacity, they could consider becoming sub-grantees.
40.	Can private companies be selected for sub-granting	<p>Yes, in case the admissibility criteria of the main applicant admit. For sub-granting it's the system of of the grantee that applies based also on the criteria provided in the guidelines. Therefore, cooperatives, for-profit companies can receive sub-grants if the grantee's admissibility criteria allows. it's the grantee to propose the sub-grantee categories that will help them achieve their results in the application.</p> <p>Also, note that sub-granting is only allowed under Lot 2 in each of these calls.</p>
41.	Can international organisations with experience in the Value chain outside Uganda apply?	YES. Provided they have a presence in Uganda and can demonstrate the capacity to implement in the Albertine or Rwenzori region or both.

42.	Must an organisation have activities in the whole value chain?	The Organisation is allowed to choose segments of the value chain that they have extensive experience in.
43.	Can an organisation apply for coffee and cocoa?	YES. But should submit different applications for each call.
44.	The financial requirement for the call is very high for most organisations and cooperatives, why did Enabel discriminate smaller organisations who are in touch with the vulnerable youths and women	Organisations with inadequate financial management capacity can still participate in the project as sub-grantees or beneficiaries. Enabel doesn't discriminate small organisations, but this call considers organisation with the capacity to mobilise expertise to implement this action.
45.	In light of the modality of cooperatives, the financial requirement is not feasible, yet they have big membership and do transformative work.	Cooperatives can be targeted as project beneficiaries or as subgrants in case they can't pass the admissibility criteria as per the guidelines.
46.	Does Enabel have a system where applicants can apply directly instead of sending emails that have many challenges?	For this call, all applications shall be sent to this email socialprotection.grants@enabel.be Enabel is working on a system that will be launched soon where grant applications can be done directly online. However, for now, applicants should follow the instructions.
47.	Is a public university eligible to apply?	NO. Refer to the above on the eligibility criteria
48.	Is it possible for an NGO to sub-grant to a ministry?	NO. Refer to the above on the eligibility criteria
49.	What is the minimum target for income enhancement? Increase by what percentage?	The minimum threshold is a net of UGX 214,000 or a 20% increase in the monthly income.
50.	Should we submit the budget separately from the concept paper?	No. The two should be submitted together. A budget table has been included in the concept note template and uploaded on www.enabel.be/grants/ At concept note level, a detailed budget is not expected but a summarised budget only.
51.	Coffee/Cocoa registered under Fairtrade, scoop higher price and higher premium, can the certification fees be covered under the grant?	The evaluators will decide this based on the methodology selected by the applicant. Applicants are free to propose and justify the trade certification fees.

52.	Is it acceptable to include in a consultant to facilitate training?	It depends on how this is justified based on the model selected. Justification must prove that local expertise does not exist and how the external consultancy will contribute to the achievement of the intended project results.
53.	Please share the slides to help applicants respond to the call	YES. The presentation will be shared on our website. Please note that the presentation is an extract from the call for proposals.
54.	For international organisations with no presence in the region, and with no plan of sub-contracting, do they have the quality to apply.	The CfP will consider applicants who meet the admissibility criteria. It's highly recommended to sub-grantee to grassroots organisations whenever possible.
55.	Can a government agent apply?	NO. Government is not admissible.
56.	Must an organisation sub-grant?	NO. It is not a MUST to subgrant. But this is highly recommended to work with grassroots organisations including cooperatives and community-based organisation. It's at the discretion of the applicant to design the best methodology.
57.	Can one partner take all the 700,000 euros?	Not likely. This will be determined by the quality of applications received and the number of successful applications. Enabel reserves the right to award the whole or lesser amount of the grant.
58.	Where is the budget section in the concept note?	The budget section has been included in the application template for the concept note.
59.	Enabel uses Structured Costs from previous audits to determine the Grant's structured costs, why doesn't Enabel increase it based on inflation?	The maximum percentage is 7% of the operational costs.
60.	Can an organisation apply on behalf of another organisation?	NO. The applying organisation should duly sign their application before submitting it to own it.