

CALL FOR PROPOSALS IN 2 PHASES

1st phase: Concept Note Submission

2nd phase, if shortlisted: Proposal (Grant Application) Submission

***How Does Research on Inclusive Participation Contribute to the
Development of a More United Society?***

Benin, Burkina Faso, Senegal, Niger, Ivory Coast, Guinea, Mali, Mauritania

Contracting authority:
ENABEL

GUIDELINES FOR APPLICANTS

Reference:
BEL22001-10057

Deadline for Submission of Concept Note (1st Round, Part A):
16th of August 2024 before 13:00pm (Brussels Time)
Deadline for Submission of Grant Application (2nd Round, Part B):
Invited Shortlisted Applicants

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 received from the preselected applicants will be carried out.

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1. How Does Research on Inclusive Participation Contribute to the Development of a More United Society?

1.1. Context

As highlighted by various studies and analyses -like the “External Evaluation of the Think Tank Initiatives” and “Research capacity strengthening in Africa: Perspectives from the social sciences, humanities, and arts,” - the research landscape in Africa faces numerous challenges including management and funding.¹ These challenges are particularly pronounced in social sciences, which is problematic given the pivotal role social sciences and humanities play in shaping policies and fostering human and democratic development in a country.²

The recent annual report on the “Global State of Democracy 2023” conducted by International IDEA, highlighted the threats, such as civil wars and coups, faced by African democracies. In her policy brief “Have African Coups provoked an Identity Crisis for the EU?” Dr Nina Willems suggests the EU should support bottom-up approaches in democracy support. According to a recent study, by Hajer Kratou and Liisa Laakso, a bottom-up approach support for academic freedom through academic assistance, led by civil society organizations (CSOs) and research centers, can have a positive influence on democracy in Africa. Additionally, an analysis from the International Development Research Centre (IDRC) based on 170 studies conducted between 2010-2015 indicates that “research centers located close to development challenges are the best positioned to innovate solutions.”³ This also applies to inclusive participation.

Research on inclusive participation in the public debate refers to: “*participation practices entail efforts to increase public input oriented primarily to the content of programs and policies. Inclusion practices entail continuously creating a community involved in coproducing processes, policies, and programs for defining and addressing public issues. Although inclusion is a term often used to designate concerns related to marginalized populations, our use of this term expands the meaning.*”⁴ We consider then that research on inclusive participation means studying and analyzing the ways in which various groups of society are involved and represented in processes, policies, and programs for defining and addressing public issues, including what are the power dynamics between them. “*The identification of different groups in society can be achieved through an in-depth analysis of the demographic, social, economic and cultural characteristics that define individuals and communities. The intersectional approach, according to which factors of potential discrimination and inequality such as gender and sex interact with age, sex, ethnicity, religion, sexual orientation, socio-economic status, disability and other relevant factors can serve as a guiding framework for research.*”⁵

1 Niras, External Evaluation of the Think tank Initiative 2014-2019, Access link: <https://www.cippec.org/publicacion/final-report-of-the-external-evaluation-of-the-think-tank-initiative/>. Obed M. Ogega, Mary Majani, Cheryl Hendricks, Olumuyiwa Adegun, Maria Mbatudde, Charles Muyanja, Peter Atekyereza, Ngandeu N. Hugue, Razak M. Gyasi. Research capacity strengthening in Africa: Perspectives from the social sciences, humanities, and arts, 2023. Access link: <https://www.sciencedirect.com/science/article/pii/S2468227623001643>

2 Obed M. Ogega, Mary Majani, Cheryl Hendricks, Olumuyiwa Adegun, Maria Mbatudde, Charles Muyanja, Peter Atekyereza, Ngandeu N. Hugue, Razak M. Gyasi. Research capacity strengthening in Africa: Perspectives from the social sciences, humanities, and arts, 2023. Access link: <https://www.sciencedirect.com/science/article/pii/S2468227623001643>

3 Robert K. D. McLean and Kunal Sen, Making a difference in the real world? A meta-analysis of the quality of use-oriented research using the Research Quality Plus approach, Research Evaluation, 28(2), 2019, 123–135. Access link: <https://www.bing.com/ck/a?!&p=722312ff347801afJmldtHM9MTcwOTE2NDqWMCZpZ3VpZD0yYmRiMzRkMy02NWl5LTYwYmYtMzM0Yy0yMGUxNjQzMjYxNzMmaW5zaWQ9NTUyMw&ptn=3&ver=2&hsh=3&fclid=2bdb34d3-65b9-60bf-334c-20e164326173&psq=Making+a+difference+in+the+real+world%3f+A+meta%02analysis+of+the+quality+of+use-oriented+research+using+the+Research+Quality+Plus+approach&u=a1aHR0cHM6Ly93d3cucmVzZWYy2hnYXRILm5ldC9wdWJsaWVhdGlvbi8yMzk5MzQ0MjRFRG9pbmZlUmVzZWYy2hfaW5fdGhIX1JlYXxv29ybGRfM3JkX2VkaXRpb24&ntb=1>

4 Kathryn S. Quick1 and Martha S. Feldman? Distinguishing Participation and Inclusion, Journal of Planning Education and Research, 2011. Access link: https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.researchgate.net/publication/258154862_Distinguishing_Participation_and_Inclusion&ved=2ahUKEwir0bbjhZKFAxVbU6QEhQMGDpIQFnoECBEQAQ&usq=AOvVaw062KXKW_RPRfWxjDqmFALdC

5 Ahir Gopaldas & Glenna De Roy,

In light of the overarching objective of the Team Europe Democracy⁶ (TED) initiative - to foster global democracy promotion - it becomes imperative to provide backing to research centers engaged in fostering inclusive participation. Such support is deemed essential to enhance engagement and impact in political discourse.

Consequently, financial assistance in the form of a grant is slated for provision.

The support via grants also contributes to the United Nations 2030 Agenda and its Sustainable Development Goals (SDGs). More specifically it contributes to *SDG 10 on reducing inequalities* and *SGD 16 on the promotion of peace, justice and strong institutions*. In this context, this Call for Proposals aligns with the new consensus for development that promotes democracy by enabling spaces for civil society and active inclusive participation.⁷ In addition, this consensus goes hand-in-hand with “The Strategy for the Rights of Persons with Disabilities 2021-2030,” the EU’s “Action Plan on Human Rights and Democracy” and the EU “Gender Action Plan.”⁸

Finally, the Call for Proposals integrates the Human Rights-Based Approach (HRBA), the capacities of rights-holders to make their claims and duty-bearers to meet their obligations.

1.2. Objective and Expected Results of the Call for Proposals

The general objective is: to strengthen inclusive participation research in public debate to foster democratic processes in Africa and promote greater social cohesion.

The specific objective is: to enhance the visibility and utilization of African research on inclusive participation in policy, programs and networks supported by European actors.

Expected results are:

1. To nourish European actors by producing knowledge products on inclusive participation in West Africa that can be disseminated.
2. To ensure that research from African academics and practitioners on inclusive participation in West Africa is used and sustained to address actual and future challenges faced by national, European and international actors supporting inclusive participation.
3. To enhance the quality of research on inclusive participation in West Africa by building partnerships and peer exchanges.

1.3. Amount of the Financial Allocation Provided by the Contracting Authority

The total indicative amount available under this Call for Proposals is **250.000 EUR** (*to be divided between two grant applications of maximum 125.000 EUR each. Each applicant can only submit one proposal*). The contracting authority reserves the right not to award all available funds.

Grant amount:

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

- **Minimum amount:** 100.000 EUR (one hundred thousand euros)
- **Maximum amount:** 125.000EUR (one hundred twenty-five thousand euros).

⁶ TED Initiative Fact Sheet | Capacity4dev (europa.eu)

⁷ Conseil of the European Union, Joint statement on the new consensus for development, 2017. Access link : [Joint statement on the adoption of the new European Consensus on Development - Consilium \(europa.eu\)](#)

⁸ European Commission, Strategy for the rights of persons with disabilities 2021-2030. Access link

<https://ec.europa.eu/social/main.jsp?catId=738&langId=en&pubId=8376&furtherPubs=yes>; European Union, the EU gender action plan 2020-2025. Access link: https://www.eeas.europa.eu/eeas/gender-action-plan-iii-towards-gender-equal-world_en

The **contracting-beneficiary must co-finance at least 10% of their total action**, with the grant contribution financing the remaining 90% of the eligible expenditures (within the minimum and maximum amounts), presented in the final financial report.⁹ During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the request and to award additional amounts to the beneficiaries having been awarded grants within the framework of this Call for Proposals.

2. Rules Applicable to this Call for Proposals

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

2.1. Admissibility Criteria

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

1. The actors:

The applicant, i.e. the entity submitting the application (2.1.1)

where applicable, its co-applicant (this is optional) (2.1.1)

2. The actions:

The 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 Applicant [Applicant and Co-applicant]**

Applicant:

1. To be admissible for grants, the applicant **must** satisfy the following conditions:

A. Be a legal person

AND

B. Be a public entity¹⁰

OR

Be a non-profit private entity

AND

C. Be a specific type of organization: a research entity (center/department/organization)

AND

D. Be established or represented in: Benin, Burkina Faso, Senegal, Niger, Ivory Coast, Guinea, Mali, Mauritania (means that the entity is locally registered with the authorities, have local staff and are directly implementing activities in the countries)¹¹

AND

⁹ For example, if the total action cost is represented by T , then: the contracting-beneficiary's contribution is $0.10T$ (10% of the total cost) and the grant's contribution is $0.90T$ (90% of the total cost).

¹⁰ A 100% public entity, with no private capital.

¹¹ Establishment is determined on the basis of the organization's articles of association, which must show that the organization 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 organization, even where registered locally or where a "memorandum of understanding" has been entered into.

- E. Be directly responsible for the preparation and management of the action with the co-applicant (if have a co-applicant) and not act as an intermediary;

AND

- F. Have worked in more than 2 research projects, focused on inclusive participation, within the past 2 years in the specified countries;

AND

- G. Have at one's disposal certified financial accounts/statements for the previous 2 years (please provide the accounts for 2022 and 2023).

The applicant may either act individually, or with a European co-applicant with whom they have principles of association or a memorandum of understanding with. These documents must be shared with Enabel.

- 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 fall under any of these situations and that they will be able to provide the supporting documents when requested (*depending in the specific cases and contexts: Power of attorney to act on behalf of the organization (and co-applicant); Criminal record of the persons(s) who can act on behalf of the organization (power of attorney); Proof of payment of social security and tax obligations (up to date till the last quarter before the date that the proposal is/will be introduced); Declaration of non-bankruptcy etc.*).

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:

The co-applicant 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 **must** meet the following conditions:

- A. Be a legal person

AND

- B. Be a public entity¹²

OR

Be a non-profit private entity

AND

- C. Be a specific type of organization: a research entity (center/department/organization)

AND

- D. Be established or represented in: Europe¹³

AND

- E. Be directly responsible for the preparation and management of the action with the applicant and not act as an intermediary

AND

¹² A 100% public entity, with no private capital.

¹³ Establishment is determined on the basis of the organization's articles of association, which must show that the organization 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 organization, even where registered locally or where a "memorandum of understanding" has been entered into.

- F. Have worked in more than 2 research projects, focused on inclusive participation, within the past 2 years in the specified countries;

AND

- G. Have at one's disposal certified financial accounts/statements for the previous 2 years (please provide the accounts for 2022 and 2023)

The co-applicant must sign the mandate statement in part B, section 2.6 of the Grant Application file.

If the grants are awarded to them, any co-applicant will become the beneficiary of the action, with the contracting-beneficiary.

2.1.2. Associates and Contractors

The following persons are **not** co-applicants. They do not need to sign the “mandate” statement:

Associates: Other organizations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and 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. Selection of 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 which Actions may an Application be Submitted?

Definition:

An action comprises a series of activities.

Duration:

The initial planned duration of an action may be **between 6 to maximum 12 months**.

Sectors or themes:

Inclusive participation in public discourses and policies.

Target groups:

Independent research or academic centers/entities as to strengthen the quality of the research, specifically on inclusive participation and democratic processes contributing to social cohesion and unity. The research generated can feed into supporting democracy support, policies, programs and networks, as well as promote peer exchanges.

Geographical coverage:

Actions must be implemented in at least 1 (one) of the following countries **Benin, Burkina Faso, Senegal, Niger, Ivory Coast, Guinea, Mali, Mauritania**

Type of action:

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

To ensure that this work has true sustainability, actual and past collaborations with other research centers and/or complementarity within the same research center is desirable.

The following types of action are **not** admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training

Types of activity:

The list below is indicative and not exhaustive. By way of example, please find below proposals for activities eligible for funding:

- Research on inclusive participation in the public debate
 - Develop research for experts and/or a broad audience such as NGO or social movement
 - Identify best practices and lessons learned
 - Identify methodology to assess the quality of the research
- Data collection on inclusive participation and/or social cohesion
 - Develop or use a specific survey or impact assessment methods
 - Research on assessment practices
- Research methodologies on inclusive participation
 - Inclusive research
 - Action research
 - Case studies
 - Analysis
- Stakeholders' consultation
- Peer learning on inclusive participation and/or social cohesion in similar context
- Communication on inclusive participation and/or social cohesion

Sub-grants to sub-beneficiaries:¹⁴

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 of the European Union. The contracting-beneficiary always mentions "the European Union" as funded or co-funded by, as well as the German Federal Ministry for Economic Cooperation and Development (BMZ), in all public communications relating to the subsidized action.

Number of requests and Grant Agreements per applicant:

The applicant **may not** submit more than 1 (one) application under this Call for Proposal.

¹⁴ These sub-beneficiaries are neither associates nor contractors.

The applicant **may not** be awarded more than 1 (one) Grant Agreement under this Call for Proposal.
 The applicant **may not** be at the same time a co-applicant in another application.
 A co-applicant **may not** submit more than 1 (one) application under this Call for Proposal.
 A co-applicant **may not** be awarded more than 1 (one) Grant Agreement under this Call for Proposal.

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 Proposal, 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): are **maximum 7%** of the Operational Costs.

The applicable rate for structure costs will be calculated by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate.

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

Structure costs will be paid during the execution of the grant on the basis of actual operational eligible expenses accepted by Enabel.

Reserve for contingencies:

The budget may include a contingency reserve up to **a maximum of 5%** of the estimated eligible direct costs. It may only be used with the prior written authorization of Enabel.

Contributions in kind:

“Contributions in kind” means goods or services provided free of charge by a third party to the contracting-beneficiary. As contributions in kind do not involve any expenditure on the part of the contracting-beneficiary, they shall not constitute eligible costs.

Ineligible costs:

The following costs shall **not** be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other organizations for goods and services already subsidized;

- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organization;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof;
- Grants to sub-beneficiaries;
- Salary bonuses¹⁵

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, the applicant sends the proposal along with the required annexes.

2.2.1. Concept Note (1st round, Part A)

2.2.1.1. Content

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 or French.

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

Elements defined in the Concept Note may not be modified by the applicant in the proposal.

The contribution may **not vary more than 15 %** 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-applicant.
2. An **external audit report** produced by an approved auditor, certifying the applicant's accounts for the last available financial year (not applicable to public applicants).
3. A copy of the applicant's (and co-applicant's) most recent financial statements (income statement and balance sheet for the 2 last closed financial years).¹⁶

¹⁵ 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.

¹⁶ 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.

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.
5. Proof of being locally established or represented. This means that the applicant (and co-applicant) needs to prove that has an office in the country where the action will be implemented. To prove this, you need to provide a local registration document.

2.2.1.2. *Where and How to Send the Concept Note*

The Concept Note and all annexes must be submitted to <https://submit.link/2Fo>

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.**

2.2.1.3. *Deadline for the Submission of the Concept Note*

The deadline for the submission of the Concept Note is the **16th of August 2024 before 13.00 pm (Brussels Time)** as evidenced by the date and time of dispatch appearing on the Submit platform.

All Concept Notes submitted after the deadline date and time will be rejected.

2.2.1.4. *Further Information on Concept Note*

Applicants **may send their questions by e-mail to ted@enabel.be at the latest 21 days before the Concept Note's submission deadline** making sure that they clearly indicate the Call for Proposals reference.

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 Note's 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). As such, regular consultation of this website is recommended to be informed of the questions and answers published.

2.2.2. **Proposal – Grant Application (2nd round, Part B)**

2.2.2.1. *Content*

Applicants invited to submit a proposal following the shortlisting of their Concept Note 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.

To be complete the Grant Application must contain the following elements:

1. Annex A - Grant Application file (2nd round, Part B);
2. Annex B - Detailed budget of the action;
3. Annex C - The logical framework of the action;

4. The indicative action plan for implementation of the project (in Excel);
5. Answers to the questions sent by the 1st round, Part A selection committee.

The elements set out in the Concept Note may not be modified by the applicant in the proposal. The contribution may not differ more than 15% from the initial estimate in the Concept Note 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.

Co-applicants cannot be added or removed in-between the 2 Rounds.

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 (Grant Application, detailed budget, logical framework, answers to the questions sent by the 1st round's selection committee) will be evaluated. It is therefore important that these documents contain ALL the relevant information regarding the action. **No supplementary annexes must be sent.**

2.2.2.2. Where and How to Send the Proposal

The application and annexes of invited shortlisted applicants should be sent to the following link: <https://submit.link/2Fo>

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

2.2.2.3. Deadline Date for the Submission of the Proposal

The deadline date for submission of proposals will be communicated (invite) to the applicants whose Concept Notes have been shortlisted.

2.2.2.4. Further Information on the Proposal

Applicants **may send their questions to ted@enabel.be at the latest 21 days before the deadline date** for the submission of the proposal, making sure that they clearly indicate the Call for Proposals reference. .

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

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

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

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on www.enabel.be. As such, regular consultation 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. 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks:

- The Concept Note satisfies all the criteria specified in points 1 to 17 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 18 to 23 of the evaluation grid available in Annex F1a.

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.

Once all the Concept Notes (1st round, Part A) 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 30/50 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 400% of the budget available for this Call for Proposals.

After evaluation of the Concept Notes, the contracting authority will send a notification 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 17 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 (specified in points 18-31) provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

- Have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
- Have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximize the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposals' 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 23 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.

As part of the assessment process, Enabel will then conduct an *in situ* organizational analysis of the applicants included in the provisional allocation table 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 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 step 2, 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 step 2 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 they have 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, they 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 endeavor 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, the latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be

See: <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, sexual exploitation or abuse, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2. Indicative Calendar

| | Date* | Time* |
|---|----------------------------|----------------------------|
| Date of publication | 15 July 2024 | |
| Deadline for clarification requests to the contracting authority | 26 July 2024 | 13:00 PM (BXL Time) |
| Last date on which clarifications are given by the contracting authority | 5 August 2024 | |
| Submission deadline for Concept Notes (1 st round, Part A) | 16 August 2024 | 13:00 PM (BXL Time) |
| Information of applicants on the opening, administrative checks and evaluation of Concept Notes (1 st round, Part A) | Week of 9 September 2024* | |
| Invitation for the 2 nd round, Part B – Grant Application Proposals (2 nd round, Part B) | Week of 30 September 2024* | |

| | | |
|---|---|---------------------|
| | | |
| Submission deadline for Grant Application Proposals (2 nd round, Part B) | Week of 28 October 2024* | 13:00 PM (BXL Time) |
| Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2)) | Week of 4 November 2024* | |
| Receipt of certificates and supporting documents relating to the grounds for exclusion | Week of 11 November 2024* | |
| Organizational analysis of applicants whose proposal has been shortlisted | November 2024* | |
| Notification of the award decision and transmission of signed Grant Agreement | January 2025* | |
| Signature of the Agreement | No later than 15 days after notification of the grant | |

* **Provisional date.** All times are in the local time of the contracting authority (Brussels Time).

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

2.5. Implementation Conditions

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,¹⁷ 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 participating in a Call for Proposals within the framework of the allocation of grants by Enabel, Enabel collects the details of the contact persons ("authorized representative") of the entity submitting the Grant Application, such as the surname, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, Enabel must also collect the extract from the criminal record (or equivalent) of the Head of the organization applying for the grant.

Enabel processes this information due to 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/gdpr-privacy-notice/>

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.

¹⁷ This bank must be situated in the country where the applicant is established.

3. List of Annexes

Documents to be completed

ANNEX A: Grant Application File (Word Format)

- Part A - Concept Note and requested additional documents/attachments (**1st Round**)
- Part B - Proposal and requested additional documents/attachments (**once shortlisted invited to submit, 2nd Round**)

ANNEX B: Budget (Excel Format) (**2nd Round, Part B**)

ANNEX C: Logical Framework (Excel Format) (**2nd Round, Part B**)

ANNEX D: Legal Entity Form (Word Format) (**1st Round, Part A**)

Documents/templates for information

ANNEX E: Grant Agreement Template

ANNEX F1a: Part A - Concept Note Verification and Evaluation Grid Template (*1st round*)

ANNEX F2a: Part B - Proposal Verification and Evaluation Grid Template (*2nd round*)