

**TANZANIA**

**Contracting authority: Enabel**

Call for Proposals under the intervention:

Young people especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region.

“Wezesha Binti”

TZA22003

Guidelines for Applicants

Reference: TZA22003-10062

Deadline for submission of concept note: 5/08/2024.

**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.

Table of Contents

**1 MOBILIZING COMMUNITIES TO END VIOLENCE AGAINST WOMEN AND GIRLS IN KIGOMA..... 4**

1.1 Context ..... 4

1.2 Objective and Expected Results Domain 3 ..... 4

1.3 Amount of the financial allocation provided by the contracting authority. .... 5

2.1. Admissibility criteria ..... 5

1.1 Presentation of application and procedures to be followed. .... 13

1.2 Evaluation and selection of applications ..... 17

1.3 Notification of the contracting authority’s decision ..... 19

2.5. Implementation conditions following the grant award decision of the contracting authority..... 21

## 1 MOBILIZING COMMUNITIES TO END VIOLENCE AGAINST WOMEN AND GIRLS IN KIGOMA

### 1.1 Context

This call for proposal is part of the intervention entitled ***“Young people especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region”*** also known as **Wezesha Binti**. This is a five-year bilateral Programme for Enabel in Tanzania between Tanzanian and Belgium authorities. The signing of the program was concluded on 1<sup>st</sup> of July 2023 and marked the official start of the programme for the years 2023-2027.

The Specific objective is: ***“Girls and young women (14 to 29 years), in targeted districts of Kigoma, are empowered through multiple conducive learning pathways to enjoy decent, greener employment and an increased access to entrepreneurship”***.

“Wezesha Binti” is comprised of three results domains namely-

**Result Domain 1:** Girls and vulnerable boys (14-19 years), in targeted districts of Kigoma region, access and complete quality secondary education and training in safe and conducive environments

**Result Domain 2:** Young people, specifically young women, have increased access to decent and green employment.

**Result Domain 3:** The Community, families and local governments create a supportive environment that enables girls and young women to further their education, be healthy and protected from violence and economically empowered.

This call for proposals is related to the portfolio's result domain 3. focuses on building a gender-equal environment for young women, girls, and boys in project target districts of Kigoma region so that they access quality secondary education, skills and development and green and decent jobs. It will be implemented in 25 wards of the five districts of Kigoma namely Kigoma Municipal Council, Kigoma District Council, Kasulu Town Council, Kasulu District Council and Kibondo. **The project will predominantly use the SASA approach in delivering its objectives and expected results.**

### 1.2 Objective and Expected Results Domain 3

The **general objective** under RD3: “The community, families and local governments create a supportive environment that enables girls and young women to further their education, be healthy and protected from violence and economically empowered in Kigoma Region

The **specific objective(s)** of this Call for Proposals are:

1. Local leaders, communities and families change their attitude towards girls and young women’s role in society and understand the harm of GBV and discrimination against women and girls.
2. Young women and girls have gained knowledge about their rights and services available to them, especially in the field of Sexual Reproductive Health and Rights, Gender Equality and Gender Based Violence (GBV)
3. Young women and girls have gained knowledge and skills, are economically empowered, and are making informed choices and decisions that impact their lives.

**Expected results are:**

1. Individuals, families, communities, local government leaders, schools, and businesses in the project have knowledge on the consequences of violence against women and girls, gender roles and importance of girls' education and are acting in prevention and responding to GBV.
2. Young women and girls have knowledge about their rights and are empowered to make decision in accessing information and services available to them, especially in the field of Sexual Reproductive Health and Rights, economic rights, Gender Equality and Gender Based Violence in Kigoma.
3. Young women and girls are socially and economically empowered and are accessing essential, safe, and adequate multi-sectoral services in the areas of, secondary education, vocational training, entrepreneurship, and decent jobs.
4. Local government authority, private sector, schools, health facilities, markets, organizations, and public institutions put in place mechanisms and systems that address, prevents, and respond to GBV, including local level by- laws, guidelines, and GBV reporting systems and /structures.

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

The maximum amount available under this Call for Proposals is EUR 1,200,000. 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: EUR 1,000,000

maximum amount: EUR 1,200,000

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 (2.1.1)

where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*”] (2.1.1),

- (2) The actions:

actions admissible for grants (2.1.3).

- (3) The costs:

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

**2.1.1. Admissibility of applicants [applicant and co-applicant(s)]**

**Applicant**

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

- A. be a legal person; **and**
- B. [be a non-profit private entity or a foundation. **and**
- C. Be a women's rights organization, a national or international non-Government Organization, with demonstrated local experience and having implemented development programs in Kigoma region in the past three years-that align with the objectives and expected outcomes of this call for proposal.
- D. be established or represented in the United Republic of Tanzania
- E. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary **and**.
- F. Have demonstrated work experience in the thematic areas i.e. girls' access to secondary education, skills development, employment promotion, social and economic empowerment of young women and girls, addressing violence against women and girls, building gender-equal enabling environment–
- G. Have a functioning physical office in Kigoma Region, and/or an ongoing long term development program in Kigoma.
- H. Have an active Bank Account for the past 24 months; and
- I. If sub-grants are proposed, (see section on sub-granting in 1.1.3): Must have in- house financial capacity and experience - in awarding sub grants to - local organizations and partners.

**The applicant MUST act with at least TWO co-applicant(s) in accordance with the requirements below.**

(2) The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex E of these guidelines:

In section 1.3.5 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

- Extract from the criminal record of the person(s) signing the concept note (who can validly bind the organization)
- Proof of proper payment of social charges
- Proof of proper payment of taxes and duties
- Certificate of non-bankruptcy

If the grant is awarded to it, the applicant becomes the Contracting-Beneficiary identified in Annex E (Grant Agreement). The Contracting-Beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their

name. It shall design and coordinate implementation of the action.

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

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

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

However, in addition to the categories cited in point C above, they may also belong to the following categories:

- Non-Governmental Organizations that have a working knowledge of Kigoma Region on one or more of the following topics Sexual & Reproductive Health and Rights, Girls Access to education, gender-based violence, social protection, and women's economic empowerment.
- Organizations with background in implementing Behavioral change programs

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

If the grants are awarded to them, any co-applicants will become a 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 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 Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

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

##### Definition

An Action comprises a series of activities.

##### Duration

The initially planned duration of an action may not be less than 36 months nor exceed 40 months.

## Sectors or themes

The contextual analysis for this program identified the key issues girls and young women face in Kigoma region. It highlighted the need for a series of transformative actions to be taken for girls to fully enjoy their right to education, be protected from violence and have better access to Sexual Reproductive Health and Rights information and services as well as employment. At the root of the existing gender inequality are harmful social norms and family dynamics, which give men authority over women, and dictate boys' and girls' lifepaths. Therefore, the priority themes for this action will be.

**Violence Against Women and girls:** Using SASA- the evidence-based community mobilization approach to prevent violence against women and girls, the applicant must have at least three years programmatic experience in implementing the SASA approach

**Sexual reproductive health and rights:** The call prioritizes the applications that will provide girls, young women and men and boys multiple ways in accessing information, knowledge, and services on SRHR that will help them take independent decisions about their lives. This combines also with strengthening capacity of institutions responsible for SRHR, address the barrier and create demand for information knowledge and services for girls, young women and men and boys as part of addressing violence against young women and girls.

**Access to quality secondary education for girls and vulnerable boys:** The call emphasizes on the role of schools and communities in advocating for equal education opportunities for both boys and girls. This includes emphasizing on the importance of education for girls and actively promoting young mothers' education through re-entry and other alternative learning pathways including through vocational trainings.

**Young women access to skills, development, and decent jobs:** The call emphasizes on creating a welcoming and protective gender equal environment by working with the training centres on gender-specific needs (SRHR, flexibility of hours, Menstrual Hygiene Management, childcare, etc.), and address discriminatory practices (GBV, sexual harassment and misogyny). This also includes creating awareness in the community and changing mindset on the roles of women and men, boys, and girls.

**Young women and Girls Economic Empowerment:** The call emphasizes on the actions that integrate women economic empowerment in its approaches. This includes women' access to skill development, entrepreneurship, and decent jobs. It should focus on women and girls in agricultural value chain specifically palm oil, sunflower, beekeeping, and fishing industries with focus on building a protective and gender equal environment.

## Target groups

- **Direct beneficiaries:** The primary beneficiaries of this grant are the In and Out of schoolgirls, young women and vulnerable boys aged between the ages of 14- 29 years in Kigoma Region
- **Indirect Beneficiaries:** Community members including parents, spouses, and local civil society organizations defending the rights of women, duty bearers, relevant ministries and public institutions, local government authorities,



secondary schools and training institutions, private sector, and business associations.

#### Geographical coverage

The action **must be** implemented in United Republic of Tanzania, at Kigoma region in the five districts being **Kigoma Municipality, Kigoma District Council, Kibondo District Council, Kasulu Town Council and Kasulu District Council**

Activities planned for this action should cover v 25 wards within the communities of 25 secondary schools that will be identified and supported by the program. Additionally, the action must include Vocational Education Training Centers, Colleges and Private Businesses and Associations that are supported by the project as partners in the implementation of SASA.

The applicants shall make sure all advocacy related activities link with the national level processes at the Ministry of Community Development, Gender, Women and Special Groups, all, relevant line ministries, national level advocacy groups and other women's and girls' rights movement processes in the country.

#### Types of action

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

The application must indicate a series of gender transformative actions that will be taken for young women, girls, and boys to fully enjoy their right to education, be protected from violence, have better access to SRHR information and services as well as employment. The applicant **MUST** use the “**SASA approach** ». A community mobilization intervention that seeks to engage communities to understand and change harmful social norms to be able to address power imbalances between women and men that perpetuate women's exposure to violence, their lack of access, control, and ownership of productive resources, SRHR information and services.

To ensure quality in process and outcome and results the action should:

- put in place a learning mechanism that will help ensure the quality program implementation, and learning. In this regard, the call supports the actions that:
- use a social and anthropological action research approach that will be used throughout the timeframe of the action to better understand the underlying cultural beliefs and norms that persistently sustain the gender inequalities.
- demonstrate the multi-level and integrated actions between girl's access to education, skills development, employment, and gender transformative approaches.
- ensure sustainability beyond the project period, that are embedded in systems, structures, and institutions.
- be based on quality partnerships and co-creation between organizations, government, private sector, and communities.

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.
- Actions that sponsor workshops and conferences for political, spiritual, and social enhancement

## Types of activity

The list below is indicative and not exhaustive.

- Community mobilization against negative discriminatory practices, targeting youth, and creating a platform for activism to change social norms (SASA! Approach)
- Information and awareness-raising on the right to and value of education and mobilization for re-entry
- Dissemination of information and guidelines on child protection and re-entry of young mothers
- Engaging markets, schools, and public spaces to improve women's and girls' security.
- Support to local community radio and development of girl's empowerment campaign.
- Journalist trainings and community radio campaigns
- Engaging schools, vocational trainings, colleges, and local organizations in addressing violence against women and girls in communities.

## Sub-grants to sub-beneficiaries<sup>1</sup>

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

If sub-grants to sub-beneficiaries are proposed:

The maximum amount for the sub-grants is EUR 20,000 per sub-beneficiary. The maximum amount for overall sub-grants in this call for proposal is EUR 60,000.

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

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

1. The description of the objectives and results to be achieved with these sub-grants, the fundamental principles, the key concepts, the mechanisms, the actors, and their role in the management process.
2. The criteria and modalities for the allocation of grants, accessibility conditions sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs and expenses.
3. The procedures for examining and awarding applications.
4. The maximum amount that can be allocated by sub-beneficiary.
5. The terms of contractualization with the sub-beneficiary.
6. The procedures and modalities for disbursing resources.

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<sup>1</sup> These sub-beneficiaries are neither associates nor contractors.

7. The procedures and modalities for technical and financial monitoring.
8. The procedures and modalities of control.]

The sub-beneficiaries or categories of sub-beneficiaries eligible for sub-grants are the community -based women's rights organizations, women's and girls' groups, paralegals or community radios who are working in the addressing violence against women and girls in Kigoma region.

Type of eligible activities for sub grantees / sub-beneficiaries

- Organizing campaigns to end violence against women and girls in Kigoma region.
- Outreach activities in schools, VET centres, colleges, and in public spaces such as in markets
- Information and awareness-raising on the right to and value of education and mobilization for re-entry
- Dissemination of information and guidelines on child protection and re-entry of young mothers
- Provision of legal aid to survivors of violence in communities

The following activities are not admissible:

- Activities that are primarily aiming at sponsoring the participation of individuals in workshops, seminars, conferences and conventions<sup>[1]</sup>
- Activities that are primarily aim at financing individual scholarships for studies or training.
- Activities that aim at providing loans, grants
- Workshops and conferences for political, spiritual, and social enhancement

\Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation<sup>2</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action.

Number of requests and Grant Agreements per applicant

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

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

A co-applicant may be involved in more than one application(s) 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

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<sup>2</sup> Or other donor if applicable

combination of these:

- direct costs (management costs and operational costs) borne by the contracting-beneficiary.

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines).

- Structure costs (overheads): these are maximum 7 % of the Operational Costs.

The maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether 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 based on actual operational eligible expenses accepted by Enabel.

#### Reserve for contingencies.

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

#### Contributions in kind

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

#### Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments.
- Provisions for liabilities and charges, losses, debts or possible future debts.
- Debts and debit interests.
- Doubtful debts.
- Currency exchange losses.
- Loans to third parties.
- Guarantees and securities,
- Costs already financed by another grant.
- Invoices made out by other organisations for goods and services already subsidised.
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised.
- Any sub-letting to oneself.
- [Purchases of land or buildings.

- the civil liability of the organisation.
- Employment termination compensation for the term of notice not performed.
- Purchase of alcoholic beverages, tobacco, and derived products thereof.
- Salary bonuses

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

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

#### **2.2.1. Content of the concept note.**

Applications must be submitted in accordance with the instructions on concept notes appearing in the grant application file annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English.

In the concept note, applicants need to provide an estimate only 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. Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting-beneficiaries). Any co-applicants are required to submit an external audit report.
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)<sup>3</sup>. Any co-applicants are not required to provide a copy of their financial statements.
4. [The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.

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

The concept note must be submitted in one original and <X> copies in A4 format, each bound separately.

An electronic version of the concept note must also be provided. A Flash-Disk containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be identical to the attached

<sup>3</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.

paper version.

Where applicants are sending several concept notes (if this is authorized in the guidelines of the Call for Proposals in question), they must each be sent separately.

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

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

**Postal Address**

**Enabel Tanzania**

**14/15 Masaki, Haile Selassie Road**

**Oasis Office Park, 4th Floor.**

**P.O Box 23209**

**Dar es Salaam**

**Tanzania**

Address for hand-delivery or dispatch by private courier service.

**Enabel Tanzania**

**14/15 Masaki, Haile Selassie Road**

**Oasis Office Park, 4th Floor.**

**P.O Box 23209**

**Dar es Salaam**

**Tanzania**

Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

**Applicants must ensure that their concept note is complete. Incomplete concept notes may be rejected.**

**2.2.3. Deadline for the submission of concept notes**

The deadline for submission of concept notes is **29/07/2024** as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

**2.2.4. Further information on concept notes**

An information session on this Call for Proposals will be hosted online by TEAMS on **15 July 2024 at 10 am.**

Interested organizations must send a request to participate to this meeting to the following email address [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [jovitha.mlay@enabel.be](mailto:jovitha.mlay@enabel.be) **before the 14 July at noon**. A link to participate at this meeting will be shared to the participants.

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [jovitha.mlay@enabel.be](mailto:jovitha.mlay@enabel.be)

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

Questions will be answered at the latest 11 days before the concept notes submission deadline.

To ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action, or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended to be informed of the questions and answers published.

## **2.2.5. Proposals**

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A). Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ 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 to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

**2.2.6. Where and how to send proposals**

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

**Postal Address**

**Enabel Tanzania**  
**14/15 Masaki, Haile Selassie Road**  
**Oasis Office Park, 4th Floor.**  
**P.O Box 23209**  
**Dar es Salaam**  
**Tanzania**

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

**Enabel Tanzania**  
**14/15 Masaki, Haile Selassie Road**  
**Oasis Office Park, 4th Floor.**  
**P.O Box 23209**  
**Dar es Salaam**  
**Tanzania**

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

Applications must be submitted in one original and 3 copies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format (Flash-Disk). The electronic file must contain **the same** application as the paper version provided.

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

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

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



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

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

### 2.2.8. Further information on proposals

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference:

Email address: [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [jovitha.mlay@enabel.be](mailto:jovitha.mlay@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.

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 to be informed of the questions and answers published.

## 1.2 Evaluation and selection of applications

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

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

### (1) 1<sup>st</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

#### Opening:

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

#### Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis, and it will not be evaluated.

## Evaluation

Concept notes satisfying the conditions of the first administrative and admissibility check will be evaluated for the relevance and design of the proposed action.

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 of the evaluation grid available in Annex F1a.

The evaluation criteria are divided by headings and sub-headings. Each sub-heading will be given a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concepts notes whose total cumulative amount of contributions requested is equal to 200% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

The applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

## **(2) 2<sup>nd</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS**

The following points will be evaluated:

### **Opening**

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

### **Administrative and Admissibility checks**

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis, and it will not be evaluated.

## **Evaluation**

**Step 1:** Proposals meeting the conditions of administrative verification and admissibility will be assessed.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 based on evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

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

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

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Only proposals that have achieved a score of 6/10 for criterion 18 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

**Step 2:** Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

## 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 later, if additional funds become available, will also have to go through step 2 described above.

### 1.3 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 endeavor to deal with the complaint and give a reply with 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox [complaints@enabel.be](mailto:complaints@enabel.be)

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

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the

Integrity Office through the Internet address [www.enabelintegrity.be](http://www.enabelintegrity.be)

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

#### 2.4.2. Indicative timetable

	<b>Date</b>	<b>Time*</b>
<b>Teams information meeting</b>	15 July 2024	10 am
<b>Deadline for clarification requests to the contracting authority</b>	21 days before the submission deadline	noon
<b>Last date on which clarifications are given by the contracting authority</b>	11 days before the submission deadline	noon
<b>Submission deadline for concept notes</b>	5/08/2024	noon
<b>Information of applicants on the opening, administrative checks, and evaluation of concept notes (stage 1)</b>	14/08/2024	-
<b>Invitations to submit the proposals</b>	18/08/2024	-
<b>Deadline for the submission of the proposals</b>	19/09/2024	-
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	25/09/2024	
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	2/10/2024	
<b>Notification of the award decision and transmission of signed grant agreement</b>	08/10/2024	-
<b>Signature of the Agreement by contracting beneficiary</b>	No later than 15 days after notification of the grant	-

\* **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](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.

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 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>4</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 regarding the processing of personal data contains more stringent requirements, the adjudicator will act in

<sup>4</sup> This bank must be situated in the country where the applicant is established.

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.

## 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)

### **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 or public)
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