

*Call for Proposal in 2 phases*

**Uganda**

**Contracting authority: ENABEL**

Call for Proposals under the intervention:

**Green and Decent Jobs for Youth (WeWork EU)  
in the Kampala metropolitan area**

**UGA22003**

Guidelines for Applicants

Reference: UGA22003-10008

Announcement date: 5<sup>th</sup> of August, 2024

Deadline for submission of concept note: 5<sup>th</sup> of September, 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

<b>1</b>	<b>SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, REFUGEES, WOMEN AND GIRLS IN KAMPALA METROPOLITAN AREA .....</b>	<b>3</b>
1.1	Context .....	3
1.2	Objectives and Expected results .....	3
1.3	Amount of the financial allocation provided by the contracting authority.....	5
<b>2</b>	<b>RULES APPLICABLE TO THIS CALL FOR PROPOSALS.....</b>	<b>5</b>
2.1	Admissibility criteria.....	5
2.2	Presentation of application and procedures to be followed.....	14
2.3	Evaluation and selection of applications .....	17
2.4	Notification of the contracting authority’s decision .....	19
2.5	Implementation conditions following the grant award decision of the contracting authority .....	20

## 1 SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, REFUGEES, WOMEN AND GIRLS IN KAMPALA METROPOLITAN AREA

### 1.1 Context

This Call for Proposals for the Skills Development Fund (SDF) is part of the action entitled Green and Decent Jobs for Youth (WeWork EU) in the sub-regions of 1) Kampala metropolitan; 2) Busoga and 3) West Nile, funded by the European Union. The intervention aims to contribute to sustainable economic growth and decent job creation in Uganda through four main actions;

- Skilling - Improved quality, relevance of and access to formal & non-formal technical, vocational education and training; including for youth, women and people living in vulnerable situations, such as refugees
- Job and entrepreneurship promotion - Increased access to business development, financial, incubation services and opportunities for self-employed individuals and MSMEs in green/circular economy sectors; including youth of both sexes and women led enterprises
- Employment support – Increased access to decent job opportunities in companies, civil society and public sector for graduates and employees; including for youth and women
- Policy support - Strengthened public and private stakeholders' capacities for dialogue, design and implementation of TVET and employment policies to address specific employment barriers and the need for green skills development

The SDF falls in the first Result Domain and aims to address the skills financing challenge in Uganda. The Fund promotes bottom-up initiatives and partnerships between training institutions (public or private not-for-profit training providers) and the private sector that promote access to flexible, quality and demand-driven skills training and inspire change in Skills Development. Through the supported initiatives, the Fund aims to facilitate beneficiaries' (vulnerable youth, women and girls) transition to employment and improve their livelihoods. The SDF was established as a pilot financing model to generate good practices that will input in the design of the national financing mechanism for skills development. The learning and experience from the different contexts in terms of design and implementation has been and continue to be documented.

### 1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is: The livelihoods of vulnerable youth are improved through enhanced access to quality, demand-driven skills development and employment support services

The **specific objective(s)** of this Call for Proposals is: The provision of skills development is more equitable, qualitative, innovative, and labour market-driven for increased employment opportunities

**Expected results** are:

- Partnerships between training providers and private sector actors in skills development are promoted
- Vulnerable youth are equipped with quality, labour market relevant skills
- Vulnerable youth have enhanced access to wage and self-employment through post-training support services
- Good practices in skills development are identified, documented and supported to scale up

This Call for Proposals targets **2,000 vulnerable youth, urban refugees, women and girls** to access relevant, quality skills development and post training support to enhance employability.

The action will support provision of flexible, demand-driven, non-formal trainings with a renewed focus on the following areas: (1) needs of the private sector; (2) emphasis on work-based learning; (3) integration of entrepreneurship and post training support (e.g., start-up kits, micro business grants and business support training, support towards access to finance and access to extension services); and (4) overall guidance and counselling to support starting and running small businesses or accessing formal employment.

### **1.2.1 Guiding principles**

#### ***Quality***

To enhance the employment opportunities of target beneficiaries and facilitate their transition into the labour market, the Call intends to support training programmes that adhere to quality standards and optimize their relevance.

- The Call therefore supports training initiatives that incorporate a meaningful Work Based Learning (WBL) experience, which is considered crucial to overcome skills mismatch and irrelevant practical training. All WBL activities should be aligned with the training curriculum, adhere to quality standards and be implemented in appropriate local enterprises, supported to mentor trainees in a safe workplace.
- To provide quality and relevant skills trainings, the Call values training projects that develop new or upgrade or adapt existing curricula based on needs of the targeted beneficiaries and labour market analysis.
- The Call further supports training projects that take on a holistic approach in skills development by integrating key transversal skills in its training programmes, including digital, life and entrepreneurial skills that are relevant to the world of work and the 21st century economy.
- To facilitate beneficiaries' transition into the labour market, the Call values comprehensive projects that (1) include provision of appropriate start-up kits and or micro business grants, (2) include strategies to enhance beneficiaries' access to affordable finance and capital, (3) ensure engagement of private sector role models and linkages, and (4) include tailored business development services and/or employment services

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

In line with the above, the Call intends to support meaningful partnerships between skills training providers and the private sector. Linking the world of school with the world of work, is considered a crucial factor in upgrading the economic relevance and quality of skills development, especially in a fragile economic context.

- It intends to fund projects that foresee the necessary support to local enterprises in accommodating and mentoring students in ensuring trainees' health and safety and adequate training materials/equipment during their placement.
- To optimize the relevance of training programmes and provide incentives to enterprises to engage in skills development, it is also deemed important that the private sector is involved in a meaningful way, in the sense that it can truly influence the training content. The Call therefore encourages projects in which the collaboration with the private sector goes beyond the mere provision of Work-Based Learning, with meaningful participation of the private sector in:
  - curriculum development or adjustment;
  - exchanging technical knowledge and expertise with trainers/instructors;
  - designing or preparing the content of career guidance sessions and/or transversal skills trainings; and
  - in the (final) assessment of trainees' competences.

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

Finally, but of utmost importance, the Call aims to promote access to skills development for vulnerable youth, including women, who face constraints in accessing both formal education and the labour market, due to various barriers generated by economic, social, and geographic fault-lines, disabilities, or other specific constraints.

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

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

The total indicative amount available under this Call for Proposals is **2,000,000 EUR**. The contracting authority reserves the right not to award all of the available funds.

To allow for a sector specific approach, the Call for Proposal will be organised according to lots as follows:

**Lot 1: agriculture:** indicative allocation: 1,000,000 EUR

**Lot 2: green economy:** indicative allocation: 1,000,000 EUR

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

### Grant amount

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

minimum amount: 150,000 EUR

maximum amount: 500,000 EUR

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

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

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

### **2.1 Admissibility criteria**

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

- (1) The actors:

the applicant, i.e. the entity submitting the application and where applicable, its co-applicant(s), hereinafter 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 and co-applicant(s)

### Applicant

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

- A. Be a legal entity;  
**and**
- B. Be a private not for profit entity or foundation;  
**and**
- C. Be established or represented in Uganda<sup>1</sup>;  
**and**
- D. Be a national or international **NGO, Civil Society or Community-Based Organization, Foundation, Business Membership Organisation or non-profit business development service provider** with demonstrated experience in managing quality skills development initiatives and economic empowerment of vulnerable youth, urban refugees (if applicable) and women in the selected value chains;  
**and**
- E. Have demonstrated work experience in the relevant thematic areas i.e. skills development, employment promotion, business development support services, social and economic empowerment of vulnerable youth, urban refugees (if applicable) and women – at least – the past 2 years;  
**and**
- F. Be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary;  
**and**
- G. Have an active Bank Account for the past 12 months;  
**and**
- H. Have in-house financial management capacity.

The applicant **must act with at least one and maximum 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) (the organization’s leadership with decision making authority (e.g. executive director, members of the Board of Directors)) fall under any of these situations and that they will be able to provide the following supporting documents:

- Criminal record clearances from Interpol

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<sup>1</sup> Any legal entities whose articles of association were created in another country must be registered in Uganda.

- NSSF clearance certificate
- Tax clearance certificate

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

### Co-applicant(s)

Lead applicants will act with at least one and maximum two co-applicants in accordance with the requirements below. The partnership between lead and co-applicants is to optimize the accumulation of complementary expertise. 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.

Co-applicants must meet the following conditions:

- A. Be a legal entity;  
**and**
- B. Be a public entity<sup>2</sup>; **or**  
Be a private not for profit entity or foundation; **or**  
Be a legal entity of private law for which profit maximization is not the priority objective<sup>3</sup>;  
**and**
- C. Be established or represented in Uganda<sup>4</sup>;  
**and**  
Be any of the following types of organization:
  - Accredited public or private non-profit technical and/or vocational skills training provider
  - Business Membership Organisation/Association
  - Non-profit Business Development Services (BDS) provider
  - A cooperative or social enterprise for which profit maximization is not the priority objective
  - NGO, Civil Society or Community-Based Organization, Foundation;**and**
- D. Have 2 years demonstrated work experience in participating in quality skills development, entrepreneurship support and/or other employment promotion initiatives within Kampala metropolitan area.
- E. Be registered with relevant authorities and comply with Ugandan legal regulations
- F. Have an operational governance structure and an active bank account for the past 12 months

The co-applicants must sign the declaration in part B, section 2.6 of the grant application file. If the grants are awarded to them, any co-applicants will become the beneficiaries of the action, with the Contracting-Beneficiary.

<sup>2</sup> A 100% public entity, with no private capital.

<sup>3</sup> Under 'non-profit maximization' the following conditions apply: (1) Social objectives (ie. aimed at improving human, societal and environmental wellbeing) serve the primary purpose of the entity and (2) Generating revenue/profits is not an objective in itself, but a means to achieve social goals; hence the majority of revenue/profits are reinvested back into the company/entity for social purpose/into actions for social purpose. This is to be demonstrated through the articles of association, and any other legally binding documentation (board/shareholder resolutions) or financial statements for the past 3 years.

<sup>4</sup> Any legal entities whose articles of association were created in another country must be registered in Uganda.

The partnership between Lead and co-applicants is to optimize the accumulation of complementary expertise. In summary the following **types of organisations** can act as lead and/or as co-applicants in the actions:

Organisation type	Lead applicant	Co-applicant
National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)	Yes	Yes
Public vocational and/or technical training institutions	No	Yes
Private (not-for-profit) vocational and/or technical training institutions	No	Yes
Non-profit Business Development Services (BDS) provider	Yes	Yes
Business Membership Organizations or associations	Yes	Yes
Cooperatives or social enterprises for which profit maximization is not the priority objective	No	Yes

Selected applicants are required to be **based in the targeted subregion** during implementation of the action, either through an existing office in the subregion of the applicant or an existing office of any co-applicant.

### 2.1.2 Associates and contractors

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

#### Associates

Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, **except for daily allowances and travelling expenses**. These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1. The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action”.

#### Contractors

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. Contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

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

#### Definition

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

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

#### Duration



The initial planned duration of an action **may not be less than 18 months nor exceed 24 months.**

Within the actions, the duration of non-formal training programmes shall not be less than 6 months, nor exceed 9 months. Minimum 30% of the total duration of the training programmes shall be allocated to Work-Based Learning. In addition, actions should foresee a minimum of 6 months to implement post-training employment support services for all successful graduates.

Within actions, targeted beneficiaries can be trained or attend training in different cohorts.

### Sectors or themes

Based on a recent analysis of local labour market skills demand, the call prioritizes trainings in the sectors and occupations listed below. Trainings in small livestock (poultry and piggery) and other sectors or occupations not listed may also be eligible if applicants can clearly demonstrate and substantiate the relevance of the proposed trainings to the local labour market and employment opportunities for the specific target group(s).

The proposed trades for skills trainings per lot must not be more than 5 trades per applicant. Specialization is overall recommended and is taken into consideration when evaluating proposals.

#### **Lot 1: agriculture**

- Coffee value chain
- Cocoa value chain
- Apiary value chain

#### **Lot 2: green economy**

- Sustainable tourism & hospitality value chains<sup>5</sup>
- Renewable energy value chain
- Sustainable forestry value chain (sustainable timber, non-timber value chains<sup>6</sup>, agroforestry)

Besides, the integration of **organic and solid waste management** can be considered for all targeted value chains. In addition, training programmes are to integrate skills for the green economy, gender roles and reproductive health awareness sessions, environmental conservation, digital literacy or skills for the digital economy, entrepreneurial skills, financial literacy, conflict management, other soft skills for enhanced employability, and gender equity or gender awareness.

### Target groups

Actions are required to target vulnerable youth residing in the eligible districts and city authorities.

*Vulnerable youth* refers to (a combination of) different categories of youth (e.g. urban refugees<sup>7</sup>,

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<sup>5</sup> Sustainable tourism and hospitality value chains take full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities. In this regard, the Call prioritises actions that promote employment opportunities in leisure and business tourism, while contributing to the conservation of the natural environment and cultural heritage, and inclusion of the local community

<sup>6</sup> The term “non-timber forest product” (NTFP) includes “all biological materials other than timber which are extracted from forests for human use. These include foods, medicines, spices, essential oils, resins, gums, latexes, tannins, dyes, ornamental plants, wildlife (products and live animals), fuelwood and raw materials, notably rattan, bamboo, small wood and fibres” (De Beer and McDermott 1996).

<sup>7</sup> Registered as refugees by OPM/UNHCR

young women, youth with disabilities, youth with chronic diseases, youth in poverty, youth Not in Employment, Education or Training, etc.), who are low or non-skilled and face barriers to access employment and socio-economic integration.

At least 80% of the targeted beneficiaries must be youth between the ages of 15 and 35 years.

At least 50% of the targeted beneficiaries must be women and girls.

#### Geographical coverage

The actions must be implemented in Uganda, Kampala metropolitan area, in at least one of the following districts and city authorities: Kampala capital city, Mukono district and Wakiso district.

The actions may not be implemented in other districts or cities.

#### Types of action

The Call for Proposals intends to support Skills Development initiatives meeting **all the following conditions**:

- **Outreach and awareness activities** to inform and mobilize targeted beneficiaries to participate in the actions and paying attention to community awareness raising and sensitization to positively influence social norms and gain community and household support;
- Integration of **social inclusion strategies** to promote equitable access to training and employment, and continued participation in the action of vulnerable beneficiaries, including urban refugees (if applicable) and women.
- **Labour market analysis** in order to identify and engage with private sector entities and establish job profiles defining the skills (including entrepreneurial skills, soft skills and digital skills) required for potential job opportunities within the selected value chain(s).
- **Non-formal, short-term skills training** programmes with a duration of minimum 6 to maximum 9 months.
- Involvement of the **local private sector** in design, implementation and/or assessment of trainings and **minimum 30% of the training duration allocated to Work-Based Learning**;
- **Assessment and certification**, adhering to national standards for non-formal training (Directorate of Industrial Training)
- Integration of **Occupational Health and Safety standards and measures**;
- Integration of **soft skills training** for enhanced employability, following well-integrated methods and including skills for green and digital economy;
- Integration of **entrepreneurship skills training** in accordance to national or international standards or methods;
- Provision of relevant **start-up kits or micro business grants**, tailored to specific business needs or business plans developed by successful graduates and/or groups who are supported to set-up and operationalize a business;
- **Minimum 6 month extensive and innovative post-training employment support services** to enhance access to wage- or self-employment e.g.;
  - **Work readiness training** covering generic soft and complementary skills and attitudes necessary to succeed in the world of work
  - Establishment of, or support access to, **shared equipment hubs or common work spaces** for to-be entrepreneurs
  - **Technical assistance and coaching** to help graduates integrate in local markets, access value chain and business networks
  - Engagement of **private sector role models and expertise** in mentoring and training

- Actions to establish direct connections between graduates and local markets, business networks, customers, and employers with job opportunities
- Strategies to enhance beneficiaries' access to affordable finance and capital, including technical support towards VSLA formation or strengthening of existing community savings or credit initiatives, building capacities to enable graduates to access formal credit opportunities and matchmaking with formal inclusive financing opportunities (concessional loans from banks or microcredit) and/or funding opportunities provided by institutional actors;
- Networking and peer learning opportunities through support groups and job/business shadowing
- Any other innovative and relevant strategies to increase access to employment for the targeted beneficiaries

The 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 trainings;
- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement

#### Types of activity

The following activities are admissible:

- The acquisition of necessary basic raw materials, tools, teaching aids, learning materials etcetera, for the implementation of the actions;
- Training, awareness-raising, study trips, job shadowing, workshops, studies and/or consultancy activities for the purpose of capacity building;
- Community outreach and awareness or sensitization activities aimed at enhancing access and participation of vulnerable youth and women in the Skills Development initiatives **(mandatory)**;
- Other activities supporting social inclusion and equitable access (e.g., transportation arrangements, flexible programs, facilities and procedures that constitute safe learning and work environments, day-care services, counselling or psychosocial support, services responding to specific needs of vulnerable trainees such as numeracy and literacy trainings, ...);
- Development of new or upgrading of existing training programmes to ensure relevance of the training programmes for the local labour market and the youth in the region (including collaboration with the Directorate of Industrial Training for accreditation);
- Provision of support to trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace (e.g. support for transportation, food) **(mandatory)**;
- Organizing nationally or internationally recognized assessment and certification such as Directorate of Industrial Training (DIT) and City and Guilds **(mandatory)**;
- Provision of personal safety gear **(mandatory)**;
- Occupational Health and Safety trainings, equipment and other measures adhering to the national standards **(mandatory)**;
- Pre-training career guidance and counselling or coaching activities;
- Mentoring and monitoring of trainees by local private enterprises **(mandatory)**;
- Provision of toolkits for Work-Based Learning;
- Job fairs, networking or matchmaking events or activities aimed at to connecting graduates with employers or finance/credit providers;

- Provision of start-up kits and/or micro business grants, tailored to specific business needs or business plans developed by successful graduates and/or groups. Start-up kits can be maximum 15% of the budget, and applicants are to provide a strategy on how the kits will sustainably promote self-employment among beneficiaries. Micro business grants can only be rewarded to maximum 20% of the supported youth (**mandatory**).

#### Sub-grants to sub-beneficiaries<sup>8</sup>

Applicants can propose sub-grants (micro business grants in this call) to sub-beneficiaries to help achieve the objectives of the action. 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 contractualisation with the sub-beneficiary;
6. The procedures and modalities for disbursing resources;
7. The procedures and modalities for technical and financial monitoring;
8. The procedures and modalities of control.

The following category of sub-grants are eligible under this call for proposals: Micro business grants to vulnerable youth supported under the action to start/develop sustainable micro or small businesses, with application of the following conditions and restrictions:

- The maximum amount for the sub-grants under this category is EUR 250 per supported youth;
- Maximum 20% of supported youth/youth-owned businesses under the action can be eligible for a micro business grant;
- To be eligible for a micro business grant, supported youth must have successfully completed the training organized under the action, be certified and present a sound and viable business plan/model;
- Approval of micro business grants for supported youth/youth-owned businesses will be done by a selection committee which is to include representatives of Enabel, and by applying different evaluation criteria including (but not limited to) the viability of the business plan/model, vision/sound projections, financial need and relevance, technical and economic feasibility, experience and motivation of the applicant, etc.
- Types of activities eligible for micro business grants include purchase of equipment, raw materials and inventory, marketing and advertising activities, or start-up related costs for newly developed businesses;
- The following costs are ineligible for sub-granting: non-business-related costs (e.g. personal expenses or assets) and repayment of existing debts or loans.
- Payment modalities cannot include any transfer in cash.

<sup>8</sup> These sub-beneficiaries are neither associates nor contractors

In all cases, only one rank of sub-beneficiaries is allowed. Sub-beneficiaries can never use the grants received to award grants to a second rank of sub-beneficiaries. Besides, the duration of contractual agreements with sub-beneficiaries of sub-grants should be within the overall duration of the action.

## Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the European Union. The contracting beneficiary always mentions “Enabel” as contracting authority and “the European Union” as 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 (1) application per lot under this Call for Proposals<sup>9</sup>.

The applicant may not be awarded more than (1) Grant Agreement per lot under this Call for Proposals.

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

A co-applicant may not be awarded more than (1) Grant Agreement under this Call for Proposals.

### *2.1.4 Eligibility of costs: what costs may be included?*

Only “eligible costs” may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- **Direct costs** (management costs and operational costs) actually borne by the contracting-beneficiary;

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

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

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

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<sup>9</sup> Applicants wishing to apply for more than one lot must submit a distinct application for each lot.

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 structural costs are fixed and do not need to be justified.

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

### Reserve for contingencies

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

### Contributions in kind

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

### Ineligible costs

The following costs shall not be eligible:

1. Accounting entries not leading to payments
2. Provisions for liabilities and charges, losses, debts or possible future debts
3. Debts and debit interests
4. Doubtful debts
5. Currency exchange losses
6. Loans to third parties
7. Guarantees and securities;
8. Costs already financed by another grant
9. Invoices made out by other organisations for goods and services already subsidized
10. Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidized
11. Any sub-letting to oneself
12. Purchases of land or buildings;
13. Compensation for damage falling under the civil liability of the organisation
14. Employment termination compensation for the term of notice not performed
15. Purchase of alcoholic beverages, tobacco and derived products thereof
16. Salary bonuses<sup>10</sup>

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

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

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<sup>10</sup> A bonus is to be understood as a payment of a “bonus” triggered by the participation of a staff member in the EU funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the EU funded Action.

### 2.2.1 Content of the concept note

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

Applicants must submit their request in English.

In the concept note, applicants need only 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 requested may not vary more than 20 % in relation to the initial estimate.

Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

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

Handwritten concept notes will not be accepted.

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

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting-beneficiaries). Any co-applicants are not required to submit an external audit report.
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)<sup>11</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.
5. MoU with relevant authorities (e.g., OPM/KCCA) to operate in Kampala metropolitan targeting urban refugees, where applicable;

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

**Concept notes must be submitted through the following link:**  
<https://submit.link/205>

A confirmation e-mail will be sent upon receipt of the submission.

Concept notes sent by other means (for example by fax, post, 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 **5th of September 2024** 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.

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<sup>11</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.

#### 2.2.4 Further information on concept notes

**Information sessions** on this Call for Proposals will be organised as follows:

District	Date	Time	Venue
Kampala	9/08/2024	9:00am	Fairway Hotel
Online	12/08/2024	9:00am	Online

Applicants interested to attend information sessions are requested to confirm attendance through the following link: <https://ee-eu.kobotoolbox.org/x/shj7ZGRf>

Applicants may send their **questions and clarification requests**, at the latest 21 days before the concept notes submission deadline to [sdf.grants@enabel.be](mailto:sdf.grants@enabel.be). For questions and clarification, the e-mail subject line should indicate the **reference number and title of the Call for Proposals** and full names/address of the applicant. Mail details will include the question and or comment.

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

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

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

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website ([www.enabel.be](http://www.enabel.be)). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

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

#### 2.2.5 Proposals

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

The elements set out in the concept note may not be modified by the applicant in the proposal. The contribution requested from the contracting authority may not differ more than 20% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed.

Applicants must submit their complete applications in English.

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

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

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

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical



framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

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

Applications must be submitted through a **link that will be communicated in the invitation**. A confirmation e-mail will be sent upon receipt of the submission.

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

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

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

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

#### *2.2.8 Further information on proposals*

Applicants may send their questions and clarification requests, at the latest 21 days before the proposal submission deadline to [sdf.grants@enabel.be](mailto:sdf.grants@enabel.be). For questions and clarification, the e-mail subject line should indicate the **reference number and title of the Call for Proposals** and full names/address of the applicant. Mail details will include the question and or comment.

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 proposal 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.

Individual responses will not be given to questions. All questions and answers and other important information communicated during the evaluation procedure will be published on the Enabel website ([www.enabel.be](http://www.enabel.be)) at the latest 11 days before the proposal submission deadline. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

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

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

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

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

The following elements will be considered during administrative checks and admissibility checks:

##### **Opening:**

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

##### **Administrative and admissibility checks**

- The concept note satisfies all the criteria specified in points 1 to 11 of the verification and evaluation grid provided in Annex F.
- If any of the information is missing or incorrect, the application may be rejected on this **sole** basis and it will not be evaluated.

### Evaluation

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

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 12 to 19 of the evaluation grid available in Annex F1a.

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

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

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

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to at least 300% of the budget available 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: 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 13 of the verification and evaluation grid provided in Annex G.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis and it will not be evaluated.

### Step 1: Evaluation

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 for proposals of the evaluation grid provided in Annex G. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

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

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

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

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

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

### **Step 2: Supporting documents relating to the grounds for exclusion**

Supporting documents relating to the grounds for exclusion (listed under 2.1.1) will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

### **Step 3: Organizational assessment**

As part of the assessment process, Enabel will then conduct an on site organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case the first proposal on the reserve list will be considered for the same process.

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

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 3 and 4 described above.

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

### *2.4.1 Content of the decision*

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply 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>Publication of Call for Proposals</b>	5/08/2024	N/A
<b>Information meetings</b>	9/08/2024 (physical) 12/08/2024 (online)	9:00AM 9 :00AM
<b>Deadline for clarification requests to the contracting authority</b>	15/08/2025	5:00 pm
<b>Last date on which clarifications are given by the contracting authority</b>	23/08/2024	5:00 pm
<b>Submission deadline for concept notes</b>	5/09/2024	5:00 pm
<b>Opening, administrative checks and evaluation of concept notes</b>	6/09/2024	NA
<b>Invitations to submit the proposals</b>	14/10/2024*	NA
<b>Deadline for clarification requests to the contracting authority</b>	24/10/2024*	5:00 pm
<b>Response to clarification requests are given by the contracting authority</b>	3/11/2024*	5:00 pm
<b>Deadline for the submission of the proposals</b>	14/11/2024*	5:00 pm
<b>Opening, administrative checks and evaluation of proposals</b>	18/11 /2024*	NA
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	6/01/2025*	NA
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	21/01/2025*	5:00 pm
<b>Onsite organizational analysis of the successful applicants after technical evaluation</b>	6/01-31/06/2025*	NA
<b>Notification of the award decision and transmission of signed grant agreement</b>	1/02/2025*	NA
<b>Signature of the Agreement by contracting beneficiary</b>	2/02/2025*	NA

\* **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](#).

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

### **contracting authority**

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

#### *2.5.1 Implementation contracts*

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

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

Or

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

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

#### *2.5.2 Separate bank account*

In case 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>12</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

The account will be closed once any reimbursements owed to enabel have been made (and after settling the final amount of the funds used).

#### *2.5.3 Processing of personal data.*

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

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

We process this information because we have a legal obligation to collect this information in the

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<sup>12</sup> This bank must be situated in the country where the applicant is established

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) (PRIVATE OR PUBLIC)

## **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 F: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX G: PROPOSAL VERIFICATION AND EVALUATION GRID