

Call for Proposal in 2 phases

Uganda

Contracting authority: Enabel

Call for Proposals under the intervention:

Green and Decent Jobs for Youth (WeWork)

UGA22003

Guidelines for Applicants

Reference: UGA22003-10023

**Deadline for submission of concept note: 20th 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 actually received from the preselected applicants will be carried out.

Table of Contents

1 SUPPORTING VULNERABLE YOUTH TO DEVELOP SUSTAINABLE MICRO- AND SMALL BUSINESSES FOR ENHANCED RESILIENCE AND ECONOMIC INTEGRATION IN KAMPALA METROPOLITAN AREA	4
1.1 Context	4
1.2 Objectives and Expected results	4
1.3 Amount of the financial allocation provided by the contracting authority.....	5
2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS.....	5
2.1 Admissibility criteria.....	5
2.2 Presentation of application and procedures to be followed.....	16
2.3 Evaluation and selection of applications	19
2.4 Notification of the contracting authority’s decision	21
2.5 Implementation conditions following the grant award decision of the contracting authority	22

1 SUPPORTING VULNERABLE YOUTH TO DEVELOP SUSTAINABLE MICRO- AND SMALL BUSINESSES FOR ENHANCED RESILIENCE AND ECONOMIC INTEGRATION IN KAMPALA METROPOLITAN AREA

1.1 Context

In October 2023, Enabel and the European Union signed a Contribution Agreement for the new action, 'Green and Decent Jobs for Youth' (*WeWork*; 2023-2028). The overall objective of the action is to contribute to sustainable economic growth and decent job creation in Uganda. The specific objective of the action is to increase the employability of youth, women and men, supply of qualified workers, and access to decent employment; especially in green economy sectors. This will be achieved through four result areas:

- *Result 1 (Skills development)*: 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;
- *Result 2 (Job and entrepreneurship promotion)*: Increased access to business development, financial, and incubation services and opportunities for self-employed individuals and MSMEs in green/circular economy sectors;
- *Result 3 (Employment services)*: Increased access to decent job opportunities in companies, civil society and public sector for graduates and employees; including for youth and women;
- *Result 4 (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.

This call for proposals is part of the second result area and aims to address the lack of employment opportunities and barriers to inclusive economic development for vulnerable youth, particularly young women, by supporting the development of sustainable micro- and small businesses.

In first instance, the project aims to enhance **resilience needs** of vulnerable youth/ youth groups. The call therefore targets **micro- and small businesses**, including in the informal economy, that can generate sufficient income or enhance income diversification, for sustainable livelihoods and enhanced food security.

The call aims to unlock entrepreneurship potential and primarily promotes business development support actions. The target groups are therefore **skilled youth** who have the entrepreneurial mindset and capacity and are ready but in need of support to start their micro-business and/or **youth business-owners** in need of support to make their business resilient and maximize its value.

1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is: The livelihoods of vulnerable youth, including young women, in Kampala metropolitan area, are improved and sustained through access to self-employment opportunities.

The **specific objective** of this Call for Proposals is: Vulnerable youth, including young women, start and grow sustainable micro- or small businesses, through enhanced access to quality business development support.

Expected **results** are:

- **650** vulnerable youth, including young women (ie. Skilled, unemployed youth as well as youth business-owners), are supported to start or grow sustainable micro- and small businesses through quality business development support;

- **650** vulnerable youth (the same target group as under expected result 1), are supported to access affordable finance and capital to start or grow their micro- or small businesses;
- Good practices in (green/climate-smart) business development services for the economic integration of vulnerable youth are adopted or scaled-up.

Sustainability of livelihoods established through the actions will be assessed using the following criteria:

- Minimum of 3 consecutive months with stable income;
- Stable income will be defined at a level of a **minimum** net income of UGX 214,000¹ per month;
- Enhanced incomes of targeted beneficiaries by at least 20% of monthly income. The income increase should raise the income of the targeted beneficiary to at least UGX 214,000 net and above.

1.1 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is **650,000 EUR**. The contracting authority reserves the right not to award all of the available funds.

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: 325,000 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:

- 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),

- The actions:

actions admissible for grants (2.1.3);

- The costs:

¹ Based on most recent minimum wage level proposed for adoption under legislation and living income analysis

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 entity;
And
- b. Be a private not for profit entity or foundation;
and
- c. Be established or represented in Uganda²;
and
- d. Be any of the following types of organization:
 - a. National or International Non-Governmental Organization, Civil Society or Community-Based Organization, or Foundation;
 - b. Business Membership Organisation;
 - c. Non-profit Business Development Service Provider.**and**
- e. Have demonstrated local expertise and experience in managing quality business development initiatives and economic empowerment of vulnerable youth and young women in a Uganda for – at least – the past 2 years;
and
- f. Be directly responsible for the preparation and management of the action with the co-applicant(s) (where applicable) 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 may either act individually, or with one or maximum two co-applicants.

(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 for the executive director and chairman of the board** (and any other signatory to the grant agreement);
- **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.

² Any legal entities whose articles of association were created in another country must be registered in Uganda.

Co-applicant(s)

The applicant may³ act with one or maximum two co-applicants. A partnership with (a) co-applicant(s) is to optimize the accumulation of **complementary** expertise needed to obtain the objectives of the action. Any 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 entity⁴; **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 objective⁵,
and
- C. Be established or represented in Uganda⁶;
and
- D. Be any of the following types of organization:
 - a. Accredited public or private non-profit technical and/or vocational skills training provider;
 - b. Semi-autonomous public agency in Research and Development, agricultural extension services or community development;
 - c. National or International NGO, Civil Society or Community-Based Organization, or Foundation;
 - d. Business Membership Organisation;
 - e. Non-profit Business Development Service provider;
 - f. A cooperative or social enterprise for which profit maximization is not the priority objective;
- E. Have demonstrated expertise and experience in participating in the implementation of quality business development initiatives and economic empowerment of vulnerable youth and young women in the geographical target area for – at least – the past 2 years;
- 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.

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
Accredited public or private non-profit technical and/or vocational skills training provider	No	Yes
Semi-autonomous public agency in Research and Development, agricultural extension services or community development	No	Yes

³ Meaning that it is not obligatory to select any co-applicants

⁴ A 100% public entity, with no private capital.

⁵ 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.

⁶ Any legal entities whose articles of association were created in another country must be registered in Uganda.

National or International NGO, Civil Society or Community-Based Organization, or Foundation	Yes	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 targeted 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 application.

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 15 months nor exceed 24 months** (excluding 3 months grant closure).

Within the actions, the duration of business support schemes⁷ shall not be less than 6 months, nor exceed 12 months.

Within actions, targeted beneficiaries can be supported in different cohorts.

Sectors or themes

The call targets sustainable micro- and small business development support in the following

⁷ I.e. Including any technical or vocational upskilling, business development and entrepreneurial soft skills training, and/or technical assistance and coaching support

value chains:

Agriculture:

- Apiary value chain;
- Coffee value chain;
- Cocoa value chain.

Small livestock (poultry and piggery) or other agricultural value chains may be considered in a mixed farming context in which income generation in the listed priority value chains constitute a significant part of focus.

Green economy:

- Sustainable tourism and hospitality value chains⁸;
- Renewable energy value chains;
- Sustainable forestry value chains (sustainable timber and non-timber⁹, including agro-forestry);

Besides, the integration of organic and solid waste management can be considered for all targeted value chains.

Business development initiatives in other sectors not listed above can be eligible only if applicants can demonstrate a tangible link with the development of prioritized value chains and clearly substantiate the relevance of the promoted business models in these other sectors for sustainable livelihoods.

The call encourages actions supporting the sustainable development of targeted micro- or small business models in more than one value chain, in particular establishing linkages between different value chains, and/or more than one segment of a value chain (i.e. beyond production), promoting linkages within a value chain. For agricultural value chains actions must promote agroecological, sustainable and integrated farming approaches that combine diversified agricultural practices, enhance food security, and diversify livelihoods (in the short and long term) to foster resilience and drive inclusive economic development.

The **targeted businesses/business models** are youth-owned **micro- and small businesses**¹⁰, including in the **informal economy** (considering **all segments** of the prioritized value chains - from production to consumption), and promoting:

- **Inclusion:**
 - Accessibility to vulnerable youth, particularly young women, considering different barriers and risks facing various vulnerable groups (e.g. lower education background, remoteness, household tasks, discrimination, GBV, etc.);
 - Potential to generate sufficient (secondary) income for sustainable livelihoods;
 - Potential to enhance food security;
 - Efficiency to enhance equitable participation in the value chain activities (e.g. potential to adopting sustainable (agricultural) practices, improving post-harvest handling, marketing beyond primary production, etc.);
 - Potential to promote integration into the local market and communities, developing an inclusive value chain that benefits all.

⁸ 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 promotes actions for sustainable microbusiness development in leisure and business tourism, while contributing to the conservation of the natural environment and cultural heritage, and inclusion of the local community.

⁹ 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).

¹⁰ According to the definition of the Ugandan investment authority : <https://www.ugandainvest.go.ug/wp-content/uploads/2016/02/New-SME-Brochure.pdf>

- **Environmental sustainability** or the development of the green and circular economy:
 - Contribution to environmental conservation (potential to avoid, offset, and capture GHG emissions, sustainable management of natural resources);
 - Integration of resource efficiency, clean production and/or agro-ecological approaches for enhanced environmental sustainability;
 - Integration of waste management/circularity;
 - Integration of sustainable solutions that consider climate change impact alongside existing dynamics, needs and capacities of the target groups.

- **Economically viable business models** :
 - Financial sustainability of the business model;
 - Potential to generate sufficient (secondary) income for sustainable livelihoods;
 - Access to assets for vulnerable youth, including young women;
 - Potential for diversification and market access.

Target groups

Overall, actions are required to target **vulnerable youth** residing in the eligible districts.

Vulnerable youth refers to (a combination of) different categories of youth (e.g. youth urban refugees¹¹, young women, youth with disabilities, youth with chronic diseases, youth in poverty, youth Not in Employment, Education or Training, etc.), who face barriers to access employment and socio-economic integration. Targeted youth are however to possess minimum required skills and entrepreneurial mindset and capacity to set-up and/or operate a viable business.

80% of targeted participants must be youth between the ages of 15 and 35 years.

At least 50% of targeted participants must be women.

Furthermore, the following groups can be considered among the targeted participants:

- a. (Semi-)skilled unemployed or underemployed individual youth or youth groups (i.e. youth that have participated in formal or non-formal technical or vocational training) who need further support to successfully start and operate a sustainable micro- or small, with optimal market access and integration in value chain and business networks;
- b. Individual youth, youth groups or youth farmer organisations who have established a micro- or small business, whose businesses are not sustainable or at risk of failure, and who need support to overcome start-up challenges, become resilient and maximize their business potential/market access/value chain integration.

Low or non-skilled youth who are in need of **initial** formal or non-formal technical and vocational training are **not considered** as a target group under this call.

Geographical coverage

The actions must be implemented in Uganda, Kampala Metropolitan Area, in at least one of the following districts: Kampala capital city, Mukono district, Wakiso district.

The actions may not be implemented in other districts.

Applicants are encouraged to distribute their resources and targets over more than one district.

¹¹ registered as refugees by OPM/UNHCR

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 Call for Proposals intends to support sustainable micro- and small business development initiatives, integrating the following strategies or approaches:

- **Business development support** tailored to the needs of the different target groups (ie. business development and entrepreneurial soft skills training, (group-based or tailored) technical assistance and coaching support) for the development of viable business plans, improving financial and administrative management, marketing strategies, access to markets and integration in value chain and business networks ;
- **Innovative approaches, (best-available) technologies and good practices** applied in the targeted sectors that can enhance food security, climate change adaptation/mitigation, and environmental conservation, and that increase resilience (e.g. agro-ecological, sustainable and climate smart (agriculture) approaches, new technologies in the green and circular economy, digital solutions etc.);
- Engagement of other **private sector** actors to mobilize expertise for training, mentoring or peer-to-peer learning, and to support development of business relationships (ie. integration in business networks, facilitation of B2B partnerships, facilitation of sales agreements);
- Strategies to enhance beneficiaries' **access to affordable finance and capital**, including technical support towards VSLA or investment club formation or strengthening of existing community savings or credit/investment 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;
- Where relevant, strategies towards enhanced **access to assets**, including land, especially for sustainable farming (without promoting degradation and tree loss), and affordable inputs (without distorting the local ecosystem and market);
- Strategies to support **adherence to quality standards** of products and services and, where relevant, food safety and hygiene standards;
- Support to formalization and/or occupational licensing where relevant (ie. When strongly linked to market access);
- Diversification of products through **value addition** increasing their economic value, decreasing reliance on a single crop or product, creating employment opportunities and boosting the attractiveness of value-added products to consumers.
- **Outreach and awareness activities** to inform and mobilise targeted youth 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;
- Other **social inclusion strategies** that help remove gender and other vulnerability-related barriers and promote equitable access and continued participation in the action of the targeted vulnerable youths, including young women (e.g. transportation arrangements, flexible programs, facilities and procedures that constitute safe learning and work environments, day-care services, counselling or psychosocial support).

The following types of action are not admissible:

- Skills development initiatives targeting low or non-skilled youth and consisting primarily of initial technical and vocational training/non-formal skills development programmes;
- 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 the thematic area;
- Workshops and conferences for political, spiritual and social enhancement.

Types of activity

(The list below is indicative and not exhaustive)

The following types of activity are admissible:

- The acquisition of necessary basic raw materials, tools, teaching aids, learning materials etcetera, for the implementation of the actions;
- Training (including business development, financial literacy, entrepreneurial soft skills, VSLA and, where relevant, technical or vocational upskilling trainings) adhering to quality standards of nationally (eg. DIT) or internationally recognized training packages and, where available, certification frameworks **(mandatory)**;
- Organizing nationally or internationally recognized assessment and certification in case of technical or vocational upskilling (mandatory where available);
- Provision of support to targeted youth to participate in organized trainings or business support activities (ie. support for transportation, food) **(mandatory)**;
- Technical assistance, mentoring and coaching support **(mandatory)**;
- Technical and logistical support related to business formalization (registration, trade or occupational licensing) and product/service certification;
- Awareness-raising, study trips, benchmarking and peer-to-peer learning activities, job shadowing, workshops, studies and/or consultancy activities for the purpose of capacity building;
- Engagements, networking or matchmaking events or other activities aimed at to connecting the targeted youth with business or value chain networks or actors, or with finance/credit providers;
- Tendering of service providers to support the digitization of VSLA operations and other digital applications related to business support;
- Provision of start-up kits or inputs, tailored to specific business needs or business plans developed by targeted youth (**maximum 15%** of the total budget of the action, and to provide a strategy on how the kits will effectively promote sustainable business development and not distort the local ecosystem and market);
- Provision of micro business grants (for **maximum 20% of supported youth/businesses**);
- Community outreach and awareness or sensitization activities aimed at enhancing access and participation of targeted youth (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, other services responding to specific needs of vulnerable youth) (mandatory).

Sub-grants to sub-beneficiaries

Applicants can propose sub-grants 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, *for both categories of sub-grants as described below*:

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

The following categories of sub-grants are eligible under this call for proposals:

1. **Micro business grants to vulnerable youth supported under the action to 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/youth owned business;
 - **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 business support scheme organized under the action 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.
2. **Subgrants to processors/off-takers for the capacity building, training and value chain integration of youth producers/suppliers supported under the action**, with application of the following conditions and restrictions:
 - The maximum amount for the sub-grants under this category is **EUR 40,000** per processor/off-taker;
 - **Maximum 20%** of the total budget of the action can be allocated for sub-grants under this category;
 - Activities for sub-grants under this category must include training/extension services to the targeted youth for enhanced productivity and quality management. Other eligible types of activities for sub-granting include provision of quality inputs, logistical support or set-up of collection points or services;
 - To be eligible to apply sub-grants under this category, applicants must:
 - Have demonstrated experience in this type of partnerships in the target region with processors/off-takers;
 - Already identify and motivate the selection of the processor/off-taker(s) they would engage in the implementation of the action

through sub-grants in their application and annex a signed Memorandum of Understanding with the identified entity(ies), demonstrating the commitment of both parties to the proposed partnership(s);

- To be eligible for sub-grants, processors/off-takers must:
 - Establish decent and sustainable sales agreements with the youth producers/suppliers they are to support (i.e. long-term contracts with decent market prices) to ensure stable and inclusive market access/supply chain integration;
 - Have existing training/extension services to producers/suppliers promoting their inclusive integration into the entity's supply chain;
 - Source raw materials locally
 - Commitment to co-finance the actions financially or through in-kind support.
- Payment modalities should include disbursements in instalments via bank transfer.

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 Enabel and 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 one (1) application under this Call for Proposals.

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

The maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether or not there are sub-grants to sub-beneficiaries.

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

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

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

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- 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;
- Compensation for damage falling under 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 bonuses¹².

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.

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)¹³. Any co-applicant(s) 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/2Om>

¹² 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.

¹³ 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.

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 **20th of September, 2024 before 5:00 pm (EAT)** as substantiated by the website server. All concept notes submitted after the deadline date and time will be automatically rejected.

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	26/08/2024	9:00 am to 1:00 pm	Fairway Hotel
Online	27/08/2024	9:00 am to 1:00 pm	Online

Applicants interested to attend information sessions are requested to confirm attendance through the following link: <https://ee-eu.kobotoolbox.org/x/CIHfMYg2>

Applicants may send their **questions and clarification requests**, at the latest 21 days before the concept notes submission deadline to uga_csc_grants@enabel.be. For questions and clarification, the e-mail subject line should indicate the **reference number of the Call for Proposals** and full name 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 (<https://www.enabel.be/grants>). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

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

2.2.5 Proposals

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

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

Applicants must submit their complete applications in the same language as their concept note.

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

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

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

Handwritten applications will not be accepted.

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

2.2.6 Where and how to send proposals

Applications must be submitted **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 automatically 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 uga_csc_grants@enabel.be. For questions and clarification, the e-mail subject line should indicate the **reference number and lot 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 (<https://www.enabel.be/grants>) 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) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 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 F.

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 6/10 on criterion 12 and with a total 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 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) 2nd PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

Opening

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

Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 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.

Evaluation

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

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 14 to 31 of the verification and 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 12/20 for 'financial and operational capacity' 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.

Selection

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

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

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

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

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

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

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.

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

2.4.2 Indicative timetable

	Date	Time
Publication of Call for Proposals	20/08/2024	NA
Information meetings	26/08/2024	See 2.2.4
Deadline for clarification requests to the contracting authority	30/08/2024	5:00 pm
Last date on which clarifications are given by the contracting authority	9/09/2024	5:00 pm
Submission deadline for concept notes	20/09/ 2024	5:00 pm
Opening, administrative checks and evaluation of concept notes	23/09/2024*	NA
Invitations to submit the proposals	28/10/2024*	NA
Deadline for clarification requests to the contracting authority	8/11/2024*	5:00 pm

Response to clarification requests are given by the contracting authority	18/11/ 2024*	5:00 pm
Deadline for the submission of the proposals	29/11/2024*	5:00 pm
Opening, administrative checks and evaluation of proposals	2/12/2024*	NA
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	6/01/2025*	5:00 pm
Onsite organizational analysis of the successful applicants after technical evaluation	6/01 – 31/01/2025*	NA
Receipt of certificates and supporting documents relating to the grounds for exclusion	21/01/2025*	5:00 pm
Notification of the award decision and transmission of signed grant agreement	1/02/2025*	NA
Signature of the Agreement by contracting beneficiary	2/02/2025*	NA

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

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 (<https://www.enabel.be/grants>).

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

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

2.5.1 Implementation contracts

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

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

Or

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

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

2.5.2 *Separate bank account*

In case of a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank¹⁴, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

2.5.3 *Processing of personal data.*

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

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

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

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

2.5.4 *Transparency*

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

¹⁴ This bank must be situated in the country where the applicant is established

List of Annexes

DOCUMENTS TO BE COMPLETED

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

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT) (PRIVATE OR PUBLIC)

DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

- Annex 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
- Annex 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