

## QUESTIONS AND ANSWERS FOLLOWING INFORMATION MEETINGS

**Contract title:** SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, WOMEN AND GIRLS IN KAMPALA METROPOLITAN AREAS.

**Reference:** UGA22003-10008

The information sessions were held on Friday 9<sup>th</sup>, August 2024 at Fairway Hotel Kampala and online on Monday 12<sup>th</sup> of August, 2024.

N°	Issue / question raised	Response
1.	<p>Regarding the Skills development trainings to be delivered, is it targeting youths who are starting from scratch in terms of skills, or does it also consider working with youth who have already acquired some skills? For non-skilled trainees, should they already be doing some business in sectors they would like to be trained in?</p>	<p>This call prioritises vulnerable youth with low or no skills that need initial skills training. Enabel will launch another call for proposals for Kampala area in the next weeks that focuses on youth who are already equipped with some skills or already have established some form of micro-business.</p> <p>Although the call places a strong emphasis on skills development, the post-training also requires entrepreneurship support services (start-up kits, micro business grants and business support training, etc.). This would provide support to trained individuals who intend to set up their own micro business to put their acquired skills into practice and can start to work independently</p>
2.	<p>Considering that the actions are supposed to take between 18 and 24 months, and that non-formal, short-term skills training programs within the action points should cover between 6 and 9 months, does this mean that an applicant can organize different cohorts of training that can run through this part of the program (and all other action points required)? Also, do the 6 months extensive and innovative post-training employment support services need to fall within the intervention period for the expenses for this part of the program to be admissible?</p>	<p>Within the action, targeted beneficiaries can be trained or attend training in different cohorts. However, all actions must fall within the duration of the program. This means applicants can divide trainees in cohorts but must ensure everyone can complete both the training and the minimum 6-month post-training support activities within the total action period of maximum 24 months.</p>
3.	<p>Please, provide more clarification on the lead and co applicants.</p>	<p>The call requires one lead applicant to form a partnership with at least 1 and maximum two co-applicants. It is important that this partnership makes sense and that there is a clear complementarity of expertise that will ensure applicants are fully equipped to implement their</p>

		proposed activities. The main objective of the partnership is to maximize expertise.
4.	The call plans to target 2000 beneficiaries in all, what is minimum number of trainees per district?	There is no minimum number requirement per district. The numbers that will be targeted per district will depend on the highest scoring applications and their proposed location and targets.
5.	As the call has 2 lots, can one be integrated into the other? Can trade from lot 1 be integrated in lot 2? Can an application combine specific elements within the 2 Lots or are Lots applied for separately? Lead applicant can only apply for 1 lot and the co-applicants have separate expertise within lot.	Applicants will have to submit their application under one lot only. There is no possibility to submit under both. However, if justified and elaborated in a coherent and well thought out manner, applicants can apply for a particular lot and include some trades from the other lot within the same action. If the proposal is very well linking trades in both lots, applicants can apply to 1 lot and explain, rationale and justify linkages with lot 2. If their selected trades per lot are not well-connected, then they should and can apply to both lots through 2 separate applications.
6.	The information regarding Enabel programs sectors in the brochure (shown during physical meeting in Kampala) are different from what is entailed in the presentation. Can you provide more clarity on these?	The brochure shows Enabel priority sectors across the country and across different projects and donors. This call falls under a specific project with a specific donor and therefore, only focuses on specific priority value chains.
7.	Since this call is applicable within Kampala metropolitan areas, are organisations outside Kampala allowed to mobilise trainees in Kampala and take them for practical learning outside Kampala?	If beneficiaries come from within Kampala area and the training makes sense in terms of cost-efficiency and quality, applicants can propose the training to take place outside of Kampala.
8.	Can two VTIs work together as lead and co-applicant	VTIs are only allowed as co-applicant
9.	The call indicates that Labour market studies are allowed, are these baseline studies?	The labour market study mentioned in the guidelines does not require applicants to conduct a large scientific study on the value chains selected. It should focus on the specific location of implementation to inform project implementation, identify and engage with private sector entities and establish specific employment opportunities through skill gaps within the selected value chains.
10.	Can co-applicants apply with more than 1 lead applicant?	Entities can be co-applicant on multiple applications, but they can only be awarded one grant
11.	Is there a minimum and maximum number of targets when applying for?	Applicants are free to choose their own target that fits realistically within the amount requested and their proposed action.

12.	Are applicants allowed to target only one value chain e.g. apiary or do applicants have to select all? Could you specify what is meant by not more than 5 trades per applicant, (does this mean per application or if we are a consortium of 3 partners, we can have 15 Trades)?	Applicants are free to pick only one or select multiple value chains within a lot. The call does recommend that proposed trades for skills trainings per lot should not be more than 5 trades per applicant as specialization is overall recommended and is taken into consideration when evaluating concept notes.
13.	If an organization is both an NGO which is at the same time a VTI, do I need a lead or co-applicant?	Applicants can only apply as one entity either as a VTI or as an NGO with the proper registration documentation and this will inform if you can be a lead or co-applicant based on the guidelines.
14	Do private sector actors have to come from the targeted districts?	Private sector actors do not have to come from the targeted districts, but it needs to make sense to involve them within the proposed action.
15	The planned duration as per guidelines is 18-24 months, does this include the project evaluation and project close?	All proposed and budgeted actions must fall within the 18–24-month duration. There is a period of 3 months for project closure after the 18-24 months project implementation during which any costs are ineligible, but all administrative elements can be finalised.
16	Is the (IT) information technology sector catered for in this call or not? There are only two sectors under consideration; where does ICT and IT related training fit since it is an enabler in the green economy? The presentation does not include green construction, is this part of the call or not?	Other sectors or occupations not listed in the guidelines 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).
17	Will applicants be in position to access the presentation slides on the web portal?	The PowerPoint as well as all questioned raised together with their answers will be published on the <a href="http://enabel.be/grants">enabel.be/grants</a> website.
18	Can a private VTI which is for profit be a co-applicant with an NGO?	No lead or co-applicant can be for profit or have profit maximalisation as its main objective.
19	It is hard to commit youth for training these days. When you say 6 months training, does it mean all the days within the 6 months?	It is up to applicants to ensure retention of youth throughout the training. Training can be organised structured any way the applicants think will ensure the most success as long as it is in line with the guidelines.
20	How many projects do you plan to take on?	It depends on the amount requested from the highest scoring applicants. We do not know at this stage how many grantees we will have.
21	Have Enabel done baseline studies – how did Enabel come up with 2000 youth. What is	Enabel has made a balance between money available under this call and ensuring quality implementation for the most possible trainees. Increasing targets would affect the

	spillover plan to cater for all the other youth not included	quality of the training and post-training support and therefore employment outcomes.
22	The concept of not for profit is not clear in Uganda. Are NGOs a profit-making entity?	If an entity is limited by shares it means that they will have to submit additional documents to proof that the entity's profit maximization is not the priority objective. 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.
23	Does Enabel accept elements of innovation by organisation?	The call promotes and will be scoring innovative propositions to skills development and post-training support and any other innovative and relevant strategies to increase access to employment for the targeted beneficiaries.
24	What are the maximum pages including annexes for the application?	The application form indicates the maximum number of pages per answer. For annexes there is no guidance as applicant should make sure to submit all relevant annexes required under this call. Important to note for the applicants is that they should utilize the provided template as part of the annexes. Any application submitted using any other format will not be considered.
25	How does Enabel measure employability?	Employability can either be self-employed with their own micro business or formally employment with a contract and salary.
26	National youth in Uganda is up to 30 but the call is considering up to 35, why?	There are many different definitions and criteria for youth. Enabel has selected the broadest one that fits within most definitions and is in line with the requirements of our donors. Enabel intends to be all-inclusive to give opportunities for all potential beneficiaries that fit within the range.
27	In case an applicant is writing other concept notes outside of this call, do you have any	Enabel only accepts applications for specific calls for proposals that are launched.

	<p>window to fund them? Which email should we forward it to?</p>	
28	<p>Does this call support SMEs to absorb more personnel? How about support towards activities such as training and capacity building?</p>	<p>This call promotes and funds activities such as training and capacity building for SMEs. However, the only eligible costs under these types of activities are daily allowances and travel expenses as SMEs cannot receive direct funding from the grant.</p>
29	<p>How many calls can one organisation respond to Enabel CfPs</p>	<p>Adhering to the rules of each respective call (e.g., no more than one application per lot), applicants can submit applications for all calls published by Enabel</p>
30	<p>What happens if the trade or sector isn't registered and cannot be assessed by DIT? Are other certification bodies recognised or must it be DIT?</p>	<p>What is provided in the guidelines are examples of nationally or internationally recognized certifications. If applicants use other types of certifications that provide equal chances for graduates to find employment (e.g., nationally or internationally recognized), they can also be used.</p>
31	<p>One action point is Assessment and certification of learners which should adhere to national standards for non-formal training (Directorate of Industrial Training). Can you elaborate on this a bit? Does this mean that trainers need to be certified by the Directorate to provide training within the framework of this grant? Will the Directorate of Industrial Training organize the assessment for individual participants, and will they share what the assessment will cover before we develop the full training program?</p>	<p>Certification is required for all trainees who graduate. Upon completion of their training, trainees should be subjected to an assessment and receive nationally or internationally recognized certification to increase their chances of finding employment (either self-employment or formal employment). What is mentioned in the guidelines (Directorate of Industrial Training (DIT) and City and Guilds) are simply examples of nationally or internationally recognized certifications. If applicants use other types of certifications that provide equal chances for graduates to find employment (e.g., nationally or internationally recognized), they can also be used. Applicants are required to contact any official assessment body and organise the assessment themselves. However, these bodies can and should be involved when developing training curricula to ensure the content is aligned and to increase chances for trainees to pass assessment.</p>
32	<p>In terms of budget, the call indicates that 30% is the maximum for management cost and 70% for operational costs. Where does the 5% contingency and the 7% structural costs fit in? 7% of operational and management or only operational costs?</p>	<p>The structure cost is computed on total operational costs, whereas the 5% contingency is based on total direct costs (operational + management costs). Structure costs is calculated through your financial statements, as percentage of operational costs not exceeding 7%.</p>

33	What is the classification of meetings e.g. board meetings, Is that management cost?	Board meetings are classified under structural costs since it relates to the governance of the whole organization.
34	If an applicant mistakenly post staff salaries under operation, is that reason for ineligibility and disqualification?	Applications will be evaluated/scored on how the budget is structured and will therefore lose points if costs are not put in the correct line. Only if the action proposes clear ineligible activities/costs in its intervention, can this lead to disqualification.
35	Please provide more clarity on Structure/management cost: should it be in line with parent operational costs?	During application phase, applicants can calculate their structure costs for purposes of presenting their budget based on the combined operational costs of both the lead and co-applicants. This cannot exceed 7% of the total operational costs.
36	Does the call support hiring individuals like experts?	If applicants believe this is required to achieve thier results, you can budget for it.
37	What is suivi&evaluation in the budget template and what is your % ratio?	This is the section for monitoring and evaluation. During the concept note stage, applicants should not use the excel template. This template will be explained in detail to proposal applicants in due time.
38	Relationship between lead and co-applicants. Do they require a shared account so that money is not mixed up. Can applicants form joint accounts for accountability purposes?	MoU will define how you will operate the partnership and manage the funds. Enabel transfers fund only to lead applicant who is responsible for managing it and further disburse to co-applicant.
39	Disbursement: In how many instalments is the money disbursed?	Disbursements are normally quarterly with the first one made immediately after signing the grant agreement. However, the number of instalments can also vary depending on specific grantees, their action plan, period of implementation and the amount of total budget.
40	Please provide more clarity on the 5% contingency, is it 5% of management costs or operational costs?	The 5% for contingency is optional (not mandatory) and should be applied on the total direct costs (operational and management costs)
41	While preparing the budget, should costs of co-applicant be included in the budget?	Since both the Lead and Co-applicants are implementing the same action, all costs should be covered in the budget.
42	Is the Executive Director financing possible in the budget under management costs?	The costs of the Executive director and all other support staff should be under 7% structure costs. The ED is not an



		operational manager, but a member of the governance hierarchy.
43	Does the call cater for transport to staff / vehicle running costs ?	Transportation for staff directly involved in the project implementation can be charged under the project activities. The portion of vehicle running costs like fuel directly used in operation is chargeable to the project activities.
44	If an organization is already implementing a project, can they submit a concept to expand their reach?	Applications should include a full project according to the mandatory activities mentioned in the guidelines but can build further on previously achieved results in other projects. When using multiple sources of funding, applicants should indicate clearly what will be funded by Enabel funds.
45	Can a Lead applicant engage in 2 different concepts one per lot with 2 different Co-applicants? In case a lead applicant can apply for 2 lots, are they limited to maximum of 2 co-applicants per lot or 2 in total?	Yes, applicants can submit a concept note for each lot and select different co-applicants as those 2 concept notes are stand-alone applications and in no way linked to each other.
46	What happens when an application is lacking one of the supporting documents? Will it be rejected?	Supporting documents are only required at proposal stage. Applicants will need to submit all mentioned supporting documents or will not be able to proceed in the selection procedure.
47	Is there a minimum number of trainees to be considered in the application ? What is the total number of beneficiaries and how are they supposed to be distributed in the three districts? Please elaborate more on the breakdown of the 2000 target beneficiaries? How Many consortiums do you plan to fund? for this cfp	Applicants are free to design their own project in one or multiple eligible districts with own targets depending on the amount requested. The call targets 2000 youth residing in the eligible districts and will have multiple grantees to reach those goals. We do not know at this stage how many grantees will target how many vulnerable youth from each eligible district as this depends on the geographical scope of the highest scoring and winning proposals.
48	When is the deadline for the first phase (concept note stage)?	5 <sup>th</sup> of September 2024 at 5:00PM
49	Under the admissible activities, the call recommends 15% Budget for Start-Up Kits. Is there a similar restriction for the Sub grants - Micro business grants ?	Micro business grants can only be rewarded to maximum 20% of the supported youth and the maximum amount for the sub-grants under this category is EUR 250 per supported youth

50	What is the maximum amount that is allocated to the co-applicant?	Applicants are free to determine allocation of funds to co-applicants if it is aligned with the action plan which should clearly stipulate which actions will be implemented by which entity.
51	Can private companies, applying for reasons of training 'but not profit making' benefit from this grant?  Is a business that is registered as a sole proprietorship but doing social enterprise work in skills development, eligible to apply as a co-applicant?	Only legal entity of private law for which profit maximization is not the priority objectives are legible. Under 'non-profit maximization' the following conditions apply: (1) Social objectives (i.e. aimed at improving human, societal and environmental wellbeing) serve the primary purpose of the entity and (2) Generating revenue/profits is not an objective, but a means to achieve social goals; hence most 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
52	From experience, Enabel used to take up the budget of supplying PPE to the beneficiaries, how is it this time? kindly clarify	This is no longer the case and applicants are responsible for procuring PPEs and should plan and budget for this in their applications.
53	How detailed should the budget be at Concept Note Stage?	Applicants should follow the budget template in the application form PART A. The form provides for only summary Operational costs for key activities, management costs, and structure costs.
54	Can an applicant apply without a co-applicant? What is the implication of that?	Lead applicants must act with at least one and maximum two co-applicants or their application will be ineligible.
55	The budget is presented in Euros, what is advice on inflation and exchange rates ?	Enabel provides a guidance to use an FX rate of UGX 4000: 1 EUR. However, this is not mandatory, and applicants may use another FX rate of their choice from other reliable sources.  Exchange rate losses are ineligible costs and should be covered by the grantees themselves (e.g. through structure costs). Additionally, since the purpose of the grant is not to make money, any gains (exchange or interest) made on the funds received from Enabel must be re-used for the activities after Enabel approval.
56	Is a public university eligible to participate as a main / lead Applicant	Training or research institutions qualify only as co-applicants



57	Can a private business apply as a lead applicant?	Only private not for profit entity or foundation can apply as lead applicants. A cooperative or social enterprise for which profit maximization is not the priority objective can only be co-applicants.
58	It is a great thing to see the INGOs moving the talk on localizing implementation. Is Enabel an endorser to the charter for change? If yes, why is the operational cost at 7% and if no, is it possible to increase it to 10%?	Enabel will calculate the structure cost for pre-selected grantees based on their financial statements for the most recent two to three years, to determine an annual average for each organization, and this can in no circumstance exceed 7% of the operational costs. The 7% maximum is applicable to any grantee (national or international).
59	Can the deadline be extended since we must consider applicant with co - applicant?	It is not possible to extend the deadline and any applications coming in after 5/09 at 5PM will be ineligible.
60	Can both the lead and co-applicant be both limited by guarantee	Yes, this is possible
61	Can two Refugee led organisations make coalition to submit an application?	If the organisations adhere to point 2.1.1 Admissibility of applicants and co-applicant(s) of the guidelines, they will be eligible.
62	Is the MoU with KCCA/OPM required? Is an MoU with already existing partner with OPM/KCCA valid?	When targeting urban refugees, applicants should adhere to national regulations and therefore sign MoU with relevant authorities (e.g., OPM/KCCA). If applicants already have an existing MoU, they can submit it if it is valid for the proposed implementation duration
63	I still did not understand well the part of value chain especially under “Green Economy”, how the different element of value chain (sustainable tourism, renewable energy and sustainable forestry, etc) will have to be linked to proposed areas of skills development for the targeted groups. Please give more information, and if possible, a practical example.	The value chain involves various stages that can play a crucial role in promoting jobs and sustainable practices, thus establishing a strong connection with skills development. In this regard, within the green economy value chains (sustainable tourism, renewable energy, and sustainable forestry) we are looking at actions that address skill gaps and promote employment opportunities for youth across various occupation profiles. For example, sustainable tourism and hospitality value chain can focus on occupations within the following segments of the tourism value chain: sustainable attractions and tourist activities (e.g., sustainable nature-based experiences and community-based cultural tourism), sustainable accommodation (e.g., eco-friendly hotels, lodges, guesthouses, hostels, etc.) and food and beverages.

64	Do you have a redress procedure or mediation measures in cases where there are misunderstandings?	The agreement signed between the grantee and Enabel is governed by Belgian law. In the event of any dispute relating to the execution of this agreement, the parties will make every effort to reach an amicable solution. In the absence of an amicable solution, only the Courts of Brussels shall be competent.
65	Is the project period inclusive of full days of the month (Saturday/Sunday).	Project duration is calculated in months. It is up to applicants to decide how and when they will plan their activities.
66	Can entities that are already working together apply together?	Yes, entities that are already working together can apply under this call as lead and co-applicant.
67	Does Enabel accept liability for any project shortfalls that may happen even within close supervision?	All potential grantees will under-go a detailed Organizational Capacity Assessment (OCA) to assess the risk levels before grant implementation award. The OCA results identify the risks that will inform the level of tailored support that Enabel will direct to each partner. These risks will be mitigated through capacity development plans. Enabel is accountable to its own donor(s) for the successful attainment of envisaged results.