

Tanzania

Contracting authority: ENABEL

Call for Proposals under the intervention:

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

TZA22003

Guidelines for Applicants

Reference: TZA22003-10066

Deadline for submission of concept note 21/10/2024.

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 | INSTITUTIONAL STRENGTHENING AND CAPACITY BUILDING FOR WEZESHA BINTI PARTNERS IN KIGOMA..... | 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 | 6 |
| 2.1 | Admissibility criteria | 6 |
| 2.2 | Presentation of application and procedures to be followed | 14 |
| 2.3 | Evaluation and selection of applications | 18 |
| 2.4 | Notification of the contracting authority's decision | 20 |
| 2.5 | Implementation conditions following the grant award decision of the contracting authority..... | 21 |

1 Institutional Strengthening and Capacity Building for Wezesha Binti Partners in Kigoma

1.1 Context

This call for proposal is part of the intervention titled **“Young people, especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region”** also known as **Wezesha Binti**. This is a five-year bilateral Programme between, The United Republic of Tanzania and the Federal Government of Belgium. The signing of the program took place on the 1st of July 2023 and marked the official start of the programme for the years 2023-2027.

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

Wezesha Binti” is comprised of three results domains namely-

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

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

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

The title of this call for proposals is **Institutional Strengthening and Capacity Building for Wezesha Binti Program Partners in Kigoma**. It is related to the portfolio's result domain 3 which focuses on building a transformative gender-equal environment for young women, girls and boys in Kigoma region. The action will be impacting the other domains as well enabling access to quality secondary education, skills and development and green and decent jobs. It will be implemented in six districts of Kigoma Region which are, Kigoma Municipal Council, Kigoma District Council, Kasulu Town Council, Kasulu District Council, Buhigwe DC and Kibondo District Council. Enabel partners in this call for proposal, are Local Government Authorities, women organisations in Kigoma, education institutions in charge of secondary education policy development and implementation, Technical Vocational Education training institutes, Folk Development Colleges, 25 selected Secondary Schools, Health Care Facilities, Local Media houses, Business Support Organizations and selected private companies.

The names of the partners, schools and wards will be shared with the applicants in the full proposal development stage.

1.2 Objectives and Expected results

The general objective of this Call for Proposals is to build a protective and gender equal environment where institutions, communities, families and government create a supportive environment that enables girls and young women to further their education, be healthy and protected from violence and are economically empowered.

Specific Objectives for this Call for Proposals are-:

1. Women organisations, schools, training centres, health facilities, private sector partners, business support organizations, and Local Government put in place policies, structures and mechanisms that promote young women's and girls' empowerment and they are providing gender responsive services.
2. Young women, girls and vulnerable boys aged between 14-29 years in the targeted project area have gained knowledge and decision-making power about their rights and services available to them, especially in the field of Sexual Reproductive Health and Rights, Gender Equality, Leadership Skills and Violence Against Women and Children.
3. Local government authorities in six districts of Kigoma ensure that gender-responsive budgeting, planning and accountability are included in the district and regional strategies and guidelines.
4. The women's movement in Kigoma is promoting and advancing the rights of young women and girls and is advocating for gender equality.

Expected results are:

1. Women's organisations, schools, vocational training centres, health facilities, private sector partners, business support organizations and Local Government authorities in Kigoma are empowered with the information, knowledge and skills needed to advocate for women's empowerment; they have established policies, structures and mechanisms to promote gender equality and are providing gender-responsive services.
2. Young women and girls aged between 14-29 years have gained knowledge, about their social and economic rights, developed leadership skills and are empowered to confidently access information and services related to SRHR, GBV and demand for their social-economic rights.
3. Local Government Authorities have acquired the needed knowledge, capacity and skills and are integrating participatory gender-responsive budgeting and evaluation at local government level.
4. Women organizations in Kigoma are empowered and coordinated to define their advocacy agenda, champion the women's movement; they are creating negotiation spaces and linking with national-level processes and policies.

1.3 Amount of the financial allocation provided by the contracting authority

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

minimum amount: EUR 900,000

maximum amount: EUR 1,100,000

•

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

2 Rules applicable to this Call for Proposals

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

2.1 Admissibility criteria

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

- (1) The actors:
 - the applicant, i.e. the entity submitting the application (2.1.1)
 - where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*”] (2.1.1),
- (2) The actions :
 - actions admissible for grants (2.1.3);
- (3) The costs:
 - The types of costs that may be included in the calculation of the grant amount (2.1.4).

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

Applicant

- (1) To be admissible for grants, the applicant must satisfy the following conditions:
 - A. be a legal person; **and**
 - B. be a non-profit private entity or a foundation; **and**
 - C. be a women's rights organization, a national or international non-government Organization, or a knowledge institute having worked with vocational training centres, secondary schools, business support organizations, women's organizations, local government, and private sector; **and**
 - D. be established or represented in the United Republic of Tanzania; **and**
 - E. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; **and**
 - F. Have demonstrated experience in facilitating institutional strengthening, women's movement building and advocacy and should have demonstrated programmatic experience in some of the following thematic areas- SRHR, girls' access to secondary education, skills development, employment promotion, and social and economic empowerment of young women and girls, with co-applicants covering the areas the applicant is not/less experienced in, and.
 - G. MUST have a proven knowledge of Tanzania Legal systems and expertise in conducting capacity building trainings on family law, economic and financial legislation, or must have a co-applicant with requested proven knowledge and experience; **and**.
 - H. MUST have implemented projects of the similar nature or that aligns with the objectives of this call for proposal with the financial amount of at least Euro 800,000
 - I. Have an active Bank Account for the past 24 months; **and**
 - J. Must have in-house financial capacity and experience -in awarding sub-grants to - local organizations and partners.

The applicant **MUST** act with at least **ONE** co-applicant(s) in accordance with the requirements below. The Co-Applicant(s) must have a physical office in Kigoma region. If there is/are more than one co-applicant/s, the other co-applicants are/is not required to have a physical office in Kigoma.

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

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

Extract from the criminal record of the person(s) signing the concept note (who can validly bind the organization) in name of the lead applicant.

- Proof of proper payment of social charges.
- Proof of proper payment of taxes and duties.
- Certificate of non-bankruptcy.

At the proposal stage, the applicant and or co-applicant **MUST** submit **TWO** curriculum vitae of the senior project managers who have at least 10 years' experience in implementing programs related to institutional strengthening and women movement building.

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

Co-applicant(s)

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

The co-applicant(s) must satisfy admissibility criteria A, B, C, D, and I which apply to the applicant itself.

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

- Non-Governmental Organizations that have a working knowledge of Kigoma Region and with technical experience on implementing Sexual and Reproductive Health and Rights, program(s)
- Organization with background in women's right advocacy or women movement building.

At least one co-applicant must have a physical office in Kigoma and have had ongoing or had programmatic operations in Kigoma in the past three years. The Physical office must have been established before the date of publication of this call for proposal.

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

If the grants are awarded to them, any co-applicants will become a beneficiary of the action, with the Contracting-Beneficiary

| | |
|--------------|-----------------------------------|
| 2.1.2 | <i>Associates and contractors</i> |
|--------------|-----------------------------------|

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. Selection of contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

| | |
|--------------|--|
| 2.1.3 | <i>Admissible actions: for what actions may an application be submitted?</i> |
|--------------|--|

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.

Duration

The initial planned duration of the action may not be less than 34 months nor exceed 36 months.

Sectors or themes

This call focuses strengthening institutions that work on access to education, skills development, entrepreneurship, and gender; to transform their internal and external processes to enable young women and girls enjoy gender responsive services. It further builds the capacity and coordination of local women’s organisations, gender activists, and support their advocacy efforts toward the local and national government, services and donors on issues related to VAWC, SRHR, economic empowerment, education for girls is needed. **The applicant must demonstrate the following themes during the concept note stage.**

Transformative Gender Equal Environment:

- Sexual reproductive health and rights.
- Access to quality secondary education for girls and vulnerable boys.
- Young women and Girls Economic Empowerment.
- Women Movement Building.
- Digital Technology and Innovation.

Target groups

Direct Beneficiaries: Local Government Authorities, Women's Organizations in Kigoma, Technical Vocational Education Trainings, Folk Development Colleges, 25 selected Secondary Schools, Health Care Facilities, Local Media houses, Business Support Organizations and selected private companies.

Indirect beneficiaries: In-and Out-of-schoolgirls, young women and vulnerable boys aged between the ages of 14- 29 years in Kigoma Region and their families,

Geographical coverage

The action **must be** implemented in Kigoma region in the six districts being **Kigoma Municipality, Kigoma District Council, Kibondo, Buhigwe, Kasulu Town Council and Kasulu District Council**

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 proposal intends to support the actions that focus on institutional strengthening and capacity building of Enabel partners in Kigoma.

Institutional Strengthening.

The applicants will work with the program-targeted schools, training centres, local government authorities, women's organizations and private sector partners to strengthen their institutional approach to gender issues, including in planning, leadership approach, and service delivery. The applicant will ensure that Enabel's partners have the institutional capacity to develop and incorporate into their organizations the governance system, policies, tools, and practices needed to advocate for women's empowerment in Kigoma and provide gender-responsive services.

In collaboration with partners, the applicant will support the engagement of women's organizations and other civil society organizations in Kigoma in the budgeting processes to ensure that the budget and its processes respond to the needs of women and men, girls, boys, people with disability and young mothers, in a meaningful way. Moreover, the applicant will coordinate a platform for learning on gender issues, especially on economic empowerment and education, involving government, civil society and the private sector and support advocacy efforts of Kigoma civil society organisations to better position the women's issues in Kigoma on the national agenda and strengthen their collaboration with national coalitions of women's organizations. This will also include coordination platforms and institutional strengthening of women's organisations through training on financial and programme management, project development, fundraising, advocacy, and communication.

Capacity Building.

This call for proposal emphasizes on the capacity development of women's organisations, youth organisations, and young women's leaders on leadership and advocacy for change (including strengthening capacity on the Tanzanian legal framework and international obligations for women's human rights linked to Violence Against Women and Children, education, employment, economic empowerment, and Gender Responsive Budgeting). It supports capacity development and coordination of Violence Against Women Committees, Community Health Workers, Community Activists, Police Gender Desks,

and key offices at the regional and district level in the Kigoma region. Specifically, the applicant will strengthen the capacity of relevant institutions in the provision of youth-friendly Sexual Reproductive Health and Rights, information, and services, Violence Against Women and Children and legal awareness to in- and out-of-school youths.

The applicant will support the young women's access to legal advice and services, and support community-based paralegal organisations in Kigoma. The applicant will further strengthen the capacity of the Tanzania Women Chamber of Commerce and other program partners on legal framework specifically on family law, inheritance laws, land laws, commercial laws and civil procedures related to their relevant programs.

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

To ensure quality in process, outcome and results, the action should put in place a learning mechanism that will help to ensure the quality of program implementation, and learning.

In this regard, the call supports the actions that:

- demonstrate the multi-level and integrated actions between girls' access to education, skills development, employment, and gender transformative approaches.
- ensure sustainability beyond the project period, that is embedded in systems, structures, and institutions.
- be based on quality partnerships and co-creation between organizations, government, private sector, and communities.

After signing the contract, the successful applicant MUST coordinate planning and implementing with the Contracting partner here after Enabel in "Mobilizing Communities to End Violence Against Women and Girls in Kigoma".

The following types of action are not admissible:

- actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences, and conventions¹
- actions consisting exclusively or primarily of financing individual scholarships for studies or training¹
- workshops and conferences for political, spiritual, and social enhancement

Types of activity

The list below is indicative and not exhaustive.

- Support program partners including Vocational Education and Training Authority (VETA), Small Industries Development Organization, Tanzania Chamber of Commerce, 25 selected schools, Regional and District Officials to integrate and institutionalize gender in their plans, strategies, systems, and leadership.

¹ It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

- Training of at least 200 Community Health Workers on the Ministry of Health modules on Sexual Reproductive Health and Rights.
- Training to health facilities on youth friendly approaches and support to young mothers.
- Provide training to at least 300 village protection committees on NPA-VAW, referral system and violence prevention and support their coordination with the referral system
- Providing legal advice to youth, especially women who are part of the program under result domain 1 and 2 on Violence Against Women and Children family law, economic and financial legislation.
- Support local women's rights organisations on advocacy for women's rights and Gender Responsive Budgeting in Kigoma
- Coordination of women's rights platforms including organizing public campaigns during key dates, engagement with local government on gender budgeting and supporting women's rights in Kigoma to formulate the gender agenda and organize

Sub-grants to sub-beneficiaries²

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

If sub-grants to sub-beneficiaries are proposed:

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

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

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

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

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

Type of eligible activities for sub grantees / sub-beneficiaries

- Organizing campaigns, outreach programs and media campaigns during key dates.

² These sub-beneficiaries are neither associates nor contractors

- Supporting local level youth campaigns.
- Working with media to increase visibility of women advocacy agenda.

The following activities are not admissible:

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

In all cases, only one rank of sub-beneficiaries is allowed. Sub-beneficiaries can never use the sub-grants received to award grants to a second rank of sub-beneficiaries. And the sub-beneficiaries must belong to the natural beneficiaries/partners of the contracting beneficiary, in line with its mandate and its mission.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation³. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

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

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

A co-applicant may be involved in more than one application(s) under this Call for Proposals.

2.1.4 Eligibility of costs: what costs may be included?

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

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

- Direct costs (management costs and operational costs) borne by the contracting-beneficiary.
To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines).
- Structure costs (overheads): these are maximum 7% of the Operational Costs.

³ Or other donor if applicable

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 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:

- Accounting entries not leading to payments.
- Provisions for liabilities and charges, losses, debts, or potential 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.

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 language.

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 Belgian contribution Modification between results not resulting in a variation of more than (15% maximum) of the amounts initially planned... Modification between activities of the same result not resulting in a variation greater than (25% maximum) of the amounts initially planned.

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

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

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

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

2.2.2 *Where and how to send the concept note*

The concept note must be submitted in one original and 2 copies in A4 format, each bound separately.

An electronic version of the concept note must also be provided in USB. Both versions should be put in a sealed envelope. The electronic file must be **identical** to the attached paper version.

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

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

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

Postal Address

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

Address for hand-delivery or dispatch by private courier service

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

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

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

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is 21.10.2024 at 12:00 PM as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

An information session on this Call for Proposals will be hosted through **teams on 3/10/2024 from 10:00am to 11:30am.**

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

E-mail address: alern.mgeni@enabel.be and jovitha.mlay@enabel.be

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

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

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

2.2.5 *Proposals*

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

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution Modification between results not resulting in a variation of more than (15% maximum) of the amounts initially planned. Modification between activities of the same result not resulting in a variation greater than (25% maximum) of the amounts initially planned 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 in a sealed envelope, sent by registered post or private

express courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

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

Postal Address

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

Address for hand-delivery or dispatch by private courier service

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

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

Applications must be submitted in one original and 2 copies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format in USB. The electronic file must contain **exactly the same** application as the paper version provided.

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

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

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

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

Applications must be submitted in one original and 2 copies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format in USB. The electronic file must contain **exactly the same** application as the paper version provided.

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

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

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

2.2.7 Deadline date for the submission of proposals

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

2.2.8 Further information on proposals

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

Email address alern.mgeni@enabel.be and jovitha.mlay@enabel.be

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

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

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

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

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

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

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.

- If any of the information is missing or incorrect, the application may be rejected on this **sole** basis, and it will not be evaluated.

Evaluation

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

The concept note will be given an overall mark out of 60 in accordance with the breakdown specified in points 14 to 20 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 40 points will be considered for shortlisting.

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

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

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

(2) 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 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis, and it will not be evaluated.

Evaluation

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

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

The selection criteria aim to ensure that the applicants:

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

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

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

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

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

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

Selection

[At the end of step 2, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

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

2.4 Notification of the contracting authority's decision

2.4.1 *Content of the decision*

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavor to deal with the complaint and give a reply within 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* |
|--|---|-----------------|
| Information meeting (if necessary) | 3/10/2024 | 10:00am-11:30am |
| Deadline for clarification requests to Enabel | 21 days before the submission deadline | 12:00pm |
| Last date on which clarifications are given by the contracting authority | 11 days before the submission deadline | 12:00pm- |
| Submission deadline for concept notes | 21/10/2024 | 12:00pm |
| Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1) | 24/10/2024* | 05:00pm |
| Invitations to submit the proposals | 25/10/2024 | - |
| Deadline for the submission of the proposals | 25/11/2024 | - |
| Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2)) | 29/11/2024 | - |
| Receipt of certificates and supporting documents relating to the grounds for exclusion | 4/12/2024 | - |
| Organizational analysis of applicants whose proposal has been shortlisted | 10/12/2024 | - |
| Notification of the award decision and transmission of signed grant agreement | 16/12/2024 | - |
| Signature of the Agreement by contracting beneficiary | No later than 15 days after notification of the grant | - |

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

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [enabel website](http://enabel.be).

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

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

accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

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

Annex VIII of the Grant Agreement templates 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 bank⁴, 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

⁴ This bank must be situated in the country where the applicant is established

name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

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

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

2.5.4 Transparency

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

list of Annexes

IT SHOULD BE NOTED THAT ALL ANNEXES MUST BE ADAPTED AS PROVIDED FOR IN THE CALL FOR PROPOSALS AND PUBLISHED AT THE SAME TIME AS THE GUIDELINES

DOCUMENTS TO BE COMPLETED

ANNEX AA: 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, TO BE DETERMINED)

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 F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2a: PROPOSAL VERIFICATION AND EVALUATION GRID