

TANZANIA

**Contracting authority: Enabel**

Call for Proposals under the intervention:

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

**TZA22003**

Guidelines for Applicants

**Reference: TZA22003-10074**

**Deadline for submission of concept note: 25/10/2024**

**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 received from the preselected applicants will be carried out

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1. **Provision of targeted support to girls and vulnerable boys (14-19) at risk of dropout and those who have already dropped out, to access formal secondary education, training, or alternative learning opportunities.**

### 1.1 Context

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

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

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

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

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

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

This call for proposals is related to the portfolio's result domain 1. Focusing on improving access and retention to education for vulnerable children. Recognizing the diverse challenges that these children face, the program aims to provide comprehensive support tailored to their unique needs. This may include the provision of scholastic materials, assistance with economic issues related to education access and retention, in support for both day scholars and those in boarding schools and mental health support, all of which are critical to ensuring that these children can access and remain in school. This call will be implemented in 25 wards of the five districts of Kigoma namely Kigoma Municipal Council, Kigoma District Council, Kasulu Town Council, Kasulu District Council and Kibondo.

### 1.2 Objective and Expected Results Domain

The **General objective:** Increased access to formal secondary education, training, or alternative learning opportunities for girls and vulnerable boys (aged 14-19) at risk of dropping out or who have already dropped out, by providing targeted support that mitigates dropout factors and promotes educational continuity and skill development

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

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- To address the individual needs of vulnerable children through tailored interventions, ensuring that each child receives the appropriate support to overcome barriers to education.
- To provide tailored support to vulnerable girls and boys, particularly focusing on those at risks of dropping out and young mothers who have dropped out due to pregnancy,

through interventions such as the provision on scholastic materials, financial assistance and support for re-entry into the education system.

- Increased capacity of local NGOs to conduct needs assessments and implement targeted interventions that effectively address the educational and tailored individual needs of vulnerable children.

Expected results are:

- Identified vulnerable children from the 25 communities, by working in collaboration with the existing communities' structures and mechanisms to come up with a comprehensive intervention plan outlining the proposed support and expected outcomes for the targeted children.
- A measurable increased access to education, 750 vulnerable children (girls 70%, boys 30%). An increase in the number of vulnerable boys, and girls, including young mothers who had dropped out due to pregnancy, successfully re-enrolled and retained in schools.
- Successful holistic delivery of targeted support, including scholastic materials, financial assistance for school direct and or indirect cost, transportation support and tailored interventions to meet specific needs, contributing to the overall well-being and stability of the students.
- Establishment of sustainable re-entry programs that effectively support young mothers in continuing their education, including providing the necessary resources and creating a supportive school environment.
- Enhanced capacity of local NGOs, existing systems and schools to identify and support vulnerable students, ensuring the long-term sustainability of educational interventions towards vulnerable children as well as improved collaboration between educational stakeholders and the community.

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

The maximum amount available under this Call for Proposals is EUR 225,000. The contracting authority reserves the right not to award all available funds.

#### Grant amount

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

minimum amount: EUR 200,000

maximum amount: EUR 225,000

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:

- a) The actors:

The applicant, i.e. the entity submitting the application (2.2.1)

where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the "applicants"] (2.2.2),

- b) The actions:  
The actions admissible for grants (2.3.1).
- c) 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

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.
- c) Have demonstrated experience in designing and implementing programs that provide educational support to vulnerable groups, particularly vulnerable children who are out of school or at risk of dropping out.
- d) be established or represented in the United Republic of Tanzania
- e) Be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and
- f) expertise in developing and implementing programs that address the specific needs of both genders, ensuring that the interventions are inclusive and culturally sensitive.
- g) Demonstrated capacity to manage and report on large budgets, with experience in managing donor-funded projects and ensuring compliance with financial and administrative requirements.
- h) Have a functioning physical office in Kigoma Region, and/or an ongoing longterm development program in Kigoma.
- i) Have an active Bank Account for the past 24 months; and
- j) If sub-grants are proposed, (see section on sub-granting in 1.1.3): Must have in house financial capacity and experience - in awarding sub grants to - local organizations and partners.

The applicant **may either act individually, or with one or multiple co-applicants.**

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

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

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

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

### Co-applicant(s)

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

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself. However, in addition to the categories cited in point C above, they may also belong to the following categories:

- a) Organizations with experience in procurement and distribution of goods and service provision to vulnerable children in and out of schools
- b) Non-Governmental Organizations that have a working knowledge of Kigoma Region on one or more of the following topics Sexual & Reproductive Health and Rights, Girls Access to education, gender-based violence and social protection.
- c) Organizations with background in implementing Behavioral change programs.
- d)

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

### 2.1.2 Associates and Contractors

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

- Associates

Other organizations 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. The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action”.

- Contractors

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

### 2.1.3 Admissible Actions: For what actions may an applicant be submitted?

#### Definition

**An Action** comprises a series of activities.

#### **Duration**

The initially planned duration of an action may not be less than 30 months nor exceed 36 months.

#### Sectors or themes

The proposed action under wezesha binti programs is strategically aligned with the specific objectives and priorities outlined in the Call for Proposals. Recognizing the diverse challenges that these children face, the program aims to provide comprehensive support tailored to their unique needs which may include scholastic materials, assistance within kind support, as well as counselling service to the young women re-join school after dropping due to pregnancy. <sup>1</sup> The main goals of the action will be:



**Support vulnerable boys and girls**, both in and out of school, who had either dropped out or are at risk of dropping out. The action is designed to ensure that these marginalized groups have access to education and are supported in their efforts to remain in school, aligning directly with the overarching goal of enhancing educational opportunities for vulnerable populations.

**Promote gender equality in education**, ensuring that both genders receive the necessary support to continue their education. The inclusion of local NGOs and community-based organizations in the implementation of this program fosters local ownership, ensuring that the solutions are contextually relevant and sustainable. Additionally, the program's emphasis on re-entry for young mothers who have dropped out due to pregnancy directly addresses the theme of inclusivity, ensuring that all vulnerable youth, regardless of their circumstances, are given the opportunity to access/return to education.

**Increased retention rates improved educational outcomes, and enhanced well-being of the target groups** are among the expected results under this action. This action will directly contribute to these results by providing targeted support such as scholastic materials, support on school feeding program, transport and re-entry support, which will enable vulnerable youth to access education and stay in school and achieve better educational outcomes. The program will also focus on addressing the psychosocial needs of these students, ensuring that they are not only physically present in school but are also mentally and emotionally prepared to succeed.

### Target groups

**Direct beneficiaries:** The primary beneficiaries of this grant are the In-and Out-of-school girls, young women and vulnerable boys aged between the ages of 14- 29 years in Kigoma Region.

**Indirect Beneficiaries:** Community members including parents, teachers, and government institutions like TASAF (Tanzania Social Action Fund) and local government authorities, secondary schools and training institutions, private sector, and business associations.

### Geographical coverage

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

Activities planned for this action should cover the 25 communities that have been selected and confirmed by the review committee that will be supported by the program (Annexed). Additionally, the action must include all the identified vulnerable children (Based on the set criteria in collaboration with the existing system eg TASAF) within the 25 selected communities comprising of the 25 schools and Vocational Education Training Centers.

### Types of action

The types of actions that can be funded under this “Provision of Targeted Support” call must constitute a project—a coherent set of activities designed to support vulnerable boys and girls in accessing and remaining in school. These actions should align with the objectives and expected results outlined in the call and must address both immediate educational needs and long-term systemic support.

Applicants are expected to propose a series of activities that offer comprehensive support to



vulnerable children, especially those who have dropped out or are at risk of dropping out, including young mothers re-entering the education system. This could involve providing support on school feeding programs, learning materials, in-kind support, and re-entry support, in line with local needs assessments.

To ensure the quality and sustainability of the action, the project should:

- Employ an inclusive and participatory approach, involving schools, in and outside the schools youth, communities, local stakeholders and existing systems in the communities supporting these vulnerable children like TASAF (Tanzania Social Action Fund) to identify and address individual student needs.
- Facilitate the provision of in-kind support, mentorship programs, and school re-entry initiatives for both girls and boys.
- Establish a monitoring and learning system to track student progress, improve implementation processes, and inform future interventions.
- Demonstrate partnership and co-creation with government bodies, local NGOs, and community organizations to ensure alignment with national policies and maximize the project's reach and impact.

The following types of actions are not admissible:

- Activities focused solely on sponsoring participation in workshops or conferences.
- Projects that are primarily aimed at providing individual scholarships for studies abroad or higher education that fall outside the defined target group.
- Activities primarily focused on sponsoring individuals to workshops, seminars, or conventions.
- Activities providing loans or grants.
- Workshops and conferences for political, spiritual, or social enhancement.

Examples of eligible activities:

- Community outreach to raise awareness about school re-entry options for dropouts.
- Procurement of school supplies, uniforms, and financial aid to vulnerable children.
- Distribution of the procured goods and provision of financial aid to vulnerable children eg supporting school feeding program
- Establishing counseling and support systems within schools for at-risk students
- Support and awareness-raising for re-entry programs.,
- Dissemination of information and guidelines on child protection, emphasizing the access to education of vulnerable boys and girls.
- Engaging schools, vocational training centers, and community spaces to promote access and retention as well as protecting vulnerable students.
- Conducting need assessments to identify individual support requirements for boys and girls who have dropped or at risk of dropping out from schools and come up with a tailored mechanism to serve them.
- Set up a monitoring system to track change and measure progress and documentation.

### Sub-grants to sub-beneficiaries

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 30,000 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 the grant application file:

1. The description of the objectives and results to be achieved with these sub-grants, key principles, concepts, mechanisms, actors, and their roles in the management process.
2. The criteria and modalities for the allocation of grants, accessibility conditions for sub-beneficiaries, 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 for control.

The sub-beneficiaries or categories of sub-beneficiaries eligible for sub-grants are Non-profit organization/community-based organizations, focusing on vulnerable boys and girls, including young mothers.

Eligible activities for sub-beneficiaries may include:

- Organizing campaigns to promote re-entry into education for young mothers and vulnerable youth.
- Information and awareness-raising on the value of education.
- Provision of scholastic materials and school fees for those at risk of dropping out.
- Progress monitoring and changes tracking of the ongoing intervention.
- Establish a system to work with the selected communities-based champions and friends of education.
- Conduct need assessment to identify vulnerable children and come up with a tailored support mechanism.

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 ensure the visibility of the financing by the Belgian Development Cooperation. Public communications relating to the subsidized action must always mention “the Belgian State” as the donor or co-donor.

## **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.

The maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether there are sub-grants to sub-beneficiaries.

The applicable rate for structure costs will be calculated beforehand by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate. Once the rate is accepted, the structure costs are fixed and do not need to be justified. Structure costs will be paid during the execution of the grant based on actual operational eligible expenses accepted by Enabel.

Reserve for contingencies.

The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible direct costs. It may only be used **with the prior written authorization** 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 organizations for goods and services already subsidized.
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized.
- Any sub-letting to oneself.
- Purchases of land or buildings.
- Compensation for damage falling under the civil liability of the organization.
- Employment termination compensation for the term of notice not performed.
- Purchase of alcoholic beverages, tobacco, and derived products thereof.
- Salary bonuses

## 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).

- a) Applicants must submit their request in English.
- b) In the concept note, applicants need to provide an estimate only of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.
- c) Elements defined in the concept note may not be modified by the applicant in the proposal. Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.
- d) The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.
- e) Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

- a) The statutes or articles of association of the applicant and any co-applicants.
- b) An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting-beneficiaries). Any co-applicants are required to submit an external audit report.
- c) 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 not required to provide a copy of their financial statements.
- d) 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.

- a) The concept note must be submitted in one original and 2 copies in A4 format, each bound separately.
- b) An electronic version of the concept note must also be provided. A Flash-Disk containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be **identical** to the attached paper version.
- c) 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" (USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA)
- d) Concept notes must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Postal Address Enabel Tanzania

**14/15 Masaki, Haile Selassie Road Oasis Office Park, 4th Floor.**

P.O Box 23209 Dar es Salaam Tanzania

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

Enabel Tanzania

**14/15 Masaki, Haile Selassie Road Oasis Office Park, 4th Floor.**

P.O Box 23209 Dar es Salaam Tanzania

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

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

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

The deadline for submission of concept notes is **25/11/2024 at 12:00pm** 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 the concept notes*

- a) An information session on this Call for Proposals will be hosted online by TEAMS on **8/11/2024 from 10:00am – 11:30am**
- b) Interested applicants must send a request with a list of email contacts to participate to this meeting to the following email address [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [bonita.mpokwa@enabe.be](mailto:bonita.mpokwa@enabe.be) making sure that they clearly indicate the Call for Proposals reference: **before 8/11/2024 9:30am** A link to participate at this meeting will be shared to the participants.
- c) 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:
- d) E-mail address: [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [bonita.mpokwa@enabe.be](mailto:bonita.mpokwa@enabe.be)
- e) The contracting authority will not be obliged to provide clarification on questions received after this date.
- f) Questions will be answered at the latest 11 days before the concept notes submission deadline.
- g) 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.
- h) 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 Content of the Proposals*

- a) 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.
- b) The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ from the initial estimate and remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.
- c) Applicants must submit their complete applications in the same language as their

- concept note.
- d) Applicants must fill in the proposal as carefully and clearly as possible to facilitate its evaluation.
  - e) 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.
  - f) Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.
  - g) Handwritten applications will not be accepted.
  - h) It should be noted that only the proposal and annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.****

## *2.2.6 Where and how to send proposals*

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

### **Postal Address**

#### **Enabel Tanzania**

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

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

Enabel Tanzania

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

- a) Applications sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.
- b) Applications must be submitted in one original and 3 copies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format (Flash-Disk). The electronic file must contain **exactly the same** application as the paper version provided.
- c) 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 < USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA >.
- d) Applicants must ensure that their application is complete. Incomplete applications may be rejected.

## *2.2.7 Deadline for the submission of the 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*

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



- address: [alern.mgeni@enabel.be](mailto:alern.mgeni@enabel.be) and [bonita.mpokwa@enabe.be](mailto:bonita.mpokwa@enabe.be)
- b) The contracting authority will not be obliged to provide clarification on questions received after this date.
  - c) Questions will be answered at the latest 11 days before the deadline date for the submission of applications.
  - d) To ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, or an action.
  - e) Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on [www.enabel.be](http://www.enabel.be). As such, regular consultation of this website is recommended to be informed of the questions and answers published.

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

The following elements will be examined:

### *Opening:*

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

### *Administrative and admissibility checks*

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

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

### *Evaluation*

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

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

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

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

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

Secondly, the number of concept notes will be reduced according to their ranking in the list, by



the number of concepts notes whose total cumulative amount of contributions requested is equal to 200% of the budget available for this Call for Proposals.

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

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

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

The following points will be evaluated:

### *Opening*

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

### *Administrative and Admissibility checks*

The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.

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

### *Evaluation*

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

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

The selection criteria aim to ensure that the applicants:

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

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

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

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

The best proposals will be listed in a provisional allocation table, ranked according to their

score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

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

### *Selection*

At the end of step 2, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds. Please note that applicants who may be picked up from the reserve list later, if additional funds become available, will also have to go through step 2 described above.

## 2.4 Notification of the contracting authority's decision

### *2.4.1 Content of the decision*

- a) 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.
- b) 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.
- c) In this case, the complaint will be sent to the person who made the disputed decision, who will endeavor to deal with the complaint and give a reply with 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox [complaints@enabel.be](mailto:complaints@enabel.be)

See: <https://www.enabel.be/content/complaints-management>  
 Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address [www.enabelintegrity.be](http://www.enabelintegrity.be)

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

### *2.4.1 Indicative timetable*

<b>Task</b>	<b>Date</b>	<b>Time*</b>
Teams' information meeting	08/11/2024	10:00am – 11:30am
Deadline for clarification requests to the contracting authority	21 days before the submission deadline	12:00 pm
Last date on which clarifications are given by the contracting authority	11 days before the submission deadline	12:00 pm
Submission deadline for concept notes	25/11/2024	12:00 pm
Information of applicants on the opening, administrative checks, and evaluation of concept notes (stage 1)	29/11/2024*	-

Invitations to submit the proposals	6/12/2024	-
Deadline for the submission of the proposals	6/1/2025	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	10/1/2025	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	15/1/2025	-
Notification of the award decision and transmission of signed grant agreement	24/1/2025	-
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](#).

## 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

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

### 2.5.2 Separate Bank account

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

This account or sub-account must allow to:

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

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank<sup>1</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

### *2.5.3 Processing of personal data*

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

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<sup>1</sup> This bank must be situated in the country where the applicant is established.

## 10. 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

- a) ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART A CONCEPT NOTE AND PART B PROPOSAL)
- b) ANNEX B: BUDGET (EXCEL FORMAT)
- c) ANNEX C: LOGICAL FRAMEWORK (WORD FORM)
- d) ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

### DOCUMENTS FOR INFORMATION

- a) ANNEX E: GRANT AGREEMENT TEMPLATE
  - 1) Annex III: Payment request template.
  - 2) Annex IV: Transfer of ownership of assets template
  - 3) Annex V: Legal entity form (private)
  - 4) Annex VI: Financial identification form.
  - 5) Annex VII: Exclusion grounds
  - 6) Annex VIII: Procurement principles (in the case of a private contracting-beneficiary)
- b) ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID
- c) ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GR