

Template Call for Proposal in 2 phases

Uganda

Contracting authority: Enabel

Call for Proposals under the intervention:

Green and Decent Jobs for Youth - Wework

UGA22003

Guidelines for Applicants

Reference: UGA22003-10040

Deadline for submission of the concept note: 17 January 2025

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 INCUBATION AND ACCELERATION SUPPORT FOR GREEN BUSINESS GROWTH.....	4
1.1 Context	4
1.2 Objectives and Expected results	4
1.3 Amount of the financial allocation provided by the contracting authority.....	5
2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS.....	5
2.1 Admissibility criteria.....	5
2.2 Presentation of application and procedures to be followed.....	16
2.3 Evaluation and selection of applications	19
2.4 Notification of the contracting authority’s decision	21
2.5 Implementation conditions following the grant award decision of the contracting authority	22

1 INCUBATION AND ACCELERATION SUPPORT FOR GREEN BUSINESS GROWTH

1.1 Context

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

Result 1 (Skills development): Improved quality, relevance of and access to formal & non-formal technical, vocational education and training; including for youth, women and people living in vulnerable situations, such as refugees;

Result 2 (Job and entrepreneurship promotion): Increased access to business development, financial, and incubation services and opportunities for self-employed individuals and MSMEs in green/circular economy sectors;

Result 3 (Employment services): Increased access to decent job opportunities in companies, civil society and public sector for graduates and employees; including for youth and women;

Result 4 (Policy support): Strengthened public and private stakeholders’ capacities for dialogue; design and implementation of TVET and employment policies to address specific employment barriers and the need for green skills development.

This call for proposals is part of the second result area and it aims to support young entrepreneurs with innovative business ideas in “**green solutions**” to launch, scale and accelerate their businesses. The targeted businesses under this structure are innovative and dynamic, with potential to grow, and would as such eventually contribute to job creation.

Through the call for proposals, the projects aims to set-up implementing partnerships that are complementary and establish a “pipeline approach” with different entry points and tailored support services for promising entrepreneurs in the Green and Circular Economy (CGE) at different stages of their entrepreneurial journey.

1.1 Objectives and Outputs

The **general objective** of this Call for Proposals is: Enhanced contribution to the Ugandan private sector in realising sustainable development for green growth and decent jobs.

The **specific objective** of this Call for Proposals is: Unlocked growth potential of at least **70** innovative start-ups and scale-ups in the Green and Circular Economy (CGE) through incubation and acceleration support and resulting in the creation of at least **250** new, decent jobs.

Outputs are:

1. At least **50**¹ early-stage businesses in the CGE are supported to successfully launch their business in the market and realise growth through incubation (lot 1).

¹ Baseline 0, target 50

2. At least **20²** scale-ups in the GCE are supported to scale their business models through acceleration (lot 2).

To establish “*business growth*” the following minimum criteria apply:

- Lot 1: At least 20% revenue growth at the end of the action for enterprises participating in incubation programmes; and on average 3 new, direct or indirect decent jobs created per enterprise at the end of the action;
- Lot 2: At least 50% growth in turnover at the end of the action for businesses participating in acceleration programmes; and on average 5 new, direct or indirect decent jobs created per enterprise at the end of the action.

1.2 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is **EUR 1,200,000**. The contracting authority reserves the right not to award all available funds.

To allow for a specialization and categorization of the Businesses (Early stage and growth stage MSMEs), the Call for Proposal is organized in Lots. The total indicative amount is distributed with indicative allocation per lot as follows:

Lot 1 – Incubation: 300,000 EUR

Lot 2 – Acceleration: 900,000 EUR

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

Grant amount

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

- **Lot 1: Incubation.**
Minimum amount: EUR 150,000
Maximum amount: EUR 300,000.
- **Lot 2: Acceleration.**
Minimum amount: EUR 450,000
Maximum amount: EUR 900,000.

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)

² Baseline 0, target 20

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 <i>Admissibility of applicants [applicant and co-applicant(s)]</i>
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Applicant

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

- a. Be a legal entity;
and
- b. Be a public entity³; **or**
Be a private not for profit entity or foundation;
and
- c. Be established or represented in Uganda⁴;
and
- d. Be a national or international non-profit Business Development Service Provider⁵; **or**
Be a semi-autonomous Business Development Service Provider in case of public entities;
and
- e. Be directly responsible for the preparation and management of the action with the co-applicant(s) (where applicable) and not be acting as an intermediary;
and
Have demonstrated **local** expertise and experience in managing and delivering quality business development initiatives for **incubation (lot 1) or acceleration (lot 2)** of dynamic, young enterprises in the **Green and Circular Economy in Uganda**, for – at least – the past 2 years;
and
- f. For applications under lot 2 only: Have an existing collaboration or partnership with financiers or investment funds and/or demonstrated records of raising funds for SMEs (to be demonstrated for the (lead) applicant OR any co-applicant);
and
- g. Have an active Bank Account for the past 12 months;
and
- h. Have in-house financial management capacity.

(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:

³ A 100% public entity, with no private capital.

⁴ Any legal entities whose articles of association were created in another country must be represented in Uganda through official registration

⁵ To be demonstrated through the statutes/articles of association that business development service delivery is amongst the primary objectives of the entity.

In section 1.3.5 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) (the organization’s leadership with decision making authority (e.g. executive director, members of the Board of Directors)) fall under any of these situations and that they will be able to provide the following supporting documents:

- **Criminal record clearances from Interpol for the executive director and chairman of the board** (and any other signatory to the grant agreement);
- **NSSF clearance certificate;**
- **Tax clearance certificate.**

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

Co-applicant(s)

The applicant may⁶ act individually or with one or maximum two co-applicants. A partnership with (a) co-applicant(s) is to optimize the **complementary** expertise needed to obtain the objectives of the action. Any co-applicant(s) that participate(s) 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.

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

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

2.1.2 Associates and contractors

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

Associates

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

Contractors

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. 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 application be submitted?

Definition

An action comprises a series of activities.

⁶ Meaning that it is not obligatory to select any co-applicants

Duration

Lot 1 - Incubation

The initial planned duration of an action under lot 1 may **not be less than 15 months nor exceed 24 months** (excluding 3 months grant closure).

Lot 2 – Acceleration

The initial planned duration of an action under lot 1 may **not be less than 15 months nor exceed 33 months** (excluding 3 months grant closure).

Sectors or themes

The call targets incubation and acceleration of young, innovative and dynamic enterprises in the **Green and Circular Economy (CGE)**, which aims to reduce environmental risks and ecological scarcities while driving sustainable development.

The targeted businesses in both lots are therefore to encompass **demand-driven solutions** to environmental, social or economic challenges, **while** generating a positive impact on human well-being as well as a reduction of environmental risks and scarcities through:

- Contribution to healthy and sustainable eco-systems (Protecting biodiversity, conserving ecosystems, and promoting nature-based solutions that contribute to environmental sustainability);
- Reduction of carbon emissions, pollution and waste in production and consumption;
- Promotion of energy efficiency, saving of natural resources, and regenerative systems; and/or
- Production of green goods and services.

Target groups

The call aims to support **young, innovative and dynamic enterprises** in the Green and Circular Economy (CGE), i.e.. with **potential to grow/scale**, and, as such, contribute to job creation.

Lot 1 – Incubation:

Under incubation, the targeted participants are early-stage entrepreneurs looking to refine their business ideas and develop innovative, green solutions. Targeted business models are to

- have a basic *proof of concept (PoC)* and initiated market testing/exploration;
- are aligned with and show the potential for innovation in the Green and Circular Economy; and
- be market-driven and demonstrate potential for scalability (even if they have not yet proven market viability).
- Have a product prototype and/or are undergoing product testing or research and development and are looking to launch in the market.

Lot 2 – Acceleration:

Under acceleration, the targeted participants are entrepreneurs of **more mature enterprises and scale-ups** that have a market-ready solution and are looking to scale their solutions. Targeted business models are those that;

- have a validated *Minimum Viable Product (MVP)* or beyond;
- are aligned with and show the potential for innovation in the Green and Circular Economy;

- demonstrate market traction, such as revenue, customer acquisition, or strategic partnerships; have a track record of financial sustainability and ability to absorb (additional) finance, and showing readiness for scaling regionally or globally;
- demonstrate growth realized, in terms of number of staff and a minimum annual turnover of 20,000 EUR;
- have a highly motivated and committed teams willing to learn and ready to take action on the business insights learned.

Geographical coverage

Lot 1 – Incubation:

The actions under lot 1 must target enterprises operating in Uganda, in the following subregions: **Kampala metropolitan area, Busoga and West Nile.**

Within the sub-regions, the following districts and cities are prioritized:

Kampala metropolitan	Busoga	West Nile
Mukono district Wakiso district Kampala city	Kamuli district Jinja district Jinja city	Madi-Okollo district Terego distrcit Adjumani district Arua district Arua city Yumbe district Kiryandongo district

Selected applicants are encouraged to actively source participant enterprises in **all 3 subregions** during implementation, aiming for a distribution of 70% of participant enterprises operating in Kampala metropolitan area and 30% in Busoga and West Nile regions.

Selected applicants under lot 1 may consider as well supporting enterprises in other districts within the subregions of focus, **if envisioned outcomes in terms of growth and decent job creation are significant and well-justified**, and if there are **opportunities for market linkages or employment creation in the prioritized districts.**

Lot 2 – Acceleration:

The actions under lot 2 must target enterprises operating in Uganda, in the following subregions: **Kampala metropolitan area, Busoga and/or West Nile.**

Selected applicants might consider as well supporting enterprises operating in other, surrounding subregions, **if envisioned outcomes in terms of growth and decent job creation are significant and well-justified**, and if there are **opportunities for market linkages or employment creation in the prioritized sub-regions.**

Types of action

The types of actions that can be funded under this call must constitute a project designed according to result-based management principles (sustainable results-oriented). It is a stand-alone operation composed of coherent sets of activities with clearly defined objectives in a definite period of time, consistent with the objectives and results listed in section 1.2.

Under **lot 1**, the Call for Proposals intends to support **incubation programmes** that help early-stage entrepreneurs or businesses to test and validate innovative and green solutions and prepare them for market entry. Incubation programmes are to integrate the following strategies or approaches:

- Comprehensive **business development training** aimed at enhancing capacities in business model design, operational efficiency, financial and administrative management, marketing strategies, etc;
- Entrepreneurial **soft skills** development to improve communication, negotiation and problem-solving skills, business skills and work ethics;
- **Technical assistance and mentorship** tailored to the needs of the different enterprises to unlock market access, ie. Support in market research to test and validate business ideas, support in R&D, prototyping and product development, sector-specific mentorship and training to help navigating technical and market challenges in green and circular sectors and integrating green and circular technologies and practices into business models etc;
- Access to well-equipped **co-working spaces and technology** that allow pitching, networking and prototyping activities.
- **Engagement and partnerships** with **private sector** actors to leverage existing business knowledge and expertise in the Green and Circular Economy in training, mentoring/coaching or peer-to-peer learning, and to facilitate development of business relationships (ie. integration in business networks, facilitation of B2B partnerships, facilitation of sales or distribution agreements etc);
- Strategies to enhance **access to affordable finance and capital**, along with support in pitching for; grants/seed funding, preparing for investment readiness, matchmaking with formal or non-formal credit opportunities (e.g. VSLA's, concessional loans from microfinance institutions, impact investment funds, angel investors, and other Impact driven development programmes, etc).

Under **lot 2**, the Call for Proposals intends to support **acceleration programmes** that help promising enterprises or scale-ups to scale existing and innovative green solutions. Acceleration programmes are to integrate the following strategies or approaches:

- **Tailored technical assistance and mentorship** to enhance capacities in developing sustainable and scalable growth strategies, operational efficiency, financial and administrative management, risk management, marketing strategies, integration of digital technologies and data-driven solutions etc.
- Strategies to support **access to new (local or international) markets**, including access to market research, legal advice and guidance on compliance with regulatory frameworks and environmental standards, support to achieve certifications (e.g. eco-labels, EUDR or ISO environmental certifications) etc;
- Sector-specific technical support in **product development** and/or diversification focusing on sustainability and innovation, including adoption of new, **green technologies**;
- **Engagement and partnerships** with **private sector** actors (e.g. experienced business leaders, sector-specific experts, industry players) to leverage existing business knowledge and expertise in the Green and Circular Economy in training, mentoring/coaching or peer-to-peer learning, and to facilitate development of business relationships (ie. integration in business networks/ecosystems, facilitation of B2B partnerships, facilitation of sales or distribution agreements etc);
- Strategies to enhance **access to affordable finance and capital**, ie. building investment readiness (training in financial planning and cash flow management, guidance on preparation of financial models, investment decks, growth forecasts, and fundraising strategies suitable to the structure and stage of the enterprise, post-investment support etc), matchmaking with financiers who are looking to invest in sustainable, scalable businesses (e.g. commercial banks, development financial institutions, impact investment funds, venture capital, angel investors etc), and other blended financing modalities;
- Strategies to promote adherence to **decent work** principles.

Other strategies promoted by the call for both Lot 1 and Lot 2 include:

- Application of selection criteria that integrate elements relating to alignment with the Green and Circular Economy, innovation and scalability, and capacity and commitment of the entrepreneur/founding team;
- Targeted **outreach and awareness strategies** through business networks;
- Inclusion strategies, ie. strategies that promote the participation of **women-led and youth-led** enterprises or enterprises led by members of underrepresented communities or persons in vulnerable situations; strategies that promote support to business models that contribute to social impact (e.g. green job creation, promoting sustainable livelihoods or improving community resilience); and/or strategies that enhance entrepreneurs' understanding and abilities in fostering inclusion and gender equity in the workplace;
- **Innovative approaches, (best-available) technologies and good practices** applied in the targeted sectors that can enhance food security, climate change adaptation/mitigation, and environmental conservation, and that increase resilience (e.g. agro-ecological, sustainable and climate smart (agriculture) approaches, new technologies in the green and circular economy, digital solutions, etc.);
- Where relevant, strategies towards enhanced **access to assets**, including equipment, especially for enhanced production and productivity, affordable inputs (without distorting the local ecosystem and market). (If such activities are foreseen at the level of the enterprise under the form of a sub-grant, please refer to the section regarding sub-grants below (section type of eligible activities)).
- Strategies to support **adherence to quality standards** of products and services and, where relevant, food safety and hygiene standards to enhance Competitiveness of the products and the enterprise's access to wider markets;
- Support to formalization and/or occupational licensing where relevant (i.e. When strongly linked to market access);
- Diversification of products through **value addition** increasing their economic value, decreasing reliance on a single product, creating employment opportunities and boosting the attractiveness of value-added products to consumers.
- Consolidation of Monitoring & Evaluation system to generate solid and reliable data, critical analysis, capitalization of good practices and dissemination on achieved results.

Types of eligible activities

The list below is indicative and not exhaustive.

- Activities related to **Business development** support initiatives aimed at improving the business modelling, product features, marketing, governance and financial management capabilities of the business, including but not limited to individual coaching or mentorship sessions, trainings, seminars, workshops, benchmarking activities etc;
- **Research and Development** activities such as product design and prototyping to assess functionality, usability and feasibility of the products, all aimed at developing the Minimum Viable Products for SMEs under Incubation and refining the existing product for the SMEs under the accelerations programme;
- Investment readiness initiatives aimed at improving access **to affordable finance** (grants, debt, Equity) and unlocking the capacities of the supported businesses to raise money needed for growth and business expansion, such as financial literacy trainings, due diligence activities, pitching workshops, investor matching activities etc.

- **Outreach activities** aimed at reaching out to the target beneficiaries and creating awareness about the initiatives under the programme. such as community engagement, public awareness campaigns such as radio talk shows, and other media campaigns, distribution of information materials (flyers, brochures, posters), information sessions and seminars;
- Activities related to engagement with **Private sector** engagement such as market access and export promotion, demand driven skills development, to share experiences, build synergies and to mobilise expertise required to deliver the impact trainings, and mentorship to the SMEs and to identify the most needed (demand driven) technologies and products or services;
- Strategies and activities promoting **adherence to quality standards** of products and services such as quality control testing, inspections, industry specific certifications, standard operating procedures, customer feedback and complains redress mechanisms, and, where relevant, food safety and hygiene standards to enhance Competitiveness of the products and the enterprise's access to wider markets.

Sub-grants to sub-beneficiaries⁷

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

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

Applicants wishing to redistribute sub-grants must specify in section 2.2.1 (Annex A, part B) of the grant application file:

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

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

Lot 1 – Incubation:

Under lot 1, applicants can propose **seed grants** to early-stage enterprises supported under the action, with application of the following conditions and restrictions:

- The maximum amount for the sub-grants under this category is **EUR 5000** per supported enterprise;
- **Maximum 30%** of the total budget of the action can be allocated for sub-grants under this category;
- Any seed grants must be **non-refundable**;
- To be eligible for a seed grant, supported enterprises must have successfully completed the incubation programme organized under the action and developed/upgraded the necessary

⁷ These sub-beneficiaries are neither associates nor contractors

- documents as defined and guided by the selected applicant (eg. business plans, investments proposals, financial projections, ...);
- Approval of seed grants for supported businesses will be done by **a selection committee** which is to include **representatives of Enabel**, and by applying different evaluation criteria including (but not limited to) the viability of the business plan/model, vision of the entrepreneur, scalability of the business model, traction achieved, sound projections, financial need and relevance, technical and economic feasibility, experience and motivation of the applicant, the composition of the team etc.
 - Types of activities/costs eligible for seed grants should be linked to the development/growth of the enterprise and may include:
 - **Business set-up costs**, including equipment acquisition, raw materials, working capital investment, working space –office rent etc;
 - **Marketing, market research and market testing activities**; eg. creation of the designs of the product logos, marketing, advertising and branding materials, marketing campaigns, ...;
 - **Technology adoption**, eg. investment in development of websites, software, acquisition of hardware, and other basic tools necessary to enhance production and productivity;
 - **Product research and development activities**; prototyping, product or service modifications to respond to the needs of the market, advisory fees to high-level technical experts;
 - Compliance with **legal and regularity** requirements, including costs of legal services to secure licenses, product or service copy rights, product certifications, licenses and permits to operate legally;
 - **Fundraising costs** such as travel costs to investor events or advisory fees to accountants, auditors and capital advisors engaged in investment readiness process;
 - **Other activities** that are be linked to the launch and growth of an enterprise.
 - Non-business-related costs (e.g. personal expenses or assets) and repayment of existing debts or loans cannot be eligible for seed funding.

Lot 2 – Acceleration:

Under lot 2, applicants can propose **matching grants or loan-matching grants** to enterprises supported under the action (in case of matching grants) or to financiers providing credit to the enterprises supported under the action to repay a % of the loan⁸ (in case of loan-matching grants), with application of the following conditions and restrictions:

- The maximum amount for the sub-grants under this category is **EUR 30,000** per supported enterprise;
- **Maximum 40%** of the total budget of the action can be allocated for sub-grants under this category;
- Any matching or loan-matching grant must be **non-refundable**;
- To be eligible for matching grants, enterprises must contribute a minimum of 50% of the required investment effectively matching the grant amount they are awarded (1:1 ratio);
- To be eligible for loan-matching grants, enterprises must have obtained a new and regulated loan/investment during their participation in the acceleration programme for investments linked to their growth strategy. Loan-matching grants cannot be awarded to contribute to loans raised before the participation in the programme. Loan-matching grants cannot exceed 30% of the loan amount raised by an enterprise and cannot exceed EUR 30,000. Loan-matching grants will be paid directly to the financier (as a formalized re-imbursment on the account of the borrower).
- Approval of (loan-)matching grants for supported businesses will be done by **a selection committee** which is to include **representatives of Enabel**, and by applying different

⁸ This requires formalized agreement with the financier allowing to repay on the borrowers account

selection criteria including (but not limited to) the viability of the growth strategy/scalability of the business, financial health of the business (revenue growth, sound projections, investments achieved), proven market demand and competitive advantage, *decent* job creation potential, environmental and/or social impact, capacities of the team, risk management capacities etc.

- Types of activities/costs eligible for (loan-)matching grants should be linked to the development/growth of the enterprise and may include:
 - **Market expansion and acquisition activities**; eg. market research, marketing, branding and advertising activities or materials;
 - **Product or service development and diversification**; eg product research and development to enhance quality and/or diversify to enhance market access;
 - **Technology adoption**, eg. customer relationship management tools, sales automation tools, websites, acquisition of hardware, and development of other digital platforms that enhance efficiency and effectiveness;
 - Implementation of **sustainability initiatives**, ie. resource efficiency and clean production measures to enhance productivity and contribute to environmental sustainability;
 - Investment in **working capital** to meet the needs of the growing business e.g. to purchase more stock and to meet other business operating costs;
 - Acquisition of the **essential equipment** like machinery needed to boost production and or improve the quality of the products;
 - Activities/costs aimed at obtaining **certification** to be able to access regional and global markets.
 - **Other Initiatives** that are linked to the growth of an enterprise.

Any sub-grant has to reflect the actual costs of the support requested.

Any sub-grant will be transferred via bank transaction upon signing the sub-grant to the sub-beneficiary agreement in disbursements tied to specific, measurable milestones.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by The European Union. The contracting beneficiary always mentions "Enabel" as the contracting authority and "The European Union" as the 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 per lot under this Call for Proposals.

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

The applicant may not be a co-applicant in another application.

A co-applicant may not be awarded more than one Grant Agreement per lot under this Call for Proposals.

2.1.4 Eligibility of costs: what costs may be included?

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

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

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

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

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

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines).

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

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

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

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

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

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;

- Invoices made out by other organisations for goods and services already subsidised;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organisation;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof.
- Salary bonuses⁹

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 only.

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 may not vary more than 20% in relation to the initial estimate. Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

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

Handwritten concept notes will not be accepted.

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 (and not older than the year 2023) where the total grant amount requested is above EUR 200,000 (not applicable to public applicants). 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)¹⁰. Any co-applicants are not required to provide a copy of their financial statements.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested;
5. For applications under lot 2 only: Supporting documents to proof existing partnerships with financiers or investment funds and/or records of raising funds for SMEs (eg. MoUs or partnership agreements with financiers or investment funds, and/or MoUs or partnership

⁹ A bonus is to be understood as a payment of a "bonus" triggered by the participation of a staff member in the Enabel funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the Enabel funded Action.

¹⁰ This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

agreements of supported SMEs and documents demonstrating funds raised by supported SMEs), either for the (lead) applicant or any co-applicant.

2.2.2 Where and how to send the concept note

Concept notes must be submitted through the following link:
<https://submit.link/37h>

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

Concept notes sent by other means (for example by fax, post, hand deliveries, 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.

Note: You will not be able to submit any concept note after the set deadline as the link will automatically disappear.

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is **January 17th, 2025, at 5:00 PM** as substantiated by the website server.

2.2.4 Further information on concept notes

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

District	Date	Time	Venue
Kampala	05/12/2024	1 PM to 5 PM	Fairway Hotel
Online	06/12/2024	1 PM to 5 PM	Online

Applicants interested to attend information sessions must register their attendance through the following link: <https://ee-eu.kobotoolbox.org/x/sfqfnJQb>

Applicants may send their questions and clarification requests, at the latest 21 days before the concept notes submission deadline to uga_csc_grants@enabel.be. For questions and clarification, the e-mail subject line should indicate the reference number and lot of the Call for Proposals, and full name of the applicant. Mail details will include the question and or comment.

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

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

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

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

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

2.2.5 *Proposals*

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

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

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

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

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

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

Handwritten applications will not be accepted.

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

2.2.6 *Where and how to send proposals*

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

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

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

2.2.7 *Deadline date for the submission of proposals*

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

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 number and the Lot and title of the call for proposal:

Email address: uga_csc_grants@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 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 concept notes whose total cumulative amount of contributions requested is equal to at least 300% of the budget available for this Call for Proposals.

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

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

(2) 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 maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

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

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

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

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

Supporting documents will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

Step 3 Organisational Assessment:

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

Selection

At the end 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.

Or

At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

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

2.4 Notification of the contracting authority’s decision

2.4.1 Content of the decision

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel’s head office, via the mailbox complaints@enabel.be

See: <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

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

2.4.2 Indicative timetable

	Date	Time*
Publication of the Call for Proposal	3 December, 2024	N/A
Information Sessions	5 and 6 December, 2024	9 am to 1 pm

Deadline for clarification requests to the contracting authority¹¹	27 December 2024	5:00 pm
Last date on which clarifications are given by the contracting authority	7 January 2025	5:00 pm
Submission deadline for concept notes	17 January, 2025	5:00 pm
Opening, administrative checks and evaluation of concept notes (stage 1)	17 January – 4 February 2025*	NA
Invitations to submit the proposals	14 February, 2025*	NA
Deadline for clarification requests to the contracting authority	23 February, 2025*	5:00 pm
Last date on which clarifications are given by the contracting authority	5 March, 2025*	5:00 pm
Deadline for the submission of the proposals	17 March, 2025*	5:00 pm
Opening, administrative checks and evaluation of proposals (stage 2)	17 March – 10 April, 2025*	NA
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	14 April, 2025*	NA
Receipt of certificates and supporting documents relating to the grounds for exclusion	29 April, 2025*	5:00 pm
Organizational analysis of applicants whose proposal has been shortlisted	14 April – 29 April, 2025*	NA
Notification of the award decision and transmission of signed grant agreement	12 May, 2025*	NA
Signature of the Agreement by contracting beneficiary	20 May, 2025*	NA

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

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

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

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

¹¹ Please note that Enabel offices will be closed from 23/12/24 until 3/1/25. Applicants are encouraged to send clarification requests timely so that they can be attended to before the closure of offices.

signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

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

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

Or

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

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

2.5.2 Separate bank account

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

This account or sub-account must allow to:

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

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank¹², will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

2.5.3 Processing of personal data.

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

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

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

For more information on this subject, please consult Enabel's privacy statement at the following

¹² This bank must be situated in the country where the applicant is established

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.

Annexes

DOCUMENTS TO BE COMPLETED

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

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

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

DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

- Annex III Payment request template.
- Annex IV Transfer of ownership of assets template]
- Annex V Legal entity form (private or public)
- Annex VI Financial identification form
- Annex VII Exclusion grounds
- Annex VIII Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX G: PROPOSAL VERIFICATION AND EVALUATION GRID