

Palestine

Contracting authority: ENABEL

Call for Proposals:

Support to quality extracurricular activities

as Part of the

Education and Learning (QEL), Empowered Youth in a
Green Palestine Portfolio

PSE22001

Guidelines for Applicants

Deadline for submission of concept note: **27th October 2022, before 12:00**

Reference: PSE22001-10003

NOTE

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. Call for proposal for implementing extracurricular activities for youth

1.1 Context

Enabel's new portfolio aims to contribute to the following two general objectives:

- Young people in Palestine develop into active and critical citizens, ready for local and global challenges, through improved education, training, guidance and access to employment.
- The Palestinian population makes use of the opportunities of a sustainable environment.

The first pillar of the new portfolio will focus on the empowerment of youth with specific attention to the following thematic priorities:

- Education and learning
- Civic engagement and protection
- Skills, employment and entrepreneurship

The second pillar of the portfolio will be dedicated to climate action.

This Call for Proposals will contribute to objective 1 (Education and learning) of pillar 1 (empowering youth). It will contribute to achieving SDG 4.¹ It will also support the priorities of the MoE².

The education environment in Palestine is highly constrained by its political and socio-economic context. As a result of the longstanding Israeli–Palestinian conflict, young Palestinians are vulnerable to exposure to various types of violence, which, research shows, is a significant risk factor for the development of psychopathology in young people.

Education is highly valued among families across the State of Palestine, with 95.4 per cent of children enrolled in basic education. But these impressive rates of enrolment mask the challenges of access to school, as adolescent boys and children with disabilities

¹ With a focus on :

4.1 By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes

4.5: By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations

4.c: By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States

² Education Sector Strategic Plan 2017-2022. Sector Goal (2): Developing a student-centered teaching and learning pedagogy and environment: 'It is aimed to enhance a Palestinian education system that develops the skills and values which help citizens enjoy good health and decent life; face up to local and international challenges by means of education for sustainable development and international citizenship; arms students with science, knowledge, creativity, excellence and loyalty; and strengthens citizens' steadfastness and attitude towards local, regional and international development.'

One of the key strategies that the CfP aims to support : Promote leadership, creativity and excellence among students, teachers, and support staff at all levels.

are vulnerable to dropping out of school. By age 15, nearly 25 per cent of boys and 7 per cent of girls have dropped out of school, while 22.5 per cent of boys and 30 per cent of girls aged 6-15 years with a disability have never enrolled in school (UNICEF. State of Palestine: Out-of-school children. 2018.)

Opportunities for youth to engage in physical activity, artistic expression and social activities contribute to their well-being³. There is a direct link between well-being and academic achievement and vice versa. Physical activity is associated with improved learning and the ability to concentrate. Strong, supportive relationships provide students with the emotional resources to step out of their intellectual 'comfort zone' and explore innovative ideas and ways of thinking, which is fundamental to educational achievement⁴.

Through this Call for Proposals, the intervention will support medium-term financing for a broad range of recreational activities in music, drama/theatre / circus and sports.

Cross cutting issues that must be included are active citizenship / social engagement and environmental awareness. Innovative approaches are encouraged.

The general objective of this Call for Proposals is: ***"Boys and girls, young women and men access quality education and acquire STEAM and 21st century skills in a conducive learning environment."***

The **specific objective(s)** of this Call for Proposals is/are: **Improved well-being and inclusion of vulnerable students.**

Contribution to the specific objective will be achieved through supporting extracurricular activities in **Gaza, West Bank and East Jerusalem.**

1.2 Background on extra-curricular activities

Extracurricular activities are activities that fall outside the normal curriculum of school. It can include sports, community service, arts, hobbies, and educational clubs, all these activities complement an academic curriculum.

The involvement of extracurricular activities allows students to link academic knowledge with practical experience, thereby leading to a better understanding of their own abilities, talents, and career goals. Extracurricular activities are important for several reasons:

1. Extracurricular activities provide a channel for reinforcing the lessons learned in the classroom, offering students the opportunity to apply academic skills in a real-world context, and are thus considered part of a well-rounded education.
2. Many educational studies results show that these activities play an important role in students' life, as they cultivate their social development, reduce their aggressive behaviour and increase their concentration and motivation.
3. Extracurricular activities can introduce to children new skills which can take them on a career path they never entertained, or an activity which will develop into a hobby or passion. Moreover, extracurricular activities develop personality

³ Well-being is understood as the experience of health and happiness. It includes mental and physical health, physical and emotional safety, and a feeling of belonging, sense of purpose, achievement and success, source: Council of Europe, Improving well-being at school (see 10 below)

⁴ Source: Improving well-being at school, Council of Europe, <https://www.coe.int/en/web/campaign-free-to-speak-safe-to-learn/improving-well-being-at-school>

characteristics and skills which attribute to an individual becoming successful. Skills such as teamwork, leadership, time-management, detail oriented, flexibility, creativity and problem-solving. Skills gained are life-long.

4. Skills obtained and exercised in extracurricular activities are fundamental in many academic subjects. Skills such as solid problem-solving, memory, creativity and critical and analytical skills. A link between improved academic performance and extracurricular participation has been observed in research. Texas A&M University has carried out a study, where math and reading achievement as well as other courses were affected positively for children active in extra-curricular activities

1.3 Objectives, expected results, activities, and target groups

Objectives, expected results, activities

The **general objective** of this Call for Proposals is: *"Boys and girls, young women and men access quality education and acquire STEAM and 21st century skills in a conducive learning environment."*

The **specific objective** of this Call for Proposals: **Improved well-being and inclusion of vulnerable students**

This Call for proposals will support civil society organisations (CSOs) to implement extracurricular activities for children (grades 1-12) in Westbank, Gaza and East Jerusalem. In addition, training for teachers' supervisors or other educators must be included to build their capacity to implement extra-curricular activities for children.

The priorities for this Call for Proposals are divided into 3 geographical lots:

- Lot 1:** Gaza
- Lot 2:** East Jerusalem
- Lot 3:** West Bank

At least 1 of the following thematic priorities needs to be addressed:

- Music
- Sports
- Theatre / drama / circus

The following cross cutting issues must be included:

- Environmental awareness
- Active citizenship / social engagement

Activities must be implemented in the following areas.

Lot	Location	Priority areas
Lot 1	Gaza strip	Gaza (North)
Lot 2	East Jerusalem	Old city
Lot 3	West Bank	Hebron (South, North)

Other areas can be included if the priority areas are covered. However, at least 60% of the operational budget should be allotted to the priority areas.

The **expected outcome** of the Call for Proposal is:

- Children have an improved well – being

The **expected results** of the Call for Proposal are:

- Children have improved skills in music, sport, theatre / drama / circus
- Teacher supervisors have improved skills in teaching music, sport, theatre / drama / circus
- Children have an improved awareness on climate change and active citizenship / social engagement

The **expected outputs** of the Call for Proposal are:

- Children from grade 1-12 are participating in quality extracurricular music activities
- Children from grade 1-12 are participating in quality extracurricular sports activities
- Children from grade 1-12 are participating in quality extracurricular theatre / drama / circus activities
- Children reflect on, and become aware of the importance of climate change and active citizenship / social engagement
- Teachers' supervisors and / or educators are trained in delivering / teaching music and using it as a pedagogical tool
- Teachers' supervisors and / or educators are trained in delivering / teaching sport and using it as a pedagogical tool
- Teachers' supervisors and / or educators are trained in delivering / teaching theatre / drama / circus and using it as a pedagogical tool

Target groups

The target beneficiaries⁵ of the project are children (grade 1-12) and teachers' supervisors / educators. The proposal needs to ensure the participation of at least 50% vulnerable children (including 10% CwD), and at least 40% girls / boys. While the selection criteria may be further fine-tuned by the implementing partners and Enabel at the start of the implementation, the following beneficiary selection criteria are proposed:

Children	<ul style="list-style-type: none"> • Age (grade) & gender Gender, disability and age (GDA) • Economic Vulnerability and poverty levels
Teachers	<ul style="list-style-type: none"> • Appointed teacher's supervisor in a government school

The indirect beneficiaries⁶ are teachers who will be trained by the supervisors, and the children that are thought by the teachers / educators outside the scope of the project activities.

⁵ Target groups" are groups/entities which will directly benefit from the action at the level of the action's objective.

⁶ "Final beneficiaries" are those who will benefit in the long term from the action at the level of society or the sector in the broad sense.

1.4 Mainstreaming cross cutting issues

The evaluation team will consider to what extent the following cross-cutting issues are mainstreamed in the proposals of applicants.

1.4.1 Participation

The development of the proposal should be co-created with youth and other stakeholders (e.g. schools when activities are implemented in schools).

1.4.2 Partnership

The proposal should partner with relevant stakeholders. It is mandatory to work with at least 1 co-applicant. In addition, it should be considered to develop partnerships with schools, parent committees and / or CBOs.

1.4.3 Environmental awareness and sustainability

The proposal should promote environment awareness. In addition, environmental protection and sustainable management will be ensured in the design and implementation of supported initiatives.

1.4.4 Social inclusion

Social inclusion is the process of improving the terms for individuals and groups to take part in society and the process of improving the ability, opportunity, and dignity of those disadvantaged based on their identity⁷. Under this call for proposals, accessibility, attendance, and achievement of all students, especially those who, for different reasons, are excluded or are at risk of being marginalized must be considered.

1.5 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 525,000 EUR. The contracting authority reserves the right not to award all of the available funds.

Given the particularity of Palestine and the different characteristics of each of its localities, a regional approach is inevitable.

Funding will be divided into 3 geographical lots (in line with the regions: East-Jerusalem, Gaza and the West-Bank). An application (one proposal) cannot target more than 1 lot. The budgets under this call for proposal are allocated as follows:

- **Gaza (lot 1):** 175,000 EUR
- **East-Jerusalem (lot 2):** 175,000 EUR
- **West-Bank (lot 3):** 175,000 EUR

If the financial allocation indicated for a specific region 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 region.

⁷ World Bank. Inclusion matters: The foundation for shared prosperity (Washington DC, 2013).

Grant amount

The maximum amount available under this Call for Proposals is 525.000 EUR. The contracting authority, i.e. the Belgian Development Agency, reserves the right not to award all of the available funds under this call.

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

Minimum of 50.000 EURO (fifty thousand euro)

Maximum of 175.000 EURO (one hundred and seventy-five thousand euro)

2. Rules applicable to this Call for Proposals

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

2.1 Admissibility criteria

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

(1) The actors:

the applicant, i.e. the entity submitting the application (2.1.1)

where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “applicants”] (2.1.1),

(2) The actions:

actions admissible for grants (2.1.3);

(3) The costs:

The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 Admissibility of applicants

Applicant

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

- be a legal person; **and**
- be a non-profit private entity or a foundation; **and**
- be established or represented in Palestine⁸; **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; **and**
- have an active bank account for the past 24 months; **and**
- have audited financial statements (income statement and balance sheet) of the last closed financial year

The applicant must act with at least one and maximum 2 co-applicant(s) in accordance

⁸ Optional. Establishment is determined on the basis of the organisation’s articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a “memorandum of understanding” has been entered into.

with the requirements below:

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

In section 2.8 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:

- Document 1: Public Law Legal Entity Form
- Document 2: Registration Certificate (applicant and co-applicant)
- Document 3: Deduction at source Certificate (applicant and co-applicant)
- Document 4: Active bank account for the past 24 months
- Document 5: Audited financial statements (income statement and balance sheet) of the last closed financial year
- Document 6: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency
- Document 7: Non-sentence Certificate from Ministry of Justice (for board members)
- Document 8: The declaration on honour Form (signed and stamped by applicant and co-applicant)
- Document 9: The Integrity statement form (signed and stamped by applicant and co-applicant)

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.

Enabel will complete an organizational assessment following the full proposal selection and prior to contracting. 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 the monitoring modalities the implementation of the grant.

In the event that the organizational analysis indicates that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage.

The organizational assessment aims to provide a clear view on the relative strengths and weaknesses of the assessed organizations in these areas, and more specifically on the following:

- Legal Framework and Governance
- Organizational Structure
- Technical capacities
- Human resources
- Financial management
- Audit

- Procurement

The organisational assessment will result in a mutually agreed capacity strengthening plan. Enabel will provide additional capacity strengthening support as needed and agreed.

Co-applicant(s)

The call for proposal must be submitted by at least two (and maximum 3) actors: one lead applicant who applies together with one (or maximum 2) selected co-applicants. The proposal can target only 1 geographical region (see 2.1.3 Admissibility of the actions – number of requests) and at least 1 thematic priority.

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.

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

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

2.1.2 Associates and contractors

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

Associates

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

Contractors

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

2.1.3 Admissible actions: for what actions may an application be submitted?

Definition

An action comprises a series of activities.

Duration

The initial planned duration of an action may not be less than 18 months nor exceed 36 months.

Sectors or themes

The proposal will provide extracurricular activities for students between grades 1-12 in

at least 1 of the following areas: Music, Drama / Theatre / circus and sports.

Each proposal must contain after school activities for children between grades 1-12, and capacity building of subject matter teachers.

Geographical coverage

The actions must be implemented in Palestine and cover 1 of the following regions:

- Gaza (Lot 1)
- East Jerusalem (Lot 2)
- West Bank (Lot 3)

Types of action

The following types of actions are admissible for financing under this Call for Proposals:

- Extracurricular activities for children between grades 1-12
- Training of subject matter teachers' supervisors and other professionals in the field of music, drama / theatre / circus and sports

All actions must be in line and contribute the national objectives and priorities of the Ministry of Education.

The following types of action are not admissible:

- actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions
- actions consisting exclusively or primarily of financing individual scholarships

Types of activities

Types of activity admissible for financing under this Call for Proposals:

- Organization of music, drama / theatre / circus or sports classes after school hours
- Organization of summer camps focusing on music, drama / theatre / circus or sports
- Training of teachers supervisors or other professionals who are working in the field of music, drama / theatre / circus or sports

Sub-grants to sub-beneficiaries⁹

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation¹⁰. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

⁹ These sub-beneficiaries are neither associates nor contractors

¹⁰ Or other donor if applicable

- The applicant may not submit more than 1 application(s) per lot under this Call for Proposals.
- The applicant may not be awarded more than 1 Grant Agreement(s) per lot under this Call for Proposals.
- The applicant may be at the same time a co-applicant in another application. An applicant can be awarded a grant as applicant, and also a co-applicant in another proposal.
- A co-applicant may submit more than 1 application(s) per lot under this Call for Proposals.
- A co-applicant may be awarded more than 1 Grant Agreement(s) 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;

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 structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.

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.

It is strongly encouraged to include and quantify the contribution in kind in the budget.

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.
- Grants to sub-beneficiaries.

2.2 Presentation of application and procedures to be followed

In the first stage, the applicant will send only the concept note.

In the second stage, after notification of the pre-selection, the applicant will be invited to send the full 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 concept note in English

In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

Elements defined in the concept note may not be modified by the applicant in the proposal. The 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. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)¹¹. Any co-applicants are not required to provide a copy of their financial statements.
3. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.

2.2.2 Where and how to send the concept note

The concept note must be submitted in one original in A4 format.

An electronic version of the concept note (including all requested annexes and documents) must also be provided. A USB containing the concept note (with all annexes) in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly identical to the attached paper version.

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".

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 one the addresses set out below:

- Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
- Enabel Gaza office: Al Rayes Plaza Building, 4th floor Vector Hugo street

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

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

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is **27 October 2022 at 12:00** as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

An information session on this Call for Proposals will be organised online on 25 September at 10 am. If you are interested to participate, you are required to fill in this form [here](#) to register and receive the meeting link.

Applicants may send their questions in English by e-mail, **at the latest by 5 October 2022**, to the email address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: joeri.leysen@enabel.be

¹¹This 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.

The contracting authority will not be obliged to provide clarification on questions received after this date. Questions will be answered **at the latest on 16 October 2022** (11 days before the concept notes submission deadline). In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published

2.2.5 Proposals

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A).

Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

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

Applicants must submit their complete applications in English.

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

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

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

Handwritten applications will not be accepted.

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

2.2.6 Where and how to send proposals

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

- Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
- Enabel Gaza office: Al Rayes Plaza Building, 4th floor Vector Hugo street

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

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

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”

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 **before 5 October** (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: joeri.leysen@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 on **16 October 2022** (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 between 200% -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 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.

The applicant will also be requested to fill in an organizational self-assessment, which will serve as the basis for step 3.

Step 3: Organizational 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.

If needed, the organizational assessment will be used to draft a capacity strengthening plan that will be agreed up on by the applicant, co-applicant and Enabel. Additional funds will be allocated by Enabel to support this plan.

Selection

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*
Information meeting	Online: 25 September 2022	10:00
Deadline for clarification requests to the contracting authority	5 October (21 days before the submission deadline)	16:00
Last date on which clarifications are given by the contracting authority	16 October (11 days before the submission deadline)	16:00
Submission deadline for concept notes	27 October 2022	12:00
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	3 November 2022	14:00
Invitations to submit the proposals Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	3 November 2022*	-
Deadline for the submission of the proposals	1 December 2022	16:00
Receipt of certificates and supporting documents relating to the grounds for exclusion	1 December 2022	16:00
Organizational analysis of applicants whose proposal has been shortlisted.	Between 9-20 January 2022	-

Notification of the award decision and transmission of signed grant agreement	23 January 2022	-
Signature of the Agreement by contracting beneficiary	31 January 2022	-

* **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

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

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

2.5.2 Separate bank account

In case 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

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

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

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

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

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

2.5.4 Transparency

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries.

By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

List of Annexes

Documents to be completed

Stage 1:

Annex A: Grant application file (Word format) (PART A – Concept note)

Annex D: Legal entity form (Word format)

Stage 2:

Annex A: Grant application file (Word format) (PART B - Proposal)

Annex B: Budget (Excel format)

Annex C: Logical framework (Word format)

DOCUMENTS FOR INFORMATION

Annex E: Grant Agreement template

Annexe III: Payment request template.

Annex IV Transfer of ownership of assets template

Annex V Legal entity form

Annex VI Financial identification form

Annex VII Exclusion grounds

Annex VIII Procurement principles

ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM): current rate at the Representation of the country concerned