

*Template Call for Proposal in 2 phases*

**Palestine**

**Contracting authority: ENABEL**

Call for Proposals under the intervention:

Local Government Reform and Development – LGRDPII+

PZA1303311

Guidelines for Applicants

Reference: PZA1303311 - 10012

Deadline for submission of concept note: **February 16,2023**

**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.

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## 1 Developing and implementing awareness-raising activities

### 1.1 Context

In July 2020, the Belgium Government decided to increase the budgetary envelop for the development cooperation in the Palestinian Territory with the amount of €10 million. The additional resources should be used for projects of the present cooperation programme to extend successful and promising components as well as to develop new initiatives remaining within the frame of the projects' objectives. On this basis the Palestinian and Belgian Parties decided that the Local Government Reform and Development Programme (LGRDP II) would be extended with a specific focus on addressing environment and climate change challenges, to contribute to develop more 'green, resilient and sustainable municipalities and territories'.

This extension will build on the achievements and the lessons learned of the Belgian cooperation in the Local Government sector (since 2005) and consolidate an initial support provided by the Belgian government (2016-2018) to the Environment Quality Authority (EQA) in the elaboration of the Palestinian Authority strategies and plans to address the impacts of climate change.

The current extension will build on these dynamics while better promoting municipalities and villages that combine the social, economic and ecological dimensions of sustainability. It will consolidate this vision of a territory which embeds a vivid social and cultural life, which helps to restore damaged ecosystem and which (re)generates living quality. The ARD Initiative has generated territorial development dynamics between localities and local government units which highlights participatory development planning processes embedded into a developmental vision of the territory by considering the issue of regenerating the resources, the natural environment and the quality of life. Such a regenerative approach is even more critical in the Palestinian Territory than anywhere else as villages are facing the double challenge of fast urbanisation and territorial fragmentation.

A threefold strategy will be adopted to achieve this result, within the short time frame of the project, and to pave the way of a longer-term action in this regard:

1. Supporting the integration of environment and climate change concerns in the strategic planning processes
2. Promoting green initiatives based on a cluster (LGU cooperation) approach, starting with already identified projects in the sector of waste management and renewable energy.
3. Raising awareness and knowledge of local stakeholders in climate change and environmental challenges, aiming at the progressive and context- bound shift in minds and behaviour.

In 2021 Enabel supported 7 clusters (cited in 2.1.3) In developing Environmental Strategic Plans, including an environmental assessment for the 7 partner clusters, a capacity building plan and awareness needs for the clusters.

### 1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is to support the partner clusters in developing and implementing their awareness activities as per the previously produced environmental assessments & recommended awareness themes.

The specific objectives of this Call for Proposals are to:

1. Ensure that Local Government clusters administrative bodies are effectively participating in the validation, development, and implementation of the community awareness activities.
2. Implementation of awareness activities in the clusters based on the abovementioned awareness themes.

Expected results are:

- 1 The 7 Partners Local Government clusters will have well planned awareness activities to be implemented.
- 2 Activities are implemented per cluster ensuring community engagement, in the implementation of the activities.
- 3 The communities are aware of the climate change challenges, environment preservation, and are acting to reduce the climate change impacts.

#### **The applicants should consider the below:**

- Review the Environmental Assessment cluster's awareness themes
- Define in a participatory manor the feasible mostly needed activities to be implemented.
- Provide the needed logistics for the activity's implementation
- Lead the implementation of the activities in close cooperation with the clusters
- Document the activities and provide necessary reports and documentation
- Follow a community-based approach;
- Involve partner clusters in the design and implementation;
- Provide attention to gender-neutrality of the proposals to assure that the profiles envisaged are gender neutral or are stimulating female participation.
- Provide attention for people with disabilities in the proposal.

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

The total indicative amount available under this Call for Proposals is 75,000 EUR. The contracting authority reserves the right not to award all of the available funds.

#### **Grant amount**

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

minimum amount: EUR 50,000

maximum amount: EUR 75,000

During the 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) The actions:

actions admissible for grants (2.1.3);

- (3) The costs:

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

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

### Applicant

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

- A. be a legal person; **and**
- B. be a non-profit private entity or a foundation; **or**
- C. be Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs),
- D. be established or represented in Palestine; **and**
- E. be directly responsible for the preparation and management of the action with the co-applicant (where applicable) and not be acting as an intermediary **and**;
- F. must have an active bank account for the past 24 months; **and**
- G. must have audited financial statements (income statement and balance sheet) of the last closed financial year
- H. demonstrated experience and expertise in designing and implementing community awareness plans and activities

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

(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: Private Company 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.

## Co-applicant(s)

This call for proposal can have only **one** co-applicant.

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 that are necessary to achieve the results and contribute to the specific(s) objective(s) pursued by the proposal.

To be eligible, the actions under this call for proposal must meet the specifications described in this document.

### Duration

The initial planned duration of an action may not be less than 6 months nor exceed 10 months.

### Sectors or themes

The LGRDP II+ Environmental assessment awareness themes must be the basis for the applicant to demonstrate priority opportunities in their proposals.

### Geographical coverage

The partner clusters were selected based on “The Environmental Assessment services” that was conducted by Enabel, the mentioned assessment has also highlighted the most important awareness needs for the

clusters.

In Addition to that, a training was conducted for the clusters, in which they have developed awareness plans for their clusters. The two documents could be used as a guidance for developing the best awareness raising activities in the clusters. The targeted clusters are:

Governorate Name	Cluster Name	List of Local Authorities Name
Hebron "South West bank"	Yatta Cluster	Al-Karmel Municipality
		Khalat El- Maya Municipality
		Yatta Municipality
Bethlehem "South West bank"	East Bethlehem JSC	Tuqu Municipality
		Janata Municipality
		Beit Tamar Village council
		Al- Obydia Municipality
		Dar Salah Village council
		Al-Shawarah Village council
		Al-Khas Village council
		Al-Nouman Municipality
		Zatara Municipality
		Hindaza Village council
		Al-Rashaida Village council
		Kisan Village council
Ramallah "Middle West Bank"	Beit Leqya Cluster	Beit Leqya Municipality
		Beit Sira Village Council
		Kharbath El-Mosbah Village Council
		Beat Our Al-Tahta Municipality
	Bani Zaid Cluster	Safa Village Council
		Bani Zaid Municipality
		Kafr Ain Village Council
		Aboud Village Council
Nablus "North West Bank"	Beita Cluster	Al-Nabi Salah Village Council
		Beita Municipality
		Ousareen Village Council
		Audala Village Council
Qaliqilia "North West Bank"	Jourt Amra JSC	Zaatara Village Council
		Kafar Qaddum Village Council
		Jit Village Council
		Immatin Village Council
		Al-fundug Village Council
		Jinsafut Village Council
		Kafr Laqif Village Council
		Hajja Village Council
Baqat Hatab Village Council		
Jenin "North West bank"	Bartaa Cluster	Bartaa Municipality
		Dhaher al Malih Village Council
		Abdualla El-Younis Village Council
		Umm ar Rihan Village council

#### Types of action

All proposals will need to include the following minimum types of activity admissible for financing under this Call for Proposals.

- **Developing Clusters Awareness raising activities:** based on the current awareness themes, the LGRDP II + environmental assessment and the clusters green initiatives an updated awareness activities plan should be developed for each cluster in cooperation with the clusters administration.
- **Identifying and implementing a key activity:**
  1. Identify 2-3 activities to be implemented in each cluster
  2. Develop an implementation plan with the cluster
  3. Implement the activity and provide all the activity needs
  4. Measure the success of the activity and ensure documentation

**Special attention will be paid to:**

- Validate the clusters awareness themes with the cluster stakeholders and develop awareness raising activities.
- Prepare and implement activities per cluster, in close coordination with the clusters stakeholders to ensure knowledge sharing and community acceptance.
- Geographical coverage
- Awareness raising assessment goals and target groups.
- Inclusive and participatory approach

**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 for studies or training.

**Sub-grants to sub-beneficiaries**

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 Cooperation. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action

**Number of requests and Grant Agreements per applicant**

- The applicant may not submit more than one application(s) per region under this Call for Proposals.
- The applicant may not be awarded more than one Grant Agreement(s) per region under this Call for Proposals.
- The applicant may not be at the same time a co-applicant in another application.
- A co-applicant may not submit more than one application(s) under this Call for Proposals.
- A co-applicant may not be awarded more than one Grant Agreement(s) under this Call for Proposals.
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#### 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 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 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.

#### 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 except if authorised in 2.1.3

## 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.

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.

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

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

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting-beneficiaries). Any co-applicants are not required to submit an external audit report.
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)<sup>1</sup>. 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.

### 2.2.2 Where and how to send the concept note

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

An electronic version of the concept note must also be provided. A CD-ROM containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

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

The external envelope must bear the **reference number and title of the Call for Proposals**, the full name and address of the applicant, and the note "Do not open before the opening session" .

<sup>1</sup> 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.

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

- **Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al Bireh Governorate**

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 **February 16, 2023 at 12:00 pm** as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

### **2.2.4 *Further information on concept notes***

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

E-mail address: [Karmel.alsalqan@enabel.be](mailto:Karmel.alsalqan@enabel.be)

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

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

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

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended 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 10% 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 the same language as their concept note.

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

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

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

Handwritten applications will not be accepted.

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

## 2.2.6 *Where and how to send proposals*

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

- **Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al Bireh Governorate.**

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, separately bound. 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.

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

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note "Do not open before the opening session."

**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 15 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: [Karmel.alsalqan@enabel.be](mailto:Karmel.alsalqan@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](http://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) 1<sup>st</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES**

The following elements will be examined:

### **Opening:**

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

### **Administrative and admissibility checks**

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

### **Evaluation**

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

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

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

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

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

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to 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) 2<sup>nd</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS**

The following points will be evaluated:

### **Opening**

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

#### Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

#### Evaluation

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

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 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.

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

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

## 2.4 Notification of the contracting authority's decision

### 2.4.1 *Content of the decision*

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

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an

award procedure, or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will 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](mailto:complaints@enabel.be)

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

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

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

**2.4.2 Indicative timetable**

	Date	Time*
Information meeting (if necessary)	Not applicable	Not applicable
Deadline for clarification requests to the contracting authority	26 Jan 2023 (21 days before the submission deadline)	12:00pm
Last date on which clarifications are given by the contracting authority	05 February 2023 (11 days before the submission deadline)	-
Submission deadline for concept notes	16 February 2023	12:00pm
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	20 February 2023	-
Invitations to submit the proposals	26 February 2023	-
Deadline for the submission of the proposals	30 March 2023	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	31 March 2023	
Receipt of certificates and supporting documents relating to the grounds for exclusion	10 April 2023	
Notification of the award decision and transmission of signed grant agreement	15 May 2023	-
Signature of the Agreement by contracting beneficiary	22 May 2023	-

\* **Provisional date.** All times are in the local time of the contracting authority (deadlines may change).

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:

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 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 bank<sup>2</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

### **2.5.3 Processing of personal data.**

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

<sup>2</sup> This bank must be situated in the country where the applicant is established

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

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

ANNEX B: BUDGET (EXCEL FORMAT) (2<sup>ND</sup> STAGE ONLY)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT) (2<sup>ND</sup> STAGE ONLY)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

### DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

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

ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GRID