

Palestine

Contracting authority: ENABEL

Call for Proposals:

Improving the Availability and Accessibility of Youth and their
Caregivers to Mental Health and Psychosocial Support Services
in West Bank

as part of the

Youth Protection and Civic Engagement Intervention,
Empowered Youth in a Green Palestine Portfolio
PSE22002-10015

Guidelines for Applicants

Deadline for submission of concept note: **02.05.2023, before 16:00**

Reference: PSE22002-10015

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.

Table of Contents

1. CALL FOR PROPOSALS FOR IMPROVING THE AVAILABILITY AND ACCESSIBILITY OF YOUTH AND THEIR CAREGIVERS TO MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES IN WEST BANK.....	4
1.1. Context	4
1.2. Background.....	4
1.3. Objectives and expected results	5
1.4. Amount of the financial allocation provided by the contracting authority.....	5
2. RULES APPLICABLE TO THIS CALL FOR PROPOSALS.....	6
2.1. Admissibility criteria	6
2.2. Presentation of application and procedures to be followed.....	11
2.3. Evaluation and selection of applications	15
2.4. Notification of the contracting authority's decision.....	17
2.5. Implementation conditions following the grant award decision of the contracting authority.....	18

1. Call for Proposals for improving the availability and accessibility of youth and their caregivers to mental health and psychosocial support services in West Bank

1.1. Context

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

1. Young people in Palestine develop into proactive citizens, ready for local and global challenges, through improved education, training, guidance, and access to employment.
2. 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/objectives:

- Education and learning.
- Youth protection and civic engagement.
- Pathways to employment (skills, employment, and entrepreneurship).

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

This Call for Proposals will contribute to fulfilling objective 2 (Youth Protection and Civic Engagement) of pillar 1 of the portfolio (Youth Empowerment in a Green Palestine). Moreover, it will contribute to achieving SDG¹. It will also support the priorities of the Ministry of Health (MoH)², Ministry of Social Development (MoSD), and Ministry of Women's Affairs (MoWA).

1.2. Background

According to Palestinian Central Bureau of Statistics (2022),³ youth (aged 15-29) in Palestine comprise 21.9% of the total population, of which 22.2% in West Bank, and 21.5% in Gaza Strip. In view of the protracted conflict and its impact, constrained prospects for civic engagement, worsening living conditions, and the resulting lack of perspective, youth are challenged with an increasing sense of hopelessness and despair.

Mental health and psychosocial matters are considered as one of the most substantial public health challenges in Palestine. They are very much affected by the political context, particularly the exposure to different forms of violence and widespread human rights violations. In the past few years, COVID-19 had also undermined youth mental health due to lockdown restrictions, increased domestic violence, and economic vulnerability.

Ensuring that youth have access to mental health and psychosocial support (MHPSS) services is key to the treatment of mental health problems the youth encounter at an early stage. This could be achieved, among other means, through raising awareness among youth and their caregivers to induce demand for mental health services, providing specialized mental health and psychosocial support to youth, supporting access to specialized mental health services adapted to adolescents and youth, and building the capacities of mental health providers on youth mental health issues.

The activities under this Call for Proposals aim at enhancing the mental health and well-being of young people by inducing demand through awareness; training of health staff on youth mental health, providing better access to specialized services through the implementation of several activities in the West Bank including East Jerusalem.

¹ SDG3: Ensure healthy lives and promote well-being for all at all ages.

² As a strategic partner, the Ministry of Health is in charge of ensuring public health, developing and improving performance in the health sector, both public and private. It will be engaged with implementing partners in the field of mental health and psychosocial support services.

³ PCBS | Indicators

The activities must focus on vulnerable and “marginalized young people”⁴ aged 15-29, especially young women and girls and those living with disabilities, as well as their caregivers. The proposal takes into consideration a conceptualized understanding of the relevant context and social diversity. The call will cover the West Bank, including East Jerusalem.

1.3. Objectives and expected results

The **General Objective** of this Call for Proposal is: Vulnerable boys and girls, young women and men are protected against violence, they access quality psycho-social, mental health support services, they are well-informed and enabled to participate in decision-making, and they actively engage in their community.

The **Specific Objective** of this Call for Proposals is to contribute to the protection of vulnerable boys and girls, young women and men, and their caregivers through increasing their access to quality mental health and psychosocial support services.

The achievements will be measured by at least these two indicators:

1. Number of youths receiving specialized mental health and psychosocial support services over the period of project (Minimal target: 2000 youths).
2. Percentage of youth who report improved level of functional ability, competencies, and psychosocial wellbeing (Minimal target: 80% improvement).

The expected results of this call for proposals include:

1. Awareness raised among students and personnel at academic institutions including schools to induce demand for MHPSS services.
2. Access to specialized mental health services and psychosocial support for youth in schools/academic institutions is improved.
3. School teachers, counsellors, health, and mental health providers including staff of Ministry of Health trained on youth’s mental health and psychosocial issues, detection, psychological first aid (PFA) and referral mechanisms (Guiding target: 800 trainees).
4. Specialized mental health and psychosocial support guidelines for youth are developed (Guiding Target: One Guideline).
5. Supportive/clinical supervision to health, mental health providers, and counsellors are provided (Guiding Target: 200 professionals).

1.4.Amount of the financial allocation provided by the contracting authority.

Grant Amount:

- The total indicative amount available under this Call for Proposals is **625,000 EUR** (Six Hundred and Twenty-Five Thousand EUROS). The contracting authority reserves the right not to award all the available funds.
- Funding will cover the West Bank including East-Jerusalem. An application (one proposal) should target all governorates of the West Bank including East Jerusalem.
- If the financial allocation indicated for a specific governorate/area is not included in the proposal or cannot be used, the contracting authority reserves the right to reallocate any unused funds to another area.

⁴ Marginalized young people in areas such as Area C of the West Bank, including the Jordan Valley, the seam area and H2 area of Hebron.

- 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.
- Any grant application under this Call for Proposals **must utilize the full amount** of the call.

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 Palestine; **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.
- Have not already submitted proposals to Enabel for these specific actions.

The applicant must act with at **least one co-applicant** in accordance 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: Ministry of Interior approval on the Board of Directors.
- Document 9: The declaration on honour Form (signed and stamped by applicant and co-applicant).
- Document 10: 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)

- The Call for Proposals must be submitted by **at least two actors: one lead applicant** who applies together with at least one selected co-applicant. The proposal should target all governorates of the West Bank including East Jerusalem (see 2.1.3 Admissibility of the actions – number of requests). The applicant and co-applicant should be located in the West Bank including East Jerusalem.
 - 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 actions with the Contracting-Beneficiary.

2.1.2. Associates and contractors

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

Associates

Other organizations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1. 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 36 months nor exceed 48 months.

Sectors or themes

The proposal will provide activities for:

- (1) Awareness raising on mental health among youth aged 15-29 years old.
- (2) Supporting access to specialized mental health adapted to youth and adolescents.
- (3) Capacity building on youth and adolescents' mental health.

Target Groups: this Call for Proposals will mainly support at least 2000 vulnerable and marginalized young people aged 15-29 years old, especially young women and girls and those living with disabilities. It will also support youth caregivers, MHPSS service providers, community members, and decision makers. The **indirect beneficiaries** will also include relevant health institutions and academic institutions.

Geographical coverage

The actions must be implemented in West Bank including East Jerusalem.

Types of action

The actions proposed will take the following cross-cutting issues into consideration.

a) Participation

The development of the proposal should be co-designed with youth and other stakeholders.

b) Partnership

The proposal applicant is expected to work with relevant stakeholders. It is mandatory to work with at least **one co-applicant**, both based in the West Bank including East Jerusalem. In addition, it should be considered to develop partnerships with community leaders, CBOs, and other key actors in the field of mental health and psychosocial support.

c) Environmental awareness and sustainability

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

d) Social inclusion

Social inclusion is the process of improving the participation in the society for people who are

disadvantaged on the basis of age, sex, disability, race, ethnicity, and economic and migration status⁵. Under this Call for Proposals, the activities target vulnerable categories of youth, including but not limited to women and girls with special attention to survivors of GBV, poor youth and those living with disabilities.

e) Human rights-based approach (HRBA)

A human rights-based approach to development should, according to the 2003 UN Common Understanding on HRBA, “contribute to the development of the capacities of ‘duty-bearers’ to meet their obligations and/or of ‘rights-holders’ to claim their rights”, be based on human rights standards, and in the context of this Call for Proposals, the focus is mostly on right-holders.

f) Gender & inclusion

Inclusion and gender equality are placed at the heart of the intervention of this Call for Proposals. It integrates a two-branched approach combining gender-mainstreaming and targeted actions to reduce gender inequalities, involving girls, women, men, and boys for gender-transformative actions.

g) Innovation and Digitalization

Innovation is encouraged through this Call for Proposals, through the promotion of innovation in systems, utilization of new technologies implementation of activities, data collection and development of policies when this is relevant.

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 activities admissible for financing under this Call for Proposals:

- **Mental health in schools/academic institutions:** Raising awareness among students and school personnel in the West Bank to induce demand for services, training teachers and counsellors on mental health detection and referral as well as psychological first aid (PFA), ensuring inclusion of youth living with disabilities, such as learning difficulties, ADHD, and Autism spectrum.
- **Supporting access to specialized mental health adapted to adolescents and youth:** Supporting the operational capacity of existing CSO-operated community mental health centres, including through equipment and recruitment of specialized mental health staff, with the goal of increasing the youth-friendliness, use and accessibility of specialized services for vulnerable young people, including among ex-detainees, people with disabilities, single women, and survivors of violence.
- **Capacity building on youth and adolescents' mental health:** Capacity building of existing health and mental health staff from Ministry of Health and other health providers on youth and adolescents' mental health through organizing intensive and ongoing training in the West Bank and other learning events focused on youth and adolescents' mental health. This should contribute to improving the access to and quality of mental health services for young people, including for ex-detainees and single women, and should lead ultimately to the development of specific mental health guidelines for youth.

⁵ <https://www.un.org/esa/socdev/rwss/2016/full-report.pdf>

Sub-grants to sub-beneficiaries⁶

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.⁷ The contracting beneficiary always mentions “the Belgian State” as donor or co-donor in the public communications relating to the subsidized action.

Visibility is ensured by good communication, hence, while drafting your concept papers, please ensure accommodating your perspectives about how you will utilize communication to contribute to achieving your end objective.

Number of requests and Grant Agreements per applicant

- The applicant may not submit more than 1 application under this Call for Proposals.
- The applicant may not be awarded more than 1 Grant Agreement under this Call for Proposals.
- The main applicant may not be at the same time a co-applicant in another application.
- A co-applicant may submit more than 1 application under this Call for Proposals.
- A co-applicant may not be awarded more than 1 Grant Agreement 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) are 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 authorization** of Enabel.

⁶ These sub-beneficiaries are neither associates nor contractors

⁷ Or other donors if applicable

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 organizations for goods and services already subsidized;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organization;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof;
- Sub 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. 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. Copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year).⁸ 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 two copies in A4 format, each bound separately.

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, 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 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.

⁸ 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 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 **02.05.2023 before 16:00** 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 organized online on **11.04.2023 at 10:00** am (*link to be shared later*). If you are interested in participating, you are required to send an e-mail to marwan.diab@enabel.be

Applicants may send their questions in English by e-mail, **at the latest by 17.04.2023**, to the email address set out below, making sure that they clearly indicate the Call for Proposals

Reference: PSE22002-10015

E-mail address: marwan.diab@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 19.04.2023** (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 (AnnexA).

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.

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**, 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 18.06.2023** (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: PSE22002-10015
Email address: marwan.diab@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 **27.06.2023** (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 maximize the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.
- The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.
- Only proposals that have achieved a score of (6/10 for criterion 18) and an overall score of 60/100 will be shortlisted.
- The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

Step 2:

- Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.
- 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 position 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 within 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be
- See: <https://www.enabel.be/content/complaints-management>
- Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be
- The purpose of the complaint cannot be to request a second evaluation of the proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2. Indicative timetable

Procedure	Date	Time*
Information session	11.04.2023 Online (link to be shared later)	10:00
Deadline for clarification requests to the contracting authority	17.04.2023	15:00
Last date on which clarifications are given by the contracting authority	19.04.2023	15:00
Submission deadline for concept notes	02.05.2023	16:00
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	29.05.2023	16:00
Invitations to submit the proposals Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	29.05.2023	-
Deadline for the submission of the proposals	10.07.2023	16:00
Receipt of certificates and supporting documents relating to the grounds for exclusion	10.07.2023	16:00
Organizational analysis of applicants whose proposal has been shortlisted.	31.08.2023	-
Notification of the award decision and transmission of signed grant agreement	11.09.2023	-
Signature of the Agreement by contracting beneficiary	28.09.2023	-

* **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 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 bank,⁹ 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 of 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 last 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 at the following E-mail: feedback.pse@enabel.be

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 s/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.

⁹ This bank must be situated in the country where the applicant is established.

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

Annex 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.