

Palestine

Contracting authority: Enabel

Call for Proposals:

Supporting women to develop sustainable micro- or small businesses that enable them to generate income and enhance their economic independence.

Under Intervention 3: Pathways to Employment in Palestine (PEP), Empowered Youth in a Green Palestine Portfolio

PSE22003

Guidelines for Applicants

Reference: PSE22003_10019

Deadline for submission of concept note: **20 July 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 received from the preselected applicants will be carried out.

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1 Supporting women to develop sustainable micro- or small businesses that enable them to generate income and enhance their economic independence.

1.1 Context

Enabel's 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 portfolio will focus on the empowerment of youth with specific attention to the following thematic priorities:

• **For SO1:** Education and learning including crucial competencies for youth such as 21st century skills, Science Technology Engineering and Mathematics (STEM), general education as well as access to educational infrastructure.

• **For SO2:** Civic engagement and protection including information, awareness, and support with regards to democratisation, human rights, civic space, citizenship, Sexual and Reproductive Health and Rights (SRHR), and Children affected by Armed Conflict.

• **For SO3: - which is the focus of this call** - Skills, employment, and entrepreneurship addressing the mismatch between education and training and the needs of the labour market, supporting the participation of young women and recent graduates in the labour market, supporting youth and women to start up a business while respecting the highest environmental and human rights standards, and supporting a conducive entrepreneurial ecosystem.

The second pillar of the portfolio is dedicated to climate action, based on support to the development of an emerging green and circular economy and the implementation of the National Determined Contributions (NDC), with the view to contribute to a sustainable and inclusive Palestinian society and reduce environmental hazards and dependency on non-renewable natural resources.

This Call for Proposals will contribute to objective (3) “**Pathways to Employment in Palestine**” of pillar 1 (empowering youth). It will contribute to SDG 5 (Gender equality) and SDG 8 (Decent work and economic growth). The aim of the SO3 Pathways to Employment in Palestine is that “more young women and men in Palestine are employed in decent work conditions or have their own income-generating business”.

Under this specific objective, Enabel is seeking to achieve the following main three results:

- Result (1): Increased access to skills development through investing in and upgrading TVET infrastructure
- Result (2): The employability of young women and men is improved through support to equitable access to quality and demand-driven skills development
- Result (3): Employment opportunities for young women and men are increased through entrepreneurship promotion and business development support

Under the result (3) of SO3, Enabel is seeking to increase employment opportunities for young women and men through entrepreneurship promotion and business development support, this result will be achieved through the following activities:

- Supporting women to develop sustainable micro- or small businesses that enable them to generate income and enhance their economic independence,
- Provision of business support services to enhance creation of employment opportunities for youth
- Organizing and steering business development dialogue platforms to support governance in the entrepreneurship ecosystem.

To ensure the promotion of actions that are relevant to women economic empowerment, the Call prioritizes business development and self-employment opportunities that consider the socio-economic realities and needs of **women** in different areas and communities, and with varying education backgrounds.

1.2 Objectives and Expected Results

The **general objective** of this Call for Proposals is "***More young women and men in Palestine are employed in decent work conditions or have their own income-generating business.***"

The **specific objective** of this Call for Proposals is "***Employment opportunities for young women and men are increased through entrepreneurship promotion and business development support.***"

Expected results are:

1. 400 unemployed women received business development services and developed business plans.
2. 200 unemployed women are supported to develop sustainable micro- or small businesses.

Guiding indicators:

These are proposed guiding indicators that will support the development of your project's verifiable indicators. You can use these indicators in your bigger framework.

- % of beneficiary women self-employed six months after starting a micro- or small business /income-generating activity.
- % of beneficiary women micro- or small business owners generate a monthly decent income
- % of beneficiary women micro- or small business owners establish credit lines with credit providers
- # of sensitization sessions conducted.
- # of beneficiaries participating in the sensitization sessions.
- # of beneficiaries receive capacity building in business management and financial literacy.
- # of business plans developed
- # of businesses establish through the seed fund support.
- # of coaching and mentorship sessions provided for the selected businesses.
- % of the established businesses received technical assistance.

- % of the established businesses participated in networking and marketing activities.

As for the eligibility of the actions, all grant projects will need to include the following minimum outputs and activities:

- 1- Outreach and awareness** activities to inform and mobilize targeted women to participate in the actions and pay attention to community awareness raising and sensitization to positively influence social norms and gain community and household support.
- 2- Capacity building/ business development services:**
 - Equipping women beneficiaries with the knowledge and skills needed to develop business plans and operate a business or engage in freelancing work,
 - Coaching and technical assistance involving private sector expertise aimed at maximizing the value of the businesses developed and ensuring access to local markets and value chains, and
 - Counselling, mentoring, or psychosocial support services to support the continuous participation of vulnerable beneficiaries.
- 3- Access to credit and capital:**
 - The provision of seed funding and/or start-up toolkits,
 - Financial literacy development
 - Preparing and supporting beneficiaries to access relevant existing financing opportunities (micro-finance and soft loans supported through social investment funds). Collaborating with microfinancing Institutions to ensure end beneficiaries' access to credit, capital, and financial know-how.
- 4- Adoption of relevant and innovative strategies** that help remove barriers and promote economic inclusion of women (e.g., transportation arrangements, flexible training programs, facilities and procedures that constitute a safe and enabling learning and work environment, enhancing access to day-care services, specialized counselling or psychosocial support, community sensitization, ...).

Target group description:

Unemployed women between 18 and 35 years, including at least 50% particularly vulnerable women (e.g., women with disabilities, GBV survivors, women from vulnerable regions, etc.).

At least 400 women will receive business development training, of which at least 200 will receive seed funds to start up their own businesses.

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

The total indicative amount available under this Call for Proposals is **1.6** million 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. This means that the funds will be divided three lots over three geographical regions:

- Lot 1: East Jerusalem (20% of the total budget - 320.000 Euro)

- Lot 2: Gaza (40% of the total budget – 640.000 Euro)
- Lot 3: West Bank (40 % of the total budget – 640.000 Euro)

A proposal cannot target more than one lot.

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

Grant amount

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

- **Minimum amount: EUR 240,000.**
- **Maximum amount: EUR 320,000.**

Compulsory ratios: Number of beneficiaries - Amount requested.

The proposals must comply with the following ratios:

Number of women benefiting from business training must be equal to or higher than $\frac{\text{(Amount requested)}}{4000}$

Number of women benefiting from seed funds must be equal to or higher than $\frac{\text{(Amount requested)}}{8000}$

Example:

If the total amount requested is 280.000 Euro,

The minimum number of women to receive business training is $\frac{280000}{4000} = 70$

Of which the minimum number of women to receive seed funds is $\frac{280000}{8000} = 35$

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the applications 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)

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 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; **and**
- C. be Non-Governmental Organizations (NGOs/INGOs), Civil Society Organizations (CSOs), or Private sector umbrella organizations (PSUOs).
- D. be established or represented in Palestine¹ ; **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 two financial year.

¹ 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.

H. demonstrated experience and expertise in the economic inclusion of women.

The applicant may act individually in case they have the capacity to provide business training services in-house and do not rely on contracting external private for-profit companies.

In case the applicant does not have the capacity to provide business training services in-house, he may act with a **maximum of one co-applicant** as a training provider, complying with the criteria defined 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: Registration Certificate (applicant and co-applicant)
- Document 2: Deduction at source Certificate (applicant and co-applicant)
- Document 3: Active bank account for the past 24 months
- Document 4: Audited financial statements (income statement and balance sheet) of the last closed financial year
- Document 5: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency
- Document 6: Non-sentence Certificate from Ministry of Justice (for board members)
- Document 7: The declaration on honour Form (signed and stamped by applicant and co-applicant)
- Document 8: 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 the implementation of the action.

Co-applicant (where applicable)

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.

Co-applicants must meet the following conditions:

- A. be a legal person; **and**
- B. be a public entity **or**
- C. be a non-profit private entity or a foundation; **or**
be a legal entity of private law for which profit maximization is not the priority objective **and**
- D. be a training institution or NGOs with expertise in business development.
- E. be established in: Palestine; **and**
- F. be directly responsible for the preparation and management of the action with the lead (and other co)-applicant(s) and not be acting as an intermediary.

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 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 the 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 **<16 months>** nor exceed **<24 months>**.

Sectors or themes

Local economic needs assessments must be the basis for the applicant to demonstrate priority business opportunities in their proposal. These assessments can build on results from local labor market analysis already available or conducted by others or by the applicants themselves.

Special attention will be paid to:

- **Income-generating businesses** that promote the economic integration of vulnerable women and (e.g., women with disabilities, GBV survivors, women from vulnerable regions, etc.).
- **Home-Based Businesses** in various occupations (e.g. crafts making, embroidery services, food processing, ...), often preferred by women in particular in rural areas given constraints relating to mobility and social norms;
- **Micro- and small business** development in green services or green products relevant to the agriculture/agribusiness, tourism and industry sectors (e.g. services relating to waste collection, processing, recycling/re-use/repairing; eco-tourism activities; organic farming and cuisine; eco-friendly packaging; organic textile; sustainably dried foods);

Geographical coverage

The actions must be implemented in the following country: Palestine. covering one of the following regions:

- o East-Jerusalem

- o Gaza Strip
- o West Bank

Types of action

To ensure quality services that are relevant to the needs of the targeted beneficiaries and the local economy, and the overall objectives of the Action, **the Call for Proposals will specifically prioritize actions that:**

- Follow a **community-based** approach.
- Provide a **detailed needs analysis** for business opportunities and relevant skills/ technical training, considering actual needs in the labour market
- Involve **private sector expertise** (business advisors or mentors);
- Demonstrate **experience and expertise** in economic inclusion of women.
- Provide **attention for vulnerable women** in the proposal and in the targeting strategy for beneficiaries, as well as a strategy for preventing/mitigating the risk of dropping out of the program. All of the trainees should be unemployed women.
While the selection criteria will be further finetuned by the implementing partners and Enabel during the implementation of each of the respective projects, the following selection criteria for beneficiaries are proposed:
 - o Age and family size and structure (women breadwinners) and number of dependents
 - o Geographical location
 - o Economic Vulnerability and poverty levels
 - Employment status
 - Sources, level, and frequency of income
 - Living conditions
- Provide attention for and **access of women with disabilities** in the proposal and in the training facilities.
- Adopt relevant and innovative strategies that help overcome access barriers and **promote inclusion e.g.:**
 - o transportation arrangements,
 - o flexible training programmes,
 - o day care services for young mothers,
 - o specialized counseling or psychosocial support,
 - o community sensitization, adaptation....
 - o Gender mainstreaming sessions
- Support the development of **green and/or digital services or products** (e.g.:
 - o services relating to waste collection, processing, recycling/re-use;
 - o eco-tourism activities;
 - o organic farming and cuisine;
 - o eco-friendly packaging;
 - o organic textile;
 - o sustainably dried foods;
 - o solar panel maintenance).
- Actions that put ownership and responsibility for achieving success at the individual business development level maximally with the end beneficiaries.
- Demonstrate the **sustainability** of the action e.g., continued support for the start-ups through a collaboration/hand-over to Partner organizations

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.***

Types of activity

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

- **Outreach and awareness activities** to inform and mobilize targeted women. To effectively reach women and vulnerable women and build community support, the Call will prioritize approaches that adopt close collaboration with community leaders and community-based organizations. (E.g., Plan and conduct business sensitization sessions targeting vulnerable communities). **This will lead to the selection** of the women who will benefit from the general business development support out of which half will be further supported with seed funding as described below. The first level of selection, that is the of all women benefiting from overall business development support will be described in details in the proposal.
- **Capacity building** through:
 1. Training to equip beneficiaries with the knowledge and skills needed to develop sustainable business plans and operate income-generating businesses.
 2. Follow-up coaching and technical assistance aimed at maximizing the value of the businesses developed and ensuring access to local markets and value chains,
 3. Counselling, mentoring or psychosocial support and follow-up to ensure continuous participation of vulnerable beneficiaries.
- **Access to credit and capital** through:
 1. Provide Seed funds to selected sustainable and viable business ideas.
 2. Financial literacy development
 3. Preparing beneficiaries to access relevant financing opportunities (micro-finance and soft loans supported through social investment funds); Collaborating with microfinancing Institutions to ensure end beneficiaries' access to credit, capital, and financial know-how.

Sub-grants to sub-beneficiaries²

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

The maximum amount for the sub-grants is **EUR 5,000** per sub-beneficiary.

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

Applicants wishing to redistribute sub-grants must specify in section 2.2.1 of the grant application file:

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

² These sub-beneficiaries are neither associates nor contractors.

5. The terms of contractualisation with the sub-beneficiary;
6. The procedures and modalities for disbursing resources;
7. The procedures and modalities for technical and financial monitoring;
8. The procedures and modalities of control.

Sub-beneficiaries eligible for sub-grants:

*Unemployed Women between the age of **18 and 35** years old are targeted to develop sustainable micro- or small businesses to address resilience and livelihood needs, at least 50% of sub-beneficiaries are vulnerable women who face additional barriers to employment or are not sufficiently equipped to benefit from job placement programmes or entrepreneurship programmes that aim to develop innovate start-ups or businesses with higher growth potential.*

Sub-beneficiaries should meet the following technical criteria to be eligible to receive sub-grant (i.e., seed-fund):

- Completing the soft skills and micro-business training and fulfilling its requirements.
- Submission of a technically sound and viable business plan as an application to receive seed fund.
- Passing business plan evaluation and getting approval from the selection committee that consists of business development specialists from Enabel, partners business development officer, hired business development consultants, and technical expert in the field of business. Note: The selection committee will consider different criteria including (not limited to): the viability of the business plan, the livelihood opportunity created, technical and economic feasibility, experience and motivation of the applicant, and technical and financial requirements to star-up the micro-business. The detailed evaluation criteria and scoring sheets will be finalized with the support provided by Enabel team.

The terms of contractualization (sub-grant to sub-beneficiary agreement) should include the following:

- **Objective of the agreement:** the objective of the agreement is to support the sub-beneficiary with a seed fund grant to start his/her micro business.
- **Value of the grant:** the maximum of the seed fund grant for each sub-beneficiary is **5,000 EURO per business** based on the approved business plan.
- **Duration of the agreement:** The duration of the agreement with the sub-beneficiary should be within the overall duration of the grant agreement.
- **Types of activity eligible for sub-granting:**
 - micro- or small businesses to address resilience and livelihood needs.
 - Costs are necessary and indispensable costs for startups.
 - Equipment and machinery.
 - Raw materials and inventory
 - Marketing and advertising
- **The following are ineligible costs for sub-granting:**
 - Personal expenses: Seed funding is typically intended for business-related expenses and not for personal use or personal expenses unrelated to the business.
 - Debt repayment: Seed funding is generally not provided for the purpose of repaying existing debts or loans.
 - Purchase of personal assets: Funding is usually not granted for purchasing personal assets that are not directly related to the business.
 - Non-business-related activities: Expenses for non-business-related activities or hobbies are typically not eligible for seed funding.

On the other hand, it should be noted that rent and salaries related to the start-ups will be discussed and approved case-by-case. Prior approval from the contracting authority is required.

- **Payment modality:** The seed fund will be transferred via bank wire in 3 instalments on the basis of a request submitted by the sub-beneficiary and approved by the contracting beneficiary. The value of all these instalments shall not exceed in any case the total value of the seed fund grant. The first instalment will be disbursed upon signing the sub-grant to sub-beneficiary agreement. The remaining instalments will be disbursed upon fulfilling the obligations due the contracting parties.
- **General terms and Obligations:** The sub-beneficiary should use the seed fund grant for the purpose mentioned in the objective of the sub-grant to sub-beneficiary agreement and according to the agreed terms and conditions. The contracting beneficiary should provide the sub-beneficiary with the financial and non-financial support needed to establish and maintain his/her own micro business.
- **Rejection, suspension and termination:** The contracting beneficiary reserves the right to defer or definitively reject any request for payment and to suspend or terminate the agreement in case the sub-beneficiary fails to fulfil the contractual terms mentioned in the sub-grant to sub-beneficiary agreement.

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. All visibility actions that include Enabel logo should be sent to Enabel via email for approval.

Number of requests and Grant Agreements per applicant

- The lead applicant may not submit more than one application(s) per region under this Call for Proposals.
- The lead applicant may not target more than one region in the submitted proposal.
- The lead applicant may not be awarded more than one Grant Agreement(s) per region under this Call for Proposals.
- The lead applicant may not be at the same time a co-applicant in another application.
- A co-applicant may be involved in more than one application(s) per region under this Call for Proposals.
- A co-applicant may be awarded more than one Grant Agreement(s) per region under this Call for Proposals.
- The lead applicant may not submit an application targeting multiple regions 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 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.

The contracting beneficiary may use the grant for the following three main cost categories:

- **‘Operational costs’**, which are the necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables. It concerns services, goods, staff, equipment and infrastructure needed for executing the action, including training, awareness-raising, study trips, workshops, studies and/or consultancy.
- **‘Management costs’**, which are identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the grant;
- **‘Structure costs’**, which are costs that are related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action. Structure costs are lump-sum and amount to a maximum of seven percent (7 %) of 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.

Under this framework, the following direct costs of the contracting beneficiary are eligible as operational costs or management costs:

- The cost of staff assigned to the action, corresponding to actual gross remuneration and salaries, comprising social security charges and other statutory costs included in the remuneration; provided that this does not exceed the average rates corresponding to
 - the contracting beneficiary’s usual policy on remuneration unless justification is provided that the excess is indispensable for the achievement of the activity;
- Travel and subsistence allowances, provided that they are in line with the contracting beneficiary’s usual practices and do not exceed the applicable scale at Enabel;
- The costs for services, work and purchase of equipment specifically destined for the needs of the action (public procurement within the meaning of Article 7.3.);
- The costs arising from other contracts substantiated by supportive documents of the contracting beneficiary for the purposes of carrying out the activity;
- The costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the activity, audits, translations, reproduction, insurance, etc.), including the costs of any financial services (especially the cost of transfers and financial guarantees where required under the agreement);
- Duties, levies, and any other charges, including the value-added taxes, which have been paid and cannot be recovered by the contracting beneficiary;
- Meals, drinks, and snacks are accepted for the activities in the partner country if they are part of and required for these activities, justified, and of a reasonable amount.
- Sub-grants to sub-beneficiaries in the form of seed funds as described in 2.1.3 above

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other 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 organization;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof.

2.2 Presentation of application and procedures to be followed.

In the first stage, the applicant sends only the concept note.

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. 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. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial 2 years)³. 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 copy 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.

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".

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:

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al Bireh Governorate
- 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.

³ 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.

2.2.3 *Deadline for the submission of concept notes*

The deadline for submission of concept notes is **20 July 2023 at 1:00 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*

An information session on this Call for Proposals will be hosted online on **22 June at 1:00 pm (Palestinian Time – GMT +3)**.

Interested applicants may join the meeting through the following link and credentials:

[Click here to join the meeting](#)

Meeting ID: 375 540 824 733

Passcode: 7iY3a6

Additionally, applicants may send their questions by e-mail, at the latest by **26 June 2023, COB**, to the address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: Mohammed.aljadba@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 20 % from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed as well as the compulsory ratios **Number of beneficiaries - Amount requested**.

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 the address set out below:

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al Bireh Governorate
- 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 copy 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**, 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 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: Mohammed.Aljadba@enabel.be

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

Questions will be answered at the latest 11 days before the deadline date for the submission of applications.

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

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on

www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the application shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

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

Evaluation

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

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

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

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

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

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to, at least 200% of the budget available for this Call for Proposals.

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

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

(2) 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.

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.

Step 3: 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.

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*
Online Information Meeting	22/06/2023	1:00 pm
Deadline for clarification requests to the contracting authority	26/06/2023	16:00
Last date on which clarifications are given by the contracting authority	3/07/2023	-
Submission deadline for concept notes	20/07/2023	15:00
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	25/08/2023*	-
Invitations to submit the proposals	30/08/2023*	-
Deadline for the submission of the proposals	30/09/2023*	15:00
Notification of the award decision and transmission of signed grant agreement	15/11/2023*	-
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

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

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [Enabel website](#).

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

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

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 bank⁴, 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

⁴ This bank must be situated in the country where the applicant is established

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

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 XI COMMUNICATION GUIDELINES

ANNEX F1A: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GRID