

## **Palestine**

**Contracting authority: ENABEL**

Call for Proposals:

**Caring for Caregivers**

**Supporting the psychological health and well-being of  
youth caregivers**

as part of the

**Youth Protection and Civic Engagement Intervention,  
Empowered Youth in a Green Palestine Portfolio**

**PSE22002-10021**

**Guidelines for Applicants**

**Deadline for submission of concept note: 28/08/2023, before 12:00**

**Reference: PSE22002-10021**

**NOTE**

This is a Call for Proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals received from the preselected applicants will be carried out.

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## **1. Call for Proposals for supporting the psychological health and well-being of youth caregivers.**

### **1.1. Context**

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

1. 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.
2. 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/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 (Youth Protection and Civic Engagement) of the **first pillar** of the portfolio (Youth Empowerment) and will focus on supporting the psychological health and well-being of youth caregivers through providing them with appropriate techniques and resources that can help them:

- a. Cope better with their role,
- b. Maintain their mental well-being,
- c. Prevent burnout,
- d. Enable them to continue their caregiving responsibilities effectively, and
- e. Promote a healthier and more balanced life for them as they navigate their roles as caregivers.

This call will contribute to achieving SDG<sup>1</sup> and will support the priorities of the Palestinian Ministry of Health<sup>2</sup> (MoH), Ministry of Social Development (MoSD), and Ministry of Women Affairs (MoWA).

### **Background**

According to the Palestinian Central Bureau of Statistics (2022)<sup>3</sup>, youth (aged 15-29) in Palestine comprise 21.9% of the total population, of which 22.2% live in the West Bank, and 21.5% live in Gaza Strip. In view of the protracted conflict and its consequences, limited opportunities for civic engagement, deteriorating living conditions and the resulting lack of perspective, youth face a growing sense of despair and hopelessness which have impacted their mental and psychological health.

The psychological health of caregivers is negatively impacted by time due to the demanding nature of their caregiving roles. Caregivers are prone to develop higher levels of stress and frustration, loss of own identity, low levels of self-esteem, and constant overall worry. Therefore, not only do youth encounter mental health challenges, but also the helpers or the professionals who provide support to youth and live in the same context are exposed to similar stressful experiences. These professionals vary and include those who are in direct contact with youth, and can include among others the schoolteachers, counsellors, health professionals, mental health staff and others.

Given their empathetic engagement with traumatized victims and survivors, helpers and mental health professionals are often exposed to the traumatic experiences of their clients such as violence, crime, disaster, ...etc. They could experience emotional reactions such as distress, fear, grief, and rage, which would affect their emotional wellbeing and physical health, a phenomenon that is known as traumatic stress.

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

<sup>2</sup> 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.

<sup>3</sup> PCBS | Indicators

Understanding the positive and negative aspects of helping those who experience trauma and suffering can improve professionals' ability to help and maintain their own balance. Sharing positive experiences educates others, raises awareness about the importance of support, and encourages them to act. Positive stories can inspire others to get involved and make a difference, and they may become more inclined to seek help themselves. Professionals need to be informed about the risks of projecting patients' suffering onto themselves. Mental health and health organizations are responsible for providing mental health and psychosocial support to the caregivers. Additionally, workers at different levels need adequate workplace support in order to identify and mitigate risk factors associated with traumatic stress and burnout.

Awareness and recognition of mental health and psychosocial challenges for helpers can lead to the development of best practice strategies for reducing their stress and preventing the emergence of traumatic stress. It is critical to acknowledge the importance of helping those who work with youth with mental health problems so that they are protected against the potential spillover effects of exposure to others' trauma.

Interventions focused on increasing knowledge and providing professionals/helpers with effective strategies for responding to stress and anxiety can be protective and improve their psychological wellbeing. Implementation of preventive strategies are intended to enable professionals and helpers to avoid the consequences of traumatic stress and, in turn, to improve the support and care provided to their clients. This could be achieved, among other means, through providing supportive supervision, self-care strategies, capacity development and learning of coping strategies and techniques for professionals who work with youth.

The activities under this Call for Proposals aim at “*helping the helpers; caring for the caregivers*” through enhancing the mental health and well-being of mental health providers, health staff, and educational professionals by providing them with capacity development, supportive supervision, self-care, coping strategies and skills to facilitate their mental health and psychosocial support service delivery in the Gaza Strip as well as in the West Bank including East Jerusalem. Such activities could take place in person or virtually, individual and/or group sessions ensuring confidentiality of the caregivers.

## 1.2. Objectives and expected results

The **General Objective** of this Call for Proposals is that vulnerable boys and girls, young women and men have access to quality psycho-social, mental health, and 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 and well-being of caregivers/helpers (mental health providers, educational professionals, and health staff) through developing their skills and increasing their access to quality professional supervision, self-care, stress management and coping strategies supporting services.

The achievements will be measured by at least the following guiding indicators:

- Pilot approach and guidelines to care for youth caregivers in both the health and school systems are developed (Minimal Target: one guideline).
- The percentage of caregivers who report improved level of functional ability, competencies, and psychosocial wellbeing as a result of stress management and coping strategies techniques (Minimal Target: 50% improvement).
- Percentage of knowledge increase among caregivers on recognition of signs of distress & burnout, and mental health difficulties (Minimal Target: 50% improvement).
- The percentage of professionals who reported an improved mental well-being as a result of engaging in individual and group supportive supervision (Minimal Target: 30% improvement).
- The level of improved coordination among youth caregivers.
- Improved relationship between caregivers and the youth receiving the services.

## **The expected results of this call for proposals include:**

- Awareness raised among caregivers and mental health providers and demand induced for supportive supervision and self-care services.
- Mental health and psychological well-being of mental health providers/educators/helpers improved.
- Improved access to supportive/clinical supervision, self-care, and stress management services to health, mental health providers, and counsellors.
- Capacity development for caregivers and mental health providers including staff from the Ministry of Health on recognition of signs of distress and mental health difficulties; as well as self-care and stress management strategies developed.
- A structured approach and guidelines “Caring for caregivers” on the well-being and mental health of caregivers is developed.
- Coordination among caregivers is strengthened and their positive experiences are shared.
- Relationships between caregivers and the youth receiving the services are enhanced.

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

#### **Grant Amount:**

- The total indicative amount available under this Call for Proposals is **190,000 EUR** (*One Hundred and Ninety Thousand Euros*). The contracting authority reserves the right not to award all the available funds.
- Given the particularity of Palestine and the different characteristics of each of its localities, a regional approach is inevitable.
- Funding will cover the whole country: the West Bank including East-Jerusalem, and the Gaza Strip. An application (one proposal) should target the two geographic zones (*50% of the funds will go for each geographic zone*).
- If the financial allocation indicated for a specific zone is not included in the proposal or cannot be used, the contracting authority reserves the right to reallocate any unused funds to another zone.
- 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:

- A. be a legal person; and
- B. be a non-profit private entity or a foundation; or a non-governmental organization and/or international organization specialized in mental health and/or psychosocial services etc.; and
- C. be established or represented in Palestine; and
- D. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and
- E. have an active bank account for the past 24 months; and
- F. have audited financial statements (income statement and balance sheet) of the last closed financial year.

The main 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 **one selected co-applicant based in a different geographic area**. The proposal should target the national level; West Bank including East Jerusalem and Gaza Strip (see 2.1.3 Admissibility of the actions – number of requests). *The lead applicant can apply with more than one co-applicant.*
- The co-applicant(s) shall participate in the definition and the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.
- The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.
- The co-applicant(s) 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 24 months nor exceed 32 months.

### **Sectors or themes**

The proposal will provide activities for:

1. Professionals and mental service providers working in the field of supporting youth with MHPSS needs.
2. Educators and health professionals in direct contact with youth.



**Target Groups:** this Call for Proposals will support professionals (*health, mental health providers, and education professionals*) working with vulnerable and marginalized young people aged 15-29 years old. The **indirect beneficiaries** will include relevant health institutions, academic institutions, stakeholders, other helpers working in the field of MHPSS.

## **Geographical coverage**

The actions must be implemented in Palestine and cover the following two zones:

- West Bank (with special attention to East Jerusalem, area C, the Jordan Valley)
- Gaza Strip (with special attention to Access Restricted Area (ARA))

## **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**, based in **different** geographic areas. In addition, it should be considered to develop partnerships with community leaders, CBOs, and other key actors in the mental health and psychosocial field.

### **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 status.<sup>4</sup> 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 Gender-based Violence, 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 youth and professionals as 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.

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<sup>4</sup> <https://www.un.org/esa/socdev/rwss/2016/full-report.pdf>

## **Types of activities**

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

- Providing quality supportive/clinical supervision sessions for caregivers, health, and mental health providers.
- Training and building capacities of caregivers and professionals including staff from Ministry of Health and other relevant ministries on recognition of signs of distress and mental health difficulties as well as self-care and stress management strategies.
- Conducting awareness raising activities to induce caregivers and helpers' demand for supportive supervision, stress management, and self-care services.
- Developing of **(one)** guideline "***caring for caregivers***" for youth helpers, caregivers, health, and mental health providers.

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.

## **Sub-grants to sub-beneficiaries<sup>5</sup>**

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.<sup>6</sup> 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.

<sup>5</sup> These sub-beneficiaries are neither associates nor contractors

<sup>6</sup> Or other donors if applicable

- 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.

### **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,
- Grants to sub-beneficiaries except if authorized in 2.1.

## 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). 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).<sup>7</sup> Any co-applicants are not required to provide a copy of their financial statements.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e., the applicant and each of the co-applicants), along with any supporting documents requested.

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

The concept note must be submitted in one original and 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 identical to the attached paper version.

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<sup>7</sup> This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

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 the addresses set out below:

Postal Address is the same address for hand-delivery or dispatch by private courier service.

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

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

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

### **2.2.3. Deadline for the submission of concept notes**

The deadline for submission of concept notes is **28/08/2023 before 12:00** as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

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

An information session on this Call for Proposals will be organized online on **03/08/2023 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](mailto:marwan.diab@enabel.be)

Applicants may send their questions in English by e-mail, **at the latest by 07/08/2023**, to the email address set out below, making sure that they clearly indicate the Call for Proposals reference:  
E-mail address: [marwan.diab@enabel.be](mailto: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 17/08/2023** (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 [www.enabel.be](http://www.enabel.be). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

### **2.2.5. 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:

Postal Address is the same address for hand-delivery or dispatch by private courier service.

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

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

Where the applicants submit several applications, they must each be sent separately.

Applications must be submitted in one original A4 format. The proposal, budget, communication/visibility plan, 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 12/10/2023** 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:

Email address: [marwan.diab@enabel.be](mailto: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 22/10/2023** (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](http://www.enabel.be). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

### 2.3. Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators.

All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

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

#### **(1) 1<sup>st</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES**

The following elements will be examined:

##### **Opening**

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

##### **Administrative and admissibility checks**

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

##### **Evaluation**

- Concept notes satisfying the conditions of the first administrative and admissibility check will be evaluated for the relevance and design of the proposed action.
- The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 of the evaluation grid available in Annex F1a.
- The evaluation criteria are divided by headings and sub-headings. Each sub-heading will be given a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.
- Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

- Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.
- Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to 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) 2<sup>nd</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS**

The following points will be evaluated:

### **Opening**

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

### **Administrative and Admissibility checks**

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

### **Evaluation**

#### **Step 1:**

- Proposals meeting the conditions of administrative verification and admissibility will be assessed.
- The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.
- The **selection criteria** aim to ensure that the applicants:
  - have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
  - have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.
- The **award criteria** also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that 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 endeavor 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*
<b>Information session</b>	03/08/2023 Online ( <i>link to be shared later</i> )	10:00
<b>Deadline for clarification requests to <a href="mailto:marwan.diab@enabel.be">marwan.diab@enabel.be</a></b>	07/8/2023 (21 days before the submission deadline)	16:00
<b>Last date on which clarifications are given by the contracting authority</b>	17/08/2023 (11 days before the submission deadline)	16:00
<b>Submission deadline for concept notes</b>	28/08/2023	12:00
<b>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</b>	03/10/2023	16:00
<b>Invitations to submit the proposals Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	03/10/2023	16:00
<b>Deadline for the submission of the proposals</b>	02/11/2023	12:00
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	02/11/2023	16:00
<b>Organizational analysis of applicants whose proposal has been shortlisted.</b>	17/12/2023	-
<b>Notification of the award decision and transmission of signed grant agreement</b>	21/12/2023	-
<b>Signature of the Agreement by contracting beneficiary</b>	30/01/2024	-

\* **Provisional date.** All times are in 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,<sup>8</sup> will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified 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.

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<sup>8</sup> This bank must be situated in the country where the applicant is established

For more information on this subject, please consult Enabel at the following E-mail: [feedback.pse@enabel.be](mailto: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.

## **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.