**Belgium**

**Contracting authority: ENABEL**

Call for proposals within the framework of the intervention:

Trade for Development Centre

Support for national ethical, sustainable, fair trade or organic farming days or weeks organised in Africa

Guidelines for applicants

Reference: BEL22010-10022

Deadline for submission of proposition) : November 15

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# Support for national ethical, sustainable, fair trade or organic farming days or weeks organised in Africa

## Contexte

Enabel's Trade for Development Centre (TDC) promotes and supports fair and sustainable trade by coaching producer organisations in marketing, business management, sustainability and decent work. The TDC also raises awareness of responsible production and consumption among citizens, public authorities and businesses in Belgium.

In addition, the TDC wants to strengthen advocacy for sustainable, inclusive production and consumption that respects decent work in various African countries, by supporting national ethical, sustainable, fair trade or organic farming days or weeks.

## Objectives and expected results

The aim of this call for proposals is to support between 3 and 6 national ethical, sustainable, fair trade and organic farming days or weeks.

The events must be organised in 2024 and/or 2025.

The main **results expected** from these events are as follows:

* greater political awareness of the issues in ethical, sustainable, fair trade and organic production and consumption, and/or ;
* greater cohesion between organisations in the ethical, sustainable, fair trade or organic farming sectors in the country, and/or ;
* greater consumer or business awareness of fair, ethical, sustainable trade or organic products, and/or ;
* A better understanding of an issue or problem specific to the fair trade, sustainable, ethical or organic farming sectors by those involved in the sector, and/or ;
* the promotion of ethical products at a national trade fair.

## Grant amount

The overall indicative amount made available under this call for proposals is EUR 60,000. Enabel reserves the right not to allocate all the funds available.

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

* minimum amount : EUR 10,000
* maximum amount : EUR 20,000

During 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 through this call for proposals.

Co-financing

The contracting beneficiary must co-finance the action for at least an amount equivalent to 10% of Enabel's contribution. This means that if the contribution requested from Enabel amounts to EUR 20,000, for example, the contracting beneficiary will have to finance at least EUR 2,000 of a project with a total minimum value of EUR 22,000.

The action presented will therefore be financed up to a maximum of 90% of the eligible expenditure presented in the final financial report. The remaining minimum 10% will be borne by the beneficiary-contractor.

# Rules applicable to this call for proposals

These guidelines define the rules for the submission, selection and implementation of actions funded under this call for proposals.

## Admissibility criteria

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

1. The actors: the applicant, i.e. the entity submitting the application form (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

1. To be admissible for grants, the applicant must satisfy the following conditions:
* A. be a legal person; **and**
* B. be a public entity[[1]](#footnote-2) or be a national or inter-regional not-for-profit federation or a not-for-profit platform of producer organisations; **and**
* C. be established in: Benin, Burkina Faso, Burundi, Ivory Coast, Mali, Morocco, DR Congo, Rwanda, Senegal, Tanzania et Uganda[[2]](#footnote-3) ; **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.

The applicant must act individually.

1. 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 2.5 of the proposal (“applicant’s declaration”), the applicant must declare that he does not fall under any of these situations.

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.

2.1.2 Contractants

Contracting beneficiaries may award contracts to contractors (services, works, equipment). 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 exceed 24 months.

Target groups

* Producers of fair trade, ethical, organic and sustainable products
* Consumers and buyers of these products
* Public authorities

Geographical coverage

The action must be implemented in one of the following countries: Benin, Burkina Faso, Burundi, Ivory Coast, Mali, Morocco, DR Congo, Rwanda, Senegal, Tanzania and Uganda.

Types of action

The aim of this call for proposals is to finance national ethical, sustainable, fair trade or organic farming days or weeks.

Your action must take place in 2024 and/or 2025.

The following types of action are not admissible:

* actions consisting exclusively or primarily in financing individual scholarships for studies or training
* Simply taking part in trade fairs, without organising them.

Types of activity

Activities eligible for funding are:

* promoting ethical, sustainable, fair-trade or organic products.
* and/or raising awareness of these types of products among African consumers or producers, or among companies (potential customers or others) and public authorities on the continent.

The activities must have a national dimension and visibility at this level. They must be multiple and integrated into a coherent whole (the action).

The following are examples of activities that could be financed by the TDC:

* Media and press campaigns at national level
* Advocacy actions aimed at the political world
* Events to raise awareness of fair, sustainable and ethical trade, or organic farming.
* Organising trade fairs
* Organising forums for sharing experiences and best practice. Panels of national and international experts
* Tools uniting and networking players, such as websites, etc.

Sub-grants to sub-beneficiaries

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

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation[[3]](#footnote-4). The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

The applicant cannot submit more than 1 request within this call for proposals.

2.1.4 Eligibility of costs: what costs can beincluded?

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”.

Only direct costs (operating costs and management costs) actually borne by the Contracting-Beneficiary are eligible.

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).

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

* Accounting entries not leading to payments;
* Provisions for liabilities and charges, losses, debts or possible future debts;
* Debts and debit interests;
* Doubtful debts;
* Currency exchange losses;
* Loans to third parties;
* Guarantees and securities,
* Costs already financed by another grant;
* Invoices made out by other organisations for goods and services already subsidised;
* Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
* Any sub-letting to oneself;
* Purchases of land or buildings;
* Compensation for damage falling under the civil liability of the organisation;
* Employment termination compensation for the term of notice not performed;
* Purchase of alcoholic beverages, tobacco and derived products thereof.
* Grants to sub-beneficiaries

## Presentation of the proposal and procedures to follow

2.2.1 Content of the proposal

Proposals must be submitted in accordance with the instructions in the template of proposal attached to these guidelines (Annex A.).

Applicants must submit their proposal in English or in French.

Applicants must scrupulously respect the format of the proposal and complete paragraphs and pages in order.

Applicants must complete the proposal as carefully and clearly as possible to facilitate its evaluation.

Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.

Clarifications will only be sought when the information provided is unclear and thus prevents Enabel from making an objective assessment.

Handwritten proposals will not be accepted.

The following annexes must be attached to the proposal

1. The statutes or articles of association of the applicant and any co-applicants
2. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year). Any co-applicants are not required to submit a copy of their financial statements.
3. The legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (ie the applicant and each of the possible co-applicants), accompanied by the supporting documents requested.

It should be noted that only the proposal, including the declaration of the applicant, the annexes which must be completed (budget, logical framework) and the 3 annexes identified above will be evaluated. It is therefore very important that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent**.

2.2.3 Where and how to send proposals?

Proposals must be signed and submitted in PDF format by e-mail to the following address: samuel.poos@enabel.be

Files attached to the e-mail must not exceed 25 mb in total.

If the proposal is selected, it must be sent in one original and one copy in A4 format, bound separately. The documents must then be sent in a sealed envelope by registered post or private courier to the postal address below:

Enabel

For the attention of Samuel Poos.

Rue Haute 147,

1000 Brussels.

Belgium

**Applicants must ensure that their files are complete. Incomplete files may be rejected.**

2.2.4 Deadline for submission of proposal

The deadline for submission of proposals is Novembre 15 as evidenced by the date of receipt of the e-mail. Any proposal submitted after the deadline will be rejected.

2.2.5 Other information on call for proposals

Applicants may send their questions by e-mail, at the latest 15 days before the proposals submission deadline, to the address(es) below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: samuel.poos@enabel.bexx@xx.xx

Enabel will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 7 days before the proposals 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 www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

## Evaluation and selection of proposals

Proposals 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 proposal shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.3, the request will be rejected on this sole basis.

The following elements will be examined:

**Opening :**

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

**Administrative and admissibility checks**

* The proposal satisfies all the criteria specified in points 1 to 16 of the verification and evaluation grid provided in Annex F.
* If any of the information is missing or incorrect, the proposal may be rejected on this **sole** basis and it will not be evaluated.

**Evaluation**

**Step 1:** Proposals satisfying the conditions of the administrative and admissibility check will be evaluated.

The quality of the proposals, including the proposed budget and the capacity of the applicants, will be assigned a score out of 60 based on evaluation criteria 17 to 26 of the verification and evaluation grid provided in Annex F2c. The evaluation criteria are broken down into selection criteria 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.

*Provisional selection*

Only proposals that have achieved a score of 6/10 for criterion 21 and an overall score of 36/60 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. In case of inability to provide these documents, the corresponding proposals will not be accepted..

**Step 3 : As part of the evaluation process, Enabel will then conduct an in situ organizational analysis of applicants included in the provisional allocation table in order to confirm that applicants have the required capacities to carry out the action.** The results of this analysis will be used, among other things, to determine the risk management measures to be integrated into the grant agreement and to specify the posture of Enabel 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 can be rejected at this stage. In which case the first proposition on the reserve list will be considered for the same process.

*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, I will also have to go through to steps 2 and 3 described above.

## 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 proposal 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** | **Hour\*\*** |
| **Deadline for clarification requests to the contracting authority** | October 20 | - |
| **Last date on which clarifications are given by the contracting authority** | October 30 | - |
| **Proposal Submission deadline** | November 15 | Midnight |
| **Organizational analysis of applicants whose proposal has been shortlisted** |  Second half of January 2024\*  | - |
| **Notification of the award decision and transmission of the Subsidy Agreement to be signed initially by the contracting beneficiary** | February 26, 2024\* |  |
| **Transmission to Enabel of the signed proposal and subsidy agreement** | March 11 | - |

**\*Provisional date**.

\*\*All times are 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](file://dhserver17.dhaxley.local/PLUNET/order/O-25016/_TM/002/1_Out/WEB).

## 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 Ac of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

* + 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

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.

* + 1. Separate bank account

In case a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

* Identify the funds transferred by Enabel;
* Identify and follow up the operations performed with third parties;
* Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank[[4]](#footnote-5), will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

2.5.3 Processing of personal data.

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

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity 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/content/privacy-notice-enabel>.

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 appendices

**documents to complete**

annex a: proposal template (format word)

annex b:budget (format excel)

annex c: logical framework (format word)

annex d: legal entity form (format word) D1 for private entities and D2 for public entities.

**documents for information**

annex E: model of convention from subsides

Annex III: Payment request template.

Annex IV Asset ownership transfer model]

Annex V Legal entity sheet (private or public)

Annex VI Financial data sheet

Annex VII Grounds for exclusion

Annex VIII Principles of public procurement(in the case of a private beneficiary-contractor)

Annex F: Verification and Evaluation Grid

1. a 100% public entity, with no private capital. [↑](#footnote-ref-2)
2. 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. [↑](#footnote-ref-3)
3. Or other donor if applicable [↑](#footnote-ref-4)
4. This bank must be situated in the country where the applicant is established [↑](#footnote-ref-5)