

## **Palestine**

### **Contracting authority: ENABEL**

Call for Proposals under the intervention:

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

PSE22002-10021

### **Guidelines for Applicants**

Reference: PSE22002-10021

Deadline for submission of concept note: 28 May 2024, Before 15:00

## **NOTE**

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

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## 1 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 new Portfolio will focus on the empowerment of youth with specific attention to the following thematic priorities/ objectives:

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

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

This Call for Proposals will contribute to Specific objective two (Youth Protection and Civic Engagement) of pillar one of the portfolio (Youth Empowerment) and will focus on supporting the psychological health and well-being of youth caregivers. This call will also contribute to achieving SDG<sup>3</sup> and will support the priorities of the Palestinian Ministry of Health (MoH), Ministry of Social Development (MoSD), and Ministry of Women Affairs (MoWA).

### 1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is: Vulnerable boys and girls, young women and men are protected against violence, they access quality psycho-social, mental health, Gender-based Violence (GBV) and legal counselling 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 improve the mental health and psychological well-being of caregivers including mental health providers, social workers, educators, and health professionals.

The achievements will be measured by the following guiding indicators:

- 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).
- The percentage of professionals who report an improved mental well-being as a result of engaging in individual and group supportive supervision (Minimal Target: 30% improvement).

**Expected results** are:

- Awareness raised among caregivers including mental health providers, social workers, educators, health professionals; and demand induced for supportive supervision and self-care services.

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<sup>1</sup> SDG 3: Ensure healthy lives and promote well-being for all at all ages).

- Improved access to supportive & clinical supervision, self-care, and stress management services to caregivers including mental health providers, social workers, educators, and health professionals.
- Capacity of caregivers including mental health providers, health professionals, social workers, educators, with main focus on staff from the Ministry of Health, Ministry of Social Development, and Ministry of Education on recognition of signs of distress and mental health difficulties; as well as self-care and stress management strategies developed.
- A structured manual “Caring for Caregivers” on the psychological well-being and mental health of caregivers is developed in both Arabic and English and is distributed to key stakeholders.
- Coordination among caregivers is strengthened and their experiences are shared and documented.
- Relationships between caregivers and the youth receiving the MHPSS services are enhanced.

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

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 of the available funds.

#### Grant amount

**Any grant application under this Call for Proposals must utilize the full amount of 190,000 EUR.**

**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 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 specialized in mental health and/or protection services; **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. be operational on nationwide scale and represented in the West Bank including East Jerusalem; **and**

F. have an active bank account for the past 24 months; **and**

G. have audited financial statements (income statement and balance sheet) of the last closed financial year.

The applicant may either act individually, or with 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 1.3.5 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: The declaration on honour Form (signed and stamped by applicant and co-applicant)
- Document 9: The Integrity statement form (signed and stamped by applicant and co-applicant)
- Document 10: Ministry of Interior approval on the Board of Directors.

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 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 non-profit private entity or a foundation; **and**
- C. be established in the West Bank or East Jerusalem; **and**
- D. be operational in all or part of the West Bank including East Jerusalem; **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 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 action, with the Contracting-Beneficiary.

2.1.2	<i>Associates and contractors</i>
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The following persons are not co-applicants. They do not need to sign the “mandate” statement:

**Associates**

Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1. The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action”.

**Contractors**

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. Contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

2.1.3	<i>Admissible actions: for what actions may an application be submitted?</i>
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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 30 months.

Sectors or themes

The proposal will provide activities for:

1. Professional caregivers and mental service providers working in the field of supporting youth with MHPSS services.
2. Educators, social workers, and health professionals in direct contact with youth.

Target groups

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

## Geographical coverage

The actions must be implemented in the West Bank and East Jerusalem in Palestine.

## Types of action

The types of actions that can be funded under this call must constitute a project - a stand-alone operation composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results listed in section 1.2.

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

### **a) Participation**

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

### **b) Partnership**

The main applicant should consider developing partnerships with relevant stakeholders, religious and/or community leaders CBOs and other key actors in this 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 terms for individuals and groups to take part in society and the process of improving the ability, opportunity, and dignity of those disadvantaged based on their identity. Under this Call for Proposals, the activities target vulnerable categories of adolescents and youth, including those of special attention or/and survivors of GBV, poor youth and those living with disabilities.

### **e) Human rights-based approach (HRBA)**

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

### **f) Gender & inclusion**

Inclusion and gender equality are placed at the heart of the intervention of this Call for Proposals. It integrates a two-pronged 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.

## Types of Activities:

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.



The following types of activities are admissible for financing under this Call for Proposals:

1. Providing quality supportive/clinical supervision sessions for caregivers, health, educators, social workers, and mental health providers.
  2. Conducting awareness raising activities/initiatives to induce caregivers and helpers' demand for supportive supervision, stress management, and self-care services.
  3. Training and building capacities of caregivers and professionals including staff from Ministry of Health, Ministry of Social Development, Ministry of Education on recognition of signs of distress and mental health difficulties as well as self-care and stress management techniques and strategies.
  4. Mapping of available self-care and supportive services for caregivers within the local community and relevant academic institutions.
  5. Developing and disseminating one Arabic and English manual "caring for caregivers" for youth helpers, caregivers, health staff, educators, social workers, and mental health providers.
  6. Orienting/educating caregivers and mental health professionals on the implementation and usage of the "caring for youth caregivers manual."
- ❖ All activities must be in line with and contribute to the national objectives and priorities of the Ministry of Social Development, the Ministry of Health, and the Ministry of Women Affairs.

#### Sub-grants to sub-beneficiaries<sup>2</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>3</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 note 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 one application under this Call for Proposals.
- The applicant may not be awarded more than one Grant Agreement under this Call for Proposals.
- The applicant may not be at the same time a co-applicant in another application.
- A co-applicant may submit more than one application under this Call for Proposals.
- A co-applicant may not be awarded more than one 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".

<sup>2</sup> These sub-beneficiaries are neither associates nor contractors.

<sup>3</sup> Or other donors if applicable

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 applicable rate for structure costs will be calculated beforehand by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate.

Once the rate is accepted, the structure costs are fixed and do not need to be justified.

Structure costs will be paid during the execution of the grant on the basis of actual operational eligible expenses accepted by Enabel.

#### Reserve for contingencies

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

#### Contributions in kind

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

#### Ineligible costs

The following costs shall not be eligible:

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

## 2.2 Presentation of application and procedures to be followed.

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

### 2.2.1 *Content of the concept note.*

Applications must be submitted in accordance with the instructions on concept notes appearing in the grant application file annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English.

In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

Elements defined in the concept note may not be modified by the applicant in the proposal. 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 year)<sup>4</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 must also be provided. A **USB** containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

Where applicants are sending several concept notes they must each be sent separately.

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

Concept notes must be submitted in a sealed envelope, sent by registered post or by private courier

<sup>4</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.

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:

#### Postal Address

- Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah. Address for hand-delivery or dispatch by private courier service.
- Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate.

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

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

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

The deadline for submission of concept notes is **28.05.2024 at 15:00** 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 organised online on **09.05.2024 at 10:00** am, (Link to be shared later). If you are interested in participating, you are required to send an email to [iman.qassis@enabel.be](mailto:iman.qassis@enabel.be)

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline (**before 07.05.2024**), to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference: PSE22002-10021

E-mail address: [iman.qassis@enabel.be](mailto:iman.qassis@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 (**before 16.05.2024**).

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 remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.

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, 7th Floor, Al Balou', Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate.

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

Applications must be submitted in one original and two copies 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.

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

**Applicants must ensure that their application is complete. Incomplete applications may be rejected.**

## **2.2.7 Deadline date for the submission of proposals**

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

## **2.2.8 Further information on proposals**

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications (**before 19.06.2024**), to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference: PSE22002-10021

Email address: [iman.qassis@enabel.be](mailto:iman.qassis@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 (**before 27.06.2024**).

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 300% of the budget available for this Call for Proposals.

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

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

## **(2) 2<sup>nd</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS**

The following points will be evaluated:

### **Opening**

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

### **Administrative and Admissibility checks**

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

### **Evaluation**

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

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

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

Only proposals that have achieved a score of 6/10 for criterion 18 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

**Step 2:** Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

### **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 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.

At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

## 2.4 Notification of the contracting authority’s decision

### 2.4.1 Content of the decision

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

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel’s head office, via the mailbox [complaints@enabel.be](mailto:complaints@enabel.be)

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

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

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

### 2.4.2 Indicative timetable

	Date	Time*
<b>Information meeting (if necessary)</b>	<b>09.05.2024</b> Online- (Link to be shared later)	10:00
<b>Deadline for clarification requests to <a href="mailto:iman.qassis@enabel.be">iman.qassis@enabel.be</a></b>	<b>07.05.2024</b>	15:00
<b>Last date on which clarifications are given by the contracting authority</b>	<b>16.05.2024,</b>	15:00
<b>Submission deadline for concept notes</b>	<b>28.05.2024</b>	15:00
<b>Information of applicants on the opening, administrative checks and evaluation of</b>	<b>10.06.2024</b>	-



<b>concept notes (stage 1)</b>		
<b>Invitations to submit the proposals</b>	<b>10.06.2024</b>	-
<b>Deadline for the submission of the proposals</b>	<b>11.07.2024</b>	15:00
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	<b>10.06.2024</b>	
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	<b>11.07.2024</b>	
<b>Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)</b>	<b>18.08.2024</b>	-
<b>Notification of the award decision and transmission of signed grant agreement</b>	<b>29.08.2024</b>	-
<b>Signature of the Agreement by contracting beneficiary</b>	<b>16.09.2024</b>	-

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

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

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

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines).

By signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

### 2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the contracting beneficiary, contracts must be awarded in accordance with:

Belgian or partner country public procurement law or own regulation for public sector contracting beneficiaries.

### 2.5.2 Separate bank account

In case 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>5</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

### *2.5.3 Processing of personal data.*

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

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

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<sup>5</sup> This bank must be situated in the country where the applicant is established.

## LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

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

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

### DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

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

ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2a: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM): current rate at the Representation of the country concerned.