

Contracting authority: Enabel

**CALL FOR PROPOSALS #1 [Not-For-Profit & Public Sector]**  
**GUIDELINES FOR THE DATA GOVERNANCE IN AFRICA INITIATIVE**

**BEL22006-10001**

**Two Calls for Proposals on**  
**“Data-driven Digital Social Innovations in Africa”**

**Reference: BEL22006-10001**

Deadline for submitting the concept notes of the grant application (1<sup>st</sup> round):

21<sup>st</sup> May 2024, 1:00 pm (Brussels' time)

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# 1 CALL FOR PROPOSALS

## 1.1 BACKGROUND AND OBJECTIVE OF THE CALL

### 1.1.1 Data Governance in Africa Initiative

This Call for Proposals is organised by Enabel as part of the Data Governance in Africa Initiative, which is a 3,5-year programme that aims to support a “development-oriented and human-centric data economy and society in Africa”. The Data Governance in Africa Initiative is part of a broader strategic partnership between the African Union and European Union regarding Digital Cooperation and is seen as a key component of the Joint AU-EU Vision for sustained and sustainable economic growth.

The Initiative is implemented with the financial support of the European Union and five EU Member States (Belgium, Estonia, Finland, France and Germany) as part of the EU Global Gateway Strategy.

Call for Proposals #1 – organised by Enabel and the subject of this document - is part of a larger collaboration with ESTDEV and HAUS, respectively the Estonian and Finnish development agencies, who are launching a separate, complementary Call (Call for Proposals #2) for a different set of stakeholders in Africa’s digital & data ecosystems. Whereas Enabel focuses on the public sector, academia and Civil Society Organisations, Non-Governmental Organisations (NGOs) and/or Social Enterprises, ESTDEV and HAUS will be supporting private sector actors through a partnership/investment brokering facility and capacity building on Investment Readiness. For more information regarding Call for Proposals #2, please consult the websites of the two agencies in charge (HAUS: <https://haus.fi/en> and ESTDEV: <https://estdev.ee/en>). Moving forward, the guidelines outlined below exclusively cover Call for Proposals #1.

More information on the Initiative as well as how the two Calls fit into its broader processes, can be found in the Introductory Note<sup>1</sup>.

### 1.1.2 Objectives and target group of the Call for Proposals

The **general objective of this Call for proposals** is to identify and to support the scaling-up of data-driven Digital Social Innovations (DSIs) in Africa in order to **enhance the involvement of national and/or regional digital and data ecosystems** in the development and concretisation of data use cases that aim to address societal challenges (for example bridging gender, rural/urban, connectivity and other gaps).

The Call specifically targets those DSIs implemented by public institutions (national and/or regional), academia, Civil Society Organisations (CSOs), Non-Governmental Organisations (NGOs) and other ‘not-for-profit’ actors such as social enterprises or not-for-profit business associations in one (or more) of the African countries listed below<sup>2</sup>. Moreover, these DSIs must have passed the early stages of ideation, prototyping, testing and have at least one successfully implemented case study, preferably in the country or countries where the proposal is to be implemented<sup>3</sup>. The selected projects will be supported through a grant facility and capacity building activities.

Please note that **Enabel’s Wehubit programme is used as a tool/basis for this Call for Proposals**. More information on Wehubit, as well as on the rationale of the Call can be found in the Introductory Note<sup>4</sup>.

### 1.1.3 Selection Process

This Call for proposals organises the competitive selection process, which will proceed in **2 rounds**.

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<sup>1</sup> See Annex I: Introductory note

<sup>2</sup> See 2.1.2 of this document

<sup>3</sup> See Annex I: Introductory note 2.3.3 for more information

<sup>4</sup> See Annex I: Introductory note 1.3.1 and 2.2

After the **second round** only **a few of these applications** (approximately 6 – 7, depending on the quality of the proposals and the budgets requested) will be awarded with **a grant** to support the sustainable scale-up of their proposed DSI.

The programme will select these innovative solutions on the basis of their alignment with the present Guidelines and the geographic scope of the proposals<sup>5</sup>.

Please note that two lots are identified in this Call:

**Lot 1:** DSIs that are implemented in at least one partner country of the Belgian Development Cooperation in Sub-Saharan Africa<sup>6</sup> and are aligned with at least one thematic priority of the bilateral portfolios (BE-funded)<sup>7</sup>;

**Lot 2:** DSIs that are implemented in one of the Sub-Saharan African countries listed below (EU-funded)<sup>8</sup>.

Criteria under Lot 1 includes all criteria under Lot 2 but add the necessary alignment on a partner country bilateral portfolio. Therefore, all applications under this Call may eventually be considered for evaluation under Lot 2.

The applicant must read Annex J, in which they will find a summary of each Country Portfolio in Sub-Saharan Africa referred to above and consider whether or not their proposal fits in Lot 1. To be considered for Lot 1, the applicant is requested to answer question 14 of the online form “Do you consider your innovation as eligible and relevant for Enabel’s bilateral portfolio in the country that you are implementing in” with YES. If the applicant responds with YES, the application will be double-checked on this eligibility criterium by the selection committee. If the applicant answers question 14 with NO, the application will only be considered as applying for Lot 2, not Lot 1.

### **Evaluation under Lot 1**

If alignment to the bilateral portfolio is evaluated positively, the proposals that explicitly indicated participation to Lot 1 will be assessed and ranked in Lot 1. If assessed negatively under Lot 1, those proposals will be evaluated under Lot 2. Also, proposals assessed positively for Lot 1 but that cannot be financed under Lot 1 because all funds for Lot 1 are exhausted will be considered in the evaluation table for Lot 2.

**Evaluation under Lot 2** will therefore concern:

1. All applications that answered “NO” to question 14 on the alignment to a partner country bilateral portfolio.
2. All applications that answered “YES” to question 14 but for which the alignment was not evaluated positively by the selection committee.
3. All applications that are assessed positively for Lot 1 but that cannot be financed under Lot 1 as Lot 1 funds are exhausted.

## **1.2 VALUE OF THE FUNDS EARMARKED BY THE CONTRACTING AUTHORITY**

The total indicative sum available for Enabel’s Call for Proposals is 1.800.000 EUR, with Lot 1 (BE-funded) amounting to EUR 900.000 and Lot 2 (EU-funded) also amounting to EUR 900.000. The contracting authority reserves the right to not award all of the available funds.

### **Grants value**

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

- Minimum amount: 100.000,00 EUR
- Maximum amount: 300.000,00 EUR

The programme will finance 90% of eligible expenditures presented in the final financial report of the innovative solution submitted. The contracting-beneficiary shall bear the remaining 10%.

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<sup>5</sup> See Annex I: Introductory note 3.1.4.1 and p.6 (2.1.2) of this document

<sup>6</sup> See the paragraph “Countries” under 2.1.2

<sup>7</sup> Read Annex J: Country Portfolios carefully to check your alignment with the bilateral portfolios of Enabel

<sup>8</sup> See the paragraph “Countries” 2.1.2

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:

#### The actors:

- the applicant, i.e. the entity submitting the application (2.1.1);
- its co-applicant(s), where applicable. Unless otherwise stipulated, the applicant and co-applicant(s) will hereinafter be jointly referred to as the 'applicants' (2.1.1);
- associates (2.1.1);
- contractors (2.1.1).

#### The actions:

- actions eligible for grants (2.1.2);

#### The costs:

- the types of costs that may be included in the calculation of the grant amount (2.1.3).

#### 2.1.1 Eligibility of applicants (& co-applicant(s))

##### Applicant

To be eligible for grants, the applicant must satisfy the following conditions:

- be a legal person; and
- be a public actor<sup>9</sup> **or** be a private non-profit actor; and
- be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and
- have already managed a grant (of public funds) amounting to 40% of the amount applied for. A certificate of satisfactory performance<sup>10</sup> signed by the donor is mandatory and constitutes proof thereof; and
- have at one's disposal financial statements certified by an independent body (audit or statutory commissioner). Those statements must not be older than 2 years.

The applicant may act on its own or with one or more co-applicants.

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 F of these guidelines.

In the Grant applications (Annexes A.1 & A.2 – Grant application files of the 1<sup>st</sup> & 2<sup>nd</sup> round), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these grounds of exclusion (Applicant's

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<sup>9</sup> a 100% public entity, with no private capital.

<sup>10</sup> For the contracts that have not been closed yet a letter of the donor will be accepted.

declaration) and that they will be willing and able to provide the supporting documents when requested (depending in the specific cases & contexts: taxes, social obligations, criminal records etc.).

If the grant is awarded to it, the **applicant** becomes the contracting-**beneficiary** identified in Annex F of these guidelines (Grant Agreement). The contracting-beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiary co-applicants and act in their name. It shall design and coordinate the action implementation.

### **Co-applicant(s)**

The co-applicant(s) shall participate in 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 eligibility criteria which apply to the applicant itself, except that:

- they do not need to prove that they have already managed a grant amounting to 40% of the amount applied for;

The co-applicant(s) must sign the 'Mandate statement' in Annex A.2 – Grant application file of the 2<sup>nd</sup> round.

If the grants are awarded to them, any co-applicants will become the beneficiaries of the action, with the Contracting-Beneficiary.

Co-applicants cannot be added or removed in-between the 2 Rounds. 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, however unlike co-applicants, costs incurred by associates are not eligible, and associates cannot be eligible for grants. These associates do not need to satisfy the eligibility criteria mentioned in point 2.1.1. The associates must be mentioned in Annex A.2 - Grant Application file of the 2<sup>nd</sup> round, entitled 'Associates of the applicant participating in the action'.

Including a private sector actor as an associate will be considered as an asset. However, they may not be eligible under the project as service, goods or works providers.

### **Contractors**

Contracting-beneficiaries may award contracts to contractors. 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). Associates cannot at the same time be contractors (services, works, equipment) for the project.

## **2.1.2 Eligible actions: for what actions can an application be submitted?**

### **Definition**

The actions to be funded under this Call for Proposals must have the form of a project. For the purposes of this Call for Proposals, a project should be understood as a coherent set of qualitative activities designed to achieve specific measurable results and objectives within a limited timeframe.

### **Duration**

The term of the action **may not be less than 12 months, or exceed 18 months.**

### **Sectors or themes**

If applying for Lot 1, the themes and sectors differ depending on the country of implementation and the focus of Enabel's bilateral portfolio in that specific country<sup>11</sup>. If applying for Lot 2, these themes and sectors are more flexible, but should align with one of the following:

- E-Health/epidemics

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<sup>11</sup> See Annex J: Country Portfolios

- Digital inclusion, encompassing issues like youth and gender gaps, digital rights, digital skills/education, decent work and social protection.
- Climate change, covering areas like just energy transition, natural resource management, waste management, and climate-smart, sustainable agriculture
- Governance, including, resource mobilization, social cohesion/peace-security, smart cities, transportation, and tax/customs management

### Type of action

In case of applying for Lot 1, the proposal should include sufficient information that allows the contracting authority to assess whether the proposal is **aligned with and relevant for the objectives of the respective country portfolios of Enabel**<sup>12</sup>. In case of applying for Lot 2, the proposal should include sufficient information that demonstrates the DSI's thematic scope is aligned with the priorities, policies and legislations of the country of implementation in one (or more) of the EU-funded Sub-Saharan African countries listed in the paragraph below.

The Call for Proposals specifically aims to identify innovations which have a proof of concept, are transitioning to scale or are already in the phase of scaling. In other words, to qualify for submission, **proposed solutions must have already passed the early stages of ideation, prototyping, testing and have at least one successfully implemented case study, preferably in the country or countries where the proposal is to be implemented.**

Since many of the societal challenges do not stop at national borders, this Call prioritises DSIs that contribute to stimulating/facilitating **cross-border data flows**. Nonetheless, the Call also appreciates DSIs that can showcase a concrete potential for replication in other countries and/or scaling-up at the multi-country/regional level.

Shall not be eligible, actions consisting solely or principally of:

- sponsoring the participation of individuals in workshops, seminars, conferences and conventions;
- financing individual scholarships for studies or training;
- financing the digital transformation of the (co-)applicant(s).

### Countries

**Lot 1** (DSIs that are implemented in at least one partner country of the Belgian Development Cooperation in Sub-Saharan Africa, and are aligned with and relevant for the objectives of the respective country portfolios of Enabel):

*Benin, Burundi, DRC, Guinea-Conakry, Mozambique, Rwanda, Uganda, Senegal and Tanzania.*

**Lot 2** (DSIs that are implemented in one of the Sub-Saharan African countries listed below):

*Benin, Botswana, Burundi, DRC, Ethiopia, Ghana, Guinea-Conakry, Ivory Coast, Kenya, Mauritania, Mozambique, Namibia, Nigeria, Rwanda, Uganda, Senegal, Somalia, South Africa, Tanzania, and Zambia.*

### Activity type

By way of **example**, we list the types of activities that are eligible, provided that it contributes to the achievement of the outcomes and the specific objective of the action:

- **Implementation of digital solutions:** geolocation technology, databases, big data, virtual reality, blockchain, gamification, social networks, etc.
- **Capacity sharing:** strengthening staff skills in the action's technological and digital domain.
- **Product development:** adaptation of digital products in view of a development on a larger scale.
- **Quality:** implementation of quality improvement and control systems.
- **Digital skills:** improving people's skills in using digital tools and technologies.
- **Data systems:** using digital technology to improve the collection, management and use of data.
- **Institutional technical assistance:** supporting laws and regulations that improve access to digital technologies or their use.

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<sup>12</sup> See Annex J: Country Portfolios

Furthermore, we have identified a few transversal themes and key principles for the Calls for Proposals to ensure that projects conduct their work in a safe, inclusive and sustainable manner (based on Enabel's Wehubit programme frameworks). Projects that apply for this Call for Proposals should - to some extent - focus on the following during implementation of their activities: **a Human Rights-Based Approach (HRBA), the digital gender divide, environment & climate and the nine principles for digital development**<sup>13</sup>.

The relevance and convergence of the activities proposed will be assessed during selection committee meetings.

#### **Financial support to third parties**

Applicants **may not** offer to support third parties financially (sub-grants).

#### **Visibility**

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian development cooperation and/or the European Union. Applicants are expected to apply the visibility guidelines of the Data Governance in Africa Initiative. A budget line of min. 2.000 EUR will be included for producing good quality pictures and testimonies. A communication toolkit will be provided to the grantees, including the communications requirements.

#### **Number of applications and Grant Agreements per applicant and co-applicant**

The applicant **and/or** co-applicant **may not**

- Submit more than one application for this Call for Proposals.
- 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.

### **2.1.3 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:

- **The operational costs:** necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables;
- **The management costs:** separate costs related to management, supervision, coordination, monitoring, control, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the Grant;
- **The structure costs:** costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action cannot be separated or charged to the budget of this action.

To be eligible for the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex F of these guidelines).

Structure costs amount to maximum 7% of operational costs. The actual rate applicable for structure costs will be calculated a priori by Enabel based on the analysis of the balance sheet of the contracting beneficiary. Enabel may also use an outside agency to estimate the actual structure costs rate of an organization.

Once accepted, the structure costs are lump sums and do not need to be justified. Structure costs are paid during execution of the grant on the basis of operational costs really incurred, considered eligible and approved by Enabel.

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<sup>13</sup> See Annex I: Introductory Note, 3.5 "Transversal Themes and Principles" for more information



### **Contingency reserve**

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 **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 beneficiary-contractor. Since contributions in kind do not involve any expenditure on the part of the beneficiary-contractor, they are not eligible costs.

### **Ineligible costs**

The following costs **are not eligible**:

- 1° Accounting entries not leading to payments;
- 2° Provisions for liabilities and charges, losses, debts or possible future debts;
- 3° Debts and debit interests;
- 4° Bad loans/ doubtful debts;
- 5° Currency exchange losses;
- 6° Loans to third parties;
- 7° Guarantees and bonds;
- 8° Costs already financed by another grant;
- 9° Invoices made out by other organisations for goods and services already subsidised;
- 10° Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- 11° Any sub-letting to oneself;
- 12° Purchases of land or buildings;
- 13° Compensation for damage falling under the civil liability of the organisation;
- 14° Employment termination compensation for the term of notice not performed;
- 15° Purchase of alcoholic beverages, tobacco and derived products thereof;
- 16° Grants to sub-beneficiaries.
- 17° Salary bonuses<sup>14</sup>

## **2.2 PRESENTATION OF GRANT APPLICATION AND RULES TO BE FOLLOWED**

This is a restricted call for proposals composed of two rounds:

- 1<sup>st</sup> round – concept notes
- 2<sup>nd</sup> round – full proposals

The concept notes (1<sup>st</sup> round) must be submitted in accordance with the instructions given hereunder and on the online webform.

To be sure that the process is completed, the applicant must check whether the confirmation e-mail is received.

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

Applicants shall submit their application in **French or English**.

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<sup>14</sup> The concept of bonus must be understood as the payment of a "bonus" triggered by the participation of a staff member in the action financed by Enabel or linked in any way to the performance of the person in the implementation of action. A bonus does not constitute an eligible cost. However, there are payments which could be called 'bonuses' and which could still be considered part of the normal salary package and therefore eligible (i.e. variable parts of the salary). These bonuses must be paid independently of the staff member's participation in the action financed by Enabel.

They must ensure that their Grant application is complete. **Incomplete applications will be rejected.**

**Handwritten** applications **will not be accepted.**

### 2.2.1 Grant application – concept note (1<sup>st</sup> round)

#### Content

To be complete, the Concept note must contain the following elements:

1. All fields of the online form must be completed (access through the secure [www.wehubit.be](http://www.wehubit.be) website).
2. Annex A.1 – Grant application file (1<sup>st</sup> round).
3. The statutes or articles of association **of the applicant and any co-applicants**.
4. Financial statements certified by an independent body (audit or statutory commissioner). Those statements may not be older than 2 years. Public entities and co-applicants are not required to submit an external audit report.
5. 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).
6. The documents substantiating that the **applicant** has already managed public funds and successfully implemented grants for at least 40% of the amount applied for. Examples of proof are:
  - Close-out letter: Certificate of good execution provided by a financing donor (with amount mentioned).
  - Approval of a final report provided by a financing donor together with the initial contract.

An initial grant contract is insufficient to proof its good execution.

In the 1<sup>st</sup> round, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to the 2<sup>nd</sup> round (Proposal) will have to submit a detailed budget.

The elements defined in the 1<sup>st</sup> round may not be changed by the applicant in the 2<sup>nd</sup> round. The contribution requested through this Call for Proposals may not differ more than 15% from the initial estimate<sup>15</sup>.

Any errors or major inconsistencies concerning points mentioned in the instructions on the Grant application (1<sup>st</sup> round) may result in the application's rejection

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

#### Submission date

The deadline for submitting the Grant application (1<sup>st</sup> round) is 21<sup>st</sup> May 2024 at 13:00 (Brussels time) as substantiated by the website server. All applications submitted after the deadline date and time will be automatically rejected. Applications should be submitted through this link: <https://submit.link/2AT>. Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

### 2.2.2 Grant application - proposal (2<sup>nd</sup> round)

#### Shortlist

The applicants who are selected for the 2<sup>nd</sup> round will be informed by email (see calendar) and will be invited to fill in the more **detailed grant application** file of the 2<sup>nd</sup> round, which must be submitted before the deadline of 12/07/2024 (13:00 pm).

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<sup>15</sup> In case the amount applied for in the Grant application (2<sup>nd</sup> round) exceeds the estimated amount of the Grant application (1<sup>st</sup> round), the certificate of satisfactory performance demanded in chapter 2.1.1 must still amount to at least 40% of the amount applied for.

## Grant application 2<sup>nd</sup> round

The communication (e-mail) will include a link to the online application tool.

To be complete, the Grant application (2<sup>nd</sup> round) must contain **the following elements**:

1. Annex A.2 – Grant application file (2<sup>nd</sup> round)
2. Detailed budget of the action (Annex B)
3. The logical framework of the action (Annex C)
4. The indicative action plan for implementation of the project<sup>16</sup>

Applicants must carefully observe the supplementary proposal format (Annex A.2) and complete the paragraphs and pages in order.

The contribution of this programme may not differ more than 15% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed.<sup>17</sup>

Applicants must submit their Grant application (2<sup>nd</sup> round) in the same language as in the 1<sup>st</sup> round.

Applicants must fill out their application as carefully and clearly as possible in order to facilitate its evaluation.

Co-applicants cannot be added or removed in-between the 2 Rounds.

Any error or major inconsistency in the application (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 is noteworthy that only the elements listed above will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action.

### 2.2.3 Questions/answers (1<sup>st</sup> and 2<sup>nd</sup> round)

First of all we invite you to have a look at the Frequently Asked Questions (FAQ) on our website: <https://www.wehubit.be/en/contact-us>.

If you don't find the information you are looking for on our website and in the guidelines, then, for each round of the procedure, applicants may **send their questions by e-mail, at the latest 21 days before the application submission deadline**, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference (BEL22006-10001):

E-mail address: [wehubit@enabel.be](mailto:wehubit@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 application submission deadline of the 1<sup>st</sup> round.

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

Only answers to questions and other important information not included in guidelines or FAQ will be published in due course on the website [www.wehubit.be](http://www.wehubit.be). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

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<sup>16</sup> Follow the instructions in point 2.8. Indicative action plan for implementing the action in Annex A.2.

<sup>17</sup> In case the amount applied for in the final application exceeds the estimated value of the Grant application (1<sup>st</sup> round), the certificate of satisfactory performance demanded in chapter 2.1.1 must still amount to at least 40% of the amount applied for.

## 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 eligibility criteria described in point 2.1.1 to 2.1.3, the application will be rejected on this sole basis.

### 2.3.1 Opening, administrative/eligibility checks and evaluation of the Concept notes (1<sup>st</sup> round)

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 eligibility checks

- The Grant application must satisfy all the criteria specified in points 1 to 10 of the verification and evaluation grid provided in Annex G.
- 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 eligibility check will be evaluated for the relevance and design of the proposed action. The applicants will also be checked for having 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.

The evaluation criteria are divided in sections and sub-sections. Each sub-section will be given a score between 1 and 5 as follows: 1 = very inadequate 2 = inadequate, 3 = average, 4 = good, 5 = excellent.

The Concept Note (1<sup>st</sup> round) will firstly be evaluated on **three open questions** (paragraph 2.2 of Annex A1). Only concept notes which have obtained a minimum score of 3 out of 5 on these three questions will be considered for further evaluation.

All concept notes, which are considered for further evaluation, will be given an overall mark out of 85 in accordance with the breakdown specified in the evaluation grid given in Annex G.

At the end of the evaluation, a list will be drawn up, ranking the proposals according to their overall score. Only applications who have reached an overall score of minimum 55 will be considered.

The number of concept notes will be reduced, taking into account their rank on the list, to the number of concept notes for which the total cumulative amount of contributions requested is equal to 300% of the budget available for this Call for proposals.

After evaluation of the applications, the contracting authority will notify whether their application has been evaluated and the results of this evaluation.

Applicants whose application has been preselected in the 1<sup>st</sup> round will be notified of their reference number and invited to submit a Proposal for the 2<sup>nd</sup> round.

### 2.3.2 Grant application – Full proposal evaluation (2<sup>nd</sup> round)

Firstly, the following points will be evaluated:

- Compliance with the submission deadline. If the deadline date is not observed, the proposal will be automatically rejected.
- The grant application form (full proposal) and its annexes fulfil all specific criteria given under points 1 to 7 of the grant application file verification and evaluation grid given in Annex H.
- If any of the information is missing or incorrect, the application may be rejected on this **sole** basis and it will not be evaluated.

The evaluation criteria are divided in sections and sub-sections. Each sub-section will be given a score between 1 and 5 as follows: 1 = very inadequate, 2 = inadequate, 3 = average, 4 = good, 5 = excellent.

The applicants in the second round will be evaluated based on the detailed full proposal.

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 8 to 27 of the verification and evaluation grid (Annex H).

The evaluation 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 evaluation criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to actions that maximise the overall effectiveness of the Call for Proposals. They help in selecting proposals which assure the contracting authority that its objectives and priorities will be observed. 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.

### **Provisional selection**

After evaluation, a table will be drawn up, containing all the applications ranked according to their score and subject to the funds available. A reserve list will additionally be drawn up following the same criteria, to be used if more funds become available during the validity period of this list. If the allocated budget, indicated for the Call, cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to future calls.

Only applications who have reached an overall score of minimum 60 will be considered.

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. In this case, applicants may be picked up from the reserve list at a later date, and will equally be requested to present these supporting documents in order to be officially selected.

## **2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

### **2.4.1 Content of the decision**

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

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

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

See <https://www.enabel.be/file-a-complaint/>.

Complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the [www.enabelintegrity.be](http://www.enabelintegrity.be) website.

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 calendar

	Date*	Hour*
<b>Deadline for clarification requests to the contracting authority</b>	30 <sup>th</sup> April 2024	13:00
<b>Last date on which clarifications are given by the contracting authority</b>	10 <sup>th</sup> May 2024	-
<b>Deadline for submitting Grant applications – concept notes (1<sup>st</sup> round)</b>	21 <sup>st</sup> May 2024	13:00
<b>Notification of results of the Grant application – concept notes (1<sup>st</sup> round)</b>	19 <sup>th</sup> June 2024*	-
<b>Invitation for the second round – Proposals (2<sup>nd</sup> round)</b>	19 <sup>th</sup> June 2024*	-
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 )</b>	19 <sup>th</sup> June 2024*	-
<b>Deadline for submitting Grant applications – Proposals (2<sup>nd</sup> round)</b>	19 <sup>th</sup> July 2024*	13:00
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	19 <sup>th</sup> July 2024*	-
<b>Notification of results of the Grant application - Proposals (2<sup>nd</sup> round)</b>	7 <sup>th</sup> August 2024*	-
<b>Signature of the Agreement</b>	August/September 2024*	-

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

This indicative calendar may be updated by the contracting authority during the procedure. In such case, the updated calendar will be published on the [www.wehubit.be](http://www.wehubit.be) 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 F of these guidelines). By signing the proposal (Annexes A.1 and A.2 of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

### 2.5.1 Implementation contracts

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

- Annex VIII of the Grant Agreement template (for private sector applicants), or;
- Belgian or partner country public procurement law or own regulation (for public sector applicants).

It is not permitted to subcontract all of an action by means of a contract for private contracting beneficiaries. In addition, the budget of each contract financed by means of the grant granted may only correspond to a limited part of the total amount of the grant.

## 2.5.2 Separate bank account

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

This account or sub-account must allow to:

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

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank<sup>18</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).

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<sup>18</sup> This bank must be situated in the country where the applicant is established

### **3 LIST OF ANNEXES**

#### **DOCUMENTS TO BE COMPLETED**

ANNEX A.1: GRANT APPLICATION : CONCEPT NOTE – 1<sup>ST</sup> ROUND

ANNEX A.2: GRANT APPLICATION FILE : PROPOSAL – 2<sup>ND</sup> ROUND

ANNEX B: BUDGET – 2<sup>ND</sup> ROUND

ANNEX C: LOGICAL FRAMEWORK – 2<sup>ND</sup> ROUND

ANNEX D: LEGAL ENTITY FORM – 1<sup>ST</sup> ROUND

ANNEX E: FINANCIAL IDENTIFICATION FORM (TO BE PROVIDED UPON SIGNING OF THE AGREEMENT)

#### **INFORMATION DOCUMENTS**

ANNEX F: GRANT AGREEMENT TEMPLATE

ANNEX G: ROUND 1 GRANT APPLICATION FILE (CONCEPT NOTE) VERIFICATION AND EVALUATION GRID

ANNEX H: ROUND 2 GRANT APPLICATION FILE (PROPOSAL) VERIFICATION AND EVALUATION GRID

ANNEX I: INTRODUCTORY NOTE

ANNEX J: ENABEL COUNTRY PORTFOLIO NOTES