

**Palestine**

**Contracting authority: ENABEL**

**Call for Proposals: Growing sustainable practices in schools**

under Green West Bank Project,  
Empowered Youth in a Green Palestine Cooperation program

PSE22004-10042

Guidelines for Applicants

Deadline for submission of proposal: **30 April 2025, before**

**13:00 PM**

Reference:

**PSE22004-10042**

**NOTE**

This is a one-phase call for proposals, without a concept note. The documents must be submitted at the same time (proposal and its annexes).

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## 1. Call for Proposals: Growing sustainable practices in schools

### 1.1 Context

Enhancing community participation in developing an environmental awareness and behavior change plan on both national and community levels is crucial for addressing environmental challenges effectively. A participatory approach ensures that community members actively engage in decision-making processes, take ownership of the initiatives, and sustain positive behavioral changes over the long term is essential. Throughout involving communities in the designing, planning, experimenting, testing and scaling up community environmental initiatives that leads to community green transitions. This approach ensures that the implemented activities align with community needs, priorities, and cultural contexts, resulting in more effective and sustainable outcomes.

The Palestine Cooperation Strategy 2022-2026 was validated on 30th June 2021. Its focus is to empower youth in an environmentally sustainable Palestine. Two general objectives have been defined:

1. Young people in Palestine develop into active and critical citizen, 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 second pillar of the portfolio is dedicated to climate action, based on support to the development of an emerging green and circular economy and the implementation of the National Determined Contributions (NDC), with the view to contribute to a sustainable and inclusive Palestinian society and reduce environmental hazards and dependency on non-renewable natural resources. Specific thematic priorities are as follows:

- The development and the strengthening of value chains and opportunities for socio-economic entrepreneurship and job creation in an emerging green economy, which could potentially be applied to various sectors, such as energy, water, agriculture, waste, recycling, construction, transport, and industry.

The development of sustainable cities, public services, and territories. A focus on specific niches such as: waste management; reducing, recycling and reuse; renewable energy; and energy efficiency.

### The Impact of Green West Bank Intervention

The Palestinian population makes use of the opportunities of a sustainable environment.

### The Outcome:

The conditions of the Palestinian ecosystems and their population are improved by reducing ecological footprint and GHGs emissions through the promotion of green circular economy (GCE) and green urban areas, focusing on energy efficiency, renewable energy, and sustainable waste management.

**The expected results of the Green West Bank intervention are:**

- Result 1: A conducive environment for green and circular economy and for green cities is promoted at national and local levels.
- Result 2: Green and circular economy and entrepreneurship are supported in the selected value chains based on a market system approach.
- Result 3: Green cities in Palestine are promoted through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth)
- Result 4: Green cities and entrepreneurship for women as well as green and decent jobs for women and youth are promoted in the selected value chains.

In recent years, there has been a growing recognition of the urgent need to address environmental challenges. In response, the Palestinian Quality Authority (EQA) and the Ministry of Education (MOE) have emphasized the importance of integrating environmental education into school curricula to equip students with the knowledge and skills necessary to become more responsible towards environmental sustainability.

Environmental awareness is a critical component of education, guiding future generations to become agents of change and more responsible towards the environment. Highlighting the importance of integrating environmental education into school extracurricular activities, EQA and MOE are partnering to launch a collaborative initiative to foster students' knowledge, skills, and attitudes towards environmental challenges.

This call for Proposals targets local applicants experienced in agriculture and environmental projects, to establish and develop environmental clubs and implement environmental/agricultural projects in existing environmental clubs across the targeted schools, with a focus on gender balance and benefiting multiple schools within each governorate. The selected applicants will work directly with EQA and MOE to plan, implement, and monitor each activity, aiming to empower students with environmental knowledge and skills by developing environmental initiatives within schools.

The proposed activities will fall under Result 3 : Green cities in Palestine are promoted through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth),

## **1.2 Objectives and Expected results of this call:**

The **general objective** of this call is to contribute to the promotion of green cities in Palestine through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth).

## The Specific objective of this call for proposal is:

To enhance information and raise awareness on environmental and climate issues, promoting behavior change in Palestinian schools, with a focus on gender-sensitive approaches that address the unique experiences and contributions of both girls and boys in sustainable practices

## Additional Objectives:

- Strengthen ties between schools and their surrounding communities.
- Implement monitoring and evaluation mechanisms to assess the impact of the implemented activities.
- Quarterly progress reports during the planning and implementation phases.
- Focus on gender element, inclusivity, and girls participation.

## Expected results:

The main outcome of this assignment is enhancing information and sensitization on environment and climate as to promote behavior change, through developing the following:

- Students' awareness of environmental challenges is increased, with attention to gender-specific perspectives and experiences
- R2: Green coverage is increased in targeted schools.

## Expected Outputs:

1. Establish 12 environmental clubs at the four targeted governorates.
2. At least 12 environmental initiatives are developed by the environmental clubs.
3. Establish greenhouses in 13 schools based on the listed requirements. Install ready-to-use composting units and train teachers and students in gardening practices. Develop plans for managing garden products and activities.
4. Organize 8 Summer/winter Activities (2 per governorate) during breaks, involving 50 students per activity with meals. Include school staff and facilitators. Conduct hands-on activities on climate change, recycling, and gardening.
5. Plant 20 trees in each of the 25 schools, ensuring irrigation access. Allocate 30% to endemic species and 70% to fruitful trees.
6. At least 13 teachers/ facilitators are capacitated to develop environmental initiatives.

Please refer to section 2.1.3 for more information about each result.

## Guiding Indicators:

The applicant might use the following indicators and any other indicators relevant to their proposal:

Guiding indicators	Minimum target
Number of schools with newly established environmental clubs	12
Number of teachers and facilitators trained	13
Number of students actively participating in environmental clubs	390

and initiatives	
Percentage of change on behaviour of targeted individuals.	TBD
Number of environmental initiatives implemented	12
Number of greenhouses established.	13
Percentage increase in green cover within school	TBD
Number of trees planted across all schools	500
Number of environmental summer activities organized.	8
Percentage of participant's satisfaction at the environmental summer/winter activities	80%
Number of activities (workshops/meetings) conducted to promote the environmental awareness in schools.	26
Number of students benefits from the initiatives (directly and indirectly)	TBD
Number of media campaigns launched to promote green concepts	TBD

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

- The total indicative amount available under this Call for Proposals is **250,000 EUR**. The contracting authority reserves the right not to award all of the available funds.
- Any grant application under this Call for Proposals must fall between the following minimum and maximum amounts:#
  - minimum amount: EUR < 200,000 >
  - maximum amount: EUR < 250,000 >

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 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:

- be a legal person; **and**
- be a non-profit private entity or a foundation; or
- non-governmental organization, international organization.
- be established or represented in: Palestine<sup>1</sup> ; **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 an active bank account for the past 24 months; **and**
- The applicant should possess relevant qualifications and expertise to effectively support the development and implementation of the proposed project.

### Key qualifications may include:

- Proven track record in implementing agricultural and environmental projects, especially in educational settings. Prior experience working with schools and youth is preferred.
- Strong technical background in agriculture, gardening, composting, waste management, and environmental education.
- Experience in conducting training sessions for school staff, students, and community members on environmental topics and practical gardening and sustainable practices.
- Proven ability to engage with the community through environmental initiatives.
- Experience in developing mechanisms to assess the impact and track the progress of projects.
- Ability to develop and implement creative and innovative strategies for environmental education.
- Experience in preparing comprehensive and compelling proposals, including action plans, budgeting, monitoring & evaluation and financial reporting.
- Expertise in utilizing various communication channels, including social media, traditional media, and community-level outreach.

<sup>1</sup> Optional. Establishment is determined on the basis of the organisation's articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a "memorandum of understanding" has been entered into.



- Proficiency in monitoring and evaluation techniques to measure project outcomes and impact.
- Have a deep understanding of environmental issues, sustainability, and best practices related to behavior change.

(2) The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex E of these guidelines:

In section 2.8 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

- Document 1: Public Law Legal Entity Form
- Document 2: Registration Certificate (applicant and co-applicant)
- Document 3: Deduction at source Certificate (applicant and co-applicant)
- Document 4: Active bank account for the past 24 months
- Document 5: Audited financial statements (income statement and balance sheet) of the last closed financial year.
- Document 6: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency.
- Document 7: Non-sentence Certificate from Ministry of Justice (for board members)
- Document 8: 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)

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.

### 2.1.2 Associates and contractors

The following persons are not co-applicants. They do not need to sign the “mandate” statement:

#### Associates

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

## Contractors

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

### **2.1.3 Admissible actions: for what actions may an application be submitted?**

#### **Definition**

An action comprises a series of activities.

#### **Duration**

The initial planned duration of an action may not be less than **12 months** nor exceed **15 months**.

#### **Sectors or themes**

- Climate change and environment topics.
- Capacity development activities.
- Raising awareness.

#### **Target groups**

- Palestinian students and teachers.
- Schools in the 4 governorates.
- Community members and civil society organizations within the 4 governorates.

#### **Geographical focus areas:**

The selected applicant will work closely in 4 governorates in the West Bank (Hebron, Bethlehem, Tubas, and Nablus) to develop 12 new environmental clubs, 13 school gardens and green houses in addition to the other listed activities.

#### **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.

Please note that the following activities are mandatory, the applicant is welcomed to present additional environmental awareness activities that shows innovation and creativity:

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 <sup>2</sup>

actions consisting exclusively or primarily of financing individual scholarships for studies or training

<sup>2</sup> It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

## Types of activity:

### **1. Establishment of Environmental Clubs:**

#### **1.1 Selection:**

The Ministry of Education (MOE) identified and selected 12 schools in the targeted governorates to establish environmental clubs based on EQA/MOE manuals and guidelines.

#### **1.2 Training and Equipment:**

The chosen applicant, in collaboration with EQA and MOE, will train club facilitators and teachers from each school on the manual's content. Each club will also receive the necessary tools and equipment to function effectively. The selected applicant is expected to provide each environmental club with simple gardening and irrigation tools, stationery, recycling bins, and a collection of plants and flowers to be planted by the environmental clubs.

#### **1.3 Environmental Initiatives:**

The applicant will spearhead the development of at least one environmental initiative per school. These initiatives will primarily focus on recycling and gardening activities. The entity is tasked with submitting innovative ideas for these initiatives, ensuring they are engaging, practical, and align with the program's goals.

#### **Resources:**

MOE and EQA developed a detailed manual for environmental activities and a guideline for creating school environmental clubs.

The selected applicant can refer to MOE/EQA for the related documents:

1. Environmental activities manual: [دليل-الأنشطة-البيئية-للطلبة.pdf](#)
2. Guideline for creating school environmental clubs [النظام الداخلي للنادية البيئية.pdf](#)

**Targeted schools:** attached in annex / is the list for the targeted schools under this activity.

### **2. Creation of school Greenhouse:**

#### **2.1 Establishment:**

Establish school gardens (Greenhouse) in 13 schools that have existing environmental clubs. The development of the school gardens will include the following setups:

##### **2.1.1 Building 13 Greenhouses:**

The applicant is required to build 13 green houses in the selected schools, taking into consideration the following to ensure optimal functionality:

1. Minimum Area: Each greenhouse needs to be at least 200m<sup>2</sup> (with a minimum length of 14m) to provide enough space for gardening (attached in annex H is a list of schools with the total available area in each school to assist determining the total areas of greenhouses).
2. Location and Ventilation: Choose a flat area with good ventilation for the greenhouse site.
3. Equipment and Supplies: Ensure the greenhouse is stocked with all necessary tools, seeds, and plants.
4. Irrigation System: Install an efficient irrigation system and conduct regular maintenance checks to prevent leaks and ensure even watering and install water tanks for each green house.

#### **2.1.2 Composting and bio-based environmental pesticides systems:**

The applicant is required to install a ready-to-use composting units in each green house, with proper system to collect the organic materials from the school and the surrounding area if applicable. Additionally, the applicant is expected to develop a biological control systems and bio-based environmental pesticides for each greenhouse, and training students on how to make and use them

#### **2.1.3 Training and Monitoring:**

The applicant is expected to provide training for teachers and students on planting, gardening, irrigation, fertilizing, and composting techniques, in addition to Intensive training in managing the greenhouses. Additionally, the applicant is expected to assign specialists to monitor and guide the students in garden maintenance during the project's duration.

#### **2.1.4 Garden's product management:**

Assist the student in managing the products produced in the schools' gardens, for example, developing an operational plan to manage the production, maintenance, and supervising the gardening activities, as well as planning extracurricular activities to distribute the garden products within the school such as organizing organic meals for schools using the garden products.

**Targeted schools:** attached in annex H is the list of the targeted schools under this activity.

### **3. Develop summer or winter environmental activities:**

The applicant is required to organize at least 8 summer or winter extracurricular environmental activities among the 25 schools. The environmental activities will be conducted during summer or winter breaks (2 per governorate). The applicant is expected to develop comprehensive program for the activities, and identifying the number of schools to implement the activities, the applicant is expected to define the total number of school to conduct the environmental activities, and coordinate later with MOE and EQA to select the schools. Additionally, the applicant is required to contract some staff form each school to facilitate the coordination during the activities (minimum 2 staff member from each school), the activities should last 5-10 days, targeting average 50 students in each school.

#### **Activities:**

The environmental summer/winter extracurricular activities will introduce students to principles of climate change, recycling, gardening, and other environmental concepts as per the environmental camps guideline manual developed by EQA/MOE. The activities may include

games, educational materials, gardening, recycling, and art crafting, in addition to hands-on activities to engage students in practical learning experiences.

Here are some examples of activities that might guide the applicants; thus the applicants are expected to present innovated and interactives plan:

1. Gardening activities within the school gardens and green houses. Clean up activities inside or outside the school garden spaces.
2. Recycling activities including recycling workshops, competition...etc.
3. Work on upcycling projects within the garden (e.g., creating trellises, sunshades, self-watering systems, and planters).
4. Screen and discuss documentation or videos about environmental challenges.
5. Create artwork related to environmental messages and concepts for future awareness-raising campaigns and exhibitions Including wall painting, art exhibitions...etc.
6. Organize eco-walks and school trips.
7. Environmental games and extracurricular activities

**Resources:** The selected applicant can refer to MOE/EQA manual for developing summer camps:



[دليل المخيمات الصيفية.pdf](#) Annex #

**Targeted schools:** The list of the targeted schools under this activity will be determined later based on the total number of schools the applicant is proposing and with close cooperation with MOE and EQA.

#### **4. Tree Planting:**

The applicant is expected to plan and implement activities of planting trees across all 25 schools, adhering to the following specifications

1. Provide at least 20 trees for each school.
2. Access to irrigation water, especially during summer breaks.
3. Allocate 30% of the trees to Endemic and endangered species to support local biodiversity and environmental resilience.
4. Assign the remaining 70% to fruitful trees to provide tangible benefits to the school community.
5. Involvement of the local community (students' families for example) in the planting process to foster a sense of ownership and responsibility.
6. Provision of ongoing maintenance and care, including pruning and pest management.
7. Implementation of educational sessions on the importance of trees and their role in the ecosystem (optional activity within the environmental clubs).

### Sub-grants to sub-beneficiaries<sup>3</sup>

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

### Sub-grants to sub-beneficiaries<sup>4</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>5</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action.

Visibility is ensured by good communication, hence, while drafting your concept papers, please ensure accommodating your perspectives about how you will utilize communication to contribute to achieving your end objective.

### Number of requests and Grant Agreements per applicant

The applicant **may not** submit more than 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.

## **2.1.1 Eligibility of costs: what costs may be included?**

Only "eligible costs" may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on "eligible costs".

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- direct costs (management costs and operational costs) actually borne by the contracting-beneficiary.

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

- Structure costs (overheads): these are maximum 7% of the Operational Costs

<sup>3</sup> These sub-beneficiaries are neither associates nor contractors

<sup>4</sup> These sub-beneficiaries are neither associates nor contractors

<sup>5</sup> Or other donor if applicable

- The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.

#### Reserve for contingencies.

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

#### Contributions in kind

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

#### 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 organization 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 organization 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 except if authorised in 2.1.3

### **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 proposals**

Proposals must be submitted in accordance with the instructions on application form annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English.

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 the contracting authority from making an objective assessment

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

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. 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). No co-applicants are 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>6</sup>. Any co-applicants are not required to provide a copy of their financial statements.
4. The applicant 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**

Proposals must be submitted in one original and two copies in A4 format, each bound separately.

An electronic version of the proposals must also be provided. **A USB** containing the Proposal 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.

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

Proposals must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

##### Postal Address:

- Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- or

<sup>6</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.



- Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh  
– Ramallah and Al Bireh Governorate

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

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

### 2.2.3 Deadline for the submission of concept notes

The deadline for submission of Proposals is **30 April 2025 before 13:00 PM** as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All Proposals submitted after the deadline date and time will be rejected.

### 2.2.4 Other information on the Call for Proposals

An information session on this Call for Proposals will be conducted online on Monday 17 March 2025 at 10:00.

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 396 846 012 255

Passcode: Yi35kE7h

Applicants may send their questions by e-mail, at the latest 21 days before the Proposals submission deadline, to the address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: [isra.adwan@enabel.be](mailto:isra.adwan@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 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 the Enabel website. 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 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.

## 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 16 of the verification and evaluation grid provided in Annex F2b.
- If any of the information is missing or incomplete, the proposal 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 proposals, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 17 to 33 of the verification and evaluation grid provided in Annex F2b. 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 21 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 position in monitoring and controlling the implementation of the grant.
- In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case, the first proposal on the reserve list will be considered for the same process.
- If needed, the organizational assessment will be used to draft a capacity strengthening plan that will be agreed up on by the applicant and Enabel. Additional funds will be allocated by Enabel to support this plan.

### Selection

- At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.
- Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

## 2.4 Notification of the contracting authority's decision

### 2.4.1 Content of the decision

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will 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*
Information meeting (if necessary)	March 17, 2025	10 :00 pm
Deadline for clarification requests to the contracting authority	March 31, 2025	4 :00 pm
Last date on which clarifications are given by the contracting authority	April 10, 2025	-
Proposal Submission deadline	April 30, 2025	15 :00 pm
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	April 29, 2025	
Receipt of certificates and supporting documents relating to the grounds for exclusion	May 10, 2025	
Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)	TBD	-
Notification of the award decision and transmission of signed grant agreement	June 1st ,2025 *	-
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

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

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

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

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

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

#### 2.5.1 *Implementation contracts*

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

Annex VIII of the Grant Agreement template for private sector contracting-beneficiaries.

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

#### 2.5.2 *Separate bank account*

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

This account or sub-account must allow to:

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

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank<sup>7</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.

<sup>7</sup> This bank must be situated in the country where the applicant is established

We process this information because we have a legal obligation to collect this information in the context of the administration and award of our grants.

For more information on this subject, please consult Enabel's privacy statement at the following link: <https://www.enabel.be/fr/content/title-1> "

#### 2.5.4 *Transparency*

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries. By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

## list of Annexes

### DOCUMENTS TO BE COMPLETED

ANNEX AB: GRANT APPLICATION FILE (WORD FORMAT)

Annex B: budget (Excel format)

Annex C: logical framework (Word format)

Annex D: legal entity form (Word format) (private or public, to be determined)

### documents for information

Annex E: Grant Agreement template

Annexe 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
Annexe VIII	Procurement principles

ANNEX F2b: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX H: LIST OF SCHOOLS FOR GREEN HOUSES

ANNEX I: LIST OF SCHOOLS FOR ENVIRONMENTAL CLUBS