

**Call for Proposal in 1 phase without concept note
Submission of a proposal only
Uganda**

Contracting authority: ENABEL

Call for Proposals under the intervention:

Green and Decent Jobs for Youth (WeWork) in Busoga region

UGA 22007

Guidelines for Applicants

Reference: UGA 22007-10113

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Deadline for submission of proposal: 13th June 2025

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 SKILLS DEVELOPMENT FOR INCREASED EMPLOYABILITY OF VULNERABLE YOUTH, WOMEN AND GIRLS IN THE SUSTAINABLE TOURISM AND HOSPITALITY SECTOR IN BUSOGA REGION

1.1 Context

This Call for Proposals for the Skills Development Fund (SDF) is part of the action entitled Green and Decent Jobs for Youth (WeWork) in the regions of 1) Rwenzori & Albertine; and 2) Busoga funded by the Belgian State and the European Union. The intervention logic follows the framework structure where on the supply-side of the labour market, the portfolio will target increased employability of youth (Result Domain 1) by: (1) Promotion of TVET for green economy and for agriculture as employment pathways; (2) Demand-driven formal and non-formal skills development, and; (3) General employment services ensuring that work-ready youth actually access decent jobs. Straddling the supply and demand side, Result Domain 2 aims to create new businesses that offer decent jobs through (4) Entrepreneurship promotion. Finally on the demand side, the portfolio will aim to create more decent jobs and training opportunities by enhancing the sustainability and production of existing businesses (Result Domain 3). This will be achieved through 5) Enterprise development and 6) Value chain development in the priority sectors of agriculture and the green economy.

Uganda's tourism and hospitality sector is a key driver of inclusive economic growth and job creation, particularly for youth and women. In the Busoga region, the sector is growing steadily, supported by the area's rich cultural heritage, natural attractions, and expanding hospitality services. These trends present strong opportunities for employment, entrepreneurship, and community-based engagement in sustainable tourism and hospitality value chains.

However, vulnerable youth—particularly women—face persistent challenges in accessing decent work in the sector. These include limited access to quality, demand-driven skills training; weak linkages between training providers and industry actors; and a lack of tailored post-training support to transition into wage or self-employment. In addition, local communities are often not well integrated into the tourism and hospitality value chain, limiting their potential to benefit as service providers, suppliers, or experience hosts.

At the same time, the sector is shifting toward more sustainable and responsible models, increasing the demand for skilled workers in areas such as eco-tourism, green hospitality, customer service, and digital marketing. This opens space for youth-focused skilling initiatives that respond to evolving labor market needs while promoting inclusive local development.

To address these challenges and opportunities, Enabel is launching this Call for Proposals to select implementing partners who will design and deliver inclusive, market-relevant skills development and employment promotion initiatives in the sustainable tourism and hospitality sector in Busoga. The intervention targets at least 700 vulnerable youth, with a focus on women, and aims to improve their access to quality training, practical work experience, and opportunities for decent work or entrepreneurship in the sector.

Within this context, the call for proposals targets bottom-up initiatives and partnerships between training institutions (public or private not-for-profit training providers) and the private sector that promote access to flexible, quality and demand-driven skills training and inspire change in Skills Development. Through the supported initiatives, the call aims to facilitate vulnerable youth, women and girls' transition to employment in the sustainable tourism sector and improve their livelihoods.

1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is to improve livelihoods of vulnerable youth in

Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector.

The **specific objective** of this Call for Proposals is:

- *Vulnerable youth in the Busoga region acquire market-relevant skills and are successfully integrated into gainful employment or self-employment opportunities within the sustainable tourism and hospitality sector.*

Outputs are:

- At least 500 vulnerable youth, in particular women, complete quality, demand-driven skills training programs in sustainable tourism and hospitality sector
- Post-training employment and self-employment support services in sustainable tourism and hospitality delivered to at least 500 vulnerable youth
- Good practices in sustainable tourism and hospitality skills development and community integration into the value chain are identified, documented, and supported for replication or scale-up
- Sustainable and effective partnerships between training providers and private sector actors in skills development are promoted

Sustainability of livelihoods established through the actions will be assessed using the following criteria:

- Minimum of 3 consecutive months with stable income;
- Stable income refers to **individual** monthly wage of at least 214,000 UGX (in case of paid employment) or an **individual** monthly net business income of at least 235,000 UGX (in case of self-employment).

The action will support provision of flexible, demand-driven, non-formal trainings with a renewed focus on the following areas: (1) needs of the private sector; (2) emphasis on work-based learning; (3) integration of entrepreneurship and post training support (e.g., start-up kits and business support training, support towards access to finance and access to markets); and (4) overall guidance and counselling to support starting and running small businesses or accessing formal employment.

1.2.1 Guiding principles

Quality

To enhance the employment opportunities of target participants and facilitate their transition into the labour market, the Call intends to support training programmes that adhere to quality standards and optimize their relevance.

- The Call therefore supports training initiatives that incorporate a meaningful Work-Based Learning (WBL) experience through partnerships with tourism businesses such as eco-lodges, hotels, tour companies, restaurants, and cultural tourism initiatives that can expose learners to real-world service environments and sustainable practices. All WBL activities should adhere to quality standards and be implemented in appropriate local enterprises, who are supported to mentor trainees in a safe workplace.
- To provide quality and relevant skills trainings, the Call values training projects that develop new or upgrade or adapt existing curricula, depending on the needs of the sector ecosystem (employers, communities, and local tourism actors) and existing labour market analysis. This may include addressing emerging needs in the tourism and hospitality sector, such as customer service, digital marketing for tourism, sustainable tourism operations, and soft skills relevant to hospitality.

- The Call further supports training projects that take on a holistic approach in skills development by integrating key transversal skills in its training programmes, including digital, life and entrepreneurial skills that are relevant to the world of work and the 21st century economy.

Post-training employment support

To facilitate participants' transition into the labour market, the Call values comprehensive projects that support both self-employment and wage employment pathways, depending on the interests and potential of the youth.

For self-employment, the Call encourages projects that:

- (1) include provision of appropriate start-up kits,
- (2) include strategies to enhance youth's access to affordable finance and capital,
- (3) include tailored entrepreneurship training and business development services, and
- (4) integrate market access strategies to help youth identify viable opportunities in the tourism and hospitality value chain — for example, through inclusion in local supplier networks, partnerships with tourism operators, or access to destination marketing platforms.

For wage employment, the Call encourages projects that:

- (1) provide placement support, including internships, apprenticeships, and on-the-job training;
- (2) include follow-up coaching, career guidance, and job matching services; and
- (3) foster partnerships with tourism and hospitality employers, destination management entities, and relevant associations to increase job placement outcomes.

To promote local ownership and inclusive economic growth, the Call also encourages strategies that strengthen the participation of local communities in the tourism and hospitality value chain — as suppliers, service providers, or co-creators of cultural and eco-tourism experiences.

Partnerships brokering a meaningful involvement of the private sector

In line with the above, the Call intends to support meaningful partnerships between skills training providers and the private sector. Linking the world of school with the world of work, is considered a crucial factor in upgrading the economic relevance and quality of skills development, especially in a fragile economic context.

- It intends to fund projects that foresee the necessary support to local enterprises in accommodating and mentoring students and in ensuring trainees' health and safety and adequate training materials/equipment during their placement.
- To optimize the relevance of training programmes and provide incentives to enterprises to engage in skills development, it is also deemed important that the private sector is involved in a meaningful way, in the sense that it can truly influence the training content. The Call therefore encourages projects in which the collaboration with the private sector goes beyond the mere provision of Work-Based Learning, with meaningful participation of the private sector in:
 - curriculum development or adjustment;
 - exchanging technical knowledge and expertise with trainers/instructors;
 - designing or preparing the content of career guidance sessions and/or transversal skills trainings; and
 - the (final) assessment of trainees' competences.

Social targeting and equitable access

Finally, but of utmost importance, the Call aims to promote access to skills development for vulnerable youth, including women, who face constraints in accessing both formal education and the labour market, due to various barriers generated by economic, social, and geographic fault-

lines, disabilities, or other specific constraints.

- The Call therefore prioritizes training programmes, attentive to the specific needs of vulnerable youth, women and girls, and intends to support actions that adopt gender and social inclusion strategies to address these needs, and as such support participation of vulnerable youth and women in the training initiatives.
- To promote equitable access, the Call intends to fund actions that implement community outreach, awareness, and sensitization campaigns, to not only reach and properly inform targeted youth, but also to build the necessary community and next-of-kin support for the participation of vulnerable youth and women in skills development initiatives.
- In line with the above, the Call also encourages initiatives that help remove barriers and promote inclusion of vulnerable youth groups and women in particular (e.g., transportation arrangements, flexible programs, facilities and procedures that constitute safe learning and work environments, day-care services, counselling or psychosocial support).

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is **500,000 EUR**. 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 fall between the following minimum and maximum amounts:

Minimum amount: EUR 250,000

Maximum amount: EUR 500,000

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 form and where applicable, its co-applicant(s), hereinafter 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 and co-applicant(s)

Applicant

(1) To be admissible for grants, the applicant must satisfy the following conditions:

- A. Be a legal entity;
and
- B. Be a private not for profit entity or foundation;
or
be a legal entity of private law for which profit maximization is not the priority objective¹
and
- C. Be established or represented in Uganda²;
and
- D. Be a national or international **NGO, Civil Society or Community-Based Organization, Foundation, Business Membership Organisation or nonprofit business development service provider** with demonstrated experience in managing quality skills development initiatives and economic empowerment of vulnerable youth and women in the sustainable tourism and hospitality sector;
and
- E. Have demonstrated work experience in the relevant thematic areas i.e. skills development, employment promotion, business development support services, social and economic empowerment of vulnerable youth and women, and community integration for – at least – the past 2 years and with a focus on the sustainable tourism and hospitality sector;
and
- F. Be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary;
and
- G. Have an active Bank Account for the past 12 months;
and
- H. Have in-house financial management capacity.

The applicant **may act with maximum two co-applicant(s)** in accordance with the requirements below.

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

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

- **Criminal record clearances from Interpol for the people signing the grant agreement**
- **NSSF/Social security clearance certificate**
- **Tax clearance certificate**

¹ A for-profit legal body for which profit maximisation is not the primary purpose refers to a business or organisation that conducts economic activities with the purpose of generating profit as well as achieving social impact.” A for-profit legal body meets this definition if all the following criteria are fulfilled: 1. Basic documents (statutes, mission, vision, business plan, ...) of the business clearly demonstrate the business pursues social goals. 2. There is transparency on profit distribution and more than half of the profit is on average reinvested in the business. 3. The business reports externally on the achievement of the social goal(s) it is pursuing

² Any legal entities whose articles of association were created in another country must be registered in Uganda.

- ***Other relevant documents to be communicated at a later stage***

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)

Lead applicants may act with maximum two co-applicants in accordance with the requirements below. The partnership between lead and co-applicants is to optimize the accumulation of complementary expertise. 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 entity;
and
- B. Be a public entity³;
or
be a private not for profit entity or foundation;
or
be a legal entity of private law for which profit maximization is not the priority objective⁴
and
- C. Be established or represented in Uganda⁵;
and
- D. Be any of the following types of organization:
 - Accredited public or private non-profit technical and/or vocational skills training provider
 - Business Membership Organisation/Association
 - Non-profit Business Development Services (BDS) provider
 - A cooperative or social enterprise for which profit maximization is not the priority objective
 - NGO, Civil Society or Community-Based Organization, Foundation;**And**
- E. Have 2 years demonstrated work experience in participating in quality skills development, entrepreneurship support and/or other employment promotion initiatives within the sustainable tourism and hospitality sector
- F. Be registered with relevant authorities and comply with Ugandan legal regulations
- G. Have an operational governance structure and an active bank account for the past 12 months

The co-applicants must sign the mandate statement 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.

³ A 100% public entity, with no private capital.

⁴ A for-profit legal body for which profit maximisation is not the primary purpose refers to a business or organisation that conducts economic activities with the purpose of generating profit as well as achieving social impact." A for-profit legal body meets this definition if all the following criteria are fulfilled: 1. Basic documents (statutes, mission, vision, business plan, ...) of the business clearly demonstrate the business pursues social goals. 2. There is transparency on profit distribution and more than half of the profit is on average reinvested in the business. 3. The business reports externally on the achievement of the social goal(s) it is pursuing

⁵ Any legal entities whose articles of association were created in another country must be registered in Uganda.

The partnership between Lead and co-applicants is to optimize the accumulation of complementary expertise. In summary the **following types of organisations** can act as lead and/or as co-applicants in the actions:

Organisation type	Lead applicant	Co-applicant
National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)	Yes	Yes
Public vocational and/or technical training institutions	No	Yes
Private (not-for-profit) vocational and/or technical training institutions	No	Yes
Non-profit Business Development Services (BDS) provider	Yes	Yes
Business Membership Organizations or associations	Yes	Yes
Cooperatives or social enterprises for which profit maximization is not the priority objective	No	Yes

Selected applicants are required to be **based in the Busoga region** during implementation of the action, either through an existing office of the applicant or, an existing office of any co-applicant, or presented concrete plans to ensure physical presence.

2.1.2 Associates and contractors

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. Selection of 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

Actions eligible for funding under this call must constitute a project—an independent operation made up of coherent sets of activities with clearly defined objectives, in line with the goals and outcomes listed in Section 1.2

Duration

The initial planned duration of an action may not be less than 18 months nor exceed 24 months.

Within the actions, the duration of non-formal training programmes shall not be less than 6 months, nor exceed 8 months. Minimum 40% of the total duration of the training programmes shall be allocated to Work-Based Learning. In addition, actions should foresee a minimum of 6 months to implement post-training support services for all successful graduates. Within actions, targeted beneficiaries can be trained or attend training in different cohorts.

Sectors or themes

The call prioritizes trainings in the sustainable tourism and hospitality sector, focusing on high-potential occupations within the sector's value chain;

Sustainable tourism

The sustainable tourism and hospitality value chain takes full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities. In this regard, the Call promotes actions that address skill gaps and promote employment opportunities for youth in leisure and business tourism, while contributing to the conservation and restoration of the natural environment and cultural heritage, and inclusion of the local community. The Call for Proposals focuses on occupations within the following segments of the tourism value chain:

- (1) **Sustainable attractions and experiences**, including tour guiding, nature interpretation, eco-tourism, adventure tourism, and community-based and cultural tourism (e.g. crafts, cultural heritage, storytelling, and traditional performances);
- (2) **Sustainable accommodation**, such as eco-lodges, homestays, and community-run guesthouses;
- (3) **Food and beverage services**, including organic and locally sourced food production for tourism establishments, catering services for visitors and tourism facilities by youth community groups, restaurants, pubs, bakeries, and on-farm (agri-tourism).

The proposed trades for skills trainings should not be more than 5 trades per applicant. Specialization is overall recommended and is taken into consideration when evaluating proposals. Proposed trades are to be nationally recognized and accredited by the national body.

Target groups

Actions are required to target vulnerable youth residing in the eligible districts and city authorities.

Vulnerable youth refers to (a combination of) different categories of youth (young women, youth with disabilities, youth with chronic diseases, youth in poverty, youth Not in Employment, Education or Training, etc.), who are low or non-skilled and face barriers to access employment and socio-economic integration.

At least 80% of the targeted beneficiaries must be youth between the ages of 15 and 35 years.

At least 50% of the targeted beneficiaries must be women and girls.

Geographical coverage

The actions must be implemented in Uganda, Busoga region in at least one of the following districts: Kamuli and Jinja. The actions may not be implemented in other districts.

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 Call for Proposals intends to support Skills Development initiatives in the sustainable tourism

and hospitality sector meeting all of **the following conditions:**

- **Outreach and awareness activities** to inform and mobilize targeted beneficiaries to participate in the actions and paying attention to community awareness raising and sensitization to positively influence social norms and gain community and household support;
- Integration of **social inclusion** strategies to promote equitable access to training and employment, and continued participation in the action of vulnerable beneficiaries, including women.
- **Non-formal, short-term skills training** programmes with a duration of minimum 6 to maximum 8 months, focused on labour market needs in the sustainable tourism and hospitality sector;
- Involvement of the **local private sector** in design, implementation and/or assessment of trainings and **minimum 40% of the training duration allocated to Work-Based Learning**;
- **Assessment and certification**, adhering to national standards for non-formal training
- Integration of **Occupational Health and Safety standards and measures** adapted to tourism and hospitality workspaces;
- Integration of **soft skills training** for enhanced employability, following well-integrated methods and covering interpersonal communication, customer service, problem-solving, and other competencies relevant to hospitality and service delivery – including awareness of the green and digital economy;
- Integration of **entrepreneurship skills training** in accordance to national or international standards or methods;
- Provision of relevant **start-up kits where relevant**, tailored to specific business needs or business plans developed by successful graduates and/or groups who are supported to set-up and operationalize a business;
- **Minimum 6 month extensive and innovative post-training employment support services** to enhance access to wage- or self-employment. Employment support must be demand-driven, sector-specific, and reflect local value chain opportunities. Support strategies may include:
 - Career support services, such as:
 - Career guidance and counselling, tailored to opportunities in tourism and hospitality;
 - Work readiness training, covering attitudes, communication, service orientation and other soft skills relevant to the sector;
 - Job search assistance, including CV development and interview preparation;
 - Job matching and placement support, including the identification of actual recruitment needs and existing job opportunities within the sector, and facilitating the matching of graduates to these roles through structured employer engagement
 - Establishment of, or support access to, **shared equipment hubs or work spaces** for to-be entrepreneurs (eg. Shared kitchens, visitor reception centres, joint marketing platforms)
 - **Technical assistance and coaching for graduates pursuing self-employment** to help graduates integrate in local markets, access value chain and business networks, develop sustainable tourism products, develop and implement customer testing, pricing and marketing strategies etc;
 - Mentorship by **private sector role models and experts (eg tour operators, hospitality managers, chefs, destination managers)** to provide hands-on guidance and networking opportunities;
 - Actions to **establish direct connections** between graduates and local markets, business networks, customers, and employers with job opportunities
 - Strategies to enhance beneficiaries' **access to affordable finance and capital**, including technical support towards VSLA formation or strengthening of existing community savings or credit initiatives, building capacities to enable graduates to access formal credit opportunities and matchmaking with formal inclusive financing opportunities

- (concessional loans from banks or microcredit) and/or funding opportunities provided by institutional actors;
- Networking and peer learning opportunities through support groups and job/business shadowing
- Any other innovative and relevant strategies to increase access to employment for the targeted beneficiaries

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 trainings;
- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement

Types of activity

The following activities are admissible:

- The acquisition of necessary basic raw materials, tools, teaching aids, learning materials etcetera, for the implementation of the actions;
- Training, awareness-raising, study trips, job shadowing, workshops, studies and/or consultancy activities for the purpose of capacity building;
- Community outreach and awareness or sensitization activities aimed at enhancing access and participation of vulnerable youth and women in the Skills Development initiatives **(mandatory)**;
- Other activities supporting social inclusion and equitable access (e.g., transportation arrangements, flexible programs, facilities and procedures that constitute safe learning and work environments, day-care services, counselling or psychosocial support, services responding to specific needs of vulnerable trainees such as numeracy and literacy trainings,
- Development of new or upgrading of existing training programmes to ensure relevance of the training programmes for the local labour market and the youth in the region (including collaboration with the UVTAB for accreditation);
- Provision of support to trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace (e.g. support for transportation, food) **(mandatory)**;
- Organizing nationally or internationally recognized assessment and certification such as UVTAB or City & Guilds **(mandatory)**;
- Provision of personal safety gear **(mandatory)**;
- Occupational Health and Safety trainings, equipment and other measures adhering to the national standards **(mandatory)**;
- Pre-training career guidance and counselling or coaching activities;
- Mentoring and monitoring of trainees by certified local private enterprises **(mandatory)**;
- Provision of toolkits for Work-Based Learning;
- Capacity enhancement of local actors, including training institutes, private enterprises and co-applicants (if applicable), to better address specific needs of vulnerable youth regarding skill development and access to decent employment opportunities **(mandatory)**
- Job fairs, networking or matchmaking events or activities aimed at to connecting graduates with employers or finance/credit providers;
- Provision of start-up kits, tailored to specific business needs or business plans developed by successful graduates and/or groups opting for self-employment (Maximum 15% of the budget, and to provide a strategy on how the kits will sustainably promote self-employment among beneficiaries) **(mandatory for self-employment)**.

Sub-grants to sub-beneficiaries⁶

Applicants cannot 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 and the European Union. The contracting beneficiary always acknowledges the contribution by stating that the action is 'funded by the European Union and Belgium' in the public communications relating to the subsidized action.

Number of requests and Grant Agreements per applicant

The applicant may not submit more than (1) application under this Call for Proposals.

The applicant may not be awarded more than (1) Grant Agreement under this Call for Proposals.

The applicant may not be at the same time a co-applicant in another application.

A co-applicant may not be awarded more than (1) Grant Agreement under this Call for Proposals

2.1.4 Eligibility of costs: what costs may be included?

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

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

- **Direct costs** (management costs and operational costs) actually borne by the contracting-beneficiary;

'Operational costs' are the necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables;

'Management costs' are identifiable 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;

- **Structure costs** (overheads): costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action. These are maximum 7% of the Operational Costs.

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 structural costs are fixed and do not need to be justified.

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

⁶ These sub-beneficiaries are neither associates nor contractors

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:

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. Doubtful debts
5. Currency exchange losses
6. Loans to third parties
7. Guarantees and securities;
8. Costs already financed by another grant
9. Invoices made out by other organisations for goods and services already subsidized
10. Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidized
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 bonuses⁷
18. Recoverable taxes like value added taxes

2.2 Presentation of application and procedures to be followed

The applicant submits **at the same time the proposal and its annexes**.

2.2.1 Content of the proposal

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

Applicants must submit their proposal 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

⁷ A bonus is to be understood as a payment of a “bonus” triggered by the participation of a staff member in the EU funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the EU funded Action.

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.

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 if applicable any co-applicants
2. An external audit report produced by an approved auditor, certifying the applicant's accounts relating to the last financial year available (not applicable to public applicants). The audited report should not be older than or exceed 2023. Potential 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 of 2024). Any co-applicants are not required to submit a copy of their financial statements.
4. The legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the possible co-applicants), accompanied by the supporting documents requested.

It should be noted that only the proposal, including the declaration of the applicant, the annexes which must be completed (budget, logical framework) and the 4 annexes identified above will be evaluated. It is therefore very important that these documents contain **all** the relevant information concerning the action.

2.2.2 Where and how to send proposals

Applications must be submitted through the following link: <https://submit.link/3EC>

A confirmation e-mail will be sent upon receipt of the submission.

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

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

2.2.3 Deadline date for submission of proposals

The deadline for submission of proposals is **13th of June 2025 at 5:00pm**. All proposals submitted after the deadline date and time will be automatically rejected.

2.2.4 Other information on the Call for Proposals

Information sessions on this Call for Proposals will be hosted as follows;

District	Date	Time	Venue
Jinja	07/05	9:00am	Source of the Nile Hotel

Online session	08/05	9:00am	Online
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Applicants can **register for the online session** to receive a link to the session: <https://ee-eu.kobotoolbox.org/x/gNEN5oNK>

Applicants may send their **questions by e-mail**, at the latest 21 days before the proposals submission deadline, to the address(es) set out below, making sure that they **clearly indicate the Call for Proposals reference**: UGA22007-10113

E-mail address: uga_csc_grants@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 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 proposals

Proposals will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

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

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 14 of the verification and evaluation grid provided in Annex F2b.
- If any of the information is missing or incorrect, the proposal may be rejected on this **sole** basis and it will not be evaluated.

Evaluation

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

The quality of the proposals, including the proposed budget and the capacity of the applicants, will be assigned a score out of 100 based on evaluation criteria 15 to 32 of the verification and evaluation grid provided in Annex F2b. The evaluation criteria are broken down into selection criteria and award criteria.

The selection criteria aim to ensure that the applicants:

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

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

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

Only proposals that have achieved a score of 6/10 for criterion 19 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 onsite 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, 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 proposal and, in case of rejection, the grounds for this negative decision.

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

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

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

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

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

2.4.2 Indicative timetable

	Date	Time*
Information meetings	07/05/2025 & 08/05/2025	9 :00 AM
Deadline for clarification requests to the contracting authority	23/05/2025	See 2.2.4
Last date on which clarifications are given by the contracting authority	2/05/2025	5:00 pm
Proposal Submission deadline	13/06/2025	5:00 pm
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	01/07/2025*	5:00 pm
Receipt of certificates and supporting documents relating to the grounds for exclusion	15/07/2025*	NA
Organizational analysis of applicants whose proposal has been shortlisted	15/07/2025*	NA
Notification of the award decision and transmission of signed grant agreement	15/08/2025*	5:00 pm
Signature of the Agreement by contracting beneficiary	30/08/2025*	5:00 pm

* **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 (enabel.be/grants) .

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 Ab 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.

Or

Belgian or partner country public procurement law or own regulation for public sector Contracting-Beneficiaries.

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

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 bank⁸, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

2.5.3 *Processing of personal data.*

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

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity submitting the grant application, such as the name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

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

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

2.5.4 *Transparency*

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

⁸ This bank must be situated in the country where the applicant is established

List of Annexes

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FILE (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

ANNEX D: PUBLIC OR PRIVATE LEGAL ENTITY FORM (WORD FORMAT)

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 (in the case of a private Contracting-Beneficiary)

ANNEX F: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: ENABEL DAILY ALLOWANCE RATES: current rate at the Representation of the country concerned