

Tanzania

Contracting authority: ENABEL

Call for Proposals under the intervention:

Young people especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region - (Wezesha Binti)

TZA22003

Guidelines for Applicants

Reference: TZA22003-10292

Deadline for submission of proposal: 14th August 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 Strengthening women movement in Kigoma

1.1 Context

This call for proposal is part of the intervention titled **“Young people, especially young women, are empowered to thrive in a protective and gender-equal environment, to acquire education and skills, and to pursue decent work opportunities in Kigoma Region”** also known as Wezesha Binti. This is a five-year bilateral Programme between, the United Republic of Tanzania and the Federal Government of Belgium. The signing of the program took place on the 1st of July 2023 and marked the official start of the programme for the years 2023-2027.

The specific objective of this program is **“Girls and young women (14 to 29 years), in targeted districts of Kigoma, are empowered through multiple conducive learning pathways to enjoy decent, greener employment and an increased access to entrepreneurship”**

Wezesha Binti” is comprised of three results domains namely

Result Domain 1 : Girls and vulnerable boys (14-19 years), in targeted districts of Kigoma region, access and complete quality secondary education and training in safe and conducive environments.

Result Domain 2 : Young people, specifically young women, have increased access to decent and green employment

Result Domain 3 : The Community, families and local government create a supportive environment that enables girls and young women to further their education, be healthy and protected from violence and economically empowered.

The title of this call for proposals is **Strengthening Women Movement in Kigoma Region**. It is related to the portfolio's result domain 3 which focuses on building a transformative gender-equal environment for young women, girls and boys in Kigoma region. The action will be implemented in six districts of Kigoma Region which are Kigoma Municipal Council, Kigoma District Council, Kasulu Town Council, Kasulu District Council, Buhigwe District Council and Kibondo District Council. The action targets women's rights organizations, youth and people with disability organizations and local government,

1.2 Objectives and Expected results

The **general objective** of this Call for Proposal is: to strengthen the capacity and influence of local women's rights organizations in Kigoma to effectively advocate for gender-responsive policies and foster inclusive community and government engagement that promotes gender equality.

The **specific objective(s)** of this Call for Proposals are:

- Support local women's rights organizations, youth and People with Disability Organizations in Kigoma to lead advocacy campaigns that influence local government policies and plans on young women and girls' access to, secondary education, skills development and decent jobs

- To increase public awareness and community involvement in gender equality and women's rights issues through outreach campaigns, media engagement, and community mobilization.
- Enhance the visibility of women's rights organizations and connect their work with national-level advocacy efforts.

Expected results are:

- Improved capacity of local women's rights organizations to design, implement, and manage effective and evidence-based advocacy campaigns on education, skills development and decent jobs
- Increased public awareness and community engagement on gender equality and women's rights issues, leading to a shift in attitudes and support for young women's and girls' empowerment at the community level.
- Increased public recognition and legitimacy of women's rights organizations in Kigoma, with their advocacy efforts linked to and influencing national level gender equality agenda

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 200,000 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 180,000

Maximum amount: EUR 200,000

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 (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 and co-applicant(s)

Applicant

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

- A. be a legal person; and
- B. be a non-profit private entity or a foundation; and
- C. **MUST** be a national women's rights organization, or a feminist organization,
- D. be established or represented in the United Republic of Tanzania; and
- E. be directly responsible for the preparation and management of the action and not be acting as an intermediary; and
- F. Have demonstrated experience in women's movement building and advocacy and should have demonstrated programmatic experience in some of the following thematic areas- girls' access to secondary education, skills development, and social and economic empowerment of young women and girls,
- G. **May** be based in Kigoma. If not, they should have either implemented a program in Kigoma within the last three years or established a partnership with a women's organization in Kigoma.
- H. **MUST** have implemented projects of the similar nature or that aligns with the objectives of this call for proposal.
- I. Have an active Bank Account for the past 24 months; and
- J. Must have in-house financial capacity and experience –managing grants.
- K. F. An organizational analysis will be carried out before contracting (at the contracting authority's expense) if the proposal is pre-selected for funding which must demonstrate sufficient capacity to manage the funding and calculate the structure cost rate (max 7%).

The applicant **MAY** act individually **OR** with one or multiple 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:

- Extract from the criminal record issued in the name of **the tenderer** (legal entity) and **their directors** (effective management of the organization) and of the person(s) signing the concept note (who can validly bind the organization) in name of the lead applicant.

- Proof of proper payment of social charges (NSSF clearance certificate)
- Proof of proper payment of taxes and duties. (Tax clearance certificate)
- Certificate of non-bankruptcy in the name of the tenderer (legal entity)

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 the implementation of the action.

Co-applicant(s)

The co-applicant(s) shall participate in the definition and implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.

The co-applicant(s) must satisfy admissibility criteria A, B, C, D, and I which apply to the applicant itself.

However, in addition to the categories cited in point C above, they can also belong to the following categories:

- A women's rights organization, or a youth organization, with a working knowledge of Kigoma Region
- Organization with background in women's right advocacy or women movement building.

At least one co-applicant must have a physical office in Kigoma and have had ongoing or had programmatic operations in Kigoma in the past three years. The Physical office must have been established before the date of publication of this call for proposal.

The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.

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

2.1.2 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. 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 24 months nor exceed 26 months.

Sectors or themes

This call focuses on women movement building – with geographical focus in Kigoma. It further builds the capacity and coordination of local women’s organizations, gender activists, and supports their advocacy efforts toward the local and national government, services and donors on issues related to VAWC, SRHR, economic empowerment and education for girls. The specific sectors in this call for proposals are

- Transformative Gender Equal Environment:
- Sexual reproductive health and rights.
- Access to quality secondary education for girls and vulnerable boys.
- Young women and Girls Economic Empowerment.
- Digital Technology and Innovation.

Target groups.

Direct Beneficiaries: Women’s Rights organizations in Kigoma, Youths and People With Disability Organizations.

Indirect Beneficiaries: In-and Out-of-schoolgirls, young women and vulnerable boys aged between the ages of 14- 29 years in Kigoma Region and their families, local government authorities

Geographical coverage

The action must be implemented in Tanzania, Kigoma region in the six districts being Kigoma Municipality, Kigoma District Council, Kibondo, Buhigwe, Kasulu Town Council and Kasulu District Council

Types of action

The applicant will support the engagement of local women’s organisations and civil society organisations in Kigoma to effectively advocate for gender-responsive policies and foster inclusive engagement between communities and the government, promoting gender equality. The applicant will support local women’s rights organisations in leading advocacy campaigns that influence local government policies, increase public awareness and community involvement in gender equality and enhance the visibility of these

organisations by connecting their work to national-level advocacy efforts.

They will support women's rights organisations in Kigoma on budgeting processes to ensure that the budget and its processes respond to the needs of women and men, girls, boys, people with disability and young mothers in a meaningful way. Moreover, the applicant will coordinate a platform for learning on gender issues, especially on economic empowerment and education, involving government, civil society and the private sector and support advocacy efforts of Kigoma civil society organisations to better position the women's issues in Kigoma on the national agenda and strengthen their collaboration with national coalitions of women's organisations. This will also include coordination platforms and institutional development of women's organisations through training on financial and programme management, project development, fundraising, advocacy, and communication.

The applicants must demonstrate how the advocacy-related activities link with the national level processes at the Ministry of Community Development, Gender, Women and Special Groups, all relevant line ministries, national-level advocacy groups and other women's and girls' rights movement processes in the country.

To ensure quality in process, outcome and results, the action should put in place a learning mechanism that will help to ensure the quality of program, implementation and learning.

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 ¹
- actions consisting exclusively or primarily of financing individual scholarships for studies or training ¹
- workshops and conferences for political, spiritual, and social enhancement

Types of activity

The list below is indicative and not exhaustive.

- Conduct capacity-building workshops on advocacy strategies, campaign design, and evidence-based policy influencing for women's rights organizations
- Facilitate networking events and learning exchanges between Kigoma-based organizations and national advocacy coalitions.
- Design and implement community outreach campaigns using local media (radio, newspapers, social media) to highlight gender equality and young women and girls rights issues.
- Organize stakeholder meetings and policy dialogues between women's rights organizations and local government authorities on gender responsive budgeting.

¹ 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.

-Provide technical assistance in research designing, data collection, policy analysis, and report writing to support evidence-based advocacy.

-Develop branding and communication strategies for women's rights organizations to increase their public profile.

Organizational development training and coaching activities

Sub-grants to sub-beneficiaries²

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 Cooperation³. The contracting beneficiary always mentions "the Belgian State"³ as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

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

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

A co-applicant may be involved in more than one application(s) 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.

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

- Structure costs (overheads): these are maximum 7% of the Operational Costs. The rate applicable will be verified beforehand by Enabel.

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.

² These sub-beneficiaries are neither associates nor contractors

³ Or other donor if applicable

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

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

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

2.2 Presentation of application and procedures to be followed

The applicant transmits **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).

Applicants must submit their proposal in English Language

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.

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 relating to the last financial year available when the total amount of the requested grants exceeds EUR 200,000 (not applicable to public applicants). 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). 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 (ie the applicant and each of the possible co-applicants), accompanied by the supporting documents requested.

It should be noted that only the proposal, including the declaration of the applicant, the annexes which must be completed (budget, logical framework) and the 4 annexes identified above, will be evaluated. It is therefore very important that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent.**

2.2.2 Where and how to send proposals

Proposals must be submitted in one original and an electronic version of the proposal must also be provided. A Universal Serial Bus (USB) containing this document and annexes will be placed, with the paper version, in a sealed envelope as indicated below. The electronic file must be exactly the same as the attached paper version.

When applicants send several proposals (if allowed in the guidelines of the relevant call for proposals), each must be sent separately.

The outer envelope must bear **the reference number and the title of the call for proposals**, the full name and address of the applicant, and the words "Do not open before the opening session" and "*USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA*"

Proposals must be submitted in a sealed envelope, sent by registered mail or by private express courier or delivered by hand (a signed and dated acknowledgment of receipt will be issued to the bearer in the latter case) at the address indicated below:

Address

Postal Address

14/15 Masaki, Haile Selassie Road

Oasis Office Park, 4th Floor

P.O Box 23209

Dar es Salaam, Tanzania

Address for hand delivery or for private express delivery

Address for hand-delivery or dispatch by private courier service

14/15 Masaki, Haile Selassie Road

Oasis Office Park, 4th Floor

P.O Box 23209 Dar es Salaam, Tanzania

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

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

2.2.3 Deadline date for submission of proposals

The deadline for submission of proposals is **14th August 2025 at 12:00 PM EAT** as evidenced by the date of dispatch, the postmark, or the date of acknowledgment of receipt. Any proposal submitted after the deadline will be rejected.

2.2.4 Other information on the Call for Proposals

An information session on this Call for Proposals will be hosted online on 9th July 2025 from 10:00am-11:30am. If you are interested in participating in the information session, kindly send an email to the addresses below so that you will receive the invitation.

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:

E-mail address: emmanuel.mmari@enabel.be and jovitha.mlay@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 proposal 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 on 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 16 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 17 to 33 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 award grants to projects that maximize 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 on 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.

Selection

At the end of step 2, the allocation table will be 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 step 2 described above and organizational assessment to assess their financial and administrative capacity.

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 within 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 meeting (if necessary)	9/7/2025	10 :00am
Deadline for clarification requests to the contracting authority	24/07/2025	5 :00pm
Last date on which clarifications are given by the contracting authority	01/08/2025	5 :00pm-
Proposal Submission deadline	14/8/2025	12 :00 pm
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	* 21/08/2025	
Receipt of certificates and supporting documents relating to the grounds for exclusion	* 05/09/2025	
Organizational analysis of applicants whose proposal has been	* 10/09/2025	-

shortlisted. (to be inserted if applicable)]		
Notification of the award decision and transmission of signed grant agreement	* 25/09/2025	-
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 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 templates 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 of 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 bank⁴, 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.

⁴ This bank must be situated in the country where the applicant is established

list of Annexes

IT SHOULD BE NOTED THAT ALL ANNEXES MUST BE ADAPTED AS PROVIDED FOR IN THE CALL FOR PROPOSALS AND PUBLISHED AT THE SAME TIME AS THE GUIDELINES

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) (PRIVÉE ET/OU PUBLIQUE, À DÉTERMINER)

DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

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

ANNEX F2b: PROPOSAL VERIFICATION AND EVALUATION GRID

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