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Tanzania

Contracting authority: ENABEL

Call for Proposals under Wezesha Binti

Enhance access to legal assistance for girls and young women in Kigoma Region – Tanzania.

TZA22003

Guidelines for Applicants

Reference: TZA22003-10311

Deadline for submission of proposal: 29 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 *Enhance access to legal assistance for girls and young women in Kigoma Region – Tanzania.*

1.1 Context

This call for proposal is part of the Wezesha Binti project 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/ town councils 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 governments create a supportive environment 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 *Enhance access to legal assistance for girls and young women in Kigoma Region – Tanzania.*

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/town councils 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 young women, girls, vulnerable boys, Business Support Organizations, paralegal organizations/units and non-government organizations based in Kigoma.

1.2 Objectives and Expected results

The **general objective** of this Call for Proposal is: to empower young women and girls in Kigoma region by promoting legal awareness, facilitating access to youth-friendly legal aid and referral services, and strengthening the capacity of local institutions and partners to deliver gender-transformative legal education, protection, and advocacy.

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

- To increase awareness among young women and girls in Kigoma about their legal rights, with a focus on gender-based violence, child marriage, family law, inheritance laws, land laws, commercial laws and build on the civil procedures thereof.
- To provide accessible, youth-friendly legal aid and referral services to young women and girls through community-based paralegals, institutional channels such as police gender desks, One Stop Centres and Health Facilities
- To strengthen the capacity of local organizations, Enabel partners, and service providers to deliver gender-transformative legal education, support, and advocacy

Expected results are:

- Increased Legal Awareness Among Young Women and Girls and improved knowledge of their legal rights related to gender-based violence, child marriage, family law, inheritance, land, and commercial law.
- Improved access to youth-friendly legal aid and referral services through community-based paralegals and institutional channels such as police gender desks, one stop centres and health facilities that are more accessible, responsive, and tailored to the specific needs of young women and girls
- Enhanced capacity of legal focused local organizations, Enabel partners, and service providers to effectively deliver gender-transformative legal education, support, and advocacy

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.

Grant amount

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

Minimum amount: EUR 200,00

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.

1.4 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 [applicant and co-applicant(s)]

Applicant

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

- A. be a legal person; **and**
- B. be a non-profit private entity or a foundation; **and**
- C. MUST be a national / international non-government organization, or national women's rights organization, or a feminist organization **and**
- 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. MUST have a proven experience with paralegal services in Tanzania and expertise in conducting capacity building trainings on family law, business and financial legislation **and**
- G. Have demonstrated programmatic experience at least in one of the following thematic areas: girls' access to secondary education, skills development, and social and economic empowerment of young women and girls, **and**
- H. **May** be based in Kigoma. If not, they should have either implemented a program in Kigoma within the last five years or established a partnership with a women's organization or paralegal units in Kigoma **and**
- I. MUST have implemented projects of the similar nature or that aligns with the objectives of this call for proposal **and**
- J. Have an active Bank Account for the past 24 months; **and**
- K. Must have in-house financial capacity and experience –managing similar grants

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 of the person(s) signing the proposal (who can validly bind the organization) in name of the lead applicant.
- Proof of proper payment of social charges.
- Proof of proper payment of taxes and duties.
- Certificate of non-bankruptcy.

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 paralegal unit, a women's rights organization, or a youth organization, with a working knowledge of Kigoma Region

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.

1.1.1 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).

1.1.2 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 Enable Legal Access, Awareness and Services for Young Women, Girls, and Wezesha Binti – with geographical focus in Kigoma. It focuses on ensuring that young women and girls, have access to youth friendly legal awareness and services. It further ensures that Enabel Partners, paralegal organizations/units and community-based institutions are providing gender transformative legal services and advocacy on laws and legislations related to gender-based violence, finance, land laws, business, family and inheritance laws. In this regard, the specific themes 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.
- Laws and Policies
- Digital Technology and Innovation.

Target groups.

Direct 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, women entrepreneurs, Business Support Organizations particularly Tanzania Women Chamber of Commerce, Tanzania Chamber of Commerce and Industries and Agriculture and district paralegal organizations.

Indirect Beneficiaries: Local Government Authorities, women and youths organizations.

Geographical coverage

The action must be implemented in Tanzania, Kigoma region in the six districts/ town councils being Kigoma Municipality, Kigoma District Council, Kibondo DC, Buhigwe DC, Kasulu Town Council and Kasulu District Council. Within these local governments, the action will focus on selected partners/ selected areas where the wezesha binti project is operational.

Types of action

The applicant will work in enabling legal empowerment among young women and girls vulnerable boys and young women entrepreneurs in Kigoma by increasing their awareness of

legal rights and improving access to youth-friendly legal aid services. The focus will be on creating awareness on family laws, business and finance laws, inheritance and land laws. The applicant will also ensure the provision of youth friendly, comprehensive legal aid services to young women, girls, vulnerable boys and women entrepreneurs.

Additionally, the applicant will work with Business support organizations, paralegal units and local organizations to strengthening their capacity in delivering gender-transformative legal support and advocacy. Through a coordinated, multi-level approach, the project will address systemic barriers to justice and build sustainable, community-rooted mechanisms for legal protection and education.

Moreover, the activities should build on ongoing relevant national level processes and policies in support of women and girls' rights. To ensure quality in process, outcome and results, the action should put in place a monitoring, evaluation & learning mechanism that will help to ensure the quality of program ,implementation and learning. Furthermore, the applicant must demonstrate the sustainability of the action beyond the project period.

To sustain the legal support, the action will put in place cost effective approaches that are aligned with the income of the beneficiaries. The action will demonstrate innovative implementation modalities that differ from the usual workshop approach in the development aid context. The action will develop mechanisms to mobilize local resources to foster paralegal aid service after the project closure..

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.

- Train and coach community-based paralegals on gender-responsive legal aid and referral mechanism, counselling and case handling.
- Provide youth friendly legal aid to young women and girls, women entrepreneurs vulnerable boys and the communities for mediation and dispute resolution.
- Hosting radio programs, and community dialogues to inform women of their legal rights and available remedies.
- Monitor the effectiveness and relevance of the services provided on the ground. Provide ongoing mentorship and technical support to ensure the quality and effectiveness of the paralegal support.

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.

- Conduct community outreach on legal rights using youth-friendly methods to schools, TVETs and in communities and liaise them with the paralegal network
- Enhance capacity of TWCC, TCCIA, women's organizations, paralegal aid providers, and local government stakeholders on paralegal practice and policy.
- Support a multi-stakeholder coordination mechanisms for shared learning, referrals, and legal advocacy planning based on resource sharing.

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.

1.1.3 Eligibility of costs: what costs may be included?

Only "eligible costs" may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on "eligible costs". The cost efficiency of the proposed action is an important selection criterion.

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.

² These sub-beneficiaries are neither associates nor contractors

³ Or other donor if applicable

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.

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
-
- 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

1.2 Presentation of application and procedures to be followed

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

1.2.1 Content of the proposal

Proposals must be submitted in accordance with the instructions in the application form attached to these guidelines (AnnexA).

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.

Together with the signed Proposal Declaration of Honour that is part of the application file, 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 exceeded 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 statement (income statement and balance sheet for the last closed financial year). No co-applicants are required to submit a copy of their financial statements.
4. Overview of current donors and type of projects implemented: donor, project lifespan, budget, short description of the activities, geographical area, implementing associates.
5. 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. Mention clearly your legal entity (BRELA, NGO, CSO, faith-based organization, international NGO, etc)
6. Budget
7. Logical Framework

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.**

1.2.2 Where and how to send proposals

Proposals must be submitted in one original in A4 format. bound separately.

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 (eg 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.

1.2.3 Deadline date for submission of proposals

The deadline for submission of proposals is August 29th August 2025 at 4pm as evidenced by the date of dispatch, the postmark or the date of the acknowledgment of receipt. Any proposal submitted after the deadline will be rejected.

1.2.4 Other information on the Call for Proposals

An information session on this Call for Proposals will be hosted on 30 July 2025 at 1030-1130am

Applicants may send their questions by e-mail, at the latest 21 days before the proposal's 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's 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.

1.3 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 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.

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. [As part of the assessment process, Enabel might then conduct an in situ organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case the first proposal on the reserve list will be considered for the same process]

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.

1.4 Notification of the contracting authority's decision

1.4.1 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)	July, 30th, 2025	1030am-1130
Deadline for clarification requests to the contracting authority	August 10 th , 2025,	4PM EAT
Last date on which clarifications are given by the contracting authority		
Proposal Submission deadline	August, 29 th , 2025	4PM EAT

Opening, administrative checks and evaluation of proposals	01 September – 07 August, 2025*	NA
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	September, 10 TH , 2025*	N/A
Receipt of certificates and supporting documents relating to the grounds for exclusion	September, 14 th , 2025*	N/A
[Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)]	15 September, – 20 September 2025	N/A
Notification of the award decision and transmission of signed grant agreement	September 20 – September 25 2025	NA
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	NA

* **Provisional date.** All times are in the local time of the contracting authority (EAT).

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](#)

1.5 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.

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 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

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)

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 F2b: PROPOSAL VERIFICATION AND EVALUATION GRID