

Template Call for Proposal in 1 phase without concept note

Submission of a proposal only

Uganda

Contracting authority: ENABEL

Call for Proposals

Enhance access to sustainable transport for education and health care services

as Part of the

Boosting Equal Learning Opportunities for All

UGA22008 and UGA22002

And

Caring for Mothers' Lives (WeCare)

UGA22009

Guidelines for Applicants

Reference: UGA22008-10144

Deadline for submission of proposal: **02 September 2025**

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1 Enhance access to sustainable transport for education and health care services

1.1 Context

Enabel, the Belgian development agency, works with partners to address global challenges such as climate change, urbanization, human mobility, peace and security, economic and social inequality, and global citizenship.

Enabel Uganda launched a portfolio (2023-2028) with the primary goal of empowering young people and women to become active, economically independent citizens in a sustainable society that respects human rights and provides quality services. The objective is articulated through 2 main pillars.

Pillar 1: Empowering young people, especially women, by equipping them with technical and vocational skills for sustainable and decent agricultural work and green economy.

Pillar 2: Ensuring access to safe and quality education and healthcare, particularly for vulnerable groups such as children, girls, women, and refugees.

Uganda has around 47 million people, of which almost three-quarters live in rural areas. Women make up half the population. More than a third of working people are subsistence farmers.

Almost half (42%) of the population are poor, based on the international poverty line of \$2.15 a day. Transport costs are the third highest expense in households in Uganda – after food and housing. Bicycles are important modes of transport in rural area and make a significant difference to the lives of women, farmers, and people living in poverty.

Evidence shows that a well-functioning bicycle market system would significantly improve the lives of these large numbers of people who struggle to travel to health services, education, economic opportunities, and basic social services, community, or religious events, because of limited access to transport.

Bicycles can help people move more easily, travel further distances, save time and costs, and improve their livelihoods and life potential. Cycling is affordable, accessible, reliable, and efficient compared to walking as well as to public transport. Bicycles can also contribute to low-carbon and inclusive economic growth and improve development outcomes.” (USAID Bicycles for Growth, Uganda Bicycle Market System, Summary Report. 2023. JE Austin Associates and World Bicycle Relief. United States Agency for International Development, Washington DC, USA)

A significant barrier to education in rural Uganda is the long-distance students must travel to reach school, which contributes to high rates of absenteeism and school dropout—particularly among girls, who often face additional challenges such as domestic responsibilities and safety concerns. Similarly, access to healthcare in these communities is hindered by inadequate transportation infrastructure. Many health facilities lack dedicated ambulances, and poor road conditions frequently lead to vehicle breakdowns, further limiting emergency response capabilities. In light of these challenges, the provision of bicycles presents a practical and cost-effective solution to improve both educational access and healthcare mobility

Some barriers which students face are the following:

- Long commute distances: Many students, especially in rural areas, travel long distances to reach schools. For instance, a study in Jinja District revealed that 75% of students traveled over 30 minutes to school, with some walking up to 13 km¹.
- Economic Constraints: Despite the implementation of Universal Primary Education, hidden costs

1 <https://africa.itdp.org/uganda-promotes-access-to-education-through-cycling/>

such as uniforms, scholastic materials, and meals remain barriers. These expenses often lead to high dropout rates, with over half of Ugandan children not completing primary education².

- Safety concerns: Students, particularly girls, face safety issues during their commutes, including the risk of gender-based violence. The lack of safe and reliable transportation exacerbates these concerns.

A similar challenge people face when accessing health care. Health centers are far and often not easy to reach for a sick (or pregnant) person. Bringing care to the communities has been proven to be a good solution and this is achieved through Community Health Workers (CHWs)

Some barriers which Community Health Workers (CHWs) face are the following:

- Transportation challenges: CHWs often lack reliable means of transportation, hindering their ability to reach remote communities and provide timely healthcare services.
- Motivational factors: The absence of transportation support can lead to decreased motivation among CHWs, affecting their performance and retention rates.
- Resource limitations: CHWs frequently operate in resource-constrained settings, facing shortages of medical supplies and support, which are further compounded by mobility issues.

Therefore, bicycle provision for students will contribute to

- Reduced commute time: Bicycles significantly decrease travel time, allowing students to arrive at school promptly and reducing absenteeism.
- Improved attendance and performance: Enhanced mobility leads to better school attendance and academic performance, as students are less fatigued and more engaged.
- Increased safety: Bicycles provide a safer mode of transportation, particularly for girls, mitigating risks associated with long walks to school.

And for CHWs, it will contribute to:

- Expanded reach: With bicycles, CHWs can cover larger areas, reaching more households and delivering healthcare services more efficiently.
- Enhanced motivation: Access to transportation boosts CHWs' morale, leading to improved job satisfaction and retention.
- Timely service delivery: Bicycles enable CHWs to respond promptly to health emergencies, improving overall community health outcomes.

In conclusion, the provision of bicycles addresses critical mobility barriers faced by students and CHWs in Uganda. By enhancing access to education and healthcare services, bicycles serve as a cost-effective intervention to improve community well-being.

1.2 Objectives and Expected results

The **general objective** of this Call for Proposals is: To enhance access to sustainable transport for education and health care services.

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

Results area 1	1. To set up a holistic management system in schools to provide and maintain bicycles for students.
	2. To improve school attendance rates, especially among female students, by addressing safety and mobility concerns.
	3. To enhance the safety and security for girls commuting to school

² <https://slumtoscholar.org/2021/01/06/barriers-to-education-in-uganda/>

Result area 2	4. To increase the reach and effectiveness of Community Health Workers (CHWs) by providing them with bicycles to facilitate access to remote households.
Result area 3	5. To evaluate the impact of the intervention on student performance and retention, and reach and effectiveness of Community Health Workers over the project period.

Expected results under Education (Result area 1)

1. Schools are able to manage and maintain the bicycles offered to beneficiary vulnerable students
2. Increased school attendance and reduced absenteeism among beneficiary vulnerable students.
3. Enhanced safety and security for girls commuting to school.

Expected results under Health (Result area 2)

4. CHWs equipped with bicycles can cover wider catchment areas and increase the number of household visits.

Expected results – cross-cutting (Result area 3)

5. Action research evaluating the impact of the intervention on student performance and retention and improved health service delivery and CHW motivation.

The geographical focus areas and thematic areas for this Call for Proposals are as follows:

Geographical area	Thematic priority (results areas)		
Kamuli district	Education	Health	Research
Kyegegwa district	Education	n/a	
Adjumani district	Education	n/a	

The following cross cutting issues must be included:

- Environmental awareness
- Active citizenship / social engagement
- Entrepreneurship

1.3 Amount of the financial allocation provided by the contracting authority

Grant amount

The total indicative amount available under this Call for Proposals is **350,000 EUR**. The contracting authority reserves the right not to award all of the available funds.

Any grant application under this Call for Proposals must fall between the minimum of **250,000 EUR** and **maximum of 350,000 EUR**.

Under the health component, 50,000 EUR must be allocated to Kamuli district.

For education component, the amount should be distributed among the districts as follows:

- Kamuli district: 30 %
- Kyegegwa district: 30%
- Adjumani district: 40%

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

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 entity;
- and
- B. be a non-profit private entity or a foundation;
- or
- be a legal entity of private law for which profit maximization is not the priority objective³

³ 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, ...)

- or
- be a (local/national) non-governmental organization
- and
- C. be established or represented⁴ in Uganda;
- and
- D. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary
- and
- E. Have an active Bank Account for the past 12 months.
- and
- F. Have in-house financial management capacity
- and
- G. Other admissible criteria:
 - The applicant should have a “proven track record” of implementing bicycle projects with schools, health centers or communities. At least 2 projects of procuring quality bicycles at substantial numbers in Uganda during the last 2 years. Each project should show the supply of at least 200 bicycles.
 - The applicant should also submit a separate page with e-links of current and previous work as evidence.

The applicant may either act **individually, or with one co-applicants**, 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 / Police clearance from the people signing the grant agreement**
- **Social security clearance certificate**
- **Tax clearance certificate**

If the grant is awarded to them, 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)

A co-applicant is not mandatory. If the applicant applies with a co-applicant, **maximum 1 co-applicants**

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

⁴ **Establishment** is determined on the basis of the organisation’s articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a “memorandum of understanding” has been entered into. **Representation** is determined by one organization not established in Uganda but has another sister or mother organization established in Uganda *which apply on behalf of the non-established organization*. The links and long-term relationship between both organizations must be proved by the applicant.

are allowed.

The co-applicants 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.

The co-applicants must satisfy the admissibility criteria which apply to the applicant itself.

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.

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 18 months nor exceed 24 months**.

Sectors or themes

The call prioritizes actions in the following sectors and themes:

Education	Promoting the use of bicycles at the household and school level as a cheap, safe, healthy and environmentally mode of transport to travel to school
Health	Promoting the use of bicycles with Community Health Workers as a cheap, safe, healthy and environmentally mode of transport to reach a wider area, and reach communities more frequently

Target groups

Under education, the target beneficiaries are vulnerable children from diverse backgrounds who will receive a bicycle. The proposal needs to ensure the participation of vulnerable children and at least 40% girls / boys. While the selection criteria may be further fine-tuned by the implementing partners and Enabel at the start of the implementation, the following beneficiary selection criteria are proposed:

- Age & Gender, and disability (GDA) ·
- Economic Vulnerability and poverty levels ·
- High protection concerns

The indirect beneficiaries are the parents and teachers, and the school leadership will be involved to play a role in managing the proper use of the bicycles.

Under health, the target beneficiaries are the Community Health Workers (CHW) who will receive a bicycle.

	Estimated number of direct beneficiaries	
	Education	Health
Kamuli District	5 schools 250 students	50 CHW
Kyegegwa district	4 schools 200 students	
Adjumani district	5 schools 250 students	

The institutions in which the activities should take place are:

Lot	Education	Health
Kamuli District	1. Bulopa secondary school 2. St John Bosco senior secondary school 3. St Paul Mbulamuti SS 4. Namasagali College 5. Luzinga SS	1. Kamuli General Hospital 2. Namwendwa HCIV 3. Nankandulo HCIV 4. Kyegewa 5. Kyegegwa General Hospital 6. Bujubuli HCIV
Kyegegwa district	6. Kakabara SS 7. Rwentuha Seed 8. Kibuye SS 9. Mpara SS	
Adjumani district	10. Pagirinya 11. Lewa 12. Adjumani s.s	

	13. Dzaipi SS 14. Ofua Seed	
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Geographical coverage

The actions must be implemented in the following districts:

- Kamuli district (Education and health)
- Kyegegwa (Education)
- Adjumani (Education)

Types of action

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.
- Workshops and conferences for political, spiritual and social enhancement

Types of activity

The list below is indicative and not exhaustive. Types of activity admissible for financing under this Call for Proposals:

Under Education

- Provide bicycles to schools and co-select beneficiary students
- Provide training in bicycle maintenance for students (working e.g. with student clubs) and school staff
- Set up a management system to maintain bicycles and monitor their use
- Promote the use of bicycles for students – especially girls
- Develop appropriate bicycle storage facilities at the schools

Under Health

- Provide bicycles to Community Health Workers
- Provide CHWs with skills for bicycle maintenance and healthcare delivery.

Under Research

- Conduct action research to assess the impact of the intervention

Under-cross-cutting issues: (Environmental awareness, Active citizenship / social engagement or Entrepreneurship)

- Promotion campaigns to use bicycles as a safe, environmentally and healthy means of transport
- Encourage entrepreneurship linked to bicycle (set up a bicycle repair shop, sell bicycle repair material / equipment)
- Encourage entrepreneurship linked to community health
- Set up sustainable services centers through the VTI

Sub-grants to sub-beneficiaries⁵

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 Cooperation⁶. The contracting beneficiary always mentions "the Belgian State"⁶ 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 1 application under this Call for Proposals.

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

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;

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 applicable rate 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.

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 direct costs eligible. It may only be used **with the prior written authorisation** of Enabel.

⁵ These sub-beneficiaries are neither associates nor contractors

⁶ Or other donor if applicable

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- 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;
- 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]⁷

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.

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.

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.

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). 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: should not be than 2023). 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 through the following link: <https://submit.link/3Zz>

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.

2.2.3 Deadline date for submission of proposals

The deadline for submission of proposals is **02 September 2025 at 5pm**. 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 as follows:

Date	Time	Venue
28 th /07/2025	11:00Am	Online
Teams Meeting log in details	. Meeting ID: 393 970 998 889 7 Passcode: pP3sF77w	

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: 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 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 to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

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

Only proposals that have achieved a score of 6/10 for criterion 21 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

Step 2: Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

Step 3: As part of the assessment process, Enabel will then conduct an in-situ organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's 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.

Selection

At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.]

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its 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 endeavor 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	28th/07/2025	11 :00 AM
Deadline for clarification requests to the contracting authority	13 August 2025	5 PM
Last date on which clarifications are given by the contracting authority	21 August 2025	-
Proposal Submission deadline	2d September 2025	5 PM
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	02 October 2025	
Receipt of certificates and supporting documents relating to the grounds for exclusion	17 October 2025	
Organizational analysis of applicants whose proposal has been shortlisted.	02 October 2025	
Notification of the award decision and transmission of signed grant agreement	30th October 2025	
Signature of the Agreement by contracting beneficiary	15th November 2025	

* **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 <https://www.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 A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the Contracting-Beneficiary, contracts must be awarded in accordance with:

Uganda 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.

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

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.

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: LEGAL ENTITY FORM (WORD FORMAT)

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)
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 rates at Enabel Uganda