

Tanzania

Contracting authority: ENABEL

Call for Proposals under the intervention:

Establishment and management of an incubation and acceleration tracks for MSME coupled with a subsidy fund to provide financial support to entrepreneurs active in the green mobility sector in Dar-es-Salaam (EU-Transport and Trade Improvement Project - Pillar 3 Green Mobility)

TZA23004

Guidelines for Applicants

Reference: TZA23004-10010

Deadline for submission of concept note: 30/09/2025

NOTE

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes, including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals received from the preselected applicants will be carried out.

1. Establishment and management of an incubation & acceleration tracks for MSME coupled with a subsidy fund to provide financial support to entrepreneurs active in the green mobility sector in Dar-es-Salam - (EU-Transport and Trade Improvement Project - Pillar 3 Green Mobility)

1.1 General Context

Global Gateway is a European Union initiative aimed at boosting smart, clean, and secure infrastructure, globally. It addresses major global challenges such as climate change, health, and the resilience of supply chains, while promoting high-quality infrastructure through sustainable, socially responsible, and environmentally sound investments. Transport is one of its priority areas and, in Africa, one of the goals is to further integrate African and European multimodal transport networks, in line with regional and continental frameworks, and adapting these networks to the economic potential of a continental free trade area.

As part of the Global Gateway initiative, the EU in Tanzania is funding the Port of Dar Es Salaam - Transport and Trade Improvement Project, a four years project that started early 2025 coordinated by Enabel, the Belgian cooperation agency, with a team of implementing partners: UN-Habitat, TradeMark Africa and the Port of Antwerp-Bruges International. The project aims to enhance trade efficiency and sustainability, while supporting Tanzania's low-carbon transport system, for both goods and people, and ensuring a more competitive and interconnected regional economy.

By addressing both physical and non-physical barriers to trade, the project focuses on optimizing port operations by addressing operational bottlenecks, enhancing safety and environmental sustainability. It also promotes trade facilitation measures, reducing non-tariff barriers to trade as well as improving customs procedures. In addition, the initiative supports Tanzania's transition to a low-carbon transport system, particularly through the promotion of electric mobility.

This project is structured around three key pillars:

- Pillar 1: Port Performance (Port of Antwerp-Bruges International) – Improving efficiency and logistics at the Dar es Salaam Port to support seamless trade flows, address operational bottlenecks and enhance management and technical capacities.
- Pillar 2: Trade Facilitation (TradeMark Africa) – Streamlining customs, clearance processes, and enhance regulatory frameworks to reduce trade costs.
- Pillar 3: E-Mobility (Enabel & UN-Habitat) – Supporting the transition to low-carbon transport systems for a sustainable and eco-friendly future.

The Port of Dar es Salaam is vital to Tanzania's economy, handling 95% of the country's international trade and serving as a gateway for landlocked neighbors such as Zambia, Rwanda, and Burundi. Through its integrated and forward-looking approach, the project aims to unlock the Dar es Salaam port's full potential for economic growth and to strengthen Tanzania's role as a key trade actor, ensuring that transport and logistics infrastructure meets modern commerce and global sustainability standards.

This call for proposals contributes to Pillar 3 result domain of the project and aims to support the transition towards a low-carbon transport system of goods and people in Dar es Salaam

1.2 Specific Context

With the growing concerns over environmental sustainability and the need to transition towards cleaner modes of transportation, the implementation of e-mobility solutions is strategically important for Dar es Salaam and Tanzania in general to meet its future climate goals.

By embracing e-mobility and adopting a comprehensive approach to e-mobility, Tanzania can contribute significantly to its climate goals, reduce air pollution, and pave the way for a greener future. The transition from Internal Combustion Engine vehicles (ICE) to electric vehicles (EV) will significantly impact both the economy and environment. This shift will positively affect air pollution and contribute to Climate Change mitigation, aligning with global climate goals and the Paris Agreement, as reflected in Tanzania's updated NDCs.

The Action focuses on the EV sector preferably two- and three-wheelers which offer several compelling benefits for sustainable mobility, in particular as an essential component of the last-mile connectivity. They bridge the gap between public transport systems and final destinations, ensuring efficient and convenient travel. This transport segment offers also significantly faster amortization (Return-on-Investment). While four-wheelers take years to amortize, three-wheelers achieve this in just a few months; in addition, their lower total cost of ownership and specific use cases contribute to their success in the EV market.

Additionally, a high density of innovative companies in Tanzania would be key, and a vibrant business landscape is critical to drive sustainable mobility solutions and advancing the EV industry. Moreover, fostering local EV industry will lead to job opportunities, supporting economic growth and livelihoods.

This pillar 3 focuses on **supporting the transition to electric mobility in Tanzania by promoting an enabling environment for EV deployment and strengthening the EV ecosystem and value chain.**

The pillar is structured around three key outputs:

- **Output 3.1:** Institutional actors are strengthened to provide a conducive regulatory framework supporting an enabling environment for EV market development.
- **Output 3.2:** Existing and new entrepreneurs are supported to access quality business development services and thrive in a dynamic ecosystem and a competitive market.
- **Output 3.3:** A trained workforce enables local value creation and robust conditions for e-mobility development.

Within Pillar 3, this call for proposal contributes to Output 3.2 by mobilising a unique operational integrated program that combines strategic support to MSMEs with the mobilisation of appropriate financing, with the aim of scaling up the most promising SMEs and contributing to a more favorable environment for private investment.

1.3 Objectives and Expected results

The **General Objective** of this Call for Proposals is: Existing and new entrepreneurs thrive in a dynamic and competitive market through access to quality business development services and entrepreneurial finance.

Through this call for proposals, Enabel seeks to select an organization or a consortium of organisations that will design and manage both an incubation and acceleration tracks for targeted e-mobility entrepreneurs and manage a subsidy fund that will support their growth.

Specific objectives

The action which is the subject of this Call for Proposals has the following specific objectives:

- Existing and new entrepreneurs are supported in accessing quality business development services.
- Entrepreneurs are enabled to thrive in a dynamic e-mobility ecosystem and a competitive market.
- Entrepreneurs active in the EV market are facilitated to access finance, including co-financing for assets.

Expected results

Empowering Entrepreneurs and Businesses

- At least 15 new businesses successfully launched and operational, having completed the incubation track.
- At least 8 existing entrepreneurial initiatives in the EV value chain strengthened and expanded through tailored acceleration support.
- At least 23 MSMEs (15 new entrepreneurs (existing for more than 1 year) and 8 existing entrepreneurs (existing for more than 3 years) secure a combination of financial grants and credit to support their growth (see proposed initial concept further below).

Strengthening the Financial Ecosystem

- A new MSME subsidy fund is fully designed, established, and operational, providing a clear, transparent mechanism for managing and disbursing funds.
- A stronger investment environment in the e-mobility sector is created, attracting more capital and encouraging innovation.

Sector-Wide Impact

- A measurable increase in the overall turnover of the companies supported.
- New, decent jobs are created within the e-mobility sector as a direct result of the program's support.
- The program's profile and impact are effectively communicated to stakeholders and the public, leading to greater engagement and awareness of the e-mobility sector's potential.

1.4 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 629,000 EUR. The contracting authority reserves the right not to award all the available funds. The implementation period is a maximum of 30 months, ending by June 2028.

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

Minimum amount: EUR 500,000

Maximum amount that the project can contribute: EUR 629,000

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 who have been awarded grants within the framework of this call for proposals.

Co-financing is strongly encouraged and will be viewed favorably during the evaluation process. While not strictly mandatory, proposals that demonstrate additional financial contributions from other sources, whether monetary or in-kind, will be seen as strengthening the project's sustainability and overall impact. This commitment to co-financing signals a broader partnership and shared investment in achieving the proposed objectives.

2. Rules applicable to this Call for Proposals

These guidelines specify the rules of submission, selection and implementation of actions financed under this Call for Proposals.

2.1. Admissibility criteria

There are three categories of admissibility criteria, which concern, respectively:

(1) The actors:

The applicant, i.e. the entity submitting the application (2.1.1)

Where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*”] (2.1.1),

(2) The actions :

Actions admissibles 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).

These guidelines specify the rules of submission, selection and implementation of actions financed under this Call for Proposals.

2.1.1 Admissibility of applicants

Lead Applicant

The service provider must be a structure experienced in providing strategic support to MSMEs with a view to investment, capable of mobilising multidisciplinary expertise and coordinating a complex, results-oriented programme. It must be based in Tanzania (or at least its co-applicant) to carry out the assignment.

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

- a) be a legal person or entity; and
- b) be a national or international non-government Organization or foundation that has experience in providing or managing financial services to micro, small and medium enterprises; and
- c) be able to operate in Tanzania; and
- d) be directly responsible for the preparation and management of the action and not be acting as an intermediary; and

- e) demonstrate experience in managing similar projects with comparable budgets with at least 5 years' experience in fund-raising, financial structuring or investment assignments with a significant volume of work carried out, including at least three comparable programmes carried out in the last five years; and
- f) have demonstrated experience in providing financial literacy and managing loan or grant disbursements to youth and/or female-owned MSME clients; and
- g) an active bank account for the past 24 months; and
- h) must have in-house capacity and experience for assessing MSME funding requirements, disbursing funds and providing post-investment follow-up and support.

The implementing entity must provide qualified personnel including:

The Applicant with their potential co-applicant(s) will propose a multi-disciplinary team with the following areas of expertise, considered essential to the implementation of the programme. The profiles may be combined provided that the skills complement each other.

- A project manager/coordinator, responsible for overall supervision, monitoring deliverables and coordination, with at least 7 years of experience in financial sector development.
- 1 to 2 experts in strategic/organisational structuring, responsible for diagnosing SMEs, drawing up growth plans and providing operational support.
- 1 to 2 experts in finance/fund-raising, including at least one senior profile, to cover activities relating to financial modelling and investment structuring.
- An expert in monitoring-evaluation and capitalisation, responsible for monitoring SME performance, producing reports and capitalising on learning.

The Concept Note MUST be accompanied by curriculum vitae of the full multi-disciplinary team.

- (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 1.3.5 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 at a later stage:::

- 1) *An extract from the criminal record of the person(s) signing the proposal (who can validly bind the organization) in the name of the lead applicant.*
- 2) *Proof of proper payment of social charges.*
- 3) *Proof of proper payment of taxes and duties.*
- 4) *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 should design and coordinate the implementation of the action.

Co-applicant(s)

To be admissible for grants, the lead applicant may either act individually, or in partnership with a maximum of two (2) co-applicants. The lead applicant may act individually in case they have the capacity to provide all the different integrated Business Support Tracks including the Access to Blended Finance facility and have all the required thematic expertise.

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

To be admissible for grants, the co-applicant must satisfy the following conditions:

- A. be a legal person; or
- B. be a public entity or
- C. 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 objective 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 with the lead (and other co-applicants) and not be acting as an intermediary.

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

Contractors

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

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

Definition

Actions eligible for funding under this call must constitute a project—an independent operation made up of coherent sets of activities with clearly defined objectives, in line with the goals and outcomes listed in Section 1.2. **An action** comprises a series of activities that are necessary to achieve the results and contribute to the specific(s) objective(s) pursued by the proposal.

Duration

The initial planned duration of an action may not be less than 24 months or exceed 30 months.

Sectors or themes

We are seeking to fund an action that constitutes an integrated approach that combines tailor-made business scale-up services and incubation with a pioneering blended finance mechanism for investment in the Electric Vehicle sector. This initiative is designed to empower both aspiring and existing e-mobility entrepreneurs, fostering innovation and driving sustainable economic growth in Dar es Salaam.

The applicants must demonstrate the following experience and capabilities.

E-mobility ecosystem expertise

- Understanding of Tanzania's e-mobility landscape
- Knowledge of market trends, technologies, and policy/regulation

Entrepreneurship & business development support

- Incubation and acceleration of e-mobility or other climate tech entrepreneurs
- Tailored support based on business diagnostics
- Investment-readiness preparation

Legal and regulatory enablement for MSMEs

- Support in legal frameworks and registration
- Provision of legal services tailored to micro/small businesses

Innovative finance & access to capital

- Managing financial and in-kind support (e.g., challenge funds, matching grants)
- Innovative financial product development for MSMEs
- Experience in subsidy leverage and blended finance strategies

Systems and grant management capacity

- Disbursement and accountability systems
- Experience in managing challenge funds and matching grants

Inclusion and empowerment

- Gender and youth integration
- Inclusive participation strategies in enterprise support

Target groups

Final Beneficiaries:

The direct beneficiaries of this action are e-mobility start-ups at incubation and acceleration stage of development in Tanzania.

Geographical coverage

The geographical scope of this grant action covers Tanzania but with a particular focus on Dar es Salaam.

Types of action

This call for proposals intends to focus on actions that promote incubation and acceleration of entrepreneurs in the e-mobility sector coupled with investment readiness. This Call for Proposal must recognize that the MSME subsidy fund is a specialized activity that should be coherent and aligned with the business development component (incubation & acceleration tracks). The business development service component shall take a front role in developing the pipeline of enterprises to be supported by the fund.

The types of actions that can be funded under this call must constitute a project component composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results listed in section 1.2.

The following types of action are **not** admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions¹.
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training.**Error! Bookmark not defined.**
- Workshops and conferences for political, spiritual, and social enhancement.

Types of activity

The list below is indicative and not exhaustive.

Activities admissible under this call for proposal can be:

1. Incubation & Acceleration tracks:

- Selection process for the MSMEs: the lead applicant will specify how it intends to launch and circulate a call for applications (cohort approach for the incubation track and an open call for application over the course of the project for the acceleration track), on what criteria the companies will be selected, and how it will ensure a rigorous, transparent and inclusive process, including interviews and validation by a selection committee representative of the Tanzanian ecosystem.
- For the acceleration track: carrying out a 360° strategic and financial diagnosis of MSMEs. The methodology should explain the tools that will be used to assess companies in strategic, financial, organisational and HR terms, and how the results of the diagnosis will be summarised to guide the program.
- For the incubation track the maximum technical support to allocate per startup is EUR 10,000 and EUR 40,000 for the acceleration track.

2. Design and manage an MSME subsidy fund

Develop and implement fund management mechanisms to ensure that the operations of the MSME subsidy fund that provides financial support, that are effective in reaching the targeted beneficiaries and are in line with best practices.

This component directly supports access to finance for entrepreneurs in the e-mobility sector, recognizing the significant CAPEX requirements of the sector. It will co-finance the buying of equipment (e.g., e2&3Ws vehicles, batteries) backed by robust investment plans. The service provider will be responsible for managing this fund, including investment selection, preparation, and business planning of the enterprises.

Eligibility for Investment Support:

- **Primary Beneficiaries:** A majority of entrepreneurs benefiting from this scheme will be those identified and developed through the Incubation and Acceleration Tracks.
- **External Eligibility:** Entrepreneurs active in e-mobility outside of these two tracks are also eligible to apply for support, provided they meet the specific criteria outlined below.

The envisaged mechanism provides financial support linked to a credit product from an existing financial institution. BSOs will manage the assessment, recommendation, and disbursement process of these financing. Please see for the details under 2.1.3- financial support to final beneficiaries.

3. Communication activities

Major communication and events activities planned as part of this program will be run by a third-party service provider (not part of this call) in order to guarantee high-quality technical content. The main activities envisaged are as follows:

- a. An official launch ceremony to present the program to a wide audience (partners, government actors, media) and announce the first MSMEs selected.
- b. Regular communication throughout the programme (pitch days, interim reports, etc.) to promote the results.
- c. Organisation of final 'demo days' at which the MSMEs can present their achievements and growth prospects in more detail, in the presence of the media, potential investors and institutional partners.
- d. Closing event

4. Sustainability of the action

A final capitalization report will be expected outlining the entire assignment, the overall results obtained (quantitative and qualitative), the success stories (business cases), the lessons learned and recommendations. The service provider will ensure that the deliverables (reports, tools, action plans) are organised in a shared capitalisation space (drive type or dedicated platform), accessible to Enabel and its partners to facilitate the continuity and replicability of the interventions.

In addition, for each MSME supported that has not yet raised funds, the lead applicant will propose an action plan and a medium-term vision (1-2 years) to be implemented to achieve this.

Sub-grants to sub-beneficiaries

Applicants can propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

The maximum amount for the sub-grants is EUR 100 000 **per sub-beneficiary**, except where these grants constitute the main objective of the action, in which case their amount is not limited.

Grants to sub-recipients **cannot** be the main objective of the action.

Applicants wishing to redistribute sub-grants must specify in section 2.2.1 of the grant application file:

1. *The description of the objectives and results to be achieved with these sub-grants, the fundamental principles, the key concepts, the mechanisms, the actors and their role in the management process;*
2. *The criteria and modalities for the allocation of grants, accessibility conditions sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs and expenses;*
3. *The procedures for examining and awarding applications;*
4. *The maximum amount that can be allocated by sub-beneficiary;*
5. *The terms of contractualisation with the sub-beneficiary;*
6. *The procedures and modalities for disbursing resources;*
7. *The procedures and modalities for technical and financial monitoring;*
8. *The procedures and modalities of control.*

Sub-beneficiaries (Tanzanian or international) eligible for sub-grants would be service providers for incubation and/or acceleration of MSMEs.

Eligible activities would be (non-exhaustive): technical expertise in e-mobility sector or related subsectors (batteries, manufacturing, etc.) and specific business and financial expertise for MSMEs to scale.

In all cases, only one rank of sub-beneficiaries is allowed. Sub-beneficiaries can never use the sub-grants received to award grants to a second rank of sub-beneficiaries. And the sub-beneficiaries must belong to the natural beneficiaries/partners of the contracting beneficiary, in line with its mandate and its mission.

Financial support for final beneficiaries

The applicant and, where applicable, the co-applicants may offer financial support to final beneficiaries to help achieve the objectives of the action.

Financial support may only be granted to the following target groups:

- **Primary Beneficiaries:** A majority of entrepreneurs benefiting from this scheme will be those identified and developed through the Incubation and Acceleration Tracks.
- **External Eligibility:** Entrepreneurs active in the EV market outside of these two tracks are also eligible to apply for support, provided they meet the specific criteria outlined below. MSMEs active in the e-mobility:
 - Incubation track (new entrepreneurs): in operation for less than 1 year
 - Acceleration track (existing entrepreneurs): in operation for at least 2 years

1. The needs/activities covered by this financial support may be: refer to activities' description above

For New Entrepreneurs:

- Financial support must demonstrate additionality and generate a clear positive environmental and/or societal benefit.

- Businesses should ideally be at least 50% youth and/or women-owned (under 35 years old).
- Financing must be equipment-based.
- The financial support will be based on a robust business plan, ideally prepared within the Incubation Track.

For Existing Entrepreneurs:

- Financial support must demonstrate additionality and generate a clear positive environmental and/or societal benefit.
- Businesses should ideally be at least 50% youth and/or women-owned (under 35 years old).
- Financing must be equipment-based. The financial support will be based on a robust business plan, ideally prepared within the Acceleration Track.

2. The maximum percentage of the subsidy budget that can be allocated to financial support is :

For New Entrepreneurs:

- The entrepreneur's contribution to the total investment must be at least 10%.
- The financial support should be linked to a credit product of an existing financial institution and should not exceed 60% of the total amount invested.

For Existing Entrepreneurs:

- The entrepreneur's contribution to the total investment must be at least 20%.
- The financial support should be linked to a credit product of an existing financial institution and should not exceed 40% of the total amount invested.

3. The maximum amount allowed per final beneficiary is:

For New Entrepreneurs:

Maximum financial support (subsidy linked to credit): EUR 4,500 per business.

- Minimum beneficiaries: 15 businesses.

For Existing Entrepreneurs:

- Maximum financial support (subsidy linked to credit): EUR 10,000 per business.
- Minimum beneficiaries: 8 businesses.

In cases where financial support to final beneficiaries is permitted and envisaged by the applicant and/or co-applicant(s), the following points must be specified in the section provided for this purpose: in the action proposal.

1. *Entity responsible for implementation (applicant? co-applicant?)*
2. *Description of the objectives and results to be achieved with this financial support, the actors and their role in the management process (link to the activity/activities concerned);*

3. *The procedure for selecting and awarding financial support, including*
 - a. *the eligibility criteria for beneficiaries (e.g. legal status, location, sector, management capacity, etc.),*
 - b. *the conditions for the admissibility of funding applications (e.g. economic and social impact, youth employment, personal contribution, innovation, environmental impact, etc.);*
 - c. *the eligibility conditions, costs and expenses (e.g. equipment, technology acquisition, product development, training, certification, etc.);*
4. *the maximum amount that can be awarded to beneficiaries;*
5. *the terms and conditions of agreements/contracts with beneficiaries;*
6. *the terms and conditions for disbursement of funds;*
7. *the terms and conditions for technical and financial monitoring (if applicable);*
8. *the terms and conditions for control (if applicable).*

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the EU. The contracting beneficiary always mentions "EU" as donor or co-donor in 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 awarded more than one Grant Agreement(s) under this Call for Proposals.

The applicant may be at the same time a co-applicant in another application.

A co-applicant may not submit more than 2 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 maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether or not there are sub-grants to sub-beneficiaries.

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 structure of costs are fixed and do not need to be justified.

Structure 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.

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities
- Costs already financed by another grant;
- Invoices made out by other 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.
- Salary bonuses

2.2. **Presentation of application and procedures to be followed**

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

2.2.1 *Content of the concept note*

Applications must be submitted in accordance with the instructions on concept notes appearing in the grant application file annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English language.

In the concept note, applicants need only provide an estimate of the amount of contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

Elements defined in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not vary more than 20% in relation to the initial estimate.

Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

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

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public applicants). Any 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)². Any co-applicants are not required to provide a copy of their financial statements.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.
5. CVs of implementing team foreseen.

2.2.2 Where and how to send the concept note

The concept note must be submitted in one original and 1 copy in A4 format, each bound separately.

An electronic version of the concept note must also be provided. The USB containing the concept note and all other documents in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

The external envelope must bear the **reference number and title of the Call for Proposals**, the full name and address of the applicant, and the note "Do not open before the opening session" and "USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA".

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

Postal Address

14/15 Masaki, Haile Selassie Road
Oasis Office Park, 4th Floor
P.O Box 23209
Dar es Salaam, Tanzania.

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

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

² *This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.*

Applicants must ensure that their concept of note is complete. Incomplete concept notes may be rejected.

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is **30th September 2025 at 16:00** (4PM) EAT /GMT+3 as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

An information session on this Call for Proposals will be hosted through teams on 8th September 2025 from 2:00 PM to 3:30 PM (EAT/GMT+3). Kindly contact the email addresses below to RSVP by 4:00pm 5th September 2025.

E-mail addresses: emmanuel.mmari@enabel.be and paschal.giki@enabel.be

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

E-mail addresses: emmanuel.mmari@enabel.be and paschal.giki@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 concept notes submission deadline.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.2.5 Proposals

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A). Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ more than 15 % from the initial estimate and remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.

Applicants must submit their complete applications in the same language as their concept note.

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical

framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

2.2.6 Where and how to send proposals

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

Postal Address

14/15 Masaki, Haile Selassie Road
Oasis Office Park, 4th Floor
P.O Box 23209
Dar es Salaam, Tanzania.

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

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

Applications must be submitted in one original and 1 copyies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format (USB). The electronic file must contain **exactly the same** application as the paper version provided.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note “Do not open before the opening session” and “USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA”.

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

2.2.7 Deadline date for the submission of proposals

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

2.2.8 Further information on proposals

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

E-mail addresses: emmanuel.mmari@enabel.be and paschal.giki@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 deadline date for the submission of applications.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, or an action.

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published 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 applications

Applications 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 application shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

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

Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

Concept notes satisfying the conditions of the first administrative and admissibility check will be evaluated for the relevance and design of the proposed action.

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 22 of the evaluation grid available in Annex F1a.

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

Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to 300% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

The applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

(2) 2nd PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

Opening

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

Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis and it will not be evaluated.

Evaluation

Step 1: Proposals meeting the conditions of administrative verification and admissibility will be assessed.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 23 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

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

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

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

Only proposals that have achieved 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 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 step 2 described above.

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

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

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply 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.

3 Indicative timetable

	Date	Time*
Information meeting	8/09/2025	10.00am-11:30am
Deadline for clarification requests to the contracting authority	9/09/2025	11:59pm
Last date on which clarifications are given by the contracting authority	19/09/2025	11:59pm
Submission deadline for concept notes	30/09/2025	04 :00 pm
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	13/10/2025*	-
Invitations to submit the proposals	13/10/2025*	-
Deadline for the submission of the proposals	13/11/2025 *	04 :00 pm
Notification of the award decision and transmission of signed grant agreement	01/12/2025*	-
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. All times are in the **EAT/GMT+3** time zone.

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

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

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

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

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

Or

Belgian or partner country public procurement law or own regulation for public sector contracting beneficiaries.

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

2.5.2 Separate bank account

In case 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 bank³, will be sent by the contracting beneficiary to Enabel at the same time as the copies of the Grant Agreement signed 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

³ This bank must be situated in the country where the applicant is established

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/gdpr-privacy-notice/>.

2.5.3 *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 and send for submission concept notes

- Annex A: Grant Application file (Word Format) - (Part A Concept Note)
- The statutes or articles of association for lead applicant and co-applicant(s)(*)
- An external audit report – only for lead applicant
- A copy of the applicant’s most recent financial statements – only lead applicant
- Curriculum vitae of the team who will oversee the technical implementation
- Annex D: Legal Entity Form (Word Format) for lead applicant and co-applicant(s)(*)

(*) if there are co-applicants.

Documents to be completed for submission proposals

- Annex A: Grant application file (Word Format) - (Part B Proposal)
- 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 or public)
Annex VI	Financial identification form
Annex VII	Exclusion grounds
Annex VIII	Procurement principles (in the case of a private contracting-beneficiary)

Annex F1a: Concept note verification and evaluation grid

Annex F2a: Proposal verification and evaluation grid

Annex G: Daily allowance rates (per diem)