

Palestine

Contracting authority: ENABEL

Call for Proposals under the intervention:

< Empowered Youth in Green Palestine> &

“Enhance Resilience of Micro-businesses and Create Sustainable Livelihood Opportunities in the West Bank and Gaza – Phase II” (SAWA-II)

< PSE22004 and PSE21003>

EcoHack: Driving Green Innovation Through Hackathons

Guidelines for Applicants

Reference: < PSE22004-10069 >

Deadline for submission of < concept note >: October 12th, 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 actually received from the preselected applicants will be carried out.

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1 EcoHack: Driving Green Innovation Through Hackathons

1.1 Context

Enabel's portfolio "Empowered Youth in Green Palestine" aims to contribute to the following two general objectives:

- Young people in Palestine develop into active and critical citizens, ready for local and global challenges, through improved education, training, guidance, and access to employment.
- The Palestinian population makes use of the opportunities of a sustainable environment.

The first pillar of the portfolio will focus on the empowerment of youth with specific attention to the following Specific Objectives (SOs): Education and Learning, Civic Engagement and Protection, and pathways to employment

"Green West Bank" is a 16.450 million Euro Specific Objective dedicated to climate action, based on support to the development of an emerging green and circular economy and the implementation of the National Determined Contributions (NDC), with the view to contribute to a sustainable and inclusive Palestinian society and reduce environmental hazards and dependency on non-renewable natural resources, "Green West Bank" is part of the second pillar of Enabel's portfolio "Empowered Youth in Green Palestine", under implementation since 2022 and planned to be completed by 2027.

The General Objective of "Green West Bank" is: **"The Palestinian population makes use of the opportunities offered by a sustainable environment"**. This objective will be achieved through four key results:

- **Result 1:** A conducive environment for green and circular economy and for green cities is promoted at national and local levels
- **Result 2:** Green and circular economy and entrepreneurship are supported in the selected value chains based on a market system approach
- **Result 3:** Green cities in Palestine are promoted through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth)
- **Result 4:** Green cities and entrepreneurship for women as well as green and decent jobs for women and youth are promoted in the selected value chains

The SAWA II project *"Enhance Resilience of Micro-Businesses and Create Sustainable Livelihood Opportunities in the West Bank and Gaza Strip – Phase II"*, is a €6 million project funded by the EU and will be implemented over the period 2024-2027.

The SAWA II project was initially designed as an extension and scale-up of the SAWA I EU-funded project, *"Enhance the resilience of micro-businesses and create sustainable livelihood opportunities in the Gaza Strip"* (2019-2022). However, following the outbreak of war on 7 October 2023, in Gaza, the project was revised and reallocated to the West Bank, while maintaining the flexibility to resume specific activities in Gaza if conditions allow during the project's implementation.

The overall objective of the project is: **“To contribute to enhancing economic resilience in Palestine”**. The specific objective is: **“To enhance the competitiveness and sustainability of Micro and Small Enterprises (MSEs) in the West Bank and Gaza Strip.”** These objectives will be achieved through two key results:

- **Result 1:** Improved sustainable productive capacities of MSEs in the West Bank and Gaza Strip and
- **Result 2:** Enabling frameworks for the green and circular economy (GCE) are established and promoted in the West Bank and Gaza Strip.

The second result focusses on the dissemination, promotion, and adoption of Green and Circular Economy (GCE) innovative practices in the industrial sector, and among entrepreneurs, academics and the community at large.

Under Green West Bank; Enabel aims at transforming specific value chains into green modalities, under SAWAII; Enabel aims to support existing MSEs with business development packages towards better business performance through tailor-made interventions including financial support as well as an integrated packages of non-financial support services, and to provide dissemination, promotion, and adoption of Green and circular economy (GCE) innovative practices in the industrial sector, and among entrepreneurs, academics and the community at large.

This Call for Proposals is a joint call by the two interventions Green West Bank, and SAWA-II.

1.2 Objectives and Expected results

The Impact of this Call for Proposals is:

To contribute to supporting and strengthening the Palestinian economy in their transition towards Green & Circular Economy

Outcome: To establish and promote enabling frameworks for the green and circular economy (GCE) while supporting GCE and entrepreneurship in the West bank.

Expected results are:

- Enabling frameworks for Green & Circular Economy are created and promoted in the West Bank :
- Participating entrepreneurs are capacitated in the themes of GCE and decent work principles. Entrepreneurship in Green & Circular Economy is supported.

Expected outputs:

Output	Minimum target
Shortlisted ideas and solutions to environmental challenges to participate in a hackathon	55
Financially supported Ideas	33
of entrepreneurs went through training on	100%

GCE, business development and entrepreneurship	
Entrepreneurs aware of the themes of Green Circular Economy and Decent Work principles	85% of the total participating Entrepreneurs
Business modeling toolkits developed	1

Guiding indicators: those are indicators expected to be included in the applicant proposal. However, it is also expected that the proposal shall include additional indicators according to its own logic and structure.

of policies, guidelines, regulations developed to promote and enhance GCE regulatory system.
% of Entrepreneurs who reported increased awareness in the themes of GCE and Decent Work principles

Of green prototypes/businesses generated by entrepreneurs received financial support

of entrepreneurs went through trainings on GCE, business development and entrepreneurship

of entrepreneurs who reported increased awareness of decent work practices

Applicants are expected to use this ratio of targets versus budget when submitting their application. i.e. if an applicant applies for the maximum budget available (450,000 EUR) they must achieve at a minimum 100% of the above targets but if they apply for 50% of the overall budget, Enabel expects to see at least 50% of that overall target.

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 450,000 EUR. The contracting authority reserves the right not to award all of the available funds.

Considering the large number of entrepreneurs teams targeted and movement restrictions across the West Bank, a minimum of two hackathon must be organized in each of the following regions:

Region 1: North and Middle Governorates covering **at least one** of the following governorates Jenin, Nablus, Tulkarem, Qalqilya, Salfeet, Tubas, Jericho, Ramallah and Al-Bireh.

Region 2: South Governorates covering **at least one** of the following governorates Hebron or Bethlehem or Jerusalem

Grant amount

Any grant application under this Call for Proposals must fall between the following:

Minimum: EUR 400,0000

Maximum: EUR 450,000

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

2 Rules applicable to this Call for Proposals

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

2.1 Admissibility criteria

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

- 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),

- The actions:

actions admissible for grants (2.1.3);

- The costs:

The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 Admissibility of applicants [applicant and co-applicant(s)]

Applicant

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

- A. be a legal person; **and**
- B. be a public entity ¹or
- be a non-profit private entity or a foundation; and
- C. be a non-governmental organization (NGOs), International Non-Governmental organization (INGOs), Civil Society Organization (CSO) or Private Sector Umbrella Organization (PSUO)
- D. be established or represented in: Palestine² ; **and**
- E. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary **and**;
- F. Must have an active bank account for the past 24 months; and
- G. Must have audited financial statements (income statement and balance sheet) for the last two financial years.
 - H. Must have demonstrated experience and expertise in similar projects on developing and supporting innovative ideas or in supporting entrepreneurs in the green & circular incubation services

The applicant may either act individually, or with one or multiple co-applicants in accordance with the requirements below.

¹ a 100% public entity, with no private capital.

² Optional. 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.

- (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:

If the grant is awarded to it, the **applicant** becomes the **contracting-beneficiary** identified in Annex E (Grant Agreement). The contracting-beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their name. It shall design and coordinate implementation of the action.

In part A, 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 and that both the applicant and the co-applicant(s) will be able to provide the following supporting documents:

- *Document 1: Registration Certificate (applicant and co-applicant)*
- *Document 2: Deduction at source Certificate (applicant and co-applicant)*
- *Document 3: Active bank account for the past 24 months (about 2 years)*
- *Document 4: Audited financial statements (income statement and balance sheet) of the last closed financial year*
- *Document 5: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency*
- *Document 6: Non-sentence Certificate from Ministry of Justice (for board members)*
- *Document 7: The declaration on honor Form (signed and stamped by applicant and co-applicant)*
- *Document 8: The Integrity statement form (signed and stamped by applicant and co-applicant)*

Co-applicant(s)

To be admissible for grants, the applicant may either act individually, or in partnership with a maximum of three (3) co-applicants. The co-applicant may fulfill one or more of the following: cover a different geographic area within the West Bank/East Jerusalem, act as a business development training provider, provide thematic expertise (e.g: organizing and managing hackathons, on preference industrial sector(S), advanced business development).

The applicant may act individually in case they have the capacity to provide all the different required services in house 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; **and**
- B. be a public entity or
- C. be a non-profit private entity or a foundation; or
- D. be a training institution or NGOs with expertise in incubation services and/or green and circular economy business support services.
- 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. The 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

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.

To be eligible, the actions under this call for proposal must meet the specifications described in this document.

Duration

The initial planned duration of an action may not be less than 16 months nor exceed 18 months.

Sectors or themes

1. **Incubation of Green and Circular Solutions**

Support the incubation of innovative ideas and solutions addressing environmental challenges identified in the updated SAWAI Green Mapping Study³

2. **Innovation and Research & Development support** for creative GCE solutions of groups on entrepreneurs to be applied for their own ideas and/ or for **enterprises** in any related field.
3. **Green services or green products** in any sector that contributes to a potential solution to an environmental challenge and/or prioritizes environmental sustainability and aims to reduce the ecological footprint of production, processing, distribution, and consumption.

Target groups

The final beneficiaries of this call for proposal are:

- Groups of entrepreneurs with a minimum of 36% young entrepreneurs, ages 18-29 years old

Groups of green entrepreneurs and green innovators -Teams providing well-planned Green and Circular Economy (GCE) Entrepreneurial solutions or joint ideas with local companies to handle some of the existing challenges, in any relevant sector

- *Priority for entrepreneurial solutions offered by women, youth and vulnerable groups with a commitment and strategy to involve them in implementation*

Geographical coverage

The actions must be implemented in the following country: = Palestine – West Bank, Covering the following regions: .

-

Region 1: North and Middle Governorates covering **at least one** of the following governorates Jenin, Nablus, Tulkarem, Qalqilya, Salfeet, Tubas, Jericho, Ramallah and Al-Bireh.

Region 2: South Governorates covering **at least one** of the following governorates Hebron or Bethlehem or Jerusalem

Considering the large target number of entrepreneurs teams (55) and wide geographical coverage, the hackathon should preferentially be organized in at least 2 separate rounds in two separate locations, at least one in each of the regions above.

Types of action

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

³ The SAWAI Green Mapping study will be annexed to this CfP

To ensure quality services that are relevant to the needs of the targeted beneficiaries and the local economy, and the overall objectives of the Action, **the Call for Proposals will select actions that:**

- Demonstrate experience in organizing and managing Hackathons related to creative business ideas and solutions, ideally in the field of Green and Circular Economy (GCE)
- Demonstrate **experience in supporting Entrepreneurs, innovators and businesses** in Palestine with both financial (loans/grants) and non-financial (capacity building, business training, mentoring, coaching) support.
- Demonstrate **experience in incubating (green) innovations** with a strong focus and understanding of the linkages between the needs of the labour market and the potential solutions or ideas that have a potential for commercialization
- Engage actively with the **private sector or academia and mobilize expertise and network** to drive innovation.
- Actions that put ownership and responsibility for achieving success at the individual business development level maximally with the end beneficiaries.

The Call for Proposals will specifically prioritize actions that:

- Provide attention for entrepreneurs/ groups on entrepreneurs (a minimum of 36% young entrepreneurs, 18-29 years old) in the proposal and in the targeting strategy for beneficiaries, as well as adopt relevant and innovative strategies that help overcome access barriers and promote inclusion.
- Target GCE solutions for the Palestinian industrial sector with high possibility and potential for successful impact on Green practices promotion Enabel is currently in the process of updating a mapping study highlighting industrial sectors' environmental challenges which was conducted in SAWA-I project. The applicant will be requested to use the updated study as a guide for targeting the potential solutions to incubate.
- Provide a detailed needs analysis for supporting GCE entrepreneurial solutions or joint ideas with local companies to handle some of the existing challenges and relevant skills considering actual needs in the labour market
- Involve academia and/or private sector expertise (business advisors or mentors)/ relevant stakeholders
- Provide attention for vulnerable groups in the proposal and in the targeting strategy for beneficiaries, as well as adopt relevant and innovative strategies that help overcome access barriers and promote inclusion.

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 ⁴

⁴ It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

- Actions consisting exclusively or primarily of financing individual scholarships for studies or training ⁴
- Actions consisting of (or resulting in) acts committed with the intention of seriously intimidating the individuals, groups, entities, facilities, systems, structures, and population, including death, bodily harm, use of violence, endangering a person's life, risks to the health or safety, property damages,
- Actions that seriously destabilise or destroy the fundamental political, constitutional, economic or social structures of a country, community, and national or international actors.
- Actions violate Enabel's Code of Conduct (CoC) and its underpinning core principles and values, including (and not limited to) the following unethical and prohibited acts or behaviours: abuse, exploitation, deliberate deprivation, harassment, illegal actions, disrespect, humiliating, trafficking, and child labour...etc.

Types of activity

The list below is indicative and not exhaustive.

Applicants will need to include in their proposals the following minimum types of activity that are admissible for financing under this Call for Proposals.

The Call will prioritize innovative and creative approaches that adopt close collaboration with related community leaders, community-based organisations, industrial umbrella organisations, relevant stakeholders, and academic institutions

Outreach and awareness activities to inform and mobilize targeted groups of entrepreneurs and innovators. At this stage the implementing partner will conduct awareness campaigns in different areas to inform the public about the hackathon and its objectives.

This will include targetting different CBO's, Academic institutions, private sector and incubators. The selected partner will announce a call for proposals inviting entrepreneurs with potential ideas and solutions to environmental challenges to propose their initiative for GCE prototypes and/or businesses. Entrepreneurs will be encouraged to establish links with the local industries (or academics) to submit well-planned solutions or joint ideas with local companies to handle some of the existing challenges.

Selection of Innovator & Entrepreneur teams:

- The applicant will launch an open call for teams of innovators and entrepreneurs with potential ideas and solutions to environmental challenges to submit their proposals and initiatives for GCE prototypes and/or businesses.
- Preferentially the innovators will be targeting environmental challenges guided by the updated mapping study which will be done by Enabel during the summer of 2025.
- The innovators and entrepreneurs will be encouraged to establish links with the local

industries (or academia) to submit well-planned solutions or joint ideas with local companies to handle some of the existing challenges.

- The applicant will create an evaluation committee to screen the received entrepreneurs' applications, and based on the criteria, will shortlist the top 55 teams with the highest scores to proceed with the next steps of evaluation.

- **Selection of original & feasible innovative solutions (Hackathon):**

Considering the number of selected groups of entrepreneurs after screening (55 teams maximum for the entire call), the applicant should organize minimum 2 hackathons, one in each of the different regions of the West Bank (see above). During the hackathon the shortlisted entrepreneur teams will be given the chance to review and upgrade their ideas under technical and business guidance by local experts during a hackathon. At the end of the hackathon each shortlisted team will be given the opportunity to present its innovation to the evaluation panel.

The evaluation panel will select the 33 most viable solutions who will receive technical and financial support accordingly.

- Preparation of hackathon reports.

Technical Support

1. in coordination with Enabel & other relevant stakeholders, the applicant will involve and contract specialized experts to provide tailor-made technical support to the selected entrepreneurs throughout the process of developing their prototypes and establishing their businesses. Entrepreneurs can develop their ideas/ solutions as a part of their own businesses, or they can develop these ideas/ solutions jointly with an already existing enterprise.
2. The support will involve the following possibilities:
 - a. Technical revision and improvement of the proposed solutions as needed.
 - b. Support in the procurement process and provision of technical specifications where necessary.
 - c. Participation in the supervision of the implementation of the prototypes.
 - d. Providing training and coaching to the entrepreneurs' teams.
3. The solutions will be monitored and evaluated by the relevant stakeholders and Enabel to capture lessons learned and best practices.
4. business mentoring will be provided by the relevant stakeholders in terms of marketing of their products or services.
5. The applicant will provide business coaching, marketing training, in addition to support networking, pitching & promotion event/activity to connect innovators with industrial sectors (potential clients) that can actually benefit from their solution for the selected teams until the end of the project
6. The applicant will link teams of entrepreneurs to awareness on existing and relevant access to finance programs

Financial Support

Each team of entrepreneurs committed to completing the technical support requirements and trainings will receive an average of 8,000 Euros of financial support to implement their ideas. The exact value of support and number of instalments will be identified based on approved business plans. Beneficiaries will provide detailed procurement plans for the project requirements, and then start the procurement process based on a transparent process following quality-cost criteria, under the guidance of the PFI (Palestinian Federation of Industries)/relevant stakeholders' team. Each instalment will be followed by verification visits by the business development expert to provide guidance, advise on any obstacles, check the progress, collect any supporting documents and conduct quality control.

Sub-grants to sub-beneficiaries⁵

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

The average amount for the sub-grants is EUR 8,000 per sub-beneficiary (team of entrepreneurs), and should represent max 85% of the total investment, The exact value of support and number of instalments will be identified based on approved business plans.

Grants to sub-recipients can not be the main objective of the action.

Applicants must specify their system on sub-grants 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.*

Only the most promising 33 innovative ideas will be selected to receive financial support.

The applicant must ensure that the sub-grant system is clearly and fully described in the proposal. This needs to integrate the minimum guidance and requirements provided below. Candidates can add criteria, conditions, principles, processes and procedures to these minimum guidelines.

⁵ These sub-beneficiaries are neither associates nor contractors

The terms of contractualization (sub-grant to sub-beneficiary agreement) should at least include the following:

- **Objective of the agreement:** *the objective of the agreement is to support the sub beneficiary with a grant to support, grow and green their businesses.*

- **Value of the grant:** *the average of the seed fund grant for each sub-beneficiary is **8,000 EURO** based on the selection criteria and should represent max 85% of the total investment*

- **Duration of the agreement:** *The duration of the agreement with the sub-beneficiary should be within the overall duration of the grant agreement.*

- **Types of activity eligible for sub-granting:**

- *Support for entrepreneurial ideas to grow and green.*
- *Costs that are necessary and indispensable costs to implement/ develop the entrepreneurial ideas.*
- *Equipment and machinery.*
- *Raw materials and inventory*
- *Marketing and advertising*
- *Basic infrastructure can be consider after a technical needs assessment. Eg. replacement of outdated infrastructure due to a changing market or to introduce new technologies, greening of existing infrastructure.*
- *Rent and salaries can be approved on a case-by-case basis by the lead applicant but should never be the main objective of the seed fund.*

- **The following are ineligible costs for sub-granting:**

- *Personal expenses: Grants are intended for business-related expenses and not for personal use or personal expenses unrelated to the business.*
- *Debt repayment: Funding is not provided for the purpose of repaying existing debts or loans.*
- *Purchase of personal assets: Funding is usually not granted for purchasing personal assets that are not directly related to the business.*
- *Non-business-related activities: Expenses for non-business-related activities or hobbies are typically not eligible for funding.*

- **Payment modality:** *The fund will be transferred via bank wire in 3 instalments on the basis of a request submitted by the sub-beneficiary and approved by the contracting beneficiary. The value of all these instalments shall not exceed in any case the total value of the grant. The first instalment will be disbursed upon signing the sub-grant to sub-beneficiary agreement. The remaining instalments will be disbursed upon fulfilling the obligations due the contracting parties.*

- **General terms and Obligations:** *The sub-beneficiary should use the fund for the purpose mentioned in the objective of the sub-grant to sub-beneficiary agreement and according to the agreed terms and conditions. The contracting beneficiary should provide the sub-beneficiary with the financial and non-financial support needed to maintain his/her own micro business.*

- **Rejection, suspension and termination:** *The contracting beneficiary reserves the right to defer or definitively reject any request for payment and to suspend or terminate the agreement in case the sub-beneficiary fails to fulfil the contractual terms mentioned in the sub-grant to sub-beneficiary agreement.*

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.

Digitalization

The applicants will be requested to use a digital solution developed by Enabel for the follow-up and tracing for SAWA II beneficiaries. The applicant will provide them with customized, digital Management Information System (MIS) that includes all functions/specifications for this purpose.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Agency for International Cooperation and the European Union. The contracting beneficiary always mentions "the Belgian State" and European Union as donor or co-donor in the public communications relating to the subsidized action.

Number of requests and Grant Agreements per applicant

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

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

A co-applicant may not be awarded more than one Grant Agreement(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 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 eligible direct costs. It may only be used **with the prior written authorisation** of Enabel.

Contributions in kind

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

Ineligible costs

The following costs shall not be eligible:

1. Accounting entries not leading to payments;
2. Provisions for liabilities and charges, losses, debts or possible future debts;
3. Debts and debit interests;
4. Doubtful debts;
5. Currency exchange losses;
6. Loans to third parties;
7. Guarantees and securities,
8. Costs already financed by another grant;
9. Invoices made out by other organisations for goods and services already subsidised;
10. Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;

11. Any sub-letting to oneself;
12. Purchases of land or buildings,
13. Compensation for damage falling under the civil liability of the organisation;
14. Employment termination compensation for the term of notice not performed;
15. Purchase of alcoholic beverages, tobacco and derived products thereof.
16. 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.

In the concept note, applicants need only provide an estimate of the amount of the 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 10 % 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 whereas 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)⁶. 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.

⁶ 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.

2.2.2 Where and how to send the concept note

The concept note must be submitted in one original in A4 format

An electronic version of the concept note must also be provided. A USB containing the concept note 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.

Where applicants are sending several concept notes (if this is authorised in the guidelines of the Call for Proposals in question), they must each be sent separately.

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 < “*equivalent note in the local language*” >.

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:

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- or
- Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and AlBireh Governorate

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

Applicants must ensure that their concept 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 Sunday **October 12, 2025 13:00PM** 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 at online on **September 18, 2025 at 13: 00.**

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 389 615 179 071 0

Passcode: CR7BX69Q

Link of the meeting (to be added)

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

E-mail address: mazen.masoud@enabel.be

and rahhal.rahhal@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 10% 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:

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah

or

- Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and AlBireh Governorate

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 in A4 format. An electronic version of the proposal, budget and logical framework must also be provided. A USB will be put in the sealed envelope, along with the paper version. The electronic file must contain **exactly the same** application as the paper version provided.

Where the applicants submit several applications (if this is authorised in the guidelines of the Call for Proposals), they must each be sent separately.

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 < "equivalent note in the local language" >.

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:

Email address: mazen.masoud@enabel.be

And rahhal.rahhal@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 13 to 18 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 at least 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) (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 26 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 a score of 6/10 for criterion 18 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

If this option is chosen, the criteria used should be indicated in 2.1.1 (1)

Selection

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

Provisional selection

- After evaluation, a table will be drawn up, containing all the applications ranked according to their score and subject to the funds available. A reserve list will additionally be drawn up following the same criteria, to be used if more funds become available during the validity period of this list.
- Before finalizing the table, the supporting documents relating to the grounds for exclusion will be requested from the applicants that are temporarily selected. In the event of failure to provide these documents, the corresponding proposals will not be accepted.

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 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 with 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be

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

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

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

2.4.2 Indicative timetable

	Date	Time*
Information meeting (if necessary)	September 18, 2025	1300 :pm
Deadline for clarification requests to the contracting authority	September 21, 2025	4 :00PM
Last date on which clarifications are given by the contracting authority	October 1 st , 2025	-
Submission deadline for concept notes	October 12, 2025	13 :00PM
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	October 25, 2025	-
Invitations to submit the proposals	November 19, 2025	-
Deadline for the submission of the proposals	December 18, 2025	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	January 2 nd , 2026	
Receipt of certificates and supporting documents relating to the grounds for exclusion	January 10 th , 2026	
[Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)]	January 20, 2026	-
Notification of the award decision and transmission	February 9 th , 2026	-

of signed grant agreement		
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

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

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

2.4.3 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.

2.4.4 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 bank⁷, 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.

⁷ This bank must be situated in the country where the applicant is established

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

2.4.5 Processing of personal data.

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

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

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

For more information on this subject, please consult Enabel's privacy statement at the following link: <https://www.enabel.be/fr/content/title-1> "

2.4.6 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

STAGE 1:

ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART A CONCEPT NOTE) (

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

STAGE 2:

ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART B PROPOSAL)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (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 XI	Communication Guidelines

ANNEX Fa: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX Fb: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM): CURRENT RATE AT THE REPRESENTATION OF THE COUNTRY CONCERNED