

“How to submit” guidelines

Call for proposals TVET in decentralized energy & water sectors in Mozambique

1. Go to the following link: <https://enabel.submit.com>. You will see the following **landing page**:

Call for proposal - TVET in the energy and water sectors in Mozambique

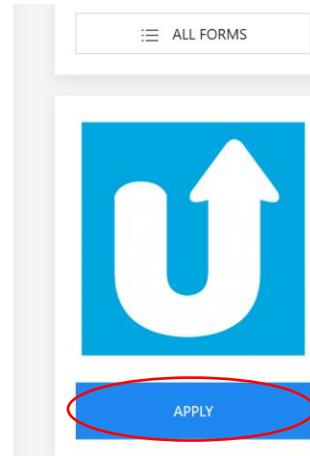
Deadline
Tuesday, January 27, 2026 at 11:55 PM

Description

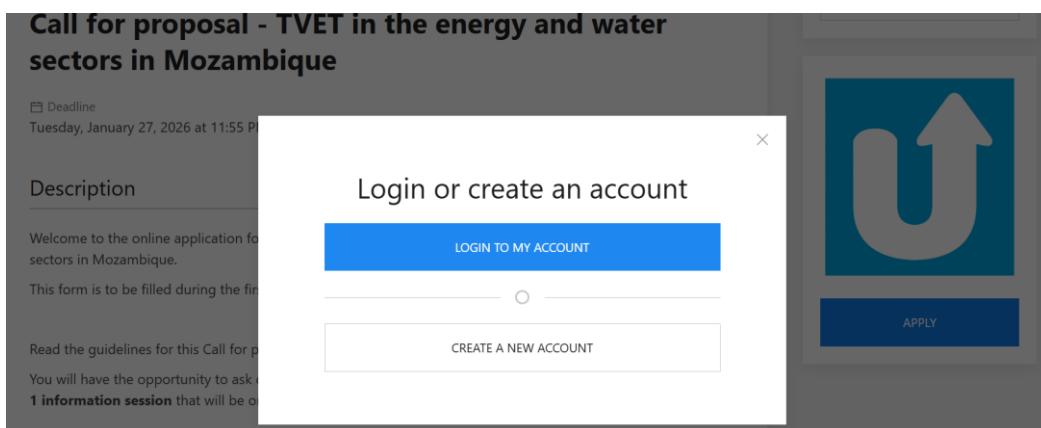
Welcome to the online application form for the Call for Proposals on developing TVET in the energy and water sectors in Mozambique.

This form is to be filled during the first stage of this Call for Proposals.

Read the guidelines for this Call for proposals carefully.



2. When you end up on the landing page, you will read **the description with information about the Call**. You will find integrated links (when hovering over the description), referring you to:
 - a. **Downloadable documents:**
 - i. The guidelines of the Call for proposals (available in English).
 - ii. The guidelines (this document) on how to apply and submit your proposal.
3. Before you can apply and submit your proposal:
 - a. **Registration** is required: you need to register yourself as a user. **Only one user per lead applicant should register.**



4. Once registered or signed in, you can click on the button “continue”.

Description

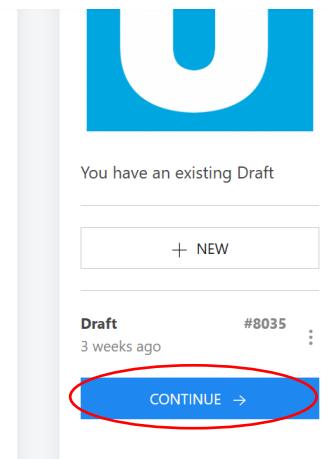
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To submit your concept note (stage 1), please register first, on top of this page (or sign in if you already have a Submit.com account).



5. Once you enter the website, you will see the following screen:

- You are now in the application form. You will need **to download, fill and upload documents, and answer some questions**.
- The documents are available in English.
- You will be able **to navigate in the form**, by clicking on the buttons “back” and “next”.

The screenshot shows a web page for document download. The main content area has a background image of a forest path. It features a title 'Document download for the Call for Proposals' and a list of attachments. The attachments are:

- Annex A.Grant_Application_File_Cfp_2Phases_TP_RD2019 - part A only.docx
- Annex C.Logical_Framework_EN_TP_RD2019 - 2nd stage only.xlsx
- Annex D.Private_Company_Legal_Entity_Form_TP_RD2019.docx
- Annex D.Public_Law_Legal_Entity_Form_TP_RD2019.docx
- Annex E.a_GrantAgreement_RD2019.pdf
- Annex F1a.ConceptNote_EVA_Grid_AnnexG_TP_RD2019.pdf
- AnnexF2a.Propsal_EVA_Grid_Cfp_2Phases_TP_RD2019.pdf

At the bottom are 'Back' and 'Next' buttons, both circled in red.

To the right, a sidebar titled 'Questions' is shown with a blue border. It lists questions and sections:

- # 1 Multiple Select
Please find attached all documents and forms related to this Call for Proposals (both stage 1 and stage 2). ▲ This Question Is Required
- > Your organisation
- > Your concept note (stage 1)

At the bottom of the sidebar are 'Save And Quit' and 'Submit' buttons.

6. On the right-hand side of your screen, you will see **an overview panel of all the questions** (see blue on image above). By clicking on the different topics, you will be able to navigate through all the questions.

7. When you must fill in the question, it will show whether it is:

- An obligatory answer.
- And/or indicate the upper and lower limit of your answer (e.g. duration, or the budget).
- Maximum selectable answers.

See examples below:

Enabel Call for proposal - TVET in the energy and water sectors in Mozambique Regis... Questions

Your organisation

This section requires information on the lead applicant and the co-applicant(s) of the proposal

Name of lead applicant

Enter Answer... Word count: 0

▲ This Question Is Required.

◀ Back Next ➡

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Next ➡

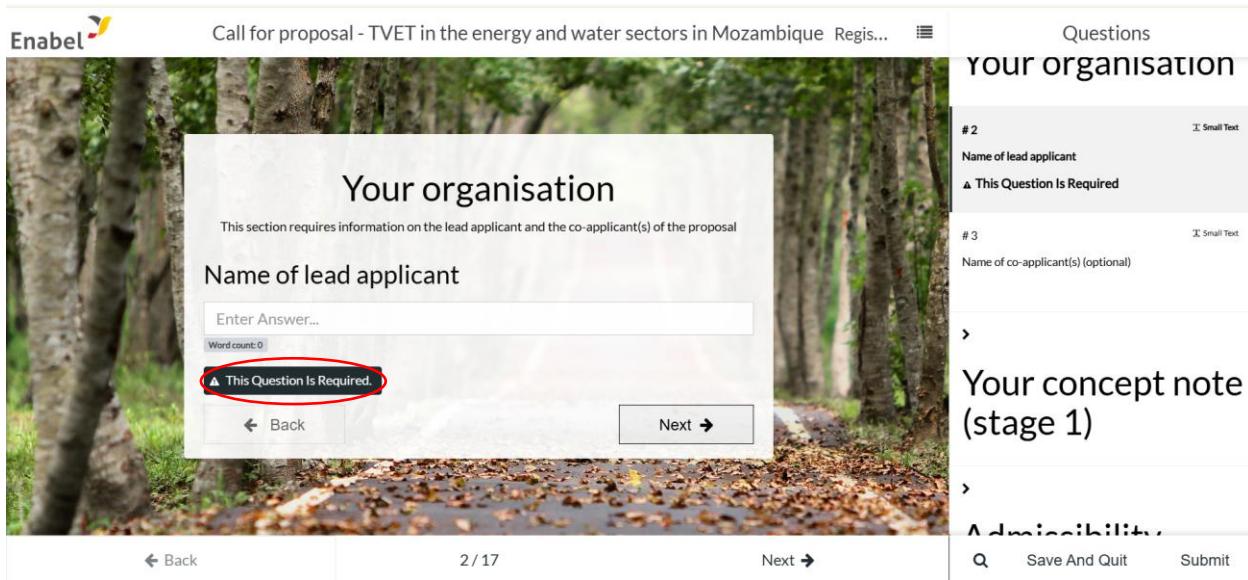
Save And Quit Submit

2 Name of lead applicant □ Small Text
▲ This Question Is Required

3 Name of co-applicant(s) (optional) □ Small Text

▶ Your concept note (stage 1)

▶ Admissibility



Enabel Call for proposal - TVET in the energy and water sectors in Mozambique Regis... Questions

Your concept note (stage 1)

These questions are related to your concept note. Please note that elements in your concept note (stage 1) can only be changed to a limited extent for your full proposal (stage 2).

Region of implementation

This question refers to the lots of the Call for proposals.

The region of implementation should be in Nampula/Zambézia for the energy sector, and Maputo/Gaza for the water sector. It is possible to target 1 or more regions/ lots as an applicant, but you will have to submit multiple proposals (1 per lot/region).

Please fill the rest of form for the region/lot you selected here.

LOT 1: targets the northern region, especially the provinces of Nampula and Zambézia, with a primary focus on the energy sector and the option to include the water sector.

LOT 2: covers the southern region, especially the provinces of Maputo and Gaza, and focuses exclusively on the water sector.

▲ This Question Is Required. **↑ Max Selectable Answers : 1**

◀ Back Next ➡

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Next ➡

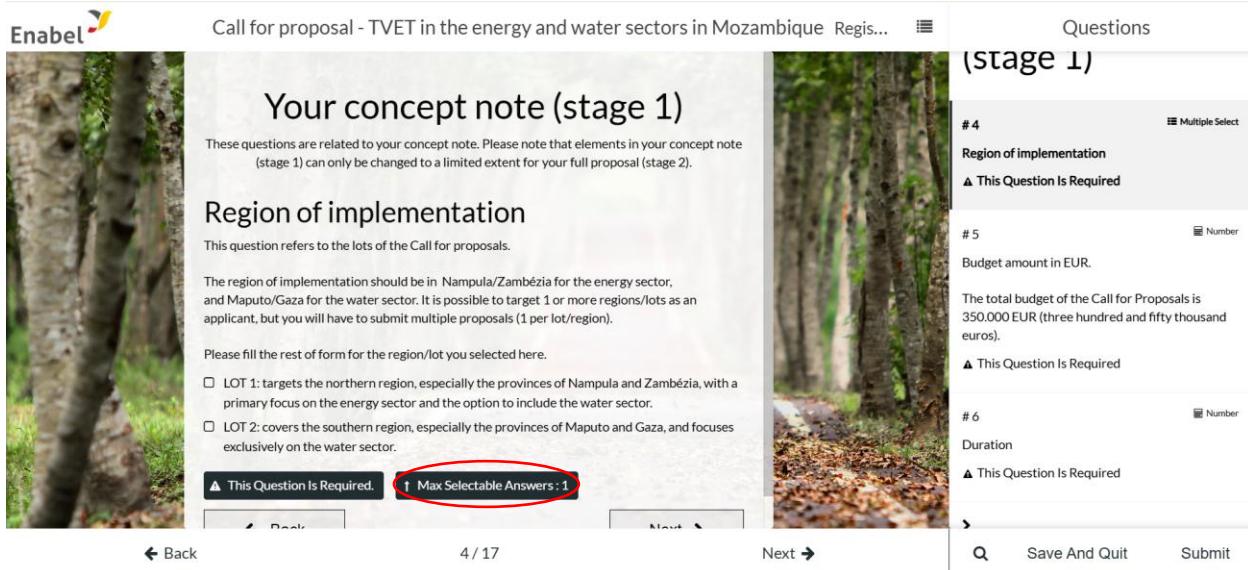
Save And Quit Submit

4 Region of implementation □ Multiple Select
▲ This Question Is Required

5 Budget amount in EUR. □ Number
The total budget of the Call for Proposals is 350.000 EUR (three hundred and fifty thousand euros).
▲ This Question Is Required

6 Duration □ Number
▲ This Question Is Required

▶ Admissibility



- When you reach **the section on admissibility**, you will need to answer some yes or no questions, related to the eligibility of your proposal and/or organization.

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Call for proposal - TVET in the energy and water sectors in Mozambique Regis... 

Questions

check

Admissibility check

In this section, you need to provide information on the admissibility of the proposed applicants implementing the grant. You will find more information on this section under 2.1 admissibility in the guidelines of this Call.

Are all applicants (lead and co-applicants) a legal person and a public, or a private non-profit actor ?

Select Option

▲ This Question Is Required.

Back  Next 

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Next 

7  Yes / No

Are all applicants (lead and co-applicants) a legal person and a public, or a private non-profit actor ?

▲ This Question Is Required

8  Yes / No

Are all applicants established or represented in Mozambique for at least 2 years (lead applicant or one of the co-applicants at least) ?

▲ This Question Is Required

9  Multiple Choice

Are you one of the following types of organizations that are eligible to serve as lead applicants for these actions ?

▲ This Question Is Required

Save And Quit  Submit 

9. When you arrive at the end of the questionnaire, you will see the following screen at the end:

- When clicking on “submit”, you will receive a confirmation e-mail confirming your application.

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Call for proposal - TVET in the energy and water sectors in Mozambique Regis... 

Questions

Contact

Congratulations, you have completed the online form. Please remember to submit your application by clicking the button in the bottom-right corner to confirm your submission

Back  Next 

Next 

17  Small Text

E-mail address of person to contact for this proposal

▲ This Question Is Required

S Statement

Congratulations, you have completed the online form. Please remember to submit your application by clicking the button in the bottom-right corner to confirm your submission

Submit 

Save And Quit 

10. When you want to complete your proposal at another time:

- a. Everything will **automatically be saved** and linked to your account.
- b. When you want to continue to work on your proposal, you go to the landing page, and you will see that your application is in **draft form**. You will be able to work on your draft until it is finalized (until the deadline).
- c. **When you have submitted your proposal, nothing can be modified to your proposal.**

Description

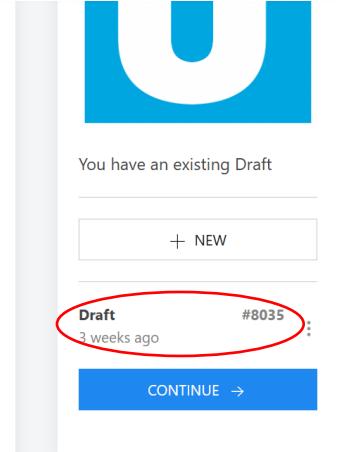
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The screenshot shows a user interface for managing proposals. At the top right is a large blue 'U' logo. Below it, a message says 'You have an existing Draft'. A 'NEW' button is shown. A list of existing drafts includes one entry circled in red: 'Draft #8035 3 weeks ago'. A 'CONTINUE →' button is at the bottom right.