

Ukraine

**Contracting authority: ENABEL**

**Call for Proposals under the intervention:**

**BE-Relieve Ukraine (UKR24001)**

## **Competitive Active Labour Market Policy Fund (ALMPF) Pilot Initiative: Jobs for the Future**

**Call Reference № UKR24001-10250**

### **Guidelines for Applicants**

**Deadline for submission of concept note:  
16 February 2026 before 23.55(Kyiv time)**

**Deadline for submission of proposals: will be communicated to the candidates whose concept notes have been selected.**

### **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.

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## 1 Competitive Active Labour Market Policy Fund (ALMPF) Pilot Initiative

### 1.1 Context

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BE-Relieve Ukraine intervention consists of a 150m€ programme that focuses on three main areas: infrastructure and energy, health and social protection, and skills and employment. The overall goal of the programme is to support Ukraine in its Build Back Better ambitions, and Ukraine's perspective of EU accession.

Within this programme, the skills and employment component represent about 30% of the overall budget. Next to important investments in training infrastructure, two ambitions stand out in this component:

- assisting VET institutions to evolve into Centers of Vocational Excellence (CoVE), and
- contributing to a higher employment ratio and to greater company productivity through Active Labour Market Policy (ALMP) measures. These measures will be supported through a competitive ALMP Facility (ALPMF), which will serve as the main operational tool of this component.

The competitive ALMP-F is designed to boost existing labour market mechanisms and to create an environment that facilitates (a) the transition from unemployment and inactivity to employment, and (b) from suboptimal productivity to optimal productivity of the labour force.

The facility operates through a series of competitive Calls for Proposals (CfPs), ensuring (1) responsiveness to the evolving needs of the labour market and (2) funding goes to the most impactful proposals.

Collaboration lies at the heart of this approach. The facility will encourage partnerships between private sector companies or business membership organisations, civil society actors, and labour market actors such as training providers. By aligning interventions with industry needs, the ALPMF aims to generate tangible employment outcomes and foster a more resilient workforce.

The call for proposals and grants that will be given out by the ALPMF will lead to the following results:

- Increased employability of inactive, unemployed and underemployed individuals
- Improved transition of individuals into productive employment
- Reskilled and upskilled workforce to adapt to technological advancements and economic shifts

## 1.2 Objectives and Expected results

**The general objective of this Call for Proposals is:** to prepare the Ukrainian Labour market for technological and economic innovations, through a frontloading of new skills sets.

**The Specific objective(s) of this Call for Proposals is:** providing employers with a labour force that gained new skills related to technological evolutions and new job profiles.

In order (a) to anticipate the dynamics of the labour market and technological innovations (Jobs of the Future), and (b) to better align training programs, it is important to swiftly provide the necessary skills linked to these evolutions, and hence to roll out the necessary training actions (with all the necessary partners).

### Jobs for the Future

Jobs for the future are occupations and skills sets expected to develop and/or remain in high demand and resilient amid economic, technological, and societal transitions.

In the European Union accession context, these professions are key to prepare the Ukrainian labour market and economy for the Competitiveness Agenda, the European Green Deal, and the twin transition—green and digital—by fostering innovation, sustainability, and strategic autonomy. These jobs will a.o. support climate neutrality by 2050, energy security, and inclusive growth, as outlined in the EU's Quality Jobs Roadmap and Clean Industrial Deal.

Aligned with Building Back Better principles in Ukraine, they also emphasize resilience and sustainability in recovery strategies, linked to a.o. reconstruction and modernization efforts.

From a TVET standpoint, these jobs require adaptable technical and transversal skills, lifelong learning, and strong cooperation between education systems and industry to meet evolving labour market needs. Preparing for these jobs ensures competitiveness, social fairness, and resilience.

The priorities for this Call for Proposals, are:

- Adapting training programs and developing new training modules and equipping training facilities accordingly, related to technological advancements and economic innovations, based on needs and skills forecasting articulated by the private sector;
- Ensuring the upskilling or reskilling of employees, tradesman and artisans in these new trades or skills;
- Ensuring initial training of inactive and unemployed people in these trades and new modules;
- Enhance the employability of unemployed individuals in these new trades/skills;

**Expected results for the overall budget<sup>1</sup> of this call are:**

- Adapted training programs and/or new training modules are developed, based on clear evidence and data, and steering by the private sector
- Training facilities (for these new programs or adapted programs and modules) are equipped and operational
- **XXX young people (aged 15–35) and adults (aged 35+)** supported through Enabel's programs, secured or improved (self-)employment opportunities (disaggregated by sex, age, and specific status: IDPs, PLWD, Veterans).
- At least **60% of upskilled technicians/trainees** report an improvement in productivity and/or income six months after training completion
- At least 60% of trained graduates/trainees, including women, vulnerable youth, persons with disabilities, and war veterans, are employed or self-employed within six months after completion.

Logical frameworks and Reporting should at least include the following indicators: Logical Framework – Expected Results & Indicators

Nº of training programmes updates

Nº of new training modules developed

Nº of training premises equipped for the new modules/adapted programmes

Nº of beneficiaries trained, disaggregated by gender, age, and vulnerable people

Nº of workers / employees upskilled, disaggregated by gender, age, and vulnerable people

### **1.3 Guiding Principles**

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#### **1.3.1 Employability**

The Active Labour Market Policy Facility (ALMPF) Pilot Initiative aims to improve the productivity of the labour force, through integration of unemployed people in productive and qualitative employment and self-employment. The training provided under this call is expected to directly lead to sustained employment outcomes after completion, or to improved productivity in case of upskilling of employees.

#### **1.3.2 Demand driven training**

The new training programmes must relate to demonstrated regional development opportunities in Chernihiv and Kyiv region and/or link up to the national priorities communicated by MoES for the year 2026 (automation & robotics; electronics, radio engineering & energy; mechanical engineering & machinery; processing industry; construction & transport). Any other sector may also be supported if there are urgent regional labour market demands and new professions or skills are upcoming, and on the condition that this need is properly documented.

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<sup>1</sup> All selected applications combined, across the different lots.

### **1.3.3 Partnership**

Since the main aim of this call is to provide training for “jobs for the future”, the call will focus on sustainable and efficient partnerships between private sector companies or business membership organisations and training providers. This includes a.o. the definition of the skills and jobs profile by the private sector; exchanging technical knowledge and expertise with training providers & trainers; designing or preparing the content of the skills trainings; providing WBL; participating in the (final) assessment of trainees’ competences.

**Lead applicants** (not for profit organisations) are expected to develop their concept note/proposal together with the co-applicant(s). A preliminary list of private sector companies who will host trainees should be identified in the concept note proposal, and detailed and formalized in the full proposal stage. The strength of the partnership and level of cooperation between partners will be evaluated and will contribute to decision-making on successful applications.

### **1.3.4 Social Inclusion**

For this call, Social inclusion means making high-quality training and employment pathways accessible to everyone, by removing barriers like discrimination, disability, or poverty, and tailoring support (e.g., small classes, counselling, financial aid) to individual needs so all learners can reach their full potential and gain decent work. It's about equal opportunity in access, participation, and outcomes, fostering belonging and valuing diversity as a strength.

Skills development training thus needs to cater to a range of groups and individuals, including women, persons with disabilities, NEETs<sup>2</sup>, people living in rural areas, IDP's and others.

### **1.3.5 Sustainability**

The sustainability of the action, is key. Only proposals that can ensure continuation of the new trainings and training programmes after the initial grant period, can be selected. Financial and operational sustainability need to be demonstrated through the partnerships, and commitments from state and non-state agencies and operators.

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<sup>2</sup> Young people not in employment, education or training

#### 1.4 Amount of the financial allocation provided by the contracting authority

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*The total indicative amount available under this Call for Proposals is 2,000,000 EUR. The contracting authority reserves the right not to award all the available funds.*

Indicatively, 3 proposals per region will be funded<sup>3</sup>. The remaining balance will go to the best listed proposals.

*Any grant application under this Call for Proposals must request an amount between EUR 150,000 and EUR 300,000<sup>4</sup>.*

If the financial allocation indicated for a specific lot cannot be used due to the insufficient number of proposals received or due to their poor quality, the contracting authority reserves the right to reallocate any unused funds to another lot/region/call.

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

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

(2) The actions:  
actions admissible for grants (2.1.3);

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

#### 2.1.1 Admissibility of applicants applicant and co-applicant(s)

##### Applicant

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<sup>3</sup> If proposals are of sufficient quality as per the evaluation reports. In case of insufficient qualitative proposals in one region, the funding can always be transferred

<sup>4</sup> External audit report by a registered accredited audit office for private (not for profit) applicants and if sum requested > 200 000€

**(1)** The lead applicant must be a legal person; the legal status of the lead applicant must be one of the following:

- a public entity, OR
- a non-profit organization, association or a foundation, OR
- another legal entity eligible under Ukrainian legislation to receive grant funding and implement non-profit activities

The lead applicant must also:

- be established or represented in Ukraine, AND
- be directly responsible for the preparation and management of the action (not acting as an intermediary), AND
- have an active bank account. AND
- have financial statements for the last two financial years. AND
- demonstrate relevant experience and expertise in ALMP activities, or in business support services.

For the applications in line with the eligibility criteria set forward in the call for proposals regarding legal status, geographic location, presence on EU and Belgian sanctions lists, duration, requested budget, type of activities proposed, use of right format and process will be verified prior to assessing the full content of the proposed action concept in detail.

- The potential applicant and co-applicants 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<sup>5</sup>:

- An **extract from the criminal record** for the legal representative(s) (natural person) regarding criminal liability, the absence (or presence) of a criminal record, or any restrictions as provided by the criminal procedural legislation of Ukraine (full version of the extract); The request may be submitted personally in paper form to the Department of Informatization or regional service center of the Ministry of Internal Affairs or in electronic form with mandatory identification of the applicant with an electronic signature or other alternative means of identification via the official [website](#) of the Ministry of Internal Affairs. Such extract shall be provided for all representatives who have legal decision-making authority (e.g., Participants, members of the supervisory board, director(s), etc.)."
- A recent official document certifying that the entity is in full compliance with **tax obligations, levy payments, and social security contributions**. The applicant may submit the application either in person, through a legal

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<sup>5</sup> The below listed documents only need to be provided after final selection (before signing of the grant agreement).

representative, by sending the required documents via registered mail, or by completing the online application form available on the official [website](#).

- A document certifying that the entity is **not subject to bankruptcy, liquidation, cessation of business, or judicial reorganization** issued by The Ministry of Justice of Ukraine. An information certificate on the entity's bankruptcy (insolvency) can be generated by following the [link](#) on the open part of the specialized page 'Information Certificate on Bankruptcy Cases'.

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

### **Co-applicant(s)**

If a set-up with co-applicants is chosen, the co-applicant(s) shall participate in specifying the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.

The co-applicants must be a legal person, the legal status of the co-applicants can be one of the following:

- a public entity , OR
- a not for profit organization, association or a foundation,

The co-applicants must:

- be established or represented in Ukraine, AND
- Have the mandate and technical capacity to carry out training and capacity-building activities within the scope of the proposed action. AND
- be directly responsible for the preparation and management of the action (not acting as an intermediary).

The co-applicants must sign the mandate statement in part B, section 2.6 of the grant application file, both at Concept Note-phase as full proposal-phase.

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 and do not need to sign the "mandate" statement. However, if absence of business membership organisations as co- or lead applicant, associates should at least include a minimum of 2 public and/or private sector companies or at least 1 business membership organisation:

*Associates (partners):* Other organisations may be associated with the action. Associates actively participate in the action but are not eligible for grants, except for daily allowances and travel expenses. They do not need to meet the admissibility criteria in point 2.1.1.

Associates must be listed in Part B, Section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action”. A signed partnership agreement should be included in the submission.

**Contractors:** Contracting beneficiaries may award contracts to contractors. Associates cannot simultaneously act as contractors (services, works, equipment) for the project. Contractors are subject to public procurement rules (if the contracting beneficiary is public) or the rules set out in Annex VIII of the Grant Agreement template (if the contracting beneficiary is private).

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

#### **2.1.3.1 *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.

#### **2.1.3.2 *Duration***

The initial planned duration of the grant may not be less than 9 months nor exceed 18 months. Within that period, the duration of each training program shall be between 72 and 1018 hours, except for upskilling of employees' skills there is a minimum of 24h.

#### **2.1.3.3 *Sectors or themes***

Theme: Initial training, upskilling, re-skilling, work-based learning, employment and self-employment

#### **2.1.3.4 *Target Groups***

At least 50% of the trainees, will be NEET Youth / PwD / veterans /IDP and women. It intends to support actions that adopt social inclusion strategies and services to address these needs.

#### **2.1.3.5 *Geographical coverage***

The actions must be implemented in the following country: Ukraine. Covering the following regions: **Kyiv region, Chernihiv region**.

#### **2.1.3.6 *Types of action***

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

This call for proposals will fund actions that are demand-driven, based on concrete skills need defined by either a group of employers, or by an economic sector as a whole (through its sector body). The ambition is to develop new initial or upskilling training programs (or

components of existing programs) linked to new or upcoming job profiles, skills needs and new production technologies and techniques.

The Call for Proposals will support actions that meet the following criteria:

- Demonstrate **a formalized cooperation framework** between the participating organisations, clearly defining roles, responsibilities, and shared objectives (e.g. through a Memorandum of Understanding).
- **Formal partnerships between the private sector** and the training center (either public or private)
- **A demonstrated need** for the new skills/professions, (e.g. guidance provided by labour market studies,...).
- The **quality** of the proposal for the training programme
- The total **number of trainees** to be trained in the adapted programmes/modules,
- The group size per training session (minimum 12 and maximum 20 trainees per training session)
- The **number of training sessions** implemented per training institution
- The **absorption capacity** of companies to take in graduates
- The capacity and commitment of the partners to ensure **Work-Based Learning**
- Proven **sustainability**: The commitment to future organization of the newly developed training programme in the upgraded training workshop/center, either in new engagements, or through inclusion in existing funding.
- **Inclusion** and fair selection of trainees (e.g. the trainees can only participate in one training program)
- The ability of the applicants to effectively **increase the employability** of the youth or a proposal indicating how the trainees will find an (self)employment upon completion of the training or will utilize their skills upgrade/ update in their future work.

The proposed training<sup>6</sup> must:

- Target under skilled (level 0), semi-skilled level (level 1) and skilled level (level 2) training and work
- Have a work-based learning component (where at least 30 % of the training is implemented in-company or in the workplace).
- Integrate labour rights and Occupational Health and Safety (OHS) measures.
- Reflect skills needs and future professions (jobs for the future) identified by sectoral bodies, employers or other mandated organisations.
- be in line with the national/regional plans.
- Lead to accreditation/certification of the training by relevant authority if needed.
- Integrate new technology and/or innovations within different fields, including the procurement of the necessary modern equipment and technology, and upgrading of, or creation of a new training workshop (or facility)<sup>7</sup>.

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<sup>6</sup> See also section 2.1.4.2

<sup>7</sup> Related to the economic sectors as highlighted in the focus of the call. Included are: robotization, 3D-technology, laboratories, cutting edge tools and equipment, ....The equipment needs to directly relate to the new skills and jobs, not to standard skills in a profession.

- Prioritize environmental jobs or green jobs if promising in the region.
- Ensure sustainability of the training program after the grant period.

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

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training

#### **2.1.3.7 Types of activity**

Types of activity admissible for financing under this Call for Proposals:

- Capacity Development of Training Providers
  - o Development of new training programmes and/or adjustment of existing programmes in line with labour market needs, digitalisation, and the integration of Work-Based Learning (WBL) methodologies.
  - o Integration of digital skills and ICT across training curricula.
- Equipment and Infrastructure: Investment in training (workshop-specific) infrastructure and equipment directly linked to the training delivery and new training programs. Acquisition of basic raw materials, tools, teaching aids, and other training inputs necessary for the direct implementation of training activities.
- Quality and Relevance of Training Programmes
  - o Inclusion of transversal skills and soft skills (e.g., entrepreneurship, life skills, digital literacy, teamwork, problem-solving) as training components.
  - o Provision of nationally recognized assessment and certification to validate acquired competencies.
  - o Establishment of collaboration agreements or joint initiatives between training providers and private sector actors to co-design training content, provide placements, and facilitate employment pathways.
- Work-Based Learning and Private Sector Collaboration
  - o Mentoring and monitoring of trainees during WBL placements, with contributions from both TVET institutions and private sector companies.
  - o Monitoring and follow-up of trainees after their training to assess employment outcomes and support their labour market integration.
- Inclusive Access and Social Support Measures
  - o Community outreach and awareness activities aimed at enhancing access and participation of vulnerable groups.
  - o Provision of targeted services for vulnerable trainees (e.g., numeracy and literacy support, day care services for young mothers, additional transportation arrangements).
  - o Pre-training career guidance, counselling, and coaching services to align participants' career choices with market needs.
  - o Provision of support to trainees to facilitate participation in trainings (e.g., transportation, meals, or other justified allowances).

- Provision of limited, targeted support to private enterprises hosting trainees in WBL schemes (e.g., consumables or training materials) to ensure a conducive learning environment.
- Occupational Health, Safety, and Decent Work Conditions
  - Provision of personal protective equipment (PPE) for trainees.
  - Provision of insurance against accidents and work-related injuries for both trainers and trainees.
  - Occupational Health and Safety (OHS) trainings, equipment, and other measures adhering to national standards.
  - Promotion of decent work principles, including compliance with occupational safety, fair treatment, and equal opportunity standards.

#### Sub-grants to sub-beneficiaries

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

#### **2.1.3.8 Visibility**

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation<sup>8</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action. **However, any planned visibility materials (online or'**

**offline) must be pre-approved by the Enabel Communications Officer before publication or dissemination.**

The applicant is obliged to consult and obtain written or verbal agreement from the Communications Officer for each visibility activity or material.

#### **2.1.3.9 Number of requests and Grant Agreements per applicant**

- The lead applicant may submit one proposal per geographic region(lot) under this Call for proposals.
- The lead applicant may not be awarded more than one Grant Agreement per geographic region(lot) under this Call for proposals.
- The lead applicant may not be at the same time a co-applicant in another application.
- A co-applicant may be involved in more than one application per geographic region(lot) under this Call for proposals.
- A co-applicant may be awarded more than 1 grant agreement per geographic region(lot) under this Call for proposals.

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<sup>8</sup> Or another donor if applicable

## 2.1.4 Eligibility of costs: what costs may be included?

### 2.1.4.1 Eligible costs

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) 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).

- A minimum of 40% should go to the equipment & tools (and infrastructure) directly related to the new developed training module or adapted training programme
- A maximum of 20% of the grant can be dedicated to staff salaries, directly assigned to the project implementation/grant.
- Max 10% of the total grant can be dedicated for general upgrading & renovation of the training premises.

Structure (indirect) costs may amount to **up to a maximum of 7% of the operational costs of the initial grant**, regardless of whether the action includes sub-grants. The ceiling of 7% applies to the **total structural costs of the contracting beneficiary and any sub-beneficiaries combined**.

Structural costs are **fixed and indirect costs linked to the existence and overall functioning of the organisation** (e.g. overheads), which cannot be directly attributed to the implementation of a specific action. They are calculated at the level of the **entire legal entity**, not a local office or cost centre.

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;

The applicable rate for structure costs proposed by the applicant is **not automatically accepted** and will be validated by Enabel’s Finance team.

To allow such verification, provisionally selected applicant(s) will be asked to provide financial supporting documents such as annual accounts, detailed breakdown between project costs and fixed/indirect costs, etc.

If sufficient and reliable documentation is **not provided**, or if the distinction between direct project costs and structural costs **cannot be validated**, **no structural costs may be granted** and the final contracted amount will be adjusted accordingly following the financial verification process.

#### **2.1.4.2 *Ineligible costs***

The following costs shall not be eligible:

- Accounting entries do not lead 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 that are already financed by another grant.
- Invoices made out by other organizations for goods and services already subsidized.
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized.
- Any sub-letting to oneself.
- Purchases of land or buildings,
- Compensation for damage falling under the civil liability of the organization.
- Employment termination compensation for the term of notice not performed.
- Purchase of alcoholic beverages, tobacco and derived products thereof.
- Grants to sub-beneficiaries
- Salary bonuses

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

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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 can submit their request in **Ukrainian**. When submitting in Ukrainian, a translation into English will be made and this translation will prevail in case of disputes.

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 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 concept note must be submitted as a single PDF document, including a signed declaration.

The following annexes (to be completed and attached) and documents (to be attached) must accompany the concept note:



*For submission of concept notes, applicant must complete the following documents and attach them to your application in the subsequent steps on this platform:*

- ANNEX A: Signed grant application file (PART A concept note)
- ANNEX D: 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.

*The following must be attached (for both the applicant and co-applicant(s)) to application in the subsequent steps on the submission platform:*

- A copy of any official document enabling identification of the name of the legal entity, the address of its registered office, document shall be a proof of the entity's registration, such document can be:
  - o Extract from the Ukrainian Unified State Register of Legal Entities, Entrepreneurs and Public Associations or equivalent proof of legal status;
  - o A copy of the resolution, law, order or decision establishing the entity concerned (Failing this: any other official document which proves the establishment of the entity concerned by the national authorities);
- Licenses and permits required for the organization's activities (if applicable).
- Proof of tax registration (including non-profit status certificate, if relevant) and a copy of the VAT liability document, if applicable.
- The statutes or articles of association of the applicant and any co-applicants.

*Additionally, the following documents are required for the lead applicant only and shall also be attached to application in the subsequent steps on the submission platform:*

- Confirmation of having an active bank account detail (official bank confirmation of active account ownership).
- 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.
- A copy of the applicant's most recent financial statements (income statement and balance sheet for the last two closed financial years). Any

co-applicants are not required to provide a copy of their financial statements.

- Proof of relevant experience and expertise in ALMP activities such as:
  - o Support letters from partner organisations confirming positive cooperation experience; OR
  - o Certificates of completion of relevant training programmes or projects; OR
  - o Recommendation letters from previous donors or contracting authorities; OR
  - o Memoranda of understanding (MoUs) or cooperation agreements showing sustained partnerships; OR
  - o Official acknowledgements, awards, or certificates of good performance; OR
  - o Any other documents confirming positive and relevant experience in grant implementation and fulfilling contractual obligations.

## 2.2.2 How to send the concept note (Stage 1)

The concept note must be submitted online via the following link: <https://submit.link/4ym>

STEP	ACTION
1	Go to the top-right of the page. Register for a new Submit.com account or sign in if you already have one.
2	Click the “ <b>Apply</b> ” button on the right side of the page.
3	Carefully read the <b>applicant guidelines</b> before filling in the form. They contain important information to improve your chances of success.
4	Complete the <b>online form</b> and upload the required documents (templates are provided in the webform).
5	Use the “ <b>Next</b> ” and “ <b>Back</b> ” buttons at the bottom of each page to move through the form. Confirm your answers as you go.
6	Your draft will be <b>automatically saved</b> , so you can leave and return at any time.
7	Once you submit, your application <b>cannot be modified</b> . You will receive A confirmation e-mail upon receipt of the submission.

Applicants must ensure that their concept note is complete. Incomplete concept notes may be rejected. 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). Concept notes sent by other means (for example by hand-delivery, post, 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, through the means described in Point [2.2.2 How to send the concept note \(Stage 1\)](#) is **16 February 2026** before 23:55 (Kyiv time).

We strongly recommend that you do not wait until the last day or the last minute to submit your application. Please consider possible disruptions such as power outages or unstable internet connections that may prevent you from sending your application on time.

#### **2.2.4 Further information on concept notes**

An information session on this Call for Proposals will be hosted online on **22 January 2026 at 11.00 (Kyiv time)**. The information session will be conducted via Microsoft Teams. The meeting can be accessed using the following link and credentials:

##### **[Link for the Information Session](#)**

Meeting ID: 393 189 609 718 79

Passcode: Tg9en6fp

Applicants may also 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 to the following contact team:

*E-mail address: [almp@enabel.be](mailto:almp@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.**

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 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 20% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.4 of these guidelines, must be observed.

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 through a link that will be communicated in the invitation. A confirmation e-mail will be sent upon receipt of the submission. Applications must be submitted online via the link to be shared.

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

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

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 e-mail sent to applicants whose concept notes have been shortlisted.

#### 2.2.8 Further information on proposals submission

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 to the following contract team:

*E-mail address: [almp@enabel.be](mailto:almp@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](http://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 (Opening, Administrative Checks, Admissibility Checks and Evaluation of Concept Notes and Proposals)**

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.

### **2.3.1 First Stage: Concept Notes**

The following elements will be examined:

#### **2.3.1.1 *Opening:***

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

#### **2.3.1.2 *Administrative and admissibility checks***

- The concept note satisfies all the criteria specified in **points 1 to 11** 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.

#### **2.3.1.3 *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 12 to 16 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.

*Only concept notes scoring at least **30 points overall score, including a minimum of 10 out of 15 points on Criterion No. 12**, will be shortlisted.*

*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 between **175% and 250%** 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.

### 2.3.2 Second Stage: Proposals

The following points will be evaluated:

#### 2.3.2.1 *Opening*

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

#### 2.3.2.2 *Administrative and Admissibility checks*

- The proposal satisfies all the criteria specified in **points 1 to 10** of the verification and evaluation grid provided in Annex F1b.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

#### 2.3.2.3 *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 11 to 23** of the verification and evaluation grid provided in Annex H. 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 3/5 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 and the associated declaration 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.

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.

**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

## 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](mailto: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 <https://www.enabel.be/who-we-are/integrity/>.

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 (Kyiv)
Information meeting	22 January 2026	11.00 am
Deadline for clarification requests to the contracting authority	26 January 2026	-
Last date on which clarifications are given by the contracting authority	5 February 2026	-
Submission deadline for concept notes	<b>16 February 2026</b>	23.55 pm
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	18 March 2026 *	-
Invitations to submit the proposals	18 March 2026 *	-
If invited to submit proposal, an information/capacity building session will be held.	20 March 2026 *	-
Deadline for the submission of the proposals	17 April 2026 *	23.55 pm

Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	18 May 2026 *	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	29 May 2026 *	-
Organizational analysis of applicants whose proposal has been shortlisted.	12 June 2026 *	-
Notification of the award decision and transmission of signed grant agreement	30 June 2026*	-
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. (Kyiv time)

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 of 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 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 bank<sup>9</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

#### **2.4.5 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/gdpr-privacy-notice>

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<sup>9</sup> This bank must be situated in Ukraine

#### **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.

**Documents to be completed/provided at Concept Note stage:**

See point [2.2.1 - Content of the concept note](#)

**Documents to be shared at Full proposal stage:**

**ANNEX A:** Signed 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) – Private or Public, to be determined

**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):** current rate at the Representation of the country concerned from the Ukrainian Unified State Register