

## **Palestine**

**Contracting authority: ENABEL**

Call for Proposals:

***Strengthening the productive capacities of existing medium enterprises in the West Bank to enhance their sustainability, economic resilience and competitiveness***

Under the intervention:

SAWA II - Enhance the Resilience of Micro, Small and Medium Enterprises (MSMEs) and Generate Sustainable Job Opportunities in Palestine - PSE21003

### **Guidelines for Applicants**

Reference: **PSE21003 - 10039**

Deadline for submission of < concept note >: **18 May 2026**

CFP Guidelines 17 April 2026

## 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 Strengthening the productive capacities of existing medium enterprises in the West Bank to enhance their sustainability, economic resilience and competitiveness

### 1.1 Context

SAWA II Project, Enhance Resilience of Micro, small and medium Businesses and Create Sustainable Livelihood Opportunities in Palestine, with the Palestinian National Economy as the main partner, is planned to strengthen the competitiveness and sustainability of existing Micro, Small and medium Enterprises (MSME's) and industrial companies in Palestine focusing on tailored business support, access to finance and legal services, and the promotion of Green and Circular Economy (GCE) practices. SAWA II project is co-funded by the European Union (EU), and the Swiss Agency for Development and Cooperation (SDC). It is a €13,722,270 to be implemented until 30 June 2029.

The project contributes to strengthening the resilience of the Palestinian private sector by supporting enterprises to adapt to economic challenges, improve productivity, and create sustainable employment opportunities.

**General Objective:** To contribute to enhancing economic resilience in Palestine.

**Specific Objective:** Competitiveness and sustainability of Micro, Small and Medium Enterprises (MSMEs) in the Palestine is enhanced.

**Result 1:** Improved sustainable productive capacities of MSMEs in Palestine

**Result 2:** Enabling frameworks for GCE are created and promoted in Palestine

### 1.2 Objectives and Expected results

This Call for Proposals falls under Result 1 of the SAWA II project. It aims to support a total of at least 204 medium-sized enterprises (MEs) across the West Bank (*Lot 1= 67 MEs, Lot 2= 50 MEs, Lot 3= 87 MEs*)

Financial support will be provided with an average amount of EUR 15,000 per enterprise. In addition, comprehensive non-financial support will be delivered, including advanced training, legal assistance, access to finance, coaching, and specialized technical services.

The **general objective** (Impact) of this Call for Proposals is: To contribute to enhancing economic resilience in the West Bank.

The **specific objective** (Outcome) of this Call for Proposal is: *To improve the sustainability, economic resilience and competitiveness of existing medium enterprises in the West Bank through strengthened and more sustainable productive capacities*

Expected results are:

- Existing MEs are supported through tailored and high-quality business development services, including advanced training, technical assistance, and advisory services. *This support is expected to strengthen the managerial, operational, and technical capacities of existing MEs, enabling them to improve business planning, productivity, innovation, and market positioning. As a result, MEs are better equipped to enhance*

*their competitiveness, adapt to market dynamics, and achieve sustainable growth and resilience.*

- Existing MEs are supported in addressing legal and regulatory challenges affecting their business operations.  
*This intervention aims to improve MEs' understanding of and compliance with applicable legal and regulatory frameworks, enabling them to effectively address legal constraints, reduce exposure to risks and penalties, and formalize or regularize their operations where relevant. As a result, MSMEs can operate with greater legal security, stability, and confidence.*
- Existing MEs improve their access to financial resources and financing opportunities required for scaling up their operations.  
*This is expected to enhance MEs' financial literacy, investment readiness, and ability to engage with financial institutions and funding mechanisms. As a result, MEs improve their access to appropriate and sustainable financing solutions (e.g. loans, grants, equity), enabling them to invest in business expansion, improve cash flow management, and scale their operations.*

Guiding indicators are:

- # of MEs received financial support for scale up purposes
- % of MEs successfully scaled up operations and productions.
- # of MEs received non-financial support
- # of MEs received advanced training in business management
- % of MEs reporting improved production efficiency (time, cost, output volume)
- # of MEs linked with business development services providers
- # of MEs provided with legal support assistance.
- % of MEs successfully addressed their legal business environment challenges.
- % of MEs registered and or recognized by the local authorities
- # of MEs received guidance and assistance about securing more financing for their business
- % of MEs successfully accessing external financing (loans, credit lines, grants, investors)
- % of the supported MEs report increased capacity to retain or increase staff because of acceleration of services and technical assistance.
- # of Employment and livelihood opportunities created
- % of the supported MEs are women and/or youth led
- % of the supported MEs adopted decent work principles

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

The total indicative amount available under this Call for Proposals is 4,090,000.00 EUR. The contracting authority reserves the right not to award all of the available funds.

This proposal is divided into 3 lots. Allocation per lot/geographical distribution:

- **Lot 1: Hebron and Bethlehem Governorates**
- **Lot 2: Ramallah & Al-Bireh and Jericho Governorates**
- **Lot 3: Jenin, Tulkarem, Qalqilya, Nablus, Tubas & Salfit Governorates**

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.

#### Grants amount

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

- **Minimum - Maximum amount for Lot 1: EUR 1,000,000 - 1,350,000**
- **Minimum - Maximum amount for Lot 2: EUR 750,000 - 1,000,000**
- **Minimum - Maximum amount for Lot 3: EUR 1,300,000- 1,740,000**

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests for each lot 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:

- (1) The actors:

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

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

- (2) The actions:

actions 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**

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

- A. be a legal person; **and**
- B. be a non-profit private entity or a foundation; and
- C. be an organization such as; non-governmental organization (NGO), Civil Society Organization (CSO) or Private Sector Umbrella Organization (PSUO); and
- D. be established in Palestine <sup>1</sup>; and

<sup>1</sup> Establishment is determined on the basis of the organization’s articles of association, which must show that the organization 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

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 have** ;

- at least five (5) years of proven experience in supporting medium-sized enterprises (MEs);
- proven experience in Palestine in supporting MEs;
- proven experience in providing both financial and non-financial support services to MEs;
- proven experience in implementing similar economic development programmes with MEs and relevant local stakeholders;
- proven experience in providing legal, regulatory or compliance support to MEs.

### The applicant may either act individually, or with one or multiple co-applicants

The potential applicant and the co-applicant(s) if applicable may not participate in Calls for Proposals, nor may they 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 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 they 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)*

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.

### Co-applicant(s)

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.

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.

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another country may not be considered to be an eligible local organization, even where registered locally or where a “memorandum of understanding” has been entered into.

However, in addition to the categories cited in point D, they may also belong to the following categories; **be established or registered in Palestine (national or international)**

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

Contractors

Contracting beneficiaries may award contracts. Associates cannot at the same time be suppliers (services, works, equipment) for the project. Suppliers 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?

#### 2.1.3.1. Definition

Actions eligible for funding under this call must constitute a project—an independent operation made up of coherent sets of activities with clearly defined objectives, in line with the goals and outcomes listed in Section

#### 2.1.3.2. Duration

The initial planned duration of an action may not exceed 21 months of implementation period in addition to 3 months closing period. The total duration may not exceed 24 months. During the closing period only costs related to reporting and MEAL can be included.

#### 2.1.3.3. Sectors or themes

Actions supported under this Call for Proposals must target medium-sized enterprises operating across priority economic sectors relevant to the objectives of SAWA II. These sectors have been identified and prioritized through the SAWA II Sector Validation Workshop held on 19 February 2025 with key stakeholders, based on four main criteria: growth opportunities, feasibility, environmental impact, and inclusiveness.

Preference will be given to actions targeting the highly prioritized sectors, particularly the top six sectors. However, actions in other sectors may also be considered, provided that a clear and well-justified rationale is presented demonstrating their relevance, viability, and contribution to the objectives of the Call. Please find below the sectors priority ranking below:

<u>Sector</u>	<u>Priority Rank</u>
Food & Agro-Processing	1
Renewable Energy	2
ICT	3
Pharmaceuticals & Chemicals	4
Leather & Footwear	5
Textile & Clothing	6
Furniture	7
Tourism & Hospitality	8
Paper & Packaging	9
Construction	10
Stone & Marble	11
Metal	12
Plastic	13
Services (transport, distribution, maintenance etc)	14
Retail	15

### Cross-cutting themes

In addition to sector alignment, actions under this Call for Proposals are expected to address, where relevant, the following thematic priorities:

- Evidence-based and market-driven approaches:**  
 Actions should be grounded in clear analysis of local economic needs and market opportunities, ensuring that proposed interventions respond to real business constraints and growth potential.
- Inclusive economic development:**  
 Promotion of income-generating opportunities and economic integration of vulnerable groups, including women, youth, persons with disabilities, and individuals from vulnerable regions.
- Business resilience and economic recovery:**  
 Enhancing the ability of enterprises to withstand, adapt to, and recover from economic, political, and environmental shocks.
- Productivity, competitiveness, and upgrading:**  
 Strengthening enterprise performance through improved efficiency, quality enhancement, value addition, adoption of modern production practices, and sector-specific competitiveness strategies.
- Green and environmentally sustainable practices:**  
 Promoting resource efficiency, sustainable production methods, circular economy approaches, and the development of green products and services.
- Innovation and digital transformation:**  
 Supporting the adoption of digital technologies, systems, and innovative solutions to enhance productivity, improve business operations, and expand market access.

### Target groups

The final beneficiaries of this Call for Proposals are 204 existing Medium Enterprises (MEs) operating in the West Bank, distributed across the three lots as follows:

- **Lot 1 (Hebron & Bethlehem): 67 MEs**
- **Lot 2 (Ramallah & Al-Bireh, and Jericho): 50 MEs**
- **Lot 3 (Nablus, Tubas, Salfit, Jenin, Tulkarem & Qalqilya): 87 MEs**

*The numbers indicated above represent the minimum number of Medium Enterprises (MEs) to be supported under each lot.*

In addition, around 56 MEs shortlisted during the selection process but not selected for the full financial and non-financial support package will nevertheless benefit from advanced training and strengthened business plans.

#### **2.1.3.4. Geographical coverage**

The actions must be implemented in the following country: Palestine covering the following regions in the West Bank only:

Lot 1: Hebron and Bethlehem Governorates

Lot 2: Ramallah & Al-Bireh and Jericho Governorates

Lot 3: Nablus, Tubas & Salfit Jenin, Tulkarem & Qalqilya Governorate

#### **2.1.3.5. Types of action**

The types of actions that are admissible for financing under this Call must constitute a project, defined as a stand-alone operation composed of a coherent set of activities with clearly defined objectives, consistent with the objectives and expected results listed in Section 1.2.

Admissible actions will:

- Follow a community-based approach, meaning an approach that recognizes the unique characteristics, resources, and challenges within a community and seeks to empower community members to actively participate in shaping their own development and well-being
- Follow an anchor firm or ecosystem approach which leverages the presence of well-established firms (anchor firms) to drive economic growth and strengthen local ecosystems. Anchor firms act as pillars within the value chain, creating direct and indirect spillover effects that support local businesses, foster job creation, and improve access to markets, technology, and finance.
- Prioritize innovative and creative approaches that adopt close collaboration with community leaders and community-based organizations, and work with local business networks.
- Provide detailed needs analysis for business support and relevant skills/ technical training, considering actual needs in the labour market.
- Involve private sector expertise (business advisors or mentors).
- Engage actively with the private sector and mobilize expertise and networks (federation, chambers, financial actors, etc), to stimulate access to market, finance, improve

business development support (mentors/coaches), drive innovation and investment. Also consider Palestinian diaspora networks if possible.

- Adapt their services and tailored-made approach based on the maturity level of the ME's, the type of ME's business, the economic sector, the geographical area, the legal status of the business, etc (i.e. 'One size does not fit all'). Also, with proven ability to scale production and integrate into larger domestic and regional supply chains.
- Provide attention for vulnerable groups (particularly women and youth) in the proposal and targeting strategy for beneficiaries, as well as a strategy for preventing/mitigating the risk of dropping out of the program e.g.:
  - Flexible training programs.
  - Day care services for young mothers,
  - Community sensitization, adaptation.
  - Gender mainstreaming approach
- Support the development of green and/or digital services or products within the targeted sector Actions that put ownership and responsibility for achieving success at the individual business development level maximally with the end beneficiaries.

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
- 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 destabilize 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.

#### 2.1.3.6. Types of activity

Applicants must include in their proposals the following minimum types of activities, which are eligible for financing under this Call for Proposals. This list indicates the minimum required activities and is not exhaustive.

Activities should demonstrate innovative and practical approaches, including close collaboration with community actors, business networks, and relevant stakeholders.

The applicant is required to use the **Management Information System (MIS)**<sup>2</sup> developed under the SAWA II project for the implementation, monitoring, and reporting of all activities and beneficiaries. Enabel will provide the necessary training to the applicant to ensure effective

<sup>2</sup> (MIS) is the digital platform developed under SAWA II project to support the full management cycle of interventions, including registration of applicants and beneficiaries, tracking of activities and services delivered, financial follow-up, and results monitoring. The MIS enables real-time data entry, reporting, and performance tracking.

use of the system, however it is the applicant responsibility to timely and accurate data entry and reporting.

### A. Screening and Shortlisting of at least 260 Medium Enterprises (MEs)

(Lot 1= at least 86 MEs, Lot 2= at least 63 MEs, Lot 3= at least 111 MEs)

Applicants must describe a clear, transparent, and structured approach for identifying, reaching, and selecting eligible Medium Enterprises.

#### A.1 Screening and shortlisting of MEs

The applicant is expected to clearly define in its proposal the approach for screening and shortlisting a total of at least 86 MEs for lot1, 63 MEs for lot 2 and at least 111 MEs for lot 3, including the strategy for outreach, communication, evaluation and shortlisting of targeted MEs.

Under this activity, the partners need to coordinate with related authorities (like MoNE, MOL, MIND, Chambers of Commerce) to update data about the affected MEs and the actual interventions provided by other donors and organizations, to a get a clear picture of the affected MEs that support in terms of geographical area, sector, type of business, size of business, etc.

The initial screening and shortlisting of Medium Enterprises (MEs) shall be based on clear, transparent, and objective criteria. At a minimum, the following eligibility and prioritization criteria shall be applied:

- Business maturity and track record: Enterprises must have been operational for at least three years, with verifiable business activities and a demonstrated revenue history.
- Impact of recent shocks: Priority will be given to enterprises affected by the events since 7 October, including those impacted through asset losses, market disruptions, or supply chain constraints.
- Growth and scalability potential: Enterprises should demonstrate strong potential for business expansion, including the ability to scale production and integrate into domestic and regional value chains.
- Economic viability: Businesses must show sound financial performance and viability, based on market analysis and local economic conditions.
- Job creation potential: Priority will be given to enterprises capable of generating sustainable and decent employment opportunities, particularly for women, youth, and vulnerable groups.
- Management and governance capacity: Enterprises must demonstrate adequate management structures, operational capacity, and a clear commitment to engage in capacity-building activities and co-invest in their development.
- Sector relevance: Eligible businesses should operate within the targeted priority sectors and related support services (e.g., agribusiness, manufacturing, food processing, ICT, packaging, logistics, and marketing).
- Resilience capacity: Enterprises should demonstrate the ability to anticipate, adapt to, and recover from economic and operational disruptions.
- Innovation and competitiveness: Businesses with innovative products, services, or business models, and a strong potential to enhance competitiveness, will be prioritized.
- Environmental sustainability: Preference will be given to enterprises that already comply with environmental standards or show a clear commitment to adopting green and circular economy practices.

- Digitalization potential: Enterprises that are already using or have strong potential to adopt digital tools and solutions to improve efficiency and market access will be prioritized.
- Financial contribution: Beneficiaries must demonstrate the ability and willingness to provide a financial contribution (equity or co-financing) alongside project support.
- Inclusiveness: Priority will be given to enterprises owned by or employing women, youth, persons with disabilities, or other vulnerable groups, and those with a clear strategy to promote inclusive employment.

A scoring system shall be applied to rank the applications, and then the shortlist of **MEs** applicants per lot (*Lot 1= at least 86 MEs, Lot 2= at least 63 MEs, Lot 3= at least 111 MEs*) with highest scores will be produced to proceed for the next steps.

### **A.2 Advanced Training for the shortlisted MEs**

The shortlisted MEs in each lot will undergo advanced training, tailored to the maturity and complexity of medium-sized businesses.

- The advanced training program shall cover strategic financial management, corporate governance, risk management, export readiness, innovation and product development, environmental sustainability, and digitalization.
- Following the training, enterprises will update and refine their Business Growth/Acceleration Plans and submit detailed procurement and investment plans.

### **A.3 Final Evaluation and Selection of at least 204 MEs (Lot 1= at least 67 MEs, Lot 2= at least 50 MEs, Lot 3= at least 87 MEs)**

The updated Business Development Plans will undergo a second evaluation, assessing scalability, financial feasibility, and market integration potential.

Beneficiaries shall be assessed against eligibility and feasibility criteria, followed by interviews and field verification visits. BDS specialists shall evaluate based on:

- Relevance to priority sectors of growth.
- Projected financial indicators (profitability, duration in business, scalability, job creation).
- Environmental and social sustainability.
- Potential to adopt green and digital practices.
- Leadership and governance capacity of management teams.
- Completing the training on advanced business management and fulfilling its requirements.
- Passing business development plan evaluation and getting approval from the selection committee.
- Completing the tailored coaching and consultation sessions to follow up on the implementation of the business development plan.
- Submit all supportive documents for their own contribution, a minimum of 20% of the total investment as per the business plan, as supplying fixed assets, raw materials, goods or as in-kind contribution.
- Decent work practices: The selected MEs need to adopt decent work principles, including protection of rights at work for workers (of the formal and informal economy); freedom of association, the prohibition of all forms of forced labor, non-

discrimination, Consider workers' health and safety.

- Readiness and willingness to adopt digitalization and digital transformation as a path to economic development and growth.

A scoring system shall be applied, and a ranked list of the highest-scoring Medium Enterprises (MEs) will be produced to proceed to the next steps of the selection process.

The selection process may include additional verification and validation steps.

Following final approval, a list with a minimum of 67 MEs for lot 1, 50 MEs for lot 2 and 87 MEs for lot 3, and their corresponding development plans will be confirmed.

Financial support agreements shall then be signed between the implementing partners and the selected beneficiaries.

## **B. Financial Support**

The Financial support scheme for selected ME's will be implemented as described in 2.1.3.8

## **C. Non-Financial Support**

Applicants must provide a comprehensive and tailored package of non-financial support to the selected MEs, aligned with their needs, sector, and maturity level.

### **C.1 Capacity Building Program**

- An advanced training program will cover strategic financial management, corporate governance, risk management, export readiness, innovation and product development, environmental sustainability, and digitalization.
- Business mentorship and advisory services: Ongoing coaching by BDS specialists in areas such as corporate strategy, branding, digitalization, bookkeeping, and market expansion.
- Specialized technical training: delivered by sector experts and training centres, focusing on advanced topics such as quality certification, food safety standards, lean production, ICT adoption, and export market requirements.
- Governance and HR development: Support for strengthening organizational structures, HR systems, and leadership capacity, including occupational health and safety training.
- Legal and compliance support: Assistance on tax compliance, intellectual property rights, licensing, and cross-border trade regulations.
- Networking and market Access: Linkages with chambers of commerce, regional buyers, and large supply chains, supporting integration of MEs into domestic and export markets.
- Decent work principles according to ILO's 4 pillars
- Occupational health and safety.
- Gender mainstreaming, social inclusion, and diversity.
- Specialized technical support based on the business' needs assessment and tailor-made capacity building and intervention plans.

### **C.2 Legal Support Services**

Under this activity, the implementing partner will provide legal support services to selected

MEs. The support will operate on three complementary levels: policy, knowledge and awareness and operational support, with each level adapted to the distinct MEs. The applicant is expected to outline in its proposal how it will provide legal support services to MEs on the several levels as follows:

- **At the policy level:** The emphasis will be on complex issues, including taxation regimes, financial reporting requirements, labour law enforcement, and compliance with export and import regulations. These businesses face higher costs and stricter compliance demands; therefore, policy advocacy will also explore the introduction of simplified auditing systems, incentives for formal job creation, and facilitation of trade-related certification processes.
- **At the knowledge and awareness level:** to provide and conduct targeted training and coaching for medium enterprises. the content to be more advanced, covering corporate governance, shareholder agreements, labour rights and obligations, tax regulations, and cross-border trade requirements. produce a Business Registration Guidance Manual and checklist, offering practical, step-by-step instructions on all aspects of business registration and compliance. It should also include detailed sections for medium enterprises, covering intellectual property rights, corporate forms such as limited liability or shareholding companies, auditing obligations, and sector-specific regulations such as food safety and export licensing.
- **At the operational level:** The support to include drafting and reviewing supplier and distributor agreements, ensuring compliance with labour law and workplace safety standards, managing intellectual property protections such as patents and trademarks, and developing investment or partnership agreements. Also support medium enterprises to be guided on insurance, liability coverage, and cross-border trade compliance, all of which are critical for their expansion. A tiered checklist to be developed, with simplified requirements for intermediate requirements for MEs and comprehensive compliance-oriented requirements for medium enterprises.

### C.3 Access to Finance Services

- Proposals are expected to contribute to improving the ability of selected MEs to access and secure appropriate financing for their growth and sustainability. Enabel's project team, in coordination with the implementing partner, will organize a series of networking actions, so the Applicants are encouraged to include activities that:
- Facilitate linkages between MEs and financial institutions, including banks, microfinance providers, and investment platforms supported by the EU, diaspora initiatives and other partners.
- Support awareness-raising and advisory services for ME's. The Support to emphasize bank loans, equity, leasing, guarantees, and export financing. Capacity development to help partners advise ME's on preparing financial statements, collateral, and business plans to access larger and more structured forms of credit.
- Applicants are expected to align these efforts with existing national strategies and financial initiatives where relevant, including coordination with the EU-Palestine Investment Platform and other local financing programs.

### C.4 Networking Activities

Networking and coordination will be central to linking selected MEs with financial institutions, business partners, and support organizations. These actions will be designed to reflect the different needs medium enterprises, while also responding to the

specific challenges of the Palestinian economy, such as limited mobility, legal challenges, restricted access to regional markets, and the dominance of informal trade networks. This includes roundtables and peer learning activities with relevant stakeholders.

### 2.1.3.7. Sub-grants to sub-beneficiaries<sup>3</sup>

Applicants **cannot** propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

### 2.1.3.8. Financial support to final beneficiaries

Applicants **must** propose financial support to final beneficiaries to help achieve the objectives of the action.

The financial support provided under this call takes the form of seed funding to MEs and does not constitute sub-granting for the implementation of independent actions. It is fully embedded within the main action and contributes directly to its objectives.

- a. The granting of financial support to third parties may not be the main objective of the action.
- b. Financial support may only be granted to the target groups as described in sec 2.1.3.6
- c. The activities supported within the framework of this financial support must finance costs that are necessary, reasonable, and directly linked to the implementation of the approved Business Growth or Acceleration Plans for the supported enterprises.

#### Eligible activities for financial support may include:

- Purchase of equipment and machinery required for production expansion, modernization, or improvement of product or service quality
- Procurement of raw materials and initial inventory necessary to support scaling-up or recovery of operations
- Marketing, branding, and advertising activities, including market access, promotion, and participation in trade events
- Upgrading or improvement of business-related infrastructure, where justified by technical needs assessment, including replacement of outdated infrastructure, introduction of modern technologies, or greening of existing facilities
- Limited operational support, such as rent and staff costs, may be considered on a case-by-case basis where it is clearly justified and directly linked to business continuity or scale-up, and where such costs do not constitute the main purpose of the grant

#### Ineligible activities include:

- Activities or expenditures that are not directly related to the business operations or the approved Business Growth or Acceleration Plan
- Personal expenses or any non-business-related costs
- Repayment of existing debts, loans, or financial liabilities
- Purchase of personal assets that are not directly used for business purposes
- Activities that do not contribute to business growth, recovery, scaling-up, or

<sup>3</sup> These sub-beneficiaries are neither associates nor contractors

- productivity improvement
  - Recurrent operational costs, including rent and salaries, when they constitute the main purpose of the grant
  - Activities that have a negative environmental impact or do not comply with applicable environmental standards
  - Any costs already financed by other donors or funding schemes (double funding)
- d. The average amount of financial support to final beneficiaries is EUR 15,000 per sub-beneficiary, with a maximum ceiling of EUR 17,000. The financial support must cover up to a minimum of 80% of the total eligible investment cost as defined in the approved business plan. Beneficiaries are required to contribute at least 20% of the total investment cost as co-financing from their own resources or other secured sources.
- e. Disbursement and monitoring of financial support
- The exact support amount and number of instalments to be determined based on approved business plans and the beneficiaries' commitment to contribute to own equity or secure additional financing from financial institutions.
  - The commitment to participate in capacity building and finish the minimum required training sessions.
  - The process to be implemented under the guidance, monitoring and oversight of Enabel through the MIS. Each instalment to be followed by verification visits by the partners' BDS specialists to provide guidance, advice on any obstacles, check the progress, and collect any supporting documents and conduct quality control.

In coherence with the mandatory and advisory guidance set out in these Guidelines, **applicants must further specify the following elements, in the section of the action proposal** provided for that purpose

1. **Entity responsible for implementation** (Applicant? Co-applicant?)
2. **Description of the objectives and expected results** to be achieved with this financial support, the stakeholders involved, and their roles in the management process (link to the relevant activity/activities);
3. **Procedure for the selection and award of financial support**, including:
  - **Eligibility criteria for beneficiaries;**
  - **Admissibility criteria for funding;**
  - **Eligibility of costs and expenses;**
4. **Maximum amount that can be awarded per beneficiary;**
5. **Modalities for formalizing agreements/contracts with beneficiaries;**
6. **Disbursement arrangements for funds;**
7. **Technical and financial monitoring modalities;**

#### 2.1.3.9. Visibility

Applicants must take all measures necessary to ensure the visibility of the co-financing by the European Union (EU) and the Swiss Agency for International Cooperation (SDC) and the implementation by Belgian Agency for International Cooperation (Enabel). The contracting beneficiary always mentions the European Union (EU) and the Swiss Agency for International Cooperation (SDC) as co-donors and the Belgian Agency for International Cooperation (Enabel) as the implementing agency in the public communications relating to the subsidized action.

### 2.1.3.10. Number of requests and Grant Agreements per applicant

- Applicants may submit an application for one or several lots. A separate and complete application must be submitted for each lot. Each application must be self-standing and clearly identify the lot concerned.
- Applications shall be evaluated separately for each lot, in accordance with the criteria set out in these Guidelines.
- Where the same applicant is selected for more than one lot, the contracting authority may require the consolidation of the selected proposals into a single action, with a consolidated budget, logical framework and contract, including any justified adjustments reflecting economies of scale, notably in management, coordination and other shared costs. It shall be strictly limited to the harmonisation of the selected proposals, the removal of duplication, and the strengthening of implementation coherence and efficiency. It may not alter the essential elements, objectives, target groups, intervention logic, scope or nature of the actions as selected following the evaluation.
- The applicant may not be awarded more than 1 Grant Agreement under this Call for Proposals. Where an applicant is selected for more than one lot, a single Grant Agreement will cover two, or all three lots.
- The applicant may not submit more than one application per lot under this Call for Proposals.
- The applicant may not be at the same time a co-applicant in another application.
- A co-applicant may participate in more than 1 application under this Call for Proposals with different applicants
- A co-applicant may be awarded more than one Grant Agreement(s) for different lots 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 direct costs eligible. It may only be used **with the prior written authorization** of Enabel.

#### Contributions in kind

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

#### Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties,
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other 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;
- 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 being shortlisted, it sends the proposal along with the required annexes.

### **2.2.1 Content of the concept note**

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

Applicants must submit their request in English Language.

In the concept note, applicants need only provide an estimate of the amount of 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 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 contracting-beneficiary). 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)<sup>4</sup>. Any co-applicants or affiliated entities 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.

#### 2.2.2 Where and how to send the concept note

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

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.

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".

Concept notes must be submitted in a sealed envelope, sent by private courier service or hand-delivered to the address set out below:

**Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al-Bireh 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 **Monday 18 May 2026 at 3:00 PM** as

<sup>4</sup> 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.

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 held online via the link below, on **Tuesday 28 April 2026 at 2:00 PM**.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/341917525001741?p=9C6wuiZNZZ9L78zH3O>

Meeting ID: 341 917 525 001 741

Passcode: CJ774eR7

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:

**razan.habash@enabel.be**

**rahhah.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 < 20 >% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 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 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:

**Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh - Ramallah and Al-Bireh 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, separately bound. The proposal, budget and logical framework must also be provided in electronic format (USB). The electronic file must contain **exactly the same** application as the paper version provided.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note "Do not open before the opening session"

**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 addresses:

**razan.habash@enabel.be**

**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.ENABLE.be](http://www.ENABLE.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) 1<sup>st</sup> STAGE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

##### Opening:

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

##### Administrative and admissibility checks

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

##### Evaluation

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

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 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 60/100 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<sup>nd</sup> STAGE: 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 may be broken down into selection and award criteria.

The evaluation 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 evaluation criteria also help evaluate the quality of the applications against the objectives and priorities set, and to award grants to projects that maximize the overall effectiveness of the Call for Proposals. They help in selecting applications which assure the contracting authority that their objectives and priorities will be observed. 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 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** *Organizational Assessment*

Prior to the final selection and award decision, Enabel will conduct an organizational assessment of the highest-scoring applicants included in the provisional allocation table for the different lots. The results of this assessment will be used to determine appropriate risk mitigation measures to be reflected in the grant agreement and to define Enabel's approach to monitoring and controlling the implementation of the grant.

If the organizational assessment results indicate a high level of risk such that the proper execution of the grant cannot be reasonably ensured, the corresponding application may be rejected at this stage. In such cases, the next highest-ranked applicant from the reserve list may be considered and subjected to the same assessment process.

The organizational assessment focuses primarily on the applicant's financial, procurement, organizational, and administrative systems, and aims to provide a clear view of the organization's capacity to manage and implement the action. In particular, it will assess areas such as, but not limited to, the legal framework and governance, organizational structure, technical capacities, human resources, financial management systems, audit and internal control mechanisms, and procurement procedures.

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 endeavor 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/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*
<b>Information meeting</b>	Tuesday 28 April 2026	2:00 – 3:30
<b>Deadline for clarification requests to the contracting authority</b>	Monday 29 April 2026, 21 days before the submission deadline	3:00 PM
<b>Last date on which clarifications are given by the contracting authority</b>	Thursday 07 May 2026, 11 days before the submission deadline	-
<b>Submission deadline for concept notes</b>	Monday 18 May 2026	3:00 PM
<b>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</b>	Thursday 18 June 2026*	-
<b>Invitations to submit the proposals</b>	Thursday 18 June 2026*	-
<b>Deadline for the submission of the proposals</b>	Monday 20 July 2026, 30 days min. after the invitation*	3:00 PM
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	Wednesday 05 August 2026 *	
<b>Receipt of certificates and supporting documents relating to the grounds for exclusion</b>	Monday 17 August 2026 *	
<b>Organizational analysis of applicants whose proposal has been shortlisted</b>	Thursday 20 August 2026 *	-
<b>Notification of the award decision and transmission of signed grant agreement</b>	Monday 07 September 2026 *	-
<b>Signature of the Agreement by contracting beneficiary</b>	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](#).

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

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

### 2.5.1 Implementation contracts

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

Annex VIII of the Grant Agreement template (for private applicants).

Or

The public procurement law applicable to contracting beneficiaries of a public nature (for public sector applicants)

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 granted may only correspond to a limited part of the total amount of the grant.

### 2.5.2 Separate bank account

In case a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank<sup>5</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).

### 2.5.3 Processing of personal data.

Enabel undertakes to treat the personal data communicated in response to this call for proposals with the greatest care, in accordance with the legislation on the protection of personal

<sup>5</sup> This bank must be situated in the country where the applicant is established

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/>

#### 2.5.4 *Transparency*

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries. By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

## List of Annexes

### DOCUMENTS TO BE COMPLETED

#### STAGE 1 (CONCEPT NOTES STAGE):

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

ANNEX D: LEGAL ENTITY FORM (WORD FORMAT) (PRIVATE ENTITY)

#### STAGE 2 (FULL PROPOSAL STAGE)

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

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 beneficiary-contractor)

ANNEX F1A: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX I: DAILY ALLOWANCE RATES (PER DIEM): current rate at the Representation of the country concerned