

[Annex F1a of the Guidelines for Calls for Proposals]

CONCEPT NOTE VERIFICATION AND EVALUATION GRID

CALL FOR PROPOSALS: Enhancing Waste Collection Services through Women-Led Business Development in the Municipalities of Nacala and Nampula

I. IDENTIFICATION DATA

Grid completed by:	
Call for Proposals number:	MOZ22005- 10074
Title of action:	
UBW no.	
Name of applicant:	

II. VERIFICATION

	Yes	No
1. Administrative verification		
1. Instructions on the concept note have been followed.		
2. Applicant declaration has been completed and signed.		
3. The proposal is typewritten and in the required language.		
4. The required annexes (p. 13) are attached. Official registration certificate issued by national authorities; - Extract from national company/association registry; - Legal statutes indicating country registration; - Proof of operational address. <u>If demonstrating a formal local partnership:</u> - Signed Letter of Commitment or MoU as described above (Local presence may be demonstrated by Applicant).		
5. An electronic version of the concept note is attached.		
2. Verification of admissibility		

6. The applicant fulfil the admissibility criteria referred to in point 2.1.1.		
7. The applicant is not on an Enabel exclusion list (exclusion ground no. 6) or on a financial sanctions list, BE, EU or UN (exclusion ground no. 7)		
8. The legal status of the applicant meets the guidelines' requirements.		
9. The action will be implemented in the municipalities of Nacala and Nampula.		
10. The action and activities proposed are admissible under point 2.1.3 of the guidelines.		
11. The duration of the action is between 12 months and 15 months (authorised minimum and maximum duration).		
12. The contribution requested is between the authorised minimum and maximum. • <i>Minimum amount:</i> EUR 200,000 (two hundred thousand euros) for both municipalities. • <i>Maximum amount:</i> EUR 220,000 (two hundred and twenty thousand euros) for both municipalities.		

13. Sectoral and implementation experience:

Applicants must demonstrate relevant experience in women's economic empowerment and business development in waste sector.

The applicant must demonstrate:

- At least **one project reference for a completed or ongoing project in business development, waste management and partnerships** within the last five (5) years.

Failure to meet this requirement will result in rejection.

- **Capacity to manage projects of comparable scale and complexity**, e.g.,
 - Minimum budget: EUR 100,000
 - Minimum duration: 1 year
 - Geographic region: Municipalities in the Eastern and Southern African region
 - Partnership approach: public and private

.1 Mandatory supporting documents (per reference)

Each project reference must be supported by at least one of the following:

- Copy of the **project contract or grant agreement** (cover page and relevant sections indicating role, budget, and duration);

- **Completion certificate** or official acceptance letter;
- **Final or interim project report** (cover page and executive summary);
- **Donor or contracting authority reference letter** confirming implementation and role.

For ongoing projects, interim reports or official confirmation of ongoing implementation are acceptable.

Self-declarations without documentary evidence will not be accepted.

.2 Assessment method

This section will be assessed on a **Pass/Fail basis**:

- Criterion 1.1: verified individually for each applicant

Evaluation will confirm relevance:

- Waste services (collection, recovery, recycling, transportation)
- Women's economic empowerment
- Capacity building (Business development)
- Partnerships development

Applications that fail to provide sufficient and verifiable documentation will be rejected without further evaluation.

14. Local presence and delivery capacity:

Applicants must demonstrate that has the operational and technical capacity to deliver the proposed action in the country of implementation.

- **Local Presence**

Local presence must be demonstrated by Applicant.

If demonstrating a registered office:

- Official registration certificate issued by national authorities;
- Extract from national company/association registry;
- Legal statutes indicating country registration;
- Proof of operational address.

If demonstrating a formal local partnership:

- Signed Letter of Commitment or MoU as described above.

The local presence option is only applicable in the context of sub-granting arrangements. It does not allow an applicant without local registration to rely on a partner solely to meet the local presence criterion.

15. Access to qualified experts

The Applicant must demonstrate access to qualified technical experts with relevant experience in:

- Women's economic empowerment/Gender

- Waste management
- Business development
- Public and Private Partnerships

2.2.1 Mandatory documentary evidence

Applicants must provide at least one of the following:

- **CVs** of proposed key experts (minimum two profiles recommended);
- **Staff list** indicating positions, qualifications, and years of experience;
- **Framework agreements** or formal commitments from external experts;
- **Staffing plan** describing how technical and training expertise will be mobilised.

CVs should clearly indicate:

- o Educational background;
- o At least 3 years of relevant sectoral experience;
- o Knowledge in women's economic empowerment, waste management, business development and public & private partnership approaches;
- o Role and responsibilities in referenced projects (where applicable).
- o Understanding of the local context in Mozambique, particularly in Nampula Province, as well as the waste management sector.

General statements of “access to expertise” without supporting documentation are insufficient.

2.3 Assessment Method

This section will be assessed on a **Pass/Fail basis**. The evaluation will verify:

- Existence of a legally established or formally committed in-country implementation structure;
- Credibility and specificity of local partner engagement (where applicable);
- Availability of qualified technical expertise;
- Relevance of expertise to the waste sector and women's economic empowerment focus of the Call.

Applications failing to provide sufficient and verifiable documentary evidence will be rejected without further evaluation.

Conclusion: The concept note <will/will not> be taken into account for the evaluation

Comments:

III. EVALUATION

Scoring guidelines

This evaluation grid is divided into **sections** and **sub-sections**. For each sub-section, a score between 1 and 5 is given, in accordance with the assessment scale below:

Score	Assessment
1	Very inadequate
2	Inadequate
3	Average
4	Good
5	Very good

These scores must be added up to obtain the total score for the section in question. Total scores of sections must be added up to obtain the overall score for the concept note in question.

Relevance of the action			
Assessment criterion	Assessment Focus	Max score	Score
16. To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals?*	Degree to which the proposed action clearly addresses the three key focus areas: • Women's economic empowerment • Improving local waste management services • Partnerships framework	5(x3)**	
17. To what extent is the proposal relevant to the particular needs and constraints of the target country/countries or region/regions? (including synergy with other initiatives of Belgian cooperation and avoidance of duplication)	Alignment with policies, plans and local priorities: • Integrated Urban Solid Waste Management Plans (PGIRSU); • Material Recover Facility - MRF • Circular Economy • Financial inclusion	5 (x2)**	
18. To what extent have the parties involved (final beneficiaries, target groups) been clearly defined and strategically selected? Have their needs been clearly defined and properly addressed in the proposal?	The extent to which, the concept note: • Eligibility and transparent selection criteria for women entrepreneurs and women-led enterprises • Inclusive and realistic selection criteria of women-led business • Realistic estimation of the number of women entrepreneurs and women-led enterprises that can be supported and financed	5 (x2)**	

19. Does the proposal contain specific elements that add value: such as environmental aspects, the promotion of equal opportunity and gender equality, protection, inclusion and the needs of persons with disabilities, minority rights and rights of indigenous populations or innovation?	Alignment with the transversal topics of: • Intersectionality approach • Sexual Exploitation, Abuse and Harassment (SEAH) • Occupational Health and Safety (OHS) • Gender-Based Violence (GBV) • Environmental, Health and Safety (EHS) • Decent work	5	
Total score (1)		40	
Relevance of the applicant		Score	
Assessment criterion	Assessment Focus		
20. The presented expertise of the applicant (and co-applicant) over the last 5 years	Based on sections 2.2.1 (applicant experience) and the evidence of at least one satisfactorily completed similar assignment per focus area, within the last 5 years (e.g., completion certificates, signed contracts, approved reports or invoices) the applicant has demonstrated experience on: • Waste sector; • Women's economic empowerment • Criteria for the Selection of Women-Led businesses • Private, public and women-led enterprises partnership framework.	5 (x3)**	
Total score (2)		15	
Concept of the action		Max score	Score
Assessment criterion	Assessment Focus		
21. To what extent is the overall concept of the action coherent?	In particular, does it reflect a problem analysis; does it take into account external factors as well as the Local market-related constraints? Does it correspond to local needs and realities.	5(x2)**	
22. Is the action feasible and consistent with the objectives and results expected?	Will the proposed action (concept) respond to the specific objectives, expected results and targets that were set out in the guidelines?	5(x2)**	
Total score (3)		20	
Technical operational capacity		Max score	Score
Assessment criterion	Assessment Focus		
23. Do the applicant and, where applicable, its partners, have adequate management capacity? (particularly, regarding staff, facilities and the capacity to manage the action's budget)	Based on the proposed technical expertise of applicant, this assessment is made. Consider the proposed CVs and staffing plan for the different management profiles: • Project coordination • Monitoring & Evaluation expertise • Finance and administration	(5*3)	
Total score (3)		15	

OVERALL SCORE	90	
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** Scores will be multiplied by 2 depending on their importance.

Only concept notes which have obtained a minimum score of 60 points out of 90 will be shortlisted.

And only concept notes which have obtained a minimum score of 6 out of 10 points for criterion no. 16 will be shortlisted.

General comments (main strengths and weaknesses)