

Guidelines

Call for proposals: Scaling pathways for green competences in teacher training and professional development in sub-Saharan Africa

**REGIONAL TEACHERS INITIATIVE FOR AFRICA - FACILITY
WINDOW 2 – CALL FOR PROPOSALS N°1**

Global Projects

Contracting Authority: ENABEL

Call for proposals under the project:

Regional Teachers Initiative for Africa – Facility BEL23004

Guidelines for Applicants

Reference: BEL23004-10148

Deadline for Submitting Concept Notes: 06 December 2026
Estimated Deadline for Submitting Proposals: 01 March 2027

Warning

This is a two-stage Call for Proposals. Initially, only concept notes should be submitted for evaluation. After evaluation of the concept notes, including the eligibility of applicants, shortlisted applicants will be invited to submit a proposal. Subsequently, the evaluation of proposals actually received from applicants will be carried out for the shortlisted applicants.

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1 Scaling pathways for green competences in teacher training and professional development in sub-Saharan Africa

1.1 Context

The Regional Teachers Initiative for Africa

The Regional Teachers Initiative for Africa (RTIA) supports African countries to improve the education and training of teachers and to ensure that schools have enough qualified teachers. It works through policy support in teacher governance and teacher professional development, contributing to quality education for all.

The Initiative was endorsed by the European Union and the African Union at the EU-AU Summit under the EU-Africa Global Gateway Investment Package. It is aligned with the European Consensus on Development (2017) and contributes to SDG 4, and in particular to target 4.c on substantially increasing the supply of qualified teachers.

Many countries in sub-Saharan Africa face persistent challenges in making teaching an attractive and intellectually fulfilling career, in identifying effective teaching practices, and in helping teachers develop the knowledge and skills their students need. An estimated 15 million new qualified teachers are needed in the region by 2030. Limited working conditions, inadequate deployment mechanisms and ineffective teacher education and professional development put the provision of high-quality, inclusive education at risk.

The RTIA Facility

The RTIA Facility is the delivery mechanism of the Initiative. It is financed by the European Union, with parallel co-financing from France, Belgium and Estonia, and runs from 1 February 2024 to 31 January 2030. It is implemented by a partnership of agencies from four EU Member States: Expertise France, Enabel, VVOB and APEFE (Team Belgium), EDUFI and ESTDEV.

The Facility supports teacher policy and teacher professional development systems by:

- providing capacity building at country level through technical assistance;
- promoting innovation and the scaling of effective teaching solutions;
- increasing the production and use of data and evidence;
- promoting the use of regional frameworks, evidence-based practices and joint learning at regional level.

It operates through three windows:

1. **Window 1**, technical assistance on teacher governance and teacher education and professional development, on the basis of demand from eligible partner countries;

2. **Window 2**, testing and scaling effective programmes for teacher education and professional development in the Facility's four priority thematic areas, including in contexts of displacement and fragility;
3. **Window 3**, research to create new evidence and support its integration into policy making and into the design of teacher professional development programmes.

The Facility's four priority thematic areas are pedagogy for foundational learning, digital skills, green skills, and gender-transformative pedagogy.

The Facility's knowledge management and communication activities further contribute to the sharing of knowledge, evidence and good practice across the Initiative. Selected projects may be asked to take part in regional events organised by the Facility.

This Call for Proposals within the Facility

This Call for Proposals is issued by Enabel under Window 2 of the Facility. It is the second call for innovation under this window and builds on the first (06/2024), meaning it retains its core purpose of identifying and scaling promising innovative solutions for teacher training and professional development in basic education, while sharpening the approach in two ways: a single thematic focus on green competences, and a shift from financing whole projects to financing the scaling, learning and sustainability process around a solution that has already shown promise. This second call applies the same two-stage, grant-based approach as the first. It is open to all eligible applicants, whether or not they took part in the first call. Organisations that received funding under the first call may apply, provided the proposed action concerns the scaling of a solution and not the continuation of activities already financed.

RTIA's impact goal is to improve children's learning outcomes through a more competent, motivated and inclusive teacher workforce. The Facility's theory of change holds that effective teaching depends on better educated and more competent teachers who can draw, among other things, on environment-responsive approaches, and it names green competences as one of the competences teachers must be equipped to develop in their learners. Green competences therefore sit inside RTIA's own definition of a qualified teacher. As the effects of climate change become part of students' daily lives across sub-Saharan Africa, teachers equipped with green competences deliver more relevant and effective teaching, which is precisely the quality, relevance and effectiveness that RTIA's second specific objective targets.

This call is the Facility's instrument for identifying and scaling innovative solutions that upgrade teachers' green competences, in line with the output the Facility has committed to under Window 2. The Facility itself recognises that green competences are a new area in most education systems in the region. Without a dedicated focus, this committed output risks being under-delivered. By concentrating the call's innovation and scaling capacity on green competences, RTIA gives specific attention to turning that ambition into proven, locally adapted solutions that national teacher training and professional development providers can integrate, and into regional knowledge on how to do so. Teacher training and professional development systems that today offer little or no green competence gain proven ways to build it, at a scale and speed that scattered, theme-agnostic funding would not achieve.

In line with the Facility's overall ambition, this call concerns teacher training and professional development for basic education, understood as the levels running from early childhood education through to lower secondary education. Solutions may address initial teacher education, continuous professional development, or both, provided the teachers, teacher educators and school leaders they

reach work at those levels. This is what the overall objective in section 1.2 refers to, and it determines who the final beneficiaries of the action are, as set out in section 2.1.2.5.

What we mean by green competences

Green competences means the knowledge, values and skills that equip teachers to integrate environmental awareness, sustainability and eco-friendly practices into their teaching, so that learners in turn develop the knowledge, values and skills needed to understand and address environmental challenges. This follows the Facility's own definition of green competences.

Green competences cover three elements:

- Environmental awareness: understanding of key environmental concepts such as climate change, biodiversity, pollution and resource management, and the environmental literacy needed to grasp global ecological challenges.
- Sustainability education: understanding of how to live and act in ways that meet present needs without compromising those of future generations, including energy conservation, waste reduction, recycling and the sustainable use of resources.
- Action and engagement: the ability to think critically about environmental problems, engage in collective efforts toward environmental improvement, develop solutions, and act as a global citizen who understands the global consequences of individual and collective action.

Section 2.1.2 sets out what this means in practice for how proposals must engage with green competences.

Scaling and beyond-local ambition

The call does not finance whole projects from start to finish. It finances the additional work needed to take a solution that has already shown promise and to scale it, in whichever form is most relevant to that solution and its context, and to learn systematically from doing so. Core delivery of the solution, and its funding, remain with the applicant and, if any, its national institutional partners (such as the relevant Ministry department or a national teacher training and professional development provider). The applicant remains responsible for financing and carrying out the operational delivery of both the existing solution and the adapted solution resulting from the scaling process. This call finances the additional resources needed for the adaptation of the existing solution for implementation at greater scale or in new contexts, together with the learning, institutional strengthening and sustainability measures required to support that scale-up. *For example, an organisation with a proven green competences solution wants the national teacher training provider to integrate it into its curriculum. The organisation keeps financing delivery: trainers, venues, travel, and the production of training materials for each cohort. This call finances what makes integration possible: the gap analysis against the national curriculum and competency standards, the joint design work with the Ministry department and the provider, the learning drawn from that process, and the financing model that sustains the solution afterwards.*

Scaling and sustainability are treated here as one question rather than two. A solution reaches scale in a way that lasts only if the organisation behind it can carry it once external project funding ends. Enabel's 2026 study *Pathways to sustainable scale*¹, which examines how mission-driven organisations across Africa use hybrid business models to build financial resilience and grow impact, sets out what that looks

¹ [Link to the Enabel Pathways to sustainable scale study](#)

like in practice. It is offered as background reading, and the sustainability requirement itself is set out in section 2.1.2.

The call also looks beyond purely local results. A solution is expected to pursue impact and learning that reach past its own national setting and that add to knowledge across the region, so that country-specific experience is converted into collective regional knowledge.

Complementarity and regional learning

The action supported under this call is expected to complement and connect to the rest of the Facility. Grantees should expect that their work may connect with, and contribute to, other parts of RTIA, for example technical assistance to national teacher governance and professional development systems, or research generating evidence on what works in teacher education. Grantees also connect to the Facility's knowledge management, communication strategy, collaborative ecosystems, and regional learning activities, through which the learning generated by grantees is expected to travel beyond the countries in which it is produced.

The initiatives selected under this call form part of that ecosystem themselves. Active participation in this learning network is expected: grantees take part in the exchanges organised across the portfolio and share their scaling experience with the other selected initiatives.

1.2 Objectives of the call for proposals and expected results

The overall objective (impact) is:

To contribute to improving learning outcomes and socio-emotional development of children in sub-Saharan Africa through a more competent, motivated and inclusive teacher workforce in basic education.

This is the overall objective of the RTIA Facility. It is stated here for reference only, to situate the action within the broader ambition of the parent project. Applicants are not expected to demonstrate results at this level.

The specific objective (outcome) is:

To enhance the quality, relevance and effectiveness of teacher professional development in green competences, by scaling proven innovative solutions and generating regional learning on how to do so.

This specific objective contributes to the second specific objective of the RTIA Facility, enhancing the quality, relevance and effectiveness of initial and continuous teacher professional development, and to Facility Output 2.2.2 on innovative solutions to upgrade teachers' green competences, identified and scaled at national and regional level.

The expected outputs are:

1. **A proven green competences solution scaled.** An existing, already-tested teacher training or professional development solution with green competences at its centre is adapted and taken to scale, in the form most relevant to the solution and its context, for example reaching more teachers, embedding it in national systems and policy, deepening quality, or transforming practice.

2. **A credible pathway to sustainability secured.** The solution has a credible pathway to long-term sustainability beyond the grant, which may include integration into national teacher training and professional development systems and government adoption, or another viable model, developed in engagement with the relevant Ministry and a national teacher training and professional development provider.
3. **Learning generated and shared regionally.** Evidence and learning on what works and what does not in scaling the solution are captured through action research and iterative learning, and shared so that country-specific experience is converted into collective regional knowledge.

The number of grants and the indicative envelope are set out in section 1.3.

Monitoring, evaluation and reporting requirements

Each grantee reports against a logical framework, submitted at full-proposal stage using Annex C. Because results are aggregated at Facility level, the following minimum requirements apply to every grant awarded under this call:

- *the logical framework covers the specific objective and each of the three expected outputs set out above, with at least one measurable indicator, a baseline and a target for each;*
- *it includes an indicator on the number of teachers, teacher educators and school leaders reached with green competence training through the solution during the action, irrespective of the source of funding for that delivery, since this figure feeds the RTIA Facility results framework;*
- *unless the nature of an indicator makes it impossible, all data is disaggregated at a minimum by gender, by country and by category of stakeholder reached;*
- *the applicant is able to collect, store and quality-assure the data its indicators require, and describes that capacity in the proposal.*

Applicants propose their own indicator formulations, and may add further project-specific indicators reflecting the particular nature of the solution being scaled. Indicators are not expected to be final at proposal stage. The formulations, baselines and targets are reviewed and agreed with Enabel during the technical optimisation stage (see section 2.3.2, Step 7) before the Grant Agreement is signed. The agreed logical framework is annexed to the Grant Agreement and becomes the basis for reporting.

Reporting obligations, including the frequency and format of reports, are set out in the Grant Agreement (Annex E).

The applicant **may** adapt the proposed outputs to the specific nature and context of the solution, and **may** propose additional outputs in the proposal, provided these remain within the strategic framework of this call and keep green competences as the primary focus.

1.3 Amount of the financial envelope made available by the contracting authority

The overall indicative amount made available under this call for proposals is **1.800.000 EUR**. The contracting authority reserves the right not to allocate all available funds.

Grant amount:

Any grant application submitted under this call for proposals must be between the following minimum and maximum amounts:

- Minimum amount: **200.000 EUR**
- Maximum amount: **300.000 EUR**

The grant range is defined to allow applicants to submit a budget reflecting the actual cost of their action. Applicants are encouraged to request only the amount necessary for the effective and efficient implementation of the proposed activities.

The contracting authority plans to award **6 to 9 grants** under this call for proposals. However, subject to the availability of funds within the overall budget allocated to the call and the financial value of the selected actions, the contracting authority reserves the possibility to award additional grants.

The maximum amount indicated above applies to the initial application. Enabel may, during the implementation phase, subject to the availability of additional resources, grant supplementary funding to one or more beneficiaries selected under this call for proposals, when such funding is duly justified.

Co-financing:

No co-financing is required under this call for proposals.

Applicants should note that this call funds the scaling, learning and sustainability process around an innovative solution, not its core delivery. Not all project costs are therefore eligible. The eligible and ineligible types of actions and costs are detailed in Sections 2.1.2 and 2.1.3.

Funding used for the core delivery of the solution is not treated as co-financing of the action supported by this grant, because the corresponding delivery costs are outside the eligible action budget. It must nevertheless be disclosed to demonstrate the feasibility of the scaling process and to prevent double funding.

2 Rules applicable to this call for proposals

These guidelines define the rules for submitting, selecting, and implementing actions funded under this Call for Proposals.

2.1 Admissibility criteria

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

- (1) The actors:

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

where applicable, its co-applicant(s) [unless otherwise specified, the applicant and the co-applicant(s) are hereinafter jointly referred to as the "applicants"] (2.1.1),

- (2) Actions:

Actions eligible for grants (2.1.2);

- (3) Costs:

Types of costs that can be included in the calculation of the grant amount (2.1.3).

2.1.1 Applicant, co-applicants, partners, and contractors

2.1.1.1 Applicant

To be eligible for grants, the applicant must meet the following conditions:

- A. be a legal entity;
and
- B. 1. be a public entity²; or
2. be a private non-profit entity or a foundation;
and
- C. pursue an objective which is consistent with the objectives of Belgian Development Cooperation as set out in Chapter 2 of the Law of 19 March 2013 on Belgian Development Cooperation, namely:
 - Sustainable human development;
 - Strengthening democracy and the rule of law, including good governance;
 - Respect for human dignity, human rights in all their dimensions, and fundamental freedoms;
 - Inclusive, equitable, and sustainable economic growth, prioritising local entrepreneurship, the social economy, and the ILO Decent Work Agenda;
 and
- D. be established³ in the countries or territories defined as eligible to procurement and grant procedures for actions financed under Neighbourhood, Development and International Cooperation Instrument (NDICI - Global Europe) for the period 2021-2027⁴;
and
 - demonstrate that the applicant, or where applicable, at least one co-applicant, is authorised to operate in the proposed country(ies) of implementation⁵;

² A 100% public entity, with no private capital.

³ The establishment is determined based on the organisation's statutes, which must demonstrate that it was incorporated under the domestic law of the country concerned and that its registered office is located there. Consequently, a legal entity whose statutes were established in another country cannot be considered an eligible local organisation, even if it is registered locally or if a memorandum of understanding has been concluded.

⁴ [Regulation - 2021/947 - EN - EUR-Lex](#)

⁵ Condition E applies only where the proposed country(ies) of implementation differ from the applicant's or co-applicant's country of establishment. Authorisation to operate may be demonstrated through a registration certificate, accreditation or recognition by a competent public authority, a memorandum of understanding with a relevant public institution, a Host Country Agreement, the registration of a local branch or representative office, or

and

- E. be directly responsible for preparing and managing the action with the co-applicant(s) and not acting as an intermediary;

The applicant may act individually, or with one or more co-applicants.

If grants are awarded, 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. They represent any other beneficiaries (co-applicants) and act on their behalf, coordinating the implementation of the action.

2.1.1.2 Co-applicant(s)

The co-applicant(s) participate(s) in the definition and implementation of the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

The co-applicant(s) must meet the eligibility criteria that apply to the applicant.

The co-applicants must sign the mandate included in Part B, Section 2.7 of the grant application.

If a grant is awarded, any co-applicants, along with the contracting beneficiary, become beneficiaries of the action.

In addition, the contracting beneficiary and the co-beneficiaries must conclude a written internal agreement outlining, at a minimum, their practical arrangements for coordination, internal reporting, the transmission of information and supporting documents, the management of difficulties and irregularities, as well as the practical arrangements for financial transfers and regularisation between them. This internal agreement supplements the guidelines and all elements of the Grant Agreement, without being able to deviate from them. In case of conflict or doubt, these documents take precedence over the internal agreement. The internal agreement does not need to be submitted at the concept note stage. However, it must be provided at the second stage as part of the full proposal submission.

2.1.1.3 Grounds for exclusion

The applicant and any co-applicants (if applicable) may not participate in this call for proposals or receive funding if they fall into one of the exclusion categories.

The grounds for exclusion are detailed in Annex VII of the Grant Agreement template provided in Annex E of these guidelines.

The applicant and each co-applicant must each sign a declaration regarding the exclusion criteria, attesting that they do not fall into any of the categories listed and undertaking to provide the following supporting documents:

- Criminal record extracts for the applicant and co-applicants (legal entity) as well as their directors (members of the management or supervisory body). When no criminal record extract exists for

any other equivalent legal or administrative document demonstrating that the organisation is authorised or permitted to implement activities in the country(ies) concerned.

legal entities in the country of establishment concerned, the criminal record extracts of the directors are sufficient;

- The document(s) certifying that the applicant and co-applicant(s) are compliant with their obligations regarding the payment of social security contributions;
- The document(s) certifying that the applicant and co-applicant(s) are compliant with their obligations regarding the payment of taxes;
- The document(s) certifying that the applicant and co-applicant(s) are not bankrupt, in liquidation, insolvent, or subject to judicial reorganisation.

These documents do not need to be attached to the concept note or proposal; the declaration on honour is accepted by Enabel as preliminary proof in lieu of these documents. Enabel will verify the accuracy of the information contained in these documents for applicants ranked in order of priority for grant allocation.

However, for documents that are not accessible via a free national database in a Member State of the European Union, the applicant must be able to provide the supporting documents within 15 calendar days of Enabel's request. Applicants are therefore strongly advised not to wait for Enabel's request and to request the necessary documents as soon as possible from the competent authorities in their country of residence. Indeed, the processing time for certain documents can be lengthy.

2.1.1.4 Associates and contractors

The following persons are not co-applicants. They do not have to sign the "mandate" declaration:

Associates

Other organisations may be associated with the action. These associates actively participate in the action but are not eligible for the grant. Therefore, they may not receive any remuneration, salary, fees, management fees, or any other form of financial compensation for their participation. Coverage of costs related to these associates is limited to daily allowances and necessary, justified travel expenses directly related to their active participation in the action. These associates need not meet the eligibility criteria mentioned in point 2.1.1. The associates must be listed in Part B, Section 2.8 of the grant application, entitled "Applicant's Associates Participating in the Action."

Contractors

Contracting beneficiaries may engage contractors to perform services necessary for the implementation of the action. An associate cannot, within the framework of this same action, also be a contractor for services, work, or supplies. The selection of contractors is subject, depending on the nature of the contracting beneficiary, either to the rules applicable to public procurement when it is a public entity, or to the rules set out in Annex VIII of the model Grant Agreement when it is a private entity.

2.1.2 Eligible actions: for which action can a proposal be submitted?

The proposed action must adhere to a strict framework, defined by the following elements:

2.1.2.1 Definition

Actions eligible for funding under this call for proposals must constitute a project – a self-contained operation composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results described in section 1.2.

Under this call, the action is not the delivery of a teacher training and professional development programme as such. The action is the scaling, learning and sustainability process built around an existing, already-tested innovative solution, as defined in sections 2.1.2.2 and 2.1.2.7. Core delivery of the solution remains the responsibility of the applicant and is not funded by this grant.

2.1.2.2 Guiding principles for formulating the action

The following principles must guide the formulation of every proposal:

- **Green competences at the centre.** Every proposal must place green competences at the centre of the innovative solution being scaled and must name the specific green competence gap it addresses, in which country and at which level of the teacher training and professional development system. Generic commitments to environmental awareness are not sufficient; proposals must engage with green competences as defined in section 1.1. Proposals may combine green competences with one or more of the Facility's other three themes (digital skills, pedagogy for foundational learning, gender-transformative pedagogy) where this strengthens the solution, provided green competences remain the primary focus.
- **Scaling, learning and sustainability, not delivery.** The proposal must be built around the scaling, learning and sustainability process described in sections 1.1 and 2.1.2.2, and not around the core delivery of the solution. Section 2.1.2.7 lists the types of activities that may be funded.
- **Core delivery must be funded and must continue.** Because this call finances the scaling, learning and sustainability process and not the delivery of the solution, the proposal must show how the core delivery of the solution is financed throughout the action: from which sources, covering which periods, and whether each source is secured, contracted or still to be raised. Where delivery funding is not yet secured, the proposal must state what happens to the scaling process if it does not materialise. A scaling process built on delivery that has no identified funding will not be considered credible.
- **A proven solution as the starting point.** Innovations typically move through stages, from early ideation and piloting to a tested and validated solution, to scaling within and beyond the original setting, to full institutionalisation. This call funds the transition from a tested and validated solution towards scaling and institutionalisation. It does not fund ideation or early piloting: the solution on which the action builds must therefore already be operational and have produced results in at least one real teacher training and professional development setting, beyond pilot or proof-of-concept stage. The solution is expected to have been implemented, and to have produced results, in at least one of the countries listed in section 2.1.2.6. Where it has been proven elsewhere, the proposal should explain why the context is comparable. It does not require the solution to have reached full institutionalisation, which is the direction of travel the call supports.

Applicants must describe, in the concept note, the solution to be scaled, where and since when it has been implemented, the results achieved to date, and the evidence supporting those

results. Such evidence may include, for example, monitoring or evaluation data, results reports, independent assessments, user or institutional uptake figures, or documented testimonies.

The maturity of the solution, the credibility of the evidence provided, and the extent to which the solution demonstrates results beyond a pilot or proof-of-concept stage will be assessed as part of the evaluation of the concept note. If no evidence of prior implementation and results is provided, the concept note is expected to receive a score of 0, under the relevant evaluation criterion relating to the existence of a proven solution and the evidence supporting it. Applicants should note that this makes the minimum score of 6 out of 10 required on criterion 1.1 unreachable, so the concept note will not be shortlisted.

- **Minimum quality of the teacher training and professional development solution.** The solution being scaled must meet minimum quality standards. The proposal must state the national teacher competency framework, curriculum or professional standards with which the solution's content is aligned and must state who delivers the solution and what qualification or accreditation requirements apply to those facilitators or trainers. Where the solution is scaled in more than one country, alignment must be shown for each country in which adoption or embedding is pursued.
- **Collaboration with the national teacher training and professional development system.** Because the adoption and long-term sustainability of a solution depend on the institutions that would carry it, proposals are strongly encouraged to involve the relevant Ministry department and a national teacher training and professional development provider in each country where the solution is to be adopted or embedded.

Applicants should describe:

- the national institutions they intend to engage with, where relevant;
- why these institutions are relevant to the proposed scaling pathway;
- the role they are expected to play;
- the approach and methodology through which collaboration will be established and maintained;
- the current status of engagement, where applicable.

A formal agreement is not required. Documented engagement, such as a letter of intent or memorandum of understanding, may be provided as supporting evidence. The existence of such documentation is not assessed as a separate requirement but may contribute to the assessment of the credibility and feasibility of the proposed scaling pathway and sustainability approach.

- **Beyond-local ambition.** Each proposal must set out a clear vision and strategy for impact, transfer or learning that reaches past its immediate national setting and contributes to collective regional knowledge, including through collaborative ecosystems in the region. Proposals are expected to situate the solution in relation to the relevant national teacher policy or teacher development strategy, and/or to the African Union Continental Education Strategy for Africa (2026-2035).
- **A structured approach to learning.** Each proposal must set out how learning will be generated, captured and shared across the grant period, and must resource this work rather than treat it as a by-product of implementation. Grantees are required to submit a learning and knowledge management plan, to document the scaling process as a case study before the end of the action, to reflect on learning in their regular narrative reporting, and to take part in the peer learning

and exchange activities organised with other RTIA-supported initiatives. The plan is described in Annex A.

- **A credible sustainability pathway.** Each proposal must set out a credible pathway to long-term sustainability and scaling, which may include integration into national teacher training systems and government adoption, hybrid or partial revenue models, or another viable model. Applicants may find it useful to consult Enabel's 2026 study *Pathways to sustainable scale*⁶, which examines how mission-driven organisations across Africa use hybrid business models to build financial resilience and grow impact. The study is offered as a resource, not as a prescribed model, and proposals are not assessed against it.

Enabel is committed to equity and inclusion, as evidenced by its **“Equity in Action” strategy**⁷. Enabel adopts a transformative approach to gender equality and expects its contracting beneficiaries to follow this same logic.

As such, the following elements relating to gender equality and inclusion must be taken into account in the proposed action:

- Proposals must show how the action promotes gender equality in access to and participation in teacher training and professional development and must avoid reinforcing existing gender gaps. Where green competences content is scaled, proposals should consider the differentiated ways in which environmental challenges affect girls and boys, women and men.

2.1.2.3 Ineligible actions

- Actions consisting solely or primarily of sponsoring the participation of individuals in workshops, seminars, conferences, and congresses;
- Actions consisting solely or primarily of funding individual scholarships or training grants;
- Actions consisting solely or primarily of teacher training or professional development solutions that target teachers, teacher educators or school leaders working outside basic education, that is outside the levels from early childhood education to lower secondary;
- Actions consisting solely or primarily of the delivery of teacher training and professional development or the production of core content or curricula, rather than the scaling, learning and sustainability process around a proven solution;
- Actions consisting solely or primarily of the routine operation or continuation of an existing programme without a scaling, learning or sustainability objective;
- Actions consisting solely or primarily of interventions implemented in crisis-affected or fragile contexts falling within the scope of the Teachers in Crisis Contexts call, as defined in the guidelines of that call;
- Actions consisting solely or primarily of research activities falling within the scope of the RTIA Call for Research Proposals, as defined in the guidelines of that call;
- Actions consisting solely or primarily of activities in which green competences are not the primary focus of the innovative solution being scaled.

⁶ [Link to the Enabel Pathways to sustainable scale study](#)

⁷ [Link to the Enabel Equity in Action strategy](#)

2.1.2.4 Duration

The initial duration of an action cannot be less than **18 months** nor exceed **24 months**.

2.1.2.5 Final beneficiaries of the action

The end beneficiaries of the action will be:

- **teachers, teacher educators and school leaders**, as the direct users of the green competences the innovative solution builds, reached through the national teacher training and professional development system;
- **national teacher training providers and the relevant Ministry departments**, as the institutions expected to adopt and sustain the solution;
- **learners in basic education** (from early childhood to lower secondary), as the ultimate beneficiaries, who gain the knowledge, skills and behaviours to act on environmental challenges.

2.1.2.6 Geographic coverage

Projects must be implemented in the sub-Saharan African countries (as per the EU definition) listed below.

EAST AND CENTRAL AFRICA	WEST AFRICA	SOUTHERN AFRICA
1. Burundi 2. Cameroon 3. Central African Republic 4. Congo 5. DRC 6. Djibouti 7. Equatorial Guinea 8. Eritrea 9. Ethiopia 10. Gabon 11. Kenya 12. Rwanda 13. Sao Tome and Principe 14. Somalia 15. South Sudan 16. Sudan 17. Tanzania 18. Uganda	1. Benin 2. Burkina Faso 3. Cabo Verde 4. Chad 5. Côte d'Ivoire 6. The Gambia 7. Ghana 8. Guinea 9. Guinea-Bissau 10. Liberia 11. Mali 12. Mauritania 13. Niger 14. Nigeria 15. Senegal 16. Sierra Leone 17. Togo	1. Angola 2. Botswana 3. Comoros 4. Eswatini 5. Lesotho 6. Madagascar 7. Malawi 8. Mauritius 9. Mozambique 10. Namibia 11. Seychelles 12. South Africa 13. Zambia 14. Zimbabwe

Regional and cross-border actions within the eligible countries are not only authorised but encouraged. This call places particular value on actions whose impact and learning reach beyond a single national setting and contribute to collective regional knowledge. Where an action is implemented in more than one country, it must show coherence across those countries, including the links between their relevant policy priorities. The way in which beyond-local and multi-country ambition is assessed is set out in the evaluation criteria in section 2.3.

Only innovative solutions in one or more of the countries listed in this section are eligible for support under this call.

2.1.2.7 Types of activities

The list below presents, for guidance purposes and not as an exhaustive list, the types of activities that may be funded under this call.

- Adapting an existing innovative solution for new contexts, systems or larger scale, limited to the strategic and design work involved, not the production of training content, curricula or materials;
- Action research and iterative learning on the innovative solution itself;
- Organisational development and capacity building for scaling;
- Strengthening financial resilience and sustainability of the innovation, for example sharpening its value proposition, developing a business or revenue model and reducing its grant dependence;
- Strengthening organisational and financial governance, including the structures needed to sustain the innovative solution beyond the grant;
- Engaging Ministries and national teacher training providers to secure adoption of the innovation;
- Capturing, documenting and sharing learning, including communities of practice and contributions to regional knowledge;
- Coordinating regional collaboration regarding the innovation's scaling process;
- Monitoring, evaluation and evidence generation on the scaling process.

The following types of activities are not eligible:

- Workshops and conferences of a religious, political, or spiritual nature;
- Activities consisting exclusively or primarily of general operating funding for the applicant or their partners, without a direct link to the proposed action;
- Activities limited to one-off events, visibility actions, or communication campaigns, when they are not part of a coherent intervention strategy contributing to the expected results;
- Activities that do not have a direct and demonstrable link to the objectives, expected results, and intended end beneficiaries;
- Activities that constitute the core delivery of the innovative solution to end beneficiaries, or the routine production of training content, curricula or materials, as opposed to the strategic and design work of adapting them for scale.

2.1.2.8 Third-party funding⁸

Third-party funding refers to mechanisms by which part of the grant may be transferred to third parties to contribute to the achievement of the action's objectives.

Within the framework of this call for proposals, two mechanisms must be distinguished:

- sub-grants, which consist of granting funding to sub-beneficiaries for the implementation of sub-actions contributing to the achievement of the action's objectives;
- financial support to final beneficiaries, which consists of providing direct financial support to certain final beneficiaries of the action.

⁸ These third parties are neither partners nor contractors.

These two mechanisms are distinct. Their use is only possible when expressly authorised in the sections below, and only under the conditions stipulated therein.

1. Sub-grants:

Applicants and co-applicants, where applicable, **may not** offer sub-grants to sub-beneficiaries to help achieve the action's objectives through sub-actions.

2. Financial support to final beneficiaries

The applicant and, where applicable, the co-applicants **may not** offer financial support to final beneficiaries to help achieve the objectives of the action.

2.1.2.9 Visibility

Applicants must take all necessary measures to ensure the visibility of funding by the European Union. The contracting beneficiary must always mention "the European Union" as the donor or co-donor in public communications relating to the grant-funded action.

Projects should include a communication and visibility budget and must identify who is responsible for carrying out this work. This responsibility may be held by a staff member, on a part-time basis, or contracted externally, but a communication budget without an identified person to implement it will not be considered credible. The communication and visibility budget may not be less than 5.000 EUR.

Eligible communication costs include the staff time or consultancy fees of the person responsible, graphic design, media relations, and the production of communication products such as audiovisual material and photo reporting. Promotional merchandise is not considered a priority use of these funds.

Enabel does not prescribe a standard set of communication deliverables. Communication plans and activities are expected to be proportionate and realistic in relation to the action's budget, timeline and context, and to contribute to the visibility of results at Facility level. A communication toolkit will be provided to grantees, including the communications requirements in line with Communicating and Raising EU Visibility Guidance and Facility communication guidelines.

2.1.2.10 Number of applications and grant agreements per applicant

The applicant cannot submit more than one application under this call for proposals.

The applicant cannot be awarded more than one Grant Agreement under this call for proposals.

The applicant cannot be a co-applicant in another application at the same time.

A co-applicant cannot participate in more than one application under this call for proposals.

A co-applicant cannot be awarded more than one Grant Agreement under this call for proposals.

Where, after ranking, several proposals involving the same applicant or co-applicant could be selected, but the rules above do not allow for the selection of all such proposals, only the highest-ranked proposals are selected, up to the applicable maximum number. Other proposals involving the same applicant or co-applicant are not selected, even if they have met the minimum thresholds required.

Any application involving an applicant or co-applicant that does not comply with the above rules will be rejected.

The applicant and/or co-applicant is allowed to submit an application for this Call for Proposals and at the same time submit an application for the parallel Call for Proposals of Expertise France.

The applicant and/or co-applicant may not submit the same project proposal for this Call for Proposals and the parallel Call for Proposals of Expertise France.

2.1.3 Cost eligibility: which costs can be included?

2.1.3.1 Eligible costs

Only eligible costs can be covered by the grant. The categories of eligible and ineligible costs are specified below. The budget constitutes both an estimate of projected costs and an overall ceiling for eligible costs. Eligible costs are those linked to the scaling, learning and sustainability activities described in section 2.1.2, including the use of dedicated staff and consultants who take up strategic and leadership roles to steer scaling, organisational development and learning, and all other activity costs directly linked to that process. Costs relating to the core delivery of the innovative solution, or to the routine production of training content, curricula or materials, are not eligible, in line with the eligible and ineligible actions defined in section 2.1.2.

Reimbursement of eligible costs may be based on one of the following, or any combination thereof:

- Direct costs (management and operational costs) actually incurred by the contracting beneficiary.
To be eligible for the purposes of this call for proposals, costs must meet the conditions set out in Article 3 of the General Conditions of the Model Grant Agreement (see Annex Eb of these guidelines).
- Structural costs: these are capped at 7% of the total amount of operational costs financed by Enabel.
The applicable rate for structural costs will be calculated in advance by Enabel based on an analysis of the contracting beneficiary's balance sheet. Enabel may also use an external organisation to estimate this rate.
Once the rate is accepted, the structural costs are fixed and do not need to be justified.
Structural costs will be paid during the grant period based on actual, eligible operating expenses accepted by Enabel.

2.1.3.2 In-kind contributions

"In-kind contributions" refers to goods or services provided free of charge by a third party to the contracting beneficiary. Since in-kind contributions do not involve any expenditure for the contracting beneficiary, they are not eligible costs and are not taken into account when justifying co-financing.

2.1.3.3 Ineligible costs

The following costs are not eligible:

1. Accounting entries not resulting in a cash outflow;
2. Provisions for risks and charges, losses, debts, or contingent future debts;
3. Debts and accrued interest;
4. Doubtful receivables;

5. Exchange losses;
6. Credits to third parties;
7. Guarantees and sureties;
8. Costs already covered by another grant;
9. Invoices issued by other organisations for products and services already grant-funded;
10. Subcontracting through service or consultancy contracts to staff members, board members, or members of the general assembly of the grant-funded organisation;
11. Subletting of any kind to oneself;
12. Purchases of land or buildings, unless such purchases are essential for the direct implementation of the action;
13. Costs related to compensation in the event of a claim arising from the organisation's civil liability;
14. Severance pay for the notice period not worked;
15. Purchases of alcoholic beverages, tobacco, and related products;
16. Third-party financing (sub-grants and financial support to final beneficiaries);
17. Salary bonuses⁹.

2.2 Submission of the application and procedures to follow

As part of this two-stage Call for Proposals, applicants initially submit a concept note, prepared according to the provided template and accompanied by the required annexes at this stage. After administrative verification, verification of applicant eligibility, and evaluation of the concept notes, only applicants whose concept note is selected for the next phase are invited to submit a full proposal.

The full proposal is then submitted under the conditions and deadlines communicated by Enabel. It must develop, clarify, and operationalise the selected concept note, without substantially altering the nature, rationale, objectives, expected results, end beneficiaries, intervention area, or overall scope of the action evaluated at the concept note stage.

2.2.1 Content of the concept note

Concept notes must be submitted in accordance with the instructions for the concept note included in the grant application package attached to these guidelines (Annex A, Part A).

Applicants must submit their concept note in French or English.

⁹ A bonus should be understood as the payment of a "bonus" triggered by a staff member's participation in the action funded by Enabel or which is linked in any way to the individual's performance in the action or to the performance of the action itself. This is not an eligible cost. However, there are payments that could be described in the same way and could still be considered part of the normal salary package and therefore eligible (i.e., variable components of salary). These payments must be made regardless of the staff member's participation in the activity funded by Enabel.

In the concept note, applicants should only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a proposal in the second stage will then be required to present a detailed budget.

The elements defined in the concept note may not be modified by the applicant in the proposal. The European Union contribution may not vary by more than 10% from the initial estimate and must remain within the maximum authorised amount.

Any major error or inconsistency relating to the points mentioned in the instructions for the concept note may result in its rejection.

The contracting authority reserves the right to request clarification when the information provided does not allow it to carry out an objective assessment.

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, accompanied by a translation into the language of the call for proposals when they are not drawn up in French, English, or Dutch.**
2. **An external audit report produced by a certified public accountant, certifying the applicant's accounts for the last available financial year (not applicable to public applicants). Potential co-applicants are not required to submit an external audit report.**
3. **A copy of the most recent financial statements of the applicant and any co-applicants (income statement and balance sheet for the last two closed financial years)¹⁰.**
4. **The Legal Entity Form (see Annex D of these Guidelines) duly completed and signed by each applicant (i.e., the applicant and each of any co-applicants), along with the required supporting documents.**
5. **Documents demonstrating that the applicant or at least one co-applicant is authorised to operate in the proposed country(ies) of implementation, where these differ from its country of establishment. Such documents may include, but are not limited to, a registration certificate, accreditation or official recognition by a competent authority, a memorandum of understanding with a relevant public institution, a Host Country Agreement, or any equivalent legal or administrative document.**
6. **The Declaration of Honour (Annex D2) regarding the Exclusion Criteria duly completed and signed by each applicant (i.e., the applicant and each of any co-applicants).**
7. **Evidence supporting the status of the proposed solution as a proven solution, as described in Section 2.1.2.2, demonstrating prior implementation and achieved results beyond a pilot or proof-of-concept stage in at least one country eligible under this call, as defined in Section 2.1.2.6. Such evidence may include monitoring or evaluation data, results reports, independent assessments, user or institutional uptake figures, or documented testimonies.**

¹⁰ This does not apply to public bodies or where the accounts are, in practice, the same documents as the external audit report already provided under point 2.

2.2.2 Where and how to send the concept note?

Concept notes must be submitted with all their attachments using the dedicated online platform:

<https://enabel.grantplatform.com/>

Concept notes submitted by other means will be rejected.

Applicants must ensure that their concept note is complete. Incomplete concept notes may be rejected.

2.2.3 Deadline for submitting the concept note

The deadline for receiving concept notes is **06 December 2026 at 23:59 (Brussels time)**. Only concept notes actually received by this date and time will be considered. Any concept note received after this deadline will be rejected.

2.2.4 Other information about the concept note

An information session regarding this call for proposals will be held online on Tuesday 10 November 2026 at 10:00 (CET) on Zoom:

<https://us06web.zoom.us/meeting/register/koqWz13cQhuHGU-24HqP4w>

Applicants may also send their questions by email, no later than 21 days before the deadline for submitting concept notes, to the address below, clearly indicating the reference of the call for proposals:

Email address: koen.verreicht@rtia-facility.eu

The Contracting Authority is not obliged to provide clarification on questions received after this date.

Answers to questions received on time will be published or communicated no later than 11 days before the deadline for submitting concept notes.

In order to ensure equal treatment of applicants, the Contracting Authority cannot give prior opinions on the admissibility of applicants, a specific action, or specific activities.

The answers to these questions, as well as any other important information relating to this procedure, will be published in due course on the Enabel website page where this call for proposals is published. It is therefore recommended that you consult this page regularly to stay informed of the questions, answers, and other information 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 package attached to these guidelines (Annex A). Applicants must strictly adhere to the proposal format and complete the paragraphs and pages in order.

The elements stated in the concept note cannot be modified by the applicant in the proposal. The European Union contribution indicated in the proposal may not deviate by more than 10% from the initial estimate in the concept note, and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be respected. The 10% deviation limit applies only to the difference between the amount estimated in the concept note and the amount requested in the full proposal. It does not limit a duly justified reduction resulting from the technical optimisation stage (see 2.3).

Applicants must submit their proposal in the same language as their concept note.

Applicants must complete the proposal as carefully and clearly as possible to facilitate its evaluation.

Any major error or inconsistency in the proposal (for example, inconsistencies in the amounts shown in the budget spreadsheets) may lead to the immediate rejection of the proposal.

Clarification will only be requested if the information provided is unclear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten proposals will not be accepted.

Please note that only the proposal and the required annexes (budget, logical framework) will be evaluated, together with any optional evidence of engagement with national institutions as described in section 2.1.2.2 (for example a letter of intent or memorandum of understanding). It is therefore very important that these documents contain ALL relevant information concerning the action. No annexes other than those explicitly required by these guidelines may be attached. Any other annexes will not be opened or evaluated.

2.2.6 Where and how to send proposals?

Full proposals must be submitted, together with all required attachments, through the dedicated online platform. The submission link will be provided in due course to applicants whose concept notes have been shortlisted and who have been invited to submit a full proposal.

Proposals sent by other means will be rejected.

Applicants must ensure their proposal is complete. Incomplete proposals may be rejected.

2.2.7 Proposal submission deadline

The deadline for submitting proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted. Only proposals actually received by the specified date and time will be considered. Any proposal received after this deadline will be rejected.

2.2.8 Other information on proposals

Applicants may send their questions by email, no later than 21 days before the deadline for submitting proposals, to the address listed below, clearly indicating the reference of the call for proposals:

Email address: koen.verrecht@rtia-facility.eu

The Contracting Authority is not obliged to provide clarification on questions received after this date.

Questions will be answered no later than 11 days before the deadline for submitting proposals.

In order to ensure equal treatment of applicants, the Contracting Authority cannot give prior advice on the admissibility of applicants or of an action.

No individual answers will be given to questions. All questions and answers, as well as other important information communicated to applicants during the evaluation procedure, will be published on the following website: www.enabel.be. It is therefore recommended that applicants regularly consult the website address above to stay informed of published questions and answers.

2.3 Evaluation and selection of applications

Proposals will be examined and evaluated by the Contracting Authority with the assistance, where appropriate, of external assessors. All actions submitted by applicants will be evaluated according to the phases, stages, and criteria described below.

If the examination of applications reveals that the proposed action does not meet the admissibility criteria described in points 2.1.1, 2.1.2 and 2.1.3, the application will be rejected on that basis alone.

2.3.1 Stage 1: Opening, administrative verification, eligibility verification, and evaluation of concept notes

The following elements will be examined:

Step 1: Opening

- Compliance with the submission deadline. If the deadline has not been met the concept note will be automatically rejected.

Step 2: Administrative and admissibility check

- The concept note meets all the criteria specified in the points of the checklist provided in Annex F1aV.
- If any information is missing or incorrect, the concept note may be rejected on that basis alone and will not be evaluated.

Step 3: Evaluation

Concept notes that meet the conditions of the initial administrative and admissibility checks will be evaluated with regard to the relevance and design of the proposed action.

The concept notes will be assigned an overall score out of 50, according to the breakdown specified in sub-sections 1.1 to 2.2 of the concept notes evaluation grid provided in Annex F1aE.

The evaluation criteria are divided into sections and sub-sections. 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.

Once all concept notes have been evaluated, a list will be established ranking the proposed actions according to their total score.

Initially, only concept notes that have achieved a score of at least 30 points and 6/10 for criterion 1.1 will be considered for pre-selection.

Secondly, the concept notes considered are ranked in descending order of score. They are shortlisted in this order until the cumulative sum of requested contributions reaches or exceeds 200% of the available funding envelope provided for in the guidelines.

If the 200% threshold is reached or exceeded at a rank occupied by several concept notes with the same score, all concept notes tied at that rank are shortlisted, provided they meet the minimum required scores.

After the evaluation of the concept notes, the contracting authority will inform all applicants in writing of the reference number assigned to their application, the result of the verification of their concept note, and, where applicable, the results of its evaluation.

Applicants whose concept notes have been shortlisted will then be invited to submit a proposal.

2.3.2 Stage 2: Opening, administrative verification, eligibility verification, and evaluation of proposals

The following elements will be examined:

Step 1: Opening

During the opening of proposals, compliance with the submission deadline will be verified. Any proposal submitted after the deadline will be automatically rejected.

Step 2: Administrative and Eligibility Verification

Each proposal will be examined to verify whether it meets all the criteria mentioned in the sub-sections of the verification grid provided in Annex F2aV.

If requested information is missing or incomplete, the proposal in question may be rejected on that basis alone and will not be evaluated further.

Step 3: Evaluation

Proposals that meet the administrative verification and eligibility requirements will be evaluated.

The quality of the proposals, including the proposed budget and the applicants' capacity, will be assigned a score out of 100 based on the criteria and sub-criteria outlined in the proposal evaluation grid provided in Annex F2aE.

The evaluation focuses on both the applicants' operational and financial capacity and the quality of the proposed action.

Section 1, "Operational and Financial Capacity," assesses whether the applicants have the necessary resources, experience, expertise, and financial stability to successfully carry out the proposed action. It covers, in particular, relevant experience, available technical expertise, operational and financial management capacity, as well as the stability and sufficiency of funding sources.

This section is broken down into sub-criteria 1.1 to 1.4 of the evaluation grid. It is scored and contributes to the proposal's overall score. It also has a disqualifying effect: if the score obtained for the "Operational and Financial Capacity" section is less than 12/20, the proposal is rejected, regardless of the score obtained in the other sections. Similarly, if any of the sub-criteria in this section receives a score of 1/5, the proposal is rejected.

The other sections of the evaluation grid assess the quality of the proposed action in relation to the objectives and priorities of the call for proposals. They focus in particular on the relevance of the action and its consistency with the call's objectives, the quality of the activities and implementation methods, organisation, governance and monitoring and evaluation, the quality and feasibility of the proposed learning and knowledge management approach, risk management, sustainability, the operational integration of cross-cutting themes, and the coherence and effectiveness of the proposed budget.

The evaluation criteria are divided into sections and sub-sections. 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 meet the applicable minimum thresholds and obtain an overall score of at least 60/100 may be considered for a grant, within the limits of the available budget and according to their ranking.

The selected proposals are listed in a provisional allocation table, ranked in descending order of score and within the limits of the available budget. The other proposals that have met the required thresholds are placed, in the same ranking order, on a reserve list.

In the event of a tie between several proposals ranked where the total budget available for the call for proposals does not allow for funding all the tied proposals, the proposals concerned are ranked according to the scores obtained on the following criteria, applied successively:

1. Quality of activities and implementation methods;
2. Organisation, governance, and monitoring and evaluation;
3. Viability, risk management, sustainability, and operational integration of cross-cutting themes;
4. Budget and cost-effectiveness.

If equality persists after application of these criteria, the evaluation committee will issue a reasoned recommendation based on the most decisive qualitative elements for achieving the objectives of the call, in accordance with the principles of equal treatment, transparency, and traceability.

Step 4: Verification of the absence of grounds for exclusion

Applicants listed in the provisional allocation table will be asked to provide supporting documents demonstrating the absence of grounds for exclusion (see section 2.1.1.3). If these documents are not submitted within 15 calendar days, the proposals in question will be rejected.

Step 5: Organisational Analysis

As part of the evaluation process, Enabel will conduct an organisational analysis of the applicants listed in the provisional allocation table to verify that they have the necessary capacities to ensure the successful implementation of the action. This analysis will focus in particular on the organisation's legal framework and governance, its organisational structure, its technical capacities, its human resources, its financial management systems, its audit and internal control mechanisms, and its procurement procedures.

The organisational analysis has an indicative validity period of four years from its completion or validation by Enabel. During this period, Enabel may use the existing analysis for the purposes of a new

call for proposals, without prejudice to its right to request additional information, to carry out a targeted update, or to conduct a new analysis when circumstances warrant.

Enabel may, where appropriate, take into account recent organisational analyses or comparable assessments carried out by third parties during the last four years, provided they are deemed relevant, sufficiently comprehensive, and reliable with regard to the requirements of this call for proposals. However, Enabel reserves the right to request additional information or to conduct its own analysis if it deems it necessary.

The results of this analysis will, in particular, define the risk management measures to be included in the Grant Agreement and specify the monitoring and control procedures that Enabel intends to apply during the implementation of the grant. If this analysis reveals shortcomings such that the proper execution of the grant cannot be guaranteed, the proposal in question may be rejected at this stage. In this case, the first proposal on the reserve list will be subject to the same process.

Step 6: Selection

Following steps 4 and 5, Enabel finalises the selection of successful proposals, ranked according to their score and within the limits of available funds.

Any applicant subsequently selected from the reserve list, particularly if additional funds become available, must also undergo steps 4 and 5 described above.

Step 7: Optimisation

After the proposals have been selected, the applicants provisionally chosen may be invited by Enabel to participate in a technical optimisation stage of their proposal before the Grant Agreement is signed.

In this context, Enabel will provide the applicants concerned with structured and reasoned feedback, based on observations from the evaluation, in order to clarify, strengthen, or adjust certain elements of the proposal to improve its clarity, coherence, and operational effectiveness.

The technical optimisation stage also covers the monitoring, evaluation and learning framework. Enabel and the applicant jointly review the logical framework and the monitoring and evaluation approach submitted with the proposal, and agree the final indicator formulations, baselines and targets, so that the minimum requirements set out in section 1.2 are met. This review clarifies how results will be measured and reported; it does not change the results the proposal was selected to deliver.

This phase is conducted exclusively with the applicants chosen and does not constitute a renegotiation of the grant, a modification of the award decision, or a reopening of the competitive bidding process. The requested adjustments cannot call into question the elements that formed the basis for the proposal's selection.

The technical optimisation stage cannot increase the grant amount. It may result in a reduction where duly justified, for example by efficiency gains, simplification of activities, more accurate cost estimates, clarification of implementation arrangements, or prevention of double funding, and may not bring the grant below the minimum amount set in section 1.3.

Step 8: Finalisation of the Grant Award

Following the optimisation step, where applicable, Enabel finalises the grant award. The final decision identifies the selected beneficiaries and the grant amounts awarded to each of them, taking into account the evaluation results, available funds, and, where applicable, any adjustments agreed upon during the optimisation step. This decision serves as the basis for preparing and signing the Grant Agreements.

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 made by the Contracting Authority regarding their application and, in the event of rejection, the reasons for this decision.

When an applicant believes they have been wronged by an alleged error or irregularity committed during a grant procedure, or believes the procedure was tainted by an act of maladministration, they may file a complaint with the contracting authority.

In this case, the complaint will be addressed to the author of the contested decision, who will endeavour to investigate and respond to the complaint within 15 working days. Alternatively, or if the response is deemed unsatisfactory by the applicant, they may contact the relevant Operations Director at headquarters via the email address: complaints@enabel.be.

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

Complaints related to integrity issues (fraud, corruption, sexual exploitation or abuse, etc.) must be addressed to the Integrity Office via <https://enabel.grantthornton-whistle.com/en/home>

A complaint cannot seek a second evaluation of the proposal solely on the basis of disagreement with the award decision.

2.4.2 Indicative timetable

	Date	Time*
Publication of the Call for Proposals	29 October 2026	-
Information Webinar	10 November 2026	10:00 (Brussels time)
Deadline for requests for clarification to the Contracting Authority	15 November 2026	23:59
Last date by which clarifications are provided by the Contracting Authority	25 November 2026	-
Deadline for submission of concept notes	06 December 2026	23:59
Informing applicants about the opening, administrative checks, and the assessment of the concept note (stage 1)	29 January 2027*	-
Invitations to submit proposals	29 January 2027*	-
Deadline for submitting proposals	01 March 2027*	-
Request for certificates and supporting documents relating to grounds for exclusion (see 2.1.1.3)	15 March 2027*	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	31 March 2027*	-
Organisational analysis of applicants whose proposal has been shortlisted.	15 March 2027*	-
Technical optimisation of proposals	31 March 2027*	-

Notification of the award decision and transmission of the signed Grant Agreement	30 April 2027*	-
Signature of the Grant Agreement by the contracting beneficiary	No later than 15 days after notification of the award	-

* 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 website <https://www.enabel.be/grants/>.

2.5 Implementation conditions after the contracting authority's decision to award the grant

With the decision to award the grant, an agreement based on the contracting authority's standard Grant Agreement (Annex E of these guidelines) will be proposed to the contracting beneficiaries.

By signing the concept note and the proposal (Annex A of these guidelines), applicants accept in advance, should they be awarded a grant, the contractual conditions set out in this standard agreement.

Enabel reserves the right, however, based on the organisational analysis, where applicable, or other elements from the evaluation, to introduce specific contractual clauses into the agreement or to adapt certain standard contractual provisions contained in the model.

2.5.1 Separate bank account

If a grant is granted, the contracting beneficiary is required to open a separate bank account or, failing that, a separate sub-account to identify the funds received. This account must be opened in euros, where this option exists in the country concerned.

The financial identification form¹¹, certified by the bank, must be submitted by the contracting beneficiary to Enabel, along with the signed copies of the Grant Agreement, after they have been notified of the award decision.

2.5.2 Processing of personal data

Enabel undertakes to process with the utmost care the personal data communicated to it within the framework of this call for proposals, in accordance with applicable legislation on the protection of personal data, including the General Data Protection Regulation (GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data provides for stricter requirements, Enabel also complies with them. In the context of participation in a call for

¹¹ The bank must be located in the country where the contracting beneficiary is established.

proposals for the award of grants, Enabel collects, in particular, the contact details of the contact persons or authorised representatives of the entity submitting the application, such as surname, first name, professional telephone number, professional email address, position, and the name of the organisation represented. In certain cases, Enabel may also be required to collect a criminal record extract or equivalent document concerning the head of the applicant organisation. This data is processed to the extent that its collection is necessary for compliance with the legal obligations applicable to Enabel in the context of managing and allocating its grants. For more information, please consult Enabel's privacy statement at the following link: <https://www.enabel.be/gdpr-privacy-notice>

2.5.3 Transparency

In the interest of transparency, Enabel undertakes to publish an annual list of contracting beneficiaries. By signing the Grant Agreement, the contracting beneficiary agrees to the publication of the contract title, the nature and purpose of the contract, their name and location (address), and the contract amount.

3 List of annexes

The documents below are listed in the order in which applicants will need them. Only the documents listed for each stage should be submitted at that stage. Documents submitted at the wrong stage, or not listed below, will not be considered.

Documents to submit with the concept note (stage 1, all applicants)

- Annex A: Grant application file, Part A: Concept note, completed and signed.
- The statutes or articles of association of the applicant and each co-applicant, accompanied by a translation into the language of the call for proposals when they are not drawn up in French, English, or Dutch.
- An external audit report produced by a certified public accountant, certifying the applicant's accounts for the last available financial year (not applicable to public applicants). Co-applicants are not required to submit an external audit report.
- A copy of the most recent financial statements of the applicant and each co-applicant (income statement and balance sheet for the last two closed financial years).
- Annex D: Legal entity form, duly completed and signed by the applicant and each co-applicant, along with the required supporting documents.
- Documents demonstrating that the applicant or, where applicable, at least one co-applicant is authorised to operate in the proposed country(ies) of implementation, where these differ from its country of establishment. Authorisation to operate may be demonstrated through a registration certificate, accreditation or recognition by a competent public authority, a memorandum of understanding with a relevant public institution, a Host Country Agreement, the registration of a local branch or representative office, or any other equivalent legal or administrative document demonstrating that the organisation is authorised or permitted to implement activities in the country(ies) concerned.

- Annex D2: Declaration of honour regarding the grounds for exclusion, signed by the applicant and each co-applicant.
- Evidence supporting the status of the proposed solution as a proven solution, as described in section 2.1.2.2.

Documents to submit with the full proposal (stage 2, shortlisted applicants only)

- Annex A, Grant application file, Part B: Proposal, completed and signed, including the applicant's declaration and the mandate signed by each co-applicant.
- Annex B: Budget.
- Annex C: Logical framework.
- Optional: evidence of engagement with national institutions, such as a letter of intent or a memorandum of understanding (see section 2.1.2.2).

Documents requested after provisional selection (not to be submitted with the application)

Enabel will request the following from applicants included in the provisional allocation table only (see section 2.3, Steps 4 and 5):

- Supporting documents relating to the grounds for exclusion, to be provided within 15 calendar days of the request;
- The information needed for the organisational analysis;
- The financial identification form (Annex VI of the Model Grant Agreement), certified by the bank, submitted by the contracting beneficiary together with the signed Grant Agreement.

Documents for information (not to be completed or submitted)

- Annex E: Model Grant Agreement including various annexes:
 - Part A: Specific conditions
 - Part B: General conditions
 - Annex III: Model payment request
 - Annex IV: Model for the transfer of ownership of assets
 - Annex V: Legal entity form (Private or Public)
 - Annex VI: Financial identification form
 - Annex VII: Grounds for exclusion
 - Annex VIII: Public procurement principles (in the case of a private contracting beneficiary)
- Annex G: Per diem rates: rates in effect at the representation of the country concerned

Evaluation grids

- Annex F1aV: Administrative Verification and Eligibility Checklist for a Concept Note
- Annex F1aE: Evaluation Checklist for a Concept Note
- Annex F2aV: Administrative Verification and Eligibility Checklist for a Proposal
- Annex F2aE: Evaluation Checklist for a Proposal