

Palestine

Contracting Authority: ENABEL

Call for proposals under the project:

Youth Protection & Civic Engagement

PSE2200211

**“Youth-led civic engagement in the West Bank,
including East Jerusalem”**

Guidelines for Applicants

Reference: PSE22002-10060

Deadline for submitting concept notes: 16 November 2026

Deadline for submitting proposals: 28 December 2026

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 verification of applicant eligibility, shortlisted applicants will be invited to submit a full proposal. The full proposals received from shortlisted applicants will then be evaluated.

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1. YOUTH-LED CIVIC ENGAGEMENT IN THE WEST BANK

1.1 CONTEXT

Enabel, the Belgian agency for international cooperation, implements the Palestine Country Programme 2022-2028. The program's overarching vision is to empower young people in an environmentally sustainable Palestine. Under Pillar 1, Specific Objective 2 - Youth Protection & Civic Engagement - seeks to ensure that vulnerable boys and girls and young women and men are protected against violence; access quality psychosocial, mental health, gender-based violence and legal counselling and support services; have their rights promoted; are well informed and enabled to participate in decision-making; and actively engage in their communities.

This Call for Proposals falls under Result 1: Youth human rights are promoted and their opportunities for civic engagement are increased. The Program Review dated April 2026 consolidates youth rights promotion and civic engagement in the West Bank, including East Jerusalem, and positions youth participation as a constructive and stabilizing force at community and local governance levels. It calls for youth leadership, collective engagement, dialogue, civic initiatives and rights-based approaches that address locally identified protection and social cohesion challenges.

The call is issued amid severe and continuing political, economic, social and operational pressure. These affect locations and population groups differently and can change rapidly. Proposed actions must therefore combine a clear strategic direction with conflict-sensitive, protection-centred and adaptable implementation arrangements.

The design of this call draws directly on Enabel's youth consultation of 24 June 2026, attended by 33 young people from ten governorates of the West Bank including East Jerusalem and on the following validation session of July 2026. It also reflects the consultation with youth organisations and civil society actors held on 14 July 2026. Across both processes, participants called for participation that produces influence and visible follow-up; safe and accessible spaces; youth involvement throughout the programme cycle; practical support for youth-led initiatives; rights, legal and civic knowledge linked to action; sustained dialogue with institutions; responsible digital engagement; outreach to marginalised youth and grassroots organisations; and stronger coordination and sustainability.

The action should complement earlier and ongoing Enabel-supported work on human rights and civic engagement and establish strong working relationships with municipalities, universities, civil society organisations and relevant Palestinian Authority structures. It should strengthen existing systems and credible local mechanisms, avoid duplication and parallel structures, and connect youth civic engagement with protection, social cohesion, accountability and community stability.

1.2 OBJECTIVES OF THE CALL FOR PROPOSALS AND EXPECTED RESULTS

The overall objective (impact) is: Young people in the West Bank, including East Jerusalem, are protected, their rights are promoted, and they participate as active and critical citizens in community and public life.

The specific objective (outcome) is young women and men, particularly those facing barriers to participation, exercise greater civic agency and contribute meaningfully to community dialogue and local decision-making processes through safe, informed, inclusive, rights-based and nonviolent civic engagement.

The expected outputs are:

Output 1 - Diverse groups of young people have strengthened rights-based, civic, leadership and digital-safety knowledge and are supported to apply this knowledge through practical and nonviolent civic action.

Minimum measurement areas: the number and percentage of participating youth demonstrating improved knowledge and practical skills against defined assessment criteria; ; the number and percentage applying acquired skills through documented initiatives, dialogue, advocacy, volunteering or peer action; and the quality of such application against agreed criteria. Data must be safely disaggregated by sex, age, disability and location.

Output 2 - Youth-led and youth-responsive initiatives addressing locally identified rights, protection, social cohesion or community accountability priorities are designed, resourced and implemented with appropriate mentoring and risk management.

Minimum measurement areas: the number and quality of youth-led initiatives designed, resourced and implemented; the proportion led by or meaningfully involving young women, youth with disabilities and youth from underserved communities; the number and type of locally identified issues addressed.

Output 3 - Inclusive and accountable youth-institution dialogue mechanisms are established or strengthened, enabling youth priorities to be formally submitted, considered and responded to by relevant institutions.

Minimum measurement areas: the number of youth institution engagement mechanisms established or strengthened and meeting agreed functionality criteria; the number of youth priorities or recommendations formally submitted through these mechanisms; and the number and proportion receiving a documented institutional response within an agreed timeframe; and the percentage of participating youth who report that their views were heard and had influence.

Output 4 - Youth-led organisations and civil society actors have strengthened organizational systems and technical capacities to design, implement, safeguard, monitor, and sustain youth civic engagement.

Minimum measurement areas: the number and percentage of supported organisations demonstrating improved capacity against a defined baseline; the number implementing agreed organizational capacity-development actions; and the number establishing or strengthening functional systems for youth participation, safeguarding, accessibility, feedback and complaints, data protection and monitoring, evaluation and learning.

Applicants must propose realistic baselines, targets, data sources and measurement methods proportionate to the action. Indicators should measure influence, agency, inclusion, safety, institutional response and sustainability, not participation counts alone. Data collection must follow informed-consent, confidentiality, safeguarding and data-minimisation requirements.

The applicant may refine the wording of the proposed outputs and may propose additional results, provided that all four mandatory result areas are retained and the proposed framework remains fully aligned with the objective and priorities of this call.

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 EUR 300,000. The contracting authority reserves the right not to award a grant under this Call for Proposals.

Grant amount:

One grant of EUR 300,000 is expected to be awarded under this Call for Proposals.

Applicants must request the full amount of EUR 300,000 as Enabel's contribution. Applications requesting an Enabel contribution below or above this amount will not be considered eligible.

The total estimated cost of the action may exceed EUR 300,000 where the applicant provides voluntary co-financing in accordance with the provisions set out below.

The amount indicated above applies to the initial application. During implementation and subject to the availability of additional resources, Enabel may grant supplementary funding to the beneficiary selected under this Call for Proposals where such funding is duly justified and formally approved in accordance with the applicable contractual provisions.

Co-financing

No mandatory co-financing is required under this Call for Proposals.

The applicant may provide voluntary co-financing from its own resources or from other eligible sources. Any voluntary co-financing must be clearly identified in the proposed budget, comply with the applicable eligibility rules and be available for the implementation of the action.

Voluntary co-financing shall be additional to Enabel's fixed contribution of EUR 300,000 and shall not reduce the amount requested from Enabel.

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);

One or more eligible co-applicant(s) (unless otherwise specified, the applicant and 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, associates 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.** be a private non-profit entity or foundation; and
- C.** pursue objectives consistent with Belgian Development Cooperation, including sustainable human development; democracy, the rule of law and good governance; respect for human dignity, human rights and fundamental freedoms; and inclusive, equitable and sustainable development; and
- D.** be a Palestinian civil society organisation, including a non-governmental, community-based, youth-led or youth-serving organisation, with a statutory mandate and demonstrated work relevant to youth civic engagement, human rights, inclusion, protection, social cohesion or accountable governance; and
- E.** be established in Palestine and legally able to receive and manage grant funding; and
- F.** be directly responsible for preparing and managing the action with any co-applicant(s) and not act as an intermediary.

The applicant must act 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)

Applicants must apply with at least one eligible co-applicant. Partnerships should mobilize complementary expertise, strengthen local or institutional anchoring, improve inclusion and geographic reach, or enhance sustainability. Partnership arrangements must assign substantive roles and an equitable share of resources to the organisations responsible for implementation.

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.

Co-applicants must meet the eligibility criteria applicable to the applicant.

The co-applicants must sign the mandate included in Part B, Section 2.6 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 regularization 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.

2.1.1.3 Grounds for exclusion:

The applicant and any co-applicants 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 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 establishment. 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 are not required to 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, works, 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 actions can a proposal be submitted?

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.

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

2.1.2.2 Guiding principles for formulating the action:

The proposed action must apply the following principles and strategic orientations throughout design, implementation, monitoring, learning and exit.

Applicants must:

- Apply a Human Rights-Based Approach by identifying relevant rights-holders and duty-bearers, analysing barriers and power relations, strengthening the capacities of youth to exercise and claim their rights, and strengthening the responsiveness and accountability of institutions.
- Give young people a documented role in defining priorities, designing activities, making implementation decisions, monitoring progress, reviewing risks and assessing results. Attendance without influence will not be considered meaningful participation.
- Use conflict-sensitive and do-no-harm analysis and maintain safeguarding, protection from sexual exploitation, abuse and harassment, informed-consent, confidentiality, referral and incident-management arrangements proportionate to the action.
- Provide safe, accessible and inclusive participation. Budgets should include justified transport, communication, accessibility, reasonable accommodation, interpretation or adapted formats, safe venues and other enabling costs required to reach excluded youth.
- Apply a gender-transformative and intersectional approach that addresses the different barriers and risks experienced by young women, youth with disabilities, youth in remote areas, refugee camps and villages, youth in East Jerusalem, and other groups facing discrimination or restricted access.
- Integrate responsible digital civic engagement, including privacy, data protection, digital security, media and information literacy, prevention of online harassment, safe communication channels and protection-sensitive public visibility.
- Link capacity development to practical action. Standalone training will not be sufficient; learning should lead to youth-led initiatives, dialogue, advocacy, peer action, volunteering, institutional engagement or other measurable application.

- Establish strong and practical linkages with municipalities, universities, civil society actors and relevant Palestinian Authority structures. Actions should strengthen credible existing mechanisms and avoid creating parallel bodies that cannot continue after the grant.
- Use proactive outreach beyond formal networks and social media to identify grassroots organisations, informal youth groups and young people who are commonly excluded from opportunities.
- Establish accessible feedback and complaint mechanisms and close the feedback loop by explaining how youth recommendations were accepted, adapted or not taken forward and why.
- Use adaptive management, periodic context and risk reviews, scenario planning and feasible alternatives for access restrictions, sudden insecurity or interruption of in-person activities, without lowering safeguarding or result standards.
- Plan for sustainability from the outset through local ownership, institutional anchoring, partnerships, diversified support, documentation, peer transfer, feasible continuation pathways and responsible exit arrangements.
- Apply environmental and social responsibility to event planning, travel, procurement, waste management, communications and the selection of youth-led initiatives, where relevant.

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 that consist only of consultation or training without a practical pathway to youth-led action, institutional response or measurable follow-up;
- Actions designed or implemented without a substantive youth role in decision-making;
- Partisan political campaigning, electoral support to a political party or candidate, incitement, hate speech or activities that expose participants to avoidable political, social, security or digital harm;
- Standalone employability, entrepreneurship, income-generation or business-financing activities without a direct and proportionate link to the civic-engagement results of this call;
- Large infrastructure, construction or purchase of land or buildings;
- Activities that collect or publish sensitive personal data without a lawful, necessary and protection-sensitive basis;
- Financial support to individuals, cash transfers or other third-party financing not expressly authorised in these guidelines.

2.1.2.4 Duration

The initial implementation duration of the action must be 12 months, with both the minimum and maximum duration set at 12 months. The indicative implementation start date is 1 March 2027, and all activities and related expenditure must be completed no later than 31 March 2028 to allow sufficient time for grant and portfolio closure. No extension, including a no-cost extension, beyond this date will be considered; applicants must therefore reflect this deadline in their work plan, procurement schedule, budget and closure arrangements.

2.1.2.5 Final beneficiaries of the action

The primary final beneficiaries are young women and men within the age range 15-29 years old who live in the West Bank, including East Jerusalem. Applicants must use transparent and non-discriminatory selection criteria and demonstrate how youth will participate as rights-holders, civic actors, partners and leaders.

Priority must be given to young people facing barriers to civic participation, including young women, youth with disabilities, youth in remote, marginalised or underserved communities,

refugee camps and villages, youth in East Jerusalem, youth affected by violence or displacement, and youth whose participation is constrained by poverty, transport, social restrictions or digital exclusion.

Institutional and organisational target groups may include youth-led organisations, informal youth groups, civil society organisations, municipalities, universities, community structures and relevant Palestinian Authority institutions acting as duty-bearers or partners. These actors are not a substitute for direct and meaningful youth participation.

The end beneficiaries and target groups of the action will include:

- Young women and men across the target locations, with deliberate inclusion of the priority groups listed above;
- Youth-led and youth-serving civil society organisations, grassroots groups and informal youth initiatives supported to engage safely and effectively;
- Relevant institutions and community actors whose capacities, practices or accountability mechanisms must change to enable meaningful youth participation.

2.1.2.6 Geographic coverage

The action must be implemented in the West Bank, including East Jerusalem.

Implementation in East Jerusalem is mandatory. In addition, the action must provide substantive coverage in at least three other West Bank governorates, ensuring, to the extent possible, an appropriate geographic balance across the northern, central and southern West Bank.

Applicants must justify their proposed geographic coverage based on consultation findings, identified barriers to youth participation, exclusion and protection risks, operational feasibility, institutional linkages and the potential for sustainable influence.

Geographic coverage must be reflected through clearly defined target groups, activities, partnerships, implementation arrangements and an appropriate allocation of resources in each proposed location. The participation of individuals from a governorate in isolated or centralised activities shall not, by itself, constitute substantive geographic coverage.

Applicants may propose wider geographic coverage where this is operationally feasible and does not compromise the quality, depth or sustainability of the action.

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 action.

Applicants may propose other activities where these are clearly justified, directly linked to the expected results and consistent with the principles of this call.

- Participatory mapping, youth-led research and co-design processes that identify local rights, protection, social cohesion and accountability priorities;
- Applied civic and rights education covering youth rights, human rights, relevant aspects of international human rights and humanitarian law, local governance, legal awareness, accountability and constructive nonviolent engagement;
- Youth leadership, advocacy, communication, facilitation, media literacy, social accountability and community-organising support linked to practical action;
- Youth-led civic initiatives, volunteering and community action supported through mentoring, coaching, safe spaces and, where authorised, small sub-grants;
- Structured youth dialogue and accountability mechanisms linked to municipalities, universities, civil society organisations and relevant Palestinian Authority institutions;

- Youth advisory, reference or oversight mechanisms that give diverse young people a documented role in action governance, monitoring and adaptation;
- Safe and accessible physical, hybrid or digital spaces for dialogue, peer learning, civic action and intergenerational engagement;
- Responsible digital civic engagement, youth-led digital campaigns, digital rights, privacy and safety, media and information literacy and prevention of online harm;
- Cross-governorate youth networks, coalitions and peer exchange around shared civic priorities;
- Targeted outreach, transport and accessibility measures that enable excluded youth and grassroots organisations to participate;
- Capacity strengthening and accompaniment of youth-led organisations and civil society actors in participatory governance, safeguarding, financial management, monitoring, learning and sustainability;
- Evidence-based advocacy, policy briefs, community scorecards, public accountability tools, youth-friendly feedback products and documentation of models and learning.

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 duplicate existing mechanisms or create parallel structures without a credible institutional anchoring and continuation plan.

2.1.2.8 Third-Party Funding

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.

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

a.) Sub-grants:

Applicants and co-applicants may award sub-grants to sub-beneficiaries to support youth-led civic initiatives, subject to the conditions below.

The granting of sub-grants may not be the main objective of the action.

The total cumulative amount awarded to any one sub-beneficiary under this action must not exceed **EUR 20,000**.

Sub-beneficiaries must be directly connected to the action's youth civic-engagement objectives and may include informal youth groups, youth-led initiatives, grassroots community groups and eligible non-profit organisations that can safely and credibly implement the proposed sub-action.

Priority should be given to initiatives that:

- Are designed and led by young people and address a locally identified civic, rights, protection, social cohesion or accountability priority;
- Demonstrate inclusion, accessibility, conflict sensitivity, safeguarding and realistic risk mitigation;
- Have a clear community or institutional linkage and a feasible continuation, replication or uptake pathway.

The selection of each sub-beneficiary must be justified with regard to:

- their specific added value for achieving the results;
- their demonstrated capacity to contribute to the implementation of the grant-funded action.

In all cases, only one tier of sub-beneficiaries is permitted. Sub-beneficiaries may never use the grants received to allocate grants to a second tier of sub-beneficiaries.

Applicants wishing to grant sub-grants must specify in section 2.2.1 of the grant application file:

1. The entity responsible for implementing the mechanism (applicant and/or co-applicant);
2. A description of the objectives and results to be achieved through the sub-grants, the actors involved and their roles in managing the mechanism, linked to the relevant activity or activities;
3. The procedure for selecting and awarding sub-grants, including:
 - the eligibility conditions for sub-beneficiaries;
 - the eligibility criteria for sub-projects;
 - the eligibility criteria for activities, costs and expenditure;
4. The maximum amount that may be allocated per sub-beneficiary;
5. The terms of agreements or contracts with sub-beneficiaries;
6. The procedures for disbursing resources;
7. The technical and financial monitoring procedures;
8. The control procedures.

The description of the 8 points above is mandatory.

If the applicant or co-applicant(s) implementing the sub-grants already have a procedures manual covering the aforementioned elements, this manual must be attached to the proposal to allow Enabel to assess its relevance and suitability.

- Sub-grants must be awarded through a transparent, documented and accessible process, supported by proactive outreach beyond established networks.
- Eligible sub-actions must fall within the eligible activities and geographic coverage of this call and may not include financial support to individuals, cash transfers, scholarships or activities listed as ineligible.
- The maximum amount of the grant budget that may be allocated to sub-grants is **EUR 100,000**.

b.) Financial support to final beneficiaries

Financial support to individual final beneficiaries is not authorised under this Call for Proposals.

2.1.2.9 Visibility

Applicants must take all necessary measures to ensure the visibility of funding or co-financing by Belgian cooperation. The contracting beneficiary must always mention the Belgian State as the donor or co-donor in public communications relating to the grant-funded action. At the full-proposal stage, applicants must include a concise Communication and Visibility Plan as part of Annex A, Part B. The plan must identify the communication objectives, target audiences,

key messages, proposed activities and deliverables, communication channels, implementation timeline, responsibilities and monitoring arrangements. It must also address accessibility, informed consent, safeguarding, data protection and the responsible representation of young people. All related costs must be clearly identified and adequately reflected in the proposed budget. The plan must comply with Enabel's applicable communication and visibility requirements.

2.1.2.10 Number of applications and Grant Agreements per applicant

The applicant may submit no more than one application under this Call for Proposals.

The applicant may be awarded no more than one Grant Agreement under this Call for Proposals.

An applicant that submits an application under this Call for Proposals may not participate as a co-applicant in any other application submitted under the same Call.

A co-applicant may participate in no more than one application under this Call for Proposals.

A co-applicant may be awarded no more than one Grant Agreement under this Call for Proposals.

Compliance with the participation limits above will be verified during the administrative and eligibility checks. If an organisation participates in more than one application, whether as applicant or co-applicant, all applications involving that organisation shall be declared ineligible.

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 direct costs (management and operational costs) incurred by the contracting beneficiary and co-beneficiaries (co-applicants) are reimbursed on the basis of actual expenditure. Structural costs are reimbursed at the rate agreed with Enabel, applied to actual eligible operational expenditure financed and accepted by Enabel, subject to the conditions and overall ceiling set out below.

To be eligible for the purposes of this call for proposals, costs must meet the conditions set out in Article 4 of the Model Grant Agreement (see Annex E of these guidelines).

- Structural costs: these are capped at 7% of the total amount of operational costs financed by Enabel.

When the action provides for the granting of sub-grants to sub-beneficiaries, the amounts granted under this provision constitute operational costs intended for the implementation of the authorized activities. However, if these sub-grants also cover structural costs for the benefit of the sub-beneficiaries, these must be deducted from the overall ceiling applicable to structural costs. The total amount of structural costs allocated to the grant, including those of the contracting beneficiary, any co-beneficiaries, and sub-beneficiaries, may under no circumstances exceed 7% of the initial grant's operational costs.

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 (unless the objective of the action is the granting of a guarantee; note that guarantees are only eligible if the guarantee mechanism is provided for and described in the approved portfolio/project document);
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;
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. Salary bonuses.

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 operationalize 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 English.

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 Enabel contribution requested must be EUR 300,000 at both the concept note and full proposal stages, in accordance with Section 1.3 of these guidelines.

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 English.
2. An external audit report produced by a certified public accountant, certifying the applicant's accounts for the last available financial year when the total amount of grants requested exceeds EUR 300,000 (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).
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. The Declaration on Honour regarding the Exclusion Criteria (applicants and co-applicants).

2.2.2 Where and how to submit the concept note?

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

An electronic version of the concept note (including all requested annexes and documents) must also be provided. A **USB** containing the concept note (with all annexes) in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be identical to the attached paper version.

The external envelope must bear the reference number and title of the Call for Proposals, 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 registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to one of the addresses set out below:

Postal Address is the same address for hand-delivery or dispatch by private courier service.

- Enabel East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Enabel Ramallah office: Royal Center, 7th Floor, Al Balou', Mecca Street, Ramallah and Al Bireh Governorate.

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 **16 November 2026 before 15:00 Palestine local time**. Only concept notes 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 online information session regarding this Call for Proposals will be held via Microsoft Teams on 21 October 2026 at 11:00 a.m. Palestine time.

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 for clarification requests: hani.aldeek@enabel.be

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 Enabel contribution requested in the full proposal must remain EUR 300,000, as required at the concept note stage and specified in Section 1.3 of these guidelines.

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. The full proposal must include a completed Communication and Visibility Plan in the relevant section of Annex A, Part B. The proposed communication activities and deliverables must be realistic, proportionate to the action and supported by clearly identified budget lines in Annex B.

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 the proposal and the required annexes (budget, logical framework, communication and visibility plan) will be evaluated. 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 unrequired annex will not be opened or evaluated.

2.2.6 Where and how to submit proposals?

Proposals must be submitted with all required attachments through the submission channel specified in the invitation sent to shortlisted applicants.

Submission channel: Proposals must be submitted in a sealed envelope, containing one original, two separately bound copies and an identical electronic version on a USB, by registered post, private courier service or hand delivery to either the:

- Enabel East Jerusalem office, 5 Baibars Street, Sheikh Jarrah, or
- Enabel Ramallah office, Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh, Ramallah and Al Bireh Governorate

Proposals sent by other means will be rejected.

Applicants may submit only one proposal under this Call for Proposals. Any breach of the participation limits set out in Section 2.1.2.10 shall render all applications involving the organisation concerned ineligible.

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. Regardless of the submission method used, 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

Enabel will organise a financial orientation session for shortlisted applicants, covering the budget structure, cost eligibility and key contractual requirements. Details will be provided in the invitation to submit a full proposal. The session will provide general guidance and will not constitute prior approval of any activity, cost or budget.

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

Email address for clarification requests: hani.aldeek@enabel.be

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. 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 point 2.1.2, the application will be rejected on that basis alone.

Within the standard evaluation grids, particular attention will be given to whether proposals translate the consultation priorities into a coherent and feasible intervention; provide young people with real influence over decisions; operationalise the Human Rights-Based Approach; address gender, disability and other exclusion barriers; establish credible safeguarding, digital-safety and accountability measures; demonstrate institutional anchoring and complementarity; use adaptive risk management; and provide a proportionate, cost-effective and sustainable results framework. Generic statements without clear activities, responsibilities, budgets, indicators and accountability arrangements will not be sufficient.

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 points 1 to 12 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, and 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 400% of the available funding envelope provided for in the guidelines.

Given that one grant of EUR 300,000 is expected to be awarded and each applicant must request the full amount, this will normally result in the four highest-ranked concept notes being shortlisted, provided that they meet the applicable minimum scores.

If the 400% threshold is reached or exceeded at a rank occupied by several concept notes with the same score, all concept notes tied at that rank will be shortlisted, provided that they meet the applicable minimum 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, 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, and 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. If these documents are not submitted within 15 calendar days of Enabel's request, 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 finalizes 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: Optimization

After the proposals have been selected, the applicant(s) provisionally chosen may be invited by Enabel to participate in an optimization phase of their proposal before the Grant Agreement is signed.

In this context, Enabel will provide the applicant(s) 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.

This phase is conducted exclusively with the applicant(s) 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.

Step 8: Finalization of the Grant Award

Following the optimization step, where applicable, Enabel finalizes 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 optimization 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/fr/content/gestion-des-plaintes>

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/fr/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	14 October 2026	11:00
Information meeting	21 October 2026	11:00
Deadline for clarification requests	26 October 2026	15:00
Last date for Enabel clarifications	05 November 2026 (11 days before deadline)	15:00
Deadline for concept notes	16 November 2026 (At least 30 days after publication)	15:00
Concept-note opening, administrative checks and evaluation	17–25 November 2026	
Notification of Stage 1 results	26 November 2026	15:00
Invitations to submit full proposals	26 November 2026	15:00
Deadline for questions concerning full proposals	07 December 2026	15:00
Last date for Enabel's responses to full-proposal questions	17 December 2026	15:00
Deadline for full proposals	28 December 2026 (At least 30 days after invitation)	15:00
Full-proposal opening, administrative checks and evaluation	29 December 2026–11 January 2027	15:00
Request for exclusion-related certificates	12 January 2027	15:00

Receipt of exclusion-related certificates	27 January 2027 Maximum 15 calendar days after request	15:00
Organisational analysis	28 January–4 February 2027	15:00
Selection and any required optimisation before the award decision	8–9 February 2027	15:00
Notification of award decision and transmission of Grant Agreement	10 February 2027	15:00
Signature by contracting beneficiary	25 February 2027 No later than 15 days after notification	15:00
Indicative implementation starts, subject to the Grant Agreement taking effect	1 March 2027- 31 March 2028	-

*** Provisional date. All times are in Palestine local time.**

This indicative timetable may be updated by the contracting authority during the procedure. Any update will be published on www.enabel.be.

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 form, 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 proposals for the award of grants, Enabel collects, in particular, the contact details of the contact persons or authorized 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/fr/rgpd-declaration-de-confidentialite/>

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.

LIST OF ANNEXES

Documents to be completed

Annex A: Grant application file (Parts A: Concept note and B: Proposal) (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity form (Word format)

Annex D2: Declaration on honour regarding grounds for exclusion

Documents for information

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 IVB	Identification of recipient beneficiaries of assets (optional)
Annex IVC	Identification of assets retained by Contracting Beneficiary (optional)
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 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

Annex G: Per diem rates applicable in Palestine