CALL FOR CONCEPT NOTES FOR SKILLS DEVELOPMENT FUND NORTHERN UGANDA IN PARTICULAR WEST NILE REGION.

GUIDELINES FOR APPLICANTS

Reference of the Call: UGA 16 0321T/Call 008

Deadline for submission of concept notes

11th March 2019, 4:00pm

Call for proposals funded by: Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH
Call for proposals managed by: Skills Development Fund (SDF)
Call under the intervention: Support Skilling Uganda (SSU), implemented together by MoES and ENABEL
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1 PREAMBLE

This Call for Proposals has two stages. In the first stage, only concept notes shall be submitted for evaluation. After evaluation of the concept notes, **ONLY** applicants who will have been shortlisted shall be invited to submit a full proposal. In the second stage, full applications that will have been received from the applicants will be evaluated.

2 SUBJECT TO THE AVAILABILITY OF FUNDS STATEMENT

This call for proposal is contingent upon funding being available by GIZ for the term of the Grant Agreement. In case of lack of funding by GIZ, Enabel has the right to cancel this call for proposal and no grant agreement will be awarded. The Applicants shall have no right of action against the Contracting Authority in the event that the Contracting Authority is unable to award any Grant Agreement.

3 INTRODUCTION ABOUT THE CALL

The Call for Proposals for the Skills Development Fund (SDF) is part of the Support to Skilling Uganda Strategy (SSU) project. SSU is jointly implemented by Belgium Development Agency (Enabel) and the Ministry of Education and Sports (MoES) with the support of the Belgian Government, European Union Emergency Trust Fund, Irish Aid and GIZ. The programme focuses on supporting the 10-year “Skilling Uganda” strategic plan that aims at making Skills Development in Uganda more demand driven through linking BTWET with the real world of work.

With funding from GIZ, the Support Programme to Refugees Settlement in Northern Uganda will build on policy and practice and will contribute to improved skills development opportunities for refugees and their host communities through short and medium term Vocational Training and Entrepreneurship and start up kits support in in Northern Uganda, particular in the districts of, Arua, Adjumani and Moyo. Furthermore, the intervention will identify skills gaps related to the emerging settlement economy and green skill economy that can reduce on negative environmental impact due to the refugee crisis.

As part of the Support to Skilling Uganda (SSU), the GIZ-funded initiative (as part of the EU TF and BMZ funded RISE programme) has two specific result areas:

- **Result 1**: Increased access to quality skills development (training, entrepreneurial skills and start-up kits) for refugees and host communities (with a specific focus on youth, women and girls) in Northern Uganda
- **Result 2**: Skills development in Northern Uganda is coordinated and aligned with the Skilling Uganda strategy
The skills that the refugee and host community will acquire in the framework of this intervention will:

(a) Strengthen youth, women and girls in their access to the local labour market

(b) Support refugees and host communities in improving their livelihoods through the creation of micro and small enterprises.

At the same time the intervention aims at strengthening the capacity of the TVET providers in the region to increase their absorption capacity to respond to the (increasing) needs of the refugee population in the area. This will be executed through a Skills Development Fund (SDF) as part of the strategic framework of the national BTVET strategic plan “Skilling Uganda”.

### Objectives and Expected results of the Call

#### About SDF

To address the challenge of BTVE financing, Enabel is piloting a Skills Development Fund (SDF) in Albertine & Rwenzori, Northern Uganda and Karamoja region. While World Bank through Private Sector Foundation Uganda (PSFU) is supporting a Skills Development Facility country wide.

The learning and experience from both the fund and facility will feed into the development of a future national Skills Development Fund (SDF).

The Enabel-MoES operated SDF has three baskets (Albertine & Rwenzori, Northern Uganda and Karamoja) whose aim is to stimulate bottom-up initiatives and partnerships between the BTVE institutions and the labour market/ private sector by supporting a series of joint ventures between training providers and the labour market. Through the supported initiatives, the fund will facilitate transition from the world of school (training institutions) to the world of work (the institutions of the private sector and the labour market).

#### Objectives of Calls managed by the SDF

The SDF, through the calls for proposals, aims at stimulating bottom-up initiatives and partnerships between the BTVE institutions and the labour market.

The following are the objectives of the fund;

a) To stimulate collaboration between training providers and industry/enterprises in skills development programmes.

b) To stimulate concrete Skilling Uganda change processes from the grassroots levels.

c) To facilitate best practices in skills development.

d) To support skills development for vulnerable youth, women and girls.
e) To enhance skills development in Value Chain livelihood development to improve productivity.

**The Call**

This call is particular for the SDF Northern Uganda basket to support the access to short and medium-term quality vocational training and enhancement of entrepreneurial skills for youth, women and girls. The general objective of this call is to equip refugees and host community youth, women and girls with skills to enable them access the local labour market either through employment or self-employment.

Proposals concerning initial vocational education and training are eligible, however those concerning continuing vocational education and training are encouraged as well as post training support towards employment.

**This call excludes skills training in agricultural fields.**

The call has the following funding windows:

- **Window 1**: Increased access to relevant, qualitative skills development (including short and medium-term training, life skills, entrepreneurial skills, coaching and start-up kits) for refugees and host communities (with specific focus on youth, women and girls).

  This window supports Skills Development provision **in the proximity** of the youth, women and girls of refugees and host communities. Applicants are expected to provide on-site short-term, non-formal Skills Development training programmes relevant to the identified skills gaps, based on livelihood opportunities and labour market analysis in the region.

  The training providers are expected to take on a holistic approach, including, numeracy and literacy, life skills, career guidance, ensure a safe training environment, provide work-based learning (minimum of 30% of the training), post training support towards employment, entrepreneurship training and provide start-up kits.

- **Window 2**: Increased absorption of vulnerable youth, women and girls in existing skills development training programmes through provision of scholarships, followed by life skills, entrepreneurial skills, coaching and start-up kits.

  This window will provide scholarships to facilitate the access of disadvantaged youth, women and girls to existing short term, non-formal Skills Development training programmes in the targeted region or –exceptionally – within the country. If the training programme is located outside the targeted region, this should be strongly motivated.
Financial volume of this call for proposals.

The maximum amount available under this Call for Proposals is **2,000,000 EUROS**. The contracting authority, i.e. the Belgian Development Agency, reserves the right not to award all of the available funds under this call.

Grant amount.

Any grant application under this Call for Proposals must fall between the following ranges:

- Minimum amount: **EUR 300,000** for all windows
- Maximum amount: **EUR 490,000** for all windows

Indicatively, proposals are requested to adhere to an indicative unit cost per trainee of 620€ or 2,600,000,- UGX.

4 ELIGIBILITY RULES APPLICABLE TO THIS CALL FOR PROPOSALS.

There are three categories of eligibility criteria, which concerns respectively: the actors, the actions and the costs as detailed below.

The eligibility criteria concerning the actors refers to the type of applicants and selected partner/s that are allowed to apply under this call (3.1.1.). The eligibility criteria related to the actions refers to the type of training programs that the fund intends to support in (3.1.2.). Finally, the eligibility criteria concerning the costs refers to the type of costs that can be included in the calculation or the grant amount (3.1.3.).

The eligible actors

In order to be eligible for this call, the proposal has to be submitted by at least two (or more) actors: one lead applicant who applies together with one (or more) selected partner/s where by at least one actor must be private actor;

The lead applicant should be a non profit intermediate actor (e.g. NGOs and or CBOs) with local expertise in Northern Uganda, especially in the field of managing skill development in a humanitarian/refugees’ context. The lead applicant is required to select at least one of the following partner/s:

- Training providers
- Private sector partner(s)
- Business Membership Organizations
- Business Development Services (BDS) providers.
The choice of the selected partner has to be done in compliance with the principles of transparency and fair competition, ensuring that there is no conflict of interest. At the fully fledged proposal stage, the details of the partner selection process will be asked.

The lead applicant will coordinate activities to ensure the technical quality, standardisation and alignment of training content to the required standards and lead on the administration and financial management of the grant. The selected partner/s will be in charge of implementing the trainings and/or link with the private sector in order to provide work-based learning or jobs opportunities.

To be eligible, the Lead applicant and the selected partner/s must satisfy the following requirements:

<table>
<thead>
<tr>
<th>Lead Applicant</th>
<th>Requirements</th>
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| Intermediate actors (National and international NGOS, CBOs, Business Membership Organizations). | • Must be not for profit  
• Registered with relevant authorities (NGO board, district etc.)  
• Local expertise in managing implementation of skills development in humanitarian / refugee’s environment especially in Northern Uganda  
• Previous work experience in the thematic areas i.e. education, skills development, livelihoods, social empowerment etc.;  
• Should have an active Bank Account for the past 12 months.  
• Should have audited accounts  
• In-house financial capacity |
| Selected partner¹ | |  
| Public or Private not for profit training providers. | • Registered by Ministry of Education and Sports.  
• Members of UGAPRIVI.  
• Have adequate experienced instructors in the proposed training;  
• Have an active bank account for the past 12 months |
| Private sector companies/enterprises | • Be a member of a Business Membership Organization (BMO) or have a supporting letter from a BMO.  
• Legally registered with the relevant government authorities i.e. Registrar of Companies.  
• Valid trading License and tax clearance certificates. |
| Business Development Service providers. | • Should have experience in provision of accredited programmes in entrepreneurship, numeracy and literacy. |

¹ If the selected partner is a PRIVATE FOR PROFIT organisation, the total amount that might be transferred to it cannot exceed 60,000 EUROS.
The lead applicant may submit maximum of one application in a given call for proposals. The lead applicant should specify under which window its application falls; the same application cannot fall under two windows. The lead applicant may not be at the same time selected partner in another application.

A selected partner may participate in different windows with different lead applicants in this call for proposals. If it is the case, please note that a selected partner may only be awarded one grant under this call for proposal. This means that if a selected partner is awarded a grant with lead applicant A, lead applicant B will be discarded because it’s selected partner cannot be awarded more than one grant.

Excluding criteria for Applicants (both lead applicants and selected partners).

Applicants may not participate in Calls for Proposals, nor be the beneficiary of grants should one of the following situations be applicable to them:

a) They are in a state of or the subject of proceedings relating to bankruptcy, winding-up, administration by the courts, arrangement with creditors, cessation of business activities, or are in any similar situation arising from proceedings of the same nature provided for in national legislation or regulations;

b) They have been the subject of a judgement which has the force of res judicata (i.e. against which no appeal is possible) for any offence involving their professional conduct;

c) They have been guilty of grave professional misconduct proven by any means, which the contracting authorities can justify;

d) They have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of Uganda or with those of Belgian Development Agency.

e) They have been the subject of a judgement which has the force of prejudice for fraud, corruption, involvement in a criminal organization or any other illegal activity;

At concept note stage, the applicant must declare that neither itself nor its selected partner/s fall under any of these situations.
The eligible actions

Definition
An action comprises a series of activities that are necessary to achieve the specific(s) objective(s) pursued by the proposal.

To be eligible, the actions under this call for proposal have to meet the specification described below regarding (i) the duration, (ii) the geographical location, (iii) the target beneficiary, (iv) the priority sectors, (v) the training programme and (vi) the activities.

i. The duration
The duration of the action may not be less than 6 months nor exceed 12 months. Within that period of time, the duration of the training program shall be between 2 months and 9 months.

Indicative dates for the grant agreement are 01.09.2019 till 31.08.2020.

In any case, no grant agreement will exceed the 1st September 2020 (maximum duration of the project).

ii. Geographical Location
The major part of the action will be implemented in Northern Uganda (in the districts of Arua, Adjumani and Moyo). In any case, the actions will be based on market demand for particular skills, emerging economic activities within the local economy of refugee’s settlement and host district as outlined below.

Part of the training or Work Based Learning activities (internships, apprenticeships, industrial attachment), or part of the institutional training can be delivered outside the three districts, as long as the beneficiaries originate from these districts, and as long as their safety and accompaniment is guaranteed.

As for the existing short term, non-formal Skills Development training programmes, they should take place in the targeted districts region or –exceptionally – within the country. If the training programme is located outside the targeted region, this should be strongly motivated.

iii. Target Beneficiaries
Overall, the actions will directly target 50% refugees and 50% host communities. At least 80% of these must be youth (aged between 15-35 yrs.) and 70% women and girls.

The applicant should prioritize selection of beneficiaries that have been benefitting from other actions Under SPRS-NU (Accelerated Learning programme by Save the Children and livelihood activities by DRC/ZOA/CEFORD). The applicant must invite “Save the Children” for the selection of beneficiaries and will have to announce their selection criteria and planning with the consortium members.
iv. **Priority Sectors and innovation**

- Construction (Brick laying, welding) & Transport\(^2\)
- Green skills: Energy, , water and land conservation\(^3\)
- Tourism and hospitality industry
- Trades and services (Hair dressing, tailoring, catering, motor vehicle mechanic, electronic, motorcycle repair)
- Food processing and Agro-industries BUT NOT Agriculture
- Manufacturing (carpentry, bakery)
- Any others, if proof of demand in labour market

Note that **agriculture sector is excluded.**

The applicants **must** demonstrate that the proposed sectors and the trades are **based on skills needs and job opportunities.** The proposed trades must **not be more than 5.**

The applicants are also strongly encouraged to demonstrate **innovation in:**
- Skills provision (pedagogy, Work Base Learning (WBL), flexibility in delivery, content of the training and product development using local resources, ready for work practices, career guidance...)
- Trades (especially having female oriented towards traditionally male oriented trades)
- Integration of ICT, ,
- Occupational health and safety
- Post training support towards employment

Extra marks will be given in the evaluation for innovation.

v. **Training programmes**

The fund targets to support training programmes for which technical skills are required in the labour market in the following ways:

- Support training activities and enabling environment for short-term and medium term relevant training in skills required by the local economy ranging from non-skilled to semi and skilled.
- Programs directed towards meeting technical skills required in the labour market that should not exceed 9 months, focusing on practical skills.
- Expansion/Improvement of existing programs, or development and delivery of new programmes.

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\(^2\) Trades like roofing, electricity, painting, tilling, metal works and fabrication, carpentry, garden escarpment, tractor mechanics, metal welding, driving, tyre repairing, blacksmiths and artisan fitting

\(^3\) Trades like plumbing, irrigation or solar technicians, water pump mechanics or attendants, , forest technicians, laboratory attendants,
vi. Activities

In support of the mentioned training programmes, the proposed trades must not be more than five4 and at least 30% of the training activities must be work based learning (placements) in appropriate private sector establishment, either within the targeted districts, or outside the districts of actions.

The following activities are eligible:

- The acquisition of necessary basic raw materials, tools, teaching aids, etcetera, for implementation of the initiative;
- Training, awareness-raising, study trips, job shadowing, workshops, studies and/or consultancy with a view of capacity building;
- Insurance against accidents for trainers and trainees (obligation);
- Personal protective wear (obligation);
- Basic learning materials for trainees;
- Adapting and enriching training manuals needed for skills development in private sector establishments (obligation);
- Social inclusion activities for example scholarships, life skills training, numeracy and literacy, etcetera
- Tracing and career guidance activities (obligation);
- Work based learning activities for example transportation and feeding of the trainees;
- Basic infrastructure5 and equipment if it is link to the training and applicants demonstrated that it is needed to increase the access to the skills (maximum 30% of the budget)
- Start-up kits;

Note that insurance against accidents for trainers and trainees and personal protective wear; as well as career guidance and aligning or developing or adapting existing training programmes (ATPs) are a must and have to be included in the proposal activities and budget. Assessment and certification of at least 50% of the trainees (DIT certificate) is also a must.

The following activities are not eligible:

- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement;
- Professional training programs, involving the upgrading of personnel such as doctors, lawyers, accountants and architects;
- Postgraduate training programs, involving the pursuance of higher education leading to the award of an advanced diploma, graduate diploma, degree or post degree qualification.

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4 Please specify the type and the number of trades in your proposal. Some examples of trades are given here above.
5 It is at the discretion of the Selection Committee to determine the basic infrastructure.
The eligible costs

Please note that the fund will only support proposals where a maximum of 30% of the total grant is allocated to each selected partner\(^6\).

Eligible costs are categorized as follows:

- Operational costs: necessary costs essential for achieving the objectives and results of the action; the operational cost should at least amount up to 60% of the action’s budget.
- Management costs: identifiable costs related to management, supervision, coordination, monitoring, control, and evaluation or financial audit which specifically generated by the implementation of the action or the justification of the Grant; with a maximum of 33% of the action’s budget.

Structure costs: costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action; with a maximum of 7% of the action’s budget Operational cost and management cost form together the direct cost of the Action. Structure costs represent the indirect cost of the Action. The structure costs are lump sum and represents a maximum of 7% of the operational cost, as verified and agreed upon beforehand by the contracting authority\(^7\) or the structure costs will be justified by supporting documents for each expense\(^8\).

Only “eligible costs” will be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.

Under this call, the following direct costs of the grantee are eligible as operational cost or management cost:

a) The personnel costs of staff assigned to the activity corresponding to the actual gross remunerations and wages, including social charges and other costs constituting part of remuneration; these should not exceed the salaries and costs normally paid by the grantee unless justification is provided that this excess is indispensable for the achievement of the activity;

b) Travel and staying-over costs, provided should correspond to habitual practices of the grantee and should not exceed applicable scale at Enabel.

c) The costs for works, services and purchase of equipment specifically destined for the needs of the activity (this refers to public contracts within the meaning of Article 7.4.).

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\(^6\) Except if the organisational assessment indicated that the selected partner cannot manage that amount of money. In that case, the repartition of the budget will be reviewed. A maximum of 60.000€ per selected Private for Profit partner is applicable.

\(^7\) The overheads are motivated in the detailed budget. Enabel will verify if those costs are realistic and if the % requested corresponds to the overall structure costs of the applicant (based on previous annual financial statements). Once accepted, the structure costs are lump sum and do not need to be justified in the course of implementation.

\(^8\) To be discussed and agreed upon at the Grant agreement signature stage.
d) The costs emanating from other agreements backed by supportive documents of the grantee for the needs of the implementation of the activity; costs directly emanating from the requirements of the agreement (dissemination of information, specific evaluation of the activity, audits, translations, reproduction, insurances, etc.), including costs of financial services (in particular transfer costs and financial guarantee costs when required under the agreement);

e) Duties, levies and any other taxes or charges, including the value-added taxes, which have been paid and cannot be recovered by the grantee;

f) Meals, drinks and snacks are accepted for the activities in the partner country if they are part of and required for these activities, justified and of a reasonable amount;

The following costs are always ineligible, as operational, management or structure costs:

a) Accounting entries not leading to payments;
b) Provisions for liabilities and charges, losses, debts or possible future debts;
c) Debts and debit interests;
d) Doubtful receivables;
e) Currency exchange losses;
f) Loans to third parties; except if one objective of the action is credits awarding

g) Guarantees and bonds; except if one objective of the action is guarantees or bonds awarding

h) Costs already financed by another grant;
i) Invoices made out by other organizations for goods and services already subsidized;
j) Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized;
k) Any sub-letting to oneself;
l) Purchases of land or buildings; except if those purchases are necessary to the direct implementation of the action

m) Compensation for damage falling under the civil liability of the organization;

n) Employment termination compensation for the term of notice not performed;
o) Purchase of alcoholic beverages, tobacco and derived products thereof.
p) Grant agreements to sub-beneficiaries

q) Infrastructure except in very exceptional cases;
r) Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
s) Absentee payment of staff attending training programs;
t) Workshops and conferences for political, spiritual and social enhancement;
u) Professional training programs, involving the upgrading of personnel such as doctors, lawyers, accountants and architects;
v) Postgraduate training programs, involving the pursuance of higher education leading to the award of an advanced diploma, graduate diploma, degree or post degree qualification;

In order to make your budget, please refer to the indicative price list annexed to this guideline.
5 PRESENTATION OF APPLICATION AND PROCEDURES TO BE FOLLOWED

### Stage 1: Concept Note

#### 4.1.1. Introduction

In the first stage, the applicant sends only the concept note with required annexes and in the second stage, after notification of being shortlisted, a full application form along with the required annexes are submitted.

#### 4.1.2. Content of the concept note

Applications must be submitted in accordance with the instructions on concept notes forms (Annex 2).

Applicants must submit their request in English.

In the concept note, applicants need only to provide an estimate of the amount of the contribution requested from the Belgian Development Agency. Only applicants invited to submit a full application in the second stage should present a detailed budget. However, the contribution requested may not vary more than 20% in relation to the initial estimate.

Elements defined in the concept note may not be modified by the applicant in the full application form.

Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

Enabel reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. Registration certificate
2. By laws/Articles of Association
3. A copy of the applicant’s most recent financial statement (income statement and balance sheet for last closed financial year)
4. Signed declaration of the applicants
5. Signed letter of intent
4.1.3. Where, how and by when to send the concept note?

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

<table>
<thead>
<tr>
<th>Kampala Office</th>
<th>Arua Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Project Coordinator/Co-Coordinator</td>
<td>The Project Coordinator/Co-Coordinator</td>
</tr>
<tr>
<td>Enabel Support to Skilling Uganda (SSU) Project.</td>
<td>Enabel Support to Skilling Uganda (SSU) Project.</td>
</tr>
<tr>
<td>Nakasero Plot 5, Kyadondo Road, Legacy Towers (1st Floor on wing B)</td>
<td>Plot 2B, Jerekede Road - Mvara Arua Municipality</td>
</tr>
<tr>
<td>P.O BOX 40131 Kampala</td>
<td></td>
</tr>
</tbody>
</table>

Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

The deadline for submission of concept note is on the **11th March 2019 4:00 pm**, as evidence by the date of the postmark or by the date of acknowledgment of receipt. **All concept note submitted after the deadline date and time will be rejected.**

4.1.4. Further information on Concept note stage

Information session will be organized as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>District</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th February 19</td>
<td>Adjumani</td>
<td>9:00 am-1:00 pm</td>
<td>Zawadi Hotel</td>
</tr>
<tr>
<td>13th February 219</td>
<td>Moyo</td>
<td>10:00 am-2:00 pm</td>
<td>TBC</td>
</tr>
<tr>
<td>14th February 19</td>
<td>Arua</td>
<td>9:00 am-1:00 pm</td>
<td>TBC</td>
</tr>
</tbody>
</table>

Interested applicants are invited to attend these workshops. As the available space is limited, they are requested to confirm their attendance by sending the participant’s details and the organization’s name to this email address; **freda.anek@enabel.be**. Participants will be expected to meet their costs of travel and mileage.
Applicants who attend the information sessions, may also send their questions by e-mail, at the latest the 21 days before the deadline date for the submission of applications. These questions have to be sent to the following email address: sdf.grants@enabel.be.

In the subject, the applicant should indicate the reference of the call for proposal and “questions & answers”.

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 11 days before the deadline date for the submission of applications.

In order to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, an affiliate entity or an action.

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the information period will be summarized and communicated to all applicants at the same time.

The answers to these questions and other important information communicated during the information sessions will be published in due course on the SDF website www.skillsdevelopmentfund.gov.ug. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

4.1.5. Evaluation process of the concept notes: selection and award criteria’s

The first stage of evaluation is the administrative and eligibility check. Please find in attachment the administrative check grid (annex 3) that will be used to check your application’s meets the selection criteria’s as set out in section 3.

The applicants who will pass this first stage, will go to the technical evaluation using the technical grid for concept notes attached as annex 4.

The concept note will be evaluated, based on the following award criteria:

- **Relevancy of the Action** (regarding the expected objectives of the Call, the clarity of the needs assessment, the innovative approaches, the consideration of vulnerable youth and women livelihood and the cost effectiveness of the action)
- **Adequacy** of the proposed trades with the target of this call
- **Pertinence of the Work-Based component** and **gender approach**
- **Evidence of M&E in-built of the Action**
- **Sustainability** of the Action

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

Firstly, only concept note that will reach a minimum of 30 point out of 50 will be considered for shortlisting.
Secondly, the number of concept notes will be reduced according to their ranking in the list by the number of concept notes whose total cumulative amount of contribution requested is equal to 200% of the budget available for this call for proposal (i.e. 4,000,000 EUROS).

In conclusion, the best ranked applicants according to the technical scores and the regional spreading, representing a maximum of 200% of the total amount available for this call, i.e. concept notes totalling to 4,000,000€ Euros will be requested to submit a fully-fledged proposal. The other ones, will be notified of the reasons for not being selected at this stage.

The whole process will be reviewed and validated by the Chair of the Selection Committee who is in charge of approving the selected concept notes.

4.1.6. Notification of the contracting authority’s decision
The applicant will be notified in writing of the decision taken by the contracting authority, i.e. Enabel, concerning its application and, in case of rejection, the grounds for this negative decision.

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure, or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with Enabel.

In this case, complaints concerning the outcome of the screening of concept notes will be dealt with by the Project Manager, who will conclude whether the grievance is warranted and possible consequences of the complaint. The SDF unit will make all relevant documentation on all applicants available to the Selection Committee.

Complaints concerning the outcome of the approval/rejection of applications by the Selection Committee will be considered by the Chairperson of the selection Committee, who will conclude whether the grievance is warranted and the possible consequences of the complaint. In this case, the SDF unit will make all relevant documentation available for the Steering Committee.

The purpose of this complain cannot be to request a second evaluation of the concept note without any other grounds than that the applicant disagree with the decision.

### Stage 2: The fully fledged proposals

**Introduction**
At this stage, only applicants whose concept notes were successful, will be invited to submit a full proposal. The full grant application template will be sent to successful applicants after completion of evaluation of the concept notes.

Briefly described, the selection process of the fully-fledged proposal will be as such:

a) **Submission of full application**: The best ranked applicants whose concepts will meet the administrative, eligibility and relevancy checks and that represent – all together - a maximum of 200% of the total amount available for this call, will be invited to submit full proposals.

---

9 Relevant for only those whose concept notes would have been successful in the first stage.
b) **Administrative conformity checks of applications**: Full applications submitted within the deadline date and time will be subjected to administrative and eligibility checks.

c) **Technical Appraisal**: The applications that conform to the administrative requirements will be technically appraised to ensure their relevance, quality, implementation management and value for money.

d) **Organizational assessment**: Applicants meeting the technical criteria and represents a maximum of 150% of the call (3,000,000€) will be verified and assessed on their capacity.

e) **Approval**: Applications that meet the criteria and have the required capacity will be reviewed by the SDF Selection Committee for approval.

f) **Grant agreement signing**: The approved applicants will sign agreement with Enabel which will set the rules and guidelines for the grant.

Further information on application process, the required documents and templates, the evaluation criteria and selection of applications will be given to those who will go through stage 1.
## 6 INDICATIVE TIME LINE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for proposal launch</td>
<td>4th February 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Information meeting</td>
<td>12th -14th February 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Deadline for clarification requests to SDF</td>
<td>18th February 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Last date on which clarifications are given</td>
<td>28th February 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Submission deadline: concept notes</td>
<td>11th March 2019</td>
<td>4:00pm</td>
</tr>
<tr>
<td>Evaluation of concept notes</td>
<td>8th April 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Invitations to submit the full application form</td>
<td>19th April 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Deadline for the submission of the full application form</td>
<td>20th May 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Evaluation of full applications</td>
<td>19th June 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Selection committee approval of final list</td>
<td>28th June 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Organizational assessment</td>
<td>22nd July 2019</td>
<td></td>
</tr>
<tr>
<td>Notification of the award</td>
<td>22nd August 2019</td>
<td>NA</td>
</tr>
<tr>
<td>Signature of the Agreement</td>
<td>30th August 2019</td>
<td>NA</td>
</tr>
</tbody>
</table>

* Provisional date and time. This indicative timetable may be updated by the Enabel during the procedure. In this case, the updated timetable may be published on the SDF website: [www.skillsdevelopmentfund.gov.ug](http://www.skillsdevelopmentfund.gov.ug)
7 LIST OF ANNEXES

- SUMMARY OF THE SUBMISSION GUIDELINES


- THE ADMINISTRATIVE CHECK GRID THAT WILL BE USED TO CHECK THE APPLICATION’S ADMINISTRATIVE CONFORMITY

- THE TECHNICAL GRID FOR CONCEPT NOTES THAT WILL BE USED TO CHECK THE RELEVANCE, THE COHERENCE AND THE FEASIBILITY OF YOUR PROPOSAL

- Indicative price list
ANNEX 1: SUMMARY OF THE GUIDELINES FOR SUBMISSION

- Please find attached the application form that you should ensure that is properly filled.
- A signed letter of intent signed by both the lead and selected partner in the proposed project must be attached to the proposal, using the annex provided.
- The deadline for submission of proposal is **Monday, 11th March 2019, at 4:00 pm.** Any proposal submitted after the deadline date and time will be rejected.
- The proposal must be submitted in one original - signed copy and one photocopy copy in A4 format, each bound separately. **Please respect the guidelines.**
- An electronic version of the proposal must also be provided along with the paper version, as indicated below. The electronic file must be exactly identical to the attached paper version.
- The external envelope must bear the **reference number and title of the Call for Proposals** as well as number of window and its title, the full name and address of the applicant, and the note “Do not open before the opening session”
- The proposal must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered to the address set out below:

<table>
<thead>
<tr>
<th><strong>Kampala Office</strong></th>
<th><strong>Arua Office</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Project Coordinator/Co-Coordinator</td>
<td>The Project Coordinator/Co-Coordinator</td>
</tr>
<tr>
<td>ENABEL Support to Skilling Uganda (SSU) Project.</td>
<td>Enabel Support to Skilling Uganda (SSU) Project</td>
</tr>
<tr>
<td>Nakasero Plot 5, Kyadondo Road, Legacy Towers (1st Floor, wing B)</td>
<td>Plot 2B, Jerekede Road - Mvara Arua Municipality</td>
</tr>
<tr>
<td>P.O BOX 40131 Kampala</td>
<td></td>
</tr>
</tbody>
</table>

Please ensure that that your proposal reaches before the deadline if you decide to send through postal courier
- The proposal sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.
# ANNEX 2: CONCEPT NOTE TEMPLATE

## 1. ADMINISTRATIVE PART

The applicant must ensure the text:

- *Does not exceed the word limit in each section.*
- *Provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance.*
- *Provides comprehensive information.*
- *Is drafted as clearly as possible for evaluation.*
- *Ensure all the annexes are attached.*

<table>
<thead>
<tr>
<th>Call for proposal reference number:</th>
<th>UGA 16 0321T/Call 008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location(s) of the action:</td>
<td>&lt; Specify the districts that will benefit from the action &gt;</td>
</tr>
<tr>
<td>Name of lead applicant:</td>
<td></td>
</tr>
<tr>
<td>Legal status¹⁰:</td>
<td></td>
</tr>
<tr>
<td>Name of the selected partner(s)¹¹:</td>
<td></td>
</tr>
<tr>
<td>Legal status of the selected partner(s)¹²:</td>
<td></td>
</tr>
<tr>
<td>Link between the lead and the selected partner:</td>
<td></td>
</tr>
<tr>
<td>Contact details of the applicant to be used for this action</td>
<td></td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone number (fixed and mobile):</td>
<td></td>
</tr>
<tr>
<td>Point of contact for this action:</td>
<td></td>
</tr>
</tbody>
</table>

¹⁰ Attach registration certificate and by-laws/articles of Association
¹¹ Note that only joint applications are eligible, minimum must be two partners. Use one line per applicant.
¹² Attach registration certificate and by-laws/articles of Association
2. SUMMARY OF THE ACTION (MAX: 300 WORDS)

Please complete the table below;

<table>
<thead>
<tr>
<th>Title of action:</th>
<th>Funding window:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>window 1</td>
</tr>
<tr>
<td></td>
<td>window 2</td>
</tr>
</tbody>
</table>

For which specific sectors and trades:

- Construction (Brick laying, welding) & Transport; specify trade/s
- Green skills; specify trade/s
- Tourism and hospitality industry, specify trade/s
- Trades and services, specify trade/s
3. **RELEVANCE OF THE ACTION**

1.1. **In what ways is the action addressing the labour market needs or skills gaps in the local economy? (100 words)**
What skill gaps is the action addressing in relation to the labour market needs of Northern Uganda region? Refer to clear labour market needs/private sector involvement/value chains linkages & opportunities

1.2. Description of the skills development activities that will be undertaken (150 words)

How will the proposed action address the skills gaps in the Northern Uganda region? Describe how the action relates to National strategic plan of Skilling Uganda at national, regional and/or local level. Explain how long the technical and practical training (work based learning) will be and which training approach will be used.

1.3. Description and definition of target groups and final beneficiaries, their needs and their constraints and indication of how the action will address these needs (200 words)

Please provide all of the following information:

Give a description of each target group and each final beneficiary (where possible quantified), including selection criteria.

Determine the needs and constraints of each target group and each final beneficiary.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain the whole participatory process, which ensures the participation of target groups and final beneficiary.

1.4. Synergies and Collaboration

What other organisation/projects/programmes will you work with? Explain how.

How will this project link to your ongoing or future activities?

1.5. Elements with a particular added value (70 words)

Indicate each element having a specific added value, for example the promotion or consolidation of public/private partnerships, innovation and good practices in skills development, or other interdisciplinary questions such as environmental issues, life skills, Gender, promotion of skills development for vulnerable youth, women and girls.

1.6. How will you monitor the implementations of the actions and document the results? (70 words)

1.7. How will you continue the activity after the fund support has come to an end? (70 words)
2. BUDGET ESTIMATION

<table>
<thead>
<tr>
<th>S/NO</th>
<th>Category of expenses</th>
<th>Activity</th>
<th>Budget (in EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Operational costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Management costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Structure costs</td>
<td>(maximum 7% of operational costs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. **THE APPLICANT’S CONCEPT NOTE DECLARATION**

The applicant, represented by the undersigned, the applicant’s authorised signatory and in this application, representing any SELECTED PARTNER(s) and/or affiliated entity/entities in the proposed action, hereby declares that:

- The applicant has the skills and professional qualifications to manage the proposed action;
- The institution agrees that the project staff of the Support to Skilling Uganda programme, the concerned stakeholders, the institutions of the private sector and the labour market may visit, monitor and investigate for the purpose of evaluating the application, progress assessment, research;
- The applicant undertakes to comply with the obligations provided for in the grant application form affiliated entities’ declaration and the principles of good practice concerning partnerships;
- The applicant and the SELECTED PARTNER(s) shall be directly responsible for the preparation, management and implementation of the action;
- The applicant and, where applicable, each SELECTED PARTNER shall be able to immediately provide, on request, the supporting documents that may be required;
- The applicant and each SELECTED PARTNER are eligible in accordance with the criteria set out in the call for proposal guidelines;
- If recommended for a grant, applicants shall accept the contractual conditions as laid down in the standard Grant Agreement;

Signed in the name and on behalf of the applicant

<table>
<thead>
<tr>
<th>Particular</th>
<th>Lead Applicant</th>
<th>Selected partner 1</th>
<th>Selected partner 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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</tr>
</tbody>
</table>

**LETTER OF INTENT**

27
This letter of intent on Skills Development action, supported by the SDF supported by ENABEL is entered into and between:

........... (Organisation name) represented by ...... (name and the function of the person), hereinafter the lead applicant

AND

........... (Organisation name) represented by ...... (name and the function of the person), hereinafter the Selected partner

OBJECT

Through this letter, the parties manifest their intention, established by common agreement, to work together to produce the project described below.

SHORT DESCRIPTION OF THE PROJECT

[e.g Improve employment prospects for 300 youth through.....,

- We confirm that the idea of the proposed action is a product of our collaborative efforts based on our respective competencies and experience in skills development.
- We confirm that the choice of the selection partner has been done in compliance with the principles of transparency and fair competition, ensuring that there is no conflict of interest (details will be provided at the fully-fledged proposal stage)
- We agree that the division of labour between the partner will be as follow: Indicate who does what – in the main line (details will be provided at the fully-fledged proposal stage)
- We agree that the requested contribution will be divided in between the partners as follow: Indicate who the budget will be divided between the partner – in the main lines (details will be provided at the fully-fledged proposal stage)
- We guarantee that the relevant resources including personnel who are involved in the action will be dedicated to this task during the implementation period, as per the proposal.
- We agree that the project staff of the Support to Skilling Uganda project, the concerned stakeholders, the institutions of the private sector may visit, monitor and investigate for the purpose of evaluating the application, progress assessment, research etc.

DURATION AND SITE FOR THE PROJECT

The scope of this letter of intent ends upon signature by the parties.

SIGNATURES AND DATES (TWO COPIES)

Lead applicant

Selected partner
### ANNEX 3: GRID USED FOR ADMINISTRATIVE CHECK FOR CONCEPT NOTES

#### I. IDENTIFICATION DATA

<table>
<thead>
<tr>
<th>Grid completed by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Proposals number:</td>
<td></td>
</tr>
<tr>
<td>Title of action:</td>
<td></td>
</tr>
<tr>
<td>Navision no.</td>
<td></td>
</tr>
<tr>
<td>Name of applicant:</td>
<td></td>
</tr>
</tbody>
</table>

#### II. VERIFICATION

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

1. Administrative verification

1. The concept note form has have been used for making the application.

2. Applicant’s declaration and letter of intent have been completed and signed by the lead applicant and selected partner/s.

3. The proposal is typewritten in English

4. a. One original and photocopy are attached.

   b. The required annexes (Registration certificate, Articles of Association/by laws) for lead applicants and all selected partners are attached).

5. An electronic version of the concept note is attached.

2. Verification of eligibility

6. The application is a joint venture (intermediate as the lead and co applicant/s are private enterprise/BMO/ training provider/BDS provider

7. The legal status of the applicant and selected partner/s meets the guidelines’ requirements.

8. The action will be implemented in the eligible districts

9. The action and activities proposed are eligible and the window under which they fall is clearly specified.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10. The duration of the action is between 1 day and 9 months with exception of window 2 that may exceptionally go up to 12 months.</td>
<td></td>
</tr>
<tr>
<td>11. The contribution requested is between the authorized minimum and maximum.</td>
<td></td>
</tr>
</tbody>
</table>

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

**Comments:**
# ANNEX 4: EVALUATION GRID USED FOR TECHNICAL EVALUATION OF THE CONCEPT NOTES

<table>
<thead>
<tr>
<th>Call for Concept Reference No. :</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDF Concept File Number :</td>
</tr>
<tr>
<td>Name of Lead Applicant:</td>
</tr>
<tr>
<td>Nature of Organisation:</td>
</tr>
<tr>
<td>Name of Selected partner:</td>
</tr>
<tr>
<td>Nature of Organisation:</td>
</tr>
<tr>
<td>District of implementation of action</td>
</tr>
<tr>
<td>Funding Window:</td>
</tr>
<tr>
<td>Title of Action</td>
</tr>
<tr>
<td>Total Duration (Months)</td>
</tr>
<tr>
<td>Summary of the action (100 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Target number (gender disagregated</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Requested</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average unit cost per trainee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score out of 50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall comments and constraints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(max 50 words)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations for follow up to fully fledged proposal (max 50 words)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
These scores must be added up to obtain the total score for the section in question. Total scores of sections must be added up to obtain the overall score for the concept note in question.

<table>
<thead>
<tr>
<th>Relevance of the action</th>
<th>Max score</th>
<th>Score</th>
<th>Observation/Specific Summarized Comment if any</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. To what extent is the concept relevant to the expected objectives of the Call for Concepts?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 point - The concept note is relevant to 1 of the following sub-criteria: specific local needs, potential beneficiaries, labour market needs and to the fund</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2 points - The concept note is relevant to 2 of the following sub-criteria: specific local needs, potential beneficiaries, labour market needs and to the fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 points - The concept note is relevant to 3 of the following sub-criteria: specific local needs, potential beneficiaries, labour market needs and to the fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 points - The concept note is relevant to 4 of the following sub-criteria: specific local needs, potential beneficiaries, labour market needs and to the fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 points - The concept note is very relevant to the specific local needs, potential beneficiaries, labour market needs and to the fund and are comprehensively presented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. To what extent is the concept note clearly demonstrating the needs and constraints of the trainees</strong></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1 point – Constraints of the target groups are stated and their needs are not catered for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 points – Constraints of the target groups are demonstrated and their needs are covered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 points – Constraints of the target groups are analysed and needs are defined accordingly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 points – Constraints of the target groups are evident and their needs are justified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 points – Constraints of the target groups is clearly analysed and the concept note answer to their needs and constraints, in their specific context</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. To what extent is the concept note innovative? Innovative approaches e.g. work based learning practices, digital economy, green economy skills and entrepreneurship

- The concept note does not demonstrate any innovation
- The concept note presents innovation in the approach
- The concept presents innovation in the approach and content of the training
- The concept note presents innovation in the approach, content of the training and product development
- The concept note includes clearly demonstrated innovation in the approach (WBL, PPP, career guidance and counselling, psycho-social support, mobile training, etc), in the content of the training and product development (using local resources, etc)

| 5 |  |

4. Does the concept note contain specific elements that add value to vulnerable youth and women livelihood, such as life skills, soft skills, RPL, conducive learning environment, certification, provision of start-up kits, finding placement, etc)

- The concept note does not state specific elements that add value to vulnerable youth and women livelihood
- The concept note states the specific needs of vulnerable youth and women and proposes measures
- The concept note demonstrates the specific needs of vulnerable youth and women and proposes measures that add value to their livelihood

<p>| 5 |  |</p>
<table>
<thead>
<tr>
<th><strong>Observation/Specific Summarized Comment if any</strong></th>
<th><strong>Score</strong></th>
<th><strong>Max score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. To what extent is the overall concept note of the action <strong>coherent</strong>? In particular, does it reflect a problem analysis; does it take into account external factors as well as the stakeholders concerned?</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>7. Is the action <strong>feasible</strong> and consistent with the objectives and results expected?</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>8. Does the concept note have evidence of M&amp;E in-built</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>9. Does the concept note take into account the sustainability of the proposed action</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

**Total score (2)** | 15 |

<table>
<thead>
<tr>
<th>Bonus points for (i) Outstanding digitalization approach or (ii) Outstanding gender approach</th>
<th>Max.+ 5 Points</th>
<th>Score</th>
<th>Observation/Specific Summarized Comment if any</th>
</tr>
</thead>
</table>

**OVERALL SCORE** | 50 |