Mozambique

Contracting authority: Enabel

Call for Proposals under the intervention:

Renewable Energy for Rural Development Phase 2 – RERD2+

MOZ1503411

Guidelines for Applicants

“Support for information, education and communication (IEC) on Solar Powered Irrigation Systems (SPIS) for beneficiaries and partners”

Reference: MOZ1503411-10035/AP/001

Deadline for submission of concept note: 4th May 2022
Note

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals received from the preselected applicants will be carried out.
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1 SUPPORT FOR INFORMATION, EDUCATION AND COMMUNICATION (IEC) ON
SOLAR POWERED IRRIGATION SYSTEMS (SPIS) FOR BENEFICIARIES AND PARTNERS

1.1 Context

Mozambique is one of the poorest countries in the world with most of the population living in rural setting. Poverty concerns over half of the population and is even more concentrated in rural areas.

Mozambique has a wide variety of energy resources. In rural areas, most energy is obtained from firewood, coal, fuel oil and batteries which are expensive, inefficient, and environmentally harmful.

Since access to energy is a catalyst for development, the Renewable Energy for Rural Development project (RERD) aims to increase access to energy, promoting renewable energy systems (water and solar) outside the National Electricity Grid. The first phase (RERD1) implemented from 2010 to 2016 focused on installations of photovoltaic systems in schools, health centers and administrative buildings as well as water pumping systems and development of micro-hydro with isolated mini-grids. A second phase (RERD2) started in 2018 and will finance the construction of off-grid systems and demonstrate the most suitable management mode for those mini-grids. This activity will focus on large mini-grids allowing for the productive use of energy.

On the other hand, agriculture is core to the country’s development with about 80% of the population depending on farming. The Mozambican irrigation strategy underlines the importance of irrigation to stabilize and ensure the growth of agricultural production. Irrigation expansion is clearly specified as critical for agri-led economic development; and renewable energies are highlighted as an essential resource for rural electrification considering the deepening climate change induced constraints.

Enabel therefore considered it useful to add a new “irrigation” component to the project which will focus on renewable energy and productive use of water for irrigation purposes in the provinces of Manica and Zambezia, in support of the National Institute of Irrigation (INIR) and to complement existing investments and capacity building activities of RERD2.

This “irrigation” component has just started its activities for an implementation period of 48 months from January 2021. By adding specific results to the productive use of renewable energies for irrigation purposes, the new component integrates all the efforts made in an energy - water - food nexus in ecosystems that are particularly vulnerable to climate change and at the same time essential for sustainable human development.

The objective of this “irrigation” component is to contribute to rural economic and social development by increased access to energy in rural areas, with active promotion of productive uses of renewable energy through Solar Powered Irrigation Systems (SPIS) and support for mechanisms to ensure sustainability.

Efforts and activities are structured around 3 areas of change:

- Infrastructures: sustainable SPIS are taken up by selected farmers in 2 provinces
- Actors and systems: the technical and financial capacities of farmers, institutional partners and market actors for a sustainable use of solar powered irrigation systems are enhanced
- Enabling environment: initiatives to foster an enabling environment for private and public investments in the irrigation sector are supported.

The main target beneficiaries are farmers who will benefit directly from an increased access to energy though SPIS and an improvement of irrigation and agricultural practices. The intervention will support 3 main categories of farmers:

- Small-scale farmers (and their association) with 0.1 to 5 ha of irrigated land (individual or group). Individuals as well as organized farmer groups are considered. Youth and
women shall be specifically considered in the selection process of beneficiaries and project sites.
- Medium-scale farmers with 5 to 20 ha of irrigated land.
- Large-scale entrepreneurial farmers with more than 20 ha of potential irrigated land.

When relevant, the project shall also support farmers part of outgrowers schemes, as a combination of the 3 above categories. Outgrower schemes are systems that link networks of small-scale farmers and large-scale farmers with domestic and international buyers.

Various institutions involved in the project will also benefit from the project. These include the Ministry of Agriculture and Rural Development (MADER), the National Irrigation Institute (INIR), provincial and district level public and private services. Private actors such as suppliers and dealers, retailers and service providers of SPIS will benefit from increased market intelligence, enhanced demand activation and capacity in technical and operational aspects related to SPIS related to their commercial business models.

1.2 Objectives and Expected results

Smallholder “traditional irrigation” has been practiced for centuries in Mozambique in dambos (inland valley bottoms) and peatlands, mostly concentrated in the central and north high rainfall areas at the headwaters of most streams. Formal irrigation development through government or private investments is only relatively recent since the 1970’s.

Due to significant advances in technology and drops in prices for solar equipment, solar panels and pumps have become an economical, technically and environmentally viable alternative to conventional irrigation systems. Nevertheless, few people are aware of the potential and risks associated with solar pumping for irrigation. Technological knowledge and technical skills on SPIS are currently lacking among farmers, suppliers/distributors, extension services and institutional partners in the target project locations. Often the solar pump is not optimally integrated into the irrigation system, which results in inefficiencies. Consequently, demand amongst producers is low and the reluctance of most financial institutions to provide credit solutions required to finance equipment acquisition and installation further lowers the levels of SPIS adoption and utilization in target project locations.

It is critical to promote individual and collective enthusiasm for SPIS in order to ensure successful implementation of the RERD2+ project activities.

Once sensitized, producers will be supported to facilitate the acquisition and installation of SPIS through tailored subsidies and credit secured from existing financing mechanisms and actors.

Accordingly, the general objective of this Call for Proposals is to introduce and promote SPIS technology among producers in pre-selected rural areas and to create awareness and stimulate demand for SPIS amongst them.

The main actions expected from the grant beneficiary will include:

i) Informing, educating and communicating on SPIS in order to mobilize farmers for local buy-in. SPIS technology will be introduced to farmers, agro-entrepreneurs, farmers groups, extensionists and community with a specific target on women and youth. Information and knowledge relative to socio-technical suitability and cost-effectiveness of SPIS will be disseminated and discussed with end users to match expectations and needs.

ii) Capacity building market actors such as extension workers, lead farmers, research and education institutions to fully understand the opportunities presented by SPIS as well correct equipment installation, operation and maintenance.

iii) Documenting and disseminating learning generated through the project activities to relevant stakeholders to promote the sustainable growth of the SPIS sector.

The grant beneficiary(ies) are expected to secure the results indicated in Table 1 below:
<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>Category</th>
<th>Zambezia</th>
<th>Manica</th>
<th>Cumulative Total</th>
<th>Zambezia</th>
<th>Manica</th>
<th>Cumulative Total</th>
<th>Zambezia</th>
<th>Manica</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of farmers informed and sensitized in the provinces on SPIS (disaggregated per category of farmer, per gender, per province/district)</td>
<td>Small scale farmers</td>
<td>500</td>
<td>500</td>
<td>1,000</td>
<td>2,000</td>
<td>2,000</td>
<td>4,000</td>
<td>2,000</td>
<td>2,000</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>Medium Scale Farmers</td>
<td>50</td>
<td>50</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>200</td>
<td>100</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>No. of farmer exchange visits conducted to disseminate learning on SPIS technologies</td>
<td></td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>12</td>
<td>6</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Technical papers on SPIS demand activation and awareness creation amongst rural farmers in Mozambique</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Minimum no of community events¹ organised to facilitate SPIS awareness and demand activation</td>
<td>District level</td>
<td>5</td>
<td>8</td>
<td>13</td>
<td>15</td>
<td>24</td>
<td>39</td>
<td>15</td>
<td>24</td>
<td>39</td>
</tr>
<tr>
<td>No. of extension workers, lead farmers and education institutions trained on SPIS acquisition, operation and maintenance.</td>
<td>Extension Officers</td>
<td>5</td>
<td>8</td>
<td>13</td>
<td>10</td>
<td>16</td>
<td>26</td>
<td>10</td>
<td>16</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Lead Farmers</td>
<td>10</td>
<td>16</td>
<td>26</td>
<td>20</td>
<td>32</td>
<td>52</td>
<td>20</td>
<td>32</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Education Institutions</td>
<td>5</td>
<td>8</td>
<td>13</td>
<td>5</td>
<td>8</td>
<td>13</td>
<td>5</td>
<td>8</td>
<td>13</td>
</tr>
</tbody>
</table>

¹ The events can include farmer field days, road shows, workshops, community meetings or similar platforms suitable for SPIS awareness and demand activation amongst farmers.
### 1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 200,000 EUR. The contracting authority reserves the right not to award all the available funds.

**Indicative allocation per lot / geographical distribution:**
- Lot 1 - Manica province: 100,000 EUR
- Lot 2 - Zambezia province: 100,000 EUR

If the financial allocation indicated for a specific lot cannot be used due to the insufficient number of proposals received or due to their poor quality, the contracting authority reserves the right to reallocate any unused funds to another lot.

**Grant amount**

Any grant application under this Call for Proposals must fall under the following maximum amounts:
- Lot 1 - Manica province: maximum amount: 100,000 EUR
- Lot 2 - Zambezia province: maximum amount: 100,000 EUR
- No co-funding is required
- During the execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to grant additional funds to beneficiaries who have been awarded grants under this Call for Proposals.

### 2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS

*These guidelines specify the rules of submission, selection and implementation of actions financed under this Call for Proposals.*

#### 2.1 Admissibility criteria

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

1. The actors:
   - the applicant, i.e. the entity submitting the application (2.1.1)
   - where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “applicants”] (2.1.1),

2. The actions:
   - actions admissible for grants (2.1.3);

3. The costs:
   - the types of costs that may be included in the calculation of the grant amount (2.1.4).

#### 2.1.1 Admissibility of applicants [applicant and co-applicant(s)]

**Applicant**

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

- be a legal person;
- be a non-profit private entity or a foundation
- be established or represented in Mozambique;
- be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary;
- have a mission that is in line with the objectives of this Call for Proposals and consistent with the objectives of the intervention;
• be able to demonstrate its capacity to manage the funds and activities related to this Call for Proposals;
• have at least ten (10) years of experience in supporting and strengthening agricultural producers or professional agricultural organisations in Mozambique;
• have experience in the implementation of irrigation and sustainable management of hydro-agricultural schemes in Mozambique;
• have already carried out activities in the field of IEC or Communication for Development (C4D) and production of communication materials;
• have experience of working in partnership with the private sector and an understanding of inclusive market systems development processes.
• be able to demonstrate previous experience with an international donor in relation to the theme of this Call for Proposals.

The applicant may either act individually, or with one or multiple co-applicants. Partnership with a co-applicant(s) is encouraged insofar as its members (applicant and co-applicants) are complementary in terms of skills, technical capacity and geographical coverage.

The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants awarded by the RERD2+ programme if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex D of these guidelines.

In section 2.8 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

Document 1: The document certifying the legal status and place of registration of the applicant.

Document 2: The document certifying that the applicant is in order with the payment of social contributions.

Document 3: The document certifying that the applicant is in order with the payment of taxes.

Document 4: An extract from the criminal record made out to the name of the applicant (legal person) or of his representative (natural person) where no criminal records exist for legal entities.

Document 5: The document certifying that the applicant is not into bankruptcy.

If the grant is awarded to it, the applicant becomes the Contracting-Beneficiary identified in Annex D (Grant Agreement). The Contracting-Beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their name. It shall design and coordinate implementation of the action.

Co-applicant(s)

The co-applicant(s) shall participate in specifying the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant. The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.

The co-applicants must sign the declaration in part B, section 2.6 of the grant application file.

If the grants are awarded to them, any co-applicants will become the beneficiaries of the action, with the Contracting-Beneficiary.
2.1.2 Associates and contractors

The following persons are not co-applicants. They do not need to sign the “mandate” statement:

- Associates

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

- Contractors

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. Contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

2.1.3 Admissible actions: for what actions may an application be submitted?

Definition
An action comprises a series of activities.

Duration
The initial planned duration of an action may not exceed 24 months.

Sectors or themes
Agriculture / agricultural development / irrigation / productive use of water for agriculture.

Geographical coverage
The actions must be implemented in the following country: Mozambique.

- Lot 1: Manica province.
- Lot 2: Zambezia province.

Types of action
- Development of IEC materials on solar energy, irrigation and SPIS technology
- Working closely with public and private stakeholders, conduct awareness actions (IEC) on SPIS technology and improved irrigation techniques.
- Document and disseminate learning to sector stakeholders through local engagement platforms and production of technical papers.

The following types of action are not admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences, and conventions
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training

Types of activity
The following provides an indicative overview of activities that would be eligible for support under this Call for Proposals:

Action 1: Development of IEC materials on solar energy, irrigation and SPIS technology
• Analyse the key characteristics and information needs of the targeted population on the basis of which producer awareness materials and messages can be packaged for the effective promotion of SPIS in the project locations.

• Develop, in close collaboration with the project field experts, technical content on SPIS for target groups (e.g. type of SPIS equipment available on the market, suppliers of the equipment, equipment installation procedures, equipment maintenance protocols etc.).

• Develop a communication strategy for the effective dissemination of IEC content developed to ensure wide reach and tangible demand activation amongst the target program beneficiaries.

Action 2: Awareness actions (IEC) on SPIS technology and improved agroecology / irrigation techniques

• Conduct SPIS and agro-ecology awareness campaigns through appropriate farmer engagement protocols including field level demonstrations, exchange visits, focus group discussions/local level meetings, road shows etc

Action 3: Document and Disseminate Learning on SPIS

• Develop technical papers on learning generated during implementation

• Conduct community level meetings with relevant stakeholders to disseminate learning to promote a sustainable SPIS sector

Sub-grants to sub-beneficiaries

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation. The contracting beneficiary always mentions “the Belgian State” as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

The applicant may not submit more than 1 application per lot under this Call for Proposals.

The applicant may not be awarded more than 1 Grant Agreement per lot under this Call for Proposals.

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

A co-applicant may not submit more than 1 application per lot under this Call for Proposals.

A co-applicant may not be awarded more than 1 Grant Agreement.

2.1.4 Eligibility of costs: what costs may be included?

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

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- Direct costs (management costs and operational costs) actually borne by the contracting-beneficiary;

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex D of these 2 These sub-beneficiaries are neither associates nor contractors
- Structure costs (overheads): these are maximum 7% of the Operational Costs.

The structure costs are calculated based on actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.

**Reserve for contingencies**

The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible direct costs. It may only be used with the prior written authorisation of Enabel.

**Contributions in kind**

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

**Ineligible costs**

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other organisations for goods and services already subsidised;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organisation;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof;
- Grants to sub-beneficiaries.

**2.2 Presentation of application and procedures to be followed**

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

**2.2.1 Content of the concept note**

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

Applicants must submit their request in English.

Elements defined in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not vary more than 10% in relation to the initial estimate.

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

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.
Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.

2. A copy of the applicant’s most recent financial statements (income statement and balance sheet for the last closed financial year). Any co-applicants are not required to provide a copy of their financial statements.

3. The legal entity file (see Annex C of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.

4. A copy of the Manual or equivalent of the organization’s financial, administrative and HR management procedures.

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

The concept note must be submitted in one original and 2 copies in A4 format, each bound separately.

An electronic version of the concept note must also be provided. A USB key containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be identical to the attached paper version.

Where applicants are sending several concept notes (for different lots), they must each be sent separately.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note “Do not open before the opening session” and “Não abrir antes da sessão de abertura”.

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 the address set out below:

**Postal Address for hand-delivery or dispatch by private courier service**

The Procurement Officer  
Belgian development agency  
Av. Kenneth Kaunda, 762  
Maputo, Mozambique  
+258 21 483 453

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

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

### 2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is 4th May 2022 as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

### 2.2.4 Further information on concept notes

An information session on this Call for Proposals will be hosted at the RERD2+ Project Office located at Cowork Lab 6 – Av. António Simbine, 114, Sommerschield, Maputo, on the 11th April
Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference: MOZ1503411-10035/AP/001

E-mail address: tendersmoz@enabel.be

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

Questions will be answered at the latest 11 days before the concept notes submission deadline.

To ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended to be informed of the questions and answers published.

2.2.5 Proposals

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A). Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ more than 10% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed.

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

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

2.2.6 Where and how to send proposals

Applications must be submitted in a sealed envelope, sent by registered post or private express courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Postal Address for hand-delivery or dispatch by private courier service

The Procurement Officer
Belgian development agency
Av. Kenneth Kaunda, 762
Maputo, Mozambique
+258 21 483 453
Applications sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

Applications must be submitted in one original and 2 copies in A4 format, separately bound. The proposal, budget must also be provided in electronic format (USB key). The electronic file must contain exactly the same application as the paper version provided.

Where the applicants submit several applications (for different lots), they must each be sent separately.

The external envelope must bear the reference number and title of the Call for Proposals as well as the lot number and its title, the full name and address of the applicant, and the note “Do not open before the opening session” and “Não abrir antes da sessão de abertura”.

Applications must ensure that their application is complete. Incomplete applications may be rejected.

### 2.2.7 Deadline date for the submission of proposals

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

### 2.2.8 Further information on proposals

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference: MOZ1503411-10035/AP/001

Email address: tendersmoz@enabel.be

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

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

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

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

### 2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the application shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

1. **1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSION CHECKS AND EVALUATION OF CONCEPT NOTES**

The following elements will be examined:

**Opening:**

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

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex E1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

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

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 of the evaluation grid available in Annex E1a.

The evaluation criteria are divided by headings and sub-headings. Each sub-heading will be given a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

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

Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is equal to 300% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

The applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

(2) 2nd PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

Opening

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

Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex E2a.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

Step 1: Proposals meeting the conditions of administrative verification and admissibility will be assessed.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex E2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:
have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;

have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal’s objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Only proposals that have achieved a score of 6/10 for criterion 18 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

**Step 2:** Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

**Step 3:** As part of the assessment process, Enabel will then conduct an in situ organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel’s posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case the first proposal on the reserve list will be considered for the same process.

**Selection**

At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

### 2.4 Notification of the contracting authority’s decision

#### 2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its application and, in case of rejection, the grounds for this negative decision.

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

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel’s head office, via the mailbox complaints@enabel.be

See: [https://www.enabel.be/content/complaints-management](https://www.enabel.be/content/complaints-management)
Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

### 2.4.2 Indicative timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information meeting (if necessary)</td>
<td>&lt; 11th April 2022 &gt;</td>
<td>&lt; 10:00 &gt;</td>
</tr>
<tr>
<td>Deadline for clarification requests to the contracting authority</td>
<td>&lt; 13th April 2022 &gt;</td>
<td>&lt; 16:00 &gt;</td>
</tr>
<tr>
<td>Last date on which clarifications are given by the contracting authority</td>
<td>&lt; 22nd April 2022 &gt;</td>
<td>-</td>
</tr>
<tr>
<td>Submission deadline for concept notes</td>
<td>&lt; 4th May 2022 &gt;</td>
<td>&lt; 13:00 &gt;</td>
</tr>
<tr>
<td>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</td>
<td>&lt; 11th May 2022 &gt;</td>
<td>-</td>
</tr>
<tr>
<td>Invitations to submit the proposals</td>
<td>&lt; 16th May 2022 &gt;*</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for the submission of the proposals</td>
<td>&lt; 15th June 2022 &gt;*</td>
<td>&lt; 13:00 &gt;</td>
</tr>
<tr>
<td>Organizational analysis of applicants whose proposal has been shortlisted</td>
<td>&lt; 27th June 2022 &gt;*</td>
<td>-</td>
</tr>
<tr>
<td>Notification of the award decision and transmission of signed grant agreement</td>
<td>&lt; 15th July 2022 &gt;*</td>
<td>-</td>
</tr>
<tr>
<td>Signature of the Agreement by contracting beneficiary</td>
<td>No later than 15 days after notification of the grant</td>
<td>-</td>
</tr>
</tbody>
</table>

* Provisional date. All times are in the local time of the contracting authority.

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the Enabel website, https://www.enabel.be/content/enabel-grants

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

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

#### 2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the contracting beneficiary, contracts must be awarded in accordance with:
Annex VIII of the Grant Agreement template for private sector contracting-beneficiaries.

For private contracting beneficiaries, it is not permitted to subcontract all of an action by means of a contract. In addition, the budget of each contract financed by means of the grant awarded may only correspond to a limited part of the total amount of the grant.

### 2.5.2 Separate bank account

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

This account or sub-account must allow to:
- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

The account will be closed once any reimbursements owed to Enabel have been made (and after settling the final amount of the funds used).

### 2.5.3 Processing of personal data.

Enabel undertakes to treat the personal data communicated in response to this call for proposals with the greatest care, in accordance with the legislation on the protection of personal data (the General Data Protection Regulation, GDPR). In cases where the Belgian law of July 30, 2018 on the protection of individuals with regard to the processing of personal data contains more stringent requirements, the adjudicator will act in accordance with this legislation.

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity submitting the grant application, such as the name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

We process this information because we have a legal obligation to collect this information in the context of the administration and award of our grants.

For more information on this subject, please consult Enabel’s privacy statement at the following link: [https://www.enabel.be/content/privacy-notice-enabel](https://www.enabel.be/content/privacy-notice-enabel).

### 2.5.4 Transparency

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

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3 *This bank must be situated in the country where the applicant is established*
3 LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART A CONCEPT NOTE AND PART B PROPOSAL)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LEGAL ENTITY FORM (WORD FORMAT)

DOCUMENTS FOR INFORMATION

ANNEX D: GRANT AGREEMENT TEMPLATE

ANNEX E1A: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX E2A: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX F: MANICA PROVINCE RERD2+ INTERVENTION AREAS

ANNEX G: ZAMBEZIA PROVINCE RERD2+ INTERVENTION AREAS
Annex F: Manica Province RERD2+ Intervention Areas
Annex G: Zambezia Province RERD2+ Intervention Areas