The Gambia

Contracting authority: ENABEL

Call for Proposals under the intervention:

Rural Infrastructure for Employment Creation
T05-EUTF-SAH-GM-03

Make It in The Gambia

GMT170011T

Guidelines for Applicants

Reference: 01/2019

Deadline for submission of grant application file: May the 10th 2019, at 6 pm c/o Enabel’s office in Banjul
Avertissement

This is a one-step call for proposals. All documents must be submitted at the same time in a complete file (concept note, supplementary application form and their annexes). As a first step, only the Concept Notes will be evaluated including the admissibility of applicants. Subsequently, the evaluation of the supplementary application forms will be carried out for applicants whose concept note has been evaluated favourably.
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CASH-FOR-WORK to build productive assets for employment creation in the rural Gambia Context

The present intervention of Enabel shall be implemented in three years in The Gambia with a budget of 7 million EUR funded by the Trust Fund (EUTF). It is part of larger program aiming at contributing to socio-economic development and to nurture positive prospects for local populations and returning migrants in the Gambia involving other development agencies, including IMVF and GIZ, covering all The Gambia territory.

Enabel’s intervention will work in the North Bank Region and the Central River Region, focusing on the rehabilitation/building of structuring economic investments in the agriculture sector, supporting sustainable production, increased productivity and value addition by private actors in selected food value chains. It will also facilitate the development of sustainable management systems and upgrade TVET facilities in both Regions. To achieve this, close coordination with IMVF, in charge of the capacity building and social engineering components, will be essential. The start of both interventions should be coordinated. IMVF will need a bit of time to recruit its social workers. Its intervention should therefore start one month before Enabel intervention.

The ambitions of the intervention are therefore high considering the limited time frame. The intervention will have therefore to identify straightforward investments not requiring long studies to confirm their relevance and feasibility, with guaranteed land use right, and existing well-motivated management body. The accuracy of the selection process will be therefore essential. This exercise will be conducted jointly with IMVF.

The intervention will benefit from the experience and expertise of another Enabel’s project funded by the EUTF located in Senegal, the PARERBA.

Finally, the intervention will coordinate with GIZ that will be in charge of providing renewable energy to the infrastructures requiring energy supply, such as cooling rooms.

Programme objectives and Expected results

The specific objective(s) of this Call for Proposals is: “Promoting participation of local community and specially of young people and returning migrants to productive infrastructure building”

Expected results are:

1) At least 500 people are mobilized as non-specialized workforce through a cash-for-work scheme;
2) Workforce is sensitized and oriented about locally available economic opportunities, entrepreneurship, vocational education and training facilities and financial services;

Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 600,000 EUR. The contracting authority reserves the right not to award all of the available funds.

Grant amount

Any grant application under this Call for Proposals must fall between the following minimum and maximum amounts:

minimum amount: EUR 400,000
maximum amount: EUR 600,000
No co-financing is required

**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.*

**Admissibility criteria**

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

1. **The actors:**
   the applicant, i.e. the entity submitting the application form (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).

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2.1.1 **Admissibility of applicants**

**Applicant**

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

- be a legal person; **and**
- be a non-profit private entity or a foundation;
- be established or represented in: The Gambia and Sénégal; **and**
- be directly responsible for the preparation and management of the action and not be acting as an intermediary **and**
- have at least five years’ experience of implementing similar projects

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

The potential applicant may not participate in Calls for Proposals, nor may they 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 the country in which they are established or with those of the contracting authority’s country or those of the country where the contract is to be performed;

e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In part B, 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.

If the grant is awarded to it, the applicant becomes the beneficiary-contractor identified in Annex F (Grant Agreement). The beneficiary-contractor 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 beneficiary-contractor.

**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**

Beneficiary-contractors may award contracts. Associates cannot at the same time be suppliers (services, works, equipment) for the project. Suppliers shall be subject to the public procurement rules set forth in Annex VI of the Grant Agreement template.

**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 be less than 24 months nor exceed 26 months

**Sectors or themes**

Awareness raising about migration, entrepreneurship, technical and vocational education and training savings and financial services;

Cash-for-work management;
Community works;
Social cohesion.

**Geographical coverage**
The actions must be implemented in the following country: The Gambia, The North Bank Region and The Central River Region. Municipalities and communities where the beneficiary-contractor will be supposed to work will be defined in concertation with Enabel and its partners once intervention sites will have been identified.

**Types of action**
Providing support to building companies to manage all key phases of the cash-for-work process according to quality standard set by the EU-funded CALP (Cash Assistance Learning Programme), notably:
- a) Work force mobilization and identification;
- b) Workforce preliminary training;
- c) Workforce payment;
- d) Workforce supervision and post-distribution monitoring;
- e) Workforce follow-up aimed at sustainable integration into the labour and financial market.

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**
- Organization of targeting meetings with local authorities and youth’s representatives at the national and local level;
- Communication and awareness raising campaigns;
- On-site supervision visits;
- Surveys;
- Establishment and enforcement of workforce’s management agreements with building companies.
- Support provision to payment management.

**Sub-grants to sub-beneficiaries**
Applicants can not propose sub-grants to sub-beneficiaries.

**Visibility**
Applicants must take all measures necessary to ensure the visibility of the financing or co-

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1 These sub-beneficiaries are neither associates nor contractors.
financing by the Belgian Development Cooperation and the European Union. The contracting beneficiary always mentions “the Belgian State” and “the European Union” 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 under this Call for Proposals.
The applicant may not be awarded more than 1 Grant Agreement under this Call for Proposals.
The applicant may not be at the same time a co-applicant in another application.
A co-applicant may submit more than 1 application under this Call for Proposals.
A co-applicant may not be awarded more than Grant Agreement under this Call for Proposals.

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 beneficiary-contractor;
  
  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 F of these guidelines).

- Structure costs (overheads): these are maximum 7% of the Operational Costs
  
  The maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant).

  The structure costs are calculated on the basis of 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 beneficiary-contractor. As contributions in kind do not involve any expenditure on the part of the beneficiary-contractor, 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

Presentation of application and procedures to be followed

### 2.2.1 Grant application file

Applications consisting of concept notes, supplementary application forms and annexes, must be submitted all together in accordance with the instructions contained in the grant application file annexed to these guidelines (Annex A).

Applicants must submit their request in English.

Any error or major inconsistency concerning the points mentioned in the instructions for the preparation of concept notes or any major inconsistency in the application form (for example, if the amounts mentioned in the budget calculation sheets do not correspond) may result in the 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 application form and published annexes which need to be completed (budget, logical framework) 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.

### 2.2.2 Where and how to send applications

Applications must be submitted in one original and 1 copy, in A4 format, separately bound. The grant application file, budget and logical framework must also be provided in electronic format (CD-ROM). The electronic file must contain exactly the same application as the attached paper version.

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”.

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**

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

**Applicants must ensure that their grant application file is complete. Incomplete applications may be rejected.**

### 2.2.3 Deadline for the submission of the application

The deadline for submission of applications is **May 10th, 2019** as evidenced by the date sent, the postmark or the date of acknowledgement of receipt. All applications submitted after the deadline date and time will be automatically rejected.

### 2.2.4 Further information on applications

An information session relating to this Call for Proposals will be hosted on April 16th at 11 am o’clock at:

Enabel
Khamsys Technologies Ltd.
Bijilo Tourism Layout, Behind the ATLAS GAS STATION
Bijilo, Banjul, The Gambia

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:

E-mail Address: james.dean@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 admissibility of applicants, of an action or specific activities.

Questions that may be of interest to other applicants, and answers to these questions will be published on the Enabel website. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

### 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 STAGE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY 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 12 of the verification and evaluation grid provided in Annex G.
- 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 13 to 18 of the evaluation grid available in Annex G.

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 200% 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 evaluation committee will then proceed with an evaluation of the applications of applicants whose concept notes have been shortlisted.

(2) 2nd STAGE: EVALUATION OF SUPPLEMENTARY APPLICATION FORMS

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

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 H. The evaluation criteria may be broken down into selection and award criteria.

The evaluation 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 evaluation criteria also help evaluate the quality of the applications against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They help in selecting applications which assure the contracting authority that their objectives and priorities will be observed. 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.

Provisional selection

After evaluation, a table will be drawn up, containing all the applications ranked according to their score and subject to the funds available. A reserve list will additionally be drawn up following the same criteria, to be used if more funds become available during the validity period of this list.

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 http://www. Enabel.be/fr/gestion-plaintes

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</td>
<td>April 18th 2019</td>
<td>11 am</td>
</tr>
<tr>
<td>Deadline for clarification requests to the contracting authority</td>
<td>April 18th 2019</td>
<td>12 am</td>
</tr>
<tr>
<td>Last date on which clarifications are given by the contracting authority</td>
<td>April 24th 2019</td>
<td>12 am</td>
</tr>
<tr>
<td>Submission deadline: grant application file</td>
<td>May 10th 2019</td>
<td>6 pm</td>
</tr>
<tr>
<td>Notification of applicants of the opening, administrative checks and evaluation of concept notes (stage 1)</td>
<td>May 12th 2019</td>
<td>11 am</td>
</tr>
</tbody>
</table>
Notification of applicants concerning the evaluation of supplementary application forms (stage 2) | May 14th 2019 | 11 am
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Notification of the award decision and transmission of signed grant agreement | June 3rd 2019 | 11 am
Signature of the Agreement by beneficiary | 15 days after notification the award at the latest | 10 am

* 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.

**Implementation conditions following the grant award decision of the contracting authority**

Together with the grant award decision, beneficiary-contractors will be offered an agreement based on the contracting authority’s Grant Agreement template (Annex F of these guidelines). By signing the supplementary application form (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 beneficiary-contractor(s), contracts must be awarded in accordance with the Grant Agreement template in Annex VI. It is not allowed to subcontract the whole 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.
list of Annexes

DOCUMENTS TO BE COMPLETED

ANNEX A: grant application file (Word format)

ANNEX B: budget (Excel format)

ANNEX C: logical framework (Word format)

ANNEX D: legal entity form

ANNEX E: financial identification form

INFORMATION DOCUMENTS

ANNEX F: grant agreement template

Annexe III: Payment request template.
Annex IV: Transfer of ownership of assets template
Annex V: Legal entity form (private or public)
Annex VI: Public procurement principles (in the case of a private beneficiary-contractor)
Annexe VII: Financial identification form

ANNEX G: concept note verification and evaluation grid

ANNEX H: supplementary application form verification and evaluation grid

ANNEX I: daily allowance rates (per diem):