Palestine

Contracting authority: ENABEL

Call for Proposals under the intervention:

Youth Economic Empowerment in Palestine (YEP) as part of the EU-funded Youth Empowerment Program

PSE21002

Guidelines for Applicants

Reference: PSE21002-10012

Deadline for submission of concept note: 29th August 2022, at 3:00 pm the latest
NOTE

This is a call for proposals in **two stages**. 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 actually received from the preselected applicants will be carried out.
1 Call for proposal for upskilling and vocational reskilling pathways in Palestine

1.1 Context

This invitation to elaborate an action proposal is part of the intervention “Youth Economic Empowerment in Palestine (YEP)”, financed by the European Union and executed through the Belgian Development Agency, Enabel.

The environment for youth employment in Palestine is highly constrained by its political and socio-economic context. On the one hand, important gaps in the education system, lack of an adequate public employment service, economic and policy related constraints to business development, as well as sociocultural aspects directly affect youth’s employability and access to (self-) employment. Although some of these constraints affect workers across all age groups, they are often more severely binding for youth who have little or no work experience and more limited social networks. In particular young women and vulnerable youth face higher barriers to employment. On the other hand, the private sector is highly constrained, mainly as a result of occupation-related restrictions on mobility and access to resources but also due to the presence of internal challenges constituting a poor business environment that is not capable to generate sufficient employment opportunities to absorb the growing number of youth entering the labour market.

Liquidity gaps in the public budget, the outbreak of the Covid-19 pandemic and escalating political tensions throughout 2020 and 2021, have resulted in a socio-economic crisis in Palestine, witnessed by a sharp decline in domestic economic activity and a rise in already high unemployment and inactivity rates, in particular among youth and women.

The high and increasing levels of vulnerability resulting from political, security and economic crises have impacted households’, and in particular youth’s, ability to cope with or recover from re-emerging shocks and consequently their abilities to maintain, sustain or develop their livelihoods and survive.

The Youth Economic Empowerment in Palestine (YEP) Action aims to address the lack of economic prospects for Palestinian youth, including vulnerable youth and young women, by empowering them to access decent employment opportunities.

The Action is part of the larger “Palestinian Youth Empowerment Programme”, funded by the EU Neighbourhood Instrument and to be implemented through complementary actions led by UNFPA, Sharek Youth Forum in partnership with the Centre for Youth Economic Empowerment, and Enabel in Palestine. The Overall Objective of the Palestinian Youth Empowerment Programme is to improve Palestinian youth’s contribution to economic, social and public life.

The general objective of the Action is:

“Enhance Palestinian young people’s employability and economic empowerment.”
The specific objective of the Action is:
“*Young women and men are better equipped to access inclusive and decent employment opportunities.*”

Contribution to the specific objective will be achieved through three results focusing on enhancing youth’s capacities to access wage- and self-employment opportunities.

The first result relates to the development and operation of a First Employment Facility (job placements accompanied/supported by a private sector led Work Readiness Program), a private sector-led work readiness programme (WRP) allowing to enhance the employability of graduates of vocational training and higher education entering the labour market. As such the first component addresses the high levels of unemployment that increase with higher educational attainment, in particular for women graduates, and mainly resulting from a skills mismatch between the education system and the labour market, and lacking services that help fresh graduates find their way in the labour market. At the same time the mechanism supports direct employment through matching and support to matching services connecting unemployed graduates with employers seeking workers. It also provides incentives for employers to recruit fresh graduates with initial low productivity through compensation of salary costs.

Under the second result, which is the focus of this call, continuous learning opportunities will be supported to enhance the employability of unemployed graduates of vocational training and higher education institutions, as well as youth workers. Short-term specialized TVET courses adapted to the needs of the market, will create new technical upskilling and vocational reskilling, allowing youth graduates and workers to acquire specific, new or complementary technical competencies and/or transversal skills, and ultimately increase their career opportunities. As such, the Action aims to address persistent and specific skill gaps in the labour force and help youth to better adapt to fast-changing work environments and occupational requirements characterizing the 21st-century economy.

A third result addresses business development that aims to enhance access to self-employment. The type of support and changes this component aims to bring about are prompted by the high levels of vulnerability facing Palestinian youth, in particular in disadvantaged regions (Gaza, East-Jerusalem, Area C), which is further increased as a result of the health crisis and the recent escalation of political conflict. As such, vulnerable young women and men will be supported to establish sustainable micro- or small businesses that are viable in their local economies and generate sufficient income to meet their livelihood needs and improve their individual resilience. The approach allows to address priority needs of vulnerable youth and young women from different skill levels, who face additional barriers or are usually not sufficiently equipped to benefit from job placement programmes, or entrepreneurship programmes that aim to develop innovative start-ups with higher growth potential.
1.2 Background of Up- and Re-skilling\(^1\) Opportunities in Palestine

There is overwhelming evidence worldwide, that private sector-led training programs focusing on the work-readiness of young graduates contribute significantly to the employability of youth. The Palestinian TVET strategy, the labour sector strategy, the Employment Strategy, and other related stakeholders’ strategies, all agreed on a main objective “to provide professional and well-trained workforce relevant to the needs of the labour market”.

A wide range of continuing education and training does exist in Palestine, creating up- and reskilling opportunities for the work force which could bear the potential to bridge skill gaps in the labour market. Training in continuing education is however offered by a wide variety of providers and through various modalities – either ad hoc or on a permanent base, either formal, non-formal or on-the-job, etc – and efforts are not coordinated or embedded in a broader vision of lifelong learning. The training offer is not based on a systematic analysis of training needs and structural linkages with the world of work are missing. Moreover, because of the limited information that is available on continuous learning opportunities in Palestine, young graduates do not seem to find their way to training to enhance their employability through up- or reskilling. In a recent assessment of policies for Human Capital Development (HCD) in Palestine, the European Training Foundation (ETF) therefore recommends to approach HCD with a lifelong learning lens by shifting the focus on supporting up- and reskilling programmes and on guidance of individuals in (lifelong) learning or career pathways, rather than supporting institutions, and hereby allow talent management and generation of key competences required in a 21st century economy\(^2\).

In this project, continuous learning opportunities will be supported to enhance the employability of unemployed graduates of vocational training and higher education institutions, as well as youth workers. Short-term specialized TVET courses adapted to the needs of the labour market, will create new technical upskilling and vocational reskilling pathways, allowing youth graduates and workers to acquire specific, new or complementary technical competencies and/or transversal skills, and ultimately increase their career opportunities.

As such, the project should aim to address persistent and specific skill gaps in the labour force and help youth to better adapt to fast-changing work environments and occupational requirements characterizing the 21st century economy. The project should support a strong involvement of the private sector in identifying training needs, as well as the design, implementation and evaluation of the training programmes, while promoting coordination of lifelong learning opportunities at the policy level through advocacy and collaboration with the TVET Commission, its board members and other development partners.

The work-based learning approach should be used to design and implement the activities under this call.

What is the Work-Based Learning Approach?

\(^1\) Based on PEDIAA, the main difference between reskilling and upskilling is that reskilling refers to an employee learning a new set of skills in order to perform a different job, while upskilling refers to an employee learning additional skills to be better equipped to do his/her job

Work-based learning (WBL) is a set of instructional strategies that engages employers and training institutes in providing learning experiences for students. WBL activities are structured opportunities for students to interact with employers or community partners either at TVET center, at a worksite, or virtually, using technology to link students and employers in different locations.

The purposes of WBL are to provide an opportunity for students to practice their learnt skills in the workplace, build student awareness of potential careers, facilitate student exploration of career opportunities, and begin student preparation for careers. WBL should be integrated with classroom learning to help students draw connections between coursework and future careers. It is crucial that applicants identify private sector partners from the design stage to ensure all parties agree to participating in the WBL approach. Applications should outline a list of planned partners. MoUs or other agreements between different parties in the WBL approach should be signed between the parties by the proposal stage of the application.

Students need time and assistance to prepare for WBL activities as well as opportunities to reflect on the activities afterward. Quality work-based learning should include the following elements:

- A sequence of experiences that begins with awareness and moves on to exploration and hands-on preparation.
- Clearly defined learning objectives related to classroom curricula.
- Alignment with students’ career interests.
- Alignment with content standards and industry/occupational standards.
- Exposure to a wide range of industries and occupations.
- Collaboration between employers and educators, with clearly defined roles for each.
- Activities with a range of levels of intensity and duration.
- Intentional student preparation and opportunities for reflection.

Selected applicants will receive training and continuous capacity building from Enabel on how to implement the WBL approach.

1.3 Objectives and Expected results of the call for proposal

The General Objective of the overall YEP project is “Enhance Palestinian young people’s employability and economic empowerment.”

The Specific Objective for the second result, which is the focus of this Call for Proposal, is “Young women and men are equipped with demand-driven, quality skills.”

This Call for Proposal will support the up- and re-skilling opportunities targeted under the second result of the YEP project. This intervention is considered as a window of the Skills Development Fund (SDF). More information on the SDF can be found in Annex Y. The priorities for this Call for Proposals, are:

- Support continuous learning opportunities to enhance the employability of unemployed graduates of vocational training and higher education institutions, as well as youth workers.
• Create **new technical upskilling and vocational reskilling pathways** adapted to the needs of the labour market, allowing youth graduates and workers to acquire specific, new or complementary technical competencies and/or transversal skills, and ultimately **increase their career opportunities**.

• **Address persistent and specific skill gaps** in the labour force and help youth to better adapt to fast-changing work environments and occupational requirements characterizing the 21st century economy.

• **Bridge skill gaps in the labour market**, embedding up- and reskilling opportunities in a broader vision of lifelong learning, based on a systematic analysis of training needs and includes structural linkages with the world of work.

• Enhance the **involvement of the private sector in identifying training needs**, as well as the design, implementation and evaluation of the training programmes

• Promote the **coordination of lifelong learning opportunities at the policy level** through advocacy and collaboration with the TVET Commission3, its board members and other development partners.

• **Support private sector companies** in mitigating the impact of Covid-19 and the protracted crisis in Palestine through matching up-skilling their workers.

The **expected results of the overall Call for Proposal** are:

• At least 450 youth graduates and workers have participated in up- and reskilling for TVET through a **work-based learning approach** (50% of them vulnerable youth, and 40% youth women)

• 100% of the graduates participating in the up- and reskilling training programmes are officially accredited from the Ministry of Labour or equivalent4 upon completion of the programme;

• 80% of beneficiary youth are absorbed in the labour market six months after completing a training programme

• Knowledge on decent work, gender and environmental considerations of private sector companies in the targeted sectors of selected private sector companies are increased as well as included in the developed/ upgraded curricula and in training of trainers’ program. This training is essential for all targeted youth.

• Occupational Safety and health training is delivered to youth if needed depending on proposed sector.

Attached to this call, Annex Z where the main expected results from result 2 are highlighted.

**Target groups**

The direct beneficiaries of the project are youth between (18-29) years old, including vulnerable youth and young women, who recently graduated from universities and other higher education and TVET institutions. As this is a reskilling and upskilling training program; beneficiaries’ educational /training background or experience must be relevant to the training and economic sector that they will join. The project needs to ensure the participation of at least 50% of graduates classified as vulnerable youth, and at least 40% women.

Vulnerable youth are those who face additional barriers to employment or are usually not

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3 In the beginning of 2021, a Presidential Accord was signed establishing a new governance body for the TVET sector called “the National TVET Commission (NTC)”. The law elaborates on the roles and responsibilities of the NTC, and focuses on the transfer of responsibilities from the different line ministries (MoE, MoHE and MOL) to the NTC.

4 The National TVET Commission in the future (according to the mandate of the NTC)
sufficiently equipped to benefit from job placement programmes or entrepreneurship programmes. While the selection criteria will be further finetuned by the implementing partners and Enabel during the implementation of each of the respective projects through developing a targeting strategy for selected the beneficiaries, the following selection criteria for beneficiaries are proposed:

- Age and family size and structure (women breadwinners) and number of dependents
- Geographical location
- Economic Vulnerability and poverty levels

The projects need to provide attention to gender-neutrality of the proposals to assure that the profiles envisaged are gender neutral or are stimulating female employment. At least 40% of the beneficiaries should be female.

### 1.4 Guiding Principles

#### 1.4.1 Employability

Palestine has one of the highest literacy rates in the world amongst its population, yet young people are facing high unemployment rates. The YEP project aims at enhancing Palestinian young people’s employability and economic empowerment.

To be able to do so, the technical, vocational and the 21st century skills of the youth need to be advanced by providing the necessary training and coaching. Therefore, the trainings under this call should lead to employment or self-employment, within 6 months after the training.

#### 1.4.2 Demand driven training

To effectively reduce the skills mismatch, the skills needed in the labour market should be primarily defined by the private sector. A labour market study\(^5\) which will be conducted by Enabel and a selected consultancy on the labour market in Palestine will provide an overview of the skills needed in the different sectors and occupations in the Palestinian labor market, which will contribute to final proposal selection. Applicants should showcase their own analysis of labour market needs, with the private sector in the driver’s seat. This should include a clear overview of vacancies in the private sector, skills needed to fill those vacancies and skills needed to improve private sector performance.

#### 1.4.3 Partnership

Since the main aim of setting up the SDF is to stimulate bottom-up initiatives and partnerships between training institutions (public or private not-for-profit training providers) and the private sector, the call will focus on sustainable and efficient partnerships between private sector companies and training providers which includes a meaningful participation of the private sector in curriculum development or adjustment; exchanging technical knowledge and expertise with trainers; designing or preparing the content of career guidance sessions and/or transversal skills trainings; and in the (final) assessment of trainees’ competences. As mentioned above, a tri-partite partnership will be promoted throughout the training implementation and by the

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\(^5\) Meta-analysis of the Labour market in Palestine, 2022. The analysis is in process.
involved actors.

Lead applicants are expected to develop their concept note/proposal together with the co-applicants (vocational training centers) and with private sector companies that they aim to partner with in the project to ensure a transparent approach, including all partners’ needs and knowledge of the labour market and skills development. A preliminary list of private sector companies who will host trainees should be identified in the proposal document. The strength of the partnership and level of cooperation between partners will be evaluated and will contribute to decision making on successful applications.

1.4.4 Social inclusion

Social inclusion is the process of improving the terms for individuals and groups to take part in society and the process of improving the ability, opportunity, and dignity of those disadvantaged based on their identity. The benefits of social inclusion are threefold; employers gain a broader pool of available skills, co-workers learn from more diverse environments, governments and societies would otherwise shoulder the costs of exclusion. Everyone should have the opportunity to participate and benefit equally from skills development programs to empower them and give them the needed support through training and coaching on technical skills and entrepreneurial skills that will help them start their own business or find decent employment opportunities.

Skills development training thus needs to cater to a range of groups and individuals such as women, persons with disabilities, NEETs, people living in rural areas, refugees and people working in the informal sector.

The Call will prioritize flexible training programmes, attentive to the specific needs of both vulnerable youth/NEETs and women. The Call therefore intends to support actions that adopt social inclusion strategies and services to address these needs, and as such support participation of vulnerable youth and women in the training initiatives. Under this call there will be a specific focus on training vulnerable groups. At least 50% should be classified as vulnerable youth. Targeting vulnerable communities and reaching out to the most vulnerable, should lead to at least 40% female trainee’s participation. Initiatives and proposals that encourage and promote inclusion of People with Disabilities (PWD) will be prioritised.

1.5 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 350,000 EUR. The contracting authority reserves the right not to award all the available funds.

7 Young people not in employment, education or training
8 The Ministry of Social Development (MoSD) is using a Multidimensional Poverty Index to help the ministry identify marginalized and vulnerable population for its social protection services. The Index (or framework as it is also called) consists of two sections: economic well-being and social well-being. The economic well-being is captured by one dimension and one indicator: the usual national monetary poverty line. The social well-being component consists of 21 indicators grouped into 6 dimensions: education (4 indicators); health (4 indicators); employment (4 indicators); housing (4 indicators); safety and use of assets (3 indicators); and personal freedom (2 indicators). The discussion with MoSD during the baseline development process, indicated the possibility of utilizing the database of the ministry to identify youth from vulnerable families and communities. We suggest continuing this discussion with the MoSD prior to the selection of the trainees to benefit from their database to guide the selection process of trainees/youth particularly those form vulnerable families.
Given the particularity of Palestine and the different characteristics of each of its localities, a regional approach is inevitable. This means that the fund will be divided into 3 geographical regions (in line with the regions: East-Jerusalem, Gaza and the West-Bank) through this call for proposals, according to the following distribution:

An application (one proposal) can target more than 1 region.

- East-Jerusalem: (20% of the total budget)
- Gaza: (40% of the total budget)
- West-Bank: (40% of the total budget)

If the financial allocation indicated for a specific region 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 region.

Grant amount

- Any grant application under this Call for Proposals must fall between the following amounts:
  - Minimum 50,000 EURO (fifty thousand euro)
  - Maximum of 100,000 EURO (one hundred thousand euro)

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 (lead applicant and co-applicant(s))
Applicant

To be admissible for grants, the applicants must satisfy the following conditions:

a) be a legal person; and
b) be a local non-profit private entity or a foundation; and
c) be a Private Sector Umbrella Organization (PSUO); and
d) be established in Palestine; and
e) be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and
f) must have an active bank account for the past 24 months; and
g) must have audited financial statements (income statement and balance sheet) of the last closed financial year

The applicant must act with at least one or maximum 4 co-applicant(s) in accordance with the requirements below:

The potential applicant may not participate in Calls for Proposals, nor may they be
the beneficiary of grants if they are in one of the exclusion situations described in
Annex VII of the model grant agreement provided in Annex E of the 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 relevant supporting documents:

- Document 1: Public Law Legal Entity Form
- Document 2: Private Company Legal Entity Form
- Document 3: Registration Certificate (applicant and co-applicant)
- Document 4: Deduction at source Certificate (applicant and co-applicant)
- Document 5: Active bank account for the past 24 months
- Document 6: Audited financial statements (income statement and balance sheet) of the last closed financial year
- Document 7: Declaration from a competent authority of not being in a situation of bankruptcy or insolvency
- Document 8: Non-sentence Certificate from Ministry of Justice (for board members)
- Document 9: The declaration on honour Form (signed and stamped by applicant and co-applicant)
- Document 10: The Integrity statement form (signed and stamped by applicant and co-applicant)

If the grant is awarded to it, the applicant becomes the “contracting-beneficiary” identified in
Annex E (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.

In addition, Enabel will complete an organization assessment following proposal selection and prior to contracting. 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. The organizational assessment focuses primarily on finance, procurement, organizational and administrative processes and provides a clear view on the performance of the assessed organizations in these areas, and more specifically on the following:

- a. Legal Framework and Governance
- b. Organizational Structure
- c. Technical capacities
- d. Human resources
- e. Financial management
- f. Audit
- g. Procurement

### Co-applicant(s)

The call for proposal must be submitted by at least two (and maximum 5) actors: one lead applicant who applies together with one (or maximum 4) selected training providers as co-applicants. The proposal can target 1 (or more) geographical regions (see 2.1.3 Admissibility of the actions – number of requests).

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. However, instead of the categories cited under “applicants” “(c), (f), (g)”, they must also belong to the following categories:

- The co-applicant must be a Vocational Training Centre (VTC) or non-profit training providers, accredited by the Ministry of Labour

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 the 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 that are necessary to achieve the results and contribute to the specific(s) objective(s) pursued by the proposal.
To be eligible, the actions under this call for proposal must meet the specifications described in this document.

Duration
The initial term of an action may not be less than 8 months or exceed 14 months.

Sectors or themes
Targeted sectors will include the priority production sectors and growth sectors that are labour-intensive and can contribute significantly to formal employment creation. Proposed target sectors need to be based on an assessment of the labour market involving participation of all key stakeholders in the proposed project (PSUO, private sector companies and VTCs) and taking into account skills gap analysis that is ongoing for 2022\(^9\).

Trainings in other sectors or occupations not mentioned in the study can also be eligible if applicants can clearly demonstrate the relevance of the proposed trainings based on the local labour market and employment opportunities for the specific target group(s).

Geographical coverage
The actions must be implemented in Palestine covering one (or more) of the following regions:
- East-Jerusalem
- Gaza
- West Bank

Types of action
This Call for Proposals for up- and re-skilling opportunities intends to support types of action that are relevant to the needs of targeted beneficiaries and the local economy, and meet the following criteria:
- Demonstrate a concrete and formal partnership between the PSUOs and VTCs (for example through an MoU outlining roles and responsibilities);

\(^9\) The meta-analysis study for 2022 is under process
• Provide a needs analysis of labour market needs and relevant skills needed to demonstrate the relevancy of the proposed programme;
• Propose a number of graduates enrolled in the programme that is realistic and has an acceptable cost-ratio per graduate;
• Demonstrate the absorption capacity of the proposed private sector companies in targeted sectors;
• Demonstrate the capacity of the PSUO to manage the up-and re-skilling trainings (from selection to preparation, matching and actual implementation and coaching), and more specifically attention for:
  • Experience in project cycle management, including a dedicated project manager for the project
  • Focus on up- and re-skilling trainings matching the labour market needs in the targeted regions
  • Focus on capacity building of the graduates and workers
  • Integrate labour rights and Occupational Health and Safety (OHS) measures
  • Reflect the need in the targeted sectors
  • Be in line with the national plans
  • Lead to accreditation/certification of the training by relevant authority (MoL or equivalent)
  • Integrate new technology and/or innovations within different fields, if relevant and possible
  • Include digitization aspects if applicable
  • Prioritize environmental jobs or green jobs if promising in the sector
  • Sufficient Human Resources and a clear organisational set-up, especially for the finance and accounting department and ensuring an overall segregation of duties;
  • Fair and transparent HR recruitment practices
  • The existence of an anti-corruption and fraud policy;
• Detail the relevant and fair selection of graduates (targeting strategy);
• Ensure attention for inclusion:
  • The gender-neutrality of the proposal to assure that the profiles envisaged are gender neutral or stimulating female employment. At least 40% of the graduates should be women;
  • Attention for vulnerable youth in the proposal and in the targeting strategy for graduates, as well as a strategy for preventing/mitigating the risk of dropping out of the program. At least 50% of the graduates should be vulnerable youth;
  • Attention for and access of people with disabilities in the proposal and in the up-and re-skilling trainings;
  • Securing decent work conditions for trainees during the WBL, ensuring that the place of training is of quality and promotes safety, security and protection is key, as well as specific needs of females and persons with disabilities;

Types of activity
Types of activity admissible for financing under this direct grant:
• Outreach and awareness campaigns. The targeted youth should be mobilized to participate in the training opportunities through outreach and awareness involving
career guidance and counselling platforms operated by the Employment Offices governed by the MoL, media outlets, through outreach to alumni networks and through community awareness sessions, deploying strategies to ensure mobilization of vulnerable youth groups and young women. PSUOs need to ensure proper outreach to private sector companies whose workers are in need of up- or reskilling.

- **Implementation of short-term TVET up- and reskilling training programmes**
  - 450 youth will access short-term training programmes of 50 to 200 hours in the technical and vocational areas identified based on labour market needs, with a minimum of 15 trainees per group. The trainings should be organized by those VTCs that have expertise in delivering the training content.
  - Reskilling courses should include a focus on the Work Based Learning approach.
  - Training on decent work for all trainees and employers is essential.
  - Training on Occupational Safety and Health should be provided depending on the proposed sector.
  - Ensure proper financial management of the grant.
  - Ensure a meaningful participation of the private sector in all stages (identification, design, implementation and assessment), including the WBL activities.
  - Develop evaluation tools to assess quality of trainings and satisfaction of students.
  - Hiring qualified coaches or assigning for coaching sessions focusing on generic skills training and counselling.
  - Regular monitoring of the progress of the training programs (by the VTCs and by the grantee).
  - Provision of insurance against accidents and work-related injuries for graduates and on-the-job trainers and coaches, provision of protective wear, Occupational Health and Safety trainings, knowledge of decent work concept, equipment and other measures adhering to the national standards.
  - Specific services supporting social inclusion and equitable access (i.e. services responding to specific needs of vulnerable graduates such as additional transportation arrangements, flexible working hours, day care services for young mothers, specialized counselling or psychosocial support preventing/mitigating the risk of drop-out, community sensitization, accessibility...).

- **Assessment, certification and accreditation:** As the accreditation of training programmes of this nature fall under the responsibility of the MoL, the MoL TVET Directorate or equivalent will be mobilized to provide licensing. The PSUOs will be mobilized to design the assessment and certification procedure and criteria in collaboration with the private sector representatives, and in consultation with the TVET commission to ensure harmonization with other qualification frameworks. Evaluation of learning outcomes will be carried out by joint committees involving the TVET directorate, the PSUOs.

**Activities that do not need to be budgeted within the grant, but will need participation from the applicants:**

The following are activities that do not need to be budgeted by the applicants. They will be implemented by Enabel outside of the grant but will require participation of the applicants.
Curricula development or upgrading, and Training of Trainers does not need to be budgeted by the grantees, Enabel will cover these costs. The applicant should identify the most relevant courses in their application, as well as the VTCs that have the capacities to offer these courses. Enabel will support to develop or upgrade curricula, and train the trainers of the VTCs. Both the development and upgrading of curricula as well as the training of trainers will involve review and inputs from private sector representatives to ensure optimal alignment with labour market needs. Trainings can only start once this step is fulfilled. Applicants are expected to plan for two months as an inception phase to prepare the implementation of the trainings for youth. During this phase, curriculum development and ToT training will take place (supported by Enabel), as well as selection of the participants and key procurement processes (by the applicant).

Expected results, are:

- 15 curricula upgraded (or developed in case needed to develop new ones), integrating and applying the Complex-Task-Approach principles, and accredited. Enabel will contract a dedicated consultant to assist the grantees in the upgrading/development of curricula. Grantees do not need to budget for this activity;
- 30 trainers trained on upgraded (or new) curricula. This will be included in the above mentioned consultant’s tasks. Grantees do not need to budget for this activity;

Through capacity building activities, the following objectives are pursued by Enabel:

- Building the capacities of the PSUOs and Vocational training Centers (VTCs) based on identified needs, which might include: project management, work based learning approach, complex-task approach, monitoring & evaluation, financial management, procurement procedures, HR management, etc.
- Building the capacities of the private sector companies related to work-based learning implementation and complex task approach.
- 21st Century Skills training will be delivered for selected beneficiaries/ youth in cooperation with Enabel supported innovation hubs.
- Promote public private partnerships in human capital development that facilitate an effective transition from learning to work and increase youth’s career opportunities.

Focus and timing for these activities will be agreed upon with the successful applicants during the implementation phase, and will depend on the results of the organizational assessments.

The following types of actions are not eligible:

- 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;

Sub-grants to sub-beneficiaries

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

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10 These sub-beneficiaries are neither associates nor contractors
Visibility

Applicants must take all measures necessary to ensure the visibility of the the European Union and the Implementor Enabel – the Belgian development agency. The contracting beneficiary always mentions “The European Union” as donor in the public communications relating to the subsidized action. All logo usage materials should take a prior approval before public dissemination.

Number of requests and Grant Agreements per applicant

- The lead applicant may submit one application targeting multiple regions under this Call for proposals
- The lead applicant may not be awarded more than one Grant Agreement under this Call for proposals
- The lead applicant may not be at the same time a co-applicant in another application
- A co-applicant may be involved in more than one application under this Call for proposals
- A co-applicant may be awarded more than one Grant Agreement(s) per geographical area 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 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 E of these guidelines).
- Structure costs (overheads): these are maximum 7% of the Operational Costs.
  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

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11 Or other donor if applicable
“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

The contracting-beneficiary may use the grant for the following three main cost categories:

• ‘Operational costs’, which are the necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables. It concerns services, goods, staff, equipment and infrastructure needed for executing the action, including training, awareness-raising, study trips, workshops, studies and/or consultancy.
• ‘Management costs’, which are identifiable costs related to management, supervision, coordination, monitoring, control, reporting, evaluation and financial audit which specifically originate in the implementation of the action or the justification of the grant;
• ‘Structure costs’, which are costs that are 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. Structure costs are lump-sum and amount to maximum seven per cent (7 %) of operational costs. 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.

Under this framework, the following direct costs of the contracting beneficiary are eligible as operational costs or management costs:

• The cost of staff assigned to the action, corresponding to actual gross remuneration and salaries, comprising social security charges and other statutory costs included in the remuneration; provided that this does not exceed the average rates corresponding to
the contracting beneficiary’s usual policy on remuneration unless justification is provided that the excess is indispensable for the achievement of the activity;

- Travel and subsistence allowances, provided that they are in line with the contracting beneficiary’s usual practices and do not exceed applicable scale at Enabel’s;
- The costs for services, works and purchase of equipment specifically destined for the needs of the action (public procurement within the meaning of Article 7.3.);
- The costs arising from other contracts substantiated by supportive documents of the contracting beneficiary for the purposes of carrying out the activity;
- The costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the activity, audits, translations, reproduction, insurance, etc.), including the costs of any financial services (especially the cost of transfers and financial guarantees where required under the agreement);
- Duties, levies and any other charges, including the value-added taxes, which have been paid and cannot be recovered by the contracting beneficiary;
- 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.

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

In the first stage, the applicant submits only the concept note and in the second stage, after notification of its being shortlisted, it submits the proposal along with the required annexes.

#### 2.2.1 Content of the concept note (stage 1)

- 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.
- In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.
- 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. An external audit report produced by an approved auditor, certifying the applicant’s accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public beneficiary-contractors). Any co-applicants are not required to submit an external audit report.

3. A copy of the applicant’s most recent financial statements (income statement and balance sheet for the last closed financial year)\(^\text{12}\). Any co-applicants or affiliated entities are not required to provide a copy of their financial statements.

4. The legal entity file (see Annex D 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.

### 2.2.2 Where and how to send the concept note (stage 1)

The concept note must be submitted in one original copy in A4 format.

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

Where applicants are sending several concept notes (if this is authorised in the guidelines of the Call for Proposals in question), they must each be sent separately.

The external envelope must bear the reference number and title of the Call for Proposals, the full name and address of the applicant, and the note “Do not open before the opening session”.

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

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Ramallah office: Royal Center, 7th Floor, Al Balou’, Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
- Gaza office: Al Rayes Plaza Building, 4th floor Vector Hugo street

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 (stage 1)

The deadline for submission of concept notes is 29 August 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.

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\(^{12}\) This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.
2.2.4 Further information on concept notes (stage 1)
An information session on this Call for Proposals will be hosted online on 11th August 2022 at 13:00. If you are interested to participate, you are required to fill in this form https://forms.gle/7F3pMEX3mG9qg8SA to register and receive the meeting link.

Applicants may send their questions by e-mail, at the latest by 14th August 2022 before the concept notes submission deadline, to the address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: Abeer.alyazji@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.

In order 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 in order to be informed of the questions and answers published.

2.2.5 Proposals (stage 2)
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 EU 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, 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.**
2.2.6 Where and how to send proposals (stage 2)

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:

- East Jerusalem office: 5 Baibars Street, Sheikh Jarrah
- Ramallah office: Royal Center, 7th Floor, Al Balou’, Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
- Gaza office: Al Rayes Plaza Building, 4th floor Vector Hugo street

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 copy in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format USB. The electronic file must contain exactly the same application as the paper version provided.

Where the applicants submit several applications (if this is authorised in the guidelines of the Call for Proposals), they must each be sent separately.

The external envelope must bear the reference number and title of the Call for Proposals, the full name and address of the applicant, and the note “Do not open before the opening session”.

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

2.2.7 Deadline date for the submission of proposals (stage 2)

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

2.2.8 Further information on proposals (stage 2)

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:

Email address: Abeer.alyazji@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 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 13 of the verification and evaluation grid provided in Annex F1a.
- 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 F1a.
- 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, at least 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 applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

(2) 2\textsuperscript{nd} STAGE: EVALUATION OF PROPOSALS

The following points will be evaluated:

\textbf{Opening}

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

\textbf{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 F2a.

• If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

\textbf{Evaluation}

\textit{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 F2a. 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. Indicative assessment criteria are included in section 2.1.1 of these guidelines.

**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>Launch Call for proposals</td>
<td>29/07/2022</td>
<td></td>
</tr>
<tr>
<td>Online Information meeting</td>
<td>11/08/2022</td>
<td>13:00</td>
</tr>
<tr>
<td>Deadline for clarification requests to the contracting authority</td>
<td>14/08/2022</td>
<td>16:00</td>
</tr>
<tr>
<td>Last date on which clarifications are given by the contracting authority</td>
<td>17/08/2022</td>
<td>-</td>
</tr>
<tr>
<td>Submission deadline for concept notes</td>
<td>29/08/2022</td>
<td>15:00</td>
</tr>
<tr>
<td>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</td>
<td>26/09/2022*</td>
<td>-</td>
</tr>
<tr>
<td>Invitations to submit the proposals and certificates and supporting documents relating to the grounds for exclusion (see 2.1.1)</td>
<td>26/09/2022*</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for the submission of the proposals and supporting documents</td>
<td>25/10/2022*</td>
<td>15:00</td>
</tr>
<tr>
<td>Organizational analysis of applicants whose proposal has been shortlisted</td>
<td>24/11/2022*</td>
<td></td>
</tr>
<tr>
<td>Notification of the award decision and transmission of signed grant agreement</td>
<td>16/12/2022*</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 dates and subject to change. 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.

### 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 E 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.

Or

Belgian or partner country public procurement law or own regulation for public 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\(^\text{13}\), 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 of 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

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\(^{13}\) This bank must be situated in the country where the applicant is established
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/fr/content/title-1”

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.
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) (2ND STAGE ONLY)
ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT) (2ND STAGE ONLY)
ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)

DOCUMENTS FOR INFORMATION

ANNEX E: GRANT AGREEMENT TEMPLATE

Annex III Payment request template.
Annex IV Transfer of ownership of assets template
Annex V Legal entity form (private or public)
Annex VI Financial identification form
Annex VII Exclusion grounds
Annex VIII Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2a: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX Y: SKILLS DEVELOPMENT FUND BRIEF

ANNEX Z: LOGICAL FRAMEWORK OF YEP RESULT 2