

Grants
Call for Proposal in 2 phases

*In the first phase, submission of the concept note and
in the second phase, if selected, submission of the proposal.*

Contracting authority: ENABEL

**Trade for Development Centre – Call for Proposals for the
implementation of a strategy and/or an action plan to be more
sustainable and more respectful of decent income and decent work**

Countries: **Benin, Burkina Faso, Burundi, Democratic Republic of Congo,
Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania** and **Uganda**.
Sectors: **cocoa, coffee, cashew nut**

Countries: **Côte d'Ivoire** and **Ghana**
For the **cocoa** sector only

Countries: **Ethiopia** and **Kenya**
For the **coffee** sector only

BEL2201011

Guidelines for Applicants

Reference: BEL22010-10023

Deadline for submission of concept note: **Monday 27 November 2023**

Provisional deadline for submission of full application file: during the week of 12 February 2024

Note

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes, the applicants who have been shortlisted will be invited to submit a proposal.

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1 CALL FOR PROPOSALS FOR THE IMPLEMENTATION OF A STRATEGY AND/OR AN ACTION PLAN TO BE MORE SUSTAINABLE AND MORE RESPECTFUL OF DECENT INCOME AND DECENT WORK

1.1 Context

The Trade for Development Centre (TDC) is a programme of Enabel.

The TDC aims to promote sustainable production and responsible consumption. It accomplishes this by strengthening production and consumption chains so that they become more sustainable (diversified, climate-smart), more inclusive and more respectful of human rights.

In Africa, the TDC strengthens Micro, Small and Medium Enterprises or Producers' Organisations, through a coaching programme and/or financial support.

This Call for Proposals concerns financial support (grants).

1.2 Objectives and Expected results

The general objective of this call for proposals is to contribute to making the first links in the production chain more sustainable.

The specific objective of this call for proposals is to support Micro, Small and Medium-sized Enterprises or Producers' Organisations in implementing a strategy and/or an action plan to become more sustainable¹ and more respectful of decent income² and decent work³. (see footnotes for more background information)

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 900.000 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: 50.000 EUR
- Maximum amount: 90.000 EUR
- During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

¹ **Sustainability** encompasses environmental aspects (climate-smart agriculture, maintaining ecosystems, etc.), social aspects (decent income and decent work, etc.) and economic aspects (professionalisation of business management, etc.).

² The concept of a **decent income** implies that a family has sufficient resources to cover the costs of food, housing, healthcare, education, transport and other essentials, as well as sufficient reserves.

³ **Decent work** sums up the aspirations of people in their working lives. It involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for all, better prospects for personal development and social integration, freedom for people to express their concerns, organize and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men. (International Labour Organization)

Co-financing

The contracting beneficiary must **co-finance at least 10% of the total project budget**. This means that if the contribution requested from the contracting authority amounts, for example, to 90,000 euros, the contracting beneficiary will have to finance at least 10,000 euros of a project costing a minimum of 100,000 euros.

The action presented will therefore be financed up to a maximum of 90% of the eligible expenditure presented in the final financial report. The remaining minimum 10% will be borne by the contracting beneficiary.

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);

- (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

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

- (a) This call for proposals is only open to **micro, small and medium-sized enterprises (MSMEs)** which do not exceed the definition of a medium-sized enterprise⁴, or to **producer's organisations**.
- (b) **which do not have as primary objective the maximisation of benefits**. As matter of example, cooperatives, associations, foundations and mutual societies meet this objective. In this category, enterprises which meet the following characteristics will be considered:
1. They aim to achieve a specific **social added value**:
 - Sustainable development through environmentally friendly production processes and products and integrated environmental protection.
 - The priority given to labour over capital in the distribution of revenues. Revenue is not an objective in itself, but a means to achieve social objectives.
 - Democratic decision-making: the people involved have a say in company policy.
 - Maximum transparency, including in the areas of general company policy, finance and internal and external relations.
 - Quality relationships. In external relations, the aim is a win-win partnership in which costs and benefits are shared equally. In internal relations, attention is paid to opportunities for personal development, non-discrimination and conditions of employment for staff.

⁴ United Nations' definition: medium-sized company = less than 250 employees and an annual turnover of less than €50 million or a balance sheet of less than €43 million.

- Positive integration into society. This can be achieved through dialogue with the local community and non-governmental organisations in the field. Partners work together and build networks.
- 2. They **provide goods and services** for which there are customers and needs, both current and future. Emphasis is placed on continuity, cost-effectiveness and efficient use of resources.
- 3. They pursue an objective that is in line with the objectives of Belgian Development Cooperation referred to in Chapter 2 of the Law of 19 March 2013 on Belgian Development Cooperation, namely:
 - Sustainable human development,
 - Consolidation of democracy and the rule of law, including good governance,
 - Respect for human dignity, human rights in all their dimensions and fundamental freedoms,
 - Inclusive, fair, and sustainable economic growth, giving priority to local entrepreneurship, social economy and the ILO's Decent Work Agenda.

Please provide as proof of the criteria listed in point (b): your articles of association, internal documents, internal regulations and, if applicable, any certification relating to the company (e.g. World Fair Trade Organisation, etc.).

- (c) having a **legal status** since at least 2 years.
- (d) growing, collecting, processing and/or trading **cocoa, coffee, or cashew nuts**.
- (e) located⁵ in one of the following countries:
 - for the sectors cocoa, coffee, or cashew nut: **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania and Uganda**.
 - for the cocoa sector: **Côte d'Ivoire and Ghana**
 - for the coffee sector: **Ethiopia and Kenya**
- (f) to dispose of **certified accounts** of the 2 preceding years: please provide the accounts for 2021 and 2022.
- (g) be directly responsible for the preparation and management of the action for which the grant is requested (not acting as an intermediary).

The potential applicant cannot participate in calls for proposals nor 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 these guidelines.

In part A, section 1.6.4 of the grant application file (“applicant’s declaration”), the applicant must declare that it does not fall under any of these situations.

If the grant is awarded to it, the **applicant** becomes the **Contracting-Beneficiary** identified in Annex E (Grant Agreement). The Contracting-Beneficiary is the main point of contact for the contracting authority.

⁵ The establishment is determined on the basis of the organisation's statutes, which will have to demonstrate that the organisation has been established by an act of domestic law of the country concerned and that its registered office is located in an eligible country. In this respect, any legal entity whose statutes were created in another country cannot be considered as an eligible local organisation, even if it is locally registered or a "memorandum of understanding" has been concluded.

2.1.2 Associates and contractors

Associates

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

Contractors

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

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

Definition

An action comprises a series of activities.

Duration

The subsidised action must end by 30 September 2027 at the latest.

Sectors or themes

Sustainability, decent income, and decent work.

Target groups

MSME social economy organisations (cooperatives, etc.) and their members.

Geographical coverage

Actions must be implemented in the following country(ies):

- for the cocoa, coffee or cashew nut sectors: Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania or Uganda.
- for the cocoa sector: Côte d'Ivoire or Ghana
- for the coffee sector: Ethiopia or Kenya

Types of action

The implementation of a strategy and/or an action plan to be more sustainable and more respectful of decent income and decent work

All aspects of sustainability can be considered: environmental (climate-smart agriculture, maintaining ecosystems, etc.), social (decent income, decent work, inclusion, etc.) and economic (professionalisation of business management, diversification of production, traceability, etc.).

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

By way of example, you will find below proposals for activities eligible for funding from Enabel's Trade for Development Centre:

- **Support towards decent work**
 - Calculation of the gap between household income and living wage;
 - Definition of an action plan to help reduce part of the gap between decent income and current income: diversification of activities, promotion of the financial inclusion of members (creation of VSLA), etc. ;
 - If the social insurance systems are robust, strengthen the participation of producers in these systems via cooperatives or other social economy enterprises;
 - Raising awareness and making concrete proposals to improve the conditions for decent work, as laid down in the Fundamental Conventions of the International Labour Organisation;
 - Setting up structures and policies to protect and empower women and to include vulnerable people (equal pay, maternity/paternity leave, policies and action plan against sexism, discrimination, gender-based violence, etc.).
- **Strengthening the position of producers' organisations towards primary buyers**
 - Supply chain mapping;
 - Support for dialogue with companies and representative producers' organisations;
 - Support for contract negotiation (understanding the legal aspects, issues and risks associated with non-execution of contracts, preparation for negotiation, etc.) and better prices;
 - Setting up a complaints mechanism.
- **Promoting climate-smart agriculture**
 - Development of tools (Payments for Environmental Services or others) to remunerate producers for maintaining ecosystem services (maintaining forest cover, conserving biodiversity, storing carbon, etc.). This may or may not be linked to the payment of a "living income" premium;
 - Strengthening climate-smart agriculture: agroecology and agroforestry, organic farming, waste reduction, renewable energies, etc.
- **Diversification of production, for own consumption or sale on markets, including local markets**
 - Support for the diversification of production to increase producers' incomes and reduce their financial and food risks, as well as their dependence on export markets;
 - Support for the development of higher value-added products;
 - Setting up a system for the production, collection and sale of products secondary to those sold by the organisations. This allows for economies of scale and increases the impact of complementary supply chains tenfold;
- **Traceability and transparency**
 - Development of data collection and reporting tools in line with European requirements, making it possible to demonstrate decent work and sustainability practices that are compatible with the codes of conduct of contracting companies in particular.
 - Implementation of traceability systems (preferably those developed by the State), segregation of products, collection of geolocation data at company level.

Sub-grants to sub-beneficiaries⁶

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

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation. The contracting beneficiary always mentions "**the Belgian State**" as donor or co-donor, as well as **Enabel**, 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.

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 concerns **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).

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.

Ineligible costs

The following costs shall not be eligible:

- 1) Accounting entries not leading to payments;
- 2) Provisions for liabilities and charges, losses, debts or possible future debts;
- 3) Debts and debit interests;
- 4) Doubtful debts;
- 5) Currency exchange losses;
- 6) Loans to third parties;
- 7) Guarantees and securities;
- 8) Costs already financed by another grant;
- 9) Invoices made out by other organisations for goods and services already subsidised;
- 10) Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- 11) Any sub-letting to oneself;
- 12) Purchases of land or buildings;
- 13) Compensation for damage falling under the civil liability of the organisation;
- 14) Employment termination compensation for the term of notice not performed;

⁶ These sub-beneficiaries are neither associates nor contractors

- 15) Purchase of alcoholic beverages, tobacco and derived products thereof;
- 16) Grants to sub-beneficiaries.

Contributions in kind

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

2.1.5 Payment modalities

The funds will be transferred in instalments.

A first instalment corresponding to 40% of the total amount of the grant will be paid by the Contracting Authority (on the basis of an invoice issued by the contracting beneficiary) within a reasonable period of time after signature of the Grant Agreement.

The remainder of the grant will be paid in several instalments, as shown in the table below.

To receive the next instalment, the contracting beneficiary must provide a financial and narrative report together with proof of expenditure for at least 75% of the previous instalment + at least 10% own contribution (co-financing).

The contracting beneficiary is required to send a financial and narrative report, accompanied by supporting documents, at least once a year.

Once these reports and supporting documents have been validated by Enabel, the next instalment can be paid.

A final instalment of 20% will be reserved for payment following the reception and validation of the final execution report and all supporting documents substantiating the global value of the grant + at least 10% own contribution (co-financing). There will therefore be no advance payment for this final instalment.

The tentative planning of the instalments is given below:

	As a proportion of the total grant
Instalment 1	40%
Instalment 2	40%
Instalment 3 (final balance)	20%

2.2 Presentation of application and procedures to be followed

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

2.2.1 Content of the concept note

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

Applicants must submit their request in **English** or **French**.

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 list of appendices to be attached to the concept note can be found on the last page of this document. See "3. List of annexes".

2.2.2 Where and how to send the concept note

The concept note should be sent by email to the following address: tdc@enabel.be

The subject of the email must bear the **reference number and title of the Call for Proposals**.

The size of each e-mail may not exceed 13 MB, otherwise the e-mail will be automatically rejected by the server. If the total weight of all the documents you need to send us is larger than 13 MB, please send them separately, or use a document transfer link (WeTransfer, Dropbox, Google Drive, etc).

We will confirm receipt of each e-mail. Please contact us again if you have not received an acknowledgement of receipt.

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

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is **Monday 27 November 2023 at 12.30 pm (Brussels time)** as evidenced by the date and time of dispatch appearing in the e-mail. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

Applicants may send their questions by e-mail, at the latest 21 days 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: tdc@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 www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.2.5 Proposals

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

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ more than 10 % from the initial estimate in the concept note 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*

The applications should be sent by email to the following address: tdc@enabel.be

The subject of the email must bear the **reference number and title of the Call for Proposals**.

The size of each e-mail may not exceed 13 MB, otherwise the e-mail will be automatically rejected by the server. If the total weight of all the documents you need to send us is larger than 13 MB, please send them separately, or use a document transfer link (WeTransfer, Dropbox, Google Drive, etc).

We will confirm receipt of each e-mail. Please contact us again if you have not received an acknowledgement of receipt.

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

The contracting authority will then ask only those applicants whose proposals have been selected to send the original documents by post to the following address:

To the attention of Marie Genette
Enabel – Trade for Development Centre
Rue Haute 147
B-1000 Brussels
Belgium

The paper version must contain **exactly the same** application as the electronic file previously submitted.

2.2.7 *Deadline date for the submission of proposals*

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

2.2.8 *Further information on proposals*

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

Email address: tdc@enabel.be

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

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

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

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

2.3 Evaluation and selection of applications

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

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

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

a) Opening:

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

b) Administrative checks and admissibility checks of the applicant:

- The concept note satisfies all the criteria specified in points 1 to 6 of the verification and evaluation grid provided in Annex F1.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

c) Admissibility checks of the action:

- The concept note satisfies all the criteria specified in points 7 to 10 of the verification and evaluation grid provided in Annex F1.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

d) 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, including the capacity of the applicants.

The criteria relating to the capacity of applicants aim to ensure that 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 concept note will be given an overall mark out of 105 in accordance with the breakdown specified in points 11 to 27 of the evaluation grid available in Annex F1.

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 63 points out of 105 (60%) 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 applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

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

The following points will be evaluated:

Opening:

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

Administrative and admissibility checks:

- The proposal satisfies all the criteria specified in points 1 to 9 of the verification and evaluation grid provided in Annex F2.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis and it will not be evaluated.

Evaluation:

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

The quality of the applications, including the proposed budget, will be given a score out of 145 on the basis of evaluation criteria 10 to 23 of the verification and evaluation grid provided in Annex F2.

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 an overall score of 87/145 (60%) will be shortlisted.

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

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

Step 3: As part of the assessment process, Enabel will then conduct an in situ organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant

cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case the first proposal on the reserve list will be considered for the same process.

Selection:

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

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

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

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

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

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

See: <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, sexual exploitation or abuse, 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

	Date	Time*
Date of publication	25 September 2023	-
Deadline for clarification requests to the contracting authority	6 November 2023	12.30 pm
Last date on which clarifications are given by the contracting authority	16 November 2023	-
Submission deadline for concept notes	27 November 2023	12.30 pm
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	In the week of 18 December 2023*	-
Invitations to submit the proposals	In the week of 8 January 2024*	-
Deadline for the submission of the proposals	In the week of 12 February 2024*	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	In the week of 19 February 2024*	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	In the week of 4 March 2024*	-

Organizational analysis of applicants whose proposal has been shortlisted	March 2024	-
Notification of the award decision and transmission of signed grant agreement	April 2024	-
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

* **Provisional date.** All times are in the local time of the contracting authority (i.e. **Brussels time**).

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the website www.enabel.be

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.

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

If a grant is awarded, 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 bank⁷, 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).

⁷ This bank must be situated in the country where the applicant is established

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 European General Data Protection Regulation, GDPR). In cases where the Belgian law of July 30, 2018 on the protection of individuals with regard to the processing of personal data contains more stringent requirements, the adjudicator will act in accordance with this legislation.

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

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

For more information on this subject, please consult Enabel's privacy statement at the following link: www.enabel.be

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.

3 LIST OF ANNEXES

WHEN SUBMITTING THE CONCEPT NOTE:

DOCUMENTS TO BE COMPLETED:

ANNEX A: grant application file (Part A: concept note) (Word format)

ANNEX D: legal entity form (Word format) duly completed and signed by the applicant, along with any supporting documents requested.

DOCUMENTS TO BE SUBMITTED:

- proof/certificate of registration with the local authorities
- the articles of association (by-laws, memorandum of association, statutes, constitution) and any internal regulations
- a copy of your certifications, if any, or proof that you are in the process of obtaining certification; or proof of membership; or proof of a strong commitment to economic, social and environmental sustainability credibly verified by a third party
- a copy of the certified financial statements for the previous 2 years (income statement + balance sheet for the last two closed financial years)
- a contract + a certificate of completion for each experience presented / action managed by your organisation over the last three years in the same sector and on a scale comparable to that for which a grant is requested.
- For producers' organisations and cooperatives: Please provide two recent reports of the General Assemblies and a list of the members of the Board of Directors and the Management Committee.
- For private social enterprises: documents and internal regulations explaining the allocation of profits in previous years, if applicable.

WHEN SUBMITTING THE FULL PROPOSAL:

DOCUMENTS TO BE COMPLETED:

ANNEX A: grant application file (Part B: proposal) (Word format)

ANNEX B: budget (Excel format)

ANNEX C: logical framework (Word format)

DOCUMENTS FOR INFORMATION

ANNEX E: 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	Financial identification form
Annexe VII	Exclusion grounds
Annexe VIII	Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F1: Concept note verification and evaluation grid

ANNEX F2: Proposal verification and evaluation grid