

Grants
Simplified Call for Proposals

Contracting authority: ENABEL

Trade for Development Centre – Call for Proposals for business support organisations to develop tools and/or trajectories to support and guide businesses in terms of sustainability and respect for human rights

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: BEL22010-10024

Deadline for submission of proposals: **Monday 6 May 2024 at 12.30pm (Brussels time)**

Submission via <https://submit.link/2v7>

Note

This is a simplified call for proposals in one phase requiring the introduction of a full single proposal accompanied by its annexes.

1	CALL FOR PROPOSALS FOR BUSINESS SUPPORT ORGANISATIONS TO DEVELOP TOOLS AND/OR TRAJECTORIES TO SUPPORT AND GUIDE BUSINESSES IN TERMS OF SUSTAINABILITY AND RESPECT FOR HUMAN RIGHTS	4
1.1	Context	4
1.2	Objectives of the Call for Proposal	4
1.3	Amount of the financial allocation provided by the contracting authority	4
2	RULES APPLICABLE TO THIS CALL FOR PROPOSALS	5
2.1	Admissibility criteria	5
2.1.1	Admissibility of applicants	5
2.1.2	Contractors	7
2.1.3	Admissible actions: for what actions may an application be submitted?	8
2.1.4	Eligibility of costs: what costs can be included?	10
2.1.5	Payment modalities	11
2.2	Presentation of the proposal and procedures to follow	11
2.2.1	Content of the proposal	11
2.2.2	Where and how to send proposals?	12
2.2.3	Deadline for submission of proposal	12
2.2.4	Further information on this call for proposals	12
2.3	Evaluation and selection of proposals	13
2.4	Notification of the contracting authority’s decision	14
2.4.1	Content of the decision	14
2.4.2	Indicative timetable	14
2.5	Implementation conditions following the grant award decision of the contracting authority	15
2.5.1	Implementation contracts	15
2.5.2	Separate bank account	15
2.5.3	Processing of personal data	16
2.5.4	Transparency	16
3	LIST OF ANNEXES	17

1 CALL FOR PROPOSALS FOR BUSINESS SUPPORT ORGANISATIONS TO DEVELOP TOOLS AND/OR TRAJECTORIES TO SUPPORT AND GUIDE BUSINESSES IN TERMS OF SUSTAINABILITY AND RESPECT FOR HUMAN RIGHTS

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.

Through this Call for Proposals, the TDC aims to support Business Support Organisations (BSOs) so that the MSMEs they support have access to quality support services in terms of sustainability and respect for human rights.

1.2 Objectives of the Call for Proposal

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 BSOs (Business Support Organisations) so that they have the know-how and tools to help businesses export to EU markets in a way that is sustainable¹, respectful of decent work², and respectful of human rights. (*see footnotes for more background information*)

The subsidised actions must contribute to implementing (all or part of) the BSO's business plan.

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 450.000 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: 30.000 EUR
- Maximum amount: 50.000 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 **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 50,000 euros, the contracting beneficiary will have to finance at least 5,556 euros of a project costing a minimum of 55,556 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 define the rules for the submission, selection and implementation of actions funded under this call for proposals.

2.1 Admissibility criteria

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

- (1) The applicant, i.e. the entity submitting the application form (2.1.1);
- (2) The actions admissible for grants (2.1.3);
- (3) The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 <i>Admissibility of applicants</i>

The present call for proposals is addressed solely to **business support organisations**.

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

A. be a legal person

and

B. be

- i. a public entity; **or**
- ii. a non-profit private entity or a foundation; **or**
- iii. a legal entity of private law whose primary objective is not to maximise profits and redistribute profits to its shareholders. In this category, enterprises which meet the following characteristics will be considered:
 1. They aim to achieve a specific **social added value**:
 - 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 and participatory 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.

- 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 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.

If you are a legal entity of private law “whose primary objective is not to maximise profits and redistribute profits to its shareholders”, please provide as proof of the criteria listed in point iii): your articles of association, internal documents, internal regulations, shareholder composition and, if applicable, any certification relating to the company (e.g. World Fair Trade Organisation, etc.).

and

C. having a legal status since at least 2 years.

and

D. dispose of certified financial statements of the 2 preceding years: please provide the accounts for 2021 and 2022³.

and

E. not exceed the definition of a medium-sized enterprise⁴

and

F. be a Business Support Organisation (BSO) providing services to entrepreneurs/ companies. The BSO must, at the very least, **offer support services to MSMEs in the field of trade, trade facilitation and export promotion.**

Some examples: Chambers of Commerce, incubators, business federations, networks of producer organisations, etc.

In practical terms, the BSO provides MSMEs with, for example, preparation for accessing European markets, commercial management support, information on the requirements of export markets, preparation for participation in trade fairs, and so on.

The services offered by the BSO may take the form of training, coaching, consultancy, group work sessions, matchmaking, etc. However, BSOs that only provide training are not eligible.

and

G. have, in whole or in part, as clients, users, or members (i.e. the organisations to which it offers support) **producers’ organisations and/or cooperatives and/or social economy enterprises**, active in **the cocoa, coffee and/or cashew nut** sectors.

and

³ Not applicable to public entities.

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.

H. be established⁵ in:

- **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania, or Uganda.**
- BSOs providing support to organisations active in the cocoa sector may also be established in **Côte d'Ivoire** or **Ghana**
- BSOs providing support to organisations active in the coffee sector may also be established in **Ethiopia** or **Kenya**

and

I. accompany a **minimum of 5 companies per year** and be able to provide us with two support records carried out in 2022 or 2023 including ALL THE FOLLOWING INFORMATION: the methodology used, the tools created, the reports exchanged between the BSO and the coached organisation, the amount invoiced, the number of days of support, etc.

and

J. have at least **2 permanent employees**, with an employment contract of at least 2 years.

and

K. be directly responsible for the preparation and management of the action for which the grant is requested (not acting as an intermediary).

The applicant must act individually (no co-applicants, nor consortiums).

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 grant agreement template provided in Annex E of these guidelines.

In section 2.5 of the proposal ("applicant's declaration"), the applicant must declare that he/she is not in one of the situations of exclusion and that he/she is prepared and able to provide the supporting documents requested (depending on the specific case and context: tax, social obligations, criminal record, etc.).

If the grant is awarded to it, the **applicant** becomes the **Contracting-Beneficiary** identified in Annex E (Grant Agreement).

2.1.2 Contractors

Contracting beneficiaries may award contracts to contractors (services, works, equipment). 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).

⁵ Establishment is determined on the basis of the organisation's articles of association, which must show 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.

2.1.3 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, respect of human rights (decent work, decent income).

Final target groups of the action

The clients, users, or beneficiaries of the Business Support Organisation.

As reminder, the BSO must have, in whole or in part, as clients or users (i.e. the organisations to which it offers support) producers' organisations and/or cooperatives and/or social economy enterprises, active in the cocoa, coffee and/or cashew nut sectors.

Geographical coverage

The actions must be implemented in the following country/ies:

- **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania, or Uganda.**
- actions linked to the cocoa supply chain can also be implemented in **Côte d'Ivoire** or **Ghana**
- actions linked to the coffee supply chain can also be implemented in **Ethiopia** or **Kenya**

Types of action

The development of tools and/or the acquisition of know-how to support and guide companies in terms of sustainability and respect for human rights.

- Subsidised actions must be geared towards achieving (all or part of) the BSO's business plan.
- A clarification regarding any **training** that could be subsidised: By way of example, we consider the following approach to training to be 'good practice'. It consists of "3-step" training, during which participants will be trained in the following order:
 - 1) theoretical training
 - 2) in tandem, where the trainee follows the coach/trainer on a practical case study in the field
 - 3) implementation of what has been acquired by the trainee, with the support of the coach/trainer.
- A clarification regarding any **development of tools and support modules** that could be subsidised: By way of example, we consider the following approach to the development of tools and support modules to be 'good practice'. It consists of a methodology that includes several phases:
 - 1) designing the module or tool
 - 2) piloting the module/tool (test phase)
 - 3) adjustment of the module/tool based on reactions (feedback loop).

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.

1) The development of tools and the acquisition of know-how in the following areas:

- **Support towards decent work / decent income⁶**
 - 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. ;
 - 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.
- **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.

2) Carrying out or facilitating a small survey of the organisations supported a few months after the end of the training, the use of new tools, or the roll-out of new support modules, to ensure that these meet the needs and so that adjustments can be made if necessary.

Sub-grants to sub-beneficiaries

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

Visibility

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

⁶ 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.

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 cannot submit more than 1 request within this call for proposals.

2.1.4 Eligibility of costs: what costs can 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** (*operational costs* and *management costs*) actually borne by the contracting-beneficiary.

- **Operational costs** are costs necessary and essential to achieve the objectives and results of the action;
- **Management costs** are identifiable costs related to management, supervision, coordination, monitoring, control or evaluation, and generated specifically by the implementation of the action or the justification for the grant. Management costs are **limited to 5%** of the total project budget.

Structure costs are not eligible.

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;
- 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 **and therefore cannot be considered as co-financing**.

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 (i.e. proof of expenditure) on a quarterly, bi-annual, or annual basis. The frequency will be defined for each contracting beneficiary on the basis of the conclusions of the on-site organisational analysis (see 2.3 Evaluation and selection of proposals - step 3).

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 the proposal and procedures to follow

2.2.1 *Content of the proposal*

Proposals must be submitted in accordance with the instructions in the template of proposal attached to these guidelines (Annex A: Grant Application File).

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

Applicants must scrupulously respect the format of the proposal and complete paragraphs and pages in order.

Applicants must complete the proposal as carefully and clearly as possible to facilitate its evaluation.

Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.

The contracting authority reserves the right to request clarification where the information provided is unclear and thus prevents the contracting authority from making an objective assessment.

Handwritten proposals will not be accepted.

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

It should be noted that only the proposal, including the declaration of the applicant, and the annexes which must be completed (See "3. List of annexes") will be evaluated. It is therefore very important that these documents contain **ALL** the relevant information concerning the applicant and the action. No additional annexes should be sent.

2.2.2 *Where and how to send proposals?*

The proposal must be submitted via the following link:

- For applications in English: <https://submit.link/2v7>
- For applications in French: <https://submit.link/2uu>

Applications sent by any other means (post, fax or e-mail, for example) will be rejected.

Applicants must ensure that their proposal is complete. Incomplete proposals may be rejected.

The Contracting Authority may subsequently request only those applicants whose proposals have been selected to send the original documents by post.

2.2.3 *Deadline for submission of proposal*

The deadline for submission of proposals is **Monday 6 May 2024 at 12.30pm (Brussels time)** as evidenced by the online portal server. Any proposal submitted after the deadline will be rejected.

We strongly advise you not to wait until the last day or the last minute, and to anticipate possible power cuts, variations in the quality of the Internet connection, bad weather preventing you from reaching areas to send your application, etc.

2.2.4 *Further information on this call for proposals*

Applicants may send their questions by e-mail, at the latest 15 days before the proposal's submission deadline, to the address set out below, making sure that they clearly indicate the Call for Proposals reference: BEL22010-10024

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 7 days before the proposal's 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 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 proposals

Proposals will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. The proposals will be evaluated according to the stages and criteria described below.

If the examination of the proposal shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.3, the request will be rejected on this sole basis.

The following elements will be examined:

Opening:

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

Administrative and admissibility checks:

- The proposal satisfies all the criteria specified in points 1 to 14 of the verification and evaluation grid provided in Annex F.
- If any of the information is missing or incorrect, the proposal may be rejected on this sole basis and it will not be evaluated.

Evaluation:

Step 1: Proposals satisfying the conditions of the administrative and admissibility check will be evaluated.

The quality of the proposals, including the proposed budget and the capacity of the applicants, will be assigned a score out of 95 based on evaluation criteria 15 to 31 of the verification and evaluation grid provided in Annex F. The evaluation criteria are broken down into *selection criteria* 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* 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.

Provisional selection:

Only proposals that have achieved a score of 6/10 for criterion 23 (“*To what extent is the proposal relevant to the expected objectives and results of the Call for Proposals?*”) and an overall score of 57/95 (i.e. 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. In case of inability to provide these documents, the corresponding proposals will not be accepted.

Step 3: As part of the evaluation process, Enabel will then conduct an **in situ organisational analysis of applicants included in the provisional allocation table in order to confirm that applicants have the required capacities to carry out the action**. The results of this analysis will be used, among other things, to determine the risk management measures to be integrated into the grant agreement and to specify the posture of Enabel in monitoring and

controlling the implementation of the grant. In the event that the organisational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal can be rejected at this stage. In which case the first proposition 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 to 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 proposal 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 within 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, 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	7 March 2024	-
Deadline for clarification requests to the contracting authority	22 April 2024	12h30
Last date on which clarifications are given by the contracting authority	26 April 2024	-
Proposal submission deadline	6 May 2024	12h30
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	end of May – early June 2024	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	June 2024	-

Organisational analysis of applicants whose proposal has been shortlisted	June – July 2024	-
Notification of the award decision and transmission of signed grant agreement	July – August 2024	-
Signature of the Agreement by the contracting beneficiary	No later than 15 days after notification of the grant	-

* **Provisional date.** All times are in 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)
- Or
- 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

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

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

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 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 organisation represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organisation 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/she 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

DOCUMENTS TO BE COMPLETED:

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

ANNEX B: budget (Excel format)

ANNEX C: logical framework (Word format)

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

DOCUMENTS TO BE SUBMITTED:

- proof/certificate of registration with the local authorities; or the official decree establishing the creation.
- the articles of association (by-laws, memorandum of association, statutes, constitution) and any internal regulations.
- a copy of the certified financial statements for the previous 2 years (income statement + balance sheet for the last two closed financial years). This does not apply to public entities.
- To demonstrate your expertise in supporting organisations: Please enclose with your application two support records carried out in 2022 or 2023 including ALL THE FOLLOWING INFORMATION: the methodology used, the tools created, the reports exchanged between the BSO and the coached organisation, the amount invoiced, the number of days of support, etc.
- To demonstrate your experience in managing grants: Please enclose with your application 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 (see point "2.4.1 The applicant's experience" in the Grant application file).
- Legal entities of private law "for which profit maximization is not the priority objective", must also provide internal documents and regulations explaining the allocation of profits in previous years, the composition of the shareholder base, and a copy of any certifications relating to the organisation.

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
Annex VII	Exclusion grounds
Annexe VIII	Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F: Simplified proposal verification and evaluation grid

DOCUMENTS THAT WILL BE REQUESTED BEFORE THE AGREEMENT IS SIGNED:

Certificates and supporting documents relating to the grounds for exclusion (see annex VII of the Grant Agreement template provided in annex E) depending on the specific case and context: tax, social obligations, criminal record, etc.