

## Uganda

**Contracting authority: ENABEL**

Call for Proposals under the intervention:  
**Improving Citizen Participation and Accountability  
in Local  
Government Service Delivery Processes  
for Health and Education**

as Part of the  
**Boosting Equal Learning Opportunities for All.  
UGA22008**

And

**Caring for Mothers' Lives (WeCare)  
UGA22009**

Guidelines for Applicants

Reference: **UGA22008-10100**

Deadline for submission of concept note: **8th May 2025 at 5:00**

## **Note**

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals actually received from the preselected applicants will be carried out.

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## **1 Improving Citizen Participation and Accountability in Local Government Service Delivery Processes in Health and Education.**

### **1.1 Context**

Enabel, the Belgian development agency, works with partners to address global challenges such as climate change, urbanization, human mobility, peace and security, economic and social inequality, and global citizenship.

Enabel Uganda launched a portfolio (2023-2028) with the primary goal of empowering young people and women to become active, economically independent citizens in a sustainable society that respects human rights and provides quality services. The objective is articulated through 2 main pillars.

**Pillar 1:** Empowering young people, especially women, by equipping them with technical and vocational skills for sustainable and decent agricultural work and green economy.

**Pillar 2:** Ensuring access to safe and quality education and healthcare, particularly for vulnerable groups such as children, girls, women, and refugees.

We Care and We Learn projects are part of the interventions under Pillar Two and are focused on ensuring inclusive access to quality lower secondary education, reducing child and maternal mortality while increasing Sexual Reproductive Health and Rights (SRHR) knowledge, and strengthening local authorities' and communities' capacity to manage social services.

The projects focus on addressing gender and social-cultural barriers within secondary schools and communities that hinder adolescent school retention and completion, as well as ensuring community-based GBV case management, including improved GBV health services among other actions. Both projects have an interest in improved governance and coordination among relevant stakeholders. Principles of partnership, co-creation, accountability, transparency, and mutual information sharing consistently apply in managing the interventions.

#### **Background on Citizen Participation in Local Government Service Delivery Processes**

Citizens in Uganda have a legal right to participate in local government service delivery processes. This right plays a critical role in deepening democracy, promoting good governance and of inclusive growth.

Citizen participation and involvement in local government service delivery processes guarantees experiential and grounded perspectives on community needs, which government can draw on to inform programmes to make them optimally responsive to community needs and interests.

The Citizen Participation in Local Government service delivery processes in Uganda (ISER 2018) study reveals a strong nexus between participation and quality of service delivery, with low levels of participation linked to poor service delivery or poor outcomes in the health, education and water sectors.

Also, the Constitution of the Republic of Uganda 1995 specifically, Article 38 (1) provides that every Ugandan citizen has the right to participate in the affairs of the government in accordance with the law; and Article 17 (1) (i) provides that it is a duty of every Ugandan citizen to combat corruption or misuse of public resources or property; despite this, community members and their leaders have very limited or inadequate knowledge and information on the citizen rights and capacity to participate in the formulation, decision-making, implementation, monitoring and audit processes vital for the delivery of water, education and health-related public services.

Therefore, there is a need to improve sensitization on the right to health, education, and other rights; by targeting citizens and local leaders to increase appreciation of the importance of actively participating in public policy formulation, decision-making, implementation, monitoring and audit processes and ensuring there is a strong linkage between sub-national and national levels advocacy for impactful outcomes. Additionally, this includes strengthening the demand side of the accountability equation including establishing citizen feedback mechanisms to ensure that their inputs and experiences continuously inform and improve these processes.

## **1.2 Objectives and Expected results**

### **The general objective of this Call for Proposals is:**

To improve citizen participation, accountability and strengthen anti-corruption efforts in Local Government service delivery processes for health and education, incorporating robust mechanisms for citizen feedback to ensure transparency and responsiveness.

### **The specific objective(s) of this Call for Proposals is/are:**

1. Citizens have increased awareness on their right to participate in and provide feedback on local government service delivery.
2. Provide citizens with opportunities to voice their concerns, engage in dialogue, and participate in sub-county and district-level planning for health and education.
3. Citizens have access to mechanism and approaches that promote transparency, demand accountability and challenge corruption in the delivery of health and education services.
4. Duty bearers, accountability and anti-corruption actors have increased their responsiveness to citizen demands.

### **The expected outcomes are:**

1. Citizens are aware of their right to participate in Local Government Service delivery processes for health and education.
2. Citizens actively participate in discussions, in planning and decision-making processes on service delivery in Health and education.
3. Citizens' concerns, demands and priorities in health and education public service delivery are adopted and implemented at all levels (sub-national and national) by duty bearers/government authorities.
4. Accountability and anti-corruption actors are resourced, effective and delivering on their mandate to the citizens.

### **The expected results are:**

In the districts of Jinja (Jinja city and Jinja District), Kamuli, Kasese, Kabarole and Kyegegwa, Fort Portal City:

1. Increased civic awareness, i.e. Citizens are provided with information that empowers them to provide feedback and demand for accountability of service delivery in health and education.
2. Increased citizens' participation in district and city local governments during planning (to inform decision making at national and LG levels) and monitoring of health and education services delivery.

3. Capacity of Community Based Organisations/Non-Governmental Organizations is strengthened to advocate for local communities, ensuring their concerns and priorities are addressed effectively.
4. Increased responsiveness of duty bearers in the district local governments, i.e. districts (LG staff), health center IVs and General hospitals (health workers), selected secondary schools (teachers), and accountability and anti-corruption actors to citizens demands.

This Call for Proposals targets citizens as right holders, vulnerable communities in the specified 5 districts and 2 cities to enhance their awareness and ability to participate actively, to access relevant information on health and lower secondary school service delivery, and to demand accountability from duty bearers as well as accountability and anti-corruption actors, ultimately improving service quality and responsiveness.

### **Target groups**

The target beneficiaries<sup>1</sup> of the project are

- Organized community structures in the five targeted districts and 2 cities. E.g. community monitors, monitoring systems etc.
- the selected CBOs/NGOs operating in the 5 target districts and 2 cities.
- Directly targeted duty bearers (in health and education sectors), accountability and anti-corruption structures (council and service delivery structures).
- Leadership and governance structures in schools (PTAs/BOGs) and health facilities (HUMCs and Hospital boards).

The indirect beneficiaries<sup>2</sup> are the

- Residents, including citizens and refugees, in the 5 districts and 2 cities.
- the health and education government officials/duty bearers and some indirectly targeted accountability and anti-corruption actors in the 5 target districts and 2 Cities at regional and national level.
- The lower secondary schools and health facilities in the 5 target districts and 2 cities

### **1.3 Amount of the financial allocation provided by the contracting authority**

The total indicative amount available under this Call for Proposals is **305,000 EUR**. The contracting authority reserves the right not to award all of the available funds.

#### Grant amount:

The minimum amount available under this Call for Proposals is **275,000 EUR**.

The maximum amount available under this Call for Proposals is **305,000 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.

<sup>1</sup> Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective.

<sup>2</sup> “Final beneficiaries” are those who will benefit in the long term from the action at the level of society or the sector in the broad sense

## 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).

<h4>2.1.1 Admissibility of applicants [<i>applicant and co-applicant(s)</i>]</h4>
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#### Applicant

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

A. be a legal person;

**and**

B. be a non-profit private entity or a foundation; **or**

be a legal entity of private law for which profit maximization is not the priority objective<sup>3</sup>; **or**

be a (local/national) non-governmental organization, <sup>4</sup>

**and**

• C. be established or represented in Uganda<sup>5</sup> ;

**and**

D. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary

<sup>3</sup> A for-profit legal body meets this definition if all the following criteria are fulfilled:

1. Basic documents (statutes, mission, vision, business plan,...) of the business clearly demonstrate the business pursues social goals.
2. There is transparency on profit distribution, and more than half of the profit is on average reinvested in the business.
3. The business reports externally on the achievement of the social goal(s) it is pursuing.

<sup>4</sup> -

<sup>5</sup> **Establishment** is determined on the basis of the organization's articles of association, which must show that the organization was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organization, even where registered locally or where a “memorandum of understanding” has been entered.

**Representation** is determined by one organization not established in Uganda but has another sister or mother organization established in Uganda which apply on behalf of the non-established organization. The links and long-term relationship between both organizations must be proved by the applicant.

**and;**

E. Other admissible criteria:

- Have 3 years of experience in the relevant thematic areas i.e.: governance and accountability projects, promotion of citizen engagement in accountability and anti-corruption

F. Have an active Bank Account for the past 12 months;

The applicant **must act with one or a maximum of 2 co-applicant(s)** in accordance with the requirements below.

- (2) 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 section 1.3.5 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

- **Criminal record clearances from Interpol / Police clearance from the people signing the grant agreement**
- **Social security clearance certificate**
- **Tax clearance certificate**

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. It shall represent any other beneficiaries and act in their name. It shall design and coordinate implementation of the action.

**Co-applicant(s)**

The co-applicant(s) shall participate in the definition and the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.

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

Any application shall involve at least one organization based within the region where the activity will be implemented (acting either as lead or co-applicant).

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

<b>2.1.2</b>	<i>Associates and contractors</i>
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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. Selection of 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

Actions eligible for funding under this call must constitute a project—an independent operation made up of coherent sets of activities with clearly defined objectives, in line with the goals and outcomes listed in Section 1.2

#### Duration

The initial planned duration of an action **may not be less than 18 months nor exceed 24 months.**

#### Sectors or themes

The call prioritizes actions in the following sectors and themes: responsiveness of duty bearers, accountability and anti-corruption actors, citizens demand, active citizen’s participation in policy formulation, implementation, monitoring/audit in the delivery of health and education public services at local government level.

#### Target groups

The target beneficiaries<sup>6</sup> of the project are

- Organized community structures in the five targeted districts and 2 cities. E.g. community volunteers, monitoring systems etc.
- the selected CBOs/NGOs operating in the 5 target districts and 2 cities.
- Directly targeted duty bearers (in health and education sectors), accountability and anti-corruption structures (council and service delivery structures).

The indirect beneficiaries<sup>7</sup> are the

- Residents, including citizens and refugees, in the 5 districts and 2 cities.
- the health and education government officials/duty bearers and some indirectly targeted accountability and anti-corruption actors in the 5 target districts and 2 Cities at regional and national level.
- The lower secondary schools and health facilities in the 5 target districts and 2 cities

<sup>1</sup> Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective.

<sup>7</sup> “Final beneficiaries” are those who will benefit in the long term from the action at the level of society or the sector in the broad sense

### Geographical coverage

The actions must be implemented in the Rwenzori and Busoga sub-regions of Uganda and shall cover 5 districts namely: Jinja, Kamuli, Kasese, Kabarole and Kyegegwa and 2 cities: Jinja and Fort Portal; and in selected sub-counties served by the intervention i.e. targeted HCIVs and the secondary schools.

### Types of action

The types of actions that can be funded under this call must constitute a project - a stand-alone operation composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results listed in section 1.2.

The following types of actions are admissible for funding under this Call for Proposals:

- Continuous sensitization of citizens to inform citizens that their participation in local government service delivery is not only a legally enforceable right but also includes active mechanisms for feedback and redress if this right is violated (including in the delivery of services at local government level).
- Sensitization of citizens on the roles of the different structures in the delivery of services at local government level with clear linkages on active citizen participation at all levels.
- Support regular service delivery-related engagements between local governments and citizens to facilitate in particular consultations with and provide feedback to citizens.
- Support Local Government authorities including duty bearers from district local governments, health centre IVs and selected secondary schools, accountability and anti-corruption actors to promote, create, expand and participate in platforms that not only facilitate citizen voice but also actively solicit and respond to feedback, thereby enhancing accountability.
- Training of citizens and community-level leaders on their civic roles, advocacy and influencing decision-making that impacts their communities.
- Support citizen and CSO led advocacy on prudent public finance management of health and education in local and central governments budgets and plans.
- Strengthen NGOs, CBOs or other community structures to enhance citizen access to information, citizen mentorship and active engagement in feedback mechanisms, particularly in education and health with subnational and national level policy advocacy linkages strengthened for impactful service delivery.
- Strengthening citizens and CSOs participation in anti-corruption efforts and engagement with anti-corruption actors at Local government for increased social accountability in health and education.
- Capacity building to key accountability and anti-corruption structures to execute their mandate in collaboration with citizens.
- Resourcing of LG accountability and anti-corruption actors as well as selected duty bearers to become increasingly responsive towards Citizen demands.

All activities should ensure the inclusivity of vulnerable populations (amongst which, but not exclusive to: refugees, people from lower socio-economic background, women and girls).

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.
- Workshops and conferences for political, spiritual and social enhancement

## Types of activity

The list below is indicative and not exhaustive.

Types of activity admissible for financing under this Call for Proposals:

- Organize community events to educate all residents, including citizens and refugees, about their legally enforceable rights to participate in local government service delivery and the remedies available if these rights are violated.
- Conduct sensitization sessions to inform residents, with special attention to the needs of vulnerable groups, about the roles of different local government structures and how they can participate effectively at all levels.
- Use community leaders to disseminate information and encourage active citizen engagement in local governance, including refugees, and women/girls.
- Use community monitors to monitor service delivery, specifically in health and education
- Facilitate community dialogues, and feedback sessions between local governments and residents to discuss service delivery issues, gather diverse inputs, and provide responsive feedback, including refugees, and women/girls.
- Establish and support community-based monitoring systems approaches and structures to track service delivery performance, focusing on transparency, accountability and anti-corruption with special mechanisms for vulnerable and refugee populations.
- Train, mentor and support citizens, community structures and CSOs on budget advocacy and engagement to increase financing of health and education in district and national budgets and plans and linking district with regional and national advocacy spaces for impact.
- Support the establishment and expansion of platforms and participatory forums where citizens can voice their concerns and hold local authorities accountable, ensuring these spaces are accessible to and inclusive of vulnerable populations.
- Conduct training programs for citizens and community leaders on their civic rights, roles and responsibilities, as well as how to conduct advocacy and to influence decision-making processes that affect their communities,
- Retool/trainings for LG accountability and anti-corruption structures/actors (in council and service delivery centres) to better execute their mandate while engaging with citizens and enhancing their responsiveness to citizen demands.
- Provide capacity building support to NGOs, CBOs, and other community structures to strengthen their ability to advocate for their rights and improve access to information.
- Develop and implement strategies to improve citizen access to information, such as setting up information centres, hotlines, or digital platforms (e.g., mobile apps) for sharing information on local government services, that are user-friendly for vulnerable groups and available in local languages.
- Designing and adopting innovative social accountability tools and approaches to support citizens and CSOs in influencing key public policy processes, monitoring services and demanding accountability; and challenging corruption for improved service delivery note: technological innovations are encouraged especially innovations already tested, successfully in use and ready for scaling up.
- Conduct campaigns to educate citizens on how to access and use information to hold local authorities accountable, ensuring materials are accessible and relevant to refugees and other vulnerable groups.

- Establish mechanisms for monitoring and evaluating the impact of sensitization, engagement, and empowerment activities to ensure they are achieving their intended outcomes, and meet the needs of all community members, including the most vulnerable.
- Use feedback from citizens and stakeholders to continuously refine and improve the effectiveness of the proposed activities, ensuring responsive and adaptive engagement strategies.

#### Sub-grants to sub-beneficiaries<sup>8</sup>

Applicants **cannot** 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<sup>9</sup>. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action.

#### Number of requests and Grant Agreements per applicant

The applicant may not submit more than 01 application(s) under this Call for Proposals.

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

A co-applicant may submit more than 01 application(s) under this Call for Proposals.

A co-applicant may not be awarded more than 01 Grant Agreement(s) 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 applicable rate for structure costs will be calculated beforehand by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate.

Once the rate is accepted, the structure costs are fixed and do not need to be justified.

Structure costs will be paid during the execution of the grant on the basis of actual operational eligible expenses accepted by Enabel.

<sup>8</sup> These sub-beneficiaries are neither associates nor contractors

<sup>9</sup> Or other donor if applicable

## Reserve for contingencies

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

## Contributions in kind

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

## Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities,
- Costs already financed by another grant;
- Invoices made out by other organisations for goods and services already subsidised;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organisation;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof.
- Grants to sub-beneficiaries
- Salary bonuses<sup>10</sup>

## **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.

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<sup>10</sup> A bonus is to be understood as a payment of a “bonus” triggered by the participation of a staff member in the Enabel funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the Enabel funded Action.

2.2.1	<i>Content of the concept note</i>
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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 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 concept note in English

In the concept note, applicants need only provide an estimate of the amount of 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 20% 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 (2023) where the total grant amount requested is above EUR 200,000 (not applicable to public applicants).

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)<sup>11</sup>.

Any co-applicants 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	<i>Where and how to send the concept note</i>
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The concept note must be submitted through the following [link](https://submit.link/3B3). (<https://submit.link/3B3>)

A confirmation e-mail will be sent upon receipt of the submission.

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

<sup>11</sup>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.

be rejected.

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

#### *2.2.3 Deadline for the submission of concept notes*

The deadline for submission of concept notes is **8th May 2025 at 5:00** as substantiated by the Submit website server. All concept notes submitted after the deadline date and time will be automatically rejected.

#### *2.2.4 Further information on concept notes*

An information session on this Call for Proposals will be organised online on **14 April 2025 at 11 am**. If you are interested to participate, you are required to fill in this form [here \(https://ee-eu.kobotoolbox.org/x/1xkxGrbJ\)](https://ee-eu.kobotoolbox.org/x/1xkxGrbJ) to register and receive the meeting link.

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference: **UGA22008-10100**

E-mail address: [uga\\_csc\\_contracts@enabel.be](mailto:uga_csc_contracts@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 (<https://www.enabel.be/grants>). 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 20 % from the initial estimate and remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.

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*

Applications must be submitted through **a link that will be communicated in the invitation**. A confirmation e-mail will be sent upon receipt of the submission.

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

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

#### *2.2.7 Deadline date for the submission of proposals*

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

#### *2.2.8 Further information on proposals*

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

Email address: [uga\\_csc\\_grants@enabel.be](mailto:uga_csc_grants@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 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 (<https://www.enabel.be/grants>). 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) 1<sup>st</sup> PHASE: 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 between **500%** 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<sup>nd</sup> PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

## Opening

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

## Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in **Annex 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.

## Evaluation

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

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score 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: Organizational assessment

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

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.

If needed, the organizational assessment will be used to draft a capacity strengthening plan that will be agreed upon by the applicant, co-applicant and Enabel.

Additional funds will be allocated by Enabel to support this plan.

### **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.]

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](mailto: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](http://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*

	<b>Date*</b>	<b>Time*</b>
<b>Launching the call for proposals</b>	7th April 2025	N/A
<b>Information meeting</b>	14 April 2025	11:00 am
<b>Deadline for clarification requests to the contracting authority</b>	17 April 2025	N/A
<b>Last date on which clarifications are given by the contracting authority</b>	25 April 2025	N/A
<b>Submission deadline for concept notes</b>	8 April 2025	5:00 pm
<b>Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)</b>	9 May 2025	N/A
<b>Invitations to submit the proposals</b>	9 May 2025	N/A
<b>Deadline for the submission of the proposals</b>	See invitation	
<b>Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))</b>	20 June 2025	-
<b>Organizational analysis of applicants whose proposal has been shortlisted.</b>	26-27 June 2025	-
<b>Notification of the award decision and transmission of signed grant agreement</b>	15 July 2025	-
<b>Signature of the Agreement by contracting beneficiary</b>	20 July 2025	-

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

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

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

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex 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 of 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<sup>12</sup>, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

### 2.5.3 *Processing of personal data.*

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

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

We process this information because we have a legal obligation to collect this information

<sup>12</sup> This bank must be situated in the country where the applicant is established

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**

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**IT SHOULD BE NOTED THAT ALL ANNEXES MUST BE ADAPTED AS PROVIDED FOR IN THE CALL FOR PROPOSALS AND PUBLISHED AT THE SAME TIME AS THE GUIDELINES**

#### **DOCUMENTS TO BE COMPLETED**

- ANNEX A: GRANT APPLICATION FILE (WORD FORMAT) (PART A & PART B PROPOSAL)
- ANNEX B: BUDGET (EXCEL FORMAT)
- ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)]
- ANNEX D: LEGAL ENTITY FORM (WORD FORMAT)]] (PRIVATE OR PUBLIC, TO BE DETERMINED)

#### **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**