

Call for Proposal in 2 phases

Uganda

Contracting authority: Enabel

Call for Proposals under the intervention:

*Enhance livelihood and labour market relevant skills for youth
and women of the refugees and host communities through
Vocational Training and Entrepreneurship Support – European
Trust Fund Project*

UGA 160321T

Guidelines for Applicants

Reference: [UGA160321T-10026/SSU EU/CfP/011](#)

Announcement date: May 11th, 2022

Deadline for submission of concept note: June 13th, 2022

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 full proposal. Subsequently, the evaluation of the proposals actually received from the preselected applicants will be carried out.

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1 SKILLS DEVELOPMENT FOR ENHANCED EMPLOYABILITY OF YOUTH, WOMEN AND GIRLS OF THE REFUGEE AND HOST COMMUNITIES IN NORTHERN UGANDA

1.1 Context

This Call for Proposals for the Skills Development Fund (SDF) is part of the action entitled *Enhance livelihood and labour market relevant skills for youth and women of the refugees and host communities through Vocational Training and Entrepreneurship Support*. The action is part of the EU Trust Fund *Support to the Refugee Settlements and Host Communities in Northern Uganda (SPRS-NU)* programme¹, and aims to support:

- 1) access to short and medium term vocational training and enhancement of entrepreneurial skills for refugee and host community youth, women and girls, and ;
- 2) coordination, alignment, communication and capacity enhancement to allow the BTJET system to increase its absorption capacity to accommodate youth, women and girls from the host and refugee population and/or expand BTJET provision in the refugee hosting districts in Northern Uganda.

The project is equally embedded in the implementation of *Support to Skilling Uganda Strategy (SSU)*, a programme jointly implemented by Enabel and the Ministry of Education and Sports (MoES) with support from the Belgian government, the EU Trust Fund, and the Embassy of Ireland, and with the aim to foster national skilling reforms that make Skills Development in Uganda more demand driven through linking the world of training with the world of work.

The action has since 2017 supported access to quality and relevant skills development in the region through the operation of the Skills Development Fund (SDF). The SDF is a pilot financing instrument that aims to address the skills financing challenge in Uganda and stimulate bottom-up initiatives and partnerships between training institutions (public or private not-for-profit training providers) and the private sector that promote access to flexible, quality and demand-driven skills training and inspire change in Skills Development. Through the supported initiatives, the Fund aims to facilitate beneficiaries' (vulnerable youth, women and girls) transition to employment and improve their livelihoods. The SDF was established as a pilot financing model to generate good practices that will input in the design of the national financing mechanism for skills development. The learning and experience from the different contexts in terms of design and implementation has been and continues to be documented. The lessons will feed into the development of a national skills financing framework.

1.2 Objectives and expected results

The **general objective** of this Call for Proposals is to increase employment opportunities and improve livelihoods of vulnerable refugee and host community youth² in the refugee hosting districts in Northern Uganda, through enhanced access to quality, demand-driven skills development.

The **specific objectives** of this Call for Proposals are:

- 1) Strengthened partnerships between training providers and the private sector actors in skills development;
- 2) Vulnerable refugee and host community youth acquire quality, labour market relevant skills;
- 3) Vulnerable refugee and host community graduates have enhanced access to employment through post-training employment support services.

Expected result(s) of this Call for Proposals include:

- 1) Partnerships between training providers and private sector actors in skills development are

¹The action was extended in December 2021, to run until November 2024

² See guideline on vulnerability criteria in annex H

- promoted;
- 2) Vulnerable refugee and host community youth are equipped with quality, labour market relevant skills;
 - 3) Vulnerable refugee and host community youth successfully completing skills training are supported to access the labour market through targeted employment support services;
 - 4) Good practices in skills development are identified and supported.

This Call for Proposals is specific to Window 1 of the SDF basket for Northern Uganda region, targeting **1,100 vulnerable refugee and host community youth, women and girls** to access to relevant, quality skills development and employment support.

Through this window, the action will support quality non-formal skills development provision in the proximity of the youth, women and girls of the refugee and host communities in Northern Uganda. Training programmes need to address skill gaps identified through livelihood and labour market analysis. Training provision is expected to take on a holistic approach to skills development by integrating career guidance, 21st century skills development, work-based learning, social inclusion strategies, and to include intensive and innovative post-training employment support services.

1.2.1 Guiding principles

The Call aims to prioritize the following key principles and good practices in Skills Development:

Quality

To enhance the employability of target beneficiaries and facilitate their transition into the labour market, the Call intends to support training programmes that adhere to quality standards and optimize their relevance.

- The Call therefore supports training initiatives that incorporate a meaningful Work-Based Learning (WBL) component, which is considered crucial to overcome skills mismatch and irrelevant practical training. As such, minimum 30% of the total duration of all training programmes under this Call should comprise WBL, adhering to appropriate quality standards and implemented in appropriate local enterprises, supported to mentor trainees in a safe workplace.
- Given that official assessment and certification functions as a quality safeguard and facilitates beneficiaries' entry into the labour market, the Call supports accredited training programmes³ that allow officially recognized assessment and certification.
- To provide quality and relevant skills trainings, training content might need to be developed or adapted to the specific needs of the targeted beneficiaries or of the local labour market. The Call therefore values training projects attentive to any need to develop new or upgrade or adapt existing curricula based on training needs assessment and labour market analysis.
- The Call further supports training projects that take on a holistic approach in skills development by integrating key transversal skills in its training programmes, including life and entrepreneurial skills that are relevant to the world of work and the 21st century economy.
- Following the same logic, the Call values comprehensive projects that include complementary services to facilitate beneficiaries' transition into the labour market. As such a variety of post training employment support mechanisms, such as the provision of start-up kits, activities supporting graduates' access to financing opportunities (credit, investments), and strategies linking graduates to employment services or directly to local potential employers, are to be included.

³ I.e. accreditation, assessment and certification by the Directorate of Industrial Training (DIT)

Partnerships brokering a meaningful involvement of the private sector

In line with the above, the Call intends to support meaningful partnerships between skills training providers and the private sector. Deepening partnerships with employers, linking the world of school with the world of work, is considered a crucial factor in upgrading the economic relevance and quality of skills development, especially in a fragile economic context. Employers tend to know best which skills sets are needed and collaboration creates opportunities for hands-on training through Work-Based Learning schemes.

- The Call for Proposals, therefore, targets partnerships between training providers and the local private sector, delivering skills trainings in priority trades or sectors, derived from local labour market analysis, and encompassing a Work-Based Learning component.
- It intends to fund projects that foresee the necessary support to the local enterprises in accommodating and mentoring students during their placements, in ensuring trainees' health and safety and adequate training materials/equipment during their placement.
- To optimize the relevance of training programmes and provide incentives to enterprises to engage in skills development, it is also deemed important that the private sector is involved in a meaningful way, in the sense that it can truly influence the training content. The Call therefore encourages projects in which the collaboration with the private sector goes beyond the mere provision of Work-Based Learning, and includes a meaningful participation of the private sector in:
 - curriculum development or adjustment;
 - exchanging technical knowledge and expertise with trainers/instructors;
 - designing or preparing the content of career guidance sessions and/or transversal skills trainings; and
 - in the (final) assessment of trainees' competences.

Social targeting and equitable access

Finally, but of utmost importance, the Call aims to promote access to skills development for vulnerable refugee and host community youth, including women, who face constraints in accessing both formal education and the labour market, due to various barriers generated by economic, social, and geographic fault-lines, disabilities, or other specific constraints.

- The Call therefore prioritizes training programmes, attentive to the specific needs of both vulnerable refugees and host community youth, women and girls, and intends to support actions that adopt gender and social inclusion strategies and services to address these needs, and as such support participation of vulnerable youth and women in the training initiatives.
- To promote equitable access, the Call intends to fund actions that implement community outreach, awareness, and sensitization campaigns, to not only reach and properly inform targeted beneficiaries, but also to build the necessary community and next-of-kin support for the participation of vulnerable youth and women in skills development initiatives.
- In line with the above, the Call also encourages initiatives that specifically focus on the integration of certain types of vulnerable youth groups in skills development, such as women only projects, actions specifically targeting people with disabilities, minorities, etc.

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is **1,227,000 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: 100,000 EUR
- Maximum amount: 500,000 EUR

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 and where applicable, its co-applicant(s), hereinafter jointly referred to as the “*applicants*” (2.1.1)

(2) The actions :

Actions admissible for grants (2.1.3)

(3) The costs :

The types of costs that may be included in the calculation of the grant amount (2.1.4)

2.1.1 Admissibility of applicant and co-applicant(s)

Applicants

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

- A. Be a legal entity; **and**
- B. Be a private not for profit entity or foundation; **or**
- C. Be a legal entity of private law for which profit maximization is not the priority objective⁴, **and**
- D. Be established or represented in Uganda; **and**
- E. Be a national or international **NGO, Civil Society or Community-Based Organization, Foundation, or a non-profit business development service provider** with demonstrated local experience in managing quality skills development initiatives targeting vulnerable youth and women in a humanitarian/refugee settlement context ; **and**
- F. Have demonstrated work experience in the thematic areas i.e. skills development, employment promotion, social and economic empowerment of vulnerable youth and women– at least – the past 2 years; **and**
- G. Be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; **and**
- H. Have an active Bank Account for the past 12 months; **and**

⁴ Following the interpretation of Belgian law, i.e. excluding any possibility to distribute profits or surplus income to directors/company members/shareholders

- I. Have in-house financial capacity.
 - J. In addition, lead applicants acting as technical and/or vocational skills training provider must operate assessment centers accredited by the Directorate of Industrial Training (DIT) for non-formal technical or vocational training.
- (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 part A, section 1.4 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) (the organization’s leadership with decision making authority (e.g. executive director, members of the Board of Directors)) fall under any of these situations and that they will be able to provide the following supporting documents:

- Criminal record clearances from Interpol
- NSSF 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)

Lead applicants will act with one or two co-applicants in accordance with the requirements below, 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 lead applicant.

Co-applicants must meet the following conditions:

- A. Be a legal entity; **and**
- B. Be a public entity; **or**
- C. Be a private not for profit entity or foundation; **or**
- D. Be a legal entity of private law for which profit maximization is not the priority objective⁵; **and**
- E. Be established or represented in Uganda; **and**
- F. Be any of the following types of organization:
 - a. Public or private non-profit technical and/or vocational skills training provider
 - b. Business Membership Organisation/Association
 - c. Non-profit Business Development Services (BDS) provider
 - d. Non-profit private sector business cooperative or enterprise;
 - e. NGO, Civil Society or Community-Based Organization, Foundation; **and**
- G. Have 3 years demonstrated work experience in participating in quality skills development initiatives.

In addition, the following types of co-applicant must satisfy the following admissibility criteria:

⁵ Following the interpretation of Belgian law; Following the interpretation of Belgian law, i.e. excluding any possibility to distribute profits or surplus income to directors/company members/shareholders

Public or private non-profit technical and/or vocational skills training provider	<ul style="list-style-type: none"> • Be accredited by the Directorate of Industrial Training (DIT) • Have adequate experienced instructors in the proposed training • Have an active bank account for the past 12 months
Business Membership organisation or associations	<ul style="list-style-type: none"> • Be registered with relevant authorities (NGO board, district) • Have active membership operating

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

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

In summary the following **types of organisations** can act as lead and/or as co-applicants in the actions:

Organisation type	Lead applicant	Co-applicant
National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)	Yes	Yes
Public vocational and/or technical training institutions	No	Yes
Private (not-for-profit) vocational and/or technical training institutions	No	Yes
Non-profit Business Development Services (BDS) provider	Yes	Yes
Business Membership Organizations or associations	No	Yes
Non-profit business cooperatives or enterprises	No	Yes

Any application shall involve **at least one technical and/or vocational skills training provider, accredited by the DIT** (acting either as lead or co-applicant).

2.1.2 Associates and contractors

The following persons are not co-applicant(s). They do not need to sign the “mandate” statement:
Associates:

Other organisations may be associated with the action. Associates actively participate in the implementation of 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 the proposal section of the grant application file (part B, section 2.7), 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).

Private enterprises involved in the actions through provision of Work-Based Learning can either be engaged as associates or, if expenses go beyond daily allowances and travelling expenses, as contractors through application of the appropriate procurement rules.

2.1.3	<i>Admissible actions: for what actions may an application be submitted?</i>
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Definition

An action comprises a series of activities that are necessary to achieve the results and contribute to the specific(s) objective(s) pursued by the proposal.

To be eligible, the actions under this call for proposals have to meet the requirements described in this document.

Duration

The initial planned duration of the action may not be less than 15 months nor exceed 18 months.

Within the actions, the duration of non-formal training programmes shall not be less than 6 months, nor exceed 9 months. Minimum 30% of the total duration of the training programmes shall be allocated to Work-Based Learning. In addition, actions should foresee 6 months to implement post-training employment support services for successful graduates.

Within actions, targeted beneficiaries can be trained or attend training in different cohorts.

Sectors and themes

Based on a recent analysis of local labour market skills demand, the call prioritizes trainings in the sectors and occupations listed below.

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

The proposed trades for skills trainings must not be more than 5 trades per applicant. Specialization is overall recommended and is taken into consideration when evaluating proposals.

Priority Sectors:

1)-Trades and services sector, with the following priority trades (Tailoring, Bead making, weaving and Motor cycle repair, hair dressing, tailoring, catering, Electrical and electronics, Solar and renewable energy stoves,...etc)

2)-Agricultural sectors, with the following priority trades (Horticulture, Apiary, fishery, green skills, poultry farming, agro-processing, fish boat making, pig firming, goat rearing, honey processing, Cage fish farming, etc)

3)- Construction sector, with the following priority trades (Masons, plumbers, welders, machine maintenance & fitters, Concrete product making “Pavers, blocks, ventilators”, Tile fitting, Terrazzo,...etc)

4)-Hospitality sector, with the following priority trades (Waiters/ waitress, Baking and catering services, Hotel-Housekeeping, Beads making, Ornament making and entertainment services “Sound technician ”...etc)

5)- Manufacturing sector, With the following priority trades (Fabrication of Agro processing equipment, Aluminium fabrication, other metal fabrication works,... etc)

In addition, training programmes are to integrate environmental conservation or skills for the green economy, gender roles, digital literacy or skills for the digital economy, entrepreneurial

skills, financial literacy, conflict management, linkage and membership to VSLA, and microfinance for business growth, other soft/21st century skills for enhanced employability, and gender equity or gender awareness.

Geographical coverage

The actions must be implemented in Uganda, Northern Uganda region, in at least one of the following districts: Arua, Madi, Okolo, Terego, Yumbe, Adjumani, and Kiryandongo. The actions may not be implemented in other districts.

Actions must ensure training provision in the proximity of the targeted refugee and host community youth.

Target beneficiaries

Actions are required to target vulnerable refugee and host community populations residing in the eligible districts. Actions shall adhere to a ratio of 70% refugee and 30% host community populations.

At least 80% of the targeted beneficiaries must be youth between the ages of 15 and 35 years, and at least 35% of the targeted beneficiaries shall be women and girls.

Types of action

The Call for Proposals intends to support Skills Development initiatives meeting **all** the following conditions:

- **Non-formal, short-term skills training** programmes in the targeted sectors with a duration of minimum 6 to maximum 9 months;
- **Assessment and certification**, adhering to national standards for non-formal training (Directorate of Industrial Training).
- Involvement of the **local private sector** in design, implementation and/or assessment of trainings and **minimum 30% of the training duration allocated to Work-Based Learning**;
- Integration of **Occupational Health and Safety standards and measures** (including measures related to the Covid-19 and other pandemic outbreaks);
- Integration of **soft skills training** for enhanced employability, following well-integrated methods and including skills that promote **social cohesion**;
- Integration of **entrepreneurship skills training** in accordance to national or international standards or methods;
- Integration of **outreach and awareness or sensitization** strategies to enhance access and participation of targeted beneficiaries.
- Integration of **social inclusion strategies** to promote equitable access to training and employment, and continued participation in the action of vulnerable beneficiaries, including women.
- Provision of **start-up kits** to successful graduates who are supported to start up their own business or cooperative enterprise;
- Other extensive and innovative **post-training employment support services** to enhance access to wage- or self-employment (e.g. establishment of shared equipment hubs or common work spaces for to-be entrepreneurs, counselling/coaching/mentoring services, actions promoting direct connections between graduates and (micro-) finance providers, VSLA membership, customers, and employers with job, mentorship or apprenticeship opportunities, and/or other innovative and relevant strategies to increase access to employment for the targeted beneficiaries).

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 trainings;
- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement

Types of activity

The following activities are admissible:

- The acquisition of necessary basic raw materials, tools, teaching aids, learning materials etcetera, for the implementation of the actions;
- Training, awareness-raising, study trips, job shadowing, workshops, studies and/or consultancy activities for the purpose of capacity building;
- Community outreach and awareness or sensitization activities aimed at enhancing access and participation of vulnerable youth and women in the Skills Development initiatives **(mandatory)**;
- Other activities supporting social inclusion and equitable access (eg. services responding to specific needs of vulnerable trainees such as numeracy and literacy trainings, day care services for young mothers, additional transportation arrangements, ...);
- Development of new or upgrading of existing training programmes targeting trades within the priority sectors, to ensure relevance of the training programmes for the local labour market and the refugee and host community populations in the region (including collaboration with the Directorate of Industrial Training for accreditation);
- Provision of support to trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace (e.g. support for transportation, food) **(mandatory)**;
- Organizing nationally recognized assessment and certification (DIT) **(mandatory)**;
- Provision of personal safety gear (excluding overalls) **(mandatory)**;
- Occupational Health and Safety trainings, equipment and other measures adhering to the national standards **(mandatory)**;
- Pre-training career guidance and counselling or coaching activities;
- Mentoring and monitoring of trainees during their attachment to private enterprises **(mandatory)**;
- Provision of toolkits for Work-Based Learning;
- Capacity enhancement of existing accredited TVET institutions in the targeted region to absorb increased numbers and address specific needs of both the refugee and host community populations AND/OR adaptation of organisational set up to accommodate refugee groups (e.g. mobile TVET units, community based workshops, ...). **Maximum 20%** of the budget can be allocated to basic, 'light' infrastructure⁶ works and equipment, provided that a clear justification is given demonstrating its link to the training programmes and its relevance to increase access;
- Job fairs, networking or matchmaking events or activities aimed at connecting graduates with employers or finance/credit providers;
- Provision of start-up kits for graduates of training trajectories supporting self-employment (Maximum 10% of the budget, and to provide a strategy on how the kits will sustainably promote self-employment among beneficiaries) **(mandatory)**.

The following activities are not admissible:

- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement.

⁶ It is at the discretion of the Selection Committee to determine the basic infrastructure.

Sub-grants to sub-beneficiaries⁷

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 by Enabel and the EU Trust Fund programme. Visibility activities are eligible. The contracting beneficiary always mentions Enabel as contracting authority and the EU Trust Fund as 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 one (1) application under this Call for Proposals.

The applicant may not be awarded more than one (1) Grant Agreement under this Call for Proposals.

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

A co-applicant may not be awarded more than one (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 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
 - Operational costs: necessary and indispensable costs for achieving the objectives and outputs of the action.
 - Management costs: identifiable costs related to management, supervision, coordination, monitoring, control, evaluation and financial audit, which specifically originate in the implementation of the action or the justification of the Grant.

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): costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action. These are maximum 7% of the Operational Costs.

The structure costs are calculated on the basis of actual expenditure. Once accepted, the structure costs are lump sums and do not need to be justified. Enabel may use an outside agency to estimate the actual structure costs of an organization.

⁷ These sub-beneficiaries are neither associates nor contractors

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 subsidized
10. Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidized
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

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 being shortlisted, it sends the proposal along with the required annexes.

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 English.

In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

Elements defined in the concept note may not be modified by the applicant in the proposal. The contribution requested from the contracting authority may not vary more than 10 % in relation to the initial estimate.

Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of memorandum of association of the applicant and any co-applicants;
2. A permit to operate in the targeted refugee settlement(s), where applicable;
3. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public contracting-beneficiaries). Any co-applicants are not required to submit an external audit report;
4. A copy of the applicant's most recent approved financial statements (income statement and balance sheet for the last closed financial year)⁸. Any co-applicants or affiliated entities are not required to provide a copy of their financial statements;
5. 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**;
6. An official document confirming the designation of the authorized representative(s) of the organization (e.g decision of board of directors).

2.2.2 Where and how to send the concept note

Concept notes must be submitted in electronic version (PDF file format) in one file containing grant application documents and annexes and sent to this email: sdf.grants@enabel.be. Enabel will send a confirmation upon receipt of the submission.

The email subject line must bear the **Call for Proposals reference number, Call for Proposals title and full names/address of the applicant**

Concept notes sent by other means (for example by fax, post, courier) or sent to other e-mail addresses will be rejected.

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

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is **June 13th, 2022 before 5:00 pm** as evidenced by the date sent. All concept notes sent after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

Information sessions on this Call for Proposals will be organized as follows:

District	Date	Time	Venue
Arua	May 16th, 2022	9:00 am to 1:00 pm	White Castle Hotel
Adjumani	May 17th, 2022	9:00 am to 1:00 pm	Multipurpose Youth Centre
Kiryandongo	May 18th, 2022	9:00 am to 1:00 pm	Max Hotel Kigumba

Interested applicants to attend information sessions are encouraged to confirm attendance by sending their name and organisation, at the latest 3 days before the proposed date to the following

⁸This 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.

e-mail address: sdf.grants@enabel.be.

Applicants may send their questions and clarification requests, at the latest 21 days before the concept notes submission deadline to sdf.grants@enabel.be. For questions and clarification, the e-mail subject line should indicate the **reference number and title of the Call for Proposals** and full names/address of the applicant. Mail details will include the question and or comment.

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 on the Enabel website (www.enabel.be) at the latest 11 days before the concept notes submission deadline. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

Evaluation of the concept notes will be conducted based on the evaluation grid provided. Once complete, written feedback will be provided to each of the applicants informing them whether their concept note was rejected and reasons why or accepted. For those whose concepts will have been accepted, they will proceed to the next stage.

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, part B). 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 contribution requested from the contracting authority may not differ more than 10% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed.

Applicants must submit their complete applications in English.

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 **in electronic version, one PDF file** containing grant application documents and annexes – except for the **budget** (annex B) which is to be sent in a **protected Excel format** – and sent to this email: sdf.grants@enabel.be. **Enabel will send a confirmation upon receipt of the submission.**

The email subject line must bear the **Call for Proposals reference number, Call for Proposals title and full names/address of the applicant**

Applications sent by other means (for example by fax, post, courier) or sent to other e-mail 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. All proposals sent after the deadline date and time will be rejected.

2.2.8 Further information on proposals

Applicants may send their questions and clarification requests, at the latest 21 days before the proposal submission deadline to sdf.grants@enabel.be. For questions and clarification, the e-mail subject line should indicate the **reference number and title of the Call for Proposals** and full names/address of the applicant. Mail details will include the question and or comment.

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 proposal 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.

Individual responses will not be given to questions. All questions and answers and other important information communicated during the evaluation procedure will be published on the Enabel website (www.enabel.be) at the latest 11 days before the proposal submission deadline. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

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

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

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

The following elements will be considered during administrative checks and admissibility checks;

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 should satisfy all the criteria specified in points 1 to 11 of the verification and evaluation grid provided in Annex Fa.
- 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 12 to 19 of the evaluation grid available in Annex Fb.

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 approximates 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 STAGE: EVALUATION OF PROPOSALS

Evaluation of proposals will consider the following:

Opening

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

Administrative and Admissibility checks

- The proposal should satisfy all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex G, part A.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

Step 1 - Evaluation

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of technical evaluation criteria for proposals of the verification and evaluation grid provided in Annex G, part B.

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

The evaluation criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action

The 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.

Step 2 - Provisional selection

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 3 - Supporting documents relating to the grounds for exclusion

Supporting documents relating to the grounds for exclusion (listed under 2.1.1) will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 calendar days, the corresponding proposals may not be accepted.

Step 4 - Organizational assessment

As part of the assessment process, Enabel will then conduct an on site 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.

At the end, 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 3 and 4 described above.

2.4 Notification of the contracting authority's decision

2.4.1	<i>Content of the decision</i>
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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, 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*
Publication of the Call for Proposals	May 11th, 2022	N/A
Information meetings	May 16th to 19th, 2022	9 :00 am – 1 :00 pm
Deadline for clarification requests to the contracting authority	May 23rd, 2022	5:00 pm
Response to clarification requests are given by the contracting authority	June 2nd, 2022	5:00 pm
Submission deadline for concept notes	June 13th, 2022	5:00 pm
Opening, administrative and admissibility checks of concept notes (stage 1)	June 14th to 20th, 2022*	N/A
Evaluation of concept notes	June 21th to July 4th, 2022*	N/A
Invitations to submit the proposals	July 6th, 2022*	5:00 pm
Deadline for clarification requests to the contracting authority	July 18th, 2022*	5:00 pm
Response to clarification requests are given by the contracting authority	July 28th, 2022*	5:00 pm
Deadline for the submission of the proposals	August 8th, 2022*	5:00 pm
Opening, administrative and admissibility checks of proposals (stage 1)	August 9th to 12th, 2022*	N/A
Evaluation of proposals	August 15th to 26th, 2022*	N/A
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	August 30th, 2022*	5:00 pm
Receipt of certificates and supporting documents relating to the grounds for exclusion	September 14th, 2022*	5:00 pm
Onsite organizational analysis of the successful applicants after technical evaluation	September 1st to 14th, 2022*	N/A-
Selection Committee meeting	September 27th, 2022*	N/A
Notification of the award decision and transmission of signed grant agreement	October 10th, 2022*	N/A
Signature of the Agreement by contracting	October 14th 2022*	N/A

beneficiary		
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* **Provisional date.** All times are in the local time of the contracting authority (Enabel in Uganda).

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [Enabel website](#).

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

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the contracting beneficiary, contracts must be awarded in accordance with:

Annex VIII of the Grant Agreement template for private sector contracting-beneficiaries.

Or

Ugandan public procurement law or own regulation for public sector contracting beneficiaries.

For private contracting beneficiaries, it is not permitted to subcontract all of an action by means of a contract. In addition, the budget of each contract financed by means of the grant awarded may only correspond to a limited part of the total amount of the grant.

2.5.2 Separate bank account

In case a grant 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 Ugandan Shillings.

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 bank⁹, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified of the award decision.

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

2.5.3 Processing of personal data.

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

⁹ This bank must be situated in the country where the applicant is established.

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: <https://www.enabel.be/fr/content/title-1>

2.5.4 Transparency

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries. By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

LIST OF ANNEXES

Documents to be completed

Annex A: Grant Application File (Word Format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Word format)

Annex D1 and D2: Legal Entity Form (Word format) - (private or public)

Documents for information

Annex E: Grant Agreement template

Annex II: Reporting templates

Annex III: Disbursement 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 beneficiary-contractor)

Annex F: Concept Note Verification and Evaluation Grid

Annex G: Proposal Verification and Evaluation Grid

Annex H: Vulnerability criteria