

REGIONAL FACILITY FOR TEACHERS IN AFRICA

WINDOW 2 – CALL FOR PROPOSALS N°1 INNOVATIVE SOLUTIONS FOR TEACHER EDUCATION IN SUB-SAHARAN AFRICA

Contracting authority: Enabel, the Belgian development agency

CALL FOR PROPOSALS GUIDELINES FOR THE REGIONAL FACILITY FOR TEACHERS IN AFRICA – INNOVATION CALL

CALL FOR PROPOSALS ON:

Window 2 - Innovative Solutions for Teacher Education in Sub-Saharan Africa

REFERENCE:

BEL23004-10001

AVAILABLE AMOUNT OF THE CALL FOR PROPOSALS:

€3.200.000

FINANCIAL SIZING OF GRANTS:

Minimum grant amount: €200.000

Maximum grant amount: €400.000

DATE, TIME AND LOCATION OF THE CALL FOR PROPOSALS INFORMATION MEETING:

- **ONLINE WEBINAR IN ENGLISH, JUN 12, 2024 11:00 (BRUSSELS TIME):**
<https://us02web.zoom.us/j/81651414990>
- **ONLINE WEBINAR IN FRENCH, JUN 12, 2024 AT 13:00 (BRUSSELS TIME):**
<https://us02web.zoom.us/j/83846838687>
- **ONLINE WEBINAR IN PORTUGUESE, JUN 12, 2024 AT 15:00 (BRUSSELS TIME):**
<https://us02web.zoom.us/j/81783037714>

TIME AND DATE LIMIT FOR THE SUBMISSION OF THE CONCEPT NOTE:

- **1ST ROUND : 15TH OF JULY 2024, 13:00 (BRUSSELS' TIME)**



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1 CALL FOR PROPOSALS

1.1 BACKGROUND AND OBJECTIVE OF THE CALL

1.1.1 Regional Facility for Teachers in Africa

The Regional Teachers Initiative for Africa aims to support African countries to improve the education and training of teachers and to make sure that their schools have enough qualified teachers. This will be achieved through policy support in areas of teacher governance and teacher professional development and will contribute to delivering quality education for all.

The initiative contributes to regional and national objectives by supporting and complementing national education and teacher reforms, offering opportunities for countries to work together, supporting partnerships and peer learning for teachers in the region, and also to work with Europe.

Many countries in Africa, particularly in sub-Saharan Africa, face persistent challenges in making teaching an attractive and intellectually fulfilling career, as well as identifying effective teaching practices and helping teachers to develop the knowledge and skills needed to support their students' learning.

It is estimated that 15 million new qualified teachers are needed in the region by 2030. Limited teacher's working conditions, inadequate teacher deployment mechanisms, and ineffective teacher education and professional development put the provision of high-quality, inclusive, and innovative education at risk. To tackle these problems, the work of education professionals needs to be revalorised.

Translating this commitment into a concrete action, the European Union together with the African Union endorsed the Regional Teachers Initiative and its aim to tackle this crucial shortage in competent teachers at the EU–AU Summit under the EU–Africa Global Gateway Investment Package .

In this regard, the Initiative is aligned with EU's development and cooperation policy framework as laid out in the European Consensus on Development (2017) and its core objectives of poverty eradication and implementation of the Sustainable Development Goals (SDGs) of the UN 2030 Agenda. It will primarily contribute to the achievement of SDG 4 (ensure inclusive and equitable quality education and promote lifelong learning opportunities for all), and in particular to target 4.c (substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially in least developed countries and small-island developing States).

The Regional Facility for Teachers in Africa is an EU funded project aiming at addressing the challenges within the Teacher profession in Sub-Saharan countries and implemented by a partnership of three EU Member States Agencies (Expertise France, Enabel and EDUFI).

The Facility complements other components of the initiative to support teacher policy and improve teacher education and professional development

The Facility includes 3 types of instruments or “windows”:

1. One window to deliver technical assistance on teacher governance and teacher education and professional development on the basis of the demand from eligible partner countries,
2. One window on testing and scaling effective programs for teacher education and professional development in the priority areas of foundational learning, digital skills, green skills, and gender-transformative pedagogy, including in the context of refugees and displaced populations,
3. A research window to create new evidence and support the integration of evidence in the policy making process and in the design of teacher education and professional development programs.

In addition to these windows the Facility's knowledge management and communication activities will further contribute to the sharing of knowledge, evidence, and best practices related to the overall Initiative outcomes. In this context, selected projects could be asked to participate to specific regional events organised by the Facility.

1.1.2 Objectives and target group of the Call for Proposals

The general objective of the Call for Proposals is to improve learning outcomes and the socio-emotional development of children in Africa, by having a more competent, motivated and inclusive teacher workforce.

The specific objective of this Call for Proposals is, by identifying and supporting the scaling-up of innovative solutions, to enhance the quality, relevance and effectiveness of initial and continuous teacher professional development in four thematic priorities: (1) pedagogy for foundational learning; (2) green skills; (3) digital skills and (4) gender transformative pedagogy. Please ensure that proposals align with teaching challenges spanning from early childhood to lower secondary education.

The Call focuses on providing grants to non-profit actors and public institutions as well as individual or consortia-led national or international NGOs.

The innovative solutions must have passed the early stages of ideation, prototyping and testing, preferably in the country or countries where the proposal is to be implemented.

Please note that **Enabel's Wehubit programme is used as a tool/basis for this Call for Proposals**. Wehubit aligns with the IDIAs definition of innovation: a new solution with the transformative ability to accelerate (social) impact.

1.1.3 Selection Process

This Call for proposals organises the competitive selection process, which will proceed in **2 rounds**.

After the **second round** only a limited number (+- 8 to 10) of **these applications** will be awarded with a **grant** to support the sustainable scaling of their proposed innovation.

The programme will select these innovative solutions on the basis of their alignment with present Guidelines.

1.2 VALUE OF THE FUNDS EARMARKED BY THE CONTRACTING AUTHORITY

The total indicative sum available under this Call for Proposals is 3.200.000 EUR. The contracting authority reserves the right to not award all of the available funds.

Grants value

Any grant application under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: 200.000,00 EUR
- Maximum amount: 400.000,00 EUR

The programme will finance 90% of eligible expenditures presented in the final financial report of the innovative solution submitted. The contracting-beneficiary shall bear the remaining 10%.

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.

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:

The actors:

- the applicant, i.e. the entity submitting the application (2.1.1);
- its co-applicant(s), where applicable. Unless otherwise stipulated, the applicant and co-applicant(s) will hereinafter be jointly referred to as the 'applicants' (2.1.1);
- associates (2.1.1);
- contractors (2.1.1).

The actions:

- actions eligible for grants (2.1.2);

The costs:

- the types of costs that may be included in the calculation of the grant amount (2.1.3).

2.1.1 Eligibility of applicants (& co-applicant(s))

Applicant

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

- be a legal person; and
- be effectively established in the countries or territories defined as eligible to procurement and grant procedures for actions financed under Neighbourhood, Development and International Cooperation Instrument (NDICI - Global Europe) for the period 2021-2027¹; and
- be a public actor² **or** be a private non-profit actor; and
- be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and
- have already managed a grant (of public funds) amounting to 40% of the amount applied for. A certificate of satisfactory performance³ signed by the donor is mandatory and constitutes proof thereof; and
- dispose of financial statements certified by an independent body (audit or statutory commissioner). Those statements must not be older than 2 years.

The applicant may act on its own or with one or more co-applicants.

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 F of these guidelines.

In the Grant applications (Annexes A.1 & A.2 – Grant application files of the 1st & 2nd round), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these grounds of exclusion (Applicant's

¹ https://www.caribank.org/sites/default/files/2022-07/Countries%20Eligible%20under%20EU%20procurement%20provisions%20-%20a2a1_ecprogrammes_eligibility2021_2027_en.pdf

² a 100% public entity, with no private capital.

³ For the contracts that have not been closed yet a letter of the donor will be accepted.

declaration) and that they will be willing and able to provide the supporting documents when requested (depending in the specific cases & contexts: taxes, social obligations, criminal records etc.).

If the grant is awarded to it, the **applicant** becomes the contracting-**beneficiary** identified in Annex F of these guidelines (Grant Agreement). The contracting-beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiary co-applicants and act in their name. It shall design and coordinate the action implementation.

Co-applicant(s)

The co-applicant(s) shall participate in 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 eligibility criteria which apply to the applicant itself, except that:

- they don't need to prove that they have already managed a grant amounting to 40% of the amount applied for;

The co-applicant(s) must sign the 'Mandate statement' in Annexe A.2 – Grant application file of the 2nd round.

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

Co-applicants cannot be added or removed in-between the 2 Rounds. 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, however unlike co-applicants, costs incurred by associates are not eligible, and associates cannot be eligible for grants. These associates do not need to satisfy the eligibility criteria mentioned in point 2.1.1. The associates must be mentioned in Annexe A.2 - Grant Application file of the 2nd round, entitled 'Associates of the applicant participating in the action'.

Including a private sector actor as an associate will be considered as an asset. However, they may not be eligible under the project as service, goods or works providers.

Contractors

Contracting-beneficiaries may award contracts to contractors. 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). Associates cannot at the same time be contractors (services, works, equipment) for the project.

2.1.2 Eligible actions: for what actions can an application be submitted?

Definition

An action consists of a series of activities.

Duration

The term of an action **may not be less than 18 months, or exceed 24 months.**

Sectors or themes

The expected output of this call is the identification of innovative and effective solutions or initiatives in regard to the challenges related to teacher education in one and/or several of the four technical areas of the Facility:

- 1) Pedagogy for foundational learning

Foundational learning refers to the fundamental knowledge and skills that serve as the basis for further learning and understanding in a particular subject or field. It involves grasping essential concepts, principles, and techniques that provide a solid framework upon which more advanced knowledge can be built.

- 2) Teaching green skills

Teaching green skills involves educating individuals on knowledge, competencies, and practices that contribute to sustainability, environmental management and the transition to a green economy. These skills are essential for addressing environmental challenges such as climate change, resource depletion, pollution, and biodiversity loss and for promoting sustainable development.

3) Teaching digital skills

As digital technologies are increasingly used for education inside and outside of the classroom, the teaching profession increasingly requires educators to be digitally literate and engage with digital pedagogies. In addition, the ubiquity of digital technologies in citizens' everyday lives, requires educators to help their students become confident, critical and responsible digital citizens. Educator-specific digital competences therefore do not only concern the ability of teachers to use digital technologies for their professional development, collaboration within the school and communication with parents or learners, but also their ability to pass on their creative and critical use of digital technologies. Finally, teachers' main role is to be learning facilitators. As such, their ability to use digital technologies for teaching and learning, and adopt creative digital pedagogies for inclusive, empowering and engaging learning experiences is of critical importance. Applicants are invited to relate their intervention to the EU's DigCompEdu framework.

4) Gender transformative pedagogy

Gender transformative pedagogy is an educational approach aimed at challenging and transforming traditional gender norms, roles, and stereotypes within educational settings. It seeks to promote gender equality, empower individuals of all genders, and create inclusive learning environments that support the diverse needs and experiences of students.

Please ensure that proposals align with teaching challenges spanning from early childhood to lower secondary education.

These innovative solutions should be able to be adapted, integrated and used by national partners in mainstream education, and in particular by national teacher training providers. The calls will also encourage the development of sustainable solutions that contribute to building communities of practice in the region.

Type of action

The call for proposals intends to promote innovative (including low-tech and/or digitally-led) solutions to persistent problems and give these projects the opportunity to test their potential and elaborate a sustainable, impactful pathway for scaling.

Wehubit adheres to the following three criteria to verify if a solution can be considered an innovation or not. An innovation should be:

- New or novel in the specific context; and at least 'new' or 'novel' to the intended end users.
- Tested; the solutions should at least have been tested and piloted. Concepts or ideas that have not been tested before are not considered innovations (yet).
- Have potential for impact at scale (even internationally); Wehubit is looking for those innovative solutions that are replicable and hold potential for impact at scale.

Shall not be eligible, actions consisting solely or principally of:

- sponsoring the participation of individuals in workshops, seminars, conferences and conventions;
- financing individual scholarships for studies or training;

Activities directly involving or targeting national public authorities (including policy-making and capacity-building) will not be eligible in countries where cooperation with the European Union is suspended at any time from the time of submission of the full project proposal until contract signature.

Geographical coverage

Projects must be implemented in the Sub Saharan African countries (as per the EU definition) listed below. Regional and cross-border projects are authorised as long as they are implemented in eligible countries.

EAST AND CENTRAL AFRICA	WEST AFRICA	SOUTHERN AFRICA
1. Burundi	1. Benin	1. Angola
2. Cameroon	2. Burkina Faso	2. Botswana
3. Central African Republic	3. Cabo Verde	3. Comores
4. Congo	4. Chad	4. Eswatini
5. DRC	5. Côte Ivoire	5. Lesotho
6. Djibouti	6. The Gambia	6. Madagascar
7. Equatorial Guinea	7. Ghana	7. Malawi
8. Eritrea	8. Guinea	8. Mauritius
9. Ethiopia	9. Guinea-Bissau	9. Mozambique
10. Gabon	10. Liberia	10. Namibia
11. Kenya	11. Mali	11. Seychelles
12. Rwanda	12. Mauretania	12. South Africa
13. Sao Tome and Principe	13. Niger	13. Zambia
14. Somalia	14. Nigeria	14. Zimbabwe
15. South Sudan	15. Senegal	
16. Sudan	16. Sierra Leone	
17. Tanzania	17. Togo	
18. Uganda		

Activity type

By way of **example**, we list the types of activities that are eligible, provided that it contributes to the achievement of the outcomes and the specific objective of the action:

- Implementation of innovative solutions: related to use of apps or other digital tools, use of big data, use of artificial intelligence, virtual & augmented reality, gamification, online platforms, but also non-digital solutions like the use of learning kits (cfr. STEM), adaptations of the classroom.
- Implementation of innovative approaches: actions related to personalized learning, project-based learning, experimental learning, inquiry-based learning, learning through play, collaborative learning communities.
- Capacity development: strengthening staff skills related to these innovative solutions and/or approaches.
- Product development: adaptation of innovative products in view of a development on a larger scale.
- Quality: implementation of quality improvement and control systems.
- Institutional technical assistance: supporting laws and regulations that improve access, viability to and scalability of these innovative solutions and approaches.

The relevance of the activities proposed will be assessed during selection committee meetings.

Financial support to third parties

Applicants **may not** offer to support third parties financially (sub-grants).

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing by the European Union Enabel and its Wehubit programme. Projects should include a communication budget line of **min. 2.000 EUR** to raise awareness among all or a section of the public regarding the motivation behind the project and behind the support provided by European Union, through Enabel in the country or region concerned, and in terms of the results and impact of the support.

A communication toolkit will be provided to the grantees, including the communications requirements in line with Communicating and Raising EU Visibility Guidance and Facility communication guidelines.

Number of applications and Grant Agreements per applicant and co-applicant

The applicant and/or co-applicant may not submit more than one application for this Call for Proposals and be awarded more than one Grant Agreement under this Call for Proposals.

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

The applicant and/or co-applicant is allowed to submit an application for this Call for Proposals and at the same time submit an application for the parallel Call for Proposals of Expertise France.

The applicant and/or co-applicant may not submit the same project proposal for this Call for Proposals and the parallel Call for Proposals of Expertise France.

2.1.3 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:

- **The operational costs:** necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables;
- **The management costs:** separate 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;
- **The structure costs:** costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action cannot be separated or charged to the budget of this action.

To be eligible for the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex F of these guidelines).

Structure costs amount to maximum 7% of operational costs. The actual rate applicable for structure costs will be calculated a priori by Enabel based on the analysis of the balance sheet of the contracting beneficiary. Enabel may also use an outside agency to estimate the actual structure costs rate of an organization.

Once accepted, the structure costs are lump sums and do not need to be justified. Structure costs are paid during execution of the grant on the basis of operational costs really incurred, considered eligible and approved by Enabel.

Contingency reserve

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 **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 beneficiary-contractor. Since contributions in kind do not involve any expenditure on the part of the beneficiary-contractor, they are not eligible costs.

Ineligible costs

The following costs **are not 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° Bad loans/ doubtful debts;
- 5° Currency exchange losses;

- 6° Loans to third parties;
- 7° Guarantees and bonds;
- 8° Costs already financed by another grant;
- 9° Invoices made out by other organisations for goods and services already subsidised;
- 10° Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- 11° Any sub-letting to oneself;
- 12° Purchases of land or buildings;
- 13° Compensation for damage falling under the civil liability of the organisation;
- 14° Employment termination compensation for the term of notice not performed;
- 15° Purchase of alcoholic beverages, tobacco and derived products thereof;
- 16° Grants to sub-beneficiaries;
- 17° Salary bonuses⁴

2.2 PRESENTATION OF GRANT APPLICATION AND RULES TO BE FOLLOWED

This is a restricted call for proposals composed of two rounds:

- 1st round – concept notes
- 2nd round – full proposals

The concept notes (1st round) must be submitted in accordance with the instructions given hereunder and on the online webform.

To be sure that the process is completed, the applicant must check whether the confirmation e-mail is received.

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

Applicants shall submit their application in **French or English**.

They must ensure that their Grant application is complete. **Incomplete applications will be rejected.**

Handwritten applications will not be accepted.

2.2.1 Grant application – concept note (1st round)

Content

To be complete, the Concept note must contain the following elements:

1. All fields of the online form must be completed (access through the secure www.wehubit.be website).
2. Annex A.1 – Grant application file (1st round).
3. The statutes or articles of association **of the applicant and any co-applicants**.
4. Financial statements certified by an independent body (audit or statutory commissioner). Those statements may not be older than 2 years. Public entities and co-applicants are not required to submit an external audit report.

⁴ The concept of bonus must be understood as the payment of a "bonus" triggered by the participation of a staff member in the action financed by Enabel or linked in any way to the performance of the person in the implementation of action. A bonus does not constitute an eligible cost. However, there are payments which could be called 'bonuses' and which could still be considered part of the normal salary package and therefore eligible (i.e. variable parts of the salary). These bonuses must be paid independently of the staff member's participation in the action financed by Enabel.

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).
6. The documents substantiating that the **applicant** has already managed public funds and successfully implemented grants for at least 40% of the amount applied for. Examples of proof are:
 - Close-out letter: Certificate of good execution provided by a financing donor (with amount mentioned).
 - Approval of a final report provided by a financing donor together with the initial contract.

An initial grant contract is insufficient to proof its good execution.

In the 1st round, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to the 2nd round (Proposal) will have to submit a detailed budget.

The elements defined in the 1st round may not be changed by the applicant in the 2nd round. The contribution requested through this Call for Proposals may not differ more than 15% from the initial estimate⁵.

Any errors or major inconsistencies concerning points mentioned in the instructions on the Grant application (1st round) may result in the application's rejection

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

Submission date

The deadline for submitting the Grant application (1st round) is 15 July 2024 at 13:00 (Brussels time) as substantiated by the website server. All applications submitted after the deadline date and time will be automatically rejected.

Submission link

Applications should be submitted through this link: <https://submit.link/2E8>. Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

2.2.2 Grant application - proposal (2nd round)

Shortlist

The applicants who are selected for the 2nd round will be informed by email and will be invited to fill in the more **detailed grant application** file of the 2nd round. See indicative calendar. The exact deadline will be communicated together with the notice of the shortlist.

Grant application 2nd round

The communication (e-mail) will include a link to the online application tool.

To be complete, the Grant application (2nd round) must contain **the following elements**:

1. Annex A.2 – Grant application file (2nd round)
2. Detailed budget of the action (Annex B)
3. The logical framework of the action (Annex C)
4. The indicative action plan for implementation of the project

Applicants must carefully observe the supplementary proposal format (Annex A.2) and complete the paragraphs and pages in order.

⁵ In case the amount applied for in the Grant application (2nd round) exceeds the estimated amount of the Grant application (1st round), the certificate of satisfactory performance demanded in chapter 2.1.1 must still amount to at least 40% of the amount applied for.

The contribution of this programme may not differ more than 15% from the initial estimate and the minimum and maximum amounts, as indicated in section 1.3 of these guidelines, must be observed.⁶

Applicants must submit their Grant application (2nd round) in the same language as in the 1st round.

Applicants must fill out their application as carefully and clearly as possible in order to facilitate its evaluation.

Co-applicants cannot be added or removed in-between the 2 Rounds.

Any error or major inconsistency in the application (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 is noteworthy that only the elements listed above will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action.

2.2.3 Questions/answers (1st and 2nd round)

If you don't find the information you are looking for in these guidelines, then applicants may **send their questions by e-mail, at the latest 21 days before the application submission deadline**, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference (BEL23004-10001):

E-mail address: wehubit@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 application submission deadline of the 1st round and before the application submission deadline of the 2nd round.

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

Only answers to questions and other important information not included in guidelines will be published in due course on the website www.wehubit.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

On **Wednesday the 12th of June** a webinar is organized to inform potential applicants more in-depth about the Call for Proposals. The Webinar will be held three times in three languages (ENG, FR, POR). To join the webinar, please use the correct Zoom-link:

- Wednesday 12/06, 11 am (Brussels Time) in English. <https://us02web.zoom.us/j/81651414990>
- Wednesday 12/06, 1 pm (Brussels Time) in French. <https://us02web.zoom.us/j/83846838687>
- Wednesday 12/06, 3 pm (Brussels Time) in Portuguese. <https://us02web.zoom.us/j/81783037714>

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 eligibility criteria described in point 2.1.1 to 2.1.3, the application will be rejected on this sole basis.

⁶ In case the amount applied for in the final application exceeds the estimated value of the Grant application (1st round), the certificate of satisfactory performance demanded in chapter 2.1.1 must still amount to at least 40% of the amount applied for.

2.3.1 Opening, administrative/eligibility checks and evaluation of the Concept notes (1st round)

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 eligibility checks

- The Grant application must satisfy all the criteria specified in points 1 to 10 of the verification and evaluation grid provided in Annex G.
- 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 eligibility check will be evaluated for the relevance and design of the proposed action. The applicants will also be checked for having 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.

The evaluation criteria are divided in sections and sub-sections. Each sub-section will be given a score between 1 and 5 as follows: 1 = very inadequate 2 = inadequate, 3 = average, 4 = good, 5 = excellent.

The Concept Note (1st round) will be firstly be evaluated on **three open questions** (paragraph 2.2 of Annex A1) Only concepts notes which have obtained a minimum score of 3 out of 5 on these three questions will be considered for further evaluation.

All concept notes, which are considered for further evaluation, will be given an overall mark out of 75 in accordance with the breakdown specified in the evaluation grid given in Annex G.

At the end of the evaluation, a list will be drawn up, ranking the proposals according to their overall score. Only applications who have reached an overall score of minimum 50 will be considered.

The number of concept notes will be reduced, taking into account their rank on the list, to the number of concept notes for which the total cumulative amount of contributions requested is equal to 300% of the budget available for this call for proposals.

After evaluation of the applications, the contracting authority will notify whether their application has been evaluated and the results of this evaluation.

Applicants whose application has been preselected in the 1st round will be notified of their reference number and invited to submit a Proposal for the 2nd round.

2.3.2 Opening, administrative/eligibility checks and evaluation of the Full Proposals (2nd round)

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 proposal satisfies all the criteria specified in points 1 to 7 of the verification and evaluation grid provided in Annex H.
- 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 applicants in the second round will be evaluated based on the detailed full proposal.

The evaluation criteria are divided in sections and sub-sections. Each sub-section will be given a score between 1 and 5 as follows: 1 = very inadequate, 2 = inadequate, 3 = average, 4 = good, 5 = excellent.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 90 in accordance with the breakdown specified in the evaluation grid given in Annex H.

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 evaluation criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to actions that maximise the overall effectiveness of the Call for Proposals. They help in selecting proposals which assure the contracting authority that its objectives and priorities will be observed. 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: 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.

Provisional selection

After evaluation, a table will be drawn up, containing all the applications ranked according to their score and subject to the funds available. A reserve list will additionally be drawn up following the same criteria, to be used if more funds become available during the validity period of this list. Please note that applicants who may be picked up from the reserve list at a later date will also have to go through step 2 described above.

If the allocated budget, indicated for the call, cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to future calls.

Only applications who have reached an overall score of minimum 60 will be considered.

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 within 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, the latter may contact the competent Operations officer at the head office, via the complaints@enabel.be.

See <https://www.enabel.be/file-a-complaint/>

Complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the www.enabelintegrity.be website.

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 calendar

	Date	Hour
Launch Call for Proposals	05 June 2024*	-
InfoPoint Webinar (EN/FR/PO)	12 June 2024*	-
Deadline for clarification requests to the contracting authority	26 June 2024*	13:00
Last date on which clarifications are given by the contracting authority	03 July 2024*	-
Deadline for submitting Grant applications – concept notes (1st round)	15 July 2024*	13:00
Notification of results of the Grant application – concept notes (1st round)	07 August 2024*	-
Invitation for the second round – Proposals (2nd round)	07 August 2024*	-
Deadline for submitting Grant applications – Proposals (2nd round)	15 September 2024*	13:00
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1)	19 September 2024*	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	01 October 2024*	-
Notification of results of the Grant application - Proposals (2nd round)	02 October 2024*	-
Signature of the Agreement	October 2024*	-
Start Implementation Period	01 November 2024*	-

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

This indicative calendar may be updated by the contracting authority during the procedure. In such case, the updated calendar will be published on the www.wehubit.be website. 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 F of these guidelines). By signing the proposal

(Annexes A.1 and A.2 of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5 IMPLEMENTATION CONDITIONS FOLLOWING THE GRANT AWARD DECISION OF THE CONTRACTING AUTHORITY

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the beneficiary-contractor(s), contracts must be awarded in accordance with:

- Annex VIII of the Grant Agreement template (for private sector applicants), or;
- Belgian or partner country public procurement law or own regulation (for public sector applicants).

It is not permitted to subcontract all of an action by means of a contract for private contracting beneficiaries. In addition, the budget of each contract financed by means of the grant granted 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 bank⁷, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified of the award decision.

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

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 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/gdpr-privacy-notice/>

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

2.5.4 Transparency

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

3 LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A.1: GRANT APPLICATION : CONCEPT NOTE – 1ST ROUND

ANNEX A.2: GRANT APPLICATION FILE : PROPOSAL – 2ND ROUND

ANNEX B: BUDGET – 2ND ROUND

ANNEX C: LOGICAL FRAMEWORK – 2ND ROUND

ANNEX D: LEGAL ENTITY FORM – 1ST ROUND

ANNEX E: FINANCIAL IDENTIFICATION FORM (TO BE PROVIDED UPON SIGNING OF THE AGREEMENT)

INFORMATION DOCUMENTS

ANNEX F: GRANT AGREEMENT TEMPLATE

ANNEX G: ROUND 1 GRANT APPLICATION FILE (CONCEPT NOTE) VERIFICATION AND EVALUATION GRID

ANNEX H: ROUND 2 GRANT APPLICATION FILE (PROPOSAL) VERIFICATION AND EVALUATION GRID