



Contracting authority: Enabel
This call is funded by the European Union

**CALL FOR PROPOSALS GUIDELINES
FOR THE WEHUBIT PROGRAMME**

SEN2000211SP2

Call for Proposals on

**"EdTech – Use of education technology to improve quality and continuity of
teaching and learning"**

Reference: SEN2000211SP2-AP-01

Deadline for submitting the concept notes of the grant application (1st round):

30th July, 2021, 13:00 (Brussels' time)

wehubit@enabel.be

www.wehubit.be

Note

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

TABLE OF CONTENTS

1 CALL FOR PROPOSALS ON "EDTECH – USE OF EDUCATION TECHNOLOGY TO IMPROVE QUALITY AND CONTINUITY OF TEACHING AND LEARNING"	3
1.1 Background	3
1.2 Objectives of the Call for Proposals	3
1.3 Value of the funds earmarked by the contracting authority	3
2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS	4
2.1 Admissibility criteria	4
2.1.1 Admissibility of applicants (& co-applicant(s))	4
2.1.2 Admissible actions: for what actions can an application be submitted?	6
2.1.3 Eligibility of costs: What costs may be included?	7
2.2 Presentation of application and procedures to be followed	8
2.2.1 Grant application – concept note (1 st round)	9
2.2.2 Grant application - proposal (2 nd round)	10
2.2.3 Questions/answers (1 st and 2 nd round)	11
2.3 Evaluation and selection of applications	11
2.3.1 Opening, administrative/admissibility checks and evaluation of the Concept notes (1 st round)	11
2.3.2 Grant application – Full proposal evaluation (2 nd round)	12
2.4 Notification of the contracting authority's decision	13
2.4.1 Content of the decision	13
2.4.2 Indicative calendar	14
2.5 Implementation conditions following the grant award decision of the contracting authority	15
2.5.1 Implementation contracts	15
2.5.2 Separate bank account	15
2.5.3 Processing of personal data	15
2.5.4 Transparency	16
3 LIST OF ANNEXES	16

1 CALL FOR PROPOSALS ON "EDTECH – USE OF EDUCATION TECHNOLOGY TO IMPROVE QUALITY AND CONTINUITY OF TEACHING AND LEARNING"

1.1 BACKGROUND

On 7 December 2017, Belgium's Deputy prime minister and minister of Development Cooperation, Digital Agenda, Telecom and Postal Services Alexander DE CROO approved the D4D Programme – called Wehubit – which had been submitted to the Minister by Enabel, the Belgian development agency.

The general objective of the Wehubit programme is to support and improve **digitisation** in view of speeding up sustainable development, strengthening prosperity, reducing inequality and empowering people and businesses in the partner countries of the Belgian Development Cooperation.

Wehubit aims to identify and support innovative D4D solutions in Belgium's partner countries and priority sectors. Through its support, Wehubit will scale-up existing digital solutions so that these are rolled-out at larger scale and become more available, affordable and performing. From a human-rights based approach perspective, the projects should clearly demonstrate how they work towards strengthening the capacities of rights-holders to make their claims, and of duty-bearers to meet their obligations.

The monitoring of the projects will contribute to the learning curve on D4D. The lessons learned will be shared among the D4D community within and outside Enabel, and result in increased collaboration in the area of D4D.

This call for proposals organises the competitive selection process for proposals submitted by non-profit or public law organisations, with the **final award of grants for the projects selected**.

The programme will select the actions on the basis of their alignment with the introductory note which complements the present Guidelines and the [Wehubit guiding principles which are presented on its website](#).

1.2 OBJECTIVES OF THE CALL FOR PROPOSALS

The **general objective** of this Call for Proposals is **to increase the use and access to digital solutions offering better living conditions** in the identified countries (see point 2.1.2).

The **specific objective** of the call for proposals is **to strengthen digital solutions in order to foster the continuity and quality of education**.

More information on the topic is provided in the Introductory Note of this Call for Proposals (available on the [Grants' page of our website](#)).

1.3 VALUE OF THE FUNDS EARMARKED BY THE CONTRACTING AUTHORITY

The total indicative sum available under this Call for Proposals is 1.500.000 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: 350.000,00 EUR

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

2 RULES APPLICABLE TO THIS CALL FOR PROPOSALS

These guidelines specify the rules of submission, selection and implementation of actions financed under this Call for Proposals.

2.1 ADMISSIBILITY CRITERIA

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

(1) The actors:

- the applicant, i.e., the entity submitting the application (2.1.1);
- 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).

(2) The actions:

- actions eligible for grants (2.1.2);

(3) The costs:

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

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

Applicant

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

- be a legal person; **and**
- be a public actor¹ **or** be a private non-profit actor; **and**
- Your organisation (or your co-applicant) needs to be established or represented in the country where the action is implemented². To us it means that you are locally registered with the authorities, that you have local staff and that you are directly implementing activities in the country; **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 (auditor). Those statements must not be older than 2 years.

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

¹ a 100% public entity, with no private capital.

² The applicant must demonstrate his establishment or representation in the country.

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

- (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 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 situations ('Applicant's declaration').

If the grant is awarded to it, the **applicant** becomes the **contracting-beneficiary** identified in Annex F (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 specifying the implementation of the action, and the costs that they incur shall be eligible in the same way as those incurred by the applicant.

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself, except that:

- they don't need to prove that they have already managed a grant amounting to 40% of the amount applied for;
- they don't need to be established or represented in the country where the action is implemented if it is the case for the lead applicant.

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

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

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

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

2.1.2 Admissible 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 12 months or exceed 18 months**.

Sectors or themes

The scope of the call for proposals is detailed in the **Introductory Note**.

The general objective of the proposed action is given by the specific objective of the Call for Proposals (see Introductory Note of the call for proposals and the Annex C (Logical framework)).

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;
- financing the digital transformation of the (co-)applicant(s).

Countries⁴

The actions must be implemented in one of the 13 following countries : Benin, Burkina Faso, Burundi, the Democratic Republic of Congo, Guinea, Mali, Mauritania, Mozambique, Niger, Rwanda, Senegal, Tanzania, 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 digital solutions:** geolocation technology, databases, big data, virtual reality, blockchain, gamification, social networks, etc.
- **Capacity development:** strengthening staff skills in the action's technological and digital domain.
- **Product development:** adaptation of digital products in view of a development on a larger scale.
- **Quality:** implementation of quality improvement and control systems.
- **Digital skills:** improving people's skills in using digital tools and technologies.
- **Data systems:** using digital technology to improve the collection, management and use of data.
- **Institutional technical assistance:** supporting laws and regulations that improve access to digital technologies or their use.

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 (grants).

⁴ Erratum: Morocco has been removed from the initially published version.

Visibility

All appropriate measures will be taken to make public the fact the Action is funded by the European Union. Both the Wehubit and the European Union logos must always be accompanied by the baseline *“This project is funded by the European Union through the Wehubit programme implemented by Enabel”*. A budget line of min. 2.000 EUR will be included for producing good quality pictures and testimonies.

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.
- 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.

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:

- direct costs (operational costs and management costs) actually borne by the (co-)applicants:
 - o **The operational costs:** necessary and indispensable costs for achieving the objectives and results of the action, including the cost for achieving verifiable deliverables;
 - o **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;

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 (overheads): these are maximum 7% of the Operational Costs (under no circumstances higher than 7%) :
 - o **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.
 - o Eligible and ineligible costs for structure costs are listed in Article 4.1 of the Grant Agreement (Annex F of these guidelines). Enabel may use an outside agency to estimate the actual structure costs of an organisation.

Reserve for contingencies

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

Contributions in kind

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

Ineligible costs

The following costs **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° Doubtful debts;
- 5° Currency exchange losses;
- 6° Loans to third parties;
- 7° Guarantees and securities;
- 8° Costs already financed by another grant;
- 9° Invoices made out by other organisations for goods and services already subsidised;
- 10° Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- 11° Any sub-letting to oneself;
- 12° Purchases of land or buildings;
- 13° Compensation for damage falling under the civil liability of the organisation;
- 14° Employment termination compensation for the term of notice not performed;
- 15° Purchase of alcoholic beverages, tobacco and derived products thereof;
- 16° Grants to sub-beneficiaries.

2.2 PRESENTATION OF APPLICATION AND PROCEDURES TO BE FOLLOWED

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

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

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)

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.

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. 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.
5. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year). Any co-applicants or affiliated entities are not required to provide a copy of their financial statements.
6. 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.
7. 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.

8. Proof of being locally established. This means that the **applicant or the co-applicant** need to prove that you have an office in the country where the action will be implemented. To prove this, you need to provide a local registration document.

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 then present 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.

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.

Submission date

The deadline for submitting the Grant application (1st round) is 30th July 2021 at 13:00 (Brussels time) as substantiated by the website server. All applications submitted after the deadline date and time will be automatically rejected. Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

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

2.2.2 Grant application - proposal (2nd round)

Content

The applicants who are selected for the 2nd round will be informed by email.

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 detailed action plan action of the action (timing in Excel⁶)
5. Answers to the questions sent by the 1st round selection committee.

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

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.⁷

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 should be noted that only the proposal and annexes which need to be completed will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action.

⁶ Indicative action plan for implementation of the action of Annex A.2.

⁷ 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.

Submission date

The deadline date for submission of applications - Proposals (2nd round) will be communicated in the letter sent to applicants whose applications have been shortlisted.

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

First of all we invite you to have a look at the Frequently Asked Questions (FAQ) on our website: <https://www.wehubit.be/en/contact-us>.

If you don't find the information you are looking for on our website and in the guidelines, then, for each round of the procedure, applicants may **send their questions by e-mail, at the latest 21 days before the application submission deadline**, to the address set out below, making sure that they clearly indicate the Call for Proposals reference:

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 deadline date for the submission of applications.

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

Individual responses will not be given to questions. Only answers to questions and other important information not included in guidelines or FAQ 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.

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.

2.3.1 Opening, administrative/admissibility 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 12 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 admissibility 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 to participate in its financing;

The Concept Note (1st round) will be given **an overall mark out of 100** (this does not include the bonus question) in accordance with the breakdown specified in points 13 to 32 of the evaluation grid given in Annex G.

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 which have obtained a minimum score of 3 points out of 5 for criteria 13 and 14 will be shortlisted.**

Secondly, only concept notes with **a minimum score of 50 points** will be considered for shortlisting.

Thirdly, the number of applications will be reduced according to their ranking in the list, by the number of concept notes (1st round) whose total cumulative amount of contributions requested is equal to 200% of the budget available for this Call for Proposals.

After evaluation of the applications, the contracting authority will send a letter to all applicants, notifying 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 full proposal for the 2nd round.

2.3.2 Grant application – Full proposal evaluation (2nd round)

Firstly, the following points will be evaluated:

Opening

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

Administrative and Admissibility checks

- The grant application form (full proposal) and its annexes satisfies all specific criteria given under points 1 to 7 of the grant application file verification and evaluation grid given in Annex H.
- 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

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

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given **a score out of 100** on the basis of evaluation criteria 8 to 20 of the verification and evaluation grid (Annex H). The evaluation criteria are 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 to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to 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.

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Only applications with **a minimum score of 50 points** will be considered for the following.

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

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

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.

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.

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 email: complaints@enabel.be

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

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*
Deadline for submitting questions (1 st round)	09 th July, 2021	13:00
Deadline date for responding to questions (1 st round)	19 th July, 2021	13:00
Deadline for submitting Grant applications – concept notes (1 st round)	30 th July, 2021	13:00
Notification of results of the Grant application – concept notes (1 st round)	13 th September, 2021*	-
Invitation to submit the Grant application file – Proposals (2 nd round)	13 th September, 2021*	-
Deadline date for sending the questions (2 nd round)	22 nd September, 2021*	13:00
Deadline date for responding to questions (2 nd round)	2 nd October, 2021*	13:00
Deadline for submitting Grant applications – Proposals (2 nd round)	13 th October, 2021*	13:00
Notification of results of the Grant application - Proposals (2 nd round)	19 th November, 2021*	13:00
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	19 th November, 2021*	13:00
Receipt of certificates and supporting documents relating to the grounds for exclusion	4 th December, 2021*	
Signature of the Agreement	December 2021*	-

* **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.

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 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.

2.5.1 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).

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 granted may only correspond to a limited part of the total amount of the grant.

2.5.2 Separate bank account

In case 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 bank⁸, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

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

2.5.3 Processing of personal data.

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

⁸ 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.

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

ANNEX C: LOGICAL FRAMEWORK

ANNEX D: LEGAL ENTITY FORM

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

INFORMATION DOCUMENTS

ANNEX F: GRANT AGREEMENT TEMPLATE

Annex III:	Payment request template.
Annex IV:	Transfer of ownership of assets template
Annex V:	Legal entity form (private or public)
Annex VI:	Financial identification form
Annex VII:	Exclusion grounds
Annex VIII:	Public procurement principles (for a private contracting beneficiary)

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