

Contracting authority: Enabel

**Call for Proposals Guidelines for the Programme:**

**Wehubit**

**BEL1707111**

**Call for Proposals on Women and Young people's Rights, Inclusion and Empowerment**

**Reference: BEL1707111-AP-01**

Deadline for submitting Grant applications (1<sup>st</sup> round): 10<sup>th</sup> August 2018, 12:00

[wehubit@enabel.be](mailto:wehubit@enabel.be)

[www.wehubit.be](http://www.wehubit.be)

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## **Note**

This is a restricted Call for Proposals which will have two rounds.

For the 1<sup>st</sup> round, only the Grant application (1<sup>st</sup> round) must be submitted for evaluation.

Following the evaluation thereof, including the eligibility and the capacity of the applicants, the applicants that have been shortlisted will be invited to participate in the 2<sup>nd</sup> round. The 2<sup>nd</sup> round focuses on the project (content, relevance, sustainability).

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## **1 CALL FOR PROPOSALS ON WOMEN AND YOUNG PEOPLE'S RIGHTS, INCLUSION AND EMPOWERMENT**

### **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.

This programme is a joint initiative of BIO and Enabel. The two Belgian public institutions work together to implement the programme, combining their respective strengths in managing the various financing instruments such as Grants, Loans and Equity. This Call for Proposals is an example in case of support to non-profit organisations by means of **awarding grants**.

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.

The programme will select the projects on the basis of the guiding principles described on its website [www.wehubit.be](http://www.wehubit.be).

### **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 partner countries<sup>1</sup> of the Belgian Development Cooperation.

The **Specific objective** of this Call for Proposals is to increase women and young people's rights, inclusion and empowerment by means of digital solutions.

### **1.3 VALUE OF THE FUNDS EARMARKED BY THE CONTRACTING AUTHORITY**

The total indicative sum available under this Call for Proposals is 1,000,000 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 50,000 EUR**

**Maximum amount: 350,000 EUR**

**The programme will finance 90% of eligible expenditure presented in the final financial report of the project submitted. The 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 projects financed under this Call for Proposals.*

### **2.1 ADMISSIBILITY CRITERIA**

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

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<sup>1</sup> See point 2.1.1

(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).**

(2) **The projects:**

**actions eligible 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 Eligibility of applicants (applicant and 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 actor<sup>2</sup> **or** be a private non-profit actor<sup>3</sup>; and
- be established in one of the 14 partner countries of the Belgian bilateral cooperation<sup>4</sup>: Benin, Burkina Faso, Burundi, the Democratic Republic of Congo, Guinea, Mali, Morocco, Mozambique, Niger, Palestine, Rwanda, Senegal, Tanzania, Uganda; and
- be directly responsible for the preparation and management of the project with the co-applicant(s) and not be acting as an intermediary; and;
- have already managed a grant amounting to 40% of the amount applied for. A certificate of satisfactory performance<sup>5</sup> signed by the donor constitutes proof thereof;
- dispose of audited accounts of the preceding year.

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

(2) The potential applicant **may not participate** in Calls for Proposals, nor may they be the beneficiary of grants should one of the following situations be applicable to them:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata (i.e. against which no appeal is possible);

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<sup>2</sup> a 100% public entity, with no private capital.

<sup>3</sup> ‘non-profit’ must be understood as ‘**not maximising profit**’. This implies that its primary aim is not to make the biggest profit with a view to generate a return on capital, but to provide a service to its members or the community, instead of paying capital to its shareholders. Therefore, any social-economy organisations, including mutual health insurance organisations, producer associations and agricultural cooperatives are eligible.

<sup>4</sup> Establishment is determined on the basis of the organisation’s articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a ‘memorandum of understanding’ has been entered into.

<sup>5</sup> For the projects that have not been closed yet a letter of the donor will be accepted.

- c) they have committed a serious mistake in their professional duties, duly established in a way which the contracting authorities can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- E) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

In the Grant applications (Annexes A.1 & A.2 – Grant application files of the 1<sup>st</sup> & 2<sup>nd</sup> 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 **beneficiary-contractor** identified in Annex F (Grant Agreement). The beneficiary-contractor 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 project implementation.

### **Co-applicant(s)**

The co-applicant(s) shall participate in specifying the implementation of the project, 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.

The co-applicant(s) must sign the 'Applicant's declaration' in Annexe A.2 – Grant application file of the 2<sup>nd</sup> round.

## **2.1.2 Associates and contractors**

The following persons are **not** co-applicants. They do not need to sign the 'mandate' statement:

### **Associates**

Other organisations may be associated with the project. Associates actively participate in the project, but cannot be eligible for grants, except for daily allowances and travel expenses. 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 2<sup>nd</sup> round, entitled 'Associates of the applicant participating in the project'.

### **Contracting parties**

Beneficiary-contractors may award procurement contracts. Associates cannot at the same time be suppliers (services, works, equipment) for the project. Suppliers shall be subject to the public procurement rules set forth in Annex VI<sup>6</sup> of the Grant Agreement template.

## **2.1.3 Eligible projects: for what projects can an application be submitted?**

### **Definition**

A project consists of a series of activities.

### **Duration**

The initial term of a project **may not be less than 12 months, or exceed 36 month.**

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<sup>6</sup> Annexe can be consulted upon request.

## Sectors or themes

The project must contribute to the specific objective of the Call for Proposals (see chapter 1.2). It must also specifically show in detail that it is aligned with the guiding principles of the Wehubit<sup>7</sup> programme:

- Alignment with the Digital for Development (D4D) strategy paper of the Belgian Development Cooperation;
- Promotion of digitisation as a means to contribute to the achievement of the Sustainable Development Goals;
- Application of the 9 Principles for Digital Development<sup>8</sup>;
- Ensure a Human Rights-based Approach (HRBA);
- *Scaling up* and replication of initiatives that have successfully passed a pilot phase. Innovation within these projects will be positively assessed.

The following types of projects **are not eligible**:

- **projects consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions;**
- **projects consisting exclusively or primarily of financing individual scholarships for studies or training;**
- **projects consisting primarily of financing investments in equipment.**

## Countries

The projects must be implemented in one of the countries of the Belgian bilateral development cooperation: Benin, Burkina Faso, Burundi, the Democratic Republic of Congo, Guinea, Mali, Morocco, Mozambique, Niger, Palestine, Rwanda, Senegal, Tanzania, Uganda.

## Activity type

By way of **example**, we list the types of activities that are eligible:

- **Development of digital solutions:** geolocation technology, databases, big data, virtual reality, blockchain, gamification, social networks, etc.
- **Capacity development:** strengthening staff skills in the project's technological and digital domain
- **Product development:** adaptation/development of digital products in view of a development on a larger scale
- **Quality:** implementation of quality improvement and control systems.
- **Digital literacy:** 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
- **Participation to trade fairs:** presentation at local, regional and European trade fairs of digital solutions developed by the project
- **Others:** The relevance of these initiatives will be assessed by the selection committee, but like the above-mentioned activities, they must also contribute to the results to be achieved and to the project's specific objective.

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<sup>7</sup> See <https://wehubit.be/en/about-us>

<sup>8</sup> <https://digitalprinciples.org/>

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.

### **Visibility**

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Belgian Development Cooperation. The beneficiary-contractor shall always mention the 'Belgian State' and the 'Wehubit' programme as donor or joint donor in public communication on the project being awarded a grant.

### **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 following this Call for Proposals.

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

#### **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:

- **The operational costs:** necessary and indispensable costs for achieving the objectives and results of the project, 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 project 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 project cannot be separated or charged to the budget of this project.

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 are lump-sum and amount to maximum 7% of operational costs really incurred and approved in the final financial report.

Eligible and ineligible costs for structure costs are listed in Article 4.1 of the Grant Agreement (Annex F of these guidelines). Enabel may make use of an external organisation to estimate the real structure costs of an organisation.

### **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 consent** 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;
- 5° Currency exchange losses;
- 6° Loans to third parties, except where the objective of the project is to award credit;
- 7° Guarantees and bonds, except where the objective of the project is to award guarantees;
- 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, except where necessary for the direct implementation of the project;
- 15° Compensation for damage falling under the civil liability of the organisation;
- 16° Employment termination compensation for the term of notice not performed;
- 17° Purchase of alcoholic beverages, tobacco and derived products thereof.

## **2.2 PRESENTATION OF GRANT APPLICATION AND RULES TO BE FOLLOWED**

The Grant application (1<sup>st</sup> and 2<sup>nd</sup> round) must be submitted in accordance with the instructions given in the secure [www.wehubit.be](http://www.wehubit.be) internet site.

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**.

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

**Handwritten** applications **will not be accepted.**

### **2.2.1 Grant application (1<sup>st</sup> round)**

#### **Content**

To be complete, the Grant application must contain the following elements:

1. All fields in the online form (on the secure [www.wehubit.be](http://www.wehubit.be) website) must be completed.

2. Annex A.1 – Grant application file (1<sup>st</sup> 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 (not applicable to public beneficiary-contractors). 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)<sup>9</sup>. Co-applicants 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 organisation has already managed grants for at least 40% of the amount applied for.

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

The elements defined in the 1<sup>st</sup> round may not be changed by the applicant in the 2<sup>nd</sup> round. The contribution requested through this Call for Proposals may not differ more than 15% from the initial estimate<sup>10</sup>.

Any errors or major inconsistencies concerning points mentioned in the instructions on the Grant application (1<sup>st</sup> 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 (1<sup>st</sup> round) is 10<sup>th</sup> August 2018 at 12:00 (Brussels time) as substantiated by the [www.wehubit.be](http://www.wehubit.be) website server. All applications submitted after the deadline date and time will be automatically rejected.

## **2.2.2 Grant application (2<sup>nd</sup> round)**

### **Content**

The applicants who are invited to submit a Grant application (2<sup>nd</sup> round) following their shortlisting in the 1<sup>st</sup> round must also do so through the secure [www.wehubit.be](http://www.wehubit.be) website.

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

1. All fields in the online form (sub-menu of 2<sup>nd</sup> round) on the secure [www.wehubit.be](http://www.wehubit.be) website must be completed.
2. Annex A.2 – Grant application file (2<sup>nd</sup> round)
3. Detailed budget of the project (Annex B)
4. The logical framework of the project (Annex C)

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<sup>9</sup> This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

<sup>10</sup> In case the amount applied for in the Grant application (2<sup>nd</sup> round) exceeds the estimated amount of the Grant application (1<sup>st</sup> round), the certificate of satisfactory performance demanded in chapter 2.1.1 must still amount to at least 40% of the amount applied for.

## 5. The detailed action plan action of the project (timing in Excel<sup>11</sup>)

Applicants must carefully observe the supplementary application form 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.<sup>12</sup>

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

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

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 project. **No supplementary annex must be sent.**

### Submission date

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

### 2.2.3 Questions/answers (1<sup>st</sup> and 2<sup>nd</sup> round)

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(es) set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: [wehubit@enabel.be](mailto: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 1<sup>st</sup> round.

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

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the website [www.wehubit.be](http://www.wehubit.be). As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

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<sup>11</sup> Follow the instructions under point 1.2.3. Indicative action plan for implementation of the project of Annex A.2

<sup>12</sup> In case the amount applied for in the final application exceeds the estimated value of the Grant application (1<sup>st</sup> 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 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All projects 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 project does not satisfy the eligibility criteria described in point 2.1.1 to 2.1.4, the application will be rejected on this sole basis.

### 2.3.1 Opening, administrative/eligibility checks and evaluation of the Grant application (1<sup>st</sup> 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

Grant applications satisfying the conditions of the first administrative and eligibility check will be evaluated for the relevance and design of the proposed project. The applicants will also be checked for having stable and sufficient sources of financing to maintain their activity for the duration of the proposed project and, if necessary, to participate in its financing;

The Grant application (1<sup>st</sup> round) will be given an overall mark out of 100 in accordance with the breakdown specified in points 13 to 32 of the evaluation grid given in Annex G.

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 = very good

At the end of the evaluation, a list will be drawn up, ranking the proposed projects according to their overall score.

Firstly, only applications with **a minimum score of 60 points** will be considered for shortlisting.

Secondly, the number of applications will be reduced according to their ranking in the list, by the number of Grant applications (1<sup>st</sup> 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 them of the **reference number they have are given**, whether their application has been evaluated and the results of this evaluation.

Applicants whose application has been preselected in the 1<sup>st</sup> round will be then invited to submit a Grant application for the 2<sup>nd</sup> round.

### 2.3.2 Grant application file evaluation (2<sup>nd</sup> round)

Firstly, the following points will be evaluated:

- Compliance with the submission deadline. If the deadline date is not observed, the application will be automatically rejected.
- The supplementary application form, its annexes and the fields to be filled out in the applicant's secure space on the [www.wehubit.be](http://www.wehubit.be) website fulfil 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.

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 24 of the verification and evaluation grid (Annexe 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 project and, if necessary, to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed project.

The award criteria also help evaluate the quality of the applications against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They help in selecting applications which assure the contracting authority that its objectives and priorities will be observed. They concern the relevance of the project and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the project and its cost-effectiveness.

#### **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.

## 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](mailto:complaints@enabel.be).

See <https://www.enabel.be/fr/contact#plainte>

Complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the [www.enabelintegrity.be](http://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*
<b>Deadline for submitting questions (1<sup>st</sup> round)</b>	20 <sup>th</sup> July 2018	17:00
<b>Deadline date for responding to questions (1<sup>st</sup> round)</b>	30 <sup>th</sup> July 2018	17:00
<b>Deadline for submitting Grant applications (1<sup>st</sup> round)</b>	10 <sup>th</sup> August 2018	12:00
<b>Notification of results of the Grant application (1<sup>st</sup> round)</b>	17 <sup>th</sup> September 2018	-
<b>Invitation to submit the Grant application file (2<sup>nd</sup> round)</b>	17 <sup>th</sup> September 2018*	-
<b>Deadline date for sending the questions (2<sup>nd</sup> round)</b>	26 <sup>th</sup> September 2018	17:00
<b>Deadline date for responding to questions (2<sup>nd</sup> round)</b>	7 <sup>th</sup> October 2018	24:00
<b>Deadline for submitting Grant applications (2<sup>nd</sup> round)</b>	17 <sup>th</sup> October 2018*	17:00
<b>Notification of results of the Grant application (2<sup>nd</sup> round)</b>	7 <sup>th</sup> November 2018*	-
<b>Signature of the Agreement</b>	December 2018*	-

\* **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](http://www.wehubit.be) website.

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

Following the grant award decision, beneficiary-contractors will be offered an agreement based on the contracting authority's Grant Agreement template (Annex F of these guidelines). By signing the supplementary application form (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

When implementing a project, procurement contracts must be awarded by the beneficiary-contractor in accordance with:

- Public procurement principles
- Public procurement law of the partner country (for public sector applicants)

### **3 LIST OF ANNEXES**

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

ANNEX A.1: GRANT APPLICATION – 1<sup>ST</sup> ROUND (WORD FORMAT)

ANNEX A.2: GRANT APPLICATION FILE – 2<sup>ND</sup> ROUND (WORD FORMAT)

ANNEXE B: BUDGET (FORMAT EXCEL)

ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

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 G: ROUND 1 GRANT APPLICATION FILE VERIFICATION AND EVALUATION GRID

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