



Contracting authority: Enabel

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

**BEL1707111**

**Call for Proposals on**

**“Closing the digital divide through education, training and the world of work”**

**Reference: BEL1707111-AP-04**

Deadline for submitting the concept notes of the grant application (1<sup>st</sup> round):

21<sup>th</sup> February 2020, 13:00 (Brussels' time)

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

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

## TABLE OF CONTENTS

<b>1</b>	<b>CALL FOR PROPOSALS ON "CLOSING THE DIGITAL DIVIDE THROUGH EDUCATION, TRAINING AND THE WORLD OF WORK"</b> .....	<b>3</b>
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
<b>2</b>	<b>RULES APPLICABLE TO THIS CALL FOR PROPOSALS</b> .....	<b>3</b>
2.1	Admissibility criteria.....	3
2.1.1	Eligibility of applicants (applicant and co-applicant(s)).....	4
2.1.2	Associates.....	5
2.1.3	Contractors.....	5
2.1.4	Eligible actions: for what actions can an application be submitted? .....	5
2.1.5	Eligibility of costs: What costs may be included?.....	7
2.2	Presentation of Grant application and rules to be followed .....	8
2.2.1	Grant application – concept note (1 <sup>st</sup> round).....	9
2.2.2	Grant application - proposal (2 <sup>nd</sup> round).....	10
2.2.3	Questions/answers (1 <sup>st</sup> and 2 <sup>nd</sup> round) .....	11
2.3	Evaluation and selection of applications .....	11
2.3.1	Opening, administrative/eligibility checks and evaluation of the Concept notes (1 <sup>st</sup> round).....	11
2.3.2	Grant application Proposal evaluation (2 <sup>nd</sup> 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 .....	14
<b>3</b>	<b>LIST OF ANNEXES</b> .....	<b>15</b>

# 1 CALL FOR PROPOSALS ON "CLOSING THE DIGITAL DIVIDE THROUGH EDUCATION, TRAINING AND THE WORLD OF WORK"

## 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 aims at organising a competitive process for supporting non-profit or public organisations by means of **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 actions 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 of the Belgian Development Cooperation.

The **specific objective** of the call for proposals is **to support the upscaling or replication of initiatives that close the digital divide** for vulnerable groups (youth, women, unemployed, refugees and migrants) **by improving digital literacy and skills through D4D initiatives in education, training and the world of work**.

More information on the topic is provided in the Introductory Note of this Call for Proposals (available on the 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: 50.000,00 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 beneficiary-contracting 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:

### 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 (2.1.2);
- contractors (2.1.3).

**The actions:**

- actions eligible for grants (2.1.4);

**The costs:**

- the types of costs that may be included in the calculation of the grant amount (2.1.5).

## 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>1</sup> **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 implemented<sup>2</sup>. 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 amounting to 40% of the amount applied for. A certificate of satisfactory performance<sup>3</sup> 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.

(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:

- 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;
- 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);
- they have guilty of grave professional misconduct proven by any means, which the contracting authorities can justify;
- 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;
- 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;

<sup>1</sup> a 100% public entity, with no private capital.

<sup>2</sup> The applicant must demonstrate his establishment or representation in the country.

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

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 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;
- 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 'Applicant's declaration' in Annexe A.2 – Grant application file of the 2<sup>nd</sup> round.

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:

#### 2.1.2 Associates

Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and 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 action'.

Including a private sector actor as an associate will be considered as an asset.

#### 2.1.3 Contractors

Beneficiary-contractors must award procurement contracts for acquiring goods, services and works from contractors.

Associates cannot at the same time be suppliers (goods, services and works) for the action. Suppliers shall be subject to the public procurement rules set forth in Annex VI<sup>4</sup> of the Grant Agreement template.

#### 2.1.4 Eligible actions: for what actions can an application be submitted?

##### Definition

An action consists of a series of activities.

##### Duration

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

##### Sectors or themes

The action **must contribute to the specific objective of the Call for Proposals** (see Introductory Note of the call for proposals). It must also specifically show in detail that it is **aligned with the guiding principles** of the Wehubit<sup>5</sup> programme:

---

<sup>4</sup> Annexe can be consulted upon request.

<sup>5</sup> See <https://wehubit.be/en/about-us#policy-anchor>

- Promotion of digitisation as a means to contribute to the achievement of the Sustainable Development Goals;
- Alignment with the Digital for Development (D4D) strategy paper of the Belgian Development Cooperation;
- Ensure a Human Rights-based Approach (HRBA);
- Application of the 9 Principles for Digital Development<sup>6</sup>;
- *Scaling up* and replication of an existing digital solution which has positively gone through an implementation phase and reached a business case.

Innovation within these actions is considered as an asset.

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

- actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions;
- actions consisting exclusively or primarily of financing individual scholarships for studies or training;
- actions consisting primarily of financing investments in equipment;
- actions consisting primarily in using a proprietary digital solution;
- actions presenting a digital solution which has not yet been implemented.

### Countries

The actions 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:

- **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/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 action.
- **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 action's specific objective.

---

<sup>6</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 (grants).

### **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 action being awarded a grant. 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.

### **2.1.5 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 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/ doubtful debts;
- 5° Currency exchange losses;
- 6° Loans to third parties, except where the objective of the action is to award credit;
- 7° Guarantees and bonds, except where the objective of the action 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 action;
- 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.

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

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

- 1<sup>st</sup> round – concept notes
- 2<sup>nd</sup> round – full proposals

The grant applications (1st and 2nd round) must be submitted in accordance with the instructions given hereunder and on the [www.wehubit.be](http://www.wehubit.be) website.

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.**



### Content

To be complete, the Concept note 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. 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.
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.
7. 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 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 (Proposal) 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>7</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 21<sup>st</sup> February 2020 at 13:00 (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. Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

---

<sup>7</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.

## 2.2.2 Grant application - proposal (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 will be asked to send their Grant application (2<sup>nd</sup> round), by email ([wehubit@enabel.be](mailto:wehubit@enabel.be)).

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 action (Annex B)
4. The logical framework of the action (Annex C)
5. The detailed action plan action of the action (timing in Excel<sup>8</sup>)
6. Answers to the questions sent by the 1<sup>st</sup> round selection committee

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>9</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.

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.

### Submission date

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

---

<sup>8</sup> Follow the instructions under point 1.2.3. Indicative action plan for implementation of the action of Annex A.2.

<sup>9</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.

### 2.2.3 Questions/answers (1<sup>st</sup> and 2<sup>nd</sup> 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(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, an action or specific activities.

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](http://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 2.1.5, the application will be rejected on this sole basis.

### 2.3.1 Opening, administrative/eligibility checks and evaluation of the Concept notes (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 11 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 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 Concept Note (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 = bad, 2 = poor, 3 = fair, 4 = good, 5 = excellent.

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

Firstly, **only grant applications which have obtained a minimum score of 3 points out of 5 for criteria 13 and 14 will be shortlisted**

Secondly, only applications 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 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 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 notified of their reference number and invited to submit a Proposal for the 2<sup>nd</sup> round.

### **2.3.2 Grant application Proposal 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 proposal 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 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.

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

## 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 [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*
Deadline for submitting questions (1 <sup>st</sup> round)	31 <sup>st</sup> January 2020	17:00
Deadline date for responding to questions (1 <sup>st</sup> round)	11 <sup>th</sup> February 2020	17:00
Deadline for submitting Grant applications – concept notes (1 <sup>st</sup> round)	21 <sup>st</sup> February 2020	13:00
Notification of results of the Grant application – concept notes (1 <sup>st</sup> round)	20 <sup>th</sup> March 2020*	-
Invitation to submit the Grant application file – Proposals (2 <sup>nd</sup> round)	20 <sup>th</sup> March 2020*	-
Deadline date for sending the questions (2 <sup>nd</sup> round)	3 <sup>rd</sup> April 2020*	17:00
Deadline date for responding to questions (2 <sup>nd</sup> round)	15 <sup>th</sup> April 2020*	17:00
Deadline for submitting Grant applications – Proposals (2 <sup>nd</sup> round)	22 <sup>nd</sup> April 2020*	17:00
Notification of results of the Grant application - Proposals (2 <sup>nd</sup> round)	11 <sup>th</sup> May 2020*	-
Signature of the Agreement	End of May 2020*	-

\* **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 an action, procurement contracts must be awarded by the beneficiary-contractor in accordance with:

- Public procurement principles (for private sector applicants)
- Public procurement law applicable on the applicant (for public sector applicants)

### **3 LIST OF ANNEXES**

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

ANNEX A.1: GRANT APPLICATION : CONCEPT NOTE – 1<sup>ST</sup> ROUND

ANNEX A.2: GRANT APPLICATION FILE : PROPOSAL – 2<sup>ND</sup> 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 G: ROUND 1 GRANT APPLICATION FILE (CONCEPT NOTE) VERIFICATION AND EVALUATION GRID

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