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Qudra 2 – Resilience for refugees, IDPs, returnees and host communities in response to the protracted Syrian and Iraqi crises

CALL FOR PROPOSALS

Developing Skills for Employability of Vulnerable Youth and Syrian refugees in Jordan

Guidelines for Applicants

Reference: JOR 180011T/AP/001

Announcement Date: September 1, 2020

Deadline for submission of concept notes:

September 30, 2020, 12:00 noon

The contracting authority: Enabel, the Belgian development agency

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1 PREAMBLE

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.

2 DISCLAIMER

Enabel has the right to cancel this Call for Proposal and refrain from providing any grants, the right to reject any, or all, of the received applications, or exclude any application from the evaluation process based on the admissibility criteria provided in this Call. Issuing this Call for Proposal does not provide any legal obligation for Enabel to provide a certain number of grants or any at all. Enabel also has the right to provide financial support to part, and not all, of the activities submitted by an Applicant.

The Applicants shall have no right of action against the Contracting Authority in the event that the Contracting Authority is unable to award any Grant Agreement.

3 CALL FOR PROPOSALS FOR DEVELOPING SKILLS FOR EMPLOYABILITY OF VULNERABLE YOUTH AND SYRIAN REFUGEES IN JORDAN

3.1 Context

This Call for Proposals is part of the action entitled “**Developing skills of vulnerable youth and Syrian Refugees in Jordan**” which shall be implemented by Enabel in Jordan in 36 months. The action is part of the second phase of a large multi-country, multi-donor programme named **Qudra 2 – Resilience for Refugees, IDP’s, Returnees and Host Communities in response to the protracted Syrian and Iraqi Crises**”¹. Qudra 2 is implemented by five European development agencies and jointly co-financed by the EU Regional Trust Fund in Response to the Syrian Crisis (EUTF Syria), the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Spanish Agency for International Development Cooperation (AECID). The **overall objective of Qudra 2** is “to contribute to **mitigating the destabilizing effects of the protracted Syrian and Iraqi crises and to better respond to the resilience needs of refugees, internally displaced persons (IDP), returnees and host communities**”.

Enabel, as a sub-grantee of GIZ in Qudra 2 Programme, will focus on demand-driven and work-based vocational training for semi-skilled work in cooperation with the private sector, and thereby contribute to the **specific objective 2 of the Qudra 2 programme** in Jordan: “**to enhance employment outcomes and income in particular for youth and women**”.

The action seeks to improve the relevance of vocational training and facilitate the transition from the world of training to the world of work for the target group through an increased involvement of the private sector in skills development. This will be achieved through the following three result areas:

¹ In short referred to as “Qudra 2” in this document.



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- *Result 1:* Public-private partnerships for labour market-relevant vocational training are operational in targeted areas
- *Result 2:* 2000 Syrian refugee and vulnerable Jordanian youth trained for semi-skilled work through Work-Based Learning (WBL)
- *Result 3:* Human Resource Management in targeted private enterprises is improved

Under result 2, Enabel will target 2000 Syrian refugees and vulnerable Jordanian youth between 17 to 30 years, including 40% women, to participate in short-term vocational training at semi-skilled worker level that responds to the skills needs of the local labour market, and that includes work-based learning at local private enterprises. This result is partially achieved through the current Call for Proposals targeting trainees in both refugee camps and host communities.

3.2 Objectives and expected results

The overall objective of this Call for Proposals is to equip vulnerable refugee and host community youth with **employable** skills for **semi-skilled** work to facilitate their transition to the labour market. To this end, the Call intends to fund **flexible, quality** and **demand-driven** trainings at semi-skilled worker level, organized and implemented through partnerships between not-for-profit training providers and **private enterprises**.

As such, the expected results of the Call are as follows:

- Result 1: Refugee and Jordanian youth are equipped with quality skills at semi-skilled worker level relevant to the local labour market, **enhancing their livelihood and (self-) employment opportunities**
- Result 2: Enhanced participation of the **private sector** in the development and implementation of semi-skilled training programmes
- Result 3: Enhanced access and participation of marginalized, **vulnerable refugee and Jordanian youth and women** in semi-skilled training programmes

3.2.1 Funding windows

The Call targets Skills Development projects for short-term², qualitative, and demand-driven trainings at semi-skilled worker level, implemented both outside and inside refugee camps, and therefore has the following two funding windows:

- **Lot 1:** Initiatives targeting both vulnerable Syrian refugee and Jordanian youth, including women, in the targeted governorates (see below).

The trainings are implemented in urban or rural settings in the targeted regions, outside refugee camps, based on local labour market skills needs, and accessible to the targeted groups. The training programmes should integrate a Work-Based Learning³ (WBL) component (minimum 50% of the total duration).

² Trainings with a total duration of 150 to 700 hours, not exceeding 7 months

³ The concept Work-based learning in this Call for Proposals refers in first instance to workplace-based learning, i.e. learning processes that take place in the workplace. The set-up and terms and conditions of the training component can vary, yet it must comprise learning through real work in real workplaces leading to the production of real goods and services. Partial training in simulated work-environments can exceptionally be eligible as long as the choice for this set-up is justified (e.g. because of an absence of private companies in the region of operation, because of a substantiated added value, etc.)



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- **Lot 2:** Initiatives targeting only Syrian refugee youth, including women, residing in refugee camps.

The trainings are organized within the camps and respond to skills needs of in-camp economic activities, in-camp income generating or livelihood opportunities, and/or capacity building needs aimed at building beneficiaries' resilience upon future return to their country of origin. The training programmes should equally integrate WBL (at least 50% of the total duration of the training programme), either linked to in-camp economic activities or through attachment of trainees to out-of-camp private companies.

3.2.2 Guiding principles

In line with the above, the Call aims to prioritize the following key principles and good practices in Skills Development:

Quality

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

- The Call therefore supports training initiatives that incorporate a meaningful Work-Based Learning (WBL) component, which is considered crucial to overcome skills mismatch and irrelevant practical training. WBL may also present opportunities for trainees that perform well to be retained in a more permanent position by enterprises that have invested time and efforts in mentoring the trainees. As such, minimum 50% of the total duration of the training programmes under this Call should comprise WBL, adhering to appropriate quality standards and implemented in appropriate local enterprises, supported to mentor trainees in a safe workplace. Overall, the Call prioritizes projects that maximize the WBL component in training delivery through a comprehensive and well considered approach.
- Secondly, given that official assessment and certification functions as a quality safeguard and facilitates beneficiaries' entry into the labour market, the Call prioritizes training programmes that are accredited by the Vocational and Technical Skills Development Commission (VTSDC) and as such allow formal assessment, certification and occupational licensing adhering to the national qualification framework. Not nationally accredited training programmes could exceptionally be considered as far as:
 - their relevance for the livelihood and employment opportunities of (one of) the specific beneficiary groups targeted by the Call is clearly demonstrated by the applicant(s);
 - the trainings are based on well-integrated methods;
 - and the skill level of the trainings is equivalent to semi-skilled worker level.
- To provide quality and relevant skills trainings, training content might need to be developed or adapted to the specific needs of vulnerable beneficiaries or based on training needs assessments of local marketable trades and occupational



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analysis. The Call therefore values collaborative training projects attentive to any need to develop new or upgrade or adapt existing curricula based on training needs assessments or local labour market analysis.

- The Call further supports collaborative training projects that take on a holistic approach in Skills Development by integrating transversal employability skills in its training programmes, including soft skills and entrepreneurship skills. Life and soft skills relevant to the world of work support trainees' ability to make informed decisions, communicate effectively, develop coping, self-management and other key competencies valuable for resilience and work-readiness. Their integration is therefore considered a key strategy to improve the quality and relevance of skills training. Entrepreneurship training complements acquirement of technical knowhow with an entrepreneurial mindset and skills, supporting opportunities for self-employment and micro and small enterprise development as an alternative to wage employment.
- Following the same logic, the Call values comprehensive projects that include complementary services to facilitate beneficiaries' transition into the labour market. As such post training support mechanisms, such as the provision of start-up kits, supporting graduates' access to financing opportunities, and linking graduates to employment services or directly to local potential employers, could be important in opening (self-) employment and livelihood opportunities. Career guidance, and counselling or coaching services on the other hand, are valuable mechanisms to manage expectations, foster commitment and reduce drop out from the training.
- Finally, the Call requires applicants to deploy specific strategies to ensure that minimum 30% of trained beneficiaries will be in (self-) employment 3 months after completing their training.

Partnerships brokering a meaningful involvement of the private sector

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

- The Call for Proposals, therefore, targets joint ventures between training providers and the local private sector, delivering skills trainings in priority trades or sectors, derived from local labour market analysis, and encompassing a Work-Based Learning component.
- It intends to fund projects that foresee the necessary support to the local enterprises in accommodating and mentoring students during their placements, in ensuring trainees' health and safety during their placement, and in providing adequate training equipment.



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- To optimize the relevance of training programmes and provide incentives to enterprises to engage in Skills Development, it is however deemed important that the private sector is involved in a meaningful way, in the sense that it can truly influence the training content. The Call therefore encourages projects in which the collaboration with the private sector goes beyond the mere provision of Work-Based Learning, and includes a meaningful participation of the private sector in:
 - curriculum development or adjustment;
 - exchanging technical knowledge and expertise with trainers;
 - designing or preparing the content of career guidance sessions and/or transversal skills trainings; and
 - in the (final) assessment of trainees' competences.

Social targeting and equitable access

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

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

3.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 1,425,000 EUR. The Contracting Authority reserves the right not to award all of the available funds.

The total volume available under Lot 1, for actions targeting vulnerable Jordanians and Syrian refugees living in urban areas or outside refugee camps, is 950,000 EUR. The total volume available under Lot 2, targeting Syrian refugees residing in Northern refugee camps, is 475,000 EUR.

If the financial allocation indicated for a specific lot cannot be used due to the insufficient number of proposals received or due to their poor quality, the Contracting Authority reserves the right to reallocate any unused funds to the other lot.



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Grant amount

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

- Minimum amount: EUR 100,000
- Maximum amount: EUR 400,000

Co-financing

Finally, the Call encourages applicants to provide co-financing when adequate to include in the proposed actions. In-kind co-financing is not accepted under this Call for Proposals.

4 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.

4.1 Admissibility criteria

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

- (1) the actors: the lead applicant and its co-applicant(s), i.e. the entities submitting the application, herein after jointly referred to as the “*applicants*” (4.1.1)
- (2) the actions: the type of actions the call intends to fund (4.1.3)
- (3) the costs: the types of costs that may be included in the calculation of the grant amount (4.1.4)

4.1.1 Admissibility of Applicants (lead and co-applicants)

Lead applicant

If the grant is awarded to it, the **lead applicant** becomes the **beneficiary-contractor**. The beneficiary-contractor is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their name. It shall design and coordinate implementation of the action.

The lead applicant will coordinate activities to ensure and monitor the technical quality and alignment of training content to the required standards and lead on the administration and financial management of the grant.

The following **types of organisations** are eligible to act as lead applicants in the actions:

- Private (not-for-profit) vocational and/or technical training institutions
- National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)
- Employer and Business Membership Organizations (EBMOs): e.g. Chambers of Commerce, Chambers of Industry, and business associations



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For both lots the lead applicant is allowed to both act individually or with one or two co-applicant(s). As such, the Call wishes to enable partnerships between different training providers and/or between training providers and organizations representing employers/the labour market, fostering optimization of training quality, a meaningful involvement of the private sector, and alignment of the training programmes to local labour market needs.

Co-applicant

The co-applicant(s) shall participate in specifying the implementation of the action, and the costs that they incur shall be admissible in the same way as those incurred by the lead applicant.

The co-applicant(s) must satisfy the admissibility criteria which apply to the applicant itself.

If a grant is awarded to them, any co-applicant will become the beneficiary of the action, alongside the beneficiary-contractor.

The following **types of organisations** are eligible to act as co-applicants in the actions:

- Private (not-for-profit) vocational and/or technical training institutions
- Public vocational and/or technical training institutions
- National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)
- Employer and Business Membership Organizations (EBMOs): e.g. Chambers of Commerce, Chambers of Industry, and business associations
- Not-for-profit business cooperatives or enterprises

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

Organisation type	Lead applicant	Co-applicant
Private (not-for-profit) vocational and/or technical training institutions	Yes	Yes
Public vocational and/or technical training institutions	No	Yes
National or international Non-Governmental Organizations (NGOs), Foundations, or Community-Based Organizations (CBOs)	Yes	Yes
Employer and Business Membership Organizations (EBMOs), including Chambers of Commerce, Chambers of Industry, and business associations	Yes	Yes
Non-profit business cooperatives or enterprises	No	Yes

Conditions applicants

All applicants (i.e. lead and co-applicants) must satisfy the following **conditions** to be admissible for grants:

- A. be a legal person; **and**



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- B. be a public entity; **or**
- C. be a national or international non-profit private entity or a foundation; **or**
be a legal entity of private law for which profit maximization is not the priority objective; **and**
- D. be established or officially registered in the Hashemite Kingdom of Jordan for at least 2 years; **and**
- E. be directly responsible for the preparation, management and implementation of the action) and not be acting as an intermediary; **and**
- F. have adequate local experience in managing and/or implementing skills development programmes at semi-skilled worker level, targeting refugees, vulnerable youth and women; **and**
- G. have an active bank account for the past 24 months; **and**
- H. have audited financial statements for the 2 previous calendar years

Lastly, all applicants that would act as a technical and /or vocational training provider and would (co-)implement the delivery of the training programmes in the proposed actions, **must be licensed by the VTSDC.**

Exclusion criteria applicants

Applicants may not participate in the Call for Proposals, nor may they be the beneficiary of grants, should one of the following situations be applicable to them:

- a) they are in a state of or the subject of proceedings relating to bankruptcy, winding-up, administration by the courts, arrangement with creditors, cessation of business activities, or are in any similar situation arising from proceedings of the same nature provided for in national legislation or regulations;
- b) they have been the subject of a judgement which has the force of res judicata (i.e. against which no appeal is possible) for any offence involving their professional conduct;
- c) they have been guilty of grave professional misconduct proven by any means, which the contracting authorities can justify;
- d) they have not fulfilled their 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 contracting authority's country 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 section 5 of the concept note application form ("applicant's declaration", Annex A1), the lead applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations.

The co-applicants must sign the mandate in section 4.2 of the proposal application form (Annex A2).



4.1.2 Associates and contractors

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

- **Associates:**
Other organizations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the admissibility criteria. The associates must be mentioned in section 5 of the proposal application form (Annex A2), entitled “Associates of the applicant participating in the action”.
- **Contractors:**
Contracting beneficiaries may award contracts. Associates cannot at the same time be suppliers (services, works, equipment) for the project. Suppliers shall be subject to public procurement rules (if public) or procurement rules set forth in Annex VII of the Grant Agreement template (if private).

Private for-profit enterprises hosting trainees at their workplaces for WBL can be involved as **associates** in the action, if no other expenses are allocated to them except for daily allowances and travelling expenses. If compensation costs go beyond these expenses, the companies can only be involved in the actions as **contractors** to the beneficiary contractor.

A prospective pool of potential private for profit enterprises the applicants consider relevant to invite as **contractors** to the action to execute the WBL-component (and, if applicable, to participate in other phases) of the training programmes, must be listed in section 6 of the proposal application form (Annex A2).

4.1.3 Admissible actions: for what actions may an application be submitted?

Definition

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

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

Duration

The initial planned duration of the action may not be less than 9 months nor exceed 12 months. Within that period of time, the duration of the semi-skilled worker training programmes shall be between 150 and 700 hours, not exceeding 7 months.

Indicatively, grant agreements will be implemented between January 2021 and February 2022. In any case, no grant agreement will exceed the 1st of March 2022. All training programmes need to be completed by 31st of December 2021.

Geographical coverage



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The actions must be implemented in the Hashemite Kingdom of Jordan.

Actions under Lot 1, targeting vulnerable Jordanians and refugees living in urban areas or outside refugee camps, will be implemented in Irbid and Mafraq governorates (Northern region), Amman and Zarqa governorates (central region), and Ma'an governorate (Southern region).

Actions under Lot 2, targeting Syrian refugees residing in refugee camps, will be implemented in Za'atari (Mafraq governorate) and Azraq (Zarqa governorate) refugee camps.

Work-Based Learning activities can be delivered outside the targeted governorates (Lot 1) or camps (Lot 2) if relevant, as long as the beneficiaries reside in the targeted regions, and as long as their safety and accompaniment is guaranteed.

The training at the training centers should take place in the targeted governorates (Lot 1) or camps (Lot 2). If the training is located outside the targeted regions, this should be strongly motivated.

Sectors

Based on an analysis of local labour market skills demand, the call prioritizes trainings at semi-skilled worker level in the sectors and occupations listed in the tables below⁴.

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

The proposed sectors or occupations for semi-skilled worker trainings must not be more than 4 per applicant. Specialization is overall recommended and is taken into consideration when evaluating proposals.

Middle region (Amman and Zarqa governorates)

Sector	Sub-Sector	Occupation
Manufacturing	Pharmaceutical manufacturing	Filling and packaging machines operators
	Furniture	Furniture carpenter assistant
	Food, beverages, and tobacco industry	Dough maker; Bakers and pastry and sweets makers; Biscuits making unit operator
	Garment	Sewing machine operator; Packing and packaging worker; Fabrics cutting worker; Iron press operator

⁴ The full report of the study "Skills needs analysis and mapping of private enterprises with employment and PPP potential" will be shared on www.qudra-programme.org by September 8, 2020.



Accommodation and food service	Restaurants and mobile food service activities	Hookah waiter
Agriculture	Crop and animal production, hunting and related service activities	Agriculture worker/ Crops picking; Agriculture worker/ Irrigation and fertilizing; Agriculture worker/Filling and packing; Agriculture worker/Spraying pesticides
Construction	Construction of utility projects	Shutter assistant; Reinforcing iron and rebar worker; Plumber assistant; Buildings electrician assistant, Buildings painter assistant, Plasterer assistant

Southern region (Ma'an governorate)

Sector	Sub-Sector	Occupation
Agriculture	Crop and animal production, hunting and related service activities	Agriculture worker/ Crops picking; Agriculture worker/ Irrigation and fertilizing; Agriculture worker/ Filling and packing; Cattle feed preparer

Northern region (Irbid and Mafraq governorates)

Sector	Sub-Sector	Occupation
Manufacturing	Garment	Sewing machine operator
		Over-lock machine operator
Agriculture	Crop and animal production, hunting and related service activities	Agriculture worker/ Irrigation and fertilizing; Agriculture worker/ Filling and packing; Agriculture worker/Spraying pesticides
Accommodation and food service	Services/hospitality	Cleaner

In and around Za'atari and Azraq camps (camp-based refugees)

Occupations	Za'atari Camp	Azraq Camp
Assistant cabinet-maker	Inside the camp	Inside the camp
Press-operator, tile/ cement	Outside the camp	Outside the camp
Assistant builder, stone and bricks	Outside the camp	Outside the camp



Assistant plumber	Outside the camp	Outside the camp
Assistant electrician, electrical installations	Outside the camp	Outside the camp
Assistant painter, building	Outside the camp	Outside the camp
Computer-maintenance	Inside and outside the camp	Inside and outside the camp
Screen maintenance	Inside and outside the camp	Inside and outside the camp
Mobile maintenance	Inside and outside the camp	Inside and outside the camp
Pastry (cakes; doughnuts; breads)	Outside the camp	Outside the camp
Water and Sanitation (digging of wells; installation of water pumps; repair of water pumps)	Outside the camp	Outside the camp
Blacksmithing (hoes; knives; cutlasses; grinding)	Inside the camp	Inside the camp
Assistant mechanic, refrigeration systems / maintenance	Outside the camp	Outside the camp
Home/body care products (soaps; detergents; grease; body cream; perm)	Inside the camp	Inside the camp
Fruits and vegetable preservation (drying; jams; cordials)	Inside and outside the camp	N/A
Tire repair	Outside the camp	Outside the camp

Target beneficiaries

Overall, the “Developing Skills for Employability of Syrian Refugees and Vulnerable Youth in Jordan” project aims to target 50% vulnerable Jordanian and 50% refugee youth, between the age of 17 and 30 years, including 40% women.

Actions under **Lot 1** are required to target 65% vulnerable Jordanian nationals and 35% Syrian refugees. All targeted beneficiaries (100%) must be youth between the age of 17 and 30 years, and at least 40% must be women.

Actions under **Lot 2** implemented in Syrian refugee camps will target 100% Syrian refugees only, all (100%) youth between the age of 17 and 30 years, and at least 40% must be women.

Types of action

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

- Training programmes at **semi-skilled** worker level accredited by the VTSDC. Not nationally accredited training programmes could exceptionally be considered only as



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far as their relevance for the livelihood and employment opportunities of (one of) the specific beneficiary groups targeted by the Call is clearly demonstrated by the applicant(s), if the trainings are based on well-integrated methods, and if they are equivalent to semi-skilled worker level;

- **Assessment and certification**, adhering to national standards, and preparing graduates for occupational licencing. Assessment and certification based on international or alternative standards can exceptionally be considered if the trainings meet the conditions listed in the point above.
- A meaningful involvement of the **local private sector** and **minimum 50% Work-Based Learning**;
- Integration of **Occupational Health and Safety standards and measures** (including measures related to the Covid-19 outbreak);
- Integration of **soft skills trainings**, following well-integrated methods and including skills that promote **social cohesion**;
- Integration of **entrepreneurship training** in accordance to national or international standards or methods;
- Integration of **outreach and awareness or sensitization** strategies to enhance access and participation of refugee and vulnerable Jordanian youth, and women.

The following types of action are **not admissible**:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions;
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training;
- Training programmes at skilled, craftsman, technician, professional or postgraduate level.

Types of activity

The following activities are **admissible**:

- The acquisition of necessary basic raw materials, tools, teaching aids, etcetera, for the implementation of the actions.
- Training, awareness-raising, study trips, job shadowing, workshops, studies and/or consultancy activities for the purpose of capacity building.
- Community outreach and awareness or sensitization activities aimed at enhancing access and participation of vulnerable youth and women in the Skills Development initiatives (obligation);
- Other activities supporting social inclusion and equitable access (eg. services responding to specific needs of vulnerable trainees such as numeracy and literacy trainings, day care services for young mothers, additional transportation arrangements, ...)
- Provision of insurance against accidents and work-related injuries for trainers and trainees (obligation);
- Provision of personal protective wear for trainees (obligation);
- Occupational Health and Safety trainings, equipment and other measures adhering to the national standards (obligation);
- Purchase of basic learning materials for trainees;



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- Development of new training programmes and/or adjustment of existing programmes in line with labour market needs and integration of Work-Based Learning in the training programmes;
- Transversal skills training, i.e. entrepreneurship and soft skills trainings (obligation);
- Pre-training career guidance and counselling or coaching activities;
- Provision of support to trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace (e.g. support for transportation, food) (obligation);
- Provision of nationally recognized assessment and certification (obligation);
- Basic infrastructure and equipment if it is linked to the training and applicants demonstrate that it is needed to increase the access to the Skills Development initiatives (maximum 30% of the budget);
- Mentoring and monitoring of trainees during their attachment to private enterprises (obligation);
- Toolkits for work-based learning;
- Start-up kits for training programmes supporting self-employment.

Note that insurance against accidents and work-related injuries for trainers and trainees, provision of personal protective wear, support to trainees to participate in the trainings and to private enterprises accommodating trainees in the workplace, Occupational Health and Safety measures, community outreach and awareness sessions, transversal skills trainings, and assessment and certification adhering to the national qualification framework, are **required** and have to be included in the proposal activities and budget.

The following activities are **not admissible**:

- Seminars and conferences designed to stimulate discussions and/or keep participants abreast of the latest trends in skills upgrading;
- Workshops and conferences for political, spiritual and social enhancement;
- Training programmes at skilled, craftsman, technician, professional or postgraduate level.

Sub-grants to sub-beneficiaries⁵

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

Visibility

Selected applicants must take all measures necessary to ensure the visibility of the Qudra 2 programme. The contracting beneficiaries must follow the visibility and communications guideline of the Qudra 2 Programme (Annex E).

Number of requests and Grant Agreements per applicant

⁵ These sub-beneficiaries are neither associates nor contractors



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- The lead applicant may not submit more than one application under this call for proposals. The lead applicant should specify under which Lot(s) its application falls. The same application can fall under both Lots.
- The lead applicant may not be awarded more than one Grant Agreement under this call for proposals.
- The lead applicant may not be at the same time a co-applicant in another application.
- A co-applicant may submit more than one application as a co-applicant (in different Lots and/or with different lead applicants) under this call for proposals.
- A co-applicant may be awarded more than one Grant Agreement as a co-applicant under this call for proposals.

4.1.4 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”.

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

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- Direct costs (management costs and operational costs) actually borne by the beneficiary- contractor:
 - Operational costs: necessary and indispensable costs for achieving the objectives and outputs of the action.
 - Management costs: identifiable costs related to management, supervision, coordination, monitoring, control, evaluation and financial audit, which specifically originate in the implementation of the action or the justification of the Grant.
- Structure costs (overheads): costs related to the achievement of the social purpose of the beneficiary, which even though they are influenced by the implementation of the action are neither identifiable nor attributable to the budget of this action.

In this context, the following direct costs of the contracting beneficiary **are eligible as operational cost or management cost**:

- The cost of staff assigned to the action, corresponding to actual gross remuneration and salaries, comprising social security charges and other statutory costs included in the remuneration; provided that this does not exceed the average rates corresponding to the contracting beneficiary’s usual



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- policy on remuneration unless justification is provided that the excess is indispensable for the achievement of the activity;
- Travel and subsistence allowances, provided that they are in line with the contracting beneficiary's policy approved by their Board or in case there is no formal policy, the beneficiary's usual practices;
 - The costs for services, works and purchase of equipment specifically destined for the needs of the action (public procurement within the meaning of Article 7.3.);
 - The costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the activity, audits, translations, reproduction, insurance, etc.), including the costs of any financial services (especially the cost of transfers and financial guarantees where required under the agreement);
 - Duties, levies and any other charges, including the value-added taxes, which have been paid and cannot be recovered by the contracting beneficiary;
 - Meals, drinks and snacks are accepted for the activities in the partner country if they are part of and required for these activities, justified and of a reasonable amount.

The **structure costs** are maximum 7% of the operational costs and are calculated on the basis of actual expenditure. Once accepted by the contracting authority, the structure costs are lump sums and do not need to be justified. Enabel will estimate the structure costs based on the structure costs mentioned in the last two annual reports of the organization. Enabel may use an outside agency to estimate the actual structure costs of an organization.

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 authorization of Enabel.

Contributions in kind

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

Ineligible costs

The following costs shall always be considered ineligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful receivables;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities;
- Costs already financed by another grant;
- Invoices made out by other organizations for goods and services already subsidized;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organization subsidized;



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- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organization;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof;
- Grant agreements to sub-beneficiaries;
- Costs related to infrastructure works;
- Absentee payment of staff attending training programs;
- Any expense not planned in the budget and engaged without the prior written approval of Enabel;
- Any cost exceeding the fund available in a budget line of more than 20%;
- Any cost engaged after the planned end date of the contract;
- Any other cost not specifically mentioned in the budget.

4.2 Presentation of application and procedures to be followed

In the first stage, the applicant sends only the concept note with required annexes, and in the second stage, after notification of its being shortlisted, it sends the proposal along with the required annexes.

4.2.1 Content of the concept note

Applications must be submitted in accordance with the instructions on concept notes appearing in the concept note application form annexed to these guidelines (Annex A1).

Applicants must submit their request in English.

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

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

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

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

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the lead applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the lead applicant and any co-applicants' accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public beneficiary-contractors).



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3. A copy of the lead applicant and any co-applicants' most recent financial statements (income statement and balance sheet for the last two closed financial years)⁶.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the lead applicant and (each of) the co-applicant(s)), **along with any supporting documents requested.**
5. A copy of the VTSDC license of the applicant(s) that would act as technical and /or vocational training provider(s) and would (co-)implement the delivery of the training programmes in the proposed actions.
6. Copies of the documents/certificates of the national accreditation of the proposed training programmes (where applicable)

4.2.2 Where and how to send the concept note

The concept note must be submitted in one original and 1 copy in A4 format, each bound separately.

An electronic version of the concept note must also be provided. A CD-ROM or USB stick containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number, the full name and address of the applicant, and the note "Do not open before the opening session".

Concept notes must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Address for hand-delivery or dispatch by private courier service:

Jabal Al Waibdeh -Mohammed Iqbal Street, 33 Al Madineh, Amman, Jordan

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.**

4.2.3 Deadline for the submission of concept notes

The deadline for receipt of concept notes is September 30, 2020, at 12:00 noon. as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

4.2.4 Further information on concept notes

An information session on this Call for Proposals will be hosted on September 8, 2020, at noon.

⁶ This does not apply where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.



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Interested applicants are invited to attend these sessions. They are requested to confirm their attendance by September 6, 2020, by sending the participant's details and the organization's name to this email address: doa.alhadidi@enabel.be. Enabel will share the location of this event with interested applicants who have confirmed their attendance. Enabel will not intervene in any costs made by the applicants to attend these sessions.

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: doa.alhadidi@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 concept notes submission deadline.

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

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on Qudra website, www.qudra-programme.org. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

4.2.5 Proposals

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using the proposal application form annexed to these guidelines (Annex A2).

Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The Belgian contribution may not differ more than 90% from the initial estimate and the minimum and maximum amounts, as indicated in section 3.3 of these guidelines, must be observed.

Applicants must submit their complete applications in the same language as their concept note.

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents



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contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

4.2.6 Where and how to send proposals

Applications must be submitted in a sealed envelope, sent by registered post or private express courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Address for hand-delivery or dispatch by private express courier service:

Jabal Al Waibdeh -Mohammed Iqbal Street, 33 Al Madineh, Amman, Jordan

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

Applications must be submitted in one original and 1 copy in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format (CD-ROM or USB stick). The electronic file must contain **exactly the same** application as the paper version provided.

Where the applicants submit several applications (if this is authorised in the guidelines of the Call for Proposals), they must each be sent separately.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note "Do not open before the opening session".

Applicants must ensure that their application is complete. Incomplete applications may be rejected.

4.2.7 Deadline for submission of proposals

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

4.2.8 Further information on proposals

The applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference:

Email address: doa.alhadidi@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, or an action.

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be



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published on www.qudra-programme.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

4.3 Evaluation and selection of applications in the first stage

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

If the examination of the application shows that the proposed action does not satisfy the admissibility criteria described in point 4.1, the request will be rejected on this sole basis.

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

The following elements will be examined:

Opening:

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

Administrative and admissibility checks:

- The concept note satisfies all the criteria specified in part A 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 concept note will be given an overall mark out of 100 in accordance with the breakdown specified in part B of the verification and evaluation grid provided 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 inadequate, 2 = inadequate, 3 = average, 4 = good, 5 = very good.

Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

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

Secondly, the number of concept notes will be reduced according to their ranking in the list, to the number of concept notes whose total cumulative amount of contributions requested is equal to 200% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

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The applicants whose concept notes have been shortlisted will then be invited to submit a complete application.

(2) 2nd STAGE: EVALUATION OF PROPOSALS

Similar to the steps in the 1st stage, 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 proposal satisfies all the criteria specified in part A of the verification and evaluation grid provided in Annex H.
- If any of the information is missing or incomplete, the application may be rejected on this sole basis and it will not be evaluated.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 130 on the basis of evaluation criteria in part B of the verification and evaluation grid provided in Annex H.

The evaluation criteria aim on the one hand 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 to 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 their 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.

As part of the evaluation process, Enabel reserves the right to conduct this organizational analysis in situ. of the applicant in order to verify whether the applicant has the required capacity to carry out the action.

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.

4.4 Notification of the contracting authority's decision



4.4.1 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 with 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be (see <https://www.enabel.be/content/complaints-management>).

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

4.4.2 Indicative timeline

	Date	Time*
Information sessions	September 8, 2020*	12:00 noon
Deadline for clarification requests to the contracting authority (Enabel)	September 9, 2020* / 21 days before the submission deadline	12:00 noon
Last date on which clarifications are given by the contracting authority	September 17, 2020* / 11 days before the submission deadline	12:00 noon
Submission deadline for concept notes	September 30, 2020 / 30 days min. after publication*	12:00 noon
Informing applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	October 31, 2020*	
Invitations to submit the proposals	October 31, 2020*	
Deadline for the submission of the proposals	November 30, 2020 / 30 days min. after the invitation*	12:00 noon
Notification of the award decision and transmission of signed grant agreement	February 2021*	
Signature of the Agreement by contracting beneficiary	February 2021*	



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

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on Qudra website.

4.5 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 (Annex A2 of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

4.5.1 Implementation contracts

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

Annex VII of the Grant Agreement template (for private sector applicants) or Belgian or Jordanian public procurement 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.

4.5.2 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 bank⁷, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. 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).

⁷ This bank must be situated in the Hashemite Kingdom of Jordan



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LIST OF ANNEXES

Documents to be completed

- ANNEX A1: CONCEPT NOTE APPLICATION FILE (WORD FORMAT) (1ST STAGE ONLY)
- ANNEX A2: PROPOSAL APPLICATION FILE (WORD FORMAT) (2ND STAGE ONLY)
- ANNEX B: BUDGET (EXCEL FORMAT) (2ND STAGE ONLY)
- ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT) (2ND STAGE ONLY)
- ANNEX D1: THE LEGAL ENTITY FORM (WORD FORMAT) (FOR PRIVATE ENTITY)
- ANNEX D2: THE LEGAL ENTITY FORM (WORD FORMAT) (FOR PUBLIC ENTITY)

Documents for information

- ANNEX E: QUDRA 2 VISIBILITY GUIDELINES
- ANNEX F: GRANT AGREEMENT TEMPLATE AND ANNEXES
 - 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: Procurement principles (in the case of a private beneficiary-contractor)
- ANNEX G: CONCEPT NOTE VERIFICATION AND EVALUATION GRID
- ANNEX H: PROPOSAL VERIFICATION AND EVALUATION GRID