



Union for the Mediterranean  
Union pour la Méditerranée  
الاتحاد من أجل المتوسط

*Open Call for proposals*

# UfM Grant Scheme for the Promotion of Inclusive Digital Trade

*Guidelines for  
grant applicants*

With the financial support of **GIZ**, on behalf of the **Federal Ministry for Economic Cooperation and Development of Germany (BMZ)** and the **Agencia Española de Cooperación Internacional para el Desarrollo (AECID)**.



The UfM Secretariat  
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## The Union for the Mediterranean

The **Union for the Mediterranean (UfM)** is an intergovernmental organisation bringing together 43 Euro-Mediterranean countries, providing a unique platform to advance regional exchange and cooperation. As a platform for dialogue and knowledge sharing for policymakers, business leaders and civil societies, it also focuses on supporting the creation of decent job opportunities through trade and investment in the region.



## Why a Grant Scheme for the Promotion of Inclusive Digital Trade?

**Digital transformation** presents unprecedented opportunities as an enabling tool for economic growth and social inclusion. It can help strengthen linkages between sectors in economies with high levels of informality, such as in Southern countries of the Mediterranean, and it provides smaller companies the chance to expand their markets. However, digitalization can also deepen existing gaps by generating more significant exclusion and distributive inequity. Therefore, **comprehensive policies** and **capacity-building programs** are essential to improve the population's digital skills and to increase women's participation and inclusion in innovation activities and trade process optimization.

Digitalization can facilitate more efficient and inclusive cross-border trade and enable more flexible and cost-effective business transactions. **Through this Grant Scheme, the UfM reaffirms its commitment to promoting trade and exports in the region** as a vehicle for economic growth, with a focus on the Southern Mediterranean countries.

## Objective

This Grant Scheme aims to support and increase the participation of relevant entities, such as SMEs, cooperatives, entrepreneurs, social enterprises, and business communities in e-commerce, with a particular **focus on business organizations led by women in Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine, and Tunisia**. The Grant Scheme intends to identify and address the challenges business organizations face in e-commerce through training and capacity-building measures.



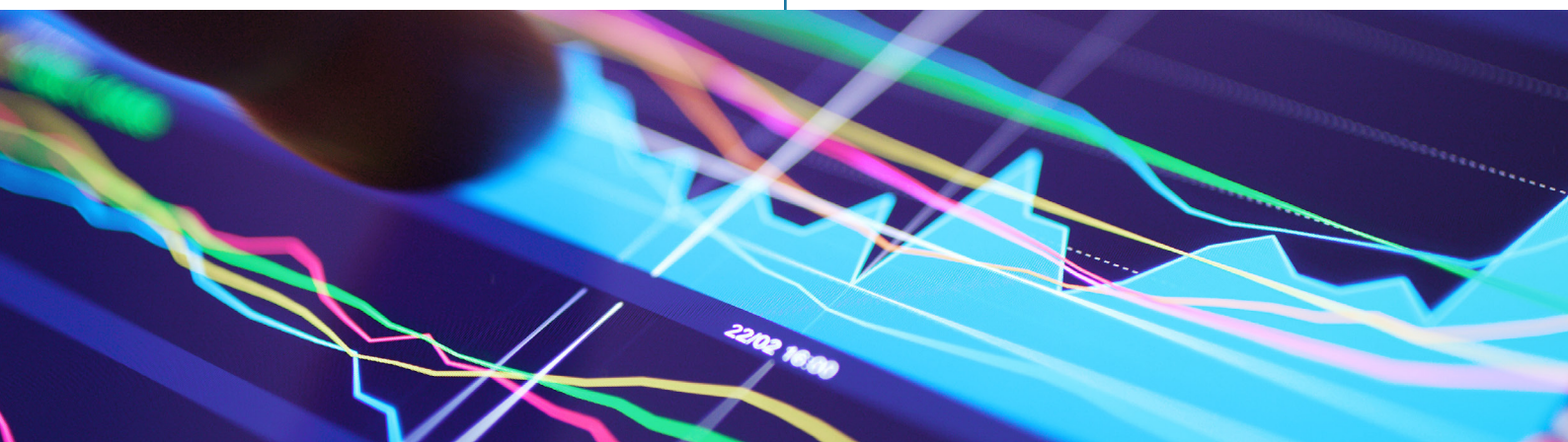
## Specific objectives and priorities

The specific **objectives** and **priorities** of this call for proposals are:

Specific Objectives	Priorities
Supporting SMEs, cooperatives, social enterprises, business communities, and entrepreneurs to enable them to make better use of the economic opportunities of e-commerce.	<b>Priority 1</b> Development of digital, technical, and managerial capacities to facilitate greater participation in e-commerce in the Southern Mediterranean
	<b>Priority 2</b> Enhancing the participation in e-commerce of women-led enterprises, particularly those operating in rural areas

The **cross-cutting issues** to be integrated in the proposals include:

Gender Equality	Environment and climate change
<p><b>Gender equality</b> is a fundamental human right and a central, standalone goal in the 2030 Agenda for Sustainable Development. The design of the action should give particular attention to gender mainstreaming to ensure a reinforced role of women as actors of change.</p> <p>Women particularly are affected by time and mobility constraints due to various cultural, social, and even legal patterns that deprive them from participating in the digital economy. Projects are therefore encouraged to include a special focus on them and other vulnerable focus groups.</p>	<p>Mainstreaming <b>environment</b> and <b>climate change</b> is essential to achieving the Sustainable Development Goals. Applicants are encouraged to ensure that environment and climate change considerations are mainstreamed throughout the proposal and/or to include specific results on environment and climate change.</p>





In addition, projects that provide added value in the following areas, may obtain a higher score:

#### Regional added value

Proposals demonstrate an actual need for the UfM region and address common regional needs.

#### Innovation

Proposals consider state-of-the-art methods, techniques, international best practices and provide tangible benefits for the identified target groups.

#### Complementarity

Proposals consider international, national and/or regional policies and projects, as well as other programmes in the cooperation area to exploit potential synergies and complementarities.

#### Impact

Foreseen impact of proposals in a medium- and long-term perspective (beyond project duration) is based on quantifiable result indicators. Extra points will be considered for proposals that have a positive spill-over effect beyond the targeted groups.

#### Sustainability

The sustainability of project outputs and results will ensure impact and long-term benefits for the target groups. Sustainability must be considered at the point of project design and be integrated into the action plan.

#### Response to climate change

The project needs to consider the challenges of climate change for the Mediterranean economies and labour markets.

#### Experience

The applicant should have a proven track record of working in the proposed field of action, either through individual expertise and experience, previous projects, or partnerships with experienced stakeholders.

#### Target Group

Projects with a special focus on vulnerable target groups are preferred, such as women, people living in rural areas, young people struggling to enter the labour market, migrants, and people with disabilities.

#### Local Context

The initiative should clearly account for the local conditions it is to be implemented in.

## Grant benefits



Additionally, becoming a grantee gives you access to the UfM's technical expertise, networking opportunities and visibility.

Any grant requested under this call for proposals must fall under a **minimum amount** of 150.000€ and a **maximum amount** of 300.000€.

Furthermore, any grant requested under this call for proposals must represent a minimum of 50% of the total eligible costs of the action and a maximum of 80% of the total eligible costs.

The balance (i.e., the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.

## Duration and implementation

The initial planned duration of an action may not be lower than 6 months nor exceed 15 months.

Actions can only take place in one or multiple of the following UfM Member States: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine, and Tunisia.

**Priority will be given to regional actions, i.e. involving at least 3 of the aforementioned Member States.**



## Who can apply?

To apply for a grant, the **lead applicant** must:

- be a legal person (non-governmental organization)
- be non-profitmaking
- be established in the UfM Region
- be established in one of the following countries: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine, and Tunisia or have at least one co-applicant established in one of the above-mentioned countries
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary

Government agencies, local authorities, and public sector operators are not eligible under this call. – except for state dependent or publicly funded research centres and universities.

**Enterprises cannot apply directly for funding under the Grant Scheme, nor can funds be forwarded to for-profit entities.** However, the activities or measures to be implemented may provide capacity building for enterprises with social benefit purposes.

## How to apply?

The **deadline** for the submission of applications is the **28th of October 2024 at 15:00** (Barcelona, GMT+1), as evidenced by the date and time of email reception, or the date and time of delivery receipt. Any application submitted after the deadline will automatically be rejected.











## Timeline

Action	Date
Information meeting (if any)	<b>Not applicable</b>
Deadline for requesting any clarifications from the contracting authority	<b>07/10/2024</b>
Last date on which clarifications are issued by the contracting authority	<b>17/10/2024 11:00</b>
Deadline for submission of applications	<b>28/10/2024 15:00</b>
Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	<b>14/01/2025</b>
Information to lead applicants on the evaluation of the full applications (Step 2)	<b>25/02/2025</b>
Notification of award (after the eligibility check) (Step 3)	<b>25/04/2025</b>
Contract signature	<b>26/05/2025</b>



## Documents to be submitted

(there is no Annex F)

 <b>Annex A</b> Grant application form (Word format)	 <b>Annex B</b> Budget (Excel format)	 <b>Annex C</b> Logical framework (Excel format)	 <b>Annex G</b> Standard grant contract	 <b>Annex H</b> Declaration on Honour	 <b>Annex I</b> Daily allowance rates (per diem), available at the <a href="#">following address</a>
 <b>Annex D</b> Legal entity sheet	 <b>Annex E</b> Financial identification form		 <b>Annex J</b> Information on the tax regime applicable to grant contracts signed under the call	 <b>Annex L</b> Self-evaluation questionnaire on sexual exploitation, abuse, and harassment (SEA-H)	

## Documents for information

(there is no Annex K)

## How do we evaluate?

In a first step, the applications will be evaluated according to their relevance and design. After this pre-selection, the **proposals will be selected according to these criteria:**

<p><b>1. Financial and operational capacity</b></p> <p><b>1.1</b> Does the applicants have sufficient in-house experience of project management?</p> <p><b>1.2</b> Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)</p> <p><b>1.3</b> Do the applicants have sufficient in-house management capacity? (including staff, equipment and ability to handle the budget for the action)?</p> <p><b>1.4</b> Does the lead applicant have stable and sufficient sources of finance?</p>	<p><b>4. Implementation approach</b></p> <p><b>4.1</b> Is the action plan for implementing the action clear and feasible? Is the timeline realistic?</p> <p><b>4.2</b> Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned?</p> <p><b>4.3</b> Is the co-applicant(s) and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?</p>
<p><b>2. Relevance</b></p> <p><b>2.1</b> How relevant is the proposal to the objectives and priorities of the call for proposals?</p> <p><b>2.2</b> How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?</p> <p><b>2.3</b> How clearly defined and strategically chosen are the target groups?</p> <p><b>2.4</b> Does the proposal contain particular added-value elements listed above (Innovation, Complementarity, Impact, Sustainability, Response to crisis, Experience, Target groups, Local context, Regional added value)?</p>	<p><b>5. Sustainability of the action</b></p> <p><b>5.1</b> Is the action likely to have a tangible impact on its target groups?</p> <p><b>5.2</b> Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?</p> <p><b>5.3</b> Are the expected results of the proposed action sustainable?:</p> <ul style="list-style-type: none"> <li>Financially</li> <li>Institutionally</li> <li>At policy level</li> <li>Environmentally</li> </ul>
<p><b>3. Design of the action</b></p> <p><b>3.1</b> How coherent is the overall design of the action?</p> <p><b>3.2</b> Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?</p> <p><b>3.3</b> Does the design take into account external factors (risks and assumptions)?</p>	<p><b>6. Budget and cost-effectiveness of the action</b></p> <p><b>6.1</b> Are the activities appropriately reflected in the budget?</p> <p><b>6.2</b> Is the ratio between the estimated costs and the results satisfactory?</p>



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[www.ufmsecretariat.org/grant-scheme-2024](http://www.ufmsecretariat.org/grant-scheme-2024)

[callforproposals@ufmsecretariat.org](mailto:callforproposals@ufmsecretariat.org)

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