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1. The application processes.

Date	Task	Details
June 1, 2026	Screening Potential applications	Shortlisting potential candidates who met the minimum eligibility requirements
TBD	Meeting with Shortlisted candidates	Learn about the opportunity and ask questions,budget modification, and further required documents.
June 10,2026	Final Evaluation of applications	SPARK will apply the criteria and requirements outlined in the table below. SPARK reserves the right to waive minor deviations from the qualification criteria if they do not significantly impact the technical capability and financial resources of an applicant. Applicants must comply with the criteria set forth in this call for application. As it will be evaluated to determine if it meets the minimum criteria.
End of June (TBD)	Expected date for signing of agreement	Following a negotiation process, final agreements between the selected applicants and Spark will be signed, and project implementation will begin.

Preparation of Applications:

ore than 20 pages in length (not including budget, proof of registration, or other required attachments).

SPARK will evaluate all Applications based on the criteria described in the application document. All applicants that meet the criteria will be considered, however SPARK reserves the right to not accept any applicant if none are qualified.

2. Evaluation Criteria

The Application evaluation committee will evaluate and award the contract on the basis of the following selection criteria:

Evaluation Item	Expectations	Max Score
Understanding of the ToR (Objectives, deliverable and the scope of the task) also the technical areas of the assignment	Clear interpretation of the ToR, detail description of contextualised methodology and approach on how to Strengthen capacity of regional networks of existing business support organisations and related associations and Strengthened knowledge and capacity of BSOs and related associations in the Southern Neighbourhood region in green business and Sustainable Consumption and Production.	**20**
Work Plan and Delivery Time:	Clear sequencing of activities, proposed time table and responsibility of team members	**20**
Proof of Capacity	All submitted applications should have an updated CVs and other relevant documentation to prove experience in the listed sectors, and the documents listed in the ***ToR document.***	**30**
Project activity implementation Costs (Budget)	Total cost including details and fulfilment of other related legal requirements	**30**

3. Application:

The partners conducting this assignment will produce the following for this evaluation:

1. A full-proposal (in English) must detail the following: Outlining brief description of the expertise/portfolio of the applying NGO/association detailing why the applicant is a good candidate for this partnership based on program design as indicated in this call, and following the other guidelines mentioned in the Proposal Template - **see the Template in the ToR.**
2. Estimated efficient budget (including project activities, human resources, other admin costs, ect.) - **Please see the Budget Template in the ToR**
3. Detailed work plan Proposed dates / duration for implementing activities.
4. Partner profile including Project team structure, roles, and responsibilities, which also must provide a description of current technical capacity and current organizational structure.
5. CVs of the core staff attributed to the assignment.
6. Relevant current and past works, Detailed description of the organization's on-going or previous work, including details of project donors and location, also to provide Previous engagements reports.
7. Samples of reports previous similar projects
8. Provide at least 2 professional references including detailed contacts.
9. Legal Business Registration.
10. Tax clearance certificate for the previous financial year.
11. Entity structure "organogram".
12. Financial statements of the previous fiscal year.
13. Bank statements.
14. Other documents - mentioned in the section "**Eligibility Criteria"**

4. Important Notes

- The subject of the email should be "Green Forward Application – Bidder Name, Date."
- All attached documents should be clearly labelled and renamed so it is clear to understand what each file relates to.
- The financial offer is required to be in EUR or USD including VAT (please see the Budget Template).
- All documents should be sent as annexes, attached to the email.