

ANNUAL PROGRAM STATEMENT (APS)

USAID Employment and Enterprise Development Activity Market Partnership Fund

Name of the Project	USAID Employment and Enterprise Development Activity (EEDA)
Annual Program Statement (APS) No.	EEDA APS 2024-01
Date of Issue	May 22, 2024
Closing Date and Time for Receipt of Applications <i>(Late applications will not be considered.)</i>	November 22, 2024, 17:00 Dushanbe time
Questions on this solicitation should be submitted to the e-mail address provided no later than the date indicated.	EEDAGrants@acdivoca-tj.org

I. PROGRAM DESCRIPTION AND OBJECTIVES

Background:

ACDI/VOCA implements the five-year USAID Employment and Enterprise Development Activity (EEDA) funded by the United States Agency for International Development.

The Employment and Enterprise Development Activity will build on USAID and other investments to facilitate systemic change by empowering market actors in Tajikistan to lead localized initiatives that spur job creation and catalyze a local entrepreneurship ecosystem, strengthening value-added exports in the textile, food processing, and information technology (IT) sectors in Tajikistan. A new growth model will improve productivity, workforce skills, and business development. By the completion of the five-year activity, EEDA will generate at least \$60 million in sales, create 5,000 full-time jobs, and leverage \$10 million in private sector resources, facilitate 200 business startups with access to finance and 100 green innovations.

To achieve this vision, the Activity has three intended outcomes:

Outcome 1: Increased capacities and productivity of textiles, food processing, and IT sectors,

Outcome 2: Enhanced workforce skills to meet the demand of the private sector,

Outcome 3: Supported MSMEs with technical and financial resources to develop their businesses and create opportunities for self and wage employment.

The Market Partnership Fund (MPF) is the primary mechanism through which EEDA will be incentivizing and engaging with market actors in the Textiles, Food processing, and IT sectors and in the start-up ecosystem to start or expand businesses in high-growth industries with green growth potential, enhance workforce skills, and generate inclusive economic opportunities.

The Activity will facilitate locally-led change and results that are critical to achieving the Activity's overall goal and objectives to create a more competitive, inclusive, and resilient market that catalyzes transformation across domestic and regional sectors in all parts of the country including Sughd and Khatlon Oblasts, Gorno-Badakhshan Autonomous Oblast (GBAO), Dushanbe, and Districts and cities of Republican Subordination.

Gender, Youth, Social Inclusion and Environment: The Activity will prioritize i) women- and youth-owned, managed, and operated businesses and those businesses that catalyze opportunities for women and youth and ii) climate-smart (“green”) investments, and digitalization-related investments. The Activity will consider both the inclusion of a variety of different-sized enterprises as well as opportunities and benefits for women, youth, and other marginalized groups, including 50% of women and 35% of youth age (19-29).

II. OBJECTIVES OF THE ANNUAL PROGRAM STATEMENT

The objective of this APS is to solicit concept notes (a template of the Concept Note is found at the bottom of the document) from the following eligible entities and partners:

- private sector enterprises - micro, small, and medium enterprises (MSME),
- business and technical service providers, business accelerators, and incubators, including banking and non-banking financial institutions,
- startup enterprises,
- anchor firms (buyers, consolidators, exporters, importers),
- skills providers,
- associations, unions, and non-governmental organizations that working in the EEDA targeted sectors.

Through EEDA support, selected partners will be engaged in a participatory co-creation, design, and implementation process to ensure that the intervention aligns with the overall objectives and that there are shared values among the partners.

The MPF includes the partnership fund, providing grants, technical assistance, research, networking and collaboration support to eligible partners.

EEDA through MPF co-investment will engage with a partner to accelerate growth and share risks through:

- co-financing in introduction of new technologies through modern equipment that are energy efficient and environmentally friendly,
- modernization of products and designs,
- strengthening the supply chain by bringing more small producers to the value chain and improving the quality of raw materials,
- improvement of management and business processes,
- new product development,
- market expansion,
- compliance with market standards and certifications and other areas that contribute to achieving the EEDA goals and objective.

To ensure that potential applicants have a clear understanding of the APS requirements and procedures, the EEDA Team will organize a series of in-person information sessions in the districts of Tajikistan that represent the real potential for support in the sectors and subsectors mentioned above. (Cluster approach).

These sessions will also include a Q&A segment and training on how to complete application documents.

Interested entities and individuals should register and confirm their participation in the information session through the following link. <https://forms.gle/PjesXM5HEEYWoYtC9>.

EEDA will notify registered individuals about the dates and locations of the offline meetings and sessions via email or phone.

1. Anticipated In-person Information Meetings and Training Sessions schedule:

Place of meeting	Month of meeting
Sughd region, Khujand	May, June, July, August, September, October, November 2024
Khatlon region, Bokhtar	May, June, July, August, September, October, November 2024
GBAO, Khorog	June, July, August, October 2024
Dushanbe (address: 48 Ani Street, BC Sozidanie, 4 flour, EEDA Office, Dushanbe)	May, June, July, August, September, October, November 2024

2. Online meetings will be held monthly, until November 22, 2024.

Join Zoom Meeting link:

<https://zoom.us/j/95388400758?pwd=U3haUXd3NmF4TXpFNGNnaDZ5aTFaQT09>

Meeting ID: 953 8840 0758

Passcode: **PE4ucq**

May 29, 2024, 15:00
June 18, 2024, 15:00
July 16, 2024, 15:00
August 20, 2024, 15:00
September 12, 2024, 15:00
October 14, 2024, 15:00
November 14, 2024, 15:00

Inquiries and requests for information regarding this Annual Program Statement and information sessions' days and venues can be submitted by email to EEDAGrants@acdivoca-tj.org or by phone calls to +992 93 770001573, +992 93 770001758.

III. PRIORITY AREAS FOR SUPPORT

EEDA will support partnership and grant activities that align with at least one of the Activity's objectives.

The Activity has identified and prioritized the following sectors and preliminary subsectors. Organizations applying through this APS should be directly supporting these sectors or providing complementary services that impact the competitiveness and inclusivity of these sectors:

- Textile industry, including but not limited to **knitwear production, fabric production, garment manufacturing, handicrafts, silk production and processing, wool processing, and other related activities. However, cotton production will not be covered under this Program.**
- Food processing industry, including but not limited to **canning, packaging, fruit and vegetable processing, dairy, soft drinks etc.**
- Information Technology (IT) and Startups Sector - **business process outsourcing (BPO) and digitalization of banking, education, and health sectors etc.**
- Areas of support maybe updated in subsequent announcements once additional from EEDA analysis work may suggest other potential subsectors for growth and employments generation.
- Implementation of green technologies across sectors should form an integral part of any potential project.

EEDA defined below **illustrative areas of engagement by sectors:**

Textile industry, except for cotton production

- Business advisory services to improve management of the textile sector.
- Workforce development to address skills gaps.
- Updated vocational training based on identified needs from textile manufacturers.
- Investment facilitation.
- Investment advisory for SMEs to promote uptake of new technology and approaches.
- Increase workplace safety measures.
- Capacity building of textile manufacturers on workplace safety.

Food processing industry, except for tobacco and alcohol production

- Increase uptake of food processing technology.
- Facilitate linkages between SMEs and leading processing technology firms and/or processing equipment suppliers to increase innovation and upgrading.
- Promote inclusion in Food Processing.
- Capacity building of SMEs to address hiring practices and retention of women, youth, and persons with disabilities.
- Workforce development to address skills gaps.
- Updated vocational training sessions based on identified needs from food processors, targeting women and youth.

IT and Startup sector:

- Workforce development and harnessing the potential of the growing young population, especially for women.
E.g. Curriculum development for specialized and improved skills and language training for young professionals delivered through Tajik partner organizations.
- Investment facilitation of start-ups and innovative solutions.
E.g.MPF partnership with accelerators and incubators providing seed capital and mentorship to start-ups.
- Enhancing the Start-up Support Ecosystem, including the business processing outsourcing BPO sector.
E.g. Facilitate linkages and exchange between market actors with international BPO firms.
- Promote digital innovation across food processing and textile sectors.
E.g.MPF partnership to co-invest in and pilot digital tools at the firm level.

Skills and workforce development:

- interventions that change women’s own attitudes or behaviors around labor market participation as well as male counterparts,
- workplaces more conducive to women’s needs – job quality aspects, such as formal workplace protections, social protections, and benefits, etc.,
- inclusive hiring, infrastructure, and the care economy to address exclusionary norms,
- green/renewable technologies that promote climate smart green/net zero production and processing,
- skills training approach, to include things like mentorship or internship possibilities to serve as pathways into formal job placements.

IV. AWARD INFORMATION AND SIZE OF GRANTS

Any amount indicated below are projections. Applicants **should not** use them as targets or assume them to be guaranteed amounts. **Issuance of this call for application in no way constitutes a commitment by the EEDA or by USAID to execute any agreement or to pay any costs incurred by any applicant in submitting an application.**

Projected not-to-exceed amount of an individual grant	1 000 000 Tajik Somoni
Currency in which grant will be issued and paid	Tajik Somoni

Anticipated period of performance of an individual grant	No more than two years
Anticipated start date of performance	July 2024
<p>Type of grant that may be issued: <i>(Note: The final choice of grant instrument will be determined after all elements of the grant application have been evaluated, including any risk that may be identified by ACDI/VOCA.)</i></p> <p>[X] In-kind Grant</p> <ul style="list-style-type: none"> Only goods and services (not cash) will be transferred to the grantee. <p>[X] Fixed Amount Subaward</p> <ul style="list-style-type: none"> Grantee will receive grant funds in pre-determined fixed amount (non-adjustable) increments only after successful completion of quantifiable or otherwise verifiable milestones. <p>[X] Cost Reimbursable Grant</p> <ul style="list-style-type: none"> The grantee will be reimbursed for allowable and allocable costs incurred up to the amount obligated (i.e., available funds) to the grant. 	

Grant Awards Range:

- from 20,000 up to 1 000 0000 Tajik Somoni. - Technical assistance and grants. In case of successful applicants, the EEDA and the applicant will develop a Memorandum of Understand (MOU) for provision of technical assistance from that would contribute to the successful implementation the partnership (s).
- Amount, exceeding 1,000,000 Tajik Somoni will be considered in exceptional cases when the project makes a significant impact to EEDA objectives.

The following activities will not be financed under EEDA Market Partnership Fund:

- Construction
- Commodities that are ineligible under USAID regulations (a list of ineligible commodities may be found here: <https://www.usaid.gov/sites/default/files/2022-05/31251m.pdf>)
- Procurement of real estate property
- Profit*
- Payment of loan interest
- Deliverables of a religious nature

**Please see Section IX of Awards Administration for the details on profit funding restrictions, regulations, and principles under the assistance instruments.*

V. LEVERAGE CONTRIBUTION

Applicants must show proof of their ability to leverage their own resources such as bearing part of the initiative`s costs, as well as resources from third parties.

Applicants are required to provide at least 50% co-investment (leverage) for partnership activity. Exception will be given for youth (19-29 age) and women led legal entities which is not less than 35% co-investment (leverage) of the total budget. The final award will be based on the profile of the partner and the activity`s potential for large-scale market impact, investment, and inclusivity.

Leverage in this context refers to inputs or contributions rather than the outputs or outcomes of the partnership.

It can be in the form of in-kind contributions (goods or services provided instead of cash)- E.G building or refurbishing, facilities, purchase of technology, cash contributions, investments, financing mechanisms, or other contributions that align with EEDA's objectives.

Leverage must be reported in the selected applicants' financial and progress reports but is not subject to audit. Examples of leverage contributions include investments in long-life assets and loans received to support the partnership.

Leverage contribution may include, but is not limited to investment in long-life assets such as:

- Construction or renovation of the facility,
- Procurement of facilities and/or rent of land,
- Procurement of machinery and equipment,
- Procurement of inputs,
- Other capital expenses, e.g., vehicle,
- Information Communication Technology (ICT) Apps.

VI. ELIGIBILITY OF PROSPECTIVE APPLICANTS

Applications from potential new partners are encouraged to apply under EEDA MPF. All applicants must be able to demonstrate that they meet the following mandatory eligibility requirements.

- a) Be legally registered or provide documentation indicating the initiation of the business registration process and must be shared with EEDA prior to signing the agreement.
- b) Ensure that the proposed activity is aligned with and contributes to the objectives of EEDA.
- c) Commit to implement the activity in Tajikistan.
- d) Propose at least 50% or more of co-investment or leverage to the total budget. EEDA's support includes direct Technical Assistance, direct Grants (if applicable), marketing and investment sourcing support, and support to the MSME to de-risk investment.
Exception will be given for youth and women led legal entities at least 35% of co-investment to the total budget, considering their access to finance.
- e) Demonstrate willingness to provide regular reports to EEDA.
- f) Applicants that are willing to apply for both a grant and loan from the AV soft loan portfolio (blended finance) will be considered with priority.

Compliance Criteria:

1. Properly document its legal status in its country of operation or place of performance of the grant, if awarded. It must be able to provide proof of its registration in the relevant jurisdiction and other appropriate documents that it is formally constituted, recognized by and in good standing within such jurisdiction, and compliant with all applicable civil and fiscal regulations.
2. Not identified in the System for Award Management (SAM) as ineligible to receive U.S. government funds.
3. Not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, or "OFAC List".

4. Not listed in the United Nations Security designation list.
5. Agree to be subject to a pre-award assessment to examine its possession or ability to obtain the necessary management competence to plan and carry out the activities to be funded and the Applicant will practice mutually agreed upon methods of accountability for the funds and other assets to be provided under the grant.
6. Can and willing to sign and submit the following required certifications if the grant will be funded by USAID:
 - *Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs*
 - *Certification Regarding Lobbying*
 - *Certification Regarding Terrorist Financing*
 - *Key Individual Certification Narcotics Offenses and Drug Trafficking*
 - *Participant Certification Narcotics Offenses and Drug Trafficking*
 - *Certification of Recipient*

Ineligible organizations also include:

- Political parties, groupings, or institutions or their subsidiaries and affiliates.
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities.
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objectives of the deliverables are of a religious nature.

Note: Organizations/companies that have received substantial assistance from USAID and other donors but have not shown successful utilization of the grants are not encouraged to apply.

VII. APPLICATION AND SUBMISSION INFORMATION

Concept Notes will be accepted starting from the day of the release of this APS.

Concept Notes will continue to be accepted until further notice.

Screening and evaluation of Concept Note will be bi-weekly, with the first round happening 15 days after publication of the APS.

Notice on rejection of Concept Note applications will be sent no later than 30 days after the determination of ineligibility, initial evaluation, or disqualification.

Notice on rejection of the Full Application will be sent no later than 60 days after the final evaluation of the full application.

A. Format

- All costs associated with responding to this solicitation shall be the sole responsibility of each applicant.
- ACDI/VOCA reserves the right not to make any award from this solicitation.
- Applicants must use the template provided in Annex A for the Concept Note and corresponding budget summary.
- Concept Notes must be submitted in Tajik, Russian, or English.
- The total number of pages shall not exceed 6 pages for Concept Note (Annex A, Section 3)

- The Concept Note must be signed by an officer of the Applicant organization authorized to represent the organization in further discussions and/or negotiations on the application.

Important:

Concept Notes can be submitted either in hard copy to EEDA office or electronically

by email. Concept Note can be submitted in one hard copy to the EEDA office at Dushanbe city, 48 Aini Street, BC Sozidanie, 4 floor to Market Partnership Fund Team (Grant team)

Offline submission: Envelopes must be clearly labeled, **“Concept Note for EEDA APS 2024-01 and Name of the applicant”**.

Electronic submissions should be submitted to this e-mail address:

EEDAGrants@acdivoca-tj.org

VIII. EVALUATION

EEDA will use two steps of evaluation and selection of the accepted Concept Notes.

1. Concept Note Submission and Initial Evaluation
2. Full Application Submission and Final Evaluation

Applicants whose concept notes have been shortlisted and selected will be informed by email and invited to submit a Full Application.

This solicitation will involve the following phases of the applications’ submission and evaluation process.

Phase I Concept Note Submission: During Phase I, applicants must submit their proposals using the Concept Note Application Form in Appendix A of this APS. The applicants should provide general information about the applicant, eligibility confirmation and past performance record, information about the requested budget, and leverage contribution. The applications should clearly and concisely explain the proposed partnership or grant’s purpose, relevance, and describe proposed activities, expected results, and discuss inclusiveness, scalability, and sustainability, in support of the Activity objectives and priority areas stated in this APS (Sections I and III). Applications shall be prepared in Tajik, Russian or English language and the Concept Note (Annex A, section 3) describing partnership or grant activity must not exceed 6 (six) pages. Applications submitted in different forms, a language other than required, and those exceeding the page limitation will not be considered.

The Activity encourages applicants to submit their applications at any time prior to the closing date of this APS **November 22, 2024, 17:00, Dushanbe time**, via email at EEDAGrants@acdivoca-tj.org with reference subject in the e-mail: **EEDA APS-2024-01_name of the applicant**. Application submitted after this date and time will not be considered under this APS.

Pre-Screening of Concept Note Application: The EEDA grant and technical team will conduct pre-screening of Concept Notes based on eligibility requirements, relevance to EEDA objectives, and completeness of the application. Concept Notes which will not

respond to eligibility requirements, will not be considered for further initial evaluation by the Evaluation Committee.

Initial Evaluation: The Project will convene an Evaluation Committee (EC) that will evaluate Concept Note applications submitted in response to this APS on a rolling basis. Concept Notes will be evaluated based on the Evaluation Criteria included in Section VIII below.

Applications that obtain scores of **60** points and above in Phase I, will qualify for the Phase II of the partnership and grant award process. Only successful applicants that pass the initial evaluation will be contacted for Phase II Due Diligence Process and Co-Creation. Concept Notes scoring below **60** may be invited to revise their Concept Notes and re-apply.

Phase II Due Diligence Process and Co-Creation: If an application proceeds to due diligence, the Activity will conduct a range of activities to more deeply evaluate whether the proposed partnership activity aligns with the Project objectives and selection criteria. The due diligence process may involve asking follow-up questions through email or phone, requesting supplementary materials that further outline the applicant's technical approach and its responsiveness to EEDA's core principles and selection criteria, and contacting references (possibly including persons not provided in the application) and previous funders and partners or clients. During this phase, EEDA and the applicant/prospective partner will jointly refine and design the partnership and activity to further determine the objectives, scope, roles, and responsibilities of the partners, activity timelines, detailed budget, milestones and deliverables, and monitoring and evaluation plan. This process may result in developing a revised/final application to be submitted for evaluation.

Please note that EEDA will fully respect the confidentiality of proprietary information and personnel data of all organizations involved in the program.

Co-Creation and Full Application Submission: During Phase II, EEDA will engage the applicant in the co-creation process and workshop and start co-designing the intervention and deliverables, negotiate roles, responsibilities, co-investment budget, and required technical specifications. EEDA will facilitate the co-creation process and set the timeline convenient to both parties for the meeting and/or workshops. The full Application will be screened and shared with EC for further evaluation.

Final Evaluation: Following Phase II and its results, the refined/updated final and full application will be reviewed by the EC. Based on the evaluation criteria, the Committee will score applications and select the applications for funding. EEDA Technical liaison who worked with a partner or applicant during the co-creation process will not evaluate full application.

Only full applications selected and recommended by EC will qualify for further negotiations and submission to USAID for concurrence or approval. Once the approval is obtained, the Project will finalize the grant award agreement or/and Memorandum of Understanding or Cooperation with the selected partner.

EEDA's EC will evaluate and select Concept Notes based on the following Evaluation Criteria:

Phase I – Initial Evaluation of Concept Notes:

Concept Notes will be evaluated against the evaluation criteria in the table below.

#	Criteria	Maximum Points
1	Proposed intervention/idea relevant to EEDA goals	10 points
2	Potential for sales increase	25 points
3	Potential to create new, and/or improved, and/or retained jobs	25 points
4	Sustainability and/or Scalability	20 points
5	Innovation and/or Going Green	20 points

These evaluation criteria elements are described more fully below:

Proposed intervention/idea relevant to EEDA goals, objectives, and expected results: To the extent in which proposed intervention/idea in line with the objectives of EEDA. **(10 points)**

Potential for sales increase: The extent to which proposed idea demonstrates or has potential to increase the sales of products or services. **(25 points)**

Potential to create new and/or, improved, and/or retained jobs: Creating employment opportunities and enhancing skills for the workforce, including employment conditions, a workplace environment that could offer flexibility in working hours, transportation support, and a focus on ensuring workplace safety. **(25 points)**

Sustainability and/or Scalability: The commercial viability of an enterprise's business model and grant proposal and the extent to which it will result in sustained development impact. This includes the potential for productivity increases. The extent to which the proposed activities can be expanded and scaled to impact a greater number of firms or their customers; the extent to which the activities are replicable and offer potential for crowding in to achieve economies of scale. This includes the potential for increased sales. **(20 points)**

Innovations and/or Going Green: Potential to contribute to green processing, introducing and adapting green technologies, e.g., new or improved products, processes, tools, approaches, or interventions that aim to significantly improve development outcomes compared to existing options, particularly in the food processing, and textile industries. **(20 points)**

IX. AWARD ADMINISTRATION

Pursuant to 2 CFR 200 Subpart E and 2 CFR 700.13, it is USAID's policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, that are related to the grant activity and are per applicable cost standards (2 CFR 200 Subpart E for non-profit organizations and

educational institutions, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations, may be paid under the grant. Any resultant award will be subject to the terms and conditions of the Prime Award (Cooperative Agreement) for the USAID Big Small Business project, Including 2 CFR 200 Subparts E and F and the Standard Provisions for Non-U.S. Non-governmental Recipients.

X. DISCLAIMERS AND ACCEPTANCE OF APPLICATIONS

This APS represents a definition of requirements and is an invitation for the submission of applications. The Project and ACDI/VOCA reserve the right to provide funding in response to any or none of the applications. No commitment is made, either expressed or implied, to compensate applicants for costs incurred in the preparation and submission of their applications.

EEDA and ACDI/VOCA may reject any incomplete application. A complete application complies with all terms and conditions of the APS. The applications must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this APS. EEDA and ACDI/VOCA may reserve the right to waive any minor discrepancies in an application.

EEDA and ACDI/VOCA reserve the right to issue an award based on the initial evaluation of applications without discussion. ACDI/VOCA also reserves the right to move forward with any responsive applicants for all or part of the proposed grant activity and the work plan.

Condition: Issuance of this Annual Program Statement in no way constitutes a commitment by the USAID Employment and Enterprise Development Activity or by USAID to execute any agreement or to pay any costs incurred by any applicant in applying.

ANNEX A

USAID EMPLOYMENT AND ENTERPRISE DEVELOPMENT ACTIVITY CONCEPT NOTE TEMPLATE

SUBMISSION DEADLINE: November 22, 2024

1. GENERAL INFORMATION

Applicant Information:

a.	Entity Name:	
b.	Entity Address:	
	<ul style="list-style-type: none"> • Point of Contact: 	
	<ul style="list-style-type: none"> • First and Last Name: 	
	<ul style="list-style-type: none"> • Title: 	
	<ul style="list-style-type: none"> • Email Address: 	

	• Work Phone: _____	
c.	Intervention Sector: <i>Please select.</i>	<input type="checkbox"/> Food Processing <input type="checkbox"/> Textile <input type="checkbox"/> Information Technologies and Startups <input type="checkbox"/> Other (<i>please indicate</i>) _____
d.	Geographical coverage of proposed Idea (district, city, village)	
e.	Founders of the organization	Name: <input type="checkbox"/> Male _____ person, <input type="checkbox"/> Female _____ person <input type="checkbox"/> Age more than 29 <input type="checkbox"/> Age 19- 29
f.	Manager (if different from the owner)	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Age more than 29 <input type="checkbox"/> Age 19- 29

2. **ELIGIBILITY CHECK**

Please check all applicable boxes and provide details as requested.

Registered as a legal entity: Individual Entrepreneur, LLC, CJSC, OJSC, PO, NBF, Other: _____ <i>Date of registration (or application):</i> _____
Proponent (business or person/s) has track record of successful business performance (more than 2 years) <i>For enterprises, please provide information on:</i> <input type="checkbox"/> <i>sales turn-over in last 3 years (for business and enterprises)</i> _____ <input type="checkbox"/> <i>size of investments/loans portfolio (for banks or other non-bank financial institutions)</i> _____ _____ <input type="checkbox"/> <i>markets/customers and number of employees:</i> _____ <i>For Business Service Providers (BSP), please provide: name of clients, size of contracts, significant accomplishments from previous work, number of employees:</i> _____ _____
Commitment for substantial cash or in-kind contribution, a minimum of 50-50 co-investment contribution in long-term capital, <u>(exception will be provided to women and youth (19-29 age) led legal entities and co-investment contribution can be proposed at least 35% of the total budget)</u> and includes: <i>Please specify your intended co-investment:</i> <i>Applicant's cash contribution to the activity (in TJS):</i> <input type="checkbox"/> <i>Fixed assets investment (in TJS)</i> _____ <input type="checkbox"/> <i>Investment/Loan Portfolio (in TJS)</i> _____

Additional, and incremental Operating/Working capital (in TJS)

Source: *Loan* *External investor* *Own funds*

Please describe (what and indicate the value) if you have any in-kind contribution:

Requested Grant from USAID Employment and Enterprise Development Activity (in TJS)

Purpose of Grant: *Equipment* *Technical support* *Marketing support*
 Others

If it's for "Others" please explain:

Are you a former grant beneficiary? **Yes,** **No**

If yes, please describe how the grant was utilized and the outcome in terms of additional sales, productivity increase, new markets, green technology, and new jobs, if any:

Activity is aligned with the objectives of USAID Employment and Enterprise Development Activity

Please refer to the Background Section of the Annual Program Statement and explain how the proposed activity will contribute to specific objectives (identify which objective) of USAID Employment and Enterprise Development Activity:

Do you commit to submitting regular reports to USAID Employment and Enterprise Development Activity based on indicators to which you proposed to contribute?

Yes, I commit

No, I cannot commit

Please check if your organization represents or is related to any of the following groups:

Political parties, groupings, or institutions or their subsidiaries and affiliates

Organizations promoting anti-democratic policies or illegal activities

Faith-based organizations whose main deliverables for the activity are of a religious nature

3. CONCEPT NOTE

Purpose of activity (*Please describe what the proposed activity aims to achieve*):

Problem Statement (4-5 sentences):

What market constraints are being addressed?

What is the solution proposed to address these constraints?

Narrative description of the activity (*Please briefly describe what the proposed activity will do and how*)

Describe the proposed Partnership Activity/Idea (6-8 sentences):

Please state the overall goal of the proposed partnership or grant activity:

Please describe the specific target groups of your partnership or grant activity:

Goal and Objectives of Partnership (4-6 sentences):

How the proposed idea will contribute to achieving EEDA-specified objectives and expected results as

increased sale and productivity among participants, created permanent and quality jobs, enhanced workforce skills, catalyzed local entrepreneurship ecosystem, supported business startups with access to finance, facilitated green innovations, leveraged private sector investment (if applicable)?

List the specific objectives of the activity that must be met to achieve the overall goal. It should be made clear how achieving the activity's goal and objectives will contribute to addressing the issues/problems listed above.

Proposed Approach and Activities (6-8 sentences):

How the objectives will be achieved, what kind of approaches will be used, and specific activities will be implemented?

A proposed approach and activities should be SMART: it should articulate specific actions, respond to masurable results, be realistic to resource constraints, and have time-specific deadlines for activities.):

Expected Results and Sustainability (4-5 sentences):

Please list anticipated and achievable results as measurable outcomes of the proposed partnership activities. Each result should be linked to a specific objective.

Be clear about what will sustain the expected change and how it might continue to generate results and grow after the end of the Partnership duration.

Scalability and Green Innovations (4-5 sentences):

Please explain the potential for the activity/business to be expanded and scaled to impact a greater number of firms or their customers e.g., how many more beneficiaries could the scale of the activity reach?

Is the activity replicable with the potential for crowding in to achieve economies of scale?

Will the activity pilot an innovative or new business model or technology (including going green technologies or digitalization) and what is new?

Social Inclusiveness (3 sentences):

Please explain how the activity will promote female and youth and other marginalized groups' inclusion.

How will the applicant integrate and enhance economic opportunities for females, youth, and other marginalized participants within their overarching project/business model?

3 Specific details (to be provided if applicable)

Please describe anticipated business expansion (increase in annual turnover in TJS until 2027 and new market to serve):

2024-

2025-

2026-

2027-

Please provide the expected number of new jobs, annually until 2027 that will be created (indicate share of women and share of youth):

2024-

2025- 2026- 2027-
<i>Please describe the leverage contribution that will be made in a new activity (Leverage contribution includes, but is not limited to: (capital covers investments in fixed assets (real estate, equipment, etc.) and initial working capital, including the cost of goods, wages, utilities, etc.):</i>
<i>Please describe how the proposed activity presents innovative solutions/approaches to create permanent jobs, enhance workforce skills, increase sales and productivity of products and services, and introduce green innovations and technologies (if applicable):</i>
<p>Is this activity supported by other donors? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain what the support from the USAID Employment and Enterprise Development Activity will achieve that cannot be achieved by existing support from another donor/s:</p>

4. PROJECT WORKPLAN and BUDGET SUMMARY

Please present the activities step-by-step in logical and chronological sequence; add rows as necessary:

#	Main Activities and Sub Activities	Requested Technical Specifications of Items or Services if needed	Expected Results	Due Date	Co-investment by/Expenses EEDA (TJS)	Co-investment by/Expenses Applicant (TJS)	Co-investment by/Expenses Other (TJS)
1							
a.							
b.							
c.							
2							
a							

b							
c							
3							
a							
b							
c							
	TOTAL (in TJS)						
	(in %)						

Name of Applicant

Signature
