**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:**  |  |
|   | * **Point of Contact:**
 |   |
| * First and Last Name:
 |  |
| * Title:
 |   |
| * Email Address:
 |  |
| * Work Phone:
 |  |
| c. | **Intervention Sector:** *Please select.* | ☐ Food Processing☐ Textile ☐ Information Technologies and Startups☐ Other *(please indicate)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| d. | **Geographical coverage of proposed Idea (district, city, village)** |   |
| e. | **Founders of the organization**  | Name:☐ Male \_\_\_\_\_\_\_\_person, ☐ Female\_\_\_\_\_person☐ Age more than 29 ☐ Age 19- 29 |
| f. | **Manager** **(if different from the owner)** | Name:☐ Male ☐ Female☐ Age more than 29 ☐ Age 19- 29 |

1. **ELIGIBILITY CHECK**

*Please check all applicable boxes and provide details as requested.*

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| Registered as a legal entity: Individual Entrepreneur, LLC, CJSC, OJSC, PO, NBFI, Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date of registration (or application): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Proponent (business or person/s) has track record of successful business performance (more than 2 years)***For enterprises****, please provide information on:* **☐** *sales turn-over in last 3 years (for business and enterprises)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **☐** *size of investments/loans portfolio (for banks or other non-bank financial institutions)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **☐** *markets/customers and number of employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****For Business Service Providers (BSP), please provide:*** *name of clients, size of contracts, significant accomplishments from previous work, number of employees:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Commitment for substantial cash or in-kind contribution, a minimum of 50-50 co-investment contribution in long-term capital, (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) and includes:*Please specify your intended co-investment:**Applicant’s cash contribution to the activity (in TJS):*  **☐** *Fixed assets investment (in TJS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***☐** *Investment/Loan Portfolio (in TJS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **☐** *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 youcommit 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**

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| **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 measurable 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-* |
| *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.):* |
| *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):* |
| *Is this activity supported by other donors?* **☐ Yes ☐ No** *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:* |

**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 |   |   |  |   |   |  |   |
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| a |   |   |  |   |   |  |   |
| b |  |  |  |  |  |  |  |
| c |  |  |  |  |  |  |  |
|  | **TOTAL (in TJS)**  |   |  |   |   |  |   |
|  |  **(in %)**  |  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Applicant** **Signature**