Ethiopia Jobs Challenge Fund: Concept Note Window 2: Deadline February 9, 2024

BASIC INFORMATION	
Name of business	
Name of proposed project	
Provide details of the relevant licences and registrations for your business - Include details of the issuer of the licence - Provide the date that the licence is valid - Note that the project must be implemented within the Addis Ababa regional administration	
Name and role of contact person in the business	
Physical address of the business (Sub-city, Woreda, Kebele, House no.)	
Email address	
Telephone/mobile number	
Website/ social media (if available)	
BACKGROUND ON THE BUSINESS - Provide an overview of your business including main activities, products or services, and markets in which you operate - How long has the business been established - What is the ownership structure and who owns the business	

Number of employees (temporary and permanent)			
LAST THREE YEARS RESULTS	2021	2022	2023 (actual/estimate)
TURNOVER (total sales)			
PROFIT			
BACKGROUND ON THE PROMOTERS/ TEAM - Outline the background and relevant skills of key members of the team who will deliver the project - Describe any previous experience of working with refugees, and if so what was the work status of the refugees you were working with - Explain how your business is well placed to deliver the proposed project			

OUTLINE OF PROPOSED PROJECT - Summary of project that you are seeking funding to support and period of implementation - Explain how the proposed project aligns with your current business and how it will support the growth of your business - Explain how your team brings the skills and experience to implement the project, or how you will bring in additional skills to deliver the project	
ACTIVITIES TO BE SUPPORTED - Describe the activities that you will carry out under the project - Describe the various steps to implement the project over the planned period of implementation (the maximum period of implementation for window 2 is 24 months)	

FUNDING REQUESTED - Include here the amount of grant you are applying for in the range 1,000,000 BIRR to 12,000,000 BIRR	
RESOURCES PROVIDED BY THE APPLICANT - There is a requirement that the applicant contributes 10% of the grant amount in cash or in kind - Describe here the contributions that you will be making, and include an estimated value of these contributions	
IMPACT OF THE PROJECT ON REFUGEES AND HOST COMMUNITIES - How will the proposed project support refugees and host communities access employment - Include details on the number of job opportunities you expect to provide for refugees and host communities	

Guidance notes:

Provide details of the relevant licences and registrations for your business	Licences and registrations will be different for different businesses. Include here details of licences and registrations that you have including the dates licences are valid.
Number of employees (temporary and permanent)	Include both the number of permanent staff and the number of temporary staff that you currently employ.
LAST THREE YEARS RESULTS	Applicants should have three years of trading history. If the company's accounting period ends in June include turnover and profit for the year ending June 2021, June 2022 and June 2023. If the period ends in another month use that month.
TURNOVER (total sales)	Include here the total of all income for your business in 2021, 2022 and an estimate for 2023.
PROFIT	Include here your profit figures in 2021, 2022 and an estimate for 2023 and as noted above. Profit is your turnover or total sales less all costs of the business.
BACKGROUND ON THE PROMOTERS/ TEAM	The promoter / team are the individuals that will be working on the your project. Include here details on key team members only as space is limited. We are interested in information on previous experience working with refugees, but previous experience working with refugees is not a requirement. Also include information on why your business is well placed to deliver this project.
OUTLINE OF PROPOSED PROJECT	Include here a summary of the what you will do should you be successful in your grant application. Space is limited so you have to be brief, but we are wanting to understand what you expect to achieve with the funding, and why your business and team are well placed to deliver the proposed project.
ACTIVITIES TO BE SUPPORTED	Include a brief description of the activities that the grant will support. Again space is limited but we want to get an idea of what you will be able to fund through the grant that you would not be able to do without the grant.
FUNDING REQUESTED	For Window 2 the funding requested must be in the range 1,000,000 BIRR to 12,000,000 BIRR. At this stage provide a total figure for the funding request. More details will be required for those applicants that are shortlisted and are asked to complete a full application. Eligible costs include personnel costs of the team members working on the project, costs of technical assistance such as short term consulting support, travel and accommodation costs (where necessary for the project), equipment and small scale infrastructure, office costs including telephone and internet. Ineligible costs include purchase of land or buildings, purchase of vehicles, entertainment and hospitality costs, items already funded through other programs or institutions, and finance costs or repayment of debts.
RESOURCES PROVIDED BY THE APPLICANT	There is a requirement that the applicant contributes to the project that is funded through the grant. At least 10% of the value of the grant should be contributed by the applicant, but this can be in the form of resources that the applicant provides and does not need to be a cash contribution. For example, if the applicant is providing premises or allocating staff time to the project that is not paid for by the grant, this should be explained here. We ask that you estimate a value for the resources that you are contributing so please also include an estimate in BIRR of the value of your planned contribution.
IMPACT OF THE PROJECT ON REFUGEES AND HOST COMMUNITIES	We need to understand how your proposed project will provide job opportunities for refugees and host communities, including an estimate of the number of refugees and host communities that will benefit.