**CONCEPT NOTE APPLICATION NARRATIVE**

**USAID Economic Development, Governance and Enterprise Growth Project (EDGE)**

**Grants Under Contract (GUCs)**

**RFA Number: EDGE 2021-001- Concept Note**

|  |  |  |
| --- | --- | --- |
| **To:** | **USAID EDGE Project** | |
| **From:** | **Organization Name:** | |  | |
| **Address:** | |  | |
| **Email:** | |  | |
| **Telephone #:** | |  | |
| **Legal representative Name, Title:** | |  | |
| **Number of fulltime employees:** | | |  | |
| **Number of part-time employees:** | | |  | |
| **Organizational Income in 2020:** | | | USD | |
| **Activity Name:** | | Short Title | | |
| **Sector / Value Chain:** | | State all that apply:   * Reduced Barriers to Cross-border Trade and Investment * (1) Agriculture and ag processing   1.1 Fresh and processed fruit and vegetables   * (2) Light manufacturing   1. Apparel and textiles   2.2 Wood processing   * (3) Tourism   3.1 Inbound tourism to at least two countries for the following types of tourism: ecotourism, rural tourism, and adventure tourism | | |
| **Countries and Regions:** | | Name of Countries and World Regions of the activities | | |
| **Timing:** | | Date-Month-Year to Date-Month-Year | | |
| **Partners:** | | List all:   * Other organizations Names and Countries | | |
| **Activity Cost:** | | EDGE Support (i.e., total amount that you request from EDGE) | | USD |
| Matching contributions by Applicant and Partners (i.e., total amount that you and/or your partners will contribute) | | USD |
| **TOTAL** | | **USD** |

|  |  |
| --- | --- |
| **Operational Details** | |
| Describe your organization:  (Registered Name, year established. What does your organization do? Who owns it? Who manages it? Number of full-time employees; Number of part-time employees; List past relevant and current projects: title, budgets and timeframe.) | |
| Please write here (Please insert text here, max. limit: 0,5 page) | |
| Partner Organization(s): Names, countries and their roles (Please insert text here, max. limit: 0,5 page) | |
| Beneficiaries: Names, countries: | |
| Type of organization: |  |
| Registration number: |  |
| SAM Unique Identifying Number (if available) |  |
| DUNs Number (if available) |  |

**Project Narrative**

1. **Project Description and Results**

(Please insert text here, max. limit: 1,5 pages)

Describe project activities that demonstrate to solve or diminish the identified problem/need. Provide details on regional partnership, networking, alliance and constituency‐ building involved in the project. State project objectives that are clear, specific, measurable, and achievable within the proposed timeframe. Provide clear and credible articulation of the grant’s impact on EDGE goals for the economic development, governance and enterprise growth of beneficiaries/partners and to the regional industry or value chain.

1. **Capacity of Applicant**

(Please insert text here, max. limit: 1,5 pages)

Demonstrate technical, managerial, and financial capacity to implement the proposed project including:

* Describe the extent to which the project proposal falls within the mission of the organization. Prior experience in building or participating in regional partnerships or alliances to address critical economic issues.
* Organizational capacity and prior experience in managing grant funding to achieve program objectives.
* Demonstrate willingness to participate in the grant program’s capacity building component. Identify and state Capacity Building needed.

1. **Sustainability Results/ Plan**

(Please insert text here, max. limit: 0,5 page)

Present a vision for how the proposed new activities contribute to organizational sustainability. Demonstrate the ability to finance USAID-funded activities, after the end of USAID support including a general timeline.

**3.1 Results:** Please tick every Anticipated Result that will be achieved by the activities of your application.

|  |  |  |
| --- | --- | --- |
| **Result I: Reduced Barriers to Cross-border Trade and Investment** |  | |
| **Anticipated Results:** |  | |
| Improved compliance with the World Trade Organization (WTO) Trade Facilitation Agreement (TFA) |  | |
| Trade facilitation improved |  | |
| Target opportunities to increase regional investment developed |  | |
| Capacity built of trade & investment stakeholders in private and public sectors |  | |
| Improved conditions for intra-regional trade and investment (including e-commerce, where applicable). |  | |
| Reducing the complexity and cost of trade processes in the region(s) |  | |
| **Result II: Improved Business Sophistication Within Targeted Value Chains** |  | |
| **Anticipated Results:** |  | |
| Identification of business opportunities to increase SME competitiveness |  | |
| Increased capacity to trade and B2B market linkages |  | |
| Increased SME compliance with International Standards and Certifications. |  | |
| Improved workforce skills |  | |
| Promote ICT and e-commerce solutions for SMEs |  | |
| **Result III: Improved Market Integration and Expanded Market Linkages of Firms Within Targeted Value Chains** |  | |
| Improved export marketing, branding and packaging for SMEs. |  | |
| Strengthened linkages between buyers and suppliers organizing B2B, trade shows, buyer inbound visits, familiarization trips etc. |  | |
| Strengthened capacity of the Business Support/Service Organization by providing services to assist their members in increasing exports. |  | |
| **Gender integration** |  | |
| **Anticipated Results:** |  | |
| Support to female-owned and female-managed businesses to participate in  public-private partnerships, mentorships and networking programs |  | |
| Develop tools and information resources that will address information gaps  identified by women, such as tax and business registration areas |  | |
| Provision of targeted training programs to build capacity in priority value chains, where women are often in leadership positions |  | |
| Support women in obtaining key standards and certifications |  | |
| Design workforce programs specifically to address barriers faced by women  who wish to start up or expand their businesses and create networking opportunities |  | |
| Actively support the skill development of women managers in priority soft skill  areas, such as HR and Leadership |  | |
| **Additional Criteria** | |  | |
| * Proposes activities are with geographic coverage more expansive than two countries or involving multiple sub-regions. * Proposed activities are complementary to other USAID projects. * Proposed activities promote ICT usage and digital transformation * Ability to co-finance or mobilize more than 1:1 resources to support activities. | |  | |

1. **Budget:** Please use the following format to lay out the funds needed to accomplish the technical approach described above.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **AMOUNT REQUESTED FROM EDGE WITHOUT VAT:** | **$** | **%** |
|  |  |  |  |
| **2** | **LEVERAGE BY APPLICANT** |  |  |
| **2.1** | **CASH WITHOUT VAT:** | **$** | **%** |
| **2.2** | **CASH VAT:** | **$** | **%** |
| **2.3** | **TOTAL CASH: (2.1+2.2)** |  |  |
| **2.4** | **IN-KIND WITHOUT VAT:** | **$** | **%** |
| **2.5** | **IN-KIND VAT:** | **$** | **%** |
| **2.6** | **TOTAL IN-KIND: (2.4+2.5)** |  |  |
|  | **TOTAL LEVERAGE BY APPLICANT:**  **(2.3+2.6)** | **$** | **%** |
|  |  |  |  |
| **4** | **TOTAL PROJECT BUDGET: (1+3)** | **$** | **% 100** |

**Please note that a detailed budget will be requested with the Full Grant Application.**

**VAT should not be presented if the applicant can obtain VAT exemption status.**

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

**Legal Representative Name**

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

**Legal Representative Signature**   **Date and place**

**ANNEX 1: REGISTRATION CERTIFICATE (NOT OLDER THAN 6 MONTHS)**

**ANNEX 2: LATEST ANNUAL FINANCIAL STATEMENT**

**ANNEX 3: COPY OF THE PROJECT MANAGER’S CV**