

Ethiopia Jobs Challenge Fund - Round 2 - Window 1 Concept Note

I. TITLE OF PROPOSED PROJECT:			
II. BACKGROUND			
1. BASIC INFORMATION			
Business/Trade Licensing - Type of license - Issuing authority - Validity period <i>Note 1: that the project must be implemented within the Addis Ababa city administration</i> <i>Note 2: Specify and upload a copy of the valid and latest Trade license</i>			
Business Name (Aligned with license)			
Fayda Name and Number			
Contact Person (Name & Role)			
Business Address (Sub-city, Woreda, Kebele, House No.)			
Email address			
Telephone/mobile number			
Website/ social media (if available)			
2. BUSINESS PROFILE (Max 200 words) Provide a brief overview of your business, including: - Core activities, products/services, and target markets - Year of establishment - Ownership structure			
3. EMPLOYMENT INFORMATION	Permanent	Temporary	Total
Current No. of employees (including refugees)			
Current No. of refugees employed			
4. FINANCIAL PERFORMANCE (Last 3 Years) is a requirement for established companies			
	2024	2025	2026 (estimate)
Turnover (total Revenue) ETB			
Profit-ETB			
5. TEAM CAPACITY & EXPERIENCE Describe: - Outline the background of the Key team members and their relevant expertise - Experience delivering similar projects - Experience working with refugees, if any, what are the legal work status of the refugees and if they have work permit from authorized body			
III. PROPOSED PROJECT FOR CHALLENGE FUND COMPETITION			

6. OUTLINE OF PROPOSED PROJECT • Summary of 'project' that you are seeking funding to support and period of implementation (the maximum period of implementation is 18 months) • Explain how the proposed project aligns with your current business and how it will support the growth of your business • Explain the current and proposed project working premise and if it is owned or rented (and if it is rented, how much longer the lease will last) • 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 • Describe your plan to identify and include refugees and HCs in your proposed project, and how many jobs will be created	
7. ACTIVITIES TO BE SUPPORTED • Describe key implementation steps (activities) and timeline of the "project"	
8. FUNDING REQUEST • Total grant amount request EUR 10,000 – 20,000 (Presented in ETB equivalent)	
9. RESOURCES PROVIDED BY THE APPLICANT • There is a requirement that the applicant need to match 10% of the grant amount in cash or in kind • Describe here the matching that you will do, and include an estimated value of these contributions	
10. EXPECTED IMPACT Explain: • How will the proposed project support refugees and host communities access employment • Number of jobs to be created (disaggregated by refugees, IDPs, host communities) • Type and duration of employment • Include details of how you will reach refugees and ensure they	

are eligible to work (e.g., work permit etc.)	
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Guidance notes:

NAME OF PROPOSED PROJECT	Specific project name applying for the challenge fund competition (it could be extension, diversification, segmentation, expansion, etc. in relation to the existing business)
Business/Trade & Licensing	➤ Provide details of all relevant licenses held by your business. These may vary depending on the nature of your operations. Please include: • Type of license • Issuing authority • Validity period ➤ Upload a copy of the valid and renewed Trade License
Business Name (Aligned with license)	It's the name you use to: • Register your business with the authorities • Sign contracts and legal documents • Open bank accounts • Issue invoices Examples: • If your registered company is "Selam Leather Products PLC" → that's your business name • If you operate as a sole trader under "Abel Trading" → that's your business name
Contact Person	The contact person is the individual within the business who is responsible for communication regarding the application and the proposed project. What to include: • Full name • Position/role in the business (e.g., Manager, Owner, Project Coordinator) • Phone number • Email address NB Please note that if the contract person is different from the owner, and if the project wins, legal documents are required to verify the role of the contact person.
Number of employees (temporary and permanent) Current No. of employees (including refugees)	Include both the number of permanent staff and the number of temporary staff that you currently employ. Specify the number of refugees employed (if any)
FINANCIAL PERFORMANCE	Provide three years of turnover and profit covering the Fiscal Years 8 July 2023 – 7 July 2024, 8 July 2024 – 7 July 2025, and 8 July 2025 – 7 July 2026. Put estimates as necessary. If your business has been operating for less than three years, include data for the period of operation.
BACKGROUND ON THE PROMOTERS/ TEAM (Implementation Capacity)	Describe key team members who will implement the project. Focus on: • Relevant technical and managerial experience • Track record in similar activities • Experience working with refugees (if any)
OUTLINE OF PROPOSED PROJECT	Include here a summary of what you will do should you be successful in your grant application. Space is limited so you have to be brief, but we want to understand what you expect to achieve with the funding, and why your service and team are well placed to deliver the proposed project. Provide a concise overview of the proposed project: Space is limited so you have to be brief, but we want to understand what you expect to achieve with the funding, and why your business and team are well placed to deliver the proposed project. • Clear objective and expected results • Feasibility Implementation period within specified project lifetime

	• Alignment with your business growth strategy • Ownership status of project premises (owned/rented and duration) • Practical Approach to engaging refugees and host communities • Any additional expertise required
ACTIVITIES TO BE SUPPORTED (Feasibility & Additionality)	Describe the key activities to be financed by the grant. Focus on: • Logical and realistic implementation steps • Activities that are directly linked to project outcomes • Activities that would not be possible without the grant (additionality) 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 1 the funding requested must be in the range EUR 10,000 – 20,000. 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. <u>Eligible costs</u> 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. <u>Ineligible costs</u> include purchase of land or buildings, purchase of vehicles, entertainment and hospitality costs, items already funded through others programs or institutions, and finance costs or repayment of debts.
RESOURCES PROVIDED BY THE APPLICANT (Commitment & Leverage)	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 matched 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 the 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 (Impact & Inclusion)	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. Explain how your project will generate employment and economic opportunities. Include: • Number of jobs to be created (disaggregated by group) • Type and duration of jobs • Recruitment approach and eligibility verification (e.g., work permits) • Measures to ensure inclusion and fair access