

## Ethiopia Jobs Challenge Fund – Round 2 - Window 3 Concept Note

<b>I. TITLE OF PROPOSED PROJECT</b>			
<b>II. BACKGROUND</b>			
<b>1. BASIC INFORMATION</b>			
<b>Name of Implementation Partner (IP)</b>			
<b>Fayda Name: Fayda No.</b>			
<b>Provide details of the relevant licenses /legal registrations for your organization</b>			
<ul style="list-style-type: none"> <li>• Include details of the issuer of the license</li> <li>• Provide the date that the license is valid</li> </ul> <p><i>Note 1: that the project must be implemented within the <b>Addis Ababa</b> City administration</i></p> <p><i>Note 2: Specify and upload a copy of the valid and latest license or legal registration</i></p>			
<b>Name and role of contact person in the IP</b>			
<b>Physical address of the IP</b> (Sub- city, Woreda, Kebele, House no.)			
<b>Email address</b>			
<b>Telephone/mobile number</b>			
<b>Website/ social media (if available)</b>			
<b>2. BACKGROUND OF THE IP</b>			
<ul style="list-style-type: none"> <li>• How long has the IP been established</li> <li>• Describe any previous experience of working with refugees, and if so, what was the work status of the refugees you were working with, and if they have work permits from an authorized body</li> </ul>			
<b>3. EMPLOYMENT INFORMATION</b>		<b>Permanent</b>	<b>Temporary</b>
Current No. of employees in IP			
		<b>2024</b>	<b>2025</b>
No. Entrepreneurs supported to start businesses			
No. of Refugees employed by these startup businesses			
<b>4. FINANCIAL PERFORMANCE (Last 3 Years)</b>		<b>2024</b>	<b>2025</b>
TURNOVER (Revenue) ETB			
Profit (If the IP is registered profit-making organization) ETB			

<p><b>5. CAPACITY &amp; EXPERIENCE OF THE IP AND KEY MEMBERS OF THE TEAM</b></p> <ul style="list-style-type: none"> <li>• Outline the background and relevant skills of key members of the team who will deliver the project</li> <li>• Experience delivering similar projects</li> <li>• Describe any previous experience supporting entrepreneur’s startup businesses and working with refugees’ support projects e.g. with GIZ-QEP, ILO, RRS etc.... and if so, what was the work status of the refugees you were working with</li> <li>• Explain how your services are well placed to deliver the proposed project</li> </ul>	
<p><b>III. PROPOSED PROJECT FOR CHALLENGE FUND COMPETITION</b></p>	
<p><b>6. OUTLINE OF PROPOSED PROJECT</b></p> <ul style="list-style-type: none"> <li>• Summary of project that you are seeking funding to support and period of implementation is 18 month.</li> <li>• Summary of how you plan to support <b>entrepreneurs or cohorts of entrepreneurs</b></li> <li>• Explain how the proposed project aligns with your current activities</li> <li>• 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</li> <li>• Explain how you will secure sustainable working premises for the startups or cohorts of startups you proposed to support through this project</li> <li>• Describe your plan to identify and include refugees and HCs in your proposed project and how many jobs will be created</li> </ul>	
<p><b>7. ACTIVITIES TO BE SUPPORTED</b></p> <ul style="list-style-type: none"> <li>• Describe key implementation steps (activities) and timeline of the “project”</li> <li>• How many startup businesses do you expect to support with grants</li> <li>• Describe how you plan to monitor these grants to startup businesses</li> </ul>	

<p><b>8. FUNDING REQUEST</b></p> <p>Total grant amount request Window 3: EUR 10,000 – 20,000 (Presented in ETB equivalent):  Out of requested amount specify major costs for the IP (Max 10% that includes monitoring costs for grants to entrepreneurs and support to entrepreneurs through the project period)</p>	
<p><b>9. RESOURCES PROVIDED BY THE APPLICANT</b></p> <ul style="list-style-type: none"> <li>• There is a requirement that the applicant needs to match 10% of the grant amount in cash or in kind</li> <li>• Describe here the matching that you will do, and include an estimated value of these contributions</li> </ul>	
<p><b>10. IMPACT OF THE PROJECT ON REFUGEES AND HOST COMMUNITIES</b></p> <ul style="list-style-type: none"> <li>• How will the proposed project support refugees and host communities access employment</li> <li>• Include details on the number of job opportunities you expect to provide for refugees, IDPs and host communities as well as how you reach refugees and ensure they are eligibility to work (eg work permit etc...)</li> </ul>	

**Guidance notes:**

<p><b>NAME OF PROPOSED PROJECT</b></p>	<p>Specific project name applying for the challenge fund competition (In terms of creating startups or supporting existing startups run by refugees and HCs)</p>
<p><b>Provide details of the relevant licenses and registrations for your business</b></p>	<p>➤ Provide details of all relevant licenses held by your business. These may vary depending on the nature of your operations. Please include:</p> <ul style="list-style-type: none"> <li>• Type of license</li> <li>• Issuing authority</li> <li>• Validity period</li> </ul> <p>➤ upload a copy of the valid and latest license or legal registration</p>
<p><b>Organisation Name</b> (Aligned with license or registration)</p>	<p>It's the name you use to:</p> <ul style="list-style-type: none"> <li>• Register your organisation with authorities</li> <li>• Sign contracts and legal documents</li> <li>• Open bank accounts</li> <li>• Issue invoices</li> </ul>
<p><b>Contact Person</b></p>	<p>The <b>contact person</b> is the individual within the organization who is responsible for communication regarding the application and the proposed project.</p> <p><b>What to include:</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Position/role in the organization (e.g., Director, dean, Manager, Owner, Project Coordinator etc.)</li> <li>• Phone number</li> <li>• Email address</li> </ul> <p><b>NB</b> if the project wins, legal documents are required to be signed by the dean, director etc. Please note if the contract person is different from dean/director etc. there needs to be legal authorization given by the person responsible.</p>
<p><b>Number of employees (temporary and permanent)</b></p> <p><b>No. Entrepreneurs</b> supported to start businesses</p> <p><b>No. of Refugees</b> employed by these startup businesses</p>	<p>Include both the number of permanent staff and the number of temporary staff that you currently employ.</p> <p>Specify number of businesses supported to startup own business</p> <p>Out of the supported start-up businesses specify number of start-up refugees or those which created jobs for refugees (If any)</p>
<p><b>TURNOVER (budget/Revenue)</b></p>	<p>Provide three years of budget/ revenue (and profit if a registered profit-making organization) 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.</p>
<p><b>BACKGROUND ON THE IP AND TEAM</b></p>	<p>Describe key team members who will implement the project. Focus on:</p> <ul style="list-style-type: none"> <li>• Relevant technical and managerial experience</li> <li>• Track record in similar activities</li> </ul> <p>Experience working with refugees (if any)</p>

<p><b>OUTLINE OF PROPOSED PROJECT</b></p>	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Clear objective and expected results</li> <li>• Feasibility Implementation period within specified project lifetime</li> <li>• Alignment with your business growth strategy</li> <li>• Ownership status of project premises (owned/rented and duration)</li> <li>• Practical Approach to engaging refugees and host communities</li> <li>• Any additional expertise required</li> </ul>
<p><b>ACTIVITIES TO BE SUPPORTED</b></p>	<p>Include a brief description of the activities that the grant will support. How many startup businesses do you expect to support with grants, and describe how you plan to monitor these grants to startup businesses</p> <p>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.</p>
<p><b>FUNDING REQUESTED</b></p>	<p>For Window 3 the funding requested must be in the range 10,000 Euro and 20,000 Euro (Birr equivalent). 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.</p> <p><b>Eligible costs</b> For the direct beneficiaries i.e. entrepreneur or incubated refugees and host communities</p> <ul style="list-style-type: none"> <li>• Fixed assets <ul style="list-style-type: none"> <li>○ Equipment</li> <li>○ Small-scale infrastructure, and</li> <li>○ Other acquisitions</li> </ul> </li> <li>• Non-capital items <ul style="list-style-type: none"> <li>○ Payroll for refugees and non-refugees,</li> <li>○ Training technical assistance other than delivered by the center.</li> <li>○ Rent</li> </ul> </li> </ul> <p><i>Note: IP is expected and advised to apply the fund for the beneficiaries to the maximum possible with a limit <b>max up to 10%</b> to utilize for running and administering as well as developing curricula, teaching materials etc... and enhancing the overall quality of the program</i></p> <p><b>Ineligible costs</b> include purchase of land or buildings, purchase of vehicles, entertainment and hospitality costs, items already funded</p>

	through other programs or institutions, and finance costs or repayment of debts.
<b>RESOURCES PROVIDED BY THE APPLICANT (Commitment &amp; Leverage)</b>	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 the value for the resources that you are contributing so please also include an estimate in BIRR of the value of your planned contribution.
<b>IMPACT OF THE PROJECT ON REFUGEES AND HOST COMMUNITIES</b>	<p>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.</p> <p>Explain how your project will generate employment and economic opportunities.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• Number of jobs to be created (disaggregated by group)</li> <li>• Type and duration of jobs</li> <li>• Recruitment approach and eligibility verification (e.g., work permits)</li> <li>• Measures to ensure inclusion and fair access</li> </ul>