



Greening Ethiopian Manufacturing (GEM) Project



Call for Expression of Interest

GEM-Project

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PRECISE
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Call for Expression of Interest

GEM-Project

Greening Ethiopian Manufacturing GEM-ECCSA invites cluster members to submit an Expression of Interest (EoI) as the first step in applying for a financial support.

1. Project Description

The **“Greening Ethiopian Manufacturing” (GEM) project**, implemented by the Ethiopian Chamber of Commerce and Sectoral Associations (ECCSA), PRECISE Consult International and Innovative Organizations (Inoa) is aiming at generating major opportunities for value addition for Ethiopian MSMEs focusing on the "green market segment."

The project specifically has the following objectives

- a. To conduct assessment of most promising green growth manufacturing industries in Ethiopia;
- b. To launch 3 pilot green manufacturing clusters and develop their action plans;
- c. To implement actions for green-growth reorientation of MSMEs within pilot clusters, build their capacity on SCP practices and contribute to their increased sales and job creation;
- d. To facilitate SCP practice-based collaboration among key stakeholders within each cluster’s value chain and disseminate lessons learned

2. Eligibility

All cluster members are eligible to apply for a support. However, priority will be given to woman owned firms that prepare their proposal in alignment with the eligible project concepts

3. Application Deadline

Applications must be submitted by_____.

Proposal Review Procedures

EoIs will be evaluated by the GEM Review Team to confirm applicants have met the minimum requirements. Applicants who meet the criteria listed below will be invited to submit a full application. The preliminary review process considers the following criteria when evaluating the EoI:

- a. Trade license
- b. Company profile
- c. At least three years audited financial report
- d. Major customers and sales volume by product type and customer
- e. Bank account,
- f. Receipt voucher and payment voucher as well as Goods Receiving Note and material issue voucher,
- g. Should not have funding from another body for the same project.
- h. Clear description of the project idea,
- i. Clear identification of outcomes, impact and deliverables,
- j. Availability of sufficient resources and expertise
- k. Commitment to enter into cost sharing mechanism.
- l. Estimated project cost.

4. Submission of EoI

Applicants should use the Expression of Interest form attached to this invitation. The application should be submitted in person. The deadline for submission of the EoI is _____end of working day

Form B – Expression of Interest for Funding (EoIF)
GEM Project

1. APPLICANT

1.1 Name of Applicant: _____

1.2 Address: _____

1.3 Phone Number: _____

1.4 Fax Number: _____

1.5 Responsible person

Name _____

Title _____

1.7 Questions related to the Organization

I. Year of Establishment: _____

II. Capital: _____

III. Number of Full-time Staff: _____

IV. Last three years turnover

2016: ETB _____

2017: ETB _____

2018: ETB _____

V. Total liability

2016: ETB _____

2017: ETB _____

2018: ETB _____

2. PROJECT

2.1 Title of the Project: _____

2.2 Project period: Start date: _____

End date: _____

2.3 Objectives of the Project:

2.4 Brief Description of the Project (Please be as specific as possible)

2.5 Estimated benefits and outcomes of the project (economic, environment and social benefits)

2.6 Sustainability (How will the improved situation be ensured after the project completion?)

2.7 Financing

- a. Estimated cost for the Entire project ETB _____
- b. Total request for financing from GEM ETB _____
- c. Cost sharing/Own contribution in % _____ in Cash ETB _____

Please attach the following documents to this form.

- a. Trade license and VAT registration,
- b. Evidence of bank account,
- c. Sample copy of Receipt and payment vouchers,
- d. Letter of commitment for cost share in the form of cash.

Date _____

Name _____

Title _____

Signature _____

Format C – Notification Letter of Eligibility
GEM-Project

Date: _____

Ref.. _____

Contact Person _____

Address _____

Dear _____

GEM is pleased to inform you that your application is met the prequalification requirements and you are invited to submit a full application for a competitive financial support from GEM project.

Prior to the application deadline, GEM may conduct a pre-application training workshop so that you may fully understand the application preparation requirements, financial and accounting management, implementation responsibilities, reporting and compliance requirements. At a minimum, you will be provided with a basic outline and submission requirements for writing a full proposal.

You are requested to submit an application for financial support using the attached full application form. GEM will contact you shortly regarding the process of submitting your full application.

Sincerely,

Project Coordinator
GEM

Format D –EOI Notification Letter of Ineligibility
GEM-Project

Date: _____
Contact Person: _____
Address: _____

Dear _____:

We regret to inform you that your application did not meet the standard eligibility criteria and project concept evaluation of the GEM project for the following reason(s):

1. -----
2. -----
3. -----

Sincerely,

Project Coordinator
GEM

Format E: Full Application Format
GEM-Project

1. Core Information and Executive Summary	
Please complete the table below and add a narrative summary of your financial support application	
Project Title	
Finance support requested	
Date of submission	
Grant applicants	
Name	
Telephone	
Mobile	
Website	
e-mail	
Submission Statement (Please have this statement signed by a representative of the Lead Applicant)	
I, representative of the applicant, declare that:	
<input type="checkbox"/> The applicant agrees to comply with the obligations described in the Fund Transfer manual and the financial support agreement,	
<ul style="list-style-type: none"> • The applicant solemnly declares that all information given in the present Application is true. 	
Full name of SME	
Name of authorized person	
Position in the company	
Signature of authorized person	
Date	
Cost Sharing	
Cash	
Total Cost of the project	
2. Log Framework for the Grant Project	
Overall Objective	
Specific Objectives	
Expected Results/Output	
Activities	
Input	
Impact: what will happen as a result of the project? How will the project make a difference in selected focus areas?	
Sustainability plan: explain briefly how the impact of the project will continue after the end of the project.	

3. Action plan	
Specific Objective to be achieved	
Outputs/Results to achieve specific objectives	
Activities to achieve Output	
Time frame for implementation	
4. Budget Application	
Project Title	
Financial Support Applicant	
Total project cost	
Expenses	
5. Risk Identified and mitigation Mechanisms	

Attachment: Original Project document will be attached with this application format.

Form F: Proposal Evaluation Form
GEM-Project

Evaluation factor	Score assigned	Score Provided
1. Quality of Application	90	
1.1. Quality of the project design	25	
1.1.1. To what extent is the project intervention clear?	5	
1.1.2. To what extent is a specific strategy on addressing key intervention areas in the grant application?	5	
1.1.3. To what extent is the project goal clearly formulated? Does it address the core problem and express the impact the project will have on the beneficiaries (community, environment & employee)?	5	
1.1.4. To what extent are the results realistic?	4	
1.1.5. To what extent are the indicators measurable?	4	
1.1.6. To what extent have external factors and risks been identified that can affect the implementation of the application? Are appropriate measures proposed?	2	
1.2. Relevance	25	
1.2.1. Relevance of proposed objective	15	
1.2.2. The proposals alignment with the objectives of GEM project	10	
1.3. Feasibility	15	
1.3.1. Are the formulated objectives and results achievable?	8	
1.3.2. Are the proposed implementation and time frame of the activities of the financial support application realistic?	7	
1.4. Impact	8	
1.4.1. What will happen as a result of the project?	4	
1.4.2. How will this project change beneficiaries' lives and opportunities of the business community in general and, excluded groups in particular?	4	
1.5. Sustainability	17	
1.5.1. The degree of achieving sustainability on the ground after the grant project is ended. [It	15	

Evaluation factor	Score assigned	Score Provided
refers to the probability of continued long-term benefits.]		
1.5.2. Will the proposed activities have influence beyond its intended results and beneficiaries, either directly or indirectly	2	
2. Budget	10	
2.1.1. Fairness, reasonableness and related to the proposed project's activities.	4	
2.1.2. Inclusion of eligible/ ineligible costs	2	
2.1.3. Estimated amount is realistic and correspond with the anticipated activities	4	
Total Score	100	

Form G: Grant Application Approval Letter
GEM-Project

Date_____

To_____

Address_____

Subject: Award notification

Dear Sir/Madam

GEM is pleased to inform you that we have approved a grant for you/your Company in the amount of Birr_____ for effective implementation of the project as per the proposal document and agreement to be entered with us.

Signing of the grant agreement will take place on _____at GEM office. The grant agreement document is attached herewith so that you may fully understand the terms and condition of the grant agreement.

GEM extends best wishes for your success in the project and looks forward to seeing you at our office for signing the agreement.

Sincerely,

Project Coordinator

GEM

Form H: Grant Proposal Decline Letter
GEM-Project

Date: _____

To: _____

Address: _____

Subject: Grant Application

Dear Sir/Madam

GEM would like to thank you for submitting a financial support request for you/your company. It is with regret, however, that we respectfully decline this request. We would like to note that we gave each application serious consideration, but we are not able to finance all applications due to resources constraints.

Thank you for giving us the opportunity to learn about you/your company. We appreciate your interest.

If you have any questions, we invite you to contact us.

Sincerely,

Project Coordinator
GEM

Format I: Grant Agreement
GEM-Project

The grantor: Greening Ethiopian Manufacturing GEM-ECCSA,
Addis Ababa
Ethiopia
And

The grantee: Full official name of the grantee,
Full Address -----

Have agreed as follows:

Article 1 – Purpose

1.1. The purpose of “this Agreement” is to implement the GEM Project, awarding a financial support as per the agreement GEM has entered into with EU and as the project proposal of the grantee has got approval by the Secretary General of ECCSA.

The grant to the grantee is ETB_____

The grantee agrees to implement the project on the terms and conditions set out in this Agreement.

1.2. The grantee accepts the grant and agrees to carry out the Project under its own responsibility.

Article 2 – Project Period

2.1. This Agreement shall enter into force after the parties put their signature and seal. The activity period of the Project shall be from ----- to ---- 20__.

Article 3 –Disbursement Schedule

3.1 The total cost of the Project is [.....]. Out of the total project cost GEM undertakes to finance a maximum of% of the direct project cost and up to% of the administrative cost, which is ETB_____. The total amount of grantee’s contribution shall be% of the total financial support and should be deposited before the support released to the GEM account.

3.2 The Parties foresee the following provisional disbursement schedule:

- Total disbursement ETB_____

3.3 Disbursement shall be deposited into the designated account(s) based on the Signed Agreement followed by a request in writing as well as bank letter of confirmation on the bank account.

3.4. A request shall be sent in writing to GEM using PRFSC, Form J. The request shall be signed by the responsible person of the grantee.

Article 4 – Reporting

4.1 The Grantee shall submit a report using reporting Form L. The report shall include:

- Major activities performed during the period,

- Achieved outputs compared to planned outputs,
 - Achieved outcomes compared to planned and progress towards achieving the long term objective,
 - The likelihood of achieving the objectives of the project and risk factors in this respect,
 - Any proposed adjustment in the implementation of the project, including risk management
 - An assessment of factors that have affected the achievement of the project objectives,
 - Lessons learned from the project on implementation, design and or other relevant aspects,
 - An assessment of possible needs for adjustment including risk mitigation mechanisms,
- 4.2 The narrative report shall be signed by authorized personnel of the grantee
- 4.3 GEM may request additional information at any time and that information must be supplied within 15 days of the request. If the Grantee fails to supply the requested information, GEM/ECCSA take the case to authorized court to enforce the grantee to return all the support

Article 5- Review and Evaluation

- 5.1 Periodic review meetings will be carried out by the grantee and GEM/ECCSA.
- 5.2 The Parties shall cooperate and regularly communicate with each other on all matters relevant to the implementation of the Project.
- 5.3 Additional consultation meetings may be requested by the grantee on any subject relevant to the implementation of the Project.

Article 6- Audit

- 6.1 GEM might conduct performance and financial audit at the end of budget year.
- 6.2 If the grantee has made false declarations, has made substantial errors or committed irregularities and fraud, or has been found in serious breach of its contractual obligations, it may be excluded from any future agreements financed by GEM-ECCSA. And the case could be taken to appropriate court.

Article 7- Liability

- 7.1 GEM-ECCSA shall not under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the grantee while the activities are being carried out or as a consequence of the Project.
- 7.2 The grantee shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the Project is being carried out or as a consequence of the Project.

Article 8- Conflict of Interest

- 8.1 The grantee undertakes to take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of this Agreement. Such conflict of interest may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.
- 8.2 The grantee shall ensure that its staff, including its management, is not placed in a situation which could give rise to a conflict of interest.

Article 9- Contact Address

Any communication relating to this Agreement must be in writing and sent to the following addresses:

GEM

Ethiopian Chamber of Commerce and Sectoral Association/Greening Ethiopian Manufacturing (GEM) Project
Addis Ababa
P.O.box 517

Grantee

Name of grantee: _____

Full Address: _____

For GEM:

For Grantee

Name/Title : _____

Date: _____

Witness 1: _____

Witness 2: _____

Witness3: _____

Form J: PRFSC
GEM-Project

<Date of the payment request >

For the attention of
<Address of the Contracting
Authority>

Reference number of the FSC:

Title of the FSC:

Name and address of the Coordinator:

Dear Sir/Madam,

I hereby request a payment transfer of the balance under the Contract mentioned above.

The amount requested is Birr/.....Birr./

Please find attached the following supporting documents:

– financial guarantee

The payment should be made to the following bank account:
.....

Declaration on honor

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.

Yours faithfully,

< Signature >

Form K: Quarterly Narrative Report Form
GEM-Project

For the Year ending _____

Please fill out the summary table below for the current reporting period. List the complete action plan here								
List as per the result chain		List all planned milestone activities as per Action Plan	Planned deadline for activity implementation (day/month/year)	Status as the end of the current reporting period (select answer with X)				If activity has not started as per the original plan, or has been cancelled: 1) please explain why and 2) Give a new deadline/activity, if applicable
Specific objective(s) :	Results/outputs to achieve the objective			Completed	Started	not started	Cancelled	

GEM-Project

Form U: Grievance Application

GEM will address complaints and grievance related to its Financial Support. Its goal is to conduct investigations, derive conclusions, and enact remedial steps in respectful manner to both the complainant and the subject of the grievance.

Applicant Organization: _____

Project Title: _____ **Date of Application:** _____

Applicant representative: _____ **Job Title** _____

Organizations Address: _____

Email: _____

Phone: _____

We have discussed this complaint with the GEM Project Coordinator and received his/her verbal answer on (date)_____Because this answer is unacceptable to us, we wish to file a formal complaint.

Nature of grievance. Explain how your organization was unfairly treated
(Use additional pages if needed.)

Just and fair solution our grievance is:

Signature of Grievant: _____

Date: _____