

## GREEN Tech4CE Call II

### CONCEPT NOTE APPLICATION GUIDELINES

This template is designed to assist applicants in preparing the text and figures they need ahead of completing the on-line application form. Concept notes will only be accepted via the application platform.

Applicants are required to provide all the information requested below, failure to which the application will be deemed nonresponsive.

Core Information – Minimum Qualification Criteria (Please tick)	
Zambian companies limited by guarantee or shares meeting one of the following shareholding structures:  a) Minimum 50% Zambian citizen-owned business. b) Businesses at least 50% owned by residents whose origins are in the European Union or SADC whose tenure of residence in Zambia is at least twenty (20) years. c) Businesses with European Union or SADC majority shareholding with a minimum Zambian shareholding of 20% d) A Joint Venture between a Zambian registered company and EU company	
Is the business compliant with all national and local laws and regulations; including meeting all obligations relating to the payment of taxes and social security contribution and relevant health and safety and environmental standards?	
Can the business co-fund at least 50% of the project cost for the activities proposed in the Concept Note through its own funds or credit access?	
Has the business turnover from commercial activity been at least EUR 350,000 in one of the last 3 years?	
Does the business have 3 years financial records with audited financial statements for at least 2 of the last 3 years?	

Tab 1: Business Details (Please tick and attach the required documentation)						
A. Applicant						
Business Name						
Type of Registration						

	Year of Registration		ZRA PIN Number		ZRA Tax Compliance Certificate	
Business Registration No.*	NAPSA Compliance Certificate		NHIMA Certificate		Workers' Compensation Certificate	
Physical Address/Office Location						
Email Address		Phone (include country code)				
Website						
Contact Person	Name					
	Email Address					
	Phone Number					
Sector		Primary position in the value chain				
Years of Business Operation		Market/prospective market demand for products and services				

**Tab 2: Business Related Information**

**a) Business Description**

i) Provide a brief description of your business profile (in 300 words) detailing, core activities, products and services, innovations, market demand, growth pattern.

ii) How are you currently working with small value actors? (i.e. micro and small enterprises such as aggregators, waste pickers, artisans, artisanal and small miners, both formal and informal) of your value chain?

(in a maximum of 400 words describe the services and activities the business is providing to and/or engaging small value chain actors)

b) Business Ownership (In a maximum of 300 words, describe the ownership structure of the business and subsidiaries (if applicable))

c). Management (in a maximum of 300 words, describe the management and governance processes of the business, qualifications and gender of key governance and management staff structures).

d) Financial History in Euro (Provide details of your financial position for the last three years – Last 2 year Audited Financials plus Latest Management Accounts)  
Use the link below to determine prevailing exchange rates

(For startups, only one (1) year’s financials will be required .

[https://www.ecb.europa.eu/stats/policy\\_and\\_exchange\\_rates/euro\\_reference\\_exchange\\_rates/html/index.en.html](https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html)

Financial year	Year 1 (AFS)	Year 2 (AFS)	Year3 (MA)
Annual turnover	EUR	EUR	EUR
EBITDA	EUR	EUR	EUR
Net profit / loss	EUR	EUR	EUR
Total Asset Value	EUR	EUR	EUR
Total outstanding amount of loans	EUR	EUR	EUR

In a maximum of 400 words, provide a commentary on your financial history that highlight sources of your business finance over the past 3 years.

- Describe the turnover trend line for the last three years;
- Provide the names of organizations you received financial support from, and the time and amount received;
- If you have external loan/s name the source, amount outstanding and repayment period;
- Describe your largest CAPEX expenditure of the past 3 years;
- Describe changes in equity, if any;
- Have you ever applied for grant funding before? If so, please provide details regarding sponsor, amount and the expected/realized results of the project.

e). Who is your current auditor?

Name	ZICA Certificate Number	No of years with the Auditor
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**Section 3: Project Description**

**The Opportunity**

In a maximum of 400 words **describe your project.**

- What is the specific industrywide problem that your project is trying to address?
- What are the product/services to be delivered?
- What is the rationale for the project?
- How is it aligned to your core business?
- What significant achievements your organisation has made in the past 3 years?

**a) Proposed solutions and key Project Activities**

In a maximum of 400 words describe the key project activities and expected achievements.

**b) Market Segmentation**

In a maximum of 300 words describe who are your target customers and how are they segmented (size, activity, geography etc.)

**c) Contribution**

How will the project contribute to your business growth (maximum 200 words)? *(Explain how the project will realistically contribute to substantial growth in business revenue, profit and assets over the implementation period)*

**d)** Degree of circularity or green dimension is key for the GREENTech4CE Project, whether for new innovation or products/services or process in order to address the objectives and challenges to implement or transitioning to green, circular economy. Will your proposed project address these challenges? If yes, please explain why and how by summarising associated activities? (maximum 250 words)

For example - a new product (either to your company or the sector), a new service (for example to improve efficiency or logistics or sharing resources for example) or a new process (for instance introducing digital technology to reduce transaction costs or improvement efficiency in the targeted value chain)?

**e)** Projected/ expected annual project turnover and projected earnings before interest tax depreciation and amortization with financial support in Euros

	Year 1	Year 2	Year 3
Projected Project turnover	EUR	EUR	EUR
Projected earnings before interest tax depreciation and amortization	EUR	EUR	EUR

Illustrate how the above figures were reached – state your assumptions:

f) Projected assets value in Euros

Year 1	Year 2	Year 3
EUR	EUR	EUR

g) Cost of project in Euros (Please enter the total cost of the project and then show how this will be met by a combination of GREENTech4CE Fund and Co-Financing from your own and third party contributions)

Total Project Cost	Total Financial Support Requested (GREENTech4CE Fund)	Co-financing	
		Own Contribution	Third Party Funding
	EUR	EUR	EUR

h) Project Risk (Detail critical risks that may affect the project and brief mitigation strategies)

Risk	Probability (Unlikely/Likely/Certain)	Impact (Low/Medium/High)	Mitigation plan

Section 4: Social Impact

a.) In not more than 400 words describe how the project will integrate small actors of your value chain (*Describe the specific proposed activities, services, benefits (direct /indirect) to targeted small value chain actors. Explain specific actions that will promote the participation of youth and women entrepreneurs in the project?*)

b.) In a maximum of 200 words, how many decent jobs your business has created for women and youth, and what is the projected number of decent jobs (direct or indirect ) expected to be created by the proposed project?  
(Describe specific actions that will provide opportunities for job creation within the company as a result of the project. Also, disaggregate employment opportunities for Women, Men and Youth-18-35years)

**Proposed number of Full time Staff**

Male Adults	Male Youth (18-35 years)	Female Adults	Female Youth (18-35 years)	Total

**Proposed number of part time staff**

Male Adults	Male Youth (18-35 years)	Female Adults	Female Youth (18-35 years)	Total

**Proposed number of seasonal staff**

Male Adults	Male Youth (18-35 years)	Female Adults	Female Youth (18-35 years)	Total

**Section 5 Supporting a Green Economy**

a). How will your business promote innovation and scale of green, circular and digital economy practices and models?

How will your business adopt / scale up green circular models and practices to improve sustainability at the firm and sector levels? \*

Describe in 200 words

**Section 6: Sustainability, Replicability and Additionality**

**d) Sustainability and replicability**

In a maximum of 400 words describe how your company plans to ensure project sustainability and replicability after the project period where: Sustainability- how the company will continue project activities when the project exits and, replicability is how the company can scale up a similar project in other regions)

Sustainability:

Replicability:

**e.) Additionality** (In not more than 200 words, would your project proceed and be sustainable without GREENTech4CE Fund financial support?)



## Application Terms and Conditions

The following terms and conditions will be part of the initial application process and will need to be agreed to when applicants submit their concept notes.

### Terms & Conditions

1. The call for project full proposals is not and shall not constitute an award commitment on the part of the GREENTech4CE Project.
2. All awards will be subject to the GREENTech4CE Project terms and conditions and are entirely contingent on the availability of funding.
3. Self Help Africa reserves the right to accept or reject any project full project or cancel the solicitation process at any time and shall have no liability to the proposing organisations submitting the project concept notes for such rejection or cancellation of the request for concept notes.
4. All information provided by Self Help Africa in this call is offered in good faith. Individual items are subject to change at any time without notice to applicants. Self Help Africa shall not be responsible for any use of the information submitted by applicants or for any claims asserted therefrom.
5. Self Help Africa is a corruption and fraud free organization and any attempt to solicit for information/support contrary to the call guideline during concept note submission process will lead to direct rejection.
6. Any conflicts of interest (including any family relations to staff of the fund manager, the funders or other parties with prior information regarding the call) arising from the submission of a proposal must be fully disclosed to the fund manager in the application.
7. Self Help Africa has no obligation to provide individual response to any questions raised by the applicant in the process of submitting this project concept note. We will publish all the responses on <https://selfhelpafrica.org/greentech4ce> and it's upon the applicant to regularly check for response to his/her questions.
8. Self Help Africa will keep the applicant's data in accordance with the EU General data protection and regulation. This data will be retained for a period of 5 years beyond the financial support period unless the applicant requests to have their data removed from our systems, in which case we will respond to the request in full within 24 hours.
9. Company information such as email address, phone numbers, business registration, PIN Number and physical address shall remain private and will be used for purposes of evaluating investment opportunities, including pre-award assessments, anti-terrorist and sanctions checks etc., under the fund and other related services. Any other use of this information will not be without direct authority from the applicant.
10. Self Help Africa guarantees Intellectual Property right and will not use contents of this concept note in a manner that infringes, violates or misappropriates the applicant's intellectual property rights or other proprietary rights.
11. The applicants shall meet their own costs in submitting the project concept notes.





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the European Union



12. You certify that all information provided as part of this application is true and correct to the best of your knowledge and belief. You also agree that Self Help Africa is within her right to suspend the application in case of provision of untrue or incomplete information by the applicant.

I have read and agree to the Terms & Conditions