

Annex 5 Eligibility Conditions and Lists of Required Documents

(only valid for specific Call 'Women in Business' – Egypt)

Annex 5.1: Eligibility conditions and list of required documents for Applicants

Topic	Description	Requirement for Supporting Documentation (Please note: All documents required must be copies of the originals. For documents established in other languages than English or French translations must be provided (translations have not to be certified at Concept Note Stage, but must be certified at the Full Project Proposal stage)	
		Concept Note Stage	Full Project Proposal Stage
Eligibility of Applicant	<p>Applicants must fulfil at least one of the following conditions:</p> <ul style="list-style-type: none"> (i) Ownership: At least 51% of the shares of the applying entity are owned by women (in case of a consortium at least the lead applicant) (ii) Management: At least 30% women in executive management positions or in Board of Directors of the applying entity (in case of a consortium at least the lead applicant) (iii) Employment: The envisaged project will have a female workforce participation ratio well above the average female participation ratio of the specific sector of the project (ideally 20 percentage points above average value) 	<p>Submission of:</p> <ul style="list-style-type: none"> Information of the ownership structure of the applying entity (indicating names, gender and shares) Information on the executive management / decision makers or Board of Directors (indicating names and gender) Provision of information regarding sector specific female workforce participation (e.g. by studies, survey results etc.) and provision of expected female workforce participation in envisaged project 	n.a.
Registration	<p><u>When applying as an individual entity:</u></p> <ul style="list-style-type: none"> Must be a separate legal entity registered in the concerned country. The exact type of legal form must be disclosed in the application form. 	<p>Submission of</p> <ul style="list-style-type: none"> Commercial register from applicant and partners (translated into French/English in case it is in Arabic) Business licenses for all partners (if applicable) 	<ul style="list-style-type: none"> Notarised certified translations of all submitted documents during the Concept Note Stage

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	<ul style="list-style-type: none"> Must be duly registered and operating under all licenses required for a given line of business in the concerned country. <p><u>When applying as a Consortium of several entities,</u> The consortium must nominate one lead applicant amongst its entities. The lead applicant need not necessarily be from the respective country.</p> <ul style="list-style-type: none"> All applicants of the consortium must each be a separate legal entity registered in the concerned country, in Africa or EU/EFTA. The exact type of legal form must be disclosed in the application form. Entities registered outside of the country, EU/EFTA or Africa are not eligible At least one member of the applying consortium must be duly registered and operating under all licenses required for the given line of business in the country. 	<ul style="list-style-type: none"> Legal acts of establishment for public sector entities 	
Years of Operation	<p>All applicants (the Individual, Lead Applicant, and Consortium members) must have been operating for a minimum of 3 years at the time of submitting the IFE grant application.</p> <p>Exception: In case of a recently registered entity in the country of call, which is an investee of an individual applicant or any of the consortium members (e.g.</p>	<ul style="list-style-type: none"> Commercial register from applicant and partners (translated into French/English in case it is in Arabic) showing date of registration of company 	<ul style="list-style-type: none"> Notarised certified translations of all submitted documents during the Concept Note Stage

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	subsidiary, joint venture, SPV), then the respective shareholders of this entity must have been operating for a minimum of 3 years at the time of CN submission		
Compliance	<p>The following conditions must be met by <u>all</u> applicants (Individual, Lead, and Consortium members if applicable):</p> <ul style="list-style-type: none"> ○ No applying entity can be engaged in activities that feature on the IFC Exclusion List as adapted by KfW¹ or otherwise contravene KfW's Environmental and Social Guidelines² ○ The project does not feature on the IFC Exclusion List as adapted by KfW or otherwise contravene KfW's Environmental and Social Guidelines ○ Disclosure of the names of shareholders / board of directors / owners up to the level of ultimate beneficial owners, or (in the case of entities without shareholders) the main sources of their annual budget or capital endowment 	<p>The following documentation must be submitted:</p> <ul style="list-style-type: none"> ○ Declaration of Undertaking signed by <u>all</u> parties (Individual applicant, Lead applicant, Consortium members) (see Annex 2) ○ Information on the executive management / decision makers / shareholders (if applicable) / ultimate beneficial owners (if applicable) including names, nationalities, and dates of birth in the Concept Note ○ Confirmation of compliance with IFC Exclusion List / KfW Environmental and Social requirements ○ Private sector applicants must provide a document outlining the ownership structure including a list of all shareholders 	<p>Submission of:</p> <ul style="list-style-type: none"> ○ List of authorized signatories ○ ID/passport scans of authorized signatories ○ Document showing the specimen signatures of signatories (Certificate of Incumbency) ○ Know-Your Customer (KYC) Documentation (see Annex 6)
Financial Capacity	<p>Private sector companies must fulfil the following criteria:</p> <ul style="list-style-type: none"> ○ Average yearly turnover must be greater than or equal to 50% of requested grant volume (if 	<p><u>General:</u></p>	<ul style="list-style-type: none"> ○ Any updated document ○ Notarial certified translation of Arabic Financial Statements (if applicable)

¹ https://www.kfw.de/PDF/Download-Center/Konzernthemen/Nachhaltigkeit/Ausschlussliste_EN.pdf and

² https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/Nachhaltigkeitsrichtlinie_EN.pdf

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(Individual or Lead Applicants)	<p>in consortium, this turnover requirement applies to the combined turnover average of the entire consortium),</p> <ul style="list-style-type: none"> Debt-equity ratio less than or equal to 4.0 (in last financial year), Positive EBITDA in at least 2 out of past 3 years. <p>All public sector applicants must</p> <ul style="list-style-type: none"> confirm their own contribution at submission of the Concept Note; commit to exhaust their own contribution for the investment prior to the 1st disbursement of the grant; confirm financial capability to cover the operating costs of the project after completion of the investment. <p>NGOs must:</p> <ul style="list-style-type: none"> demonstrate budgetary balance (neutral or positive result) in the last three financial years. 	<ul style="list-style-type: none"> Declaration confirming that applicant will cover any potential taxes/levies applied in the applicant's country on the grant received Statement of Applicant that he will bear any costs overruns <p><u>Private entities:</u></p> <ul style="list-style-type: none"> Certified financial statements covering the past three years for the applicant and for partner entities (if applicable), translated into French/English in case it is in Arabic. <p><u>Public Entities:</u></p> <ul style="list-style-type: none"> Information about the applicant's overall annual budget for the past three years, Letter of Commitment from the responsible public authority and if possible proof of authorised budget. Information on budget for the entity for each of the past three years. 	<ul style="list-style-type: none"> Submitted financial documents will need to be notary certified in order for the application to proceed
Financial Capacity (Consortium Members)	<p>Private sector partners must</p> <ul style="list-style-type: none"> demonstrate positive EBITDA in at least 2 out of past 3 years. <p>Public sector partners must</p> <ul style="list-style-type: none"> confirm their own contribution and provide clear commitment to undertake and fund the 	<p>Note: Entities not subject to the legal audit obligation of their accounts must document their budgetary balance (presentation of surpluses / neutral or positive results) over the past three years through other documented means.</p>	

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	project according to their consortium agreements.		
Lead Applicant Requirements	<p>The lead applicant is responsible for the quality and truth of information provided. The lead applicant will be the one signing the Grant Agreement with IFE.</p> <p>Hence the lead applicant must be the main stakeholder, who will implement the project and be responsible for its full execution, as well as all monitoring / reporting obligations.</p>	<ul style="list-style-type: none"> ○ Power of Attorney for signing the potential grant agreement on behalf of the applicant (in case of consortia, signed by each partner) ○ In case of consortia, Declaration of Collaboration between consortium partners and signed by all partners delegating responsibility to the Lead Applicant and describing the role of each partner (see Annex 3) 	n.a.
Technical Capacity	Applicants must demonstrate the technical capacity to undertake and implement the project at hand. At a minimum this means offering a sufficient number of capable personnel to lead the project implementation.	<ul style="list-style-type: none"> ○ CVs of key personnel ○ It will be an advantage if the applicant can also present Project references for other comparable projects which the applicant has undertaken 	Any additional CVs

Annex 5.2: Eligibility conditions and list of required documents for Projects

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
Project Location	All projects co-financed by IFE must take place entirely in the country of the Call for Proposals. The job creation impact of the project must also take place in the country of the Call for Proposals.	The applicant must <ul style="list-style-type: none"> ○ state the intended location of the project ○ demonstrate the availability of land (copy of landowner / lease certificates) 	n.a.
Project Maturity	FE only accepts projects that have already been progressed to an advanced level of maturity as evidenced by the preparatory activities of the applicant. IFE reserves the right to cancel a committed financing contribution if this condition is not fulfilled.	<u>compulsory:</u> <ul style="list-style-type: none"> ○ Basic cash flow projection (format will be provided) ○ Funding plan and funding sources incl. contingency budget ○ Investment components and cost estimates <u>optional:</u> <ul style="list-style-type: none"> ○ Cost quotations ○ Market Study ○ Technical Study (e.g. feasibility studies, etc.) ○ Implementation Plan ○ Procurement Plan <p>Please note: While some documents are not mandatory, it is highly recommended that the applicant provides as much details as possible to boost their chances for being selected</p>	<ul style="list-style-type: none"> ○ Detailed cash flow projection incl. 5% retention provision of the requested IFE grant ○ Cost quotations ○ Market Study ○ Technical Study (including feasibility studies, etc.) ○ Implementation Plan ○ Procurement Plan
Investment Phase Timeframe	It is a condition that the investment can be started within a maximum period of 12 months after signing the Grant Agreement;	<ul style="list-style-type: none"> ○ Description of key activities and estimated timing 	<ul style="list-style-type: none"> • Detailed description of activities and timelines by submission of a clear and precise implementation plan

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	<p>The investment phase of a project may not exceed 24 months;</p> <p>Total time from the date of effectiveness of the grant agreement until the end of the investment phase cannot exceed 30 months.</p>	<ul style="list-style-type: none"> ○ Timeline for project preparation activities (max. 12 months) ○ Timeline for the investment period (max. 24 months) ○ Overall timeline shall not exceed 30 months 	
Additionality	<p>Prove that the financial contribution from IFE is essential for the implementation of the project, i.e. the contribution does not replace but rather supplement other options of funding currently available to the applicant.</p> <p>Please note that IFE will not approve a grant:</p> <ul style="list-style-type: none"> ○ if the project has already begun and is at a stage beyond the planning phase; ○ if the applicant/parent company has sufficient liquid funds to carry out the investment; or ○ if the applicant can secure sufficient external financing without the IFE grant. <p>Please note that it is the obligation of the Applicant to prove that he has exhausted all reasonable funding options and was not successful in obtaining the required funds. This does not only include lending institutions (banks, leasing, factoring) but also equity investors (investment funds or holding companies).</p>	<p>The following list offers potential reasons for additionality:</p> <ul style="list-style-type: none"> ○ Banks and/or investment funds do not offer suitable financing products that match the investment terms of the project; ○ Applicants cannot provide sufficient collateral to obtain loans from local banks for the investment project (demonstrated by, for example, letter of rejection for a loan from a local bank stating lack of collateral as a reason for rejection); ○ The project's cashflow is positive, but key financial indicators do not support the financial viability of the investment – specifically, the Internal Rate of Return is far too low. ○ Applicants or their parent companies have not sufficient liquid funds to make the investment (demonstrated by certified financial statements). ○ Local banks or other investors make IFE grant a prerequisite for granting a loan for the project (demonstrated by, for example, Letter from a bank indicating the requirement of IFE grant for a loan) 	<ul style="list-style-type: none"> ○ Submission of supplementary documents, proving the indicated reason for additionality

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	Insufficient or no-convincing justification of the additionality criterion will disqualify the project for an IFE grant.	<ul style="list-style-type: none"> The IFE grant creates a significant additional number of jobs in the first two years of the operation phase (at least 20% additional in the first year of operation compared to the baseline scenario). 	
Absence of Market Distortion	<p>The proposed project should not cause significant negative market distortions or lead to market dominance/monopoly for the applicant. In particular, IFE may not be able to offer co-financing in the event that:</p> <ul style="list-style-type: none"> The specific product market has less than 5 providers; and/or The applicant has a market share >20% before the investment and/or might reach a market share of >40% after the investment project to be co-financed by IFE <p>If either of the two above criteria is met based on available market information, or if no sufficiently meaningful market data is available, IFE will examine the risk of possible market distortion in more detail to arrive at a final recommendation to be submitted as part of the evaluation report.</p>	<p>Evidence that the proposal does not cause market distortion by providing</p> <ul style="list-style-type: none"> Market analyses showing the state of the market for the product(s); Clear description of the existing market situation and forecast for how the IFE grant project will change the market position of the applicant. 	<ul style="list-style-type: none"> Submission of supplementary documents, proving the non-existence of market distortion
Key Performance Indicators (KPI)	As the primary aim of the IFE is the creation of new jobs, applicants have to prove that the proposed investment will lead to new and good jobs. (see definition in section 1 of this document).	<p>Estimation of</p> <ul style="list-style-type: none"> Number of new jobs (KPI 1) Number of existing employees who benefit from improved working conditions as a result of the investment (KPI 2) 	<ul style="list-style-type: none"> Detailed time plan for creation of jobs at own and 3rd entities Detailed planning (professions) for own and 3rd party entities Lols for at least an additional 25% of jobs to be created at 3rd entities

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	Maximum grant costs / job created shall not exceed 8.000 EUR	<ul style="list-style-type: none"> Number of employees who will participate in vocational and higher education measures as a result of the investment (KPI 3) In case of jobs to be created at 3 rd party entities, provision of Letters of Intent (see Annex 4) for at least 25% of the jobs <ul style="list-style-type: none"> 	
Environmental and Social Issues	Applicants will have to provide information on environmental and social aspects of the project. Please note that projects falling into Cat. A according to KFW guidelines are not eligible.	Information on eight performance standards incl. <ul style="list-style-type: none"> Potential E&S risks and impacts Labour, Health and Safety aspects Type of land used for the project Community Health, Safety and Security 	<ul style="list-style-type: none"> Any additional or updated documentation on environmental or social aspects (Please note: as a result of the Concept Note evaluation compulsory requirements may have to be fulfilled)
Land and in-kind contributions	Applicants must demonstrate that the land for the planned investment is available. Please note in this context that IFE will not finance the acquisition or lease costs of land. In-kind contributions such as land, buildings, equipment can be accepted in the financing plan under the following conditions: <ul style="list-style-type: none"> The contributions are necessary for the operation of the foreseen project The size of the contributed land or building including its facilities are required for the foreseen project. The value of the in-kind contributions is verified by an independent entity 	<ul style="list-style-type: none"> Land ownership documentation (provision of land title or lease agreement) List of planned in-kind contributions and values necessary for the planned project <u>Optional:</u> <ul style="list-style-type: none"> External independent valuation of in-kind contributions 	<ul style="list-style-type: none"> Independent valuation of assets provided as own-contribution

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	<ul style="list-style-type: none"> The total value of the in-kind contribution does not exceed 85% of the total eligible investment costs. 		