

Guidelines for Applicants

regarding

the Call for Proposals for Job Creation in the private sector with Option Enhancing Labour Migration towards Germany by the Facility Investing for Employment (IFE)

This document is intended to help applicants by providing detailed information on the conditions, timelines and procedures applicable to the below mentioned Call for Proposals of the Facility Investing for Employment (IFE).

Please read these Guidelines for Applicants in their entirety before registering with the online application system SmartME to start your application process.

Countries: Côte d'Ivoire, Egypt, Ghana, Morocco, Senegal and Tunisia

Option Labour Migration: Egypt, Ghana, Morocco, Senegal and Tunisia

Start date of the Call for Proposal:

- 20th March 2026 for Ghana, Senegal and Tunisia
- 15th April for Côte d'Ivoire, Egypt and Morocco

Submission Dates for Concept Notes (CN):

- for Ghana, Senegal and Tunisia: 1st June 2026
- for Côte d'Ivoire, Egypt and Morocco: 30th June 2026

Sectors: open to all sectors

Questions:

- Questions can be submitted to: cfp-ife.2026@invest-for-jobs.com
 - for Ghana, Senegal and Tunisia until 15th May 2026
 - for Côte d'Ivoire, Egypt and Morocco until 15th June 2026
- General information sessions (Webinars) will be held to interested applicant. Specific information on the dates of the webinars can be found on the Call for proposal website: <https://invest-for-jobs.com/en/investing-for-employment#current-call-for-proposals>
- During the Concept Note submission period individual counselling sessions are offered to provide guidance on general eligibility criteria as well as on the compulsory job creation component and the optional labour migration component (please see chapter 5.1 for contact details).

Timelines:

Stage	Ghana, Senegal, Tunisia	Côte d'Ivoire, Egypt, Morocco
Submission Period for Concept Notes	20 th March to 1 st June 2026	15 th April to 30 th June 2026
Evaluation Period for Concept Notes	1 st June to 31 st July 2026 (tentative)	1 st July to 31 st August 2026 (tentative)
Submission Period for Full Project Proposal (shortlisted candidates only)	15 th August to 7 th October 2026 (tentative)	15 th September to 7 th November 2026 (tentative)
Due Diligence of submitted Full Project Proposals	10 th October to 15 th April 2027 (tentative)	10 th November to 15 th May 2027 (tentative)

PLEASE NOTE:

- The above-mentioned timelines are only indicative.
- The duration of the Due Diligence may differ significantly from project to project, depending on the quality of the Full Project Proposals submitted.
- IFE reserves the right to reject Concept Notes or Full Project Proposals at its own discretion in case the quality or completeness of the proposal is assessed as insufficient.
- IFE reserves the right to amend these guidelines during the application phase of the Calls for Proposals.

Abbreviations:

BMZ	German Federal Ministry for Economic Cooperation and Development
CN	Concept Note
CSO	Civil Society Organisation
DD	Due Diligence
EBITDA	Earnings before Income Tax, Depreciation and Amortisation
EFTA	European Free Trade Association
ESMS	Environmental and Social Management System
EU	European Union
FPP	Full Project Proposal
IFC	International Finance Corporation
IFE	Facility Investment for Employment
ILO	International Labour Organisation
IRR	Internal Rate of Return
KfW	Kreditanstalt für Wiederaufbau (KfW Development Bank)
KPI	Key Performance Indicator
KYC	Know-Your-Customer
Lol	Letter of Intent
NGO	Non-Governmental Organisation
OHS	Occupational Health and Safety
SI	Special Initiative
SPV	Special Purpose Vehicle
VAT	Value Added Tax
VET	Vocational Educational and Training

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Background and IFE Purpose

Africa needs about 20 million new jobs per year in order to provide its young population with prospects for the future. With its **Special Initiative "Decent Work for a Just Transition"**, the German Federal Ministry for Economic Cooperation and Development (BMZ) has set itself the goal of supporting German, European and African businesses and investors engaging in Africa. The Special Initiative aims at (i) creating decent jobs, improving income and working conditions; (ii) creating possibilities for training and further education; and (iii) increasing private investment. For more information regarding the Special Initiative and its range of activities, please visit <https://invest-for-jobs.com/en>.

The **Facility Investing for Employment (IFE)** - an integral part of the **Special Initiative "Decent Work for a Just Transition"** - was created by KfW Development Bank (KfW) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Please visit <https://invest-for-jobs.com/en/investing-for-employment> for more information on IFE.

The main purpose of the Facility is job creation in the private sector.

Grant funding is therefore available only for projects which will create new jobs in the private sector of the concerned countries!

Preference is given to projects, which combine job creation with the possibility to enhance labour migration to Germany

While the primary goal of the Facility is the creation of new jobs, specific key performance indicators (KPI) and bonus aspects are taken into account in the selection of projects (see section 4 for details):

- Number of new good jobs and cost per job (KPI 1) ¹;
- Number of existing employees who benefit from improved working conditions, or higher income (KPI 2);
- Number of people, participating in higher education or short-term job-related trainings (KPI 3);
- Bonus criteria for number of jobs for women and youth, contribution to feminist development and just transition, synergies with other projects of the Special Initiative.

Therefore, projects which first demonstrate sufficient job-creation potential may receive additional points in the evaluation process or even additional financial support for the implementation of measures related to labour migration towards Germany. Please see section 4 for further information on evaluation criteria and the ranking procedure of eligible applications.

¹ See definition and conditions for Key Performance Indicators (KPI) in Annex 1

1. Section General Eligibility Criteria

(must be fulfilled by all applicants)

1.1 General Eligibility Conditions for Applicants

Applicants can be any entity with a proper legal body. The Call for Proposal is open for applicants applying either as an **Individual** entity or in a **Consortium** of several entities.

The following table provides a summary of conditions, which **must be met** by all Applicants (Individual or Consortium members) in order for a project proposal to receive funding. Please review carefully the requirements and the required supporting documentation. If any of the below criteria is not fulfilled, please do not apply.

For a full list of documentation required at each stage of the IFE application process, please refer to Annex 6.

Topic	Description of Key Conditions
Registration and Years of Operation	<ul style="list-style-type: none"> • Applicant must be a separate legal entity duly registered in the concerned country, in Africa or EU/EFTA. • Applicant or at least one member in case of a consortium must be duly registered <u>and operating</u> in the concerned Country for the Call for Proposals. • <u>All</u> applicants (Individual or Lead Applicant and Consortium members) must have been operating for a minimum of 3 years. 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. subsidiary, joint venture, Special Purpose Vehicle-SPV), then the respective shareholders of this entity must have been operating for a minimum of 3 years at the time of CN submission
Financial Capacity	<p><u>Private sector applicants:</u></p> <ul style="list-style-type: none"> • Average yearly turnover must be greater than or equal to 50% of requested grant for the job creation component. • In case of a consortium, lead applicant must have at least 50% of the consortium's turnover. • Debt-equity ratio (in case of a consortium for the lead applicant) less than or equal to 4.0 (in last financial year), • Positive EBITDA in at least 2 out of past 3 years (in case of a consortium this condition must be fulfilled by all partners). <p><u>Public sector applicants, Civil Society or Non-Governmental Organisations:</u></p> <ul style="list-style-type: none"> • Average yearly budget must be greater than or equal to 25% of requested grant for the job creation component. • In case of a consortium, budget of the lead applicant must be at least 50% of the combined yearly budget. • Evidence of availability of the required own contribution. • Confirmation of financial capability to cover potential deficits during the operational phase of the project.
Compliance	<ul style="list-style-type: none"> • Applicants are not engaged in activities that feature on KfW Exclusion List². • Applicants adhere to the EU - Sanction policy³.

² https://www.kfw.de/PDF/Download-Center/Konzernthemen/Nachhaltigkeit/Ausschlussliste_EN.pdf

³ <https://sanctionsmap.eu/#/main>

Topic	Description of Key Conditions
	<ul style="list-style-type: none"> • Applicants (individual or lead entity and consortium partners) must disclose linkages to any parent and sister/related companies – if applicable. • Applicants (individual or lead entity and consortium partners) must disclose 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. • Applicants must confirm that they fulfil all conditions laid out in the Declaration of Undertaking (see Annex 2) and Declaration of Commitment (see Annex 3).
Technical capacity	<ul style="list-style-type: none"> • Applicants must demonstrate the technical capacity to undertake and implement the project at hand. This means having a suitable experience in the concerned sector and offering capable personnel to implement the project.

PLEASE NOTE:

- The fulfilment of these eligibility conditions will be verified during the assessment procedure.
- All applications, which fail to submit any of the indicated required documentation, will be rejected.

2. Section Job Creation Component

(compulsory)

2.1 General project eligibility conditions

The following table provides an overview of the key conditions, the job creation component of the proposed project must fulfil to be eligible. Please review each requirement carefully and ensure that you can provide sufficient supporting documentation to prove their fulfilment. If the proposed project does not meet any of these criteria, please do not apply.

For a full list of all documentation required at each stage of the IFE application process, please refer to Annex 6.

Topic	Description of Key Conditions
Project Location	<ul style="list-style-type: none"> All projects co-financed by IFE must take place entirely in the country/ies of the Call for Proposals. The job creation impact of the project must also take place in the country/ies of the Call for Proposals.
Project Maturity and Investment Phase Timeframe	<ul style="list-style-type: none"> Projects must demonstrate an advanced level of maturity (e.g. availability of (pre)feasibility studies, bills of quantities / price quotes / secured funding of own cash or in-kind contribution etc.) (see Annex 6 for details) Investment can be started within a maximum period of 12 months after signing the Grant Agreement; The investment phase of a project may not exceed 24 months; Total time from the date of effectiveness of the grant agreement until the end of the investment phase cannot exceed 30 months.
Additionality	<ul style="list-style-type: none"> Evidence that the financial contribution from IFE is essential for the implementation of the project in the proposed scope. Please refer to Annex 6 for details.
Market distortion	<ul style="list-style-type: none"> The proposed project should not cause significant negative market distortions or lead to market dominance/monopoly for the applicant. Please refer to Annex 6 for details.
Compliance	<ul style="list-style-type: none"> The project does not fall into Environmental and Social Category A (high risk of having diverse significant adverse impacts and risks on the environment or the social conditions of the affected population). The project does not feature measures, which are on the IFC Exclusion List as adapted by KfW. (see https://www.kfw.de/PDF/Download-Center/Konzernthemen/Nachhaltigkeit/Ausschlussliste_EN.pdf) The project does not feature construction of a wider natural gas grid or pipeline. Projects, which include the construction of a gas grid within an industrial zone, are only eligible under the following conditions <ul style="list-style-type: none"> It must be convincingly demonstrated that there are no alternative options to ensure a supply via renewable energies. If legally possible, it must be demonstrated that aspects relating to energy supply from renewable energy sources will be taken into account in the allocation of lots to companies.

Topic	Description of Key Conditions
	<ul style="list-style-type: none"> ○ The gas network to be created should be H2-ready. ○ The costs for the gas network and connections must be financed by the applicant. ● Projects in the automotive / mobility sector or which benefit entities active in this sector, must demonstrate that the project contributes to achieving the Paris Declaration towards greenhouse gas neutrality. (see for further details: https://www.kfw.de/nachhaltigkeit/About-KfW/Sustainability/Strategie-Management/Sustainable-Finance/Sector-guidelines/)

PLEASE NOTE:

- The fulfilment of these eligibility conditions will be verified during the assessment procedure.
- All applications, which fail to submit any of the indicated requirements, will be rejected.

2.2 Project Categories

The proposed investment project, which will lead to job creation, must fall within one of IFE's four categories. It is the responsibility of the applicant to correctly identify the project category which applies to the proposed project.

PLEASE NOTE:

- Applicants should pay special attention to the project category they choose to apply for.
- IFE reserves the right to re-categorise the project (with a corresponding impact on the own contribution expected from the applicant) if it disagrees with the categorisation proposed by the applicant.
- In the event that the applicant refuses the re-categorisation, IFE reserves the right to reject the application.

The following table provides an overview of the project categories and features:

Categories	Not-for-Profit Projects		For-Profit Projects	
	For both categories it must be proved that			
	<ul style="list-style-type: none"> the project's paramount objective is for common benefit all assets co-financed by the IFE will belong irrevocable to a non-profit entity and that potential revenues / profits generated by the project will not be distributed to private entities or persons! 			
	Category 1	Category 2	Category 3	Category 4
	Not-for-profit projects (no revenue generation neither by the lead applicant's entities nor by the consortium members - if applicable)	Not-for-profit projects (with revenue generation by the lead applicant's entities and/or by the consortium members - if applicable)	For-profit projects (majority of jobs will be created at independent 3 rd party entities)	For-profit projects (majority of jobs will be created at the applicant's entity/ies)
Eligible Applicants	National ministries and public investment agencies; Professional Associations (industry, commerce, agriculture); Organisations managing industrial zones; NGOs; infrastructure service providers; Private commercial companies		Private commercial companies	
Project description	<ul style="list-style-type: none"> Projects enabling job creation in the private sector (Letters of Intent - Lol have to be provided) Projects do not generate revenues 	<ul style="list-style-type: none"> Job creation either within the applicant entity (in case the applicant is a private commercial entity) and/or within private 3rd party entities (Lols have to be provided) Projects generate revenues, but no distribution of profits 	<ul style="list-style-type: none"> At least 50%+ 1 jobs will be created at 3rd party entities (Lols must be provided) 	<ul style="list-style-type: none"> Projects creating jobs primarily at the applicant's entities Lols must be provided for jobs at 3rd entities
IFE grant	<ul style="list-style-type: none"> Up to 90% of the total eligible investment cost of the project 	<ul style="list-style-type: none"> Up to 75% of the total eligible investment cost of the project 	<ul style="list-style-type: none"> Up to 35% of the total eligible investment cost of the project 	<ul style="list-style-type: none"> Up to 25% of the total eligible investment cost of the project
Examples	<ul style="list-style-type: none"> Construction of a toll-free road for an industrial zone Training projects (without tuition fees) 	<ul style="list-style-type: none"> Energy generation / transmission facilities to supply an industrial zone Equipping accelerator centres Vocational Training centres (with tuition fees) 	<ul style="list-style-type: none"> Construction of a factory to build a new medical device and Third-Party entities hire additional sale teams to market and sell the device Construction of a food processing plant and a Third-Party entity hires new staff to produce inputs to the plant 	<ul style="list-style-type: none"> Expansion of an existing processing facility Investment in an upstream or downstream project

2.3 Eligibility criteria for new good jobs

Every application must convincingly describe and substantiate how the project will create new good jobs in the private sector as a direct result of the IFE funding.

Jobs can be counted if they are created either at the Applicant entity/ies (including consortium partners and sister / related companies) and/or if they are created at Third Parties. Further, jobs must fulfil certain conditions (see below). Only jobs created in the private sector will be considered.

<p>Job Conditions</p>	<p>Only new jobs can be counted which fulfil the following conditions:</p> <ul style="list-style-type: none"> ○ Fulfilment of a minimum employment duration of at least 520 working hours over a period of up to one year (for example 20 hours/week over 6 months or 40 hours/week over 3 months); ○ Salary at least equal to the national minimum wage or as determined by the Special Initiative (see Annex 9). ○ Compliance with the International Labour Organisation (ILO) core and basic labour standards (no child or forced labour, prohibition of discrimination in employment and occupation, freedom of association and right to collective bargaining, occupational health and safety). ○ For self-entrepreneurs and freelancers, compliance with minimum income (Annex 9) and working hours.
<p>Jobs created at the Applicant entity</p>	<ul style="list-style-type: none"> ○ Jobs created at the Applicant's or related entities (consortium partners, parent or sister companies / subsidiaries etc.) can only be counted if these jobs would not have been created without the IFE grant. This needs to be demonstrated in the application.
<p>Jobs created at Third Party entities</p>	<p>In case the new jobs are to be created at Third Parties, these jobs can only be counted if:</p> <ul style="list-style-type: none"> ○ the Third Party is not related to any of the applicant's entity/ies; ○ the Third Party commits via a Letter of Intent to create new good jobs; ○ the Third party confirms that the job creation is a direct result of the IFE grant (i.e., the Third Party would not have created these new good jobs without the IFE-supported project).

PLEASE NOTE:

- Jobs created in the public sector are not accepted by IFE (except governmental owned enterprises with a legal personality and a commercial purpose).
- The indicated number of new jobs will be verified during the application process.
- Jobs created through indirect effects of the project (e.g. through an improvement in social and economic conditions), are not eligible and cannot be counted.
- Successful applicants are obliged to monitor and provide evidence for the jobs created, both at own and – if applicable - at 3rd party entities.
- IFE reserves the right to reject applications which have overestimated the job creation potential of their project.

2.4 Grant Size, Own Contributions and Eligible Expenditures

2.4.1 Grant size

IFE offers grants for the job creation component between

- 800.000 and 10 Mio. EUR / project, applicable to all countries of the Call for Proposal

The specific grant size is subject to the specific project category:

Category	Description	Grant size	Own contribution
Category 1	Not-for-profit projects (no revenue generation)	max. 90%	min. 10%
Category 2	Not-for-profit projects (with revenue generation)	max. 75%	min. 25%
Category 3	For-profit projects with job creation impact mainly at 3 rd party entities	max. 35%	min. 65%
Category 4	For-profit projects with job creation impact mainly at applicant's entity	max. 25%	min. 75%

PLEASE NOTE:

- For private applicants: Requested grant size cannot exceed 200% of the average turnover of the applicant in the past 3 years.
- For public applicants, Civil Society and Non-Governmental Organisations: Requested grant size cannot exceed 400% of the applicant's average budget in the past 3 years.
- Grants are in addition to the applicant's own financial contribution (both cash and in-kind).
- Grants are regarded as partial financing, are based on financial shortfalls only and cannot exceed the above-mentioned thresholds. Applicants must demonstrate their inability to cover the requested grant amount (see Annex 6 for further details).
- A sum equal to 10% of the grant amount will be withheld by IFE until completion of the investment (not considering defects liability period) to secure finalisation of the project.
- Any cost overruns during the application or investment period will have to be covered fully by the applicant.

2.4.2 Own contribution requirement

An applicant (individual entity or consortium) must provide own financial contributions towards the overall project investment costs. The minimum percentage of own contribution required is defined based on the respective project category (see above).

The applicant's required contribution can be in either cash or a mix of cash and in-kind towards the overall project budget. The cash-contribution must be at least 15% of the overall own contribution and cannot be below 100.000 EUR.

Contribution	Description
Cash contributions <ul style="list-style-type: none"> Documentary evidence for cash contributions (signed loan (pre)agreements and/or equity provision, bank statements, etc.). 	<ul style="list-style-type: none"> Must be in EUR (or listed in EUR equivalent) Can stem from own funds, loans, and/or other types of financial support, such as equity contributions or grants from third parties To be exclusively used for Eligible Expenditures (see below) At least 15% of the Own Contribution must be in cash, but at least 100.000 EUR
In-kind contributions <ul style="list-style-type: none"> Actual value of existing constructions, land, equipment or already implemented measures, <u>which are necessary</u> for the foreseen Investment project (value must be certified by an independent expert) 	<ul style="list-style-type: none"> Value and size of owned land necessary for the project (value of lease contract is only eligible in case of emphyteutic agreements in countries where there is no private property) Actual value of existing constructions, equipment or similar necessary for the envisaged project. Value of preparatory studies or other measures already implemented for the planning of the project.

PLEASE NOTE:

The applicant must provide

- A full breakdown of the planned own contribution in its application including identifying the amount and source of each contribution.
- Documentation of account balances for cash contributions and confirmation at signing of the IFE grant contracts.
- If applicable: Signed loan agreements and / or Term Sheets from financial institutions / equity providers pertaining to the availability of debt and/ or equity financing.
- For in-kind contributions, the need for the envisaged project must be proved.
In case the in-kind contribution is only partially necessary or used for the envisaged project, only a pro-rata percentage can be considered.
- Independent, certified valuations of the actual resale market value of in-kind contributions of land, constructions and equipment.

2.4.3 Eligible Expenditures

IFE grants can be used to co-finance expenditures only during the investment phase of the job creation component. All other expenditures or any costs occurring during the operational phase are not eligible and thus will not be considered in establishing the required applicant's financial contribution.

Type of expenditure	Eligible for investment plan	Eligible to be (co-) financed by IFE
<ul style="list-style-type: none"> Purchase or acquisition of equipment, machinery or other capital goods required for the realization of the project incl. transport costs 	yes	yes
<ul style="list-style-type: none"> Import duties, tariffs and other necessary side costs linked to purchases or acquisition of equipment, machinery or other capital goods 	yes	no

Type of expenditure	Eligible for investment plan	Eligible to be (co-) financed by IFE
○ Materials and external labour for the construction of premises required for the execution of the project.	yes	yes
○ External training, advisory or other technical services (e.g. architectural/technical designs, E+S studies etc.) required for the project during the preparatory and investment phase	yes	yes
○ Permits, licenses, operating software for the acquired assets and necessary for their operation (general business management systems like ERP and similar are NOT eligible)	yes	yes
○ Value added tax (VAT) ⁱ	no (if VAT expenses cannot be recovered or have to be pre-financed, the related amounts should be listed under necessary, but ineligible investment costs and have to be considered in the Funding Plan)	no
○ Acquisition of vehicles which are allowed to be privately used by managers or staff	no	no
○ Working capital required for a maximum of the initial 3 months of the operating period (Working capital relates only to raw supplies and consumables needed for the project's production process, but not to expenses such as salaries, electricity, rent etc.)	yes, but limited to a max. of 7,5% of the total eligible investment costs (if higher costs are necessary, these should be listed under necessary, but ineligible investment costs and have to be considered in the Funding Plan)	yes, but limited to a max. of 7,5% of the total eligible investment costs
○ Value of acquired land, pro-rated to the area for the exclusive purpose of the project, or of mandatory one-off down payments effected for lease contracts	yes	no
○ Costs for the construction of natural gas grids or connections to gas grids	yes, but only under conditions (see chapter 2.1)	no
○ Value of lease contracts for equipment or land	no (exception are emphyteutic land lease agreements in countries where there is no private property)	no
○ Ancillary costs such as loan signing fees, notary fees, land broker fees, penalties for late	no	no

Type of expenditure	Eligible for investment plan	Eligible to be (co-) financed by IFE
payments, interests for loan commitments, account fees, bank transaction fees etc-	(these costs should be listed under necessary, but ineligible investment costs and have to be considered in the Funding Plan)	
○ Current costs related to renting or leasing land or equipment required for the execution of the project	no	no
○ Personal or corporate income taxes at the level of the applicant entities or their owners	no	no
○ Costs of acquiring intangible goods (such as patent, brand, trademark, or copyright);	no	no
○ Taxes or duties arising outside the project country	no	no
○ Costs for internal personnel assigned to carry out preparatory or investment activities.	no	no
○ Normal recurring costs (such as staff salaries, office rental or maintenance of equipment).	no	no
○ All types of costs and expenses incurred beyond the investment phase of a project.	no	no

PLEASE NOTE:

- IFE reserves the right to re-assess the value of the in-kind contribution and – if necessary – to adjust the funding plan and grant size accordingly.
- Including non-eligible costs in the funding plan may result in the disqualification of the project proposal.
-

3. Section

Optional Component

Enhancing Labour Migration towards Germany

for Egypt, Ghana, Morocco, Tunisia and Senegal only!

In addition to the creation of new formal good jobs in the concerned countries of this Call for Proposals, IFE aims to support efforts, which address national skilled labour demands and efforts to enhance **labour migration possibilities towards Germany**. Applicants, who will implement related measures (see chapter 3.1. below), can benefit from additional financial support.

PLEASE NOTE:

- Applications have to consider national labour demand and essential elements for a successful labour migration towards Germany such as selection of suitable candidates, recognition of degrees, language skills, cultural knowledge, visa, job placements in Germany and integration.
- Applications with such an eligible additional component will be treated with preference during the CN evaluation and related shortlisting.

3.1 Key conditions:

The following table provides an overview of the key conditions, the labour migration component of the proposed project must fulfil to be eligible.

Topic	Description of Key Conditions
General conditions	<p>For the recognition of labour migration related measures, the following conditions must be fulfilled:</p> <ul style="list-style-type: none"> • Applicants must have fulfilled all general eligibility conditions (see section 1). • Applicants must have an eligible job creation component (see section 2).
Specific criteria	<ul style="list-style-type: none"> • Co-financing is only available for measures targeting the German labour market • For this specific sub-component, only applications will be accepted, which demonstrate the consideration of essential elements for a successful labour migration towards Germany (e.g. selection of suitable candidates, recognition of degrees, sufficient language skills, cultural preparation, visa procurement, job placement in Germany and integration). • Preference is given to applicants, who envisage cooperation with existing labour migration initiatives.
Project Location	<ul style="list-style-type: none"> • The job creation component must take place entirely in the country/ies of the Call for Proposals. • Measures for the labour migration component can take place both in the country/ies of the Call for Proposals or in Germany (see specific explanations below under 'eligible measures').
Eligible occupational sectors	<ul style="list-style-type: none"> • Main and ancillary construction industry (e.g. construction electricians, civil engineering professions, mechanists for sanitation, heating and air conditioning technology, roofers, general skilled trades such as bricklayers, carpenters, painters, etc.) • Metal and electrical industry (e.g. electricians, mechatronics engineers, professions in metal construction and processing such as welders, construction mechanics, electrical installation engineers, etc.)

Topic	Description of Key Conditions
	<ul style="list-style-type: none"> • Education and social services (Childcare workers, special needs teachers, social workers etc.) • Food processing and sales (e.g. professions in meat processing and sales, professions in the sale of bakery and confectionery products etc.) • Transport and Logistics (drivers, logistics specialists etc.) • Information Technology (e.g. software developers, system administrators/network engineers, data analysts etc.) • Hotel and hospitality industry (e.g. cooks, hotel managers, system caterers etc.)
Eligible labour migration measures and costs	<p>The following measures or a combination of these are eligible:</p> <ol style="list-style-type: none"> 1. Implementation of German language courses for people who have prospects of finding work or apprenticeship in Germany, as well as integration of German courses into training/qualification courses and their implementation. Expenditures outside the concerned country are eligible, but have to be justified. 2. Construction or necessary refurbishment of buildings, classrooms or workshops that, in addition to the training courses for the national market, are also suitable for the German market. Only costs occurring in the concerned country are eligible. 3. Technical equipment, workshops and practical training facilities that add value to the 'migration capability' of students or trainees to Germany. Specific needs for Germany must be justified. Equipment must be used entirely in the concerned country. 4. Development and certification of specific technical qualification courses (usually between 6 and 9 months duration), demanded and recognised by German companies. Expenditures outside the concerned country are eligible, but have to be justified. 5. Deployment of specialised trainers for the specific equipment (travel costs and salaries). Expenditures outside the concerned country (e.g. for online courses) are in principle eligible, but have to be justified. 6. Implementation of additional support measures such as matching events between potential migrants and German employers, migration counselling or intercultural courses to prepare participants for work in Germany may be considered in case no alternative programs are available. Such optional measures are only eligible in conjunction with measures 1 to 5 above and co-financing will only be granted if there is sufficient certainty that participants will be placed in Germany. Only costs occurring in the concerned country are eligible. 7. Promotion of cooperation partners' capacities: e.g. expansion of language school capacities through training of German teachers or construction and equipping of classrooms or examination rooms (prerequisite: applicant is responsible for use of funds and proof of expenditure). Please note that subject to German budgetary law, institutes financed by other German programs are NOT eligible for co-financing <p>Please note that</p> <ul style="list-style-type: none"> • operational costs such as salaries for staff employed by the applicant, office rental or maintenance of equipment or other recurrent costs are not eligible for co-financing;

Topic	Description of Key Conditions
	<ul style="list-style-type: none"> available alternative or parallel programmes of other German initiatives especially regarding visa support and matching events should be integrated. If those programmes cannot be integrated it should be explained.
Time limits for implementation and co-financing	<ul style="list-style-type: none"> Investment measures (infrastructure and equipment) for the skilled labour migration component can be implemented and co-financed up to the end of the 1st year of the operational phase of the job creation component. All other measures of the labour migration component are eligible for co-financing both during the investment and the operational phase. The co-financing for measures of the labour migration component is generally limited up to the end of the 1st year of the operational phase of the job creation component. Longer co-financing needs must be justified, but cannot exceed 3 years after the end of the investment phase of the job creation component.
Eligible applicants	<ul style="list-style-type: none"> The option is open to all types of applicants, which have fulfilled the general eligibility criteria laid out in chapter 1.1.
Other Conditions	<ul style="list-style-type: none"> Applicants have to prove that the measures <ul style="list-style-type: none"> are geared to enhance labour migration towards Germany, cannot be financed/implemented by other existing labour migration initiatives in the concerned country, will continue beyond the co-financing period (proof of sustainability). Applicants commit to monitor and to report quarterly on the implemented measures and on expected labour migration. In case of co-financing for cooperation partners, applicants commit to supervise measures and are responsible for use of funds and proof of expenditures. Co-financing for the eligible measures will only commence, once the job creation component has significantly advanced. Expected timing will be defined during the due diligence.

3.2 Grant Size for labour migration measures

IFE offers co-financing under the following conditions:

- The maximum total grant for the labour migration component cannot exceed 60% of the grant for the job creation component, accepted by IFE.
- The grant size is independent from the project category of the job creation component.
- IFE will cover 80% of the costs for all eligible measures accepted by IFE.
- Minimum IFE co-financing amount per application is 30.000 EUR.

PLEASE NOTE:

- IFE disbursement for labour migration measures will only start, once the main components of the job creation component have been implemented. Applicants are encouraged to indicate the envisaged starting date. (Final definition of the starting point for co-financed labour migration measures will be done during the Due Diligence)
- It is a condition that the investment part (infrastructure and equipment) can be concluded at the latest one year after having concluded the investment phase of the job creation component.
- Maximum duration for co-financing all other measures is generally limited to the operational period of the job creation component, but up to a maximum of 3 years after the end of the investment phase of the job creation component.
- Disbursements for the implementation of language, training and intercultural courses, deployment of teachers for qualification courses, matching events will only be made ex-post on a bi-annual sequence and only upon proof of evidence.

3.3 Own contribution requirement

The applicant must provide own financial contributions towards the labour migration component. The applicant's required contribution can be as follows:

- For language, training and intercultural courses, deployment of teachers and matching events the own contribution must be in cash.
- For one-off capital expenditure investment measures the own contribution can be either cash or a mix of cash or in-kind towards the overall project budget.
- The overall cash-contribution must be at least 15% of the overall own contribution of the labour migration measures.

Contribution	Description
Cash contributions <ul style="list-style-type: none"> ○ Documentary evidence for cash contributions 	<ul style="list-style-type: none"> ○ Must be in EUR (or listed in EUR equivalent) ○ Should stem from own funds only or from a combination of contributions by the applicant(s) and cooperation partners ○ To be exclusively used for Eligible Expenditures regarding the labour migration component
In-kind contributions <ul style="list-style-type: none"> ○ Actual value of existing constructions, land, equipment, <u>which are necessary</u> for the foreseen labour migration component (value must be certified by an independent expert) 	<ul style="list-style-type: none"> ○ Value and size of owned land necessary for the project (value of lease contract is only eligible in case of emphyteutic agreements in countries where there is no private property) ○ Actual value of existing constructions, equipment or similar necessary for the envisaged labour migration I measure. <p>Please note: Applicants have to prove that in-kind contributions are predominantly used for the labour migration component.</p>

3.4 General Documentation to be provided:

PLEASE NOTE:

Applicants must provide:

- A detailed explanation how the proposed measures will address the national labour market needs and simultaneously enhance labour migration towards Germany.
- A detailed description of the envisaged labour migration measures (see specific template provided in SmartMe).
- (Pre-)Agreements with potential cooperation partners for the labour migration component.
- A full breakdown of costs related to the planned measures (see specific template provided in SmartMe)
- The estimated number of people benefitting from the labour migration measures (specific for each measure).
- Bills of quantities, cost quotations, preliminary designs etc. for the foreseen measures.
- Detailed Funding Plan and proof of availability of own contribution.
- For in-kind contributions, the need for the envisaged labour migration measure must be proved. In case the in-kind contribution is only partially necessary or used for the envisaged labour migration measure, only a pro-rata percentage can be considered.
- Concept for the sustainability of the measures beyond the co-financing period.

PLEASE NOTE:

- The fulfilment of the above-mentioned conditions will be verified during the assessment procedure.
- IFE reserves the right to reject at its own discretion requested applications for the labour migration component, which fail to submit sufficient evidence.

4. Section Application and Project Selection Procedure

4.1 Application and Project Selection Procedure

For the selection of projects, a two-stage procedure is applied:

1. Submission of Concept Note
2. Submission of Full Project Proposals, **ONLY** for shortlisted applicants

The selection of projects will be conducted through a competitive, transparent process, as outlined below.



4.2 Submission Procedure

IFE utilises an online system called SmartME: <https://smartme.adalia.fi/login/IFE>

General rules for submission

- Applicants must register on the SmartME online platform and create an account. The platform can be accessed as of:
 - 20th March 2026) for applicants from Ghana, Senegal and Tunisia
 - 15th April 2026 for applicants from Côte d'Ivoire, Egypt and Morocco
- Only registered applicants can access the application forms.
- Concept Notes and – if shortlisted - Full Project Proposals must be submitted online via SmartME. No other form of submission is allowed.
- Applications received after the submission deadline will be rejected.
- Applications shall be submitted only in
 - French for applications for Côte d'Ivoire, Morocco, Senegal and Tunisia
 - English for applications for Egypt and Ghana

All financial information included in the applications shall be in EUR.

- All requested documentation must be submitted in French or English, depending on the application language (documents in other languages must be uploaded in the original language and accompanied by a translation).

Technical assistance with SmartME is available via the platform itself. Please note that IFE does not take responsibility for technical errors and **it is strongly recommended to submit an application well in advance of the deadline**. The system will generate an automatic reply email informing you of the successful submission.

4.3 Concept Note Assessment Procedure and Criteria

PLEASE NOTE:

- The CN evaluation exercise may also involve an onsite visit and/or video conference by an IFE staff member to assess the information provided by the applicant, in particular the plausibility of the KPIs, project category, in-kind contributions, grant amount and bonus points. This includes the right of IFE to directly contact cooperation partners for the labour migration component (if applicable).
- Applicants are required to make the information demanded by the IFE team available.
- False or incorrect information may lead to the rejection of the Concept Note.

The Concept Note (CN) Evaluation comprises the following steps:

a. Eligibility check for fulfilment of formal application criteria

Each CN submitted will be checked or verified against a set of eligibility criteria (minimum requirements) related to the applicant(s) and to the project. The main criteria are:

- Applicant is duly registered in the country of call;
- Applicant has been in operation for at least 3 years;
- Applicant (individual applicant or in case of a consortium lead applicant and all consortium members) has provided certified financial statements / budget information
- Applicant fulfils the financial eligibility criteria;
- Applicant has submitted all necessary declarations (please refer to Annex 2, 3, 4 and 6);
- Applicant has disclosed its shareholder structure and ownership;
- Applicant has disclosed linkages to parent and sister/related companies (if applicable);
- For the job creation component:
 - Basic cash flow plan and funding concept is provided;
 - Project investment phase can be completed within a period of max. 30 months (including time needed for planning, studies, licences, construction) until full technical completion;
 - Project does not fall into Environmental and Social Category A (high risk of having significant adverse impacts and risks on the environment or the social conditions of the affected population).

PLEASE NOTE:

- Applications, which do not fulfil all eligibility criteria above, will be rejected.

b. Qualitative assessment:

All applications, which have passed the eligibility check, will be assessed in a multi-step procedure: In a first step, the compulsory job creation component will be evaluated against five basic criteria:

Basic evaluation criteria

Completeness, clarity, and consistency with SI purpose

- The proposed measures to be financed and their intended effects are clearly described and are in line with the specific objectives of the SI and IFE.

Maturity of the Project

- The project must be at an advanced planning stage in order to be considered for IFE

Basic evaluation criteria

funding (demonstrated by presentation of feasibility studies, market studies, (pre)designs of buildings, detailed cash flows, detailed funding plans/agreements etc.

Additionality

- Evidence that the financial contribution from IFE is essential for the implementation of the project in the proposed scope and timeframe (see Annex 6 for details).

Absence of negative Market Distortion

- Demonstration that the Project does not show a substantial risk of causing significant negative market distortions or crowding out of private players (applicant's market share shall not exceed 20% before the project and not more the 40% with the project).

Cost per job created

- The grant cost / new job created shall not exceed 10.000 EUR (total grant requested divided by number of estimated new jobs)

PLEASE NOTE:

- All criteria must be fulfilled by the project to qualify for a shortlisting

In a second step, all applications, which fulfil the basic evaluation criteria, will be assessed and scored according to the following criteria (quality of the project concept for job creation and the applicant's capabilities and capacities):

Assessment of the Project Concept	Points
Intervention logic <ul style="list-style-type: none"> ○ Logic and suitability of the project concept to address the identified challenges 	10 points max.
Description of proposed project activities <ul style="list-style-type: none"> ○ Quality of description of activities and their suitability/necessity for the achievement of the project goals and results (including supporting information such as market studies etc.) 	15 points max.
Description of regulatory framework conditions <ul style="list-style-type: none"> ○ Quality of description about the regulatory framework conditions and potential obstacles, which may have an impact on the expected project outcome 	10 points max.
Financial viability of the project (short and long term) <ul style="list-style-type: none"> ○ Availability of sufficient financial resources to cover own contributions for the investments and operational costs (in particular important for projects, which show a continuous operational deficit) ○ Availability of sufficient financial resources to cover any potential cost increases. ○ Quality of the project implementation plan, financial assumptions and projections 	15 points max.
Operational implementation aspects of the project <ul style="list-style-type: none"> ○ Commitment and capacity of applicant to allocate the required resources and human resource capacity to implement the project <ul style="list-style-type: none"> ○ Clear description of the organisational structure of the project ○ Sound and coherent implementation plan 	15 points max.
Total	65 points max.
Minimum score to be achieved	32,5 points

Assessment of the Applicant's Capabilities and Capacities	Points
Experience in implementing projects in similar sector and size <ul style="list-style-type: none"> Number of similar projects implemented in the past 	7,5 points max
Institutional and staff capabilities to implement the project <ul style="list-style-type: none"> To what extent does the applicant have the required sectoral, technical and organisational knowledge to execute and manage the project? 	20 points max
Knowledge of the national legislation or prior experience with the implementation of Environmental and Social Management System (ESMS) <ul style="list-style-type: none"> To what extent does the applicant demonstrate knowledge and/or experience in ESMS? 	7,5 points max
Total	35 points max.
Minimum score to be achieved	14,0 points

Overall Maximum Score	100 points
Overall Minimum Score to be achieved	50 points

PLEASE NOTE:

- Projects which do not achieve each established respective minimum threshold or do not reach 50 points or higher on the Overall Qualitative Evaluation, will be rejected.

c. KPI assessment

In a third step, the Key Performance Indicators (KPI) will be assessed and scored according as follows:

Key Performance Indicator	Criterion	Score
KPI 1	Cost / job (grant cost/job cannot exceed 10.000 EUR)	between 5 and 55
KPI 2	Number of existing employees with improved income and / or other working conditions (see Annex 1)	between 2 and 10
KPI 3	Number of people participating in vocational and higher education or vocational/further qualification measures	between 3 and 15

PLEASE NOTE:

- The KPI figures provided by the applicant in the Concept Note will be revised and assessed during the evaluation. IFE reserves the right to modify the figures provided at its own discretion.
- IFE reserves the right to reject applications with over-estimated KPI.

d. Bonus criteria

In a fourth step, the qualified projects will be assessed against bonus aspects, which comprise youth employment, contribution to feminist development policy, contribution to just transition and synergies with other initiatives of the Special Initiative "Decent Work for a Just Transition".

Please note that the below table provides only summary information. Details for bonus criteria and explanations are provided in Annex 8.

Bonus criteria for job creation component	Score
More than 25% of jobs created (KPI 1) will be for youth (15-24 years)	5
The project contributes to at least one of the following criteria regarding feminist development policy: <ul style="list-style-type: none"> ○ Specific promotion of women in employment & women in business ○ Specific improvement of working conditions for women ○ Specific training of women 	5
The project contributes to at least one of the following criteria of 'Just Transition': <ul style="list-style-type: none"> ○ Project content falls within a 'green sector' ○ Project comprises greening processes ○ Project targets the information and communication technology (ICT) sector ○ Project promotes environmentally and socially sustainable global supply chains 	5
The project provides positive synergies with other projects within the Special Initiative "Decent Work for a Just Transition"	5

PLEASE NOTE:

- For all bonus points claimed the applicant has to provide evidence that the criteria laid out in Annex 8 are fulfilled.
- Bonus points will not be awarded in case IFE - at its own discretion - considers the documentation as insufficient.
- Successful applicants are obliged to monitor and provide evidence of the awarded bonus aspects.

e. Labour Migration measures (optional)

In a fifth step and if applicable, the proposed labour migration measures will be assessed.

PLEASE NOTE:

- To be eligible for a co-financing for labour migration measures, applicants must have passed successfully the eligibility check and the qualitative assessment of the job creation component.
- Applications without an eligible job creation component will not be considered.

Applications for co-financing will be assessed against the following criteria:

- Quality and accuracy of description of the envisaged labour migration measures, in particular the consideration of all necessary elements (see chapter 3) for a successful labour migration towards Germany;
- Potential cooperation models with existing initiatives supporting labour migration;;
- Quality of description regarding the financial sustainability of the labour migration measures, including:
 - Availability of sufficient financial resources to cover own contributions for the investment

- Concept of cost coverage beyond the co-financing period
- Availability of sufficient financial resources to cover any potential cost increases
- Quality of financial assumptions and projections (e.g. presentation of cost quotations, bills of quantity, cost quotations, preliminary designs etc.)
- Commitment and capacity of applicant to allocate the required resources and human resource capacity to implement the project;
- Clear description of the organisational structure for the implementation of the labour migration measures;
- Proposed measures must fall within the eligible measures as explained in chapters 2.4.3 and 3.1.;
- Requested co-financing amount must be within the maximum thresholds as explained in chapter 3.2.

PLEASE NOTE:

- Co-financing will not be granted in case IFE - at its own discretion - considers the documentation as insufficient or inconclusive.
- Successful applicants are obliged to monitor and to report on the labour migration measures and realised migration.
- Co-financing for measures such as **language, training and intercultural courses, deployment of teachers and matching events** are only granted ex-post upon proof of evidence of reimbursable costs.
-

4.4 Ranking and Shortlist

All projects, which have achieved the minimum score in the qualitative evaluation, will be – exclusively – ranked according to the following criteria:

Aspect	Criteria	Score
KPI 1	Cost / job (grant amount / expected number of jobs created)	Max. 55
KPI 2	Number of existing employees who benefit from improved working conditions, or income	Max. 10
KPI 3	Number of people participating in vocational and higher education or vocational/further qualification measures	Max. 15
Bonus criteria	See criteria above	Max. 20
Total		Max 100

Based on the availability of funds, a shortlist is established and successful applicants will be informed to submit a Full Project Proposal (FPP).

PLEASE NOTE:

- **Applications with an eligible labour migration component co-financed by IFE will be prioritized in the ranking. Consequently, these applications will be ranked before any application without a co-financed labour migration component.**

4.5 Full Project Proposal

Shortlisted Applicants have to submit Full Project Proposals (FPP) in the online management system (<https://smartme.adalia.fi/login/IFE>). Shortlisted Applicants will receive an invitation letter for submitting a FPP. Upon logging onto SmartME, the applicants can access the Full Project Proposal package, consisting of the following information/documents:

- The Full Proposal Form in SmartME, where they can download all required instructions, templates, and upload further documentation
- Word template for the Project Implementation Plan, including instructions for developing this critical document
- Excel template for the Financial and Work Plan
- List of documentary requirements including:
 - All required legal and financial documents including the VAT status document;
 - Evidence of availability of applicant co-funding contribution including third party funding where relevant;
 - CVs or biographies of key staff/managers involved in the project implementation;
 - Letters of intent by third party entities (other than consortium members) which are individually identified in the proposal either for the implementation of the project or the achievement of KPI targets;
 - Declarations of Undertaking signed by lead applicant and all consortium members, if applicable (Annex 2);
 - Declarations of Commitment signed by lead applicant (Annex 3)

PLEASE NOTE:

- Shortlisted applicants will receive in the invitation letter a list of the specific requirements to be addressed in their Full Project Proposal. Non-fulfilment of these requirements will lead to a disqualification of the application.
- Shortlisted applicants have as a standard 52 calendar days to elaborate their Full Project Proposals and upload it online in SmartME with all supporting documents (specific timelines and dates will be indicated with the invitation letter). At the beginning of the FPP period, individual counselling sessions will be offered to all shortlisted applicants. The aim of these sessions is to explain in detail the observations of the CN evaluation and areas that need to be improved in the Full Project Proposal.
- During the FPP stage IFE offers up to two Information Sessions for all shortlisted Applicants.

The Full Project Proposal must be sufficiently self-explanatory and convincingly document the viability and sustainability of the project and – if applicable – the labour migration component. It must include a detailed implementation plan with realistic timelines, detailed budget, proposal-specific results framework with objectives, targets and indicators, detailed technical design or equipment specifications including cost estimate, environmental and social management checklist, procurement plan, list of force account measures and an operational and maintenance plan (please see Annex 6 for specific documentation to be submitted).

4.6 Due Diligence / Full Project Proposal Evaluation

IFE will conduct a detailed due diligence exercise for each received Full Project Proposal to assess the correctness, completeness and relevance of the information provided. In particular, the following aspects are assessed.

Job Creation component:

- Verification of Eligibility criteria (financial indicators, investment timeline etc.);
- Verification of basic selection criteria (coherence with SI, maturity, additionality, absence of market distortion, max. job costs);
- Project category and Grant size;
- Maturity and technical plausibility of project concept;
- Plausibility of cost estimations, revenues, cash flow projections;
- Funding plan and sources;
- Plausibility of Key Performance Indicators (KPIs);
- Environmental & Social aspects;
- Coherence with EU State Aid Law.

Labour Migration component:

- Verification of basic selection criteria (eligible measures, grant size, co-financing thresholds, envisaged target groups etc.);
- Maturity and technical plausibility of the envisaged labour migration measures;
- Verification of coverage of all essential elements (see chapter 3) for a successful labour migration towards Germany, including cooperation agreements with other entities;
- Plausibility of cost estimations, cash flow projections;
- Plausibility of sustainability concept
- Plausibility of number of beneficiaries;
- Funding plan and sources.

PLEASE NOTE:

- The due diligence exercise may comprise an onsite visit and/or video conference by IFE staff members to assess the information provided by the applicant, in particular the plausibility of the KPIs, project category, in-kind contributions and grant amount. This includes the right of IFE to directly contact cooperation partners for the labour migration component.
- Applicants are required to make the information demanded by the IFE available.
- If necessary, the planning figures will be adapted for further processing.
- Applicants have to agree on the modifications.
- False or incorrect information provided by the applicant may lead to the rejection of the project proposal.

4.7 Contracting

Applicants, whose Full Project Proposals have been accepted by IFE, will be offered a Grant Agreement. Before the grant agreement can be concluded, an environmental and social due diligence must have been concluded.

During the due diligence conditions precedent to contracting, effectiveness of the contract or precedent to 1st IFE disbursement may be defined, which will become an integral part of the grant agreement.

4.8 Disbursement/Implementation

IFE disbursements will be done in instalments subject to achieved pre-defined milestones and upon submission of evidence and proof of expenses. The Applicants are expected to commit their own contribution before the disbursement of the grant. Disbursement of the IFE grant will only start, once all contractual conditions for pre-disbursement (will be determined during the DD procedure) have been fulfilled.

IFE disbursement for labour migration measures will only start, once the main components of the job creation component have been implemented. In addition, disbursements for the implementation of language, training and intercultural courses, deployment of teachers and matching events will only be made ex-post on a bi-annual sequence and only upon proof of evidence.

5. Section General Information and Conditions

5.1 Support to Project Preparation and Implementation

IFE offers different instruments to support applicants or grantees in specific activities for the preparation of their applications or during the investment period. These instruments comprise:

1. During the CN application stage, individual counselling sessions (free of charge) are offered to interested applicants to provide guidance on general procedures as well as on specific questions related to the job creation and labour migration components. For this purpose, a support desk has been established, which can be contacted via email under the following address:
 - helpdesk-ife@invest-for-jobs.com (for all countries)
2. Shortlisted applicants may receive a support in the elaboration of their Full Project Proposals (FPP). The following sub-categories apply:
 - Public applicants without any private sector participation are offered a general support provided by an external consultant (free of charge).
 - Projects proposed by NGOs and CSOs without private sector participation, whose average budget of the past 3 years does not exceed 2 Mio. EUR, are offered a general support in the preparation of their FPP (free of charge).
 - Applications submitted by a private entity or consortia with at least one private entity as consortium member may receive support for specific technical issues only such as an Environmental and Social Impact Assessment (30% co-financing required).

Applicants are requested to indicate a request for a potential support already during the Concept Note application.

3. For applicants, whose Full Project Proposal has been approved, support may be granted for specific activities, for which consultancy support need has been identified during the due diligence for fulfilling all pre-conditions for concluding the Grant Agreement, for reaching effectiveness of the Grant Agreement or requiring further assistance during the Preparatory or Investment Period (30% co-financing required).

PLEASE NOTE:

- Applicants can apply for a specific support during the elaboration of their Concept Note or Full Project Proposal (application forms are available in SmartMe). Applicants have to prove that they are unable to perform these activities through their own staff with reasonable effort.
- IFE selects the projects to be supported by instruments 2 and 3 as its own discretion.
- In any event, the support may only be granted for support measures that are required during the planning and preparatory/investment phases of a Project. A support of measures during the operational phase of a Project is prohibited.
- In exceptional cases, the support need might only be identified during the investment phase of an approved Project. In such cases, the Grant Recipient applies to IFE for a specific support need or IFE suggests a specific support to the Grant Recipient.
- Not eligible for support comprise general studies of the commercial or technical feasibility; ordinary preparation measures (e.g. architect drawings); Auxiliary services (e.g. security services, transport or logistics, real estate brokerage fees); Trainings, coaching or other capacity building measures for key Project staff; Measures with an expected implementation time frame of more than 6 months.

5.2 Reporting Obligations

General:

In addition to the below specific obligations, there are mandatory compliance reporting obligations. The grantee must report on all circumstances that might jeopardize the achievement of the overall objective, the business activities' purpose and the results, as well as any incidents which may give rise to liabilities or negative publicity.

These reporting obligations will be part of the contracting procedure, meaning that the grantee is legally required to undertake all necessary work to submit comprehensive and complete reports each quarter.

Job creation component:

In general, grantees are required to report quarterly during the preparatory and investment phase and up to 3 years after the end of the investment phase. During the preparatory and investment phase, reporting mainly includes information on project progress, procurement aspects and payments, as well as environmental and social aspects. With the start of the operational phase, reporting consists of KPI and bonus aspects achievement.

- Grantees will be required to provide appropriate evidence of the job creation at the applicant's entity and – if applicable -at Third Parties (for example through copies of employment records / lists, employment contracts, tax records etc.).
- Grantees will be required to demonstrate fulfilment of accepted bonus aspects.

Labour Migration Component:

- Grantees are required to report for co-financed labour migration measures quarterly during the preparatory, investment and operational phase. For investment measures (infrastructure and equipment), reporting mainly includes information on project progress, procurement aspects and payments. For other measures, reporting mainly includes information on measures undertaken, related costs, number of beneficiaries per measure, follow up on potential labour migrations etc.
- For co-financed implementation of language, training and intercultural courses, deployment of teachers and matching events . grantees are required to report bi-annually by providing proof of evidence of benefitting people and reimbursable costs incurred.

PLEASE NOTE:

- Grant agreements may be cancelled and Grantees may be required to repay grant in case they fail to provide evidence of the required reports or provide false data.

5.3 Tax and cost overruns

Upon submission of the Concept Note, the applicant must make a declaration confirming that any taxes/levies applied upon the IFE grant in the applicant's country of origin will be covered in full by the applicant.

Further, the applicant must declare that he will bear any cost overruns on the project, as the grant amount cannot be increased after the award even if the overall project cost increases.

5.4 Procurement

Please note that all goods, services and works to be financed or co-financed using the grant contribution of IFE must be procured in accordance with the IFE's Procurement Procedures for

Recipients, which mirror the KfW Guidelines for the procurement of goods and services⁴. IFE Procurement Guidelines will be provided to shortlisted applicants.

Although it is generally permissible for applicants to indicate a preferred supplier already in their Concept Notes, the shortlisting of the Concept Note by IFE does not imply the acceptance or pre-determination of the supplier preference stated or implied therein. In fact, as a matter of principle, IFE requires procurements to be carried out in a transparent and competitive manner.

5.5 Cancellation of Call for Proposals

A Call for Proposals may be cancelled prior to awarding any grant, without incurring any liability thereby vis-à-vis the applicants. In the event of cancellation, applicants will be notified thereof by IFE and shall not be entitled to any compensation. Applicants acknowledge that they are taking part in a Call for Proposal process at their own expenses and risks.

5.6 Disclaimer on grant award decisions

The final grant award decisions rest in the sole responsibility of IFE. By submitting a Concept Note or a Full Project Proposal, applicants acknowledge that they participate in a competitive selection process in which the award of the requested financing is not guaranteed, and within which they have no rights of appeal against any decision taken by IFE. However, a grievance mechanism has been established; details and contact information can be found at the following website: <https://invest-for-jobs.com/en/ife-facility-grievance-mechanism>

5.7 Applicability of EU State Aid Laws

Applicants and consortium members must take into consideration the rules arising from the laws and regulations of the European Union concerning government support for industry (state aid) in respect of a provision of subsidies by IFE to them directly or through their subsidiaries or affiliates in other countries, including but not limited to the respective country. IFE reserves the right to reject a Concept Note or a Full Project Proposal or (at a later process stage) to withdraw or cancel a grant financing award if it deems – in its sole and final discretion – that its financing contribution may lead to a potential infringement of applicable subsidy laws or may require to obtain a special exemption from applicable authorities beforehand.

IFE is not in the position to provide legal advice to applicants in regards to this matter but refers interested applicants to the European Commission's [external website](#), which provides further information on regulations concerning government support.

5.8 Use of data

Prior to submitting their Concept Notes, applicants need to declare in a standardized form that they consent with uploading and processing basic information on the applicant, the partners and the project to/in the Special Initiative Information System. Basic information includes the names/locations of the entities involved, the relevant economic sector, the project type, a summary of the project objective and activities, the selection status, the total capital mobilized (incl. IFE grant) as well as the KPIs (planned vs. effectively achieved). The SIIS data serve to provide an overview on the Special Initiative's portfolio of ongoing and planned projects as well as the progress in achievements respective to the key performance indicators (KPI). The Special Initiative Information System facilitates collaborations and synergies between the various instruments of the Special Initiative (part of which is IFE), KfW, GIZ and IFE, including their service providers that have access to the Special Initiative Information System platform.

⁴ Please visit <https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/FZ-Vergaberichtlinien-V-2021-EN.pdf> for the full Guidelines.

Annex 1: List of Key Performance Indicators

KPI 1 – Job Creation

Number of people who came into employment as a result of the **Special Initiative "Decent Work for a Just Transition"** (please note: this is IFE's primary key performance indicator), differentiated by target group (women/men, youth (15-24)).

To be counted for IFE purposes, a new job must be a "good" job, meaning that it meets the following criteria:

- Be established in a private entity. Jobs created in the public sector do not count.
- **Fulfilment of a minimum employment duration** of at least 520 working hours over a period of up to one year (for example 20 hours/week over 6 months or 40 hours/week over 3 months). An exception when the employee quits the job;
- **Payment of at least the national minimum wage**, where legally established or in other cases as determined by the Special Initiative (see Annex 9);
- **Compliance with the ILO core and basic labour standards** (no child or forced labour, prohibition of discrimination in employment and occupation, freedom of association and right to collective bargaining, occupational health and safety).

These new good jobs can only be counted if they are

- created as a direct result of the investment project. The formalisation of existing employment relationships or jobs created thanks to improved general socio-economic framework conditions cannot be counted, even if these improvements are an indirect effect of the project.
- created in a private entity either at the applicant and/or consortium members or at Third Party entities.

In case of self-entrepreneurs / freelancers, income and working time criteria must be fulfilled. Successful applicants will be responsible for demonstrating job creation during the investment phase and up to 3 years of the operational phase by presenting evidence such as contracts or employment lists, indicating minimum wage, working hours as per legislation in the respective country, etc.

KPI 2 – Improved Working Conditions and / or Income

Number of people who benefit from improved working conditions or whose income has improved as a result of the Special Initiative - differentiated by target group (women/men, youth (15-24)). **Please note that this KPI applies only to already existing employees of applicant entities (i.e., the people employed by the applicant's entity/ies at the time of the submission of the IFE proposal).** It does not apply to new good jobs created under KPI 1 above.

This KPI is divided into the following categories:

Improved Income: If as a direct result of the project, it is expected that the income of employees already employed when applying for the grant will on average increase, they can be counted. Please note that the expected income increase must be directly resulting from the proposed project,

Improved Working Conditions: If as a direct result of the project one or more of the following measures is put into place, employees already employed when applying for the grant can be counted.

- Access to human resources development programmes (e.g. initial or further training),
- Access to personnel support (e.g., childcare, flexible working-time, transportation assistance)
- Compliance with labour standards (e.g. occupational health and safety standards),
- Conclusion of employment contracts,
- Job security,
- Gender equality situation,
- Representation of interests within the company,
- Access to corporate financial services (e.g. savings schemes, business loans)
 - Social protection measures: Above the legally mandated minimum, introduction or expansion of
 - Health insurance and health programmes;
 - Paid sick leave and/or maternity leave / paternity leave;
 - Pension schemes and retirement benefits;
 - Workplace accident insurance;
 - Unemployment insurance;
 - Care benefits and/or care infrastructure.

Please note:

- If existing employees benefit from more than one of the above measures, they can only be counted once.
- The successful applicants will be obliged for demonstrating improvement of working conditions or income after project implementation by presenting evidence such as new HR policies, company or organisation procedures; employment contracts demonstrating increase in wages, etc.

KPI 3 – Vocational higher education and job-related measures

Number of people who have participated in vocational and higher education or vocational/further qualification measures as a result of the project - differentiated by target group (women/men, youth (15-24)).

This KPI is divided into two categories:

Vocational higher education:

People who have participated in initial / further training with the aim of enhancing their employability due to TVET and higher education qualification measures lasting for 12 months or more.

Job-related measures:

People who will participate in occupationally relevant short-term measures and courses are programmes with a duration between minimum 5 days and up to 12 months (usually short vocational-training courses).

Please note that

- Employees, who receive an initial training (e.g. courses for machinery instructions), cannot be counted under KPI 3.
- People counted under KPI 1 (e.g. graduates of a Vocational Education and Training (VET) project, who will find a job) can be counted again under KPI 3

Please note: The successful applicants are obliged to demonstrate the number of people participating in higher education or job-related measures after project implementation by presenting evidence such as enrolment in courses or internal company training course enrolments or facilitation of training e.g. apprenticeship etc.

Annex 2: Declaration of Undertaking

Standard Declaration of Undertaking

Reference name of the Application: ("Project"¹)

To: Investitionen für Beschäftigung (Investing for Employment) GmbH "(IFE)"

1. We recognise and accept that the Investitionen für Beschäftigung (Investing for Employment) GmbH (hereafter IFE) only finances projects of Recipients² subject to its own conditions which are set out in the Grant Agreement yet to be entered into with the Recipient. As a matter of consequence, no legal relationship exists between IFE and our company, our Joint Venture or our Subcontractors under the Project. The Recipient retains exclusive responsibility for the preparation and implementation of the Application Process and the performance of the Project.

2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Contractors and Subcontractors under the Project are in any of the following situations:

2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;

2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;

2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction);

2.4) having been subject, within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged, and dispute resolution is still

¹ Project Name/Title and Project ID

² The Recipient means, in this case: Applicant having successfully submitted a Project Proposal and with whom IFE signed a Grant Agreement.

pending or has not confirmed a full settlement against us;

2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the Recipient's country;

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction); or

2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.

3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Contractors and Subcontractors under the Project are in any of the following situations of conflict of interest:

3.1) being an Affiliate controlled by the IFE or a shareholder controlling the Applicant, unless the stemming conflict of interest has been brought to the attention of IFE and resolved to its satisfaction;

3.2) having a business or family relationship with a IFE's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of IFE and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the Recipient;

4. If we are a state-owned company, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of IFE, any change in situation with regard to points 2 to 4 here above.

6. In the context of the Application Process and performance of the corresponding Contract:

6.1) neither we nor any of the members of our Joint Venture nor any of our Contractors and Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Contractors and Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Contractors and Subcontractors

and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation³ (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the IFE and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

6.4) We accept that our data (including personal data) generated in connection with the preparation of the Concept Note and Full Project Proposal during the Application Process are stored and processed according to the Applicable Law by the Recipient and IFE. We accept that IFE will share selected information received as part of the Application Process with other organization's part of the **Special Initiative "Decent Work for a Just Transition"** for verification purposes.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners, Contractors and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the Recipient and IFE or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on the spot checks and to ensure access to sites and the respective project.

8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with Applicable Law, but in any case, for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with Applicable Law. Furthermore, we accept that our data (including personal data) generated in connection with implementation of the Contract and the performance of the Contract are stored and processed according to the Applicable Law by the Recipient and IFE.

Name: _____

In the capacity of: _____

Duly empowered to
sign in the name and
on behalf of⁴: _____

Signature:

Dated:

³ In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and IFE, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations, e) non-discrimination and f) occupational health and safety.

⁴ In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the applicant shall attach a power of attorney from the applicant.

Annex 3: Declaration of Commitment

Standard Declaration of Commitment

Reference name of the Application: ("Project"⁵)

To: Investitionen für Beschäftigung (Investing for Employment) GmbH "(IFE)"

We hereby certify that

- We and all our related entities adhere to the 'Policy statement of KfW and its subsidiaries on human rights and on its human rights strategy⁶.
- We will demand from our contractors for items to be (co-)financed by IFE to adhere to the policy statement of KfW and its subsidiaries on human rights and on its human rights strategy.
- We will fully comply with EU sanctions provisions.
- We will comply with all national regulations regarding social security contributions for employees and subcontractors
- We will adhere to the ILO core labour standards i) freedom of association and the effective recognition of the right to collective bargaining; ii) the elimination of all forms of forced or compulsory labour; iii) the effective abolition of child labour; iv) the elimination of discrimination in respect of employment and occupation and v) occupational Safety and Health.
- We will fulfil the reporting obligations to provide evidence with regard to
 - the achievement of KPIs until up to 3 years after the investment phase (for KPI 1 – new jobs) fulfilment of prevailing social security obligations;
 - the awarded bonus aspects up to 3 years after the investment phase. The project progress, procurement aspects and payments, as well as environmental and social aspects, until the closure of the investment phase.

Name: _____

In the capacity of: _____

Duly empowered to sign in the name and on behalf of⁷: _____

Signature:

Dated:

⁵ Project Name/Title and Project ID

⁶ <https://www.kfw.de/nachhaltigkeit/Dokumente/Sonstiges/KfW-Group%27s-Human-Rights-Policy-Statement.pdf>

⁷ In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the applicant shall attach a power of attorney from the applicant.

Annex 4: Declaration of Collaboration and Power of Attorney

**Facility Investing for Employment
Declaration of Collaboration and
Power of Attorney**

The parties, as listed hereunder (now referred to as Partners):

Partner 1	Name (incl. legal status)	
	Established: (when, where?):	
	Activity (what, where):	
	Role in Project:	
	- Financial	
	- Non-financial	
Partner 2	Name (incl. legal status)	
	Established: (when, where?):	
	Activity (what, where):	
	Role in Project:	
	- Financial	
	- Non-financial	
Partner	Name (incl. legal status)	
	Established: (when, where?):	
	Activity (what, where):	
	Role in Project:	
	- Financial	
	- Non-financial	

hereby confirm the following:

- (i) The Partners intend to form a consortium to jointly carry out following project

Name of project: _____

Legal Status: _____

Purpose: _____

- (ii) The Partners intend to apply for a grant from the Facility Investing for Employment for co-financing the investment phase of the project.
- (iii) The Partners nominate the Partner as Lead Applicant to submit the concept note application to IFE, and – in the event of being approved – assume the full responsibility for the execution of the project until its technical completion.
- (iv) The Partners give the Lead Applicant Power of Attorney:
- a. to submit the concept note application on their behalf.
 - b. in case of being shortlisted: to submit the full project proposal on their behalf.
 - c. In case of being approved: to sign the Grant Agreement on their behalf.

City, Country, date

Partner 1: _____

Name: _____

Function: _____

Signature: _____

Partner 2: _____

Name: _____

Function: _____

Signature: _____

Partner ...: _____

Name: _____

Function: _____

Signature: _____

Annex 5: Letter of Intent for Third Party Job Creation

Facility Investing for Employment Letter of Intent on Job Creation and Labour Standard Compliance

This Letter of Intent is offered by a valid Third-Party Entity and a Grantee (Individual or Lead Grantee) which is the recipient of a grant from the Facility Investing for Employment (IFE) co-financing a job creating project. By this Letter of Intent, the Third-Party Entity named as _____ (please provide name and registration details) hereby confirms:

- (i) to create _____ new good jobs as a direct result of the IFE co-financed project (see Section I below);
- (ii) to ensure that all such newly created good jobs will be compliant with the labour standards outlined in Section II below;
- (iv) To provide documentation necessary for the verification and validation of the creation of these jobs and the compliance with labour standards (see Section III below).

I. Job Creation⁸

As a direct result of the IFE co-financed project, we expect to create new jobs in the following time period:

Total number of new jobs expected to be created: _____

Of which total, the new hires are expected to be women: _____

Of which total, the new hires are expected to be youth (15-24): _____

The new jobs are expected to be created according to the following schedule:

	During Project	Y1	Y2	Y3
Total				
<i>Women</i>				
<i>Youth</i>				

The first year considered for the creation of new jobs corresponds to the year, when the IFE co-financed project has completed its investment phase and commences with its operating phase.

Details of jobs to be created:

Description of Positions	Year 1	Year 2	Year 3	Total

⁸ We understand that jobs created during the first year will achieve a higher score and therefore improve its chances to qualify for an IFE grant.

Description of Positions	Year 1	Year 2	Year 3	Total

Please provide brief explanation / justification, why these jobs will be created as a direct result of the project:

II. Labour Standard Compliance

As a Third-Party Entity, we confirm that all jobs created will comply with the following criteria:

- Employment will be of at least 520 working hours over a period of up to one year (for example 20 hours/week over 6 months or 40 hours/week over 3 months);
- At a very minimum, the national statutory minimum wage laws (where applicable) will be applied or a wage in excess of a pre-defined threshold as defined by the Special Initiative.
- ILO principles and associated conventions, in particular:
 - No child labour (Minimum age No.138, Worst forms of child labour No.182),
 - No forced labour (No forced labour No. 29, No forced labour No.105),
 - Prohibition of discrimination in employment and occupation (Non-discrimination No. 111, Equal remuneration No. 100),
 - Freedom of association and right to collective bargaining (Freedom of union membership No. 87, Right to organise & collective bargaining No. 98)',
 - Occupational Health and Safety (Convention No.155 and Recommendation No. 164)

In accordance with the International Labour Organisations (ILO) Fundamental Conventions, the International Finance Corporation (IFC) performance standards and any laws and regulations applicable in the country of implementation of the Contract.

III. Provision of Documentation

By signing this Letter of Intent, we confirm that we shall provide all necessary documentation for the Grantee and the IFE to quarterly verify that i) the reported number of jobs created are accurate, ii) that the newly created jobs fulfil at least the prevailing statutory legal requirement regarding social security, iii) that the additional benefits offered to the new employees are accurate and iv) that we will further provide any additional information necessarily requested by IFE to verify compliance with the aspects as outlined above.

IV. Signature

Name of signatory: _____

Position of signatory: _____

Name of entity: _____

Signature: _____

Date: _____

Annex 6 Eligibility Conditions and Lists of Required Documents

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)

Annex 6.1: Eligibility conditions and list of required documents for Applicants

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
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. 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 purpose of the specific Call for Proposal. 	<p><u>For private entities:</u></p> <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) <p><u>For public entities, Civil Society and Non-Governmental Organisations:</u></p> <p>Submission of:</p> <ul style="list-style-type: none"> Legal acts of establishment 	<ul style="list-style-type: none"> Any changes occurred between the Concept Note Stage and the submission date of the Full Project Proposal must be declared and supporting documentation must be provided. In case of having submitted translated documents during the Concept Note Stage, notarised certified translations of these documents are required

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
Years of Operation	<p><u>All</u> 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: If the local consortium entity has been in operation for less than 3 years, it would still qualify, (i) if it is a subsidiary of one or more of the other consortium partners, and (ii) if all other consortium partners have been in operation over 3 years. However, this entity cannot be the lead applicant.</p>	<ul style="list-style-type: none"> Registration documents as above Proof that the entity has been active during the last 3 years 	<ul style="list-style-type: none"> Any changes occurred between the Concept Note Stage and the submission date of the Full Project Proposal must be declared and supporting documentation must be provided. In case of having submitted translated documents during the Concept Note Stage, notarised certified translations of these documents are required
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 KfW¹³ or otherwise contravene KfW's Environmental and Social Guidelines¹⁴ The project does not feature on the IFC Exclusion List as adapted by KfW or otherwise contravene KfW's Environmental and Social Guidelines 	<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) Declaration of Commitment (see Annex 3) Confirmation of compliance with IFC Exclusion List / KfW Environmental and Social requirements 	<ul style="list-style-type: none"> Any changes occurred between the Concept Note Stage and the submission date of the Full Project Proposal must be declared and supporting documentation must be provided.
	<p>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>	<ul style="list-style-type: none"> Private sector applicants (lead entity and consortium partners) must provide a document outlining the ownership structure including a list of all shareholders Disclosure of all related companies (for lead company and consortium partners) Information on the executive management / decision makers / shareholders (if applicable) / 	<p>Know-Your Customer (KYC) Documentation:</p> <ul style="list-style-type: none"> Proof of registration (Commercial Register Extract, alternatively Certificate of Incorporation or other document) List of members of the Board and Management/Executive Committee (including their birth dates and nationalities) List of authorized signatories Passport scans of authorized signatories

¹³ https://www.kfw.de/PDF/Download-Center/Konzernthemen/Nachhaltigkeit/Ausschlussliste_EN.pdf and

¹⁴ https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/Nachhaltigkeitsrichtlinie_EN.pdf

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
		ultimate beneficial owners (if applicable) including names, nationalities, and dates of birth in the Concept Note	<ul style="list-style-type: none"> Document showing the specimen signatures of signatories (Certificate of Incumbency) Information regarding ownership structure Legal entity identifier Taxpayer registration certificate
Financial Capacity (Individual or Lead Applicants)	<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 for the job creation component (if in consortium, this turnover requirement applies to the combined turnover average of the entire consortium), In case of a consortium, turnover of the lead applicant must be at least 50% of the combined yearly turnover. Debt-equity ratio (for the lead applicant) less than or equal to 4.0 (in last financial year), Positive EBITDA in at least 2 out of past 3 years (for all member of the consortium, if applicable). <p>All public sector applicants, Civil Society and Non-Governmental Organisations must fulfil the following criteria:</p> <ul style="list-style-type: none"> Average yearly budget must be greater than or equal to 25% of requested grant for the job creation component; In case of a consortium, budget of the lead applicant must be at least 50% of the combined yearly budget. Demonstrate positive budget balance in at least 2 out of the past 3 years; Confirmation of financial capability to cover potential deficits during the operational phase of the project; confirm their own contribution at submission of the Concept Note. 	<p><u>General:</u></p> <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, for consortium partner entities (if applicable) and for any parent companies, translated into French/English in case it is in Arabic. <p><u>Public Entities, CSOs and NGOs:</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. 	<ul style="list-style-type: none"> Any updated document Notarial certified translation of Arabic Financial Statements (if applicable) Submitted financial documents will need to be notary certified in order for the application to proceed Additional financial documents from parent / sister / related companies if demanded by IFE

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
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, CSO and NGOs must</p> <ul style="list-style-type: none"> confirm their own contribution and provide clear commitment to undertake and fund the project according to their consortium agreements; Demonstrate neutral/positive budget balance in at least 2 out of the past 3 years. 	<ul style="list-style-type: none"> Information on budget for the entity for each of the past three years. <p>Note: Entities not subject to the legal audit obligation of their accounts must document their budgetary balance over the past three years through other documented means.</p>	
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 4) 	In case of a modification, submit relevant documents
Technical Capacity	<p>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.</p>	<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 6.2: Eligibility conditions and list of required documents for Projects (Job Creation Component)

Please note: Applicants may receive additional requirements for information / documents to be provided with their Full Project Proposal as a result of the Concept Note evaluation. Non-fulfilment of these requirements will lead to a disqualification of the application.

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
Project Location	All projects co-financed by IFE must take place in the countries of the Call for Proposals. The job creation impact of the project must also take place in the countries of the Call for Proposals.	The applicant must <ul style="list-style-type: none"> ○ state the intended location of the project incl. site plan ○ demonstrate the availability of land (copy of landowner / lease certificates) 	If applicable, provide independent valuation report
Project Maturity	IFE 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 ○ Drawings, initial architectural designs ○ Bills of Quantities ○ Basic Implementation Plan <u>Optional:</u> <ul style="list-style-type: none"> ○ Cost quotations ○ Market Study ○ Technical Study (e.g. feasibility studies, etc.) ○ Procurement Plan <p>Please note: While some documents are not mandatory, it is highly recommended to provide as much details as possible. Projects with a good evidence of their maturity have higher chances of being invited to submit a Full Project Proposal</p>	<ul style="list-style-type: none"> ○ Detailed cash flow projection incl. 10% retention provision of the requested IFE grant ○ Cost quotations ○ Market Study ○ Technical Studies (including feasibility studies, detailed architectural designs etc.) ○ Detailed Implementation Plan ○ Procurement Plan

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
Investment Phase Timeframe	<p>It is a condition that the investment can be started within a maximum period of 12 months after signing the Grant Agreement (preparatory phase);</p> <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"> ○ Description of key activities and estimated timing ○ Timeline for project preparation activities (max. 12 months) ○ Timeline for the investment period (max. 24 months) ○ Overall timeline shall not exceed 30 months 	<ul style="list-style-type: none"> ● Detailed description of activities and timelines by submission of a clear and precise implementation plan
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 (except land acquisition/lease and preparatory activities); ○ if the applicant can mobilise sufficient own or external funding to realise the project at the proposed scope and timeframe and if no additional development impacts beyond the direct project scope are created; ○ if the project shall be implemented due to legal requirements. <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 include sufficient own funds (applicant and any related companies) lending institutions (banks, leasing, factoring) and 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 / related companies have not sufficient liquid funds to realize the investment (demonstrated by certified financial statements and explanations). ○ With the IFE grant the project will be implemented much earlier than without the support and with a significant impact on job 	<ul style="list-style-type: none"> ○ Submission of supplementary documents, proving the indicated reason(s) for additionality

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
	Insufficient or no-convincing justification of the additionality criterion will disqualify the project for an IFE grant.	<p>creation (jobs will be created at least two years earlier than without the grant).</p> <ul style="list-style-type: none"> The project concept is coherent, it promises a good financial sustainability, but the investment would not take place or only in a reduced scope due to country / region specific risks (e.g. political instability, high economic risks). <p>In case that none of the above aspects apply or are only partial valid, additionality can still be demonstrated if the project creates an additional development impact, which would not be realised without the IFB support. This is given if one or more of the following aspects are fulfilled:</p> <ul style="list-style-type: none"> the project is aimed at marginalised groups or regions (e.g. people with disabilities or women) the project contributes significantly to environmental sustainability (e.g. e-mobility or the use of renewable energies in previously less developed markets) the project sets new standards in the market in terms of environmental or social responsibility (e.g. recycling) the project involves investments beyond its own needs (e.g. training beyond its own needs) 	
Absence of Market Distortion	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>Evidence that the proposal does not cause market distortion by providing</p> <ul style="list-style-type: none"> Market analysis showing the state of the market for the product(s), competitors etc.; Clear description of the existing market situation and forecast, how the IFE grant 	<ul style="list-style-type: none"> Submission of supplementary documents, proving the non-existence of market distortion

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
	<ul style="list-style-type: none"> ○ The specific product market has less than 5 providers (exception introduction of a new product); 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>project will change the market position of the applicant.</p>	
Key Performance Indicators (KPI)	<p>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> <p>Maximum grant costs / job created shall not exceed 10.000 EUR</p>	<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 and/or improved income as a result of the investment (KPI 2) ○ Number of employees who will participate in vocational and higher education measures as a result of the investment (KPI 3) <p>In case of jobs to be created at 3rd party entities, provision of Letters of Intent (see Annex 5) for at least 25% of the jobs (KPI 1).</p>	<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
Bonus Criteria	<p>Applicants who claim bonus points for a contribution to youth employment, to Feminist Development Policy, to Just Transition or to synergies with other projects of the Special Initiative, must provide sufficient evidence (see Annex 8 for details).</p>	<ul style="list-style-type: none"> ○ Information and submission of documents / studies that provide sufficient details on the justification of the bonus aspects claimed. <p>(Please note: without sufficient evidence IFE reserves the right at its own discretion to reject any bonus aspect claimed)</p>	<ul style="list-style-type: none"> ○ Submission of supplementary documents, proving the evidence of the bonus criteria claimed.

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
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
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. Values for land, existing buildings and equipment can be accepted in the financing plan as in-kind contribution 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 is required for the foreseen project. ○ The value of the in-kind contributions is verified by an independent entity. ○ The total value of the in-kind contribution does not exceed 85% of the total eligible own contribution by the applicant (and minimum of 100.000 EUR must be provided in cash). 	<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

Annex 6.3: Eligibility conditions and list of required documents for Labour Migration Measures co-financed by IFE

Please note: Applicants may receive additional requirements for information / documents to be provided with their Full Project Proposal as a result of the Concept Note evaluation. Non-fulfilment of these requirements will lead to a disqualification of the application.

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
Location	In principle, the labour migration measures must also take place in the countries of the Call for Proposals. However, costs arising outside the country may be eligible (e.g. development of training curricula, costs for virtual trainings etc.), but must be justified (see chapter 3.1)	The applicant must <ul style="list-style-type: none"> ○ state the intended location of the component 	
Maturity	IFE only accepts co-financing for labour migration measures 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"> ○ Description of envisaged measures (see chapter 3.1 for eligible measures). The description should include the underlying reasons for the chosen specific measures. ○ Description of the implementation concept incl. cooperation with other entities. ○ (Pre-)Agreements with cooperation partners. ○ Description of target groups and estimations for number of benefitting people (per measure and expected number of migrants) ○ Cost estimates for measures incl. preliminary price offers ○ Concept for sustainability beyond the co-financing period ○ Funding concept for coverage of own contributions ○ In case of construction, refurbishment measures etc. drawings, initial architectural designs ○ Bills of Quantities ○ Basic Implementation Plan <u>Optional:</u>	<ul style="list-style-type: none"> ○ Detailed description of envisaged measures ○ Final cost quotations for measures (e.g. pro-forma bills for investment costs, offers from language or other training course providers etc. ○ Final agreements with cooperation partners ○ Evidence of number of benefitting people (per measure and number of migrants) ○ If applicable, technical studies (e.g. detailed architectural designs etc.) ○ Detailed concept for sustainability beyond the co-financing period ○ Detailed implementation plan

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
		<ul style="list-style-type: none"> ○ Cost quotations (e.g. pro-forma bills for infrastructure and equipment costs, language courses etc..) ○ Technical Studies (e.g. detailed design studies or similar) <p>Please note: While some documents are not mandatory, it is highly recommended to provide as much details as possible. Co-financing of measures with a good evidence of their maturity have higher chances of being accepted by IFE</p>	
Investment Phase Timeframe	It is a condition that investment measures (infrastructure and equipment) can be concluded at the latest one year after having concluded the investment phase of the job creation component.	<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
Land and in-kind contributions	<p>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. Values for land, existing buildings and equipment can be accepted in the financing plan as in-kind contribution under the following conditions:</p> <ul style="list-style-type: none"> ○ The contributions are necessary for the operation of the foreseen labour migration component. ○ The size of the contributed land or building including its facilities is required for the foreseen project. ○ The value of the in-kind contributions is verified by an independent entity. ○ The total value of the in-kind contribution for the labour market component does not exceed 85% of the total eligible investment costs covered by the applicant. 	<p>The applicant must</p> <ul style="list-style-type: none"> ○ state the intended location of the component (incl. site plan in case of a labour migration investment component) ○ if applicable, demonstrate the availability of land (copy of landowner / lease certificates) ○ Land ownership documentation (provision of land title or lease agreement) ○ List of planned in-kind contributions and values necessary for the planned project <p><u>Optional:</u></p> <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

Annex 7 Know Your Customer Documentation

Applicants have to submit together with the Full Project Proposal the following documents:

- Proof of registration (Commercial Register Extract, alternatively Certificate of Incorporation or other document). In case that the registration document is in Arabic, a translation in French or English must be provided
- List of members of the Board and Management/Executive Committee (including their birth dates and nationalities)
- List of authorized signatories
- Passport scans of authorized signatories
- Document showing the specimen signatures of signatories (Certificate of Incumbency)
- Information regarding ownership structure
- Legal entity identifier
- Taxpayer registration certificate

PLEASE NOTE:

- IFE reserves the right to request additional information from the applicant(s), related entities or other entities, who have a business relationship with the applicant.

Annex 8 Bonus Points

IFE's primary goal is the creation of new jobs, but the Facility prefers projects, which contribute significantly to an improvement in various aspects, for which bonus points may be granted.

PLEASE NOTE:

- The applicant must provide evidence for any bonus points claimed.
- The CN evaluation exercise may also involve an onsite visit and/or video conference by IFE staff members to assess the information provided by the applicant.
- Bonus points will not be awarded in case IFE - at its own discretion - considers the documentation as insufficient.
- Successful applicants are obliged to report and provide evidence for the bonus points accepted by IFE during the investment period and during the first 3 years of the operational period.

1. Contribution to youth employment	Score
More than 25% of jobs created (KPI 1a and KPI 1b) will be for youth (15-24 years)	5
2. Contribution to Feminist Development Policy	
If at least one of the following criteria is fulfilled, 5 bonus points are awarded	5
<ul style="list-style-type: none"> • Over 50% of the applicant's shares are owned by women (if consortium, lead applicant) 	
<ul style="list-style-type: none"> • At least 30% of top management positions or seats on the supervisory board/board of directors of the applicant are held by women 	
<ul style="list-style-type: none"> • KPI 1: Over 50% of <u>new</u> jobs are for women 	
<ul style="list-style-type: none"> • KPI 2: Over 50% of <u>existing</u> employees benefitting from improvement of working conditions, social protection (additional health or accident/disability insurances, pension schemes, child care facilities, extended sick or maternity leave etc.) or income, are women. 	
<ul style="list-style-type: none"> • KPI 3: Over 50% of <u>existing</u> employees benefitting from the training measures are women 	
3. Contribution to Just Transition	
If at least one of the following criteria is fulfilled, 5 bonus points are awarded	5
<ul style="list-style-type: none"> • Project has an investment focus on renewable energy, energy efficiency of buildings, production of sustainable energy- or water-saving technologies, environmentally friendly transport/e-mobility, sustainable forestry, organic agriculture/fishing or recycling of raw materials 	
<ul style="list-style-type: none"> • Project has a focus on information and communication technology under at least one of the following conditions: <ul style="list-style-type: none"> ○ The majority of new jobs will be created in this sector ○ Development of new business models through digital solutions ○ Creation of higher efficiencies at the company level through digital transformation processes (without job losses) ○ Expansion of ICT products and services to disadvantaged population groups 	

<ul style="list-style-type: none"> • Project provides improvement of working conditions with a focus on social protection (additional health or accident/disability insurances, pension schemes, child care facilities, extended sick or maternity/paternity leave etc.) 	
<ul style="list-style-type: none"> • Project creates new formal jobs in sectors with a traditionally high proportion of informal employment 	
4. Contribution to synergies	
Based on the information provided in the concept note, the project and applicant foresee positive synergies with other German development cooperation projects.	5
Total maximum score for Bonus Criteria	20

Annex 9 Minimum Wages

People counted under KPI 1 have to earn at least the following minimum wages:

Country	Method	Monthly minimum income in local currencies
Côte d'Ivoire	Minimum wage	Non-Agriculture – 75.000 XOF Agriculture – 39.960 XOF
Egypt	Minimum wage	7.000 EGP
Ghana	Poverty line	Non agriculture: 1.278 GHS Agriculture: 913 GHS
Morocco	Minimum wage	Private Sector: 3.269 MAD * Agriculture: 2.418 MAD *
Senegal	Minimum wage	Non agriculture: 64.223 XOF Agriculture: 61.585 XOF
Tunisia	Minimum wage	Non-Agriculture: (40h/week) – 448 TND Non-Agriculture: (48h/week) – 528 TND Agriculture (5 days/week) – 440 TND