

Guidelines for Applicants

regarding

the Call for Proposals 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: Ghana, Morocco, Rwanda and Senegal

Submission Time for Concept Notes: 15th of May to 1st July 2024

Sectors: open to all sectors

Questions:

- Questions can be submitted until 23rd June 2024 to: cfp-ife.may2024@invest-for-jobs.com
- 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/call-for-proposals-may-2024>
- During the Concept Note submission period individual counselling sessions are offered (please see chapter 7 for details).

Timelines:

Stage	Period
Submission Period for Concept Notes	15 th May to 1 st July 2024
Evaluation Period for Concept Notes	2 nd July to 31 st August 2024 (tentative)
Submission Period for Full Project Proposal (shortlisted candidates only)	15 th September to 6 th November 2024 (tentative)
Due Diligence of submitted Full Project Proposals	7 th November 2024 to 28 th February 2025 (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.

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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1. 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 and social protection; (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 www.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 and by this enhances access to social protection.

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

While the primary goal of the Facility is the creation of new jobs, various aspects are taken into account in the selection of projects (see Annex 1 for a detailed description):

- Number of new and good jobs (KPI 1)
- Number of existing employees who benefit from improved working conditions, social protection or income (KPI 2)
- Number of people, participating in higher education or short-term job-related trainings (KPI 3)
- Bonus criteria such as contribution to social protection of new employees above national requirements or within global accelerator ambitions, number of jobs for women and youth, contribution to feminist development and just transition.

Therefore, projects which first demonstrate sufficient job-creation potential may receive additional points in the evaluation process if they can demonstrate additional impacts in the areas listed above. Please see chapters 6.2 and 6.3 for further information.

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 (or at an entity in the Applicant consortium) 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.

Job Conditions

Only new jobs can be counted which fulfil the following conditions:

- Fulfilment of a minimum employment duration (20 hours/week over 26 weeks within a year or at least 520 working hours/year)
- 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,

	<p>freedom of association and right to collective bargaining, occupational health and safety).</p> <ul style="list-style-type: none"> ○ For employees compliance with the prevailing national statutory requirements regarding social protection. ○ For self-entrepreneurs, demonstration of possibility to access state or private social protection systems and plausibility of their financial viability. (see also Annex 1)
<p>Jobs created at the Applicant entity</p>	<ul style="list-style-type: none"> ○ Jobs created at the Applicant’s entity 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 public entities with legal personality).
- 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. Project Categories

The proposed project 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 by the lead applicant's entities or by the consortium members - if applicable)	Not-for-profit projects (with revenue generation by the lead applicant's entities 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"> Projects creating jobs within the applicant's entities and at least the same number of jobs within 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

3. Conditions for Applicants

Applicants can be any entity with a proper legal body (see above table). 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 Applicants do not meet the below criteria, 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 and operating in the concerned Country for the Call for Proposals. • <u>All</u> applicants (the Individual, Lead Applicant, and Consortium members) must have been operating for a minimum of 3 years Exception: 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, • Debt-equity ratio less than or equal to 4.0 (in last financial year), • Positive EBITDA in at least 2 out of past 3 years. <p><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. • 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 the IFC Exclusion List as adapted by KfW¹. • The project does not feature on the IFC Exclusion List as adapted by KfW. • Applicants 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.

¹ <https://www.kfw.de/nachhaltigkeit/About-KfW/Sustainability/Sustainable-Banking-Operations/Responsible-Investment/KfWs-Sustainable-Investment-Approach/Exclusion-Criteria/>

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.
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<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> 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.
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4. General project eligibility conditions

The following table provides an overview of the key conditions a 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 chapter 5.2.) 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, i.e. the contribution does not replace but rather supplement other options of funding currently available to the applicant. The applicant must demonstrate that all reasonable finance sources have been explored, but a funding gap remains. <p>Please refer to Annex 6 for details.</p>
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. <p>Please refer to Annex 6 for details</p>

<p>PLEASE NOTE:</p> <ul style="list-style-type: none"> 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.
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5. Grant Size, Own Contributions and Eligible Expenditures

5.1 Grant size

IFE offers grants between

- 650.000 and 5 Mio. EUR / project in Ghana, Senegal and Rwanda
- 850.000 and 6 Mio. EUR / project in Morocco

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).
- A sum equal to 5% 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.

5.2 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 or in-kind towards the overall project budget. Notably, a cash-contribution of a minimum of 15% of the overall own contribution is a requirement.

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 shall be in cash
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.

5.3 Eligible Expenditures

IFE grants can be used to co-finance expenditures only during the investment phase of the project. All costs occurring during the operational phase are not eligible!

Eligible Expenditures	Non-Eligible Expenditures
<ul style="list-style-type: none"> Purchase or acquisition of equipment, machinery or other capital goods required for the realization of the project, including import duties, taxes, tariffs and other necessary side costs linked to such purchases (such as warranty costs) under the condition that these costs are not recoverable. 	<ul style="list-style-type: none"> The costs of acquiring intangible goods (such as patent, brand, trademark, or copyright); Bank charges; Costs for internal personnel assigned to carry out preparatory or investment activities. Value added tax (VAT), in case the VAT can be refunded or offset against VAT received.

<ul style="list-style-type: none"> ○ Materials and external labour for the construction of premises required for the execution of the project. ○ External training, advisory or other technical services required for the project during the investment phase, e.g. the initial capacitation of management or new employees in newly adapted machines or technology. ○ Costs related to licenses needed to operate the acquired equipment or technology. ○ Working capital required for a maximum of the initial 3 months of the operating period, but limited to a max. of 7,5% of the total eligible investment costs. ○ Value of land for the purpose of the project or of mandatory one-off down payments effected for lease contracts (Note: this cost can only be included as in-kind contribution and cannot be financed by the IFE grant). 	<ul style="list-style-type: none"> ○ Normal recurring costs (such as staff salaries, office rental or maintenance of equipment). ○ Personal or corporate income taxes at the level of the applicant entities or their owners, and generally all taxes or duties arising outside the project country. ○ Acquisition of vehicles which are allowed to be privately used by managers or staff. ○ Value of lease contracts for equipment or land (exception are emphyteutic land lease agreements in countries where there is no private property) ○ Current costs related to renting or leasing land or equipment required for the execution of the project. ○ All types of costs and expenses incurred beyond the investment phase of a project. IFE grants may not be used for the operating phase of a project. ○ All other types of expenditures that are not listed under Eligible Expenditures
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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.
- 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.

6. 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.



6.1 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 15th May 2024).
- 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 Morocco and Senegal
 - English for applications for Ghana and Rwanda

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.

6.2 Concept Note Assessment Procedure and Criteria

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 (see chapter 3);
- Applicant has been in operation for at least 3 years (see chapter 3);
- Applicant has provided certified financial statements / budget information and fulfils minimum financial parameters (see chapter 3);
- Applicant has submitted all necessary declarations (please refer to Annex 6);
- Applicant has disclosed its shareholder structure and ownership;
- 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 diverse significant adverse impacts and risks on the environment or the social conditions of the affected population).

PLEASE NOTE:

- Applications, which do not fulfil any of the 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 CNs 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 funding (demonstrated by presentation of feasibility studies, market studies, detailed cash flows, detailed funding plans/agreements etc.

Additionality

- Demonstration that IFE's grant support is essential for the implementation of the proposal and does not replace other available financing options (demonstrated by low IRR, lack of collaterals, lack of available loan schemes etc.) (see Chapter 4)

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) (see Chapter 4)

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 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 	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
Experiences 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 experiences 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 the established respective minimum thresholds or do not reach 50 points or higher on the Overall Qualitative Evaluation, will not be considered further.

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	between 5 and 40
KPI 2	Number of existing employees with improved social protection (see Annex 1)	between 4 and 20
	Number of existing employees with improved income 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 1 and 5

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 final step, the qualified projects will be assessed against bonus aspects, which comprise:

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

Bonus criteria	Points
More than 25% of jobs created (KPI 1) will be for youth (18-24 years)	4
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 	max. 7
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 	max.10

Bonus criteria	Bonus criteria
The project contributes to an improved social protection of employees, self-entrepreneurs and their families: <ul style="list-style-type: none"> ○ The project creates new formal jobs in sectors with a traditionally high proportion of informal employment ○ Increased additional benefits for newly created jobs compared to the legal requirements (health and unemployment insurance, pensions) ○ Other offers from the employer for social protection, e.g. extended maternity/paternity leave, family allowances such as child benefit etc. 	max. 12
The project provides positive synergies with other projects within the Special Initiative "Decent Work for a Just Transition"	2

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.

The aspects, which have been positively assessed, will be considered in the subsequent ranking procedure.

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 and grant amount.
- 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.

6.3 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. 40
KPI 2	Number of existing employees who benefit from improved working conditions, social protection or income	Max. 20
KPI 3	Number of people participating in vocational and higher education or vocational/further qualification measures	Max. 5
Bonus criteria	See criteria above	Max. 35
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).

6.4 Full Project Proposal

Shortlisted Applicants have to submit Full Project Proposals 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;
 - 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. 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).

6.5 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.

- Verification of Eligibility criteria (financial indicators, investment time 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.

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.
- Applicants are required to make the information demanded by the IFE available.
- If necessary, the 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.

6.6 Contracting

Applicants, whose Full Project Proposals have been accepted by IFE, will be offered a Grant Agreement. The terms and conditions of the Grant Agreement will reflect the relevant category of the applicant's project.

In case that during the Due Diligence conditions precedent to the effectiveness of the grant agreement will have been defined, the Grant agreement will only become effective, once all these conditions have been fulfilled.

6.7 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.

7. 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 stage, support is offered to interested applicants through individual counselling sessions provided by a business support desk established for this purpose (free of charge):

The business support desk will be open during the CN submission period and offers potential applicants support for questions related to the application requirements and process. This helpdesk can be contacted via email under the following addresses:

- helpdesk-ife@invest-for-jobs.com (for Ghana and Rwanda)
 - assistance-ife@invest-for-jobs.com (for Morocco and Senegal).
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 of 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).
 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).
 4. Projects, which are deemed by IFE to be able to reach the operational phase within 18 months and to reach min. 50% of the expected KPI 1 within 24 months after signature of the Grant Agreement (fast track projects), may receive support for specific technical issues (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, 3 and 4 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.

8. General Conditions

8.1 Reporting Obligations

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.

General:

- For newly created jobs (KPI 1) the number of jobs with social security according to the prevailing statutory requirement have to be reported and the number of created new jobs with a supplementary insurance (share of KPI 1; see details in Annex 8 – Bonus points).
- For existing jobs (KPI 2) the total number of people benefitting from improvements of working conditions, or income, the share of formalised jobs and the share of jobs with improved social protection through additional benefits (see Annex 1).

Grantees will be required to demonstrate the job creation through:

- Copies of employment records, contracts, etc. (employment directly within an Applicant entity and – if applicable – at 3rd party entities)
- Tax records demonstrating that appropriate employer taxes have been paid on employee salaries (employment either within an Applicant entity or Third Party)
- Payment of social security contributions in accordance with the statutory provisions.

Grantees will be required to demonstrate fulfilment of bonus aspects (examples):

- Provision of evidence of number of youth / women employed
- Provision of evidence of additional benefits granted to employees (e.g. improved health or unemployment insurance)
- Provision of effective energy consumption savings etc.

In addition to the above reporting, 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.

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.

8.2 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.

8.3 Procurement

Please note that all goods, services and works to be financed or co-financed using the grant contribution of IFE (refer to chapter 5.3) must be procured in accordance with the IFE's Procurement Procedures for Recipients, which mirror the KfW Guidelines for the procurement of goods and services². IFE Procurement Guidelines will be provided to the 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.

8.4 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.

8.5 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>

8.6 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.

8.7 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 (SIIS) platform. 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

² Please visit <https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/FZ-Vergaberichtlinien-V-2021-EN.pdf> for the full Guidelines.

SIIS 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 SIIS platform.

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** (20 hours/week over 26 weeks within a year or at least 520 working hours/year (exception when the employee quits the job);
- **Payment of a 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 the new jobs comprise self-entrepreneurs, the applicant must demonstrate – if available - possibilities of access to state or private security systems and the financial plausibility for accessing these.

The 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 indicating minimum wage, working hours as per legislation in the respective country, payment of social contribution, etc.

KPI 2 – Improved Working Conditions and / or Income

Number of people who benefit from improved social protection, 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 Social Protection: Existing employees can be counted, if the project foresees at least one of the following measures:

- Transformation of an informal job (from the shadow economy) to a formal job. Employment conditions must fulfil prevailing national regulations regarding social security conditions. Please note that these jobs cannot be counted under KPI 1.
- The applicant provides significant contributions to health and/or occupational accident and disability insurance and/or to pension schemes of its employees (at least 25% higher employer's contribution or at least 25% improved benefits compared to the statutory requirements).
- Employer offers his employees additional company pension schemes co-financed by the employer by at least 35%
- Employer offers his employees improved unemployment insurance schemes co-financed by the employer by at least 35%.
- The employer offers at least one of the following measures with conditions above the statutory requirements and fully financed by the employer:
 - (extended) maternity/paternity leave
 - (extended) sick leave times with continued wage payment
 - (extended) family benefits (e.g. child allowance)
 - (extended) sick leave for caring of family members in need of care
 - child care facilities or other childcare benefits

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 personnel support (e.g. flexible working-time arrangements, transportation assistance);
- Compliance with labour standards (e.g. introduction or expansion of occupational health and safety standards);
- Gender equality situation and better representation of interests within the company;
- Access to corporate financial services (e.g. savings schemes, business loans).

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 e.g. 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/are participating 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 successfully 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 successfully in occupationally relevant short-term measures and courses are programmes with a duration between minimum 6 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 pending or has not confirmed a full settlement against us;

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.

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 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:
- to submit the concept note application on their behalf.
 - in case of being shortlisted: to submit the full project proposal on their behalf.
 - 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.

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

Optional:

We hereby confirm that the following additional benefits regarding social security are offered to the employees of the newly created jobs:

a. at least 25% higher employer's contribution or b. at least 25% improved benefit / benefit level (money or coverage period etc.) compared to the statutory requirements	Health insurance	Yes / no
	Accident and disability insurance	Yes / no
	Pension schemes	Yes / no
	Health insurance for family members of the employee	Yes / no
Measures above the statutory legal requirements co-financed by us by at least 30%.	additional company pension schemes	Yes / no
	unemployment insurance schemes	Yes / no
Measures above the statutory legal requirements fully financed by us	(extended) maternity/paternity leave to the employees	Yes / no
	(extended) sick leave times with continued wage payment	Yes / no
	(extended) family benefits (e.g. child allowance)	Yes / no
	(extended) sick leave for caring of family members in need of care	Yes / no
	child care facilities or other childcare benefits	Yes / no

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 a minimum duration, currently set at 20 hours per week over a 26-week period in a year, or any combination leading to 520 hours of employment in a year.
- 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.
- all newly created jobs will be compliant with the statutory requirements for social protection in the concerned country.

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>All applicants (the Individual, Lead Applicant, and Consortium members) must have been operating for a minimum of 3 years at the time of submitting the IFE grant application.</p> <p>Exception: 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 all 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 KfW¹¹ or otherwise contravene KfW's Environmental and Social Guidelines¹² 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 all 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 must provide a document outlining the ownership structure including a list of all shareholders 	<p>Know-Your Customer (KYC) Documentation:</p> <ul style="list-style-type: none"> Proof of registration (Commercial Register Extract, alternatively

¹¹ https://www.kfw.de/PDF/Download-Center/Konzernthemen/Nachhaltigkeit/Ausschlussliste_EN.pdf and

¹² 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
		<ul style="list-style-type: none"> Information on the executive management / decision makers / shareholders (if applicable) / ultimate beneficial owners (if applicable) including names, nationalities, and dates of birth in the Concept Note 	<ul style="list-style-type: none"> 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 ID/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
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 (if in consortium, this turnover requirement applies to the combined turnover average of the entire consortium), Debt-equity ratio less than or equal to 4.0 (in last financial year), Positive EBITDA in at least 2 out of past 3 years. <p>All public sector applicants, Civil Society and Non-Governmental Organisations must fulfil the following criteria:</p>	<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 and for partner entities (if applicable), translated into French/English in case it is in Arabic. 	<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

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
	<ul style="list-style-type: none"> ○ Average yearly budget must be greater than or equal to 25% of requested grant; ○ 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>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. ○ 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>	
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. 		
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

Topic	Description	Requirement for Supporting Documentation	
		Concept Note Stage	Full Project Proposal Stage
Technical Capacity	Applicants must demonstrate the technical capacity to undertake and implement the project at hand. At a minimum this means offering a sufficient number of capable personnel to lead the project implementation.	<ul style="list-style-type: none"> ○ CVs of key personnel ○ It will be an advantage if the applicant can also present Project references for other comparable projects which the applicant has undertaken 	Any additional CVs

Annex 6.2: Eligibility conditions and list of required documents for Projects

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 ○ 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 <u>Optional:</u> <ul style="list-style-type: none"> ○ Cost quotations ○ Market Study 	<ul style="list-style-type: none"> ○ Detailed cash flow projection incl. 5% retention provision of the requested IFE grant ○ Cost quotations ○ Market Study ○ Technical Studies (including feasibility studies, detailed architectural designs etc.) ○ Implementation Plan ○ Procurement Plan

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
		<ul style="list-style-type: none"> ○ Technical Study (e.g. feasibility studies, etc.) ○ Implementation Plan ○ 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>	
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); 	<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 	<ul style="list-style-type: none"> ○ Submission of supplementary documents, proving the indicated reason for additionality

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
	<ul style="list-style-type: none"> ○ if the applicant/parent or any related company has sufficient liquid funds to carry out the investment; ○ if the applicant (incl. its parent and related companies) can secure sufficient external financing without the IFE grant; or ○ 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 lending institutions (banks, leasing, factoring) and also equity investors (investment funds or holding companies). Insufficient or no-convincing justification of the additionality criterion will disqualify the project for an IFE grant.</p>	<ul style="list-style-type: none"> ○ 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 make the investment (demonstrated by certified financial statements). ○ The IFE grant creates a significant additional number of jobs in the first two years of the operation phase (at least 20% additional in the first year of operation compared to the baseline scenario). 	
Absence of Market Distortion	<p>The proposed project should not cause significant negative market distortions or lead to market dominance/monopoly for the applicant. In particular, IFE may not be able to offer co-financing in the event that:</p> <ul style="list-style-type: none"> ○ The specific product market has less than 5 providers (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>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 project will change the market position of the applicant. 	<ul style="list-style-type: none"> ○ Submission of supplementary documents, proving the non-existence of market distortion

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
	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.		
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 social protection 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	IFE's aim is also, to contribute in particular to an improvement of the social protection of employees and self-entrepreneurs. Therefore, applicants may receive bonus points during the evaluation process in case they are willing to offer substantial benefits to new employees above the relevant legal requirements (see Annex 8 for details).	<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.
Environmental and Social Issues	Applicants will have to provide information on environmental and social aspects of the project.	<p>Information on eight performance standards incl.</p> <ul style="list-style-type: none"> ○ Potential E&S risks and impacts ○ Labour, Health and Safety aspects 	<ul style="list-style-type: none"> ○ Any additional or updated documentation on environmental or social aspects

Topic	Description	Documentation to be provided	
		Concept Note Stage	Full Project Proposal Stage
	Please note that projects falling into Cat. A according to KFW guidelines are not eligible.	<ul style="list-style-type: none"> Type of land used for the project Community Health, Safety and Security 	
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.</p> <p>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 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 investment costs covered by the applicant. 	<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 <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
- ID/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

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, in particular social protection.

PLEASE NOTE:

- The applicant must provide evidence for any bonus points claimed, for example:
 - For bonus points related to energy or CO2 savings detailed studies have to be provided.
 - For bonus points related to social protection the applicant must provide details on the statutory requirement in the country concerned and the additional services provided.
 - For bonus points related to formal employment in informal sectors the applicant must provide studies / reference data.
- 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.

Bonus Criteria	Potential Score Max. 35
1. Contribution to youth employment	
More than 25% of jobs created (KPI 1a and KPI 1b) will be for youth (18-24 years)	4
2. Contribution to Feminist Development Policy	
If at least one of the following criteria is fulfilled, 7 bonus points are awarded	
<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 - or - if average proportion of women in the respective sector is less than 50%, then proportion of new jobs for women must be 20 percentage points above the actual sector average or at least 50%. 	7
<ul style="list-style-type: none"> ○ KPI 2: Over 50% of <u>existing</u> employees benefitting from improvement of working conditions, social protection or income, are women. If average proportion of women in the respective sector is less than 50%, then the proportion of women must be 20 percentage points above the actual sector average or at least 50%. 	

<ul style="list-style-type: none"> ○ KPI 3: Over 50% of <u>existing</u> employees benefitting are women. If average proportion of women in the respective sector is less than 50%, then the proportion of women who benefit must be 20 percentage points above the actual sector average or at least 50%. 	
<p>If at least one of the following criteria is fulfilled, 3 bonus points are awarded</p>	
<ul style="list-style-type: none"> ○ Over 50% of <u>new</u> employees benefitting from improvement of social protection, are women. If average proportion of women in the respective sector is less than 50%, then the proportion of women must be 20 percentage points above the actual sector average or at least 50%. 	
<ul style="list-style-type: none"> ○ Specific improvement of working conditions for women (proportion of women among employees/apprentices is at least 10%) <ul style="list-style-type: none"> - Changes to corporate policies (gender diversity measures) - Infrastructure improvements aimed at women (e.g., facilitation of operation of certain machines for parts of the workforce) - Increased safety for women in the workplace or work environment (e.g., secure transportation, more lighting or enhanced security measures) 	3
Total Maximum Score Feminist Development Policies	Max. 7
3. Contribution to Just Transition	
<p>If at least one of the following criteria is fulfilled, 7 bonus points are awarded</p>	
<ul style="list-style-type: none"> ○ Project <u>focus</u> is in one of the following sectors: renewable energy, energy efficiency of buildings, environmentally friendly transport/e-mobility, organic agriculture or fishing, sustainable forestry, recycling of raw materials, energy- or water-saving technologies, ecotourism ○ Projects, whose <u>focus</u> is on Energy, Agriculture or Digitalisation, receive a topping up of 3 bonus points 	
<ul style="list-style-type: none"> ○ The project contributes significantly to improving energy and resource efficiency (at least 25% savings). 	
<ul style="list-style-type: none"> ○ The project reduces CO2 emissions by at least 25%. 	7 (+3)
<ul style="list-style-type: none"> ○ Projects with 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"> ○ The project is part of a global supply chain through the export of products or agricultural raw materials, and it achieves an improvement in environmental or social standards beyond what is legally required 	
Total Maximum Score Just Transition	Max. 10

4. Contribution to Social Protection	
<ul style="list-style-type: none"> ○ The project creates new formal jobs in sectors with a traditionally high proportion of informal employment 	8
<ul style="list-style-type: none"> ○ The project is awarded 6 bonus points for each of the following criteria (related to new jobs – KPI 1), but capped at max. 12 bonus points: <ul style="list-style-type: none"> - The applicant provides significant contributions to health insurance of its employees - The applicant provides significant contributions to occupational accident and disability insurance of its employees - The applicant provides significant contributions to pension schemes of its employees <p>Please note: Bonus points will only be awarded in case of a) at least 25% higher employer's contribution or b) at least 25% improved benefit / benefit level (money or coverage period etc.) compared to the statutory requirements. The contributions can be achieved through complementary state or private offerings that are coherent and in no way contradictory to the national security systems.</p>	Max. 12
<ul style="list-style-type: none"> ○ The project provides health insurance for family members of the employee (related to new jobs – KPI 1) <p>Please note: Bonus points will only be awarded in case of a) at least 25% higher employer's contribution or b) at least 25% improved benefit / benefit level (money or coverage period etc.) compared to the statutory requirements.</p>	4
<ul style="list-style-type: none"> ○ The project is awarded 2 bonus points for each of the following criteria (related to new jobs – KPI 1): <ul style="list-style-type: none"> - Employer offers his employees additional company pension schemes (subject to co-financing by the employer) - Employer offers his employees unemployment insurance schemes (subject to co-financing by the employer) <p>Please note: Bonus points will only be awarded in case the offers are above the prevailing statutory requirements in the concerned country and in case the offers are co-financed by the employer by at least 30%. The contributions can be achieved through complementary state or private offerings that are coherent and in no way contradictory to the national social security systems.</p>	Max. 4
<ul style="list-style-type: none"> ○ The project is awarded 4 bonus point if at least one of the following aspects is fulfilled (related to new jobs – KPI 1): <ul style="list-style-type: none"> - The employer offers extended maternity/paternity leave to its employees - The employer offers (extended) sick leave times with continued wage payment - The employer offers (extended) family benefits (e.g. child allowance) - The employer offers (extended) sick leave for caring of family members in need of care - The employer offers child care facilities or other childcare benefits <p>Please note: Bonus points will only be awarded in case the offers are above the prevailing statutory requirements in the concerned country and in case the offers are financed by the employer.</p>	4
Total maximum score for Social Protection	Max. 12

5. Contribution to synergies	
Based on the information provided in the concept note, the project and applicant foresee positive synergies with other SI projects.	2
Total maximum score for Bonus Criteria	35

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
Ghana	Poverty line	Non agriculture: 978 GHS Agriculture: 576 GHS
Morocco	Minimum wage	Public sector: 3.500 MAD Private Sector: 3.111 MAD Agriculture: 2.303 MAD
Rwanda	Poverty line	50.977 RWF
Senegal	Minimum wage	Non agriculture: 58.900 XOF Agriculture: 36.959 XOG