SEE -  
Clean Cooking

Higher Tier  
Cooking Component

Uganda

Innovation Challenge Fund (ICF)

EOI Application Template

Expression of Interest (EOI) template

Use this EOI template for your application by filling out the empty spaces in section 1 (general information) and section 3 (expression of interest). Under section 2 (eligibility) and section 5 (checklist for supporting documents), please tick/check the green boxes as applicable.

Please delete all text highlighted in **grey boxes** when filling out the template.

The entire EOI **should not exceed 12 pages with font Arial, point size 11** (excluding supporting documents).

**The EOI will be assessed as follows:** Application evaluation results will contribute (80%) while the pitch session will contribute (20%).

**Score:**

*•Motivation statement from Applicant: 15%*

*•Proposed project strategy/approach/business model regarding ICF support window 20%*

*•Years of Operation: 10%*

*•Licensing status: 10%*

*•Organizational Structure: 10%*

*•Financial Information: 10%*

*•Female and Persons with Disability inclusion/ participation in management and operations: 15%*

*•Previous participation/ experience in implementing an ICF or similar projects (5%)*

*•Other considerations (Certifications, products certification) 5%*

**APPLICATION INSTRUCTIONS:**

Submit your application or request for clarification by email to: [ella.tirwomwe@giz.de](mailto:ella.tirwomwe@giz.de) and keep in copy [solomon.atepo@giz.de](mailto:solomon.atepo@giz.de)

In the email submission, please include the following information:

\*Email Subject Title**: “*HTCC Uganda ICF Application: [****Insert Company Name****]***

***[****Insert name of ICF Application Pillar****], [****Insert Submission Date****]”***

**NOTE:**

**1.** Interested applicants will need to specify which support pillar they are applying under, and if their Innovation Project has scope across more than one ICF support pillar, this should be clearly outlined and justified in the Expression of Interest proposal document. Use different templates per application.

**2.** Kindly note that applications without this subject title may be rejected. Participants should expect to hear back from the assessment team within 30 days of the submission closing date.

**3.** Application Timeline: Open- **Thursday 30th November 2023 – Friday 26th January 2024**

## General Information *(Fill out the empty boxes in the table below)*

|  |  |
| --- | --- |
| Name of Enterprise /organisation | Click or tap here to enter text. |
| Type of organization *(define the cooking energy sector/ enterprise that you specialize in i.e., e-cooking (EPCs, Induction stoves),* *Class 2 under the US 761:2019 performance standards or improved biomass stove (Tier 3-5 Charcoal stoves, Tier 3-5 Biomass briquette stoves, Tier 3-5 Biomass Pellet Stoves, Tier 3-5 Wood stoves, Tier 3-5 Ethanol Stove-)* | Click or tap here to enter text. |
| Product Category/segment *(define your specialty in the cooking sectors i.e., producer, distributor and, the product lines).* | Click or tap here to enter text. |
| Full contacts of organization  *(physical & postal address, email, and telephone)* | Click or tap here to enter text. |
| Area (s) of Operation *(District, subcounty, village)* | Click or tap here to enter text. |
| Contact person *(name, email address and phone contact)* | Click or tap here to enter text. |

1. **Eligibility**
   1. **Commercial eligibility**

*Please type* ***Yes*** *or* ***No*** *as applicable, in the table below in the column on the right.*

|  |  |  |
| --- | --- | --- |
| **S/N** | **Criteria** | **Response** |
| 1 | Are you a cooking SME or organization legally registered in Uganda?  *(Provide a copy of valid Certificate of Incorporation)* | Yes  No |
| 2 | Is your product certified under i.e., UNBS, IEC, Uganda Revenue Authority, under the Tier 3 and above Multi-Tier Framework (MFT) based on **ISO 19867-1:2018** or Uganda National Bureau of Standards (UNBS) **Class 2 under the US 761:2019** performance standards,CREEC, and the Global LEAP Test Methods.  If not, please state why in the allocated slot in 3.9 below | Yes  No |
| 3 | Do you have a valid trading licence / operating license? *(Provide a copy of a valid trading licence or operating licence)* | Yes  No |
| 4 | How many employees do you have? How many full-time and how many part-time employees do you have? *(Provide a copy of a company organogram or list of employees and managers)* | Number of employees: Click or tap here to enter text.\_\_\_\_\_\_\_\_  *Thereof full-time:* Click or tap here to enter text.*\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Thereof part-time:*Click or tap here to enter text.*\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 5 | Do you have annual turnover/ sales figures for the last 3 years? *(If yes, state your average annual turnover/ sales figure for the last 3 years)* | Yes  No  Average Annual Turnover for the last 3 years: UGX \_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* 1. **Technical eligibility**

*Please type* ***Yes*** *or* ***No*** *as applicable, in the table below in the column on the right.*

|  |  |  |
| --- | --- | --- |
| **S/N** | **Criteria** | **Response** |
| 1 | Do you have at least three (3) years’ experience in the clean cooking sectors or the sector you operate in Uganda? | Yes  No |
| 2 | Are you willing to avail company financial, strategic and management data for assessment and analysis by HTCC-UG team? Strict rules and guidelines on confidentiality of sensitive company information will be adhered to. Non-disclosure agreements will be in place between the HTCC-UG team and the participating SME. | Yes  No |
| 3 | Are you willing and committed to host teams from the HTCC-UG team and from GIZ-EnDev Uganda to your premises during the duration of the trainings? | Yes  No |
| 4 | Are you willing to commit relevant/ pertinent members of their staff to fully participate in the thematic Gender Mainstreaming and BDS training (under the Energy Enterprise Coach (EEC)) activities that are a part of the ICF? | Yes  No |

1. **Expression of Interest**

*Please answer the following questions in the spaces provided.*

* 1. **Motivation Statement from Applicant (15%)**

Provide a statement with a ***maximum of 200 words*** describing the business, the needs/ gaps in the key areas of activities.

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Proposed project strategy/approach/business model regarding ICF support window 20%**

Provide a statement with a ***maximum of 200 words*** describing the business, the needs/ gaps in the key areas of ***strategic planning, financial management, operations, human resource management, marketing, investment readiness, business registration*** *and* ***business formalization***, and anticipated outcomes if they are considered for ICF support. Kindly also suggest ways the outcomes will be measured/ monitored.

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Years of Operation (10%)**

Provide proof of your service (how long/ years) in this business in the clean cooking sector in Uganda or the sector you operate in, any key impacts/achievements and or partnerships you have created to date *(Provide a copy of valid Certificate of Incorporation, report/documentation showing key achievements/impact)*

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Licensing Status (10%)**

Provide proof that the business has up-to-date operational licenses for their area of business *(Provide a copy of a valid trading licence and/ or operating licence)*

*Valid trading licence:*  **Yes  No**

*Operating licence:* **Yes  No**

* 1. **Organizational structure (10%)**

Provide an organogram and/or constitution of the team (technical, finance, administration, management etc.) (*Provide list of employees and managers and their key roles/mandates in the business*). The team should have a minimum of 3 key permanent staff, occupying key roles such as: CEO, finance, operations, human resource, and marketing.

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Financial Information (10%)**

Provide average annual turnover/ sales revenue/ proof of organizational growth for the last 3 years. Also mention the average annual stock/production/ requirement (Provide proof of audited financials or bank statements for the last one year that are certified by a third-party and/or accredited audit firm/certified accountant).

|  |
| --- |
| Click or tap here to enter text. |

## Female and Persons with Disability (PWDs) inclusion/ participation in management and operations (15%)

Provide for a narrative of how gender and disability inclusion are being mainstreamed into operations of your business. How you expect the training to improve gender mainstreaming in management and in operations of the organization?

|  |
| --- |
| Click or tap here to enter text. |

## Previous participation/ experience in implementing an ICF or similar projects (5%)

|  |  |  |
| --- | --- | --- |
| S/N | Criteria | Checklist/ Response |
| 1 | Have you/your organization participated in an Innovation Challenge Fund before? | Yes  No  If yes, indicate the year in which you carried out the project; Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_ |
| 2 | Under which areas did you apply/ participate in? (Please note that this section does not affect your score, however, helps the assessment team establish areas you need support in) | Supply and logistics  Financial Management  Technology Development  Research and Development  Marketing and Sales  Business Sustainability  Digitalization  Knowledge Management and Dissemination  Other, specify: Click or tap here to enter text.\_\_\_\_\_\_\_\_ |
| 3 | Which sector is the Organization engaged in? | Non-Governmental Organization  Renewable Energy Association  Governmental Entity  Private Sector Consulting Company  Other: |

## Other considerations (Certification of products) (5%)

Provide information on the following:

Highlight the relevant certification/standards of the products that your business deals with i.e., UNBS **Class 2 under the US 761:2019** performance standards, Verasol, IEC, efficiency stove performance certificate etc. Kindly share a scanned copy.

Where applicable, share any updates on the process/plans to have UNBS Quality mark on your product (s). Additionally, if your company/ organization is not registered under criteria mentioned above and in 2.1, use the allocation below to state why.

Click or tap here to enter text.

1. **Checklist for supporting documents.**

|  |  |
| --- | --- |
| **Requirements** | **Document provided** |
| Certificate of Incorporation |  |
| Copy of trading licence |  |
| Company organogram/ list of employees and managers |  |
| Proof of product certifications/standards *(where applicable)* |  |
| Proof of participation in previous BDS programs |  |
| Others *(Please specify)* |  |

**.**