



EU4Business



Implemented by
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Call for Proposals (CFP)

This CFP is funded under the “**Support to SME Development in Armenia**” (SMEDA) project as part of the EU4Business and GIZ’s Regional Private Sector Development in South Caucasus Programme. The project is co-funded by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and is implemented by GIZ aiming at strengthening the organised private sector, support SME coordination mechanisms, and develop links between research and the private sector in Armenia.

SMEDA’s **overall objective** is to create employment opportunities by enhancing private sector development in Armenia. The **specific objective** is to improve the national business and investment climate and support the creation and development of SMEs to enable broad based growth. Within the framework of the project, the following 5 results should be achieved.

- **Result 1:** Improved policy making process and coordination of supports to SME development for a conducive business development framework
- **Result 2:** Strengthened private sector organisations to implement SME policies
- **Result 3:** Improved process of commercialisation of ideas linking research institutions and businesses via cooperation networks
- **Result 4:** Improved design and management of economic clusters (business incubators, technoparks and Free Economic Zones)
- **Result 5:** Diversified access to finance for innovative start-ups and small businesses

Objectives of this CFP

Within the framework of “**Result 2**” the project will provide action grants to Private Sector Organisations (PSO - business associations and other business member organisations) in order to

- a) improve the management capacity of those organisations in providing better services to their members/companies, increasing their membership and generating incomes in order to sustain their functioning.
- b) participate effectively in public-private dialogue platforms (policy advocacy and lobbying activities) aiming at improving business and investment climate,

The proposal must contain activities aiming at: strengthening the capacities of business membership organisations’ (provide more and better services to members/companies; activities which support to extend their membership; establishment of sector specific working group; creating or upgrading existing pro bono legal advices/counsels for SME and entrepreneurs); participating in PPD platforms (preparation to presents private sector needs; evidence-base policy advocacy). In framework of this grant cycle the idea of PPD is narrowed down to a sector-specific group, to the "people of the same trade". Sector-specificity should be a natural aspect of a PPD, since the dialogue usually arises between a particular industry in the private sector and the part of government regulating or providing some of the public goods (infrastructure, education...) for that specific field.

The proposal should demonstrate how it would contribute to the following SMEDA Project indicators:

1. *The range of services that are provided and used has increased by at least 30%.*
2. *Increased membership of min. 20% in at least 3 business associations.*
3. *Number of recommendations of SME policy/strategy implemented (this is related to PPD and should demonstrate the improvement of the dialogue as well as the general business and investment climate in Armenia).*

Proposals have to include knowledge transfer elements.

Instructions for preparation of Proposals

In preparing the proposal for action grants, interested organisations (hereafter Applicant and/or Co-applicants) are expected to examine CFP in detail. Material deficiencies in providing the information requested in the document may result in the rejection of the proposal.

Eligibility criteria:

1. Applicants must apply as a **Consortium of Business Membership Organisations (BMO) and/or Business Support Organisations (BSO)**.
2. The lead applicant of the consortium has to be a BMO; BSO may apply as co-applicants.
3. The Consortium has to comprise three to five BMO/BSO. Please specify the combined number of businesses it represents (number of total members represented by the consortium)
4. All member of the Consortium must be registered in PADOR (http://ec.europa.eu/europeaid/etraining/pador/en/index.html_en)

Evaluation criteria:

Financial and operational capacity	Min score (1)	Max score (5)	Weight	Total
Do applicants/co-applicants have sufficient experience of project management?			1	
Do applicants/co-applicants have sufficient technical expertise (especially knowledge of the issues to be addressed)?			1	
Do applicants/co-applicants have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?			1	
Does the lead applicant have stable and sufficient sources of finance?			1	
Relevance of the action	Min score (1)	Max score (5)	Weight	Total
How relevant is the proposal to the objectives and priorities of the Call for Proposals?			2	
How relevant to the particular needs and constraints of Armenia or region(s) of Armenia is the proposal (including synergy with other EU and GIZ initiatives and avoidance of duplication)?			2	
How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?			1	
Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices			1	
Effectiveness and feasibility of the action	Min score (1)	Max score (5)	Weight	Total
Are the activities proposed appropriately, practical, and consistent with the objectives and expected results?			1	
Is the action plan clear and feasible?			1	
Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?			1	
Is the co-applicant(s)'s level of involvement and participation in the action satisfactory?			1	
Sustainability of the action	Min score (1)	Max score (5)	Weight	Total
Is the action likely to have a tangible impact on its target groups?			1	
Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?			1	
Are the expected results of the proposed action sustainable?: (1) financially (2) institutionally (3) at policy level (where applicable) (4) environmentally			1	
Budget and cost-effectiveness of the action	Min score (1)	Max score (5)	Weight	Total
Are the activities appropriately reflected in the budget?			1	
	Min score (1)	Max score (10)	Weight	Total
Is the ratio between the estimated costs and the expected results satisfactory			1	

Budget and Timeframe:

The total maximum budget for this CFP is EUR 200,000.00 (two hundred thousand Euros) all taxes included. The maximum amount per proposal is EUR 100,000.00. All proposals must be presented in Armenian Drams (for calculation please use the

following internet link:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_de.cfm)

Applicants can contribute to the co-financing in kind.

Applicants should clearly state their in-kind contribution (e.g. time, equipment, administrative costs, travel expenses, office space, materials, etc.) in their proposal.

The maximum duration of implementation for each proposal is 12 months.

Preparation and submission of Proposals:

Applicants shall submit a signed and complete proposal comprising the documents and forms in accordance with this CFP. Proposals should be submitted before 16:00 Yerevan time on November 10th 2017 to:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Support to SME Development in Armenia (SMEDA)
12 Proshyan Ave.
0019 Yerevan, Armenia

Two sealed envelopes containing the Technical and Financial Proposals shall be marked "Technical Proposal" and "Financial Proposal" and placed in one outer envelope and sealed. The outer envelope shall bear the following information:

*To: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
12 Proshyan Ave.
0019 Yerevan, Armenia
RFP: No. 2016-SMEDA-BMO
Do Not Open Before 10:00 a.m. Yerevan time, November 13th 2017*

Applicants shall bear all costs associated with the preparation and submission of proposals. SMEDA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. SMEDA is not bound to accept any proposal and reserves the right to annul the selection process at any time, without thereby incurring any liability to applicants.

The proposals and correspondence between the applicants and SMEDA shall be in English.

Applicants, their partners, co-applicants and experts are responsible for meeting all tax liabilities. All applicable taxes and duties must be included in the prices reflected in the Financial Proposal.

Applicants may request clarifications on any part of the CFP if such request is made 10 days before the deadline for submission of proposals. Any request for clarification must be addressed by email to eva.naehner@giz.de (no phone calls). SMEDA will send its response in writing via email, including an explanation of the query but without identifying its source to all organisations that obtained the full set of CFP documents. Should SMEDA deem it necessary to amend the CFP as a result of a clarification, it shall do so.

Schedule

October 2017:	<ul style="list-style-type: none">- Launch of Call for Proposals on 10th- Information Session on Call for Proposals on 16th
November 2017:	<ul style="list-style-type: none">- Deadline for Submission of Proposals 10th at 16:00- Opening of Proposals on 13st of November- Selection and Preparation of contracts 20th -24th November
December 2017- November 2018:	<ul style="list-style-type: none">- Signature of contracts first half of December- Inception of contracts- Contract implementation

Technical Proposal

TECHNICAL PROPOSAL SUBMISSION FORM

To apply for this call for proposals the lead applicants need to provide information about the organisations involved in the action. Please note that the registration of this data in PADOR is obligatory for this call for proposals

Name of Applicant's organisation /Name of Applicant's Organisations in Consortium:

Address of Applicant's organisation/ lead of Consortium:

Tel:

E-mail:

Type of organisation (and provide supporting documents, i.e. incorporation documents, charter, bylaws or else):

Please provide detail information, which will be necessary to assess the proposal according to the criteria's listed in the section: [Selection criteria](#)

Brief description of the proposal:

What are the objectives?

What activities do you plan to conduct?

Please describe technical approach and methodology:

Please describe the timeframe/work plan:

What are the knowledge transfer elements proposed?

What deliverables/outcomes are envisaged?

Please attach CVs of your staff who will implement the Project and mention respective roles:

Name and position of official signing the Proposal:

Signature:

Date:

Financial Proposal

FINANCIAL PROPOSAL SUBMISSION FORM (PLEASE REQUEST MS EXCEL VERSION FROM SMEDA, IF NEEDED)

Item	Description of activities	Unit Measure	Quantity	Unit Cost (EUR, incl. taxes)	Total Cost (EUR, incl. taxes)	Financed by SMEDA (mark if applicable)	In-kind contribution (mark if applicable)
1.						✓	
2.						✓	
3.							✓
4.						✓	
5.							✓
6.						✓	✓
7.						✓	
							✓
						✓	
						✓	
						✓	

Name and position of official signing the Proposal:

Signature:

Date: