

**Jamaica Business Fund**

**Concept Note Template**

 **4th Call for Proposals**

**December 6, 2019 – January 31, 2020**

Reference: JBF/19/CN

|  |  |
| --- | --- |
| Title of the Project: |  |
| Name of Applicant (Anchor Firm): |  |

|  |  |
| --- | --- |
| Concept Note Ref. No |  |
| (Issued by JBF) |

Jamaica Business Fund – Concept Note Template

**SECTION A: THE SUPPLY CHAIN GROUP - Composition and Experience**

|  |
| --- |
| **Applicant**: |
| A1 | ***Applicant Information (Anchor Firm)*** |
| *1* | Name of Enterprise: |
| *2* | Name of Representative: |
| *3* | Title/ position of Representative (responsible for value chain coordination) :  |
| *4* | Year Registered: | Reg. Number: |
| *5* | Mailing Address : |
| *6* | Phone numbers/ *Office:*  | *Mobile:* |
| *7* | Email/s: |
| *8* | Website*:* |
| *9* | Size Category: *see definitions below (tick the appropriate box)* |   | Small |  | Medium |  | Large |  |
| *10* | Role in planning/implementing the project: *(May include such things as: Definition of scope and priorities, budget development, overall project management, managing procurement, project reporting, resource management etc.)* |
|  |
|  |
| **Size Category** | **Annual Turnover/Sales** | **Number of Employees** |
| Micro | ≤ J$15M | ≤ 5 |
| Small | > J$15M ≤ $75M | 6-20 |
| Medium | > J$75M ≤ $425M | 21-50 |
| Large | Greater than J$425M | Over 50 |

*The size category is the higher size determined by either turnover or number of employees, so a firm with a turnover of J$60M and employing 30 persons will fall into the medium sized category.*

|  |  |
| --- | --- |
| **A2** | ***Group composition and Roles:*** List each other entity involved in the project, excluding paid service providers, the person representing the entity and their role in implementing the project. Add additional rows, if necessary, to include all partners.Project beneficiaries must be locally registered SMEs. Not all partners need to be beneficiaries. |
| ***1*** | Name of Supply Chain Member (firm, farm, cooperative etc.) | Name of Representative | Size Category(Micro/Small/Med/Large) | Beneficiary? Y/N | Role in planning/implementing the project (May include such things as: Assists with definition of scope and priorities, budget development, participates in project execution, and contributes to attainment of objectives and deliverables.)  |
| *1.1* |  |  |  |  |  |
| *1.2* |  |  |  |  |  |
| *1.3* |  |  |  |  |  |
| *1.4* |  |  |  |  |  |
| *1.5* |  |  |  |  |  |
| *1.6* |  |  |  |  |  |
| *1.7* |  |  |  |  |  |
| *1.8* |  |  |  |  |  |

Please complete the table below which should not exceed 1 page.

|  |  |
| --- | --- |
| **A3** | ***Introduction and background of participants:*** *Please provide a brief introduction of the Applicant (Anchor Firm) and supply chain partners and explain the nature and duration of their business relationships. This may include the key products/services sold by the value chain, existing sales between members of the value chain, participation in industry associations etc.as deemed relevant.*  |
|  |  |
| **A4** | ***Project and Technical Experience of the Supply Chain group:*** *Provide a summary of relevant project management and technical experience of the Anchor Firm and partners. Identifying experience in implementing projects of a similar scale and nature to the proposed project would be an asset.*  *If the group lacks the required skills/experience, how will this be addressed? The skills required from paid service providers should be included here.*  |
|   |  |

 **SECTION B Project details**

Please complete the table below which should not exceed 4 pages.

|  |  |  |
| --- | --- | --- |
| B1 | **Total expected duration of the project (months):****<Maximum time provided is 10 months>** |  |
| B2 | **Project introduction:** *Briefly describe and explain the current status, and main concept/rationale of the project.* (*What is the market opportunity that has been identified?* *This should include identification of specific potential buyer relationships to the extent possible)* |
|  |  |
| B3 | **Preparatory Work:** *Has any preparatory work been done for the project? If so, please provide a brief outline of this work.* *Preparatory market research is particularly important to quantify the opportunity.* |
|  |  |
| B4 | **Problem(s) being addressed:** *Clearly define the problem(s) the project will address so the value chain can take advantage of the identified market opportunity (as described in B2 above).* |
|  |  |
| B5 | **Solution proposed:** *Please describe the solution proposed to address the problem, the potential impact that the solution will have on the supply chain group, and/or on the market. Where the proposed solution requires both group actions and actions by individual supply chain members, it should be noted here.* |
|  |  |
| B6 | **Planned activities and targeted outputs:** *List the project activities needed to produce the project outputs and main outcomes. Ensure that the activities are practical, realistic, feasible and coherent. Group activities and individual sub-project activities should be listed here*, *separately.* |
| B6a | **Group activities:** *Include actions which involve and benefit all or most SME members of the supply chain group* |
|  |  |
| B6b | **Sub-project activities:** *Include actions which will involve only one or a few members of the SME supply chain but benefit the group.* (If several sub-projects are involved, add rows as necessary) |
|  |   |
| B7 | **Describe how the project will lead to:** Increased sales, exports, profits, productivity and jobs (**all may not apply**). Please also list the assumptions made in developing the projections. |
|  | Sales:Exports:Profits:Productivity: Jobs: |
| **Assumptions:**  These statements should provide practical context for the growth mentioned above. |
|  |
| B8 | **Estimate the following outcomes of your project: (all may not apply)** |  |
|  | **Indicator** | **Value** | **Units** |
| Current\*(baseline)**<mmm-yyyy>** | **End of Project** | YR1 | YR2 | YR3 |
| Exports |  |  |  |  |  | J$ |
| Jobs  |  |  |  |  |  | Number |
| Sales (of anchor firm) |  |  |  |  |  | J$ |
| Productivity |  |  |  |  |  |  |

\***Most recent financial year [please insert the month and year in the table above, mmm-yyyy]**

|  |  |
| --- | --- |
| B9 | Will there be spill overs *(benefits to other SMEs outside of the named supply chain group)*? Is there scope for replication and sustainability? |

### SECTION C – Estimated Summary Budget - For each planned activity (from Section B6) give the information listed in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Activity\*****(From list at Section B6a)** | **[A]****Estimated Activity Cost (J$)** | **[B]****Required JBF Contribution (J$)** | **[C]****Applicant’s Contribution (CASH)** | **[D]****Applicant’s Contribution (IN-KIND)** | **Nature of IN-KIND contribution** *[Explain what will constitute in-kind contribution e.g. staff time, training venue, etc.]* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-Project Activity** **(From list at Section B6b)** | **Estimated Activity Cost** | **JBF Contribution**  | **Applicant’s Contribution (CASH)** | **Applicant’s Contribution (IN-KIND)** | **Nature of IN-KIND contribution**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| **Applicants contribution [Cash + In-kind] as a % of total project cost** |  | **= (C+D)/A %** |  |
| **In-kind Contribution as a % of Total Counterpart Contribution\*\*** |  | **= D/(C+D) %** |  |

### \* Where sub-projects are part of the action, please include sub-project activities in the budget. At the Full Proposal stage, the final detailed budget for the project may not vary from this initial estimate by more than 20%. Please pay due attention when making this estimate and provide a realistic and cost-effective budget taking into account inflation, possible exchange rate fluctuations, and other potential increases in costs.

\*\* In-kind contribution cannot exceed 50% of Total counterpart contribution

### SECTION D - Declaration

|  |
| --- |
| The applicant and its beneficiary partners declare that:* They meet the criteria for Applicants and beneficiaries of the JBF as set out in the Guidelines for Applicants (see attachment)
* They undertake to comply with the principles of good partnership practice, as follows:
	+ All partners have read the application form and understand what their role(s) in the project will be.
	+ The Applicant will consult regularly with its partners and should keep them fully informed of the progress of the project.
	+ All beneficiary partners shall receive copies of the reports made to the JBF.
	+ Substantial changes proposed to the project (e.g. activities, partners, and so on) shall be agreed by the partners before submitting the proposals to the JBF. Where no such agreement can be reached, the Applicant shall indicate this when changes are submitted for approval to the JBF.
* The applicant is directly responsible for the preparation and management of the project with its partners and is not acting as an intermediary.
* They do not fall in any of the categories (a) to (i) listed in section 2. of the Guidelines for Applicants - Eligibility of Applicant (attached) which outlines applicants who may not be awarded grants.
* They have the financial and operational capacity to carry out the proposed action.
* The partners authorise the applicant to enter into a grant agreement with the JBF.
* The group has agreed on decisions over ownership, management, disposal of the assets and liabilities that are jointly held by the supply chain group.
 |
| The undersigned, being the authorised persons responsible in the applicant organisation and its beneficiary partners, certify that the information given in this Application is correct. |
|  | Name | Signature | Date |
| Applicant (Anchor Firm): |  |  |  |
| Beneficiary Entity 1 |  |  |  |
| Beneficiary Entity 2 |  |  |  |
| Beneficiary Entity 3 |  |  |  |
| Beneficiary Entity 4 |  |  |  |
| Beneficiary Entity 54 |  |  |  |
| **Add rows as necessary** |  |  |  |

### SECTION E – Checklist

|  |  |
| --- | --- |
| **Before submitting your concept note, check that each of the following is complete and respects the following criteria** *(put check marks in boxes)****:*** |  |
| 1. The correct concept note format, published for this call for proposals, has been used and all the sections are filled in.
 |  |
| 1. The budget is presented in the format requested and is expressed in Jamaican dollars (J$)
 |  |
| 1. The duration of the proposed project is equal to or lower than 10 months (the maximum allowed)
 |  |
| 1. The requested JBF contribution equal to or lower than US$30,000\* (the maximum per beneficiary) times the number of MSME beneficiaries in the supply chain group.
 |  |
| 1. The requested total JBF contribution is equal to or lower than US$350,000\* (the normal maximum grant available per supply chain application) or a request has been made to increase the limit due to the exceptional impact of the project.
 |  |
| 1. The requested percentage contribution is equal to or lower than the maximum allowed for the category of firms participating in the project.

All micro-enterprises and primary producers (farmers, fisherfolk and the like) eligible for *70% grant support, Small and medium sized enterprises which are secondary producers (processors) eligible for 50% grant support* |  |
| 1. The Declaration has been filled in, signed by all required persons in the supply chain group, scanned and attached to the application.
 |  |

 *\*For conversion from J$ to US$ please use the Bank of Jamaica sell rate for the day of submission of the concept note. This is available at* <http://www.boj.org.jm/> *, state this rate below*

Conversion rate used: \_\_\_\_\_\_\_\_\_US$/J$

Attachment

**Eligibility Criteria**

*Eligibility of applicants: who may apply*

The applicant will generally be a medium or larger firm, which interacts directly with the market, which is a part of an eligible supply chain and which accepts the responsibility to prepare and manage a JBF application and the project implementation. The applicant is generally also called the Anchor firm.

Only medium sized and smaller applicants will normally directly benefit from the grant.

The Applicant/Anchor firm **must:**

* represent a supply chain-based group of locally registered enterprises transacting business with each other and /or holding common interests, particularly interests in supplying a specific market. Eligible supply chains include productive sectors that can generate high job multipliers from invested resources and ideally sustainable and growing foreign exchange earnings through exports and/or foreign exchange savings through import substitution.
* be majority privately owned with transparent ownership and established buyer relationships. Fee-based, private sector associations representing a specific industry subsector, having a commercial focus and established buyer relationships are also eligible; government supported entities are eligible in exceptional cases where the entity operates in transactional arrangements with the supply chain or where there is a private-public partnership e.g. through licensing, leasing or contract.
* hold a legally required business license, registration, or form of incorporation.
* have been in operation for at least one year, as evidenced by a financial statement, registration documents, or other means acceptable to the JBF.
* have a Tax Registration Number (TRN), Tax Compliance Certificate (TCC) and General Consumption Tax (GCT) number at the time of application;
* Show evidence that it can provide, through its partner firms and its own resources, sufficient financial resources to fund the required co-payment. This may take the form of commitment agreements with supply chain partner firms.
* be directly responsible for the preparation and management of the action, not acting as an intermediary; and
* be experienced and able to demonstrate its capacity to manage initiatives corresponding with the size of the project for which a grant is requested;

*Eligibility of Beneficiaries: who may benefit from grants*

(1) To benefit from a JBF grant, firms **must:**

* belong to a supply chain-based group of locally registered enterprises transacting business with each other and represented by an Applicant/Anchor firm registered and operating within Jamaica.
* be micro, small or medium sized according to the table below,

|  |  |  |
| --- | --- | --- |
|  | **PRIMARY INDICATOR** | **SECONDARY INDICATOR****(for Guidance Purposes Only)** |
| **Firm Category** | **Total Annual Sales/ Turnover**  | **Number of Employees** |
| **Micro** | ≤ J$15M | ≤ 5 |
| **Small** | > J$15M ≤ $75M | 6-20 |
| **Medium** | > J$75M ≤ $425M | 21-50 |

* be majority privately owned with transparent ownership; government supported entities are eligible in exceptional cases where the entity operates in transactional arrangements with the supply chain or where there is a private-public partnership e.g. through licensing, leasing or contract.
* hold a legally required business license, registration, or form of incorporation, in the case of farmers, registration with the Rural Agricultural Development Authority (RADA) or other similar institution acceptable to the JBF.
* have been in operation for at least one year, as evidenced by a financial statement or other means acceptable to the JBF.
* have a Tax Registration Number (TRN) and, where applicable, a General Consumption Tax (GCT) number at the time of application;
* Show evidence that they have or can obtain sufficient financial resources to fund their required co-payment
* In exceptional circumstances the Anchor Firm, even though it does not meet the size criterion set out above, may require a grant to assume the responsibilities and significant costs of coordination of the project. In such cases the firm must include the request in the grant application with adequate justification. The decision on whether to allow this is at the discretion of the Fund Manager and the JBF Policy Committee. In such cases the percentage of co-financing by the JBF to the Anchor firm will not exceed 35%.

In addition to the above, SME firms applying for sub-grants within a supply chain project must:

* be directly responsible for the preparation and management of the sub-grant project, not acting as an intermediary; and
* be experienced and able to demonstrate their capacity to manage initiatives corresponding with the size of the project for which a grant is requested.

*General Eligibility Requirements for both Applicants and Beneficiaries*

Firms may not participate in calls for proposals or be awarded grants if:

1. they fall into a category that is not eligible for financing in World Bank Projects because it is listed under the IFC Environmental Exclusion List (see Environment Risk Management Checklist at the JBF website)
2. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters;
3. they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
4. they are guilty of grave professional misconduct proven by any means which the JBF can justify;
5. they have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Jamaica;
6. they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to JBF’s or the Government’s financial interests;
7. they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other loan or grant award procedure financed by the FCGP.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

1. are guilty of misrepresentation in supplying the information required by the JBF as a condition of participation in the call for proposals or fail to supply this information;
2. have attempted to obtain confidential information or influence the evaluation committee or the JBF during the evaluation process of current or previous calls for proposals.