**Call for Applications**

**Application form**

**Sustainability and decent work support programme for business support organisations**

**Trade for Development Centre**

**Contracting authority: Enabel, the Belgian development agency**

**Reference : BEL2201011**

**Application deadline: 16 September 2024 at 12.30pm (Belgian time)**

**Submission via :** [**https://submit.link/2Ls**](https://submit.link/2Ls)

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**Prior to filling out the application form,**

**please read the document “Call for Proposal – Content, rules & regulations”**

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For any question, please send an e-mail to tdc@enabel.be

# GENERAL INFORMATION ABOUT THE APPLICANT ORGANISATION

|  |  |
| --- | --- |
| **Contact details** | |
| Name of the organisation |  |
| Postal address |  |
| Physical address (localisation of the office) |  |
| Contact person(s) + position within the organisation |  |
| Telephone number: country code + city code + number |  |
| E-mail address(es) of contact person(s) |  |
| Name of the person and position of the person who completed this form |  |
| Website |  |

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| **Short presentation** | |
| Explain briefly the origin and evolution of the organisation | (max 30 lines) |

# ELIGIBILITY CRITERIA

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| **If you do not meet all the criteria below with the minimums  indicated in the file “Content, rules & regulations”,  it means that your organisation is NOT eligible** | |
| **Object/purpose of the company:**   * At what stage(s) of a company's life do you intervene (creation, growth, development,...)? Explain. |  |
| * In which areas do you provide advice (legal, management, financial, commercial,...)? Explain. |  |
| **Type of services provided:**   * What type of services do you provide to your clients (advice, training, coaching,...)? Explain. |  |
| **Legal form:**   * What is the legal form of your organisation? |  |
| * Is it considered as private, public or parapublic company? |  |
| **Establishment:**   * When was your organization officially created? |  |
| **Type of clients:**   * What type of customers/beneficiaries do you support? |  |
| * Do you support cooperatives/producers’ organisations/social enterprises? Explain. |  |
| **Volume of customers**   * How many structures did you support in 2021? * How many structures did you support in 2022? * How many structures did you support in 2023? |  |
| **Geographical area :**   * Where is your head office located? |  |
| **Support from TDC**   * Have you ever received support from the TDC (if so, please specify)? |  |

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| **Human resources that have been part of the organisation since JANUARY 2022** | | |
| Permanent / fixed contracts | | |
| **Name** | **Hired on...**  **(and left on... if no longer working for the organisation)** | **Function/profile/skills** |
| … |  |  |
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| External consultants (if any) | | |
| **Name** | **Has been working with us since....**  **(specify if worked in 2022, 2023 but no longer works for the organisation)** | **Function/profile/skills** |
| … |  |  |
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| Do the managers speak fluently French or English? |  |

1. **MOTIVATIONS**

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| What are, according to you, your 3 biggest strengths ? |
| 1. |
| 2. |
| 3. |
| What are, according to you, your 3 biggest weaknesses ? |
| 1. |
| 2. |
| 3. |
| Explain why you ask this support. What are your expectations? (maximum 20 lines) |
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| **What are your reinforcement needs? Prioritize** (see paragraph "Presentation of the reinforcement programme offered by the TDC" on page 3 in the contents & regulations) | | |
| **Order of importance** | **Type of need** | **Explain and specify** if you have already received any support in this area |
| Need n°1 |  |  |
| Need n°2 |  |  |
| Need n°3 |  |  |
| ... |  |  |
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| How do you see your organisation evolving? Where do you see your organisation in 5 years’ time, for example? What is your dream? |
|  |

# SELECTION CRITERIA

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| **Customer :**   * Is the number of supported cooperatives/producers’ organizations increasing? | Explain, quantify |
| * If so, do you have a specific strategy to reach/accompany this target? |  |
| * Are you active in sustainable trade? Social economy/business? (asset\*) |  |
| * Are you active in the following sectors: cocoa, coffee or cashew nuts? (asset\*) |  |
| **Business volume (customers, projects)**   * Has your business volume increased? | Please explain the reasons for a decrease, stagnation or increase |
| * Are you actively looking for new customers, or are customers coming towards you? | Explain |
| **Services offered**   * Have you diversified/improved the services that you offer? | Yes/no, explain the reasons |
| **Matching of your services with the needs of your beneficiaries**   * How do the services offered correspond to the needs and challenges faced by those you support? | Explain |
| **Communication**   * Do you have communication tools? | Yes/no, detail |
| **Local anchoring / network**   * Who are your most important partners? And what kind of partnership is it? | Explain |
| * Are you a member of any organisation? |  |
| * Are other organisations member of your organisation? |  |
| * Do you have offices in rural areas? (asset\*) | If you do, where are they located? |

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|  | **2022** | **2023** | **2024 (forecast)** | **2025 (forecast)** |
| **Turnover** |  |  |  |  |
| **Grants (if any)** |  |  |  |  |
| **Gross operating margin** |  |  |  |  |
| **Net result before taxes** |  |  |  |  |
| **Number of full time equivalent jobs** |  |  |  |  |

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| **Turnover**   * At what daily rate (or other) do you invoice your services? | Please explain |
| **Funding sources**   * What are your different sources of funding? * Do you have bank loans? If so, what type of loan is it? |  |

# DOCUMENTS TO BE SUBMITTED - MANDATORY

* This document, duly completed, and signed by the director of the organisation
* The legal entity form (Annex B)
* The statutes (bylaws, articles of association)
* The financial statements (Profit & Loss Account + Balance Sheet) for the previous two years years: 2021 & 2022 (or 2022 & 2023 if 2023 is already available)
* A track record detailing the support that has been delivered to 2 supported organisations in 2021 or 2022 or 2023 including **ALL THE FOLLOWING PARTS**:
  + the methodology used,
  + the tools created,
  + the reports exchanged between the BSO and the coached company,
  + the amount invoiced,
  + the number of days worked,
  + the profile of the persons who intervened in the case.

If available, please also submit your:

* Organisational chart
* Promotion and communication material
* Marketing plan
* Business plan

# DECLARATION UPON HONOUR

**DECLARATION UPON HONOUR THAT ALL INFORMATION PROVIDED IS CORRECT AND TRUE**

The organization certifies that it is not in one of the exclusion situations mentioned in chapter 4 of the document "Call for Proposal - Content, rules & regulations".

DATE

NAME of director

Signature