**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

|  |  |
| --- | --- |
| **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?  |

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

|  |  |
| --- | --- |
| **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