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| |  | | --- | | **Call for proposals for a competitive challenge fund to support fuel producers to upscale production and sales capabilities.**  **ALTENATIVE FUEL CHALLENGE FUND (AFCF)**  EnDev Rwanda (GIZ)  **Conducted by GIZ Rwanda, ICS Coordination** | |  | |  |

**Expression of Interest (EoI) template**

Applications are open to all Small and Medium-sized Enterprises (SMEs), cooperatives or companies operating in the clean cooking sector in Rwanda and producing alternative fuels such as briquettes, pellets and green charcoal. The eligibility criteria are described in the ToR.

Given the fulfillment of the eligibility criteria, the applicants will be assessed based on their motivation, proposed business plan as well as against a set of evaluation scorecard criteria that are described in the ToR and queried below.

* Motivation statement – 20 points max
* Business plan – 45 points max
* Scorecard Criteria as presented in the TOR – 35 points max

Based on the scoring, a ranking will be compiled, while the first five will be shortlisted.

The EOI will contribute 65% to the total project score, while due diligence will make 35% of the total result. Only shortlisted applicants will be required to participate in the due diligence. Providing relevant information / documentation to the project technical team and facilitate the due diligence process.

**How to Use the EoI template**

Kindly 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 4 (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).

1. **General Information**

*(Fill out the empty boxes in the table below)*

|  |  |
| --- | --- |
| Name of enterprise/organization/company/cooperative | Click or tap here to enter text. |
| Type of organization *(Producer, distributor, etc....)* | Click or tap here to enter text. |
| Product Category/segment *( i.e., pellets, briquettes, distribution)* | 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**

**2.1 Commercial eligibility**

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

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| **S/N** | **Criteria** | **Response** |
| 1 | Are you a fuel producing factory, organization, company or cooperative legally registered in Rwanda?  *(Provide a copy of valid Certificate of Incorporation)* | Yes  No |
| 2 | What kind of fuel are you producing? | Briquettes  Pellets  Green Charcoal  Others |
| 3 | Are your fuels tested (calorific value, moisture content, ash content...) by a recognized institution i.e., RSB, CREEC…. based on **ISO** (provide *a copy of certificate)* | Yes  No |
| 4 | Do you have at least two (2) years’ experience in the fuel sector operating in Rwanda or outside Rwanda? | Yes  No |
| 5 | Are you willing to avail company financial, strategic and management data for assessment and due diligence checks by the EnDev Rwanda team? Strict rules and guidelines on confidentiality of sensitive company information will be adhered to. Non-disclosure agreements will be in place between the GIZ EnDev Rwanda team and the participating SME.  *(If yes, provide a copy)* | Yes  No |
| 6 | Are you willing and committed to host the ReCIC team to your premises during the duration of the project implementation? | Yes  No |
| 7 | How many employees do you have? How many full-time and how many part-time employees do you have?  *Provide an organigram 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. Please highlight those that have experience of more then four years in the sector). The team should have a minimum of 3 key permanent staff, occupying key roles such as: CEO, finance, operations, human resource, and marketing.* | 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.  Number of female employees: Click or tap here to enter text.  Number of employees with more than 4 years of experience Click or tap here to enter text. |

**2.2 Technical evaluation**

*Please click* ***Yes*** *or* ***No*** *as applicable, in the table below in the column on the right. Kindly provide additional information where requested.* **S/**

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| **S/N** | **Criteria** | **Response** |
| 1 | Please indicate your sales capacity and annual turnover for the last 2 year, as well as your current production and storage capacity as well as machine conditions | Yes  No  Average Annual Turnover for the last 3 years: Rwf: Click or tap here to enter text.  Production capacity (tons/day): Click or tap here to enter text.  Storage capacity (tons/month): Click or tap here to enter text.  Machines condition (hours of operation): Click or tap here to enter text.  Provide proof of audited financials or bank statements for the last one year  Justify 20% as own contribution to the project. |
| 2 | Do you have access to raw materials? | Yes  No  Average distance from raw materials sourcing: Click or tap here to enter text. |
| 3 | Do you have access to the paved / main road? | Yes  No  Distance from paved road:Click or tap here to enter text. |

1. **Expression of Interest**

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

**3.1. Motivation Statement from Applicant** (max. 20 points)

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

Click or tap here to enter text.

**3.2. Proposed project strategy/approach/feasibility/ sustainability business model regarding AFCF support** (max. 45 points).

Provide a statement with a maximum of 1000 words describing a) your idea how to invest the projects contribution as well as the expected benefits contributing to the project indicators outlined in the ToR, b) the technical feasibility and sustainability of the proposed idea, c) realistic milestones and timeline aligned with the project period described in the ToR, d) viability, robustness and institutional strengths of the business (i.e. financial management, human resource management, marketing, investment readiness). Kindly also suggest ways the outcomes (production and sales) will be measured/ monitored on a monthly basis and reported to GIZ / ReCIC.

Click or tap here to enter text.

**3.3. Gender mainstreaming and inclusion**

Provide a narrative of how gender and disability inclusion are being mainstreamed into the operations of your business.

Click or tap here to enter text.

1. **Checklist for supporting documents**

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| --- | --- |
| **Requirements** | **Document provided** |
| * BRD/RCA Certificate |  |
| * Tax clearance certificate |  |
| * Certificate of social security clearance |  |
| * Company organigram/ list of employees and managers |  |
| * Proof of product certificate /standards |  |
| * Proof of experience of at least 10% of technical employee (CV and professional certificates) |  |
| * Others *(Please specify)* |  |