**Annex 1: EXPRESSION OF INTEREST FORM**

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| --- | --- |
| Notice of Funding Opportunity Ref # |  |
| Applicants HRA target Intermediate Result area (s) |  |
| Applicants HRA Target region (s) and Woreda(s) |  |

Please ensure you complete all sections and attach all required documentation. The Application Form should be **no more than ten (10) pages in length** (not including additional supporting documentation and budget).

1. **Applicants contact details**

|  |  |  |
| --- | --- | --- |
| 1.1 | Name of point of contact for the applicant |  |
| 1.2 | Position of point of contact within the business / institution |  |
| 1.3 | Address |  |
| 1.4 | Phone number |  |
| 1.5 | Email address (optional) |  |

1. **Business/institution information**

|  |  |  |
| --- | --- | --- |
| 2.1 | Name of the business / institution |  |
| 2.2 | Year of establishment |  |
| 2.3 | Description of current business / institution structure and main business activities |  |
| 2.4 | Number of full-time staff / part-time staff |  |
| 2.5 | Mission / Objective of business / institution |  |
| 2.6 | Has your organization received any financial / technical assistance from international organizations or NGOs (if yes, please describe the content of the assistance) |  |

1. **Proposed Business / activities**

|  |  |  |
| --- | --- | --- |
| 3.1 | Brief description of proposed business case / activities, and why it is viable in the current market context and who are the main clients / partners in the proposed business |  |
| 3.2 | Explain why the proposed business case/activities requires support from Mercy Corps |  |
| 3.3 | Proposed location of activities and target groups (outreach/geographic coverage) including last mile agent network and targets your business model would be able to serve once revamped |  |
| 3.4 | Expected impact of the business case/activities on the PSNP households (please include economic or social benefits, number of individuals / households benefiting from this business case) |  |
| 3.5 | Proposed list of activities needed to realize the proposed business case/activities successfully and sustainably |  |
| 3.6 | Describe how your track record and experience will enable you to implement the business case case/ activities successfully |  |

1. **Budget summary**

|  |  |  |
| --- | --- | --- |
| 4.1 | Estimated cost of the entire business / activities (ETB) |  |
| 4.2 | Total request for financing from Mercy Corps (ETB and %) |  |
| 4.3 | Total financing covered by the applicant (ETB and %) |  |
| 4.4 | Describe other sources of financing (e.g. bank loan, family loan, own capital) |  |

1. **Supporting documentation**

(If they are not available, please provide the equivalent information.)

* Company Profile (if available)
* Copy of business registration documents
* Copy of tax registration
* Copy of financial reports for the last two years, including any audit report (if available)
* Please include details of the budget, as shown in Annex 1
* Support letter from regional/zonal/woreda government office indicating current operation status and reputation of the enterprise
* Evidence for land holding for the purpose of forage production (if proposed idea is production forage)
* Testimonials from partners like Agri input retailers (if there is previous linkage)

**I HEREBY CERTIFY THAT THE INFORMATION PRESENTED IN THE CONCEPT NOTE IS ACCURATE AND COMPLETE.**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_