



Contracting Authority: SEKEM Development Foundation

InnoEgypt

“Toward Competent Innovation and Knowledge-Based Economies in Egypt via business incubation and start-ups”

Guidelines for grant applicants

Budget line: 19.080.101

Reference: EuropeAid/137883/ID/ACT/EG

Call Reference Number: SDF/InnoEgypt/2018/RFA-01

Deadline for Submission of the online application form (Stage 1):

15 April 2018, 16:00 pm – Cairo Time

Please read these guidelines carefully before you enter the Competition. By submitting an entry, you accept these Terms and Conditions and agree to comply with them.

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ANNEX A: APPLICATION FORM

1. INNOEGYPT PROJECT - SUPPORT TO THE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING REFORM PROGRAMME IN EGYPT

1.1. BACKGROUND

InnoEgypt is a EuropeAid-TVET II project aiming to foster national transformation toward sustainable innovative-based economy in Egypt via intensifying the existence, sustainability & impact of young entrepreneurial start-ups. This to be achieved by two interlinked tracks: creating local jobs and empowering young entrepreneurs and SMEs with high growth potential; and defining and empowering the supply networks and value chains in order to understand the market needs to create better Objectives of the programme and priority issues

Project Coordinator: SEKEM Development Foundation (EG);

Consortium: Mohamed Farid Khamis Foundation, EITESAL Foundation, Techno Khair, Centre for the innovation governance (Italy);

More information can be obtained through the Project Website: www.eu-innoegypt.net

1.2. OBJECTIVES OF THE CALL AND PRIORITY ISSUES

The main objective of this call is to encourage entrepreneurs from both gender (male and female) to establish their start-ups / businesses with a high potential of sustainability through providing them with an opportunity to access both financial and non-financial business development support via full incubation services. The call will help individuals to start-up their micro and small businesses (especially in fostering supply and value chains) and will provide financial and technical coaching and mentoring in all aspects (full incubation) over 24 months. Entrepreneurs who are just coming into existence and beginning to display signs of future potential but not yet fully developed and those who already started but still in need for further assistance/development for expansion are invited to participate in this call.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 500,000 (about 10,000,000 Egyptian Pounds). The Contracting Authority reserves the right not to award all available funds.

It is expected to fund around up to 40 start-ups (maximum amount: Euro 12,500 per start-up). Besides direct financial support, incubated start-ups/teams will get a full package of incubation services (e.g. office space, laptops, mentorships and consultancies, etc.)

Number of applications/grants per applicant

- The applicant can submit more than one application under this Call;
- The successful applicant will not award more than one grant/contract under this call;

Co-funding: The InnoEgypt project will provide 100% of the start-up allocated budget (up to 12,500 Euro per start-up) with zero equity.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines and annexes set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the internal regulations of SEKEM, in case of having other parts that might not be covered by this guidelines the Practical Guide will apply (available on the Internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

1.4. ELIGIBILITY CRITERIA

1.4.1. *Eligibility of applicants*

(1) In order to be eligible for a grant, the applicant (who will submit the application) has to match the following criteria:

- Be a natural person
- Age from 21 to 30 years old;
- Egyptian;
- Both gender can apply “Female entrepreneurs are strongly encouraged to apply”;
- To be available during the time of incubation phases - 24 months;
- Not currently incubated during the contracting phase in another incubation/acceleration programme;

(2) Start-up: Nature & Team:

- The Start-up must be for profit
- The Start-up must be technology based and fits with sectors of focus of this action
- The Start-up can be in idea phase; or have (has) prototyping/minimal viable product; or already active and running up;
- Team: a minimum of 3 members (including the main applicant);
- Any member of the team (except the main applicant) can be of any nationality, without any age restrictions;
- At least 60% of the team members are full-timers and are fully dedicated to the start-up throughout the physical incubation period;
- Not currently incubated during the contracting phase in another incubation/acceleration programme;

1.4.2. *Eligible actions: start-up for which an application may be made*

Duration: The planned incubation period may not exceed 24 months.

Duration of the incubation is divided into Three-Phases:

- The initial planned duration for **Phase I** “Pre Incubation, boot camping and capacity building actions” may not exceed 2 months;
- The initial planned duration for **Phase II** “Real/ Physical Incubation” may not exceed 18 months;
- The initial planned duration for **Phase III** “Post Incubation and Scaling Up” may not exceed 6 months;

Sectors or themes: Eligible Industrial Sectors and Supply/value Chains: Under this call, priority will be given only to actions that fulfil the following sectors (alphabetic order):

- **Sector - 1: Agro-Food:** including – but not limited to: agriculture (for instance: pest management, intensification, composting, collection and handling), food processing (packaging techniques & materials, storage), recycling and waste management (i.e. wastewater treatment, solid wastes treatment...);
- **Sector - 2: Construction** – but not limited to: renewable energy (i.e. solar energy, wind...), new building materials & techniques, in-door & out-door utilities, architecture, green housing, water management, water desalination);
- **Sector - 3: Information and Communication Technology** – but not limited to: ICT in Health, ICT in Education, Internet of Things, Automotive;
- **Sector - 4: Ready Made Garments** – but not limited to: garments, textiles, fashion, handicrafts

Location of the incubation: physical incubation start-up must take place in one or more of the following governorates: Sohag, Assuit, Cairo, Giza, Qalyubeya, Alexandria, and Sharqia;

1.4.3. Eligibility of costs: costs that can be included
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Types of start-up actions which may be financed under this call:

- Staff members' incentives/costs;
- Attending essential and relevant trainings, conferences, seminars, fundraising;
- Organizing marketing and sales activities (website, promotional materials);
- Actions aiming at creation and improving networks, exchanges of good practices with main stakeholders (potential customers, suppliers);
- Studies, analyses, mapping actions;
- Additional external specialized consultancies;
- Registration fees for relevant conferences/exhibitions for start-ups;
- Purchasing special needed equipment and/or additional raw materials;

Types of start-up actions which may not be financed under this call (Non-eligible actions):

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Co-funding of other EU projects;
- Projects supporting political parties or illegal activities;
- Deficit funding and capital endowments;
- Financial subventions to other organisations;
- Purchase of land, building, furniture and offices;
- Retroactive financing for projects/SMEs that are already in implementation/incubation phase at other incubation programme;

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. *Application form*

Applications must be submitted in accordance with the instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English and/or Arabic.

Please note that: any error or major discrepancy related to the application instructions may lead to the rejection of the applicant.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

1.5.2. *Where and how to send application form*

You will receive a message via e-mail with a reference number, unique of your submitted application. The online application form will be available in English and Arabic and each applicant is free to submit his/her application in English or Arabic language. Incomplete applications (application for with all sections answered, video) will be rejected.

Please note that only the online application form and the uploaded videos which have to be submitted will be evaluated. Each applicant should prepare his/her application form following closely the application guideline and the published formats and instructions (i.e. video duration). It is therefore of utmost importance that the application form and the video contain ALL the relevant information concerning your application.

The contracting authority is not liable for possible deficiencies of the website. Please note that we are not responsible for computer, network or any other reasons that may lead to lost, damaged or late submission

First Stage: Online Application Form

To participate in the InnoEgypt call, you must complete and submit your online application through the project website: <http://eu-innoegypt.net/> (before deadline). Submission by any other means (e.g. fax, hand delivery or e-mail) will be automatically **rejected**. The submission system will be closed at the deadline exactly **15 April 2018, 16:00 pm – Cairo Time**

Second Stage: Pre Incubation (Capacity building, pitching, and 2nd submission):

Only selected applicants of the first stage will be invited to the second stage following actions¹:

- Attend boot camping and capacity building trainings;
- Submit Business Plan (BP) and Business Model Canvas (BMC);
- Pitch their idea/project to the evaluation committee.

¹ Pitching/ BMC and BP can be done in Arabic or English language

1.5.3. Deadline for submission of grant application form

The deadline for the submission of grant application is 15 April 2018, 16:00 pm – Cairo Time. However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received via other communication ways other than the website.

1.5.4. Further information about the grant application form

Info-sessions, on how to apply, will be organized by InnoEgypt consortium, expected to take place on 26th of February 2018. More information about next info-sessions will be announced on the official website of InnoEgypt. Applicants are invited to send requests for clarifications from the Contracting Authority via emails. The Contracting Authority will publish all questions and answers on its official website.

Applicants can send questions by e-mail no later than 14 days before the deadline for the submission of grant application, indicating clearly the reference of the call for proposals:

Clarifications and questions should be communicated to: info@eu-innoegypt.net

Replies will be given no later than 11 days before the deadline for submission of concept notes.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants will be published on the <http://eu-innoegypt.net/>

Hand-written applications will not be accepted.

1.6. EVALUATION AND SELECTION

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All applications will be assessed according to the criteria in section 2.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria, the application will be rejected on this sole basis.

(1) STAGE 1 (First SELECTION STAGE): OPENING & ADMINISTRATIVE CHECKS AND GRANT APPLICATION EVALUATION

Applications must satisfy all criteria specified in eligibility criteria list in this guideline. If any of the application requested data is missing or incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

After the administration check, the Evaluation committee will send checked applications to relevant technical assessors. Results of technical evaluation will be ranked and thresholds will be defined by the Evaluation committee based on the applications scores and the available budget of the call. The evaluation committee will then proceed with the pre-selected applicants. The Contracting Authority “The InnoEgypt

Management Board” will review and approve the recommendations of the evaluation committee, The InnoEgypt Management Board will have the final decision on the selection of the pre-selected applications and its decision will be unappealable, after checking the whole evaluation and application process. External Advisory Board might be invited to double check the procedure.

(2) STAGE 2 (FINAL SELECTION STAGE): SECOND STAGE FINAL EVALUATION AND ELIGIBILITY CHECKS

After finishing the pre-incubation phase and submitting all documents, check Point 2.2 the evaluation committee will receive the evaluation results of the second stage from the assessors. The evaluation will consider the 3-Components of the Second Stage: Pitching + Business Model Canvas (BMC) + Business Plan (BP). Results of that technical evaluation will be ranked, and the highest 40 applications will be considered for awarding as a main list of applicants and additional 20 applications will be considered as a reserve list of applicants.

In all stages, selection will take into account, among others, the relevance of the proposed idea/company with reference to the InnoEgypt objectives, the outreach capacity and expertise of the team, the novelty & innovative approach of the idea/company, its relevance for the local community and markets, and the involvement of relevant stakeholders and potential customers. Only selected applications will be informed.

Awarding and Contracting:

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximize the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

The Selected Applicant will receive an awarding letter following to the decision to award taken by the Contracting Authority.

Verification of eligibility of the applicants

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority. It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- Declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants will be verified according to the criteria set out in sections in this guideline

Contracting:

To be incubated, selected applicants have to submit all legal supporting documents requested by the contracting authority. In order to ensure cost efficiency of the action, adjusted business plan supported by

detailed milestones will be annexed to the contract. The Contracting Authority reserves the right to negotiate the successful applicants before contracting.

Applicants who failed to satisfy the Contracting Authority will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals. The Contracting Authority decision will be unappealable.

1.7. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

In case of being selected the following supporting documents will be requested. The applicant whose application has been provisionally selected will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify his/her eligibility:

- Photocopy of identity card and/or passport
- Commercial registration file in case of existing start-ups
- Criminal record form (صحيفة الحالة الجنائية)
- Military Exemption Certificate (for male applicants)
- Any other documents mentioned inside the sub granting contract;

1.8. INDICATIVE TIMETABLE

Stages		Dates and indicative periods
1	Publication of the call for applications (1 st Stage)	26 th February 2018
	- Deadline for requesting any clarifications from Contracting Authority	14 days before the deadline, 1 st April 2018
	- Last date on which clarifications are issued by the Contracting Authority	11 days before the deadline, 4 th April 2018
2	Deadline for submitting applications on the website (1 st Stage deadline)	15 th of April 2018 16:00 pm ²
3	End of 1 st Stage Evaluation period	30 th of April 2018
4	Information to pre-applicants (1 st Stage results announcement)	30 th of April 2018
5	2 nd Stage start: Boot camping (pre incubation phase)	1 st of May 2018
6	2 nd Stage deadline: (pitching, BMC, BP submission)	30 th of June 2018
7	2 nd Stage Evaluation Period	15 th of July 2018
8	Final Results (accepted, shortlisted) notification	15 th of July 2018
9	Starting date of the incubation (real incubation phase)	15 th of August 2018
10	Notification of grant decision / Signing the contract	1 st of September 2018

² All times are in the time zone of the country of the Contracting Authority – Cairo, Egypt.

This indicative timetable refers to provisional dates and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the InnoEgypt website <http://eu-innoegypt.net/>

Changes & Competition cancellation: For force majeure reasons, the contracting authority may cancel the whole call or vary this guideline at any time at our discretion. Any changes to be posted on InnoEgypt website. For force majeure reasons, the contracting authority reserves the right to suspend the Call at any time and to change the form and substance dates for deadlines and events or specification of the Call.

Personal Data: information (including personal data) submitted in any application will be used by InnoEgypt Consortium in accordance with the EuropeAid Privacy Policy.

1.9. VISIBILITY

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en

Contacts and Communication: for any question about the operation of the call, please contact us using the official email of info@eu-innoegypt.net