**Template for proposal submission**

**Call for Investment Proposals-2020 for Gender Responsive Business Investment**

**WING Program, UNCDF, Bangladesh**

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| General Project Information cÖK‡íi mvaviY Z\_¨vejx | |
| Name of Organization submitting proposal  cÖ¯ÍveKvix cÖwZôv‡bi bvg |  |
| Project Title  cÖK‡íi bvg |  |
| Registered Address  wVKvbv |  |
| Type of organization (SME or SE)  cÖwZôv‡bi aiY |  |
| Contact Name and Details  †hvMv‡hvM | \*Please provide valid phone number or email address  mwVK †dvb bv¤^vi Ges B-†gBj G‡Wªm wjLyb |
| Sector (if applicable)  †m±i (cÖ‡hvR¨ †ÿ‡Î) |  |
| Project Site (Location)  cÖK‡íi ¯’vb |  |
| Project Duration (in years)  cÖK‡íi †gqv` (eQi) |  |
| Amount of funding required (BDT)  Avw\_©K Pvwn`v (UvKv) |  |
| Has your organization received development funding before? If yes, from which organization and amount?  c~‡e© Ab¨ †Kvb ms¯’v KZ©„K Aby`vb †c‡q \_vK‡j †mB ms¯’vi bvg Ges M„nxZ Aby`v‡bi cwigvY (UvKv) |  |
| Statement of applicant  Av‡e`bKvixi e³e¨ | Please explain why UNCDF should fund this project?  BDGbwmwWGd †Kb GB cÖK‡í A\_©vqb Ki‡e Zv `qv K‡i e¨vL¨v Kiæb |

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| 1. Project Description/Summary   cÖK‡íi mvi-ms‡ÿc  [Provide a brief description of the project, including objectives, expected outcomes, revenue and profits, developmental impact(s) to affected communities and funding requirements]  (cÖK‡íi D‡Ïk¨mg~n, cÖZ¨vwkZ djvdjmg~n, Avq Ges m¤¢ve¨ jvf, Rb‡Mvôxi Dci Dbœq‡bi cÖfve Ges Avw\_©K wewb‡qvM Pvwn`v m¤^wjZ we¯ÍvwiZ mKj weeiYx D‡jøL Kiæb)  Background  cUf~wg  Objective(s)  D‡Ïk¨  Expected outcome(s)  cªZ¨vwkZ djvdj  Revenue generation and profits (BDT)  g~jab wewb‡qvM e„w× Ges jvfRbKZv  Developmental impact(s): Especially clearly mention how will women benefit from the project, and what will be their role in making decisions, carrying out the activities and evaluating the results?  Dbœqbg~jK cÖfvet wKfv‡e bvixMY G cÖK‡íi gva¨‡g DcK…Z n‡eb, wm×všÍ MÖn‡Y bvix‡`i wK f‚wgKv \_vK‡e, Pjgvb Kvh©µ‡gi djvdj g~j¨vq‡b wK f‚wgKv \_vK‡e G mKj welqvw` we‡klfv‡e D‡jøL Kiæb  Funding requirement (BDT)  A\_©vqb Pvwn`v  Project risks: Are there any major constraints or risk factors in implementing the project?  cÖK‡íi SzuwKmg~nt cÖK‡íi Kvh©µg ev¯Íevq‡b m¤¢ve¨ SzuwK I Zv †gvKvwejvq KiYxq  Date of last annual financial audit:  me©‡kl evwl©K Avw\_©K AwWU m¤ú‡bœi ZvwiL |

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| 1. Information on Project Developer and Management   cÖKí cÖYqb Ges e¨e¯’cbv welqK Z\_¨vw`  [Provide a profile of the promoters involved in the project and the management team of the Company]  Sole proprietorship or ownership (male/female);  gvwjKvbv (cyiæl/gwnjv)  Total number of managers:  e¨e¯’vcKM‡Yi msL¨vt  % of female managers:  bvix e¨e¯’vcKM‡Yi kZKiv nvi  Total number of paid staff:  †eZbf‚³ Rbe‡ji msL¨v (Attach organogram / organization chart if available)  % of female staff:  bvix Kgx©‡`i kZKiv nvi  Staff development initiative especially for female staff:  bvix Kg©x‡`i Dbœqb D‡`¨vMmg~n  Does the business have policies for maternity and paternity leave?  gvZ…Z¡ Ges wcZ…Z¡Kvjxb QzwU weavb Av‡Q wK?  Does the business have policies on sexual harassment or ensuring descent working environment for women?  †hŠb nqivwb cÖwZ‡iva Ges bvix‡`i Kg© mnvqK cwi‡ek wbwðZKi‡Y †Kvb bxwZgvjv Av‡Q wK? |

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| 1. Market Dynamics and Strategy   evRviRvZKiY welqK Z\_¨vw`  (†gŠwjK evRviRvZKiY Z\_¨vw` †hgb MÖvnK, e¨enviKvix, cY¨ ev †mevmg~n weZiY cÖevn, cÖwZØ›`x cÖwZôvb Ges cÖwZØ›`xZvi cwi‡ek, eZ©gvb evRvi Ae¯’vb, fwel¨Z cÖe„w×‡Z cÖ‡e‡ki eZ©gvb Ae¯’vb BZ¨vw` D‡jøL Kiæb)  [Provide basic market information including the following: potential customers/users of the products/services and distribution channels to be used; competitors and anticipated competitive environment); market positioning and penetration strategy for future growth]  Customers/users  MªvnK/e¨enviKvix  Distribution channel(s)  cY¨ weZiY e¨e¯’v  Marketing strategy  evRviRvZKiY Kjv‡KŠkj  Does the products marketing reduce/remove gender stereotypes?  GB cY¨ evRviRvZKiY †RÛvi †÷wiIUvBc Kwg‡q Avb‡Z ev `~i Ki‡Z †Kvb f‚wgKv ivL‡e wK?  Does the products marketing increase women consumers?  Giƒc cY¨ evRviRvZKi‡Y bvix †µZv‡`i msL¨v e„w× cv‡e wK?  Percentage of female individuals that supply inputs  DcKiY mieivnKvix‡`i g‡a¨ bvixKgx©‡`i kZKiv nvi |

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| 1. Investment and Funding Requirements and Returns   wewb‡hvM, Avw\_©K Pvwn`v Ges wiUvb©  [Describe the project cost breakdown, financial plan indicating expected sources of funding, financial projections with calculations of return on investments (if applicable), and identification of critical factors determining profitability]  (cÖK‡íi e¨q wefvRb, wewb‡qv‡Mi m¤¢ve¨ Drm mn Avw\_©K cwiKíbv, wewb‡qv‡Mi wiUv‡b©i K¨vjKz‡jkb mn Avw\_©K cÖ‡ÿcb Ges jvfRbKZv wba©vi‡Y mbv³K…Z RwUj wbqvgK mg~n D‡jøL Kiæb)  Financial/funding plan (BDT)  Avw\_©K wewb‡hvM (UvKv)  Total cost of the project BDT ……………………………….. cÖK‡íi †gvU e¨hFunds requested from UNCDF BDT ……………………………….. BDGbwmwWGd KZ©„K wewb‡qvM  Contribution by other organizations BDT………………………………..  Ab¨vb¨ ms¯’v KZ©„K wewb‡qvM  Contribution by the applicant BDT………………………………..  ms¯’vi wbR¯^ wewb‡hvM  Financial projections (BDT): Please include financial forecasts if available (excel)  Avw\_©K cÖ‡ÿcb (G‡·j kxU-Gi e¨envi)  Financial assistance received from foreign donors in the past 5 years (BDT) – Include date, donor organization name, purpose of the funds and amount  weMZ cuvP eQ‡i †h mKj Avw\_©K Aby`vb M„nxZ n‡q‡Q (bvg, †ÿÎ, Aby`v‡bi cwigvY)  Factors determining profitability:  jvfRbKZvi wbqvgKmg~n |

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| 1. Technical Feasibility, Resources and Environment   KvwiMix m¤¢ve¨Zv, m¤ú` Ges cwi‡ek  [Provide a brief description of operations, potential suppliers and environmental issues that may arise and plans to address them]  (we¯ÍvwiZ Acv‡ikbm& welqvw`, Dchy³ mieivnKvix Ges Ab¨vb¨ cwi‡ekMZ welqmg~n D‡jøL Kiæb)  Operations:  Acv‡ikbm&  Suppliers:  mieivnKvix  Environmental issues:  cwi‡ek welqK Z\_¨vw`  Other (s):  Ab¨vb¨ |

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| 1. Detailed implementation plan   we¯ÍvwiZ ev¯Íevqb cwiKíbv  [Provide an implementation plan including details of all steps/tasks to project completion, status of the tasks e.g. completed/in progress and the expected time or date of completion of each task]  (cÖKí m¤úv`‡bi mKj avc Ges Kvh©vejx mg~n, Kv‡Ri Pjgvb Ae¯’v BZ¨vw` D‡jøLc~e©K GKwU we¯ÍvwiZ ev¯Íevqb cwiKíbv cÖ`vb Kiæb| D`vniY¯^iƒc- wba©vwiZ mgq, ZvwiL I KvR ev¯Íevq‡bi Av‡jv‡K m¤úvw`Z A\_ev Pjgvb Kv‡Ri weeiYx) |

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| 1. Regulatory and Compliance   wewa-weavb Ges cÖwZcvjb  [Provide an analysis of the project in the context of compliance to applicable government regulations, including any specific project specific licenses, permits, incentives or other types of support to the project that may be available]  (cÖwZcvjb welqvejx †hgb miKvwi wewa-weavb, mywbw`©ó jvB‡mÝ, Bb‡mbwUf A\_ev Ab¨vb¨ †h †Kvb ai‡Yi m¤¢ve¨ mnvqZv BZ¨vw`i GKwU we‡kølY D‡jøL Kiæb) |

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| 1. Development Impact   Dbœqb welhK cÖfve  [Describe the expected development impact(s) from the investment accruing to the affected communities, e.g. job creation, income generation, empowerment of disadvantaged groups, including women and youth and rural populations, trade and market access for agricultural produce, etc.]  (Kvw•LZ Rb‡Mvôxi Dci wewb‡qv‡Mi m¤¢ve¨ Dbœqbg~jK cÖfve we¯ÍvwiZ D‡jøL Kiæb †hgb PvKwii my‡hvM m„wó, Avq ea©b, AbMÖmi Rb‡Mvôxi ÿgZvqb, bvix, hyeK Ges MÖvgxb Rb‡Mvôx mn, evwbR¨ Ges K…wlR c‡Y¨i evRv‡i cÖ‡ekvwaKvi mn hveZxq welqvejx D‡jøL Kiæb)  Number of jobs created/to be created  m„ó c`/Kg©-ms¯’v‡bi msL¨v  Number of women engaged/ benefiting/expected to benefit from the project  bvix DcKvi‡fvMxi msL¨v  Social and economic benefit of the project to the broader community  e„nËi Rb‡Mvôxi mvgvwRK Ges Avw\_©K myweav  Does the product/service reduce unpaid care and domestic labor? If yes, please elaborate how unpaid care and domestic labor of a women will be reduced from this product and/or service?  cY¨/‡mevmg~n bvix‡`i Avb‡cBW †Kqvi Ges M„n¯’vjxi kÖg n«vmKi‡Y f‚wgKv ivL‡Q wK? hw` nu¨v nq, Zvn‡j GB cY¨ ev †mev wKfv‡e bvix‡`i Avb‡cBW †Kqvi Ges M„n¯’vjxi Kv‡Ri Pvc n«vm Ki‡e Zv e¨vL¨v Kiæb| |

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| 1. Estimated Timeline   cÖv°wjZ mgqmxgv  [Provide an estimated timeline for completing the project]  (cÖK‡íi m¤ú‡bœi m¤¢ve¨ mgqmxgv D‡jøL Kiæb) |

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| 1. Additional documentation submitted   AwZwi³ mshyw³mg~n  [Please indicate which other types of supporting documentation you are submitting with your proposal]  (cÖK‡íi cÖ¯Ívebv Rgv`vbKv‡j Ab¨vb¨ mKj mshyw³mg~n)   |  |  |  | | --- | --- | --- | |  | Submitted | | | Documentation  mshyw³ | Yes  nu¨v | No  bv | | Business plan  e¨emv cwiKíbv |  |  | | Financial/Cash flow analysis  Avw\_©K cÖevn |  |  | | Detailed implementation plan  ev¯Íevqb cwiKíbv |  |  | | Feasibility study (market and/or technical)  m¤¢ve¨Zv hvPvB (evRvi/KvwiMix) |  |  | | Audited financial statements (established entity/company)  AwWUK…Z Avw\_©K weeiYx |  |  | | TIN certificate  wUAvBGb mb` |  |  | | NID  GbAvBwW |  |  | | VAT/TAX certificate (If any)  f¨vU/U¨v· mb` (hw` \_v‡K) |  |  | | LGI (Local Government Institution) paid taxes  ¯’vbxq miKvi cÖwZôv‡b cwi‡kvaK…Z U¨v· |  |  | | Membership of business associations  e¨emv cÖwZôv‡bi m`m¨c` |  |  | |

Submit this form along with the excel submission form of any supporting financial data or documentation.

For further instruction on submission please refer to the CfP guideline document.

GB dig c~iY c~e©K G‡·j kxU-G c~iYK…Z Avw\_©K Z\_¨vejx I Ab¨vb¨ mshyw³mg~n GK‡Î wb‡¤œ D‡jøwLZ ZvwiL I mg‡qi g‡a¨ Rgv †`Iqvi Rb¨ Aby‡iva Kiv n‡”Q|

All the information has given in this template are accurate, practical and realistic and have been properly verified me and I allow UNCDF to verify any information that has been provided above.

dig-G cÖ`Ë mKj Z\_¨ wbf©©yj, mwVK Ges ev¯ÍewfwËK hvnv Avwg wbR KZ©„K hvPvBK…Z, fwel¨‡Z BDGbwmwWGd cÖ‡qvR‡b Dc‡ii †h †Kvb Z\_¨ cybt hvPvB Ki‡Z cvi‡e g‡g© m¤§wZ Ávcb KiwQ|

Signature

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Name and designation of applicant

Av‡e`bKvixi bvg, c`ex I ZvwiL