Funding Opportunity Title: RADP-East

 Private Sector-Driven and Export-Led Economic Growth

Announcement Type: Annual Program Statement

Funding Opportunity Number: APS-002 2019-2020

Issuance Date: September 20, 2019

Questions for First Round of Evaluations Due By: On an Ongoing Basis

Deadline for Submission of Concept Papers: On an Ongoing Basis

Final Closing Date: September 30, 2020

Submit Concept Papers to: Grants\_RADPE@dai.com

To Interested Applicants:

The purpose of this Annual Program Statement (APS) is to solicit applications for funding. RADP-E through the United States Agency for International Development (USAID), is seeking concept papers first and then full grant applications/Business Plans from prospective partners to implement activities that create private sector-driven and export-led economic growth in the following eight provinces: Ghazni, Kapisa, Laghman, Logar, Nangarhar, Parwan, Wardak, and Kabul. Program activities are limited to the following four value chains: apricot, tomato, poultry and dairy value chains.

DAI/RADP-E on behalf of USAID anticipates awarding a total of approximately USD$1,000,000 divided among multiple grants to fund successful applications submitted in response to this APS. Competition for this APS will be open for one year. Concept Papers for review and evaluation will be accepted on an on-going basis. It is likely that all of the available funds for this APS will be allocated, so applicants are encouraged to submit a Concept Paper as soon as possible.

All projects proposed under the APS must be completed by March 1, 2021. RADP-E may choose to fully fund or incrementally fund the selected application(s). The number of awards and amount of available funding is subject to change and RADP-E reserves the right to make no awards as a result of this APS.

This APS is seeking applicants to propose creative and effective approaches to private sector-driven and export-led economic growth in the target provinces and value chains as outlined in the Overview section. Applicants may choose among a range of initiatives or scale up small projects that have demonstrated success. Awardees will be expected to share evaluation results and key lessons as well as disseminate periodic activities and outcomes with the broader community.

Applications outside the geographic focus and target value chains will not be considered. Applicants must demonstrate success in managing cultural and political considerations in the proposed focus country or region as well as success in addressing RADP-E’s development objectives.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

1. Description of the Proposed Program

Background

The Regional Agricultural Development Program – East (RADP-East), funded by the United States Agency for International Development (USAID) and implemented by DAI, is seeking Concept Paper from interested applicants willing to contribute to accelerating private sector-driven and export-led economic growth in the following eight provinces: Ghazni, Kapisa, Laghman, Logar, Nangarhar, Parwan, Wardak, and Kabul. Program activities are limited to the following four value chains: apricot, tomato, poultry and dairy value chains. RADP-East activities support enhancements to these value chains through the provision of training, technical assistance and grants to selected enterprises involved in agricultural processing, input supply, domestic trade and export of targeted commodities. The project also works on creating linkages among market participants throughout the value chains (VCs), including producers, processors, traders, financial institutions, and government agencies.

Overall Program Objectives

The project contributes to the USAID Development Objective 1 (DO1): “Private Sector-Driven and Export-Led Economic Growth Accelerated”, as per the USAID/Afghanistan’s Country Development and Cooperation Strategy (CDCS) Fiscal Year (FY) 2019 – 2023.

Overview

The project’s objective is accomplished by: increasing international trade and connectivity and/or building the capacity of local agribusinesses to enter the international market; increasing the competitiveness of four selected VCs (apricot, tomato, dairy, and poultry); and increasing employment opportunities and skills of Afghans, with emphasis on women and youth engagement. Through training, technical services, and matching grants to the private sector and producers RADP-East increases their competitiveness, assists them in upgrading their products and services, and improves their linkages to markets. This contributes to increased commercial viability of supported agribusinesses, as well as to improved public and private agricultural service delivery. Project activities, thus, produce a “ripple effect” of continual upgrading in the private sector through spontaneous replication and investment.

(2) Administration of Award

Awards to U.S. organizations will be administered in accordance with 2 CFR 200 Subpart E, ADS 303 and USAID Standard Provisions for U.S. nongovernmental organizations. For non-U.S. organizations, USAID Standard Provisions for non-U.S. non-governmental organizations would apply.

Applicants may obtain copies of the referenced material at the following websites:

2 CFR 200: http://www.ecfr.gov/cgi-bin/text-idx?SID=0a5b7fee6378930cce72564449dd8bb7&mc=true&node=sp2.1.200.d&rgn=div6

Standard Provisions for U.S. Nongovernmental Recipients: https://www.usaid.gov/sites/default/files/documents/1864/303maa.pdf

Standard Provisions for Non-U.S., Nongovernmental Recipients: https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf

SECTION II- AWARD INFORMATION

(1) Estimated Funding Level

The total amount of funding currently available for this APS is approximately USD$1,000,000 for October 1, 2019 through September 30, 2020. RADP-E may choose to fully fund or incrementally fund the chosen Application(s). RADP-E expects to award more than 20 agreements. The number of awards and amount of available funding is subject to change.

(2) Anticipated Start Date of this Award and Performance Period

RADP-E anticipates the start date upon award with a performance period of up to one year, no later than March 2021.

(3) Award Type

RADP-E anticipates awarding more than 20 grants (hereafter called Agreement) to fund successful applications submitted in response to this APS. Awards typically range from $5,000 to $150,000, while in some cases they may exceed $150,000. Projects awards above $150,000 will be considered only if required for success on a large scale. RADP-East reserves the right not to formulate a Grant Agreement or not to make any awards as a result of this APS.

SECTION III- ELIGIBILITY INFORMATION

(1) Types of Entities that May Apply

All applicants must meet the following criteria:

* Be a legally registered Afghan firm or organization (both for- profit and non-profit are eligible). Applications from individual citizens will not be accepted;
* Submit a completed Concept Paper form;
* Operate in the RADP-East target area (Kabul, Parwan, Kapisa, Logar, Wardak, Ghazni, Laghman and Nangarhar) in at least one of the four value chains (Apricot, Tomato, Poultry, Dairy);
* Provide a minimum of 30 % to 50% in-kind contribution as part of grantee’s activity under grant and have sufficient financial resources to implement activities. There will be some flexibility in determining the cost share contribution if the proposed grant activity yields significant returns, and if these activities support businesses that are women-owned, and/or increase employment opportunities and skills of Afghans, with emphasis on women and youth engagement. The purpose of the cost-sharing requirement is to leverage additional resources towards achieving RADP-East’s objectives, to give grant recipients a stake in the outcome of the activity, and to promote sustainability;
* Be able to complete the planned activities by March 1, 2021;
* Capable of implementing and monitoring the proposed grant project;
* Present evidence of technical, managerial, and financial capacity to accomplish the proposed tasks;
* For monitoring and evaluating purposes, agree to full financial records disclosure to project staff and appointees; and,
* Be able to demonstrate measurable impact as a result of RADP-East assistance within 4-6 months of the activity implementation.

**In addition, Financial institutions must be:**

* Legally registered Financial Institution with one of the regulators such as Da Afghanistan Bank (DAB), or with MISFA, or registered payment or financial services provider; and,
* A member of Afghanistan Banking Association (ABA) or Afghanistan Microfinance Association (AMA).

**In addition, Business Services Providers must:**

* Currently be engaged in providing business services and has proven technical experience and knowledge in the area of interest;
* Have sufficient human resources in administration and has the tendency to hire and connections with technical and qualified staff for business development services provision; and,
* Have operated for at least 2 (two) years in the provision of business services.

This APS is issued as a public notice to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Eligible organizations could include, for example, foundations, non-governmental organizations, faith-based organizations (FBOs), community-based organizations (CBOs), host country organizations, private organizations affiliated with public academic institutions and international non-governmental organizations, private companies, professional associations and consortiums of the above. RADP-E encourages an approach that establishes partnerships with several partner organizations and builds them into legacy institutions capable of sustaining development projects in the future.

(2) Potential New Partners

RADP-E strongly encourages applications from potential new partners.

(3) Cost Share

Cost Share is required under the grants program and grant Applicants must demonstrate their commitment of cost contribution in their proposed grant activity. A minimum cost share of 30 to 50 percent will be required. There will be some flexibility in determining the cost share contribution if the proposed grant activity yields significant returns, and if these activities support businesses that are women-owned, and/or increase employment opportunities and skills of Afghans, with emphasis on women and youth engagement. The purpose of the cost-sharing requirement is to leverage additional resources towards achieving RADP-East’s objectives, to give grant recipients a stake in the outcome of the activity, and to promote sustainability. In-kind contributions (such as meeting space, labor, vehicles or other grantee assets and resources from their own private or local sources (non-U.S. Government sources) towards the grant project may be used as a cost-share contribution.

(4) Areas of Assistance

RADP-E is particularly interested in co-investing in the areas outlined below.

1. Agribusinesses

Co-investment with agribusinesses will be designed to improve the quality and increase the volume and value of their sales of agricultural products in domestic and export markets.

* Co-investment with Fresh and Dried Apricot and Tomato Processors/Traders/Exporters in product quality improvement through new technology and practices; supply chain improvement; pack-house improvements through improved equipment; improved processing and drying activities; new packaging investment; new product development; harvest and post-harvest handling operations; and marketing.
* Co-Investment with input suppliers (farmer service centers, ag-depots, input wholesalers and retailers) in apricot and tomato value chains to increase their outreach to farmers for the supply of improved inputs and equipment.
* Co-investment with anchor dairy processors for improving milk quality through training; improving milk collection practices; increasing productivity through improved processing equipment and practices; and increasing the flow of dairy products in existing and new markets.
* Co-investment with existing companies, associations, cooperatives and women business groups in establishing new milk collection centers; expanding the outreach of their existing milk collection business; and cool chain development.
* Co-Investment with slaughterhouses, commercial butchers, feed producers, input suppliers, commercial and egg producers for improved operation and marketing of products / inputs. These co-investments will cover a range of different activities such as production, upgrading the processing plants, diversification in products, improving the cold chain, packaging, and distribution.
* Co-investment with agribusinesses for the improvement of food safety and hygiene practices and in the presence of need assistance in various certification i.e. HACCP, ISO, etc.
1. Co-investment Grants to Financial Institutions (FIs)

Grants to FIs will be provided with an intent to increase financial assistance and loans to value chains actors in RADP-E target area.

* Conducting outreach activities to reach sound agriculture businesses in RADP-East targeted provinces including direct sales, advertising, and other related activities, which include radio and TV shows focused on the expansion of agriculture credit, also workshops and events held by financial institutions to promote ag lending.
* Assist Agribusinesses in approaching credit facilities and loan application preparation.
* Developing new loan products to finance agriculture businesses within the target value chains and RADP-East provinces.
* Developing electronic distribution channels to pay and collect loans installments or develop technology-based finance solution or application which will enhance access to finance or promote agriculture finance.
* Any other innovative ideas that increase a rural agri-business ability to apply and receive financial assistance.
1. Business Service Providers

As part of grant agreements, RADP-E will issue sub-contracts with potential and experienced business service providers to facilitate value chain actors in the target value chains and area mainly to increase commercial viability of support services to agribusinesses. Examples of such activities that may be funded include but are not limited to:

* Provide technical and business development support to agribusinesses to develop and improve business relationships; examine their operations and develop bankable, growth-oriented business plans; improve domestic and international market penetration; and grow sales.
* Support of processors and exporters to access domestic and international markets, trade facilitation, product promotion, market research and analysis, marketing plan development, proposal development
* Support exporters in export process and procedures, custom clearance, certificates.
* Support MSMEs in marketing activities, including product promotion, development of marketing material such as logo, brand name, catalogues, video material and etc.
* Support MSMEs in adoption and application of relevant ICT in their businesses.
* Provide an array of technical trainings in the target value chains i.e. improved food processing, food testing, recipe development, etc.

Examples of goods and services that may be funded include but are not limited to: equipment and machinery, training activities and material, export facilitation, joint product promotion, technical assistance, agricultural demonstrations, extension services, international standard certifications, upgrading facilities- excluding infrastructure, pack-houses and cold storage upgrades, quality and packaging.

SECTION IV- APPLICATION AND SUBMISSION INFORMATION

1. Application Process

RADP-E will review proposals using a three-stage process:

* Applicants must first submit a Concept Paper as per Annex I and submitted to the RADP-East office via email or hard copy by the potential grantee for an initial review of the minimum eligibility criteria.
* If the Concept Paper is approved by the RADP-East Review Committee, a member of the RADP-East will be assigned to assist the applicant to develop a concise Business Plan, which will be submitted to the RADP-East Review Committee for review. The Business Plan requests additional and more in-depth information than the Concept Paper. Do not submit a Business Plan unless requested.
* If the Business Plan is approved by the RADP-East Review Committee, RADP-East and the applicant will co-develop a Grant Application that will further detail the technical approach; expected results; deadlines; responsibilities of the parties, and the financial and in-kind contributions of the applicant, presented in a detailed cost application. The Grant Application will be submitted to USAID for approval.
* Grantees approved by USAID will sign a Grant Agreement in order to receive the funding.

The concept paper and Full Application must be submitted in accordance with the instructions in SECTIONS IV (2), (3) and (4) below.

(2) Concept Paper

In the first stage, all applicants are required to submit a Concept Paper as per Annex I that is specific, complete and concise. The concept paper should demonstrate the applicant’s capabilities, the applicant’s proposed program that will contribute to private sector-driven and export-led economic growth in the target provinces and value chains.

Concept Paper Instructions

The concept paper must be submitted on the form found in Annex I.

**Instructions for Completing the Concept Paper**

**Part A: Company Information**

Item 1: Write the company’s name as it appears on the business license /registration.

Item 2: Provide information about the business type with ticking the box

Item 3: Provide name and position of a contact person

Item 4: Company Address (Main business address with house#, street name and #, town/city, and province)

Item 5: Business telephone # and valid email address

Item 6: Indicate when the company first started legal operations / business in Afghanistan

Item 7: Provide information on the company registration in Afghanistan

Item 8: Provide information about the number of employees at the company, including the owner/s

Item 9: Indicate if the business is owned by a woman

Item 10: To indicate where the company operates in RADP-East’s geographic areas, tick all boxes that apply.

**Part B: Product Information**

Item 1: Which value chains does the company work in – tick all boxes that applicable.

Item 2: What is the company’s role in the value chain: – tick the relevant box(es)

Item 3: List down the company’s products and services

Item 4: Tell us about the company’s idea and plan in this section – please attach on a separate page if there is spacing issue.

**Part C: Sales Information**

 Item 1: Tick the relevant annual sales of the company’s products or services.

**Part D: Certification**

Include name, title, signature, stamp and date

**Part E: FOR RADP-East USE**

This section will be filled out by RADP-East.

**Concept Paper over four pages will not be considered**. Please include the name and complete contact details of your organization representative in the Concept Paper. In case the submitted Concept Paper meets RADP-East criteria, the responder will be notified of the results and will be visited by RADP-East staff to develop a Business Plan (as part of the Full Grant Application).

(3) Business Plan

A. General Requirements

Applicants that have satisfied the requirements will be asked to submit a full technical and cost application. Content of Application Submission will be provided by RADP-E.

If the Concept Paper is approved by the RADP-East Review Committee, a member of the RADP-East team will be assigned to assist the applicant to develop a concise Business Plan, which will be submitted to the RADP-East Review Committee for review. The Business Plan must be submitted in the format provided by RADP-E. Each page must be numbered marked with the APS title and number. Selection for award will be made in accordance with the evaluation criteria in Section V. Applicants should retain for their records one copy of all parts of the Business Plan and all enclosures that accompany it. Erasures or other changes must be initialed by the person signing the application.

Note that all applicants may be subject to a pre-award financial and management review and must demonstrate that they have a rigorous financial and monitoring system in place that will ensure auditable systems and records.

 (4.) Grant Application: If the concept paper is accepted, then the applicant must prepare a full application. RADP-East can help in preparing the full application.

If the Business Plan is approved by the RADP-East Review Committee, the applicant must submit a full application that will further detail the technical approach, expected results, deadlines, financial and in-kind contributions and responsibilities of the parties. This will include a cost application to be submitted in a format provided by RADP-E.

The cost application as should detail all direct costs associated with the implementation and completion of activities, as well as any indirect costs and program costs such as those related to any sub-agreements and/or contracts as detailed below. Awards typically range from $5,000 to $150,000, while in some cases they may exceed $150,000. Projects awards above $150,000 will be considered only if required for success on a large scale. This amount is subject to revision depending on availability of funds. Further, potentially successful applicants may be asked to scale back portions of their programs to accommodate funding constraints.

 (4) Submission Instructions

All materials must be in English.

Concept Paper: The concept paper must be submitted no later than the deadline on the cover page of this APS or subsequently announced deadlines if additional reviews are announced. All correspondence must include the relevant APS number and title. Concept Papers should be sent as follows:

By email to: Grants\_RADPE@dai.com.

Hard Copy to the following addresses:

* **Kabul Office:** RADP-East Office, Darya Village Hotel and Business Park Hawa Shinasee Road Khwaja Rawash, Kabul
* **Ghazni Office:** Kocha-e-Entikhabat, Hese#4, Relief International, Ghazni
* **Jalalabad Office:** Eslah School Street Phase#01, Jalalabad

Business Plan: Applicants will work with a RADP-E team member to develop their Business Plan. The final Business Plan must be submitted to Grants\_RADPE@dai.com. All correspondence must include the relevant APS number and title.

(5) Other Important Information

A. Branding

All USAID-sponsored assistance awards are required to adhere to branding policies and revised marking requirements for grants and cooperative agreements in accordance with ADS 320. This includes visibly displaying the USAID Standard Graphic Identity that clearly communicates assistance is, “From the American people” on all programs, projects, activities, publications, public communications, and commodities provided or supported through USAID assistance awards. ADS 320 requires that, after the evaluation of the applications, RADP-E Staff will request the Potentially Successful Applicant to submit a Branding Strategy that describes how the program, project, or activity is named and positioned, how it is promoted and communicated to beneficiaries and cooperating country citizens, and identifies all donors and explains how they will be acknowledged. RADP-E will not competitively evaluate the proposed Branding Strategy. ADS 320 may be found at the following website: www.usaid.gov/policy/ads/300/320.pdf.

B. Environmental Procedures

1. The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID’s activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID’s Automated Directives System (ADS) Parts 201.5.10g and 204 (http://www.usaid.gov/policy/ads/200/), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. i.e.: environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this APS.
2. In addition, the contractor/recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter will govern.
3. No activity funded under this grant will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as “approved Regulation 216 environmental documentation.”)
4. Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

# In accordance with ADS 303.3.8, RADP-E will require successful grant applicants to submit asigned copy of the following certifications and assurances, as applicable:

# 1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in FederallyAssisted Programs (Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken inthe United States.)

# 2. Certification Regarding Lobbying, if the grant amount is greater than $100,000

# 3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

# 4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224

# 5. Certification of Recipient

# In addition, the following two certifications will be included only as required per ADS 206 for Key Individuals orCovered Participants in covered countries:

# Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

SECTION V – APPLICATION REVIEW INFORMATION

1. Eligible Organizations

RADP-E will consider proposals related to this APS from organizations that meet the criteria detailed in SECTION III above.

2. Evaluation Criteria for Concept Paper

Concept papers will be reviewed in terms of responsiveness to the APS, appropriateness of subject matter, and creativeness. Applicants are encouraged to demonstrate how their proposed work will contribute to private sector-driven and export-led economic growth in the following eight provinces: Ghazni, Kapisa, Laghman, Logar, Nangarhar, Parwan, Wardak, and Kabul and four value chains: apricot, tomato, poultry and dairy.

3. Evaluation Criteria for Business Plan/Full Application.

The technical application/Business Plans will be evaluated in accordance with the criteria set forth below. An award will be made to the responsible Applicant whose application offers the best value to the U.S. Government, considering both technical and cost factors. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters that Recipients should address in their applications.

All evaluation factors other than cost, when combined, are significantly more important than cost. The criteria set forth below are of equal importance and the sub-criteria within each criterion are of equal importance:

* **Conformity to RADP-East Activity Objectives.** Is the proposed activity in line with RADP-East activity objective of accelerating private sector-driven and export-led economic growth in the eight target provinces? Does it involve one of RADP-East’s four value chains?
* **Technical Approach.** Is the technical approach feasible in the given time period with the given resources? Is the technical approach practical and innovative? Will the technical approach facilitate market-driven solutions?
* **Sustainability Analysis.** What is the probability that the activities will be sustainable over the long term without continued external support?
* **Project Management and Institutional Capacity.** Capability of the grantee to manager the project and the organization has the necessary staff.
* **Past Performance.** The grantee has successfully implemented similar activities in scope and complexity.

SECTION VI – AWARD AND ADMINISTRATION INFORMATION

(1) Post- Selection Information

Following selection of an awardee, RADP-E will inform the successful applicant concerning the award. A notice of award signed by RADP-E’s Chief of Party is the official authorization document, which RADP-E will provide either electronically or in hard copy to the successful applicant’s main point of contact.

RADP-E also will notify unsuccessful applicants concerning their status after selection has been made.

(2) General Information on Reporting Requirements

Program implementation reporting will be determined based on the outcome of the collaborative finalization of the planned program and the delineation of roles and responsibilities. An annual performance monitoring and evaluation plan, using established baseline data and specific, measurable targets and indicators will also be agreed upon. Financial reporting will be in accordance with the requirements of the obligating document.

SECTION VII- RADP-E PROJECT CONTACTS

The points of contact for this APS and any questions during the APS process are:

* RADP-East Grants Manager
* RADP-East Office, Darya Village Hotel and Business Park, Hawa Shinasee Road, Khwaja Rawash, Kabul.
* Telephone: +93 (0) 700 641 756
* Grants\_RADPE@dai.com

Any prospective applicant desiring an explanation or interpretation of this APS must request it in writing. Oral explanations or instructions given before award of a grant will not be binding. Any information given to a prospective applicant concerning this APS will be furnished promptly to all other prospective applicants as an amendment of this APS, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

SECTION VIII - OTHER INFORMATION

Issuance of this APS does not constitute an award or commitment on the part of RADP-E, nor does it commit RADP-E to pay for costs incurred in the preparation and submission of an application.

RADP-E reserves the right to fund any or none of the applications submitted. Further, RADP-E reserves the right to make no awards as a result of this APS.

Either the Applicant or DAI staff may report unethical, illegal, and corrupt practice to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI\_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Offerors or RADP-East staff may also report fraud, abuse, or kickback cases to: nasser\_lama@dai.com, or call this phone number: +93-70-073-2645. Do not use these numbers for asking questions about the APS. The hotline numbers is only for reporting fraud, abuse, kickback, and conflict of interest. The person answering this phone cannot give any instructions or answer any questions about ongoing competition.

# ANNEX I: Concept Paper

*Please refer also to the Instructions available after this Form:*

|  |
| --- |
| APS # APS-002 2019-2020 |
| COMPANY INFORMATION  |
| 1. **Company Name**
2. **Type of business**

**(Please tick all that apply)**  | ---------------------------------------------------------------------------- [ ]  Business [ ]  Business Service Provider [ ]  Bank/MFI[ ]  Association [ ]  Union [ ]  Cooperative [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Individual to Contact**

**(Name and Title)** |  |
| 1. **Address**
 |  |
| 1. **Telephone and Email**
 | Telephone #: Email: |
| 1. **Year Established**
 |  |
| 1. **Registration**

Proof of registration will be required | [ ] Yes [ ] No If yes, where did you get your license: [ ] AISA # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] ACCI #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Ministry of Justice #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Ministry of Agriculture, Irrigation & Livestock #\_\_\_\_\_\_\_\_\_\_\_\_[ ] Other (specify entity name and #):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Not registered[ ] Valid registration [ ] Expired registration [ ]  Registration application pending approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Note: Please attach a visible scan copy of your business license*** |
| 1. **# of Employees (including owner)**
 | # |
| 1. **Woman-owned Business?**
 | [ ] Yes [ ]  No |
| 1. **Coverage Area: including main office, site office, distributors,** *(Tick all that apply***)**
 |
| [ ]  Ghazni [ ]  Wardak [ ]  Laghman [ ]  Nangarhar [ ]  Logar [ ]  Kapisa [ ]  Parwan [ ]  Kabul |
| **PRODUCT INFORMATION** |
| Which Value Chains do you work in? | [ ] Apricot [ ] Dairy [ ] Poultry [ ] Tomato |
| What is the nature of your business? | [ ] Processor [ ] Agricultural Input Supplier [ ] Local Trader [ ] Exporter/Importer [ ] Nursery grower [ ]  Business Service Provider [ ]  Bank/MFI/NBFI[ ] Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| What are your products/services? (please list them) | 1: 4:2: 5:3: 6: |
| Your business development plan/idea(**attach your development plan/idea on a separate paper)**  |  |
| 1. **SALES INFORMATION**
 |
| Total Annual Sales | ***Annual***[ ] Less than $10,000 [ ] $10,001- -$50,000 [ ] over $50,000 |
| 1. **CERTIFICATION**
 |
| *I hereby certify that the information provided above is accurate to the best of my knowledge* |
| Name and Title | Stamp and Signature | Date |
|  |  |  |
| For RADP-East use (confidentiality of all information provided in this Concept Paper will be preserved).  |
| Date Received: | Date Evaluated:  | Concept Paper Application #: |

**Instructions for Completing the Concept Paper**

**Part A: Company Information**

Item 1: Write the company name as it appears on the business license /registration.

Item 2: Provide information about your business type with ticking the box

Item 3: Provide name and position of a contact person

Item 4: Company Address (Main business address with house#, street name and #, town/city, and province)

Item 5: Business telephone # and valid email address

Item 6: Indicate when you first started legal operations / business in Afghanistan

Item 7: Provide information on your company registration in Afghanistan

Item 8: Provide information about the number of employees at your company, including the owner/s

Item 9: Indicate if the business is owned by a woman

Item 10: To indicate where you operate in RADP-East’s geographic areas, tick all boxes that

 apply.

**Part B: Product Information**

Item 1: Which value chains do you work in – tick all boxes that applicable.

Item 2: What is your role in the value chain: – tick the relevant box(es)

Item 3: List down your products and services

Item 4: Tell us about your idea and plan in this section – please attach on a separate page if

you have spacing issue

**Part C: Sales Information**

 Item 1: Tick the relevant annual sales of your products or services

**Part D: Certification**

Include name, title, signature, stamp and date

**Part E: FOR RADP-East USE**

This section will be filled out by RADP-East.

**Concept Paper over four pages will not be considered**. Please include the name and complete contact details of your organization representative in the Concept Paper. In case the submitted Concept Paper meets RADP-East criteria, the responder will be notified of the results and will be visited by RADP-East staff to begin the process of developing a grant application.