

## **Business Scout Fund Idea Competition October/November 2022**

implemented by:  
sequa gGmbH

### **Guidelines for Participants**

#### **1. Background**

The Business Scouts for Development (BSfD) programme, funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), promotes sustainable and responsible private sector engagement in around 40 developing and emerging countries worldwide. The aim of the Business Scout Fund is the development, implementation and scaling of innovative project approaches with the partner institutions. The Business Scout Fund as part of the BSfD programme is implemented by sequa on behalf of GIZ.

It is the objective of the Business Scout Fund to create, develop and scale up innovative project ideas with the partner institutions. The piloted approaches should support sustainable engagement of the private sector in developing and emerging countries by innovative solutions and services. In doing so, they will promote the implementation of the strategic missions of the BMZ (Just Transition, Feminist Development Co-operation, Leave no one behind, Covid-19-Recovery) and the Sustainable Development Goals (SDGs) as well as support the goals of the BSfD programme.

#### **2. Rules and Requirements for Participation**

##### **2.1. Eligible participants**

The main target group are the partner institutions of the BSfD network (in Germany and in developing and emerging countries where Business Scouts are based) as well as business-related organizations and institutions in these countries. In the case of an application from other business-related organisations and institutions, a connection to the objectives of the BSfD programme, i.e. to promote responsible engagement of the private sector or new services for companies, should be clearly recognisable. Only proposals from legally independent organisations duly registered as legal entities can be considered in the ideas competition. Since the Business Scout Fund is intended to be an instrument for the Business Scouts, the **submitted project ideas must be developed in cooperation with a Business Scout.**

It is permissible for several providers to jointly develop a project idea and submit it in the competition. However, **one main service provider should be named** who is responsible for the content and legal aspects of the project towards sequa and who coordinates the cooperation between the partners. The cooperation can be contractually mandated in the form of a consortium

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(in case of a closer cooperation in project implementation), a subcontract (in case of a clearly specified task or service) or a partnership agreement (in case of a cooperation without monetary implications).

Companies can participate in the projects as service providers. They can act as the main provider, member of a consortium or subcontractor. If they want to act as the main provider (i.e. the party that concludes a contract with sequa and to which money flows directly), they must submit a contractual agreement on joint project implementation with a partner organization from the BSfD network before a contract can be concluded with sequa. Companies can, of course, also participate ideally in projects, i.e. without a flow of money.

In principle, a service provider cannot submit more than two different proposals per competition. Similar proposals implemented in different countries should be combined into one joint proposal (pooling). In this case, a main provider organizes a consortium of service providers in different countries. Where such cases become known to sequa, sequa will support pooling and, if necessary, help to combine similar proposals in agreement with the providers.

## **2.2. Financial scope**

The financial scope of a project to be implemented under the Business Scout Fund can range **from EUR 50,000 to under EUR 100,000 (net) maximum**. Proposals should reflect the full costs of the proposed activities. Project ideas with unclear costs or costs outside these limits cannot be considered.

## **2.3. Countries for project implementation**

Target countries for projects implemented within the BSF are primarily the 60 BMZ-2030 countries and (where different) the countries where Business Scouts are active. Activities in OECD/DAC countries not covered by this definition may be included in the project design with specific justification that clarifies the relationship to the BSfD program objectives.

## **2.4. Duration of proposed projects**

The duration of proposed projects can be **up to a maximum of nine months** provided that activities are completed and accounted for no later than 14th of October 2023.

## **2.5. Desired types of project ideas and selection criteria**

All project **ideas must pursue a developmental objective**. Measures with a purely commercial character or serving primarily foreign trade promotion cannot be considered. Desirable are proposals that meet the objectives of the BMZ and BSfD programme as described below. Consequently project ideas will receive higher scores that:

- contribute towards the transition to a climate-friendly and fair economy (Just Transition);

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- promote equal opportunities for all people and help overcome discriminatory structures and role models (Feminist Development Policy);
- promote the introduction and implementation of digital infrastructure and processes in developing countries;
- are particularly innovative or a creative mix of existing elements; and
- make international supply chains fairer and more sustainable as well as supportive for sustainable agricultural and food systems (Leave no one behind).

Further **positive criteria** are:

- establishing and embedding of sustainable services and structures;
- piloting of scalable, regional approaches or approaches that can be transferred to other countries;
- linkages to national or regional development strategies and other (giz) projects;
- a particularly high development impact and visibility of project results;
- projects that increase the performance and structures to cope with current crises (Covid-19, war in Ukraine, refugees and migration).

Besides the aforementioned technical criteria, the **economic and personnel capacity** of the lead service provider will be considered in the evaluation of the proposals. At the same time the quality of the project concept will be evaluated, especially the feasibility and logic of project activities and objectives (**effectiveness**) and the appropriateness of the cost-benefit ratio (**economic efficiency**).

You can find a more detailed description of the evaluation criteria in Annex A.

## **2.6. Supporting information on budget calculation**

The projects to be realised under the Business Scout Fund are usually implemented in the form of **service contracts**.

When submitting the project idea, a rough **plan of the costs of the project must be submitted**. This budget should realistically depict the expected costs broken down into different cost categories and be detailed enough to enable an initial assessment of the project's economic viability. If the project idea is selected for further implementation, a more detailed cost plan must be drawn up, which is then binding for the settlement of the service packages. It is in the interest of the institutions participating in the competition to provide a realistic cost estimates for the service packages.

When calculating the budget, providers can take into account the full costs (incl. overheads, handling costs). Since the projects must not have a commercial character, the service provider's **cost prices should be the basis for calculation**. Profit mark-ups on the expenditure for personnel and material services within the framework of the service packages offered may therefore not be claimed. This shall apply in particular if the service provider contributes his own personnel and/or self-manufactured or refined products to the project. sequa reserves the right to request a breakdown and appropriate evidence of the calculation of the cost price from the service provider prior to the conclusion of the contract. In the case of external procurement of services or

products, the **customary market pricing must be observed** and, if necessary, proven by means of comparative offers.

In the context of projects realised by the Business Scout Fund, only costs directly related to the project implementation can be claimed. Costs that are not described in the service packages, that cannot be attributed to activities or are unusual in general business practice may not be taken into account in the cost calculation. Likewise, no costs may be included which the provider has already claimed and settled within the scope of another project (no double funding). Furthermore, credit or interest expenses and risk premiums may not be taken into account. **Non-remunerated (in-kind) services and own contributions** by the project partners or third parties shall be indicated in the budget **for information purposes**.

### 3. Selection Process

Project ideas will be evaluated by sequa on the basis of the criteria mentioned above. The selection process will have **two steps**.

**First**, the project ideas received on time will be evaluated by sequa based on the defined criteria catalog. The evaluators will assign points for each criterion, which will then be summed up to an overall evaluation score. **Ideas that do not meet the basic general criteria or are rated as insufficient with regard to the reliability and performance of the main bidder, the conclusiveness and effectiveness of the planned activities or the cost-benefit ratio are excluded from further evaluation.** The remaining ideas are ranked according to their total score in relation to the other proposals and taking into account the available funds of the programme. Recommendations are given according to a traffic light system (green - immediately implementable; yellow – waiting list; red - not considered in this competition).

In a **second step**, sequa submits the evaluations and classifications to a jury of experts, which is formed by colleagues from GIZ, chambers and associations as well as sequa. We make sure that the jury members do not hold any personal or institutional interests in the evaluated projects, so there are no conflicts of interest. A mixed jury will support the network character of the BSfD program and bring in different points of view. This jury will then discuss the classification of the projects and decide on which offers will be considered in this idea competition.

As a rule, the selection process should not take longer than one month. The service providers and the participating Business Scouts will be informed by sequa via email about the decision of the jury regarding the implementation of their project idea. There is no legal claim to the implementation of a project idea within the framework of the Business Scout Fund.

## 4. Submission of Project Ideas

### 4.1. Documents

To participate in the ideas competition, the project idea must be submitted in writing using the form provided for this purpose. The project idea can be written in German or English. A copy of the Submission format can be found in Annex B.

Please ensure that the information submitted is complete. In particular, the project idea must describe the parties involved, the service packages and the budget in a meaningful enough way to allow sequa to assess the project ideas. Should an offer be selected for further implementation, minor adjustments can be made in negotiation with sequa. However, a fundamental redesign or complete overhaul is not possible as we want to ensure fair competition.

Please note that the **Business Scouts must be involved** in the development of project ideas. They can advise and support the providers in the planning and formulation of the projects. However, the project idea itself should be submitted under the legal responsibility of the service provider, i.e. the partner institution or the main service provider (documented by the signature under the offer). However, the submission process of the offers to sequa can be facilitated by a Business Scout.

### 4.2. Deadlines

The deadline for submitting project ideas for this competition is

**October 31, 2022, by midnight (German time).**

Please make sure to submit your project ideas by the deadline. Unfortunately, ideas submitted late cannot be considered in this competition.

### 4.3. Submission Process

Please send the completed submission form with your project idea in digital format (preferably as a pdf document, please do not forget the inserted signature of the main service provider)

**by email to Ms. Anne Schnellen ([anne.schnellen@sequa.de](mailto:anne.schnellen@sequa.de)).**

We will confirm receipt as soon as possible. If you have any technical questions regarding the submission, you can also contact Ms. Schnellen.

## Annex A: Evaluation Criteria Business Scout Fund

General Evaluation Criteria	
<b>Service provider</b>	<ul style="list-style-type: none"> <li>• Eligible are business organizations from the Business Scout for Development (BSfD) Network as well as companies and other organizations, as far as they cooperate with the aforementioned organizations from the network in the implementation of the project idea.</li> <li>• The service provider must be registered as a legal entity at its main location and have legal capacity and capacity to conduct business - thus supporting the establishment of start-ups is excluded in the BSF.</li> <li>• The service provider must have sufficient economic and personnel capacity to implement the project.</li> <li>• The service provider must have developed and submitted the idea in collaboration with a Business Scout.</li> </ul>
<b>Project Idea</b>	<ul style="list-style-type: none"> <li>• The project must serve a developmental purpose and contribute to the strategic goals of the BMZ (Just Transition, Feminist Development Cooperation, Leave No One Behind, Covid-19 Recovery and, as cross-cutting issues, Digitalization and Flight/Migration) as well as the goals of the BSfD program. Measures with commercial purpose or serving primarily foreign trade promotion cannot be considered.</li> <li>• The project concept must be coherent, the targeted objectives and service packages should be realistic (effectiveness) and the cost-benefit ratio (efficiency) should be appropriate.</li> <li>• A maximum of two different project ideas from the same provider may be submitted per competition. A subsequent scaling up of an already implemented idea is possible, but the new project should show a clear differentiation and development.</li> <li>• Projects can be implemented in BMZ-2030 partner countries as well as in other countries in which the BSfD network is represented by a Scout. In exceptional cases and with justification, ideas involving further OECD-DAC countries are permissible.</li> <li>• The financial scope of a project to be implemented under the second idea competition of the Business Scout Fund can range from EUR 50,000 to under EUR 100,000 (net).</li> <li>• The duration of the projects can be up to nine months, however, the projects must be completed and accounted for no later than 14.10.2023.</li> </ul>

<b>Core Criteria (will receive double score):</b>	
<b>Just Transition – Transition to a climate-friendly economy</b>	This includes activities that make the process of transition to a climate-neutral economy fairer for partner countries and mitigate the socio-economic impacts of transition in particularly affected regions. Examples may include contributions to decarbonization, use of renewable energy, green hydrogen, and carbon-neutral waste management, or adaptation measures to increase resilience to negative climate change impacts.
<b>Feminist Development Policy - Diversity and Inclusion</b>	Initiatives and services that promote equal opportunities for all people and help overcome discriminatory power structures and role models. Important issues here include gender equality, inclusion of people with disabilities, or promoting the inclusion of other disadvantaged groups.
<b>Leave no one behind – Sustainable and fair trade and agricultural structures</b>	This can include the restructuring of (mostly international) value chains towards more sustainable suppliers' and buyers' relationships and fair market structures. The development of sustainable agricultural systems and increased resilience to crises (Covid-19, climate change, conflicts) may play important roles in this context.
<b>Innovation and creativity</b>	Innovative approaches should introduce novel (related to the project country) offers, products, processes or creative methods and anchor them as far as possible.
<b>Digitalisation for development</b>	Digitization may encompass the development of digital tools and services, but also platforms for better exchange and further training, as well as learning and capacity development for software and IT skills.
<b>Further positive criteria:</b>	
<b>Building sustainable services and structures</b>	The focus here is on the extent to which new offerings, processes or structures can be anchored or consolidated beyond the project term. The financial resources and personnel capacities as well as the (continued) use of interlinked structures or networks of the partners concerned can play a role in the assessment.
<b>Scalability of the idea or trans- national approach</b>	Scaling up means in this context the expansion of the activities initiated in the project to further users, sectors or countries, or the adoption of a concept by further providers. Similar measures in different countries should be combined into a joint offer.
<b>Connectivity with other DC projects or strategies</b>	The project should fit into existing regional or national development strategies or have linkages to existing GIZ or other development projects. This criterion only applies to development cooperation (DC) projects.
<b>High visibility and large impact</b>	Preference will be given to ideas that aim to achieve particularly large positive (quantifiable) developmental impacts and contributions to the BSfD program objectives in relation to the funds deployed. High visibility and presentability are desired.
<b>Current challenges (Covid-19, Ukraine war, flight and migra- tion)</b>	Ideas that help improve performance and structures to cope with crises in partner countries are sought, e.g. to mitigate the consequences of the Ukraine war or the Covid 19 pandemic, or to make health systems more sustainable and inclusive. Likewise, partnership approaches to skilled labor migration and mobility to improve local living conditions can be a topic.



## Annex B: Submission Form

# Business Scout Fund

## Idea Competition Submission of Project Offer

Please fill in all fields **marked in blue**. The project offer should not exceed a maximum of six pages. Please send the completed and signed project offer form in pdf-format by e-mail before the deadline of the idea competition to sequa ([anne.schnellen@sequa.de](mailto:anne.schnellen@sequa.de)). There is no statutory entitlement to funding of your project idea by the Business Scout Fund.

### Kindly note the following basic conditions for eligible projects:

- Implementation period: up to 9 months (might be shorter towards the end of the BSF-Programme)
- Project cost: 50.000 EUR up to under 100.000 EUR (net)
- The project idea must pursue a developmental objective.
- The project idea must have been developed in cooperation with a Business Scout.
- The project activities should take place in BMZ 2030 or countries with Business Scout assignment.

1. Basic Information			
Lead service provider (responsible for the offer)	Name: <b>xxx</b>		
	Address: <b>xxx</b>		
	Legal status: <b>xxx</b>		Commercial/trade register no.: <b>xxx</b>
	<input type="checkbox"/> under public law <input type="checkbox"/> private, non-profit <input type="checkbox"/> private, for profit		
	Sales tax/VAT status: <input type="checkbox"/> subject to VAT in Germany/EU		
	<input type="checkbox"/> subject to sales tax or VAT in country of origin		
	<input type="checkbox"/> VAT/sales tax exempt		
	Number of staff (2022): <b>xxx</b>	Year of foundation: <b>JJJJ</b>	Annual budget/turnover: <b>x.xxx.xxx,xx</b> EUR
Responsible person at lead service provider	Name, Given Name: <b>xxx</b> Function: <b>xxx</b> E-mail: <b>xxx</b> Telephone: <b>xxx</b>		
Further implementation partners	[If the lead service provider is not a partner institution of the BSfD network, please enter the supporting organization from the BSfD network here. Likewise, please enter the name of any additional partners for project implementation.]		
Project title	[Please fill in short a name of the project idea that describes the content well.]		
Project Country (-ies)	[Please fill in the countries where the project activities will take place.]		

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Planned implementation period	Start: [Please click here and click another time at the arrow to enter a date]	End: [Please click here and click another time at the arrow to enter a date.]	Total duration: xx months
Responsible Business Scout	[Please fill in the name of the Business Scout who has helped to develop the proposal.]		
Idea competition	September/October 2022		

## 2. Project Idea

Description of service provider(s)	[Please describe briefly the lead service provider, including – if relevant in your case – his/her experience in implementing similar projects. In case there are several service providers or cooperating partners, please describe their intended roles and collaboration structure. Please do also describe briefly the origin of the project idea within your organisation. <b>This part should not exceed ½ page.</b> ]
Background of proposal and description of problems addressed	[Please describe the organisational, technical or otherwise relevant background of your project idea necessary to better understand the context and which developmental problem(s) it addresses. <b>This part should not exceed ½ page.</b> ]
Project objective(s)	[Please describe in 2-3 sentences the overall objective of the project idea.]
Description of project idea and work packages	[Please describe the work packages of your project idea and relevant activities they include. Please try to describe all steps funded by the project in a comprehensible manner. <b>This part should not exceed 1 page.</b> ]
Local partners	[If relevant: Please describe briefly the local partner organisations that are engaged in the project (apart from the service provider), e.g. other companies, business organisations, NGOs, public entities, trainings providers, etc. Please do also describe their tasks and roles in project implementation. <b>This part should not exceed ½ page.</b> ]

## 3. Developmental Impact

Contributions of idea to development policy objectives	[Please describe how the local target group benefits from the project activities and how the project contributes to achieving development objectives of the partner countries. If possible, please make reference to the contributions to the Sustainable Development Goals (SDG) and/or the objectives of the BSfD programme. <b>This part should not exceed ½ page.</b> ]
Description of target group(s)	[Please describe what target group(s) are supported by your project idea. In case applicable, please describe the inclusion of groups particularly relevant for development aid, such as women, poor people, minorities, youths etc. Please try to quantify the size of targeted groups. <b>This part should not exceed ¼ page.</b> ]

<b>Business Scout Fund Criteria</b>	Your project idea should correspond to several core and positive criteria of the Business Scout Fund. Please describe which of the following criteria your project idea relates to:	
<b>Core Criteria (will be weighted higher):</b>		
Please tick if applicable:		
<input type="checkbox"/>	Just Transition – Transition to a climate-friendly economy	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Feminist Development Policy - Diversity and Inclusion	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Leave no one behind – Sustainable and fair trade and agricultural structure	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Innovation and creativity	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Digitalisation for development	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<b>Further positive criteria:</b>		
Please tick if applicable:		
<input type="checkbox"/>	Building sustainable services and structures	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Scalability of the idea or transnational approach	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Connectivity with other DC projects or strategies	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	High visibility and large impact	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]
<input type="checkbox"/>	Current challenges (Covid-19, Ukraine war, flight and migration)	[If applicable, please <b>describe in 1-2 sentences</b> how your project idea addresses this subject.]

<b>4. Proposed Budget</b>		
Personnel cost	EUR xxx.xxx,xx	[If applicable, please detail <b>personnel cost</b> here.]
Travel cost	EUR xxx.xxx,xx	[If applicable, please detail <b>travel cost</b> here.]
Material cost	EUR xxx.xxx,xx	[If applicable, please detail <b>material cost</b> here.]
Other costs	EUR xxx.xxx,xx	[If applicable, please detail <b>other costs</b> here.]
<b>Total cost</b>	<b>EUR xxx.xxx,xx</b>	
Own contributions	EUR xxx.xxx,xx	[If applicable, please detail <b>own contributions</b> here.]

Please note that a more detailed cost calculation will be requested at a later stage in the context of contract negotiations.

By signing this form, you confirm that you agree to the storage, use and processing of the personal data for the purpose of evaluating the offers of the idea competition. This consent can be revoked at any time. The processing is carried out in accordance with sequa's current privacy policy.

**I hereby confirm that the information provided above is correct and complete, and that the signatory is authorized to sign on behalf of the provider:**

[Place, Date]

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X

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[Name]

[Function]