

Investment Application (IA) Template

Through this form, you will detail the goals of your proposed project, the specific market failures and problems your proposed project seeks to resolve illustrating your approach, proposed funding and co-investment needs.

Introduction to the Application Format

It is important that you read the grant agreement, and 'Frequently Asked Questions' on the Information Pack before you complete this Application to ensure that you understand and take into account the eligibility and selection criteria for successful projects. Your Application should set out your vision for the proposal and what your project seeks to achieve.

The Application form is structured as follows:

Section 1 of the Application requests your organisation's details;

Section 2 – 9 asks you to complete a summary of your proposed project;

Section 10 asks for your work-plan;

Section 11 requests an overview of your budget;

Section 12 identifies the additional information needed to support your Application; and

Section 13 asks for signed confirmation that all details included on the Application are correct and that you have read and understood the grant agreement.

Explanatory notes - in *italics* - have been included in each section to help you complete the Application. If you have specific queries when filling out the form, please check the Frequently Asked Questions. If you do not find an answer to your question(s), please write to Hari.Pandey@seepnepal.com or call a member of the UKaid शीप team on +977 1 4721284.

Important information on completing the Application form

- The Application must be completed in English using Arial font size 10.
- Each Application must be saved as a separate file in Microsoft Word format (*.doc).
- Please do not alter the formatting of the form or exceed the specified word limits.
- Kindly remember to sign Section 13 of this form
- **Applications that do not conform to the above criteria will not be considered.**

I. Applicant Details					
I.1 Your Organisation's Details	<i>Name</i>	<i>Year of Establishment</i>	<i>Capital Invested</i>	<i>Directors</i>	<i>Key Contact Person</i>
I.2 Legal Status & Company Registration No:					
I.3 Employees Details		<i>Current Employment</i>		<i>Projected end of project Employment</i>	
	<i>Management</i>				
	<i>Skilled</i>				
	<i>Semi-skilled</i>				
	<i>Unskilled</i>				
I.4 Total investment in proposed project in NPR <i>Please also state what you are willing to contribute</i>	<i>Total Investment</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>CF Contribution</i>		<i>Partner Contribution</i>	
I.5 Briefly describe what your organisation does. <i>(Maximum 75 words)</i>					
I.6 If you intend to collaborate with other private and public partner organisations in Skills and Migration sectors such as Employment Service Providers and/or Private Employment Intermediaries on this project, please provide: <ul style="list-style-type: none"> <i>Their name(s) and proposed roles</i> 					

<ul style="list-style-type: none"> • Do you have a Teaming agreement /MOU in place to undertake the project activities of each participating members? • Percentage of the total project budget they will manage <p>There is no limit to the number of organisations that can be included in a consortium.</p>	
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2. Project Intervention		
<p>2.1 Project Title, and Summary of Proposed Activities</p> <p>This is the title of the project that you wish to be supported through UKaid <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>. Please give us brief summary activities and intended outcomes in bullet points.</p>		
<p>2.2 Please tick the challenge(s)/ market constraint(s) that you intend to address through your project proposal</p>	<p>Skills Component</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ecosystem imperfection: Lack of coordination among stakeholders, lack of practical training, low quality of trainers. <input type="checkbox"/> Low Skill/ Low Technology trap: Little impact on wages after skill development, experience over degree, lack of competition, lack of incentive for skill transfer <input type="checkbox"/> Imperfect Information: lack of information about the right skills among potential workers, lack of dignity of labour for jobs considered lowly, and low focus on continuous education <input type="checkbox"/> Inequitable Access: Issues related to access to skill development for different group of workers, lack of financial 	<p>Migration Component</p> <ul style="list-style-type: none"> <input type="checkbox"/> Monopoly Power: High recruitment cost, less choices, restricted outputs and net welfare loss <input type="checkbox"/> Information Asymmetry: Migrants workers taking unformed decisions. <input type="checkbox"/> Missing Markets: Lack of financial products to migrant workers. <input type="checkbox"/> Labour market Failure: Skills gap, skills poaching, labour immobility, inequality, and discrimination.

	<p>ecosystem</p> <p><input type="checkbox"/> Risk of Attrition: Risk of workers leaving the company once they have been trained or migrating overseas</p> <p><input type="checkbox"/> Irrational Decision Making: Underinvestment in Human Resources department, workers focusing on salary/ migration</p>	
<p>2.3 Where will the project be implemented? <i>Please list the regions (Provinces, municipalities) where your project activities will be focused.</i></p>		
<p>2.4 Please explain the challenges you are facing because of market constraints mentioned in 2.2 above.</p>		
<p>2.5 Provide a summary description of Skills and Migration related market constraints as mentioned in 2.2 above that you targeting to overcome through your intervention?</p>		
<p>2.6 Please briefly summarise the main activities you intend to undertake under this project, and the outputs that you expect. <i>(Maximum 200 words)</i></p>		
<p>3. Summary of the content, evidence and intended impacts from the proposed project.</p>		

3.1 Why is this project required at this time and in this location? And How will your project bring the change?

(This analysis may include looking at the social, political, cultural and economic factors affecting employment, skills development, and migration/ remittance management.)

(Maximum 400 words)

Please clearly show:

- *Your analysis of the local context and market constraint (s) you seek to solve*
- *Who are your target group and why haven't they received skills and/or migration related services required to enhance their employment situation, information and financial literacy needs, access to financial products or savings and investment needs?*

Please write in detail the key project activities and outputs. Please show how these activities lead to better employment opportunities.

- *How does your proposed project contribute towards overall UKaid ;□□□ targets in skills and/or migration;*

To reach 45,000 beneficiaries in skills sector; 50% women; 40% DAGs of which 500 are PwDs.

<p><i>Skills sector beneficiaries demonstrate 20% increase in income and/or 20% increase in productivity.</i></p> <p><i>To reach 45,000 people directly in migration sector; 33% women and 40% DAGs and their annual income from migration net of costs is increased by 20% on average, and there is an increase in savings and /or investment of remittances</i></p>	
<p>3.2 What is the expected impact of this project?</p> <p><i>How will learning and the quality of skills training be changed?</i></p> <p><i>What are the expected number of jobs and the increase in income for successful trainees?</i></p> <p><i>What other impacts do you expect to achieve through your project?</i></p> <p><i>What are the quantifiable benefits of the project from availability of skilled resources and additionality it brings to the organisation and cost savings?</i></p> <p><i>(Maximum 200 words)</i></p>	
<p>3.4 Why do you believe your project and your proposed interventions are likely to be successful? What evidence do you have to support this view?</p>	

While we recognise that evaluation data for new and innovative ideas may be minimal, please supply any evidence you have, and your approach to collecting evidence during the project.

Explain the current demand and supply situation and how your organisation is meeting your skills/labour shortages now.

please include links or relevant research material in a separate document)

(Maximum 300 words)

4. Innovation

4.1 How is your approach to skills development and/or migration cost reduction, ethical recruitment innovative?

- *This section focuses on innovation and demands the project demonstrates, how they move beyond 'usual' approaches to improving the quality of skills development, reducing cost of migration and unethical recruitment and offering reliable savings and investment products to targeted beneficiaries.*
- *Innovation may refer to implementing an existing project in a different context, improving on*

existing methods to increase their impact, or initiating a new type of project that achieves both value for money and sustainability.

- Innovation could also be explained as trying a new approach and/or finding new partners to deliver approaches that increase learning outcomes and can be scaled up within two years.

(Maximum 400 words)

5. Scalability and Sustainability

5.1 What is the potential to scale up of this project?

5.2 What could be the potential reach through a scaled-up project?

5.3 Please describe your growth aspirations in your area of work after your project intervention.

Please specify how you have calculated this.
(Maximum 150 words)

5.4 Explain how your project will be **sustainable** after the UKaid investment?

What is your ambition for the programme after UKaid

<p>investment ends?</p> <p>How is the project going to generate income and what is the potential for self-financing?</p> <p>If successful, how can this project be sustainable in the future without <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> funding?</p> <p>(Maximum 400 words)</p>					
6. Inclusion					
<p>6.1 How many people will directly benefit from this project?</p> <p>(Maximum 150 words)</p>					
<p>6.2 Please quantify the expected number of beneficiaries in the project.</p>	Total Beneficiaries	Women	DAGs	PwDs	Youth
<p>6.3 Explain how you intend to use <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> provided GESI guideline to work with women, people with disabilities and other disadvantaged groups.</p> <p>(Maximum 100 words)</p>					
7. Value for Money/ Leverage					
<p>7.1 How will you ensure the project will achieve value for money indicators.</p>					

<p>All UKaid <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> projects must demonstrate value for money in delivery and operational terms, based on evidence of what works.</p>	
<p>7.2 What is the basis / evidence of proposed modules /approach to make the targeted impact described in section 3?</p>	
<p>7.3 Explain how the benefits mentioned in section 3 will improve the desired outcome of enhanced skills development and/or increase productivity, fair recruitment and availability of reliable saving and investment products.</p>	
<p>7.4 Please explain how the beneficiaries you mention in Section 6 are the most equitable?</p>	
<p>7.5 Please explain the quality assurance and recognition of the proposed project. Can it be linked with National Skill Testing Board (NSTB) and/or National/International Qualification Framework?</p>	
<p>8. Monitoring and Evaluation</p>	
<p>8.1 What are the mechanism for tracking the proposed beneficiaries of the project?</p> <p><i>Include details of your record keeping and monitoring system in place, and you will approach the beneficiaries.</i></p>	

(Maximum 200 words)	
8.2 How will you ensure the validity, reliability and accuracy of the data provided?	
(Maximum 300 words)	
9. Applicant's Ability to Deliver	
<p>9.1 What is the track record of the proposed project team in implementing similar projects?</p> <p><i>Include details of your organisation's structure to manage this project and key staff's CVs</i></p> <p><i>Please include:</i></p> <p><i>Information that shows that your proposed personnel have the proven skills and knowledge to carry out this project successfully</i></p> <p><i>Description of your organisation's management, systems, measurement and monitoring capacity</i></p> <p><i>Capabilities and value added by your</i></p>	

<p><i>proposed partner organisations (if applicable) and their personnel.</i></p> <p><i>(Maximum 500 words)</i></p>															
<p>9.2 What are the main risks which might affect the project, and what are your plans to mitigate these risks?</p> <p><i>(Maximum 250 words)</i></p>															
<p>8.3 Is your organisation and/or consortium partners (if any) currently in a position to effectively manage the delivery of this programme?</p>															
11. Additionality															
<p>9.1 If UKaid <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> does not fund this project, how will you overcome your immediate skills needs?</p>															
<p>9.2 Does the proposed project complement the work of others in the area?</p> <p><i>UKaid <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> projects must be additional – complementing existing interventions, rather than overlapping with them.</i></p> <p><i>(Maximum 200 words)</i></p>															
12. Month wise Work-plan															
Activity	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15

Activity 1															
Activity 2															
Activity 3															
Activity 4															
Activity 5															
Activity 6															
Activity 7															
Activity 8															
Activity 9															
Activity 10															
(add / delete rows as necessary)															

13. Budget

For Banks & Financial Institutions



Section 13 of
Investment Applicatio

For Other Private, Public and Non-Profit Organisations



Section 13 of
Investment Applicatio

14. Additional information requested

12.1 Please explain how you conform to ILO's definition of "Decent Work" and abide by "Core Labour Standards" and "Occupational Health and Safety" in your organisation's workspace?

<p>12.2 Please confirm how your organisation ensures employees' rights in the workplace.</p>	
<p>12.3 Please describe your retention Strategy to ensure personnel employed / beneficiaries trained through this programme will continue to be gainfully employed</p> <p><i>Please Include your employment strategy for trained beneficiaries that are not employed at the moment.</i></p>	

15. Confirmation

In submitting this application confirm that all information included in the form is correct. I also confirm that I have read and understood the grant agreement that accompanies the application.

Organisation's name:	
Name and job title of the person who completed this Application:	
Name and job title of the expected Project Lead (if different to above):	
Signature:	
Date:	

Annexure 1: Project Implementation Work Plan (Gantt Chart)

Annexure 2: Organisation Structure of the Project

Annexure 3: CVs of Key Project Team (No more than two A4 pages)

Annexure 4: Copy of MOU between the consortium members