**Responsible Business Fund Plus (RBF+)**

**Full Project Proposal**

**Window 3 (Area 9)**

**1st Call for Project Proposal**

**Open from 27th September to 21st October 2024**

\* Required

|  |  |
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| **Information of the Lead Applicant (Association or Company)** | |
| **Concept Note Reference Number \***  *(Concept Note Reference Number can be found in the reply letter.)* |  |
| **Name of the Business Association (or) Company \*** |  |
| **Name of the Chairperson (or) Owner \*** |  |
| **Mobile Phone Contact \*** |  |
| **Email of the Chairperson (or) Owner** |  |

**5. Detailed Information of the Proposed Project**

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| **5.1 Within your proposed RBF+’s Area of Support, is there any modification/ update to the original of the Concept Note? If yes, please explain in detail. \*** |
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| **5.2 In the approval letter, RBF+ mentioned the conditions that are required to address Business Association (or) Company in the proposal stage; please explain in detail on your actions taken on these given conditions. \*** |
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| **5.3 Detailed Description of Potential Benefits to Farmers/ Primary Producers from the Proposed project\***  *(Please provide a comprehensive explanation of the potential advantages that farmers and primary producers might experience as a result of the proposed project to RBF+.)* |
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| **5.4 Please present the risks of the proposed project while implementing. \***  *(E.g., Financial risk, market risk, implementation risk, logistics risk, etc.)* |
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| **5.5 Please mention your detailed plans to overcome the above-mentioned risks to implement the project successfully. \*** |
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| **5.6 Provide the detailed list of the MSMEs that have committed to attend the training. \*** |
| Excel File Upload |

**6. Project Implementation Plan**

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| **6.1 Implementation Plan \***  *(Detail a work plan with the timeline from the start of the project till the end of the project. The template should include supplier timeline, equipment purchases and a monitoring plan etc. After signing off the grant agreement with RBF+, the project will need to start within four weeks.)* |
| Please fill in the proposal Annex 1 (Work Plan) and attach it with the Full Proposal. |

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| **6.2 Implementation Timeline \*** | | | |
| **Full Proposal Submission Date** | **Training Contract Finalizing Date** | **Start Date of Training** | **End Date of Training** |
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| **6.3 Resources \***  *(Please describe the team that will involve and take responsibility in implementing the proposed project.)* | | | |
| **Responsibility** | **Name** | **Position** | **Contact**  **(Mobile Phone)** |
| Project Management |  |  |  |
| Quality Assurance |  |  |  |
| M&E Data Reporting |  |  |  |
| Financial Payment |  |  |  |

**7. Benefits of the Proposed Project**

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| **7.1 Describe the estimated increase in the total sales value of all the participant companies in the market that could be generated by the proposed workshop or training program.\*** |
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**8. Quality Assurance of Your Suppliers (Please mention at least two suppliers.)**

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| **8.1 Supplier 1 \***  **Name of Supplier 1: XXXXXX**  *(E.g., Background of Supplier 1 in brief, project experiences and results delivered.*  *Attach profile and reference list of Supplier 1. Quotations with the break-up of the various items are required to be provided.)* |
|  |
| Please attach the Supplier 1 Quotation with Cost Breakdown and Training Curriculum Details. |
| Please attach the Supplier 1 Profiles, Projects Reference List of Suppliers if you have |

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| **8.2 Supplier 2 \***  **Name of Supplier 2: XXXXXX**  *(E.g., Background of Supplier 2 in brief, project experiences and results delivered.*  *Attach profile and reference list of Supplier 2. Quotations with the break-up of the various items are required to be provided.)* |
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| Please attach the Supplier 2 Quotation with Cost Breakdown and Training Curriculum Details. |
| Please attach the Supplier 2 Profiles, Projects Reference List of Suppliers if you have. |

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| **8.3 Among the two suppliers that you mentioned above, which one are you intending to choose for the proposed project? What factors influenced your decision to choose that supplier? How did you ensure the cost, quality, and reliability of that supplier? \*** |
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**9. Budget Plan**

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| **9.1 Budget (Amount in USD and MMK) \***  Under the budget template, please identify the expenses under the respective title that will be incurred before and during the project. **The cost defined under the sheet will be fixed, and there will be no variation.** | | | |
| **No** | **Description** | **Approximate Cost (USD)** | **Approximate Cost (MMK)** |
| 1 | Training Fees (including training venue, training materials, etc.) |  |  |
| 2 | Trainer Expenses (Travel Expenses / Accommodation) |  |  |
| 3 | Technical Assistance - Preparation for Certification |  |  |
| 4 | Certification |  |  |
| 5 | Other Cost (Please specify.) |  |  |
| **Total Project Cost \*** | |  |  |

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| --- | --- | --- |
| **Cost not supported by RBF+** | | |
| **No** | **Particular** | **Approximate Cost (MMK)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| **Total Cost \*** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9.2 Budget Requirement (Amount in USD and MMK) \*** | | | | |
| **Total Budget**  **(USD)** | **MSME Contribution** | | **RBF+ Contribution** | |
| **Amount (USD)** | **%** | **Amount (USD)** | **%** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Total Budget**  **(MMK)** | **MSME Contribution** | | **RBF+ Contribution** | |
| **Amount (MMK)** | **%** | **Amount (MMK)** | **%** |
|  |  |  |  |  |

**Commitment (Please check the box.)**

This is to confirm that the data presented in the above application form are correct. The MSME agrees to proceed with the implementation plan according to the application form after signing off the grant agreement with RBF+ within four weeks. The MSME also commits:

﻿To pay MSME contribution upfront as an initial payment to Supplier.

To start implementation of the project within one month from the date of grant agreement signed off.

To procure equipment, training, and technical assistance, and request reimbursement by January 31, 2026.

To provide Data to RBF+ in a timely manner and project completion report.

To share learning experiences with other businesses during and after the project is completed.

To comply with responsible business code of conduct principles.

To allow ‘final inspection’ on completion of project to verify and document the ‘lessons learnt’.

**10. Contact Person for the Proposed Project**

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| **10.1 Do you have any Consultant/ Service Provider?** \* |
| No  Yes (Please specify the Name of the Consultant/ Service Provider.)  ………………………………. |

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| **10.2 Contact Person Information for the Proposed Project** | |
| **Name\*** |  |
| **Title / Position\*** |  |
| **Mobile Phone Contact\*** |  |
| **Email\***  *(Please be sure to fill in correctly, as RBF+ will send a notification email to this email address within 24 hours of your submission.)* |  |

We declare this Application to be binding and free of errors or omissions. Once submitted, we no longer have the option to edit the proposal or implementation by ourselves without the written consent of the RBF+ Management Unit.

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| --- | --- |
| This is to confirm that all the above information is true and provided by me, the lead applicant. | |
| Signature |  |
| Name of the Chairperson (or) Owner |  |
| Date of Submission |  |
| Association (or) Company Stamp / Seal |  |
| Phone Number |  |
| Email |  |

**Required Attachments for RBF+ to accept the submission of Full Proposal:**

1. Annex 1 (Work Plan) \*
2. Annex 2 (General Indicators and Calculation) \*
3. Acknowledgement Letter with the Applicant’s Signature \*
4. Signed Service Provider Agreement between the MSME and Consultant/ Service Provider
5. Need Assessment Reports by Service Provider if you have
6. Evidence of the latest Financial Statement\*
7. Valid Business/ Company Registration of Participant MSMEs (if it was not submitted in the Concept Notes stage)

**Submission Instructions**

* Please submit your full proposal through the following **Online Kobo Link**: ﻿https://ee-eu.kobotoolbox.org/x/dNBpnQ9a
* Please note that once you make a successful submission, you will receive **a notification email** from RBF+ within 24 hours.
* We suggest you **first fill in the word Full Proposal template** and later **copy it to the Kobo Link**.
* Download our full proposal document at the following link: [Full Proposal Documents\_Area 9](https://drive.google.com/drive/folders/1IInIArcpj4t0BEKuscjDSUk7nKKpkbQy?usp=sharing)

Any queries regarding RBF+ support can be addressed to mobile phone numbers:

09- 774212405, 09-5032680, 09-757700697.