**USAID Kosovo Compete Activity**

**Annual Program Statement[[1]](#footnote-1)**

**Expression of Interest *(Concept Note)***

Section 1: The Applicant

|  |  |
| --- | --- |
| **APS No.** | APS-2023-04 |
| **Submission date:** |  |
| **Full legal name of Applicant**  *(As per registration certificate, in local language)* |  |
| **Address:** |  |
| **Contact person:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Web address:** |  |
| **Applicant legal status:** |  |
| **Year founded:** |  |
| **Registration number:** |  |
| **Tax ID / fiscal number:** |  |
| **Primary sector(s) of operation of Applicant:** |  |

The Applicant requests consideration by the USAID Kosovo Compete Activity for partnership and co-funding the activity described below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity name:** |  | | | |
| **Activity type:** |  | | | |
| **Sector:** |  | | | |
| **Location of activity:** |  | | | |
| **Activity start date:** |  | **Completion by:** | |  |
| **Partner(s):** | * List of partner(s) | | | |
| **Activity cost:** | Grant fund requested | | € | |
| All others (including cost-share) | | € | |
| **TOTAL** | | **€** | |

I/we hereby certify that the information contained herein and attached hereto is complete and accurate to the best of my/our knowledge.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Head of Organization** |  | **Signature** |  | **Date** |

Section 2: Expression of Interest

Submitting an Expression of Interest (EOI) is the first phase in the grant selection process. The EOI should clearly and concisely explain the proposed grant activity’s *relevance*, *purpose*, *objectives*, *activities* and *expected results* in support of the objectives of USAID Kosovo Compete Activity, as set forth in the Annual Program Statement (APS-2023-04)[[2]](#footnote-2).

After evaluating submitted EOIs, USAID Compete Activity will invite organizations that submitted successful EOIs to enter into a second phase of the competition by submitting a full grant application based on the concepts and technical approaches proposed in the EOI. EOIs must not exceed 5 pages and must be submitted in the format, as follows.

|  |
| --- |
| 1. **Activity Description and Problem Statement**   *Describe the proposed activity and the main problems/issues that it will address.* |
| 1. **Relevance of Proposed Activity to Objectives of USAID Kosovo Compete Activity**   *Explain how your proposed activity is in line with the objectives of USAID Compete Activity, as set forth in the Annual Program Statement (see APS-2023-04 document).* |
| 1. **Activity Goals and Objectives**   *State the overall goal of the proposed activity. List the specific objectives of the activity that must be met in order to achieve the overall goal. It should be made clear how achieving the grant activity’s goal and objectives will contribute to addressing the issues/problems listed in Section A above.* |
| 1. **Proposed Tasks and Activities**   *List and briefly describe the illustrative activities that your organization proposes to undertake to meet the objectives of the proposed grant activity.* |
| 1. **Expected Results**   *Describe the expected results of the proposed activities and how they relate to the proposed activity goal and objectives. List anticipated and achievable results as measurable outcomes of the proposed activities. Each result should be directly linked to a specific objective. Proposed activities should be linked to Compete’s main outcome indicators, as stipulated in section 7 of the APS-2023-04.* |
| 1. **Management Plan**   *Briefly describe activity management, staffing, oversight, monitoring / reporting.* |
| 1. **Past Experience**   *Briefly describe applicant’s past experience implementing similar or related activities.* |
| 1. **Proposed Budget/Cost and Applicant Cost-Share:**   *List anticipated costs and expenses using (and adapting) the table below, which is illustrative.*   | **Expense** | **Covered by** | **Amount** | | --- | --- | --- | | * + 1. Expense area 1 | Counterpart 1 | 500.00 | | * + 1. Expense area 2 | Counterpart 2 | 500.00 | | * + 1. Expense area 3 | Kosovo Compete Activity | 1,000.00 | |  |  | 0.00 | |  |  | 0.00 | |  |  | 0.00 | | **Total** | | **€ 2,000.00** | |

1. An **Annual Program Statement** is a solicitation instrument of the USAID Kosovo Compete Activity (“Compete”) which provides a potential *partnership opportunity* with eligible organizations to further the main goals of Compete. The solicitation aims to foster extensive collaboration between USAID Kosovo Compete and private sector and other eligible organizations to improve private sector and export competitiveness in key economic sectors. This APS is *not* to be viewed only as a grants instrument; its focus is on the proactive engagement of eligible organizations on problem identification, problem definition, solution scoping and development, and solution implementation. Based on the review of submitted concept notes, Compete will determine whether to request full applications from an appropriate partner in a proposed partnership alliance. [↑](#footnote-ref-1)
2. APS-2023-04 is the **main document** that Applicants should refer to when filling the expression of interest template. It is a **separate document** that outlines among others the goals of the APS, application process, eligibility, and evaluation method. [↑](#footnote-ref-2)