**Annex III**

**Sustainable Pacific Aquaculture Development Project**

RFP: 19/105

**Concept note**

**Concept note**

Note to applicants:The applicant must be an enterprise (business, Non-Government Organisation, organisation engaged with Growers, Producers, Processors, Exporters, Associations or provider of support services) engaged in aquaculture. Enterprises must have at least a 12-month track record in production of the target commodity identified for project assistance. Formally registered enterprises will be given priority over unregistered ones.

**SECTION 1: ENTERPRISE DETAILS**

**Registered Name of Enterprise/ Organisation:**

**Trading Name:** (*if different from above*)

**Business Registration or Business License Number:** (*please provide a copy*)

State if business is NOT formally registered.

|  |
| --- |
|  |

**Business Logo:**

**Directors/CEO/GM/Manager:**

*Eg. Ms Luisa Vaka (Director/CEO), luisa.vaka@aquaculture.com*

**Contact Person:** (*position*)

*Eg. Mr Tomas Paka (Production Manager), tomas.paka@aquaculture.com*

**Enterprise/ Organisation email address:** *(e.g. info@aquaculture.com)*

**Postal Address:**

**Telephone:** *(country code, city code, number)*

|  |
| --- |
| + |

**Mobile:** *(country code, city code, number)*

|  |
| --- |
| + |

**Fax:** *(country code, city code, number) optional*

|  |
| --- |
| + |

**Website**: (*if any*)

**Location(s):**

|  |  |
| --- | --- |
| Street  Suburb  Town/city | Country |

**SECTION 2: OPERATIONAL DETAILS**

**Business Registration Date:**

**When did the on-ground operations start?**

**What product(s) are you producing/ marketing?**

**What type of production system do you utilize (e.g. ponds, cages, sea pens, recirculation etc):**

**What interested you to venture into aquaculture based activity?**

**Do you have legal ownership such as a lease or property title to occupy space and protect investment in a legal manner while conducting your operations? Please provide supporting document.**

**Provide production and sales volume for last 2 years? For enterprises actively producing for a minimum of 12 months and yet to sell product, please provide stocking dates, stock in hand and forecasted harvesting dates.**

**Provide at least 12 months’ track record of gross income for target commodity.**

**Is there a strong market demand for your product (s)? How have you established this?**

**Do you have capacity to grow the business in terms of space availability or technology implementation?**

**What are the perceived constraints/ risks that may impact your business? Are there any steps you have undertaken or identified that will reduce the constraint/risk?**

**Sales Channels**

*(Please enter at least one of the existing sales channels currently utilized by the enterprise (Retailer/Distributor either domestic or export and/or Online Market):*

**Retailer(s)/ Distributor(s)**

|  |  |
| --- | --- |
| *Retailer* | *Country* |

**Online Market(s)**

|  |
| --- |
| *Enter full URL starting with either http:// or https://* |

**Independent Certification**:

*Any third-party certification the business holds, e.g. organics, ISO 9001, HACCP etc*

|  |  |  |
| --- | --- | --- |
| *Certificate* | *Issued by* | *Valid to (date)* |
|  |  |  |

**Awards and Assistance**

*Financial grants the organisation has received, training, awards or endorsements from third parties (last 3 years), recent news stories (positive or negative) from last 24 months*

**Community Involvement**

*Community projects/ linkages/ producer groups supported by the enterprise/ organisation*

**Social Practices**

*Please complete the table below to assist with information on your employees?(Note employees working less than 20 hours per week are referred to as part-time employees)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Employees* | *Production* | | *Processing* | | *Marketing* | | *Management* | | *Total* |
| ***Men*** | *Full-time* | *Part-time* | *Full-time* | *Part-time* | *Full-time* | *Part-time* | *Full-time* | *Part-time* |  |
| *Aged between 18-25 years old* |  |  |  |  |  |  |  |  |  |
| *Aged 26 years and more* |  |  |  |  |  |  |  |  |  |
| *Local* |  |  |  |  |  |  |  |  |  |
| *Migrant/ Non-residents* |  |  |  |  |  |  |  |  |  |
| ***Women*** | *Full-time* | *Part-time* | *Full-time* | *Part-time* | *Full-time* | *Part-time* | *Full-time* | *Part-time* |  |
| *Aged between 18-25 years old* |  |  |  |  |  |  |  |  |  |
| *Aged 26 years and more* |  |  |  |  |  |  |  |  |  |
| *Local* |  |  |  |  |  |  |  |  |  |
| *Migrant/ Non-residents* |  |  |  |  |  |  |  |  |  |

*How did you recruit your employees?*

*Do you find it difficult to recruit women or men, and or young people (18-25years old)?*

*Is it important to have both men and women working in the enterprise? Why?*

*Is it important to have young people working in the enterprise? Why?*

*Are there people younger than 16 years old who work or help in the enterprise?*

*Which positions are better paid in the enterprise?*

*Which positions receive the lower wages? Are the lower wages in compliance with the national minimum wage legislations?*

*What type of training do you provide for your staff?*

*What are the main constraints for women and youth to get involved in aquaculture businesses?*

*Do you have any measures in place to comply with labour legislation and standards of decent work?*

**Environmental Practices (***Measures to limit impact on the environment)*

*Has the enterprise analyzed the environmental impacts of its operations?*

*What mitigating measures are in place to minimise immediate and long term negative impact?*

*Have necessary environmental permits required by national legislations been granted? Please submit a copy of the permit.*

**SECTION 3: Description of Assistance Requested**

*Please indicate the kind(s) of assistance or support requested from project:*

|  |  |
| --- | --- |
|  | Business Mentoring and Training  (includes addressing business skills, knowledge and information needs through trainings, workshops and experienced business volunteers) |
|  | Capacity development for farmers in feed, seed and brood stock management.  (includes addressing skill and knowledge gaps) |
|  | Technology transfer in feed, seed and brood stock management.  (includes cost benefit analysis on technological innovations, technical and financial support to model best practices. |

*(Please provide details on above and, where possible, include costings per activity)*

|  |
| --- |
|  |

**If the assistance requested under technology transfer above should require procurement of necessary equipment, then is the enterprise willing to make a 40% matching contribution towards the procurement cost?**

**Please list any certifications that the enterprise is currently processing or requires.**

|  |
| --- |
|  |

**Other Key Information**

*Submit an updated copy of your business plan, business registration certificate, valid business/ enterprise license, enterprise tax registration and a lease or proof of ownership of site. If required, we can provide business plan templates for your information and use.*

*Also, submit professionally prepared financial reports for the last 12months years (2017). Please be assured that this will be kept strictly confidential by SPC.*

I hereby certify that the above and attached is true and accurate.

.............................................

Signature of CEO/ Managing Director/General Manager/Manager

Date: ....................................

**Annex IV**

**Sustainable Pacific Aquaculture Development Project**

RFP: 19/105

**Document Checklist**

I ……………………………………………………………………………………………. (insert name),

of ………………………………………………………………………………………….. (insert Enterprise name)

confirm that the following application is made for support under the Sustainable Pacific Aquaculture Development Project.

I confirm that I have read the guidelines for the completion and submission of this application, and are aware of the eligibility and evaluation criteria.

I hereby submit the documents listed below for consideration:

*(Please tick in the appropriate box where documents have been submitted)*

|  |  |
| --- | --- |
|  | Completed Concept Note |
|  | Business Plan |
|  | Enterprise Registration Certificate |
|  | Valid Business/ Enterprise License |
|  | Enterprise Tax Registration |
|  | 2016 and 2017 Financial Accounts |
|  | Lease or Proof of Ownership of Site |
|  | List any additional Support Documents provided: |

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and sign Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_