

**REQUEST FOR EXPRESSIONS OF INTEREST  
Local Partner Development Business Incubator**

Issuance Date: January 30, 2019

Questions Due: February 14, 2019

Closing Date: February 28, 2019

**Goal of the Local Partner Development (LPD) Business Incubator:** To build the internal capacities of selected organizations to enable them to take advantage of market opportunities through the overall improvement of their operations and management.

**Applicant profile:** Registered Jamaican organizations that deliver social and economic benefits, whose mission is aligned to preventing youth crime and violence; and have demonstrated business readiness in their operations.

**LPD Grants Program for Incubator Participants:** Incubator participants will be eligible to apply for grant funding of up to US\$30,000. Note that participation in the Incubator is a pre-requisite for accessing the SE grant funding.

**Number of Participants:** Up to fifteen (15) organizations

**Incubator Duration:** Twenty-four (24) months

**Expected Start Date:** April 2019

**TABLE OF CONTENTS**

- 1. Background.....3
  - 1.1 Purpose and Objectives.....3
  - 1.2 About Local Partner Development.....3
- 2. EOI Rules and Guidelines.....3
  - 2.1 Expressions of Interest .....3
  - 2.2 Eligibility Criteria.....3
  - 2.3 EOI Form and Supporting Documents.....4
  - 2.4 Where and How to Submit Expressions of Interest .....4
  - 2.5 Where to Send Questions.....4
  - 2.6 Deadline for Submission of Expressions of Interest .....4
- 3. Evaluation and Selection .....4
  - 3.1 Timeline .....4
  - 3.2 Opening and Administrative Process .....5
  - 3.3 Evaluation of EOIs.....5
  - 3.4 Selection Process and Notification .....5

**Disclaimer**

**The applicant shall bear all costs associated with the preparation and submission of its application. LPD Jamaica is hereby informing potential applicants that this REOI is not a contract or financial obligation by LPD Jamaica to the parties that express interest. LPD Jamaica reserves the right to cancel the entire process without any obligation to inform the applicants of the reason for its actions.**

## 1. BACKGROUND

### 1.1 Purpose and Objectives

The purpose of this Request for Expressions of Interest (REOI) is to invite legally registered Jamaican organizations who are engaged in social enterprising activities to submit an Expression of Interest (EOI) for evaluation and possible inclusion in the Local Partner Development (LPD) Business Incubator. The LPD Business Incubator (hereafter Incubator) will seek to build the internal capacities of its participants to be competitively positioned to take advantage of market opportunities and increase sales through the overall improvement of the operations and management of the entities. Organizations will receive intensive incubator services for a period of 24 months, with the Incubator operating at various levels, targeting enterprises that have already gone through an incubation program and those that have not. There will be an emphasis on customization and personalization, with the Incubator assessing the needs of each organization, then creating a match to the most appropriate intervention. Participants will also be given the opportunity to access the LPD Grants Program, through which organizations may request funds to acquire organization development tools and services.

For the purposes of this activity, the following definitions are used:

- A social enterprise is a business whose mission is to solve social or economic problems at the community and/or national level, through effective and ethical business practices, with the reinvestment of profits to the social mission (MSME & Entrepreneurship Policy, Chapter 9).
- The term legally registered refers to the process of becoming registered at the Companies Office of Jamaica or the Department of Cooperatives and Friendly Societies.

### 1.2 About Local Partner Development

The primary objective of LPD is to build the capacity of Jamaican non-governmental organizations (NGOs), social enterprises (SEs), community-based organizations (CBOs), other civil society organizations (CSOs), and government entities that partner with USAID in Jamaica. Implemented by FHI 360, LPD is funded by USAID under the Caribbean Basin Security Initiative (CBSI). In alignment with the CBSI's objectives, LPD's intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the goal of improving Jamaican citizen security and social cohesion; with particular focus on preventing youth crime and violence.

## 2. EOI RULES AND GUIDELINES

These guidelines set out the process and rules for the submission and selection of the Incubator participants.

### 2.1 Expressions of Interest

LPD's support to organizations in the Incubator will involve the following two (2) solicitations:

1. **Expression of Interest:** During this first phase, applicants are required to submit an EOI to be considered for inclusion in the Incubator.
2. **Full Grant Application:** Upon selection of Incubator participants and after the selected organizations have undergone an incubation period of at least six months, LPD will invite Incubator participants to submit a full grant application. The LPD Grants Program will provide the opportunity for organizations to apply to access funds up to a maximum of USD30,000, to acquire organizational development tools and services. Please note that participation in the Incubator is a pre-requisite for access to the grant's component of the program, but participation in the Incubator does not guarantee that an organization will receive a grant. Also note that **submission of an EOI is not an application for a grant.**

### 2.2 Eligibility Criteria

EOIs will only be considered where all the criteria below have been met:

1. Be a local organization, defined as an organization that:
  - Is registered under the laws of Jamaica under the Friendly Societies Act, the Charities Act, the Companies Act, or the Registration of Business Name Act
  - Has its principal place of business in Jamaica
  - Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of Jamaica
2. Deliver social and economic value especially in addressing youth crime prevention, by bringing:
  - Social benefits such as community organization, youth empowerment, social inclusion and employment, education benefits, etc.
  - Economic benefits including income generation to beneficiaries
3. Has a business structure with:
  - At least one viable product or service that can generate revenue in the short-term
  - At least one personnel assigned to manage the enterprising activities
  - At least one year financial records

### 2.3 EOI Form and Supporting Documents

EOIs must be submitted on the form annexed to these guidelines. Please complete the form carefully and as clearly as possible so that it can be properly assessed. The supporting documents to be sent along with the EOI Form should include:

- Copy of Registration or Certificate of Incorporation
- Latest year’s financial records

### 2.4 Where and How to Submit Expressions of Interest

Expressions of Interest must be emailed to [jamaicalpdgrants@fhi360.org](mailto:jamaicalpdgrants@fhi360.org) with submissions clearly labelled “EOI-LPD01/2019” in the email subject line, or hand-delivered to the FHI 360 Office, Courtleigh Corporate Centre, 2<sup>nd</sup> Floor South, 6-8 St. Lucia Ave, Kingston 5, with the caption “EOI-LPD01/2019”. EOIs sent by any other means (e.g. by fax) will be rejected.

### 2.5 Where to Send Questions

Any questions concerning this REOI must be submitted in writing via email to [jamaicalpdgrants@fhi360.org](mailto:jamaicalpdgrants@fhi360.org) by February 14, 2019.

### 2.6 Deadline for Submission of Expressions of Interest

The deadline for the receipt of Expressions of Interest along with supporting documents is **February 28, 2019 at 4:00 p.m.** Organizations are requested to strictly comply with deadline date and time for submission, as submissions received after the aforementioned date and time will not be accepted.

## 3. EVALUATION AND SELECTION

### 3.1 Timeline



### 3.2 Opening and Administrative Process

- All EOIs will be opened in the presence of at least two (2) LPD representatives
- Properly completed EOIs submitted with the required supporting documents will be accepted for further processing
- Incomplete EOIs submitted without the requisite supporting documents will be rejected
- Once an application has passed the administrative assessment stage, further evaluation will be done in accordance with the criteria outlined for the selection process

### 3.3 Evaluation of EOIs

The selection criteria are divided into four categories namely:

- Business readiness
- Governance structure
- Potential social and economic impact of the business
- Alignment to the goals of the Local Partner Development Project and the USAID Jamaica

To be considered for inclusion in the Incubator, organizations must attain a minimum score of 65%, as per the Evaluation Criteria outlined below:

<b>LPD Business Incubator Evaluation Criteria</b>
<p><b>Potential Impact of the Business and Alignment to the Goals of LPD and USAID (40%)</b></p> <ul style="list-style-type: none"> <li>• Does the applicant contribute to USAID’s goal for Jamaica under the Caribbean Basin Security Initiative (CBSI) to improve the resiliency and social cohesion of targeted Jamaican communities, particularly addressing youth crime prevention?</li> <li>• Does the applicant incorporate principles of gender equality and social inclusion in its operations?</li> </ul> <p><b>Business Readiness (40%)</b></p> <ul style="list-style-type: none"> <li>• Is there a viable product/service?</li> <li>• Are there processes in place to produce and distribute products/services?</li> <li>• Does the applicant demonstrate the ability to scale or expand capacity?</li> <li>• Is the business venture financially viable?</li> </ul> <p><b>Organization Governance (20%)</b></p> <ul style="list-style-type: none"> <li>• Is there an organization board/advisory committee in place?</li> <li>• Does the applicant have, or propose to have a basic structure and the human resources in place to manage and operate the business venture? This includes a staff/volunteer who will be assigned to the management of the enterprising activities?</li> </ul>

### 3.4 Selection Process and Notification

Applications will be assessed by a team of five (5) evaluators comprised of representatives from LPD, USAID and governmental partner agencies. The selection process will concur to the following steps:

- Once all the EOIs have been evaluated and scored, a short-list of the fifteen (15) applicants with the highest scores will be established and these will be notified in writing and by telephone that they have been short-listed
- A site visit will be scheduled with the top fifteen (15) organizations to verify the information provided in the EOI and for further evaluation
- Final selection will be determined by the team of five (5) evaluators based on information obtained from the site visit and a final evaluation report completed



- The final fifteen (15) organizations selected will be advised in writing. All applicants that were not selected will also be advised
- Organizations will be required to sign a Memorandum of Understanding (MOU) agreeing to participate in the program and adhere to the terms and conditions of the program