



RFP NUMBER: RFP-ENG-FY25-ADF

USADF Off-Grid Energy Challenge

Proposal Template

(Limit proposal to fifteen pages plus attachments)

Applicant Background Information						
Applicant Organization Name						
Project Title: <i>(Please provide project title)</i>						
Owner(s) & Director(s)	<i>Name</i>	<i>Nationality</i>	<i>Verification document (document type)</i>	<i>% of shares (if applicable)</i>	<i>Gender (M or F)</i>	<i>Home address</i>
<i>Add more lines on a separate sheet as necessary</i>						
Registration Details	<i>Legal form</i>					
	<i>Date of Registration</i>					
	<i>Registration Number</i>					
Address						
Telephone Number						
Email address						
Website						
Contact person name						
How did you hear about this Challenge?						
Applicant signature						

Applicant Profile	
<p>Applicant’s Business History & Track Record of Accomplishments <i>(Business History: please provide a brief overview of activities of the business and milestones to date, years of experience)</i> <i>(Accomplishments: please list 3 noteworthy accomplishments)</i></p>	<p><u>Business History:</u></p>
	<p>1.</p>
	<p>2.</p>
	<p>3.</p>
<p>Current business activity</p>	
<p>Describe Past Financial performance <i>(attach Prior audited financial statements (up to three years where available))</i></p>	

Business references <i>(please list 3 including Name, Address, Cell phone number)</i>	1.	
	2.	
	3.	

Proposal

Project categories

(Please select below the category(ies) that best applies to your proposed project):

- Agriculture – Energy Nexus
- Healthcare – Energy Nexus
- Women-in-Energy
- Other Energy Nexus
- Mini- and micro-grids
- Productive use
- Stand-alone and Home systems
- Innovations
- Supply Chain Solutions
- Other, Please Specify: _____

Project Type (SHS, SAS, MINIGRID, E-Mobility, other - pls specify)

- Energy Storage
- Solar Home Systems
- Stand Alone Systems
- Mini-grid
- E-Mobility
- Other, Please Specify: _____

Proposal Details

(i) Problem your proposed concept addresses (250 words)	
(ii) Summary of business concept <i>Summarize what activities your enterprise will undertake under this investment in two sentences.</i>	
(iii) Location and target market/population	

<p><i>Explain how your enterprise will benefit marginalized, grassroots people.</i></p>		
	<p><i>Project site information (geographical location, coordinates, demographic data)</i></p>	
	<p><i>How large is the addressable market?</i></p>	
	<p><i>Who are the potential customers? And how many are there?</i></p>	
	<p><i>Who are the competitors, and what differentiates your business/products from them?</i></p>	
<p>(iv) Distance of proposed site to the national grid <i>Explain why a grid connection is not feasible. Include an estimate of the cost and how long it will take to connect to the grid. If the proposal is for an urban area or an area with grid connections, a justification is to be included.</i></p>		
<p>(v) Documentation of site selection <i>Describe documentation to the right to land showing that land is purchased, leased or will be able to purchase/lease land for the proposed site. No changes will be possible to the proposed site after selection.</i></p>		
<p>(vi) Description of business concept <i>Provide a specific description of the activities you intend to carry out; how they will be implemented; what the outcomes are; who will benefit; how many will benefit, and what the benefits will be.</i></p> <p><i>Include the expected installed capacity in kilowatts.</i></p>	<p><i>Brief description of proposed activities</i></p>	
	<p><i>Years of Experience working on proposed activities</i></p>	

	<p><i>Intended goals, objectives, and impact (be specific about economic, social, and environmental impacts)</i></p>	
	<p><i>Intended number of new connections to energy</i></p>	
	<p><i>Estimated number of indirect beneficiaries of the project</i></p>	
	<p><i>Estimated energy usage (kWh) per connection</i></p>	
	<p><i>Clean energy technology type (include overview of technical system design sizes, storage capacity and single line diagram where applicable)</i></p>	
	<p><i>Plans to scale up or replicate beyond the investment period</i></p>	
<p>(vii) Key Risks and Plans to Mitigate</p> <p><i>Describe 3-5 risks and the mitigation actions.</i></p>		

<p>(viii) Environmental, Health, Safety, Social & Security Compliance</p> <p><i>Describe any potential environmental, health, safety, social and security impacts from the activities, and proposed mitigation measures.</i></p> <p><i>Examples may include the disposal of batteries, chemical inputs, disposal of waste, and construction accidents.</i></p>			
<p>(ix) Management & Technical Team, and roles (Attach CVs, provide LinkedIn URLs)</p> <p><i>Provide the nationality of each member of the management team and attach a verification document (e.g., Passport)</i></p>	Name & Title	Expertise & Role in the project	Gender (F or M)
	<p>(x) Enterprise Ownership & Governance</p> <p><i>Describe the ownership and governance structure of the</i></p>	<p>Add more lines if necessary</p>	

<p><i>enterprise. To be considered for the Challenge, applicants must be African-owned and -managed private companies or organizations (including non-profit and not-for-profit) registered and operating in Africa</i></p>			
<p>(xi) Relevant Expertise</p> <p><i>Describe the expertise you must have to successfully achieve the proposed outcomes.</i></p> <p><i>Identify any expertise or skills gap and how you will acquire the necessary expertise.</i></p>			
<p>(xii) Proposed Timeline/ Milestones:</p> <p><i>List at least 3 critical accomplishments, the required deliverable to assess completion of the milestone, and the expected completion date given 12- to 18-months investment duration. These deliverables should be S.M.A.R.T (Specific, Measurable, Achievable, Realistic, and Timely)</i></p>	<p>Description of milestone</p>	<p>Required deliverable</p>	<p>Completion date</p>

Add more lines if necessary				
(xiii) Financial sustainability <i>Show how the enterprise will demonstrate profitability, including at minimum revenues covering operating costs and maintenance before the investment period ends.</i>				
(xiv) Financial Estimate (Please provide indicative values, based on your own prior experience)				
Revenues (based on initial assumptions for types of customers, service units, and pricing)	Indicative Category	Year 1	Year 2	Year 3
	<i>e.g. Service fees</i>			
	<i>Usage fees</i>			
	TOTAL			
Expenses (please indicate categories and forecasts for recurring operating costs)	Indicative Category	Year 1	Year 2	Year 3
	<i>e.g. Ongoing Maintenance</i>			
	<i>Operating Expenses</i>			
	<i>Staff</i>			
	TOTAL			
Net Profit (Revenues – expenses before tax and depreciation)		Year 1	Year 2	Year 3
Net Income (Net profit after tax and depreciation)		Year 1	Year 2	Year 3

<p>(xv) Estimated Return on Investment and Payback Period</p>		
<p>(xvi) Total Costs <i>Please describe all costs associated with the proposed activities.</i></p> <p><i>Examples include: Buildings, Capital equipment, Other development costs, Working Capital</i></p>	<i>Cost Item</i>	<i>Cost Estimate</i>
<p>(xvii) Status of Other Investors/Funders: <i>List other funding sources, amounts and status of funding request. Indicate previous grants from the USADF or other entities.</i></p>		

<p>(xviii) Status of any outstanding liens or loans: <i>List all loans and liens including the sources, amounts and status.</i></p>		
Proposed Use of Funds		
<p>(xix) Proposed Use: <i>Please explain briefly</i></p>		
<p>(xx) Budget Detail: <i>Provide a budget for the use of the Challenge funds. Provide an estimate for each identified item. e.g. solar panels, inverters, batteries,</i></p>	<i>Budget Item</i>	<i>Budget Estimate</i>

<p><i>balance of systems (wires, hardware, accessories), mounting support, civil works</i></p> <p><i>Be as specific as possible on items over US\$1,000.</i></p>		

(xxi) Budget Justification	Budget Item	Justification
<p>A detailed budget justification is to be included. A narrative describing why the proposed equipment is appropriate in size and scope for this plan. This is to show why each budget item proposed is required and why each budget item is needed at that level.</p> <p>Example: Why are these sizes of solar panels required? Why is this size of generator required?</p> <p><i>NOTE: Three quotes are to be included for all items over US\$3,000. Contact information for the</i></p>		

<p><i>quotations is to be included. Quotations should provide technical specifications of items being proposed, for example, size and type of solar panels. During the due diligence phase, all costs for budget items over US\$3,000 will be verified.</i></p>		
	<i>Add more rows to sections (xx) and (xxi) if necessary</i>	

Attachments:

1. Nationality verification documents of owners and managers (passports)
2. Proof of registration (registration document)
3. Referral letters
4. Technical system design & single-line diagram
5. Budget and Financial projections
6. Prior audited financial statements for the past 2 years (where available)
7. CV of Key Management & Technical Personnel
8. 3 quotations for items over US\$3,000 (contact information for each quotation included)
9. Proof of Community and Stakeholder Engagement (letter of intent, MOU, etc...), especially for mini-grid or other community energy projects