This Concept Note is in response to the Business Service Organization Request for Quotes. This form will be completed by BSOs when submitting a request for support from IME.

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| **To:** | **IME** Project |
| **From:** | **Organization Name:** |  |
| Address: |  |
| Email: |  |
| Telephone #: |  |
| Contact Name, Title: |  |
| **Date:** | dd-mm-yy |

We request consideration by as described below.

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| **Activity Name:** | Short Title | |
| **Sector / Value Chain (ICT, adventure and active tourism and sustainable agribusiness):** |  | |
| **Location:** | Geographic coverage of Activity | |
| **Timing:** | Month-Year to Month-Year | |
| **Partners:** | * *Other organizations, including government providing support*. | |
| **Activity Cost:** | IME Support (i.e., total amount that you request from IME) | MKD 00,000 |
| Co-Investment by Partners (i.e., total amount that you and/or your partners will cost-share) | MKD 00,000 |
| **TOTAL** | **MKD 00,000** |

1. **Background about the company**

* *Describe the history of your BSO, when it was established and the main stages of growth*
* *Describe the number of people employed, including management. Describe the technical and management skills as relevant to implement the activity.*
* *Describe the services your offer, how many clients you have, how many do you reach each year*
* *If you have been organizing B2B, fairs, festivals, job fairs, please provide relevant statistics for the past 2 years (i.e., total sales, number of employments, number of participants/ tourists, etc.)*

1. **Describe the intervention you are proposing to IME**

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| * *Describe the intervention and support you are requesting from IME* * *Describe what you are contributing to the intervention* * *How will this investment be innovative, i.e., how will it add value from a customer’s perspective?* |

1. **Methodology to implement the intervention**

* *Describe the key steps how you will implement the intervention*

1. **Sustainability of the intervention**

* *Describe how you will ensure that the intervention coninue after IME support. This includes how you will secure the financial and techncial resources to continue offering this intervention*

1. **Decribe the changes that will occur in your BSO as a result of the support**

* *Will this intervention increase the sales of your members or other business/service providers involved in your activity/event/festival?*
* *Will this intervention increase the profit of your members other business/service providers involved in your activity/event/festival?*
* *Will this intervention increase employment, and how many of those employed will be women and youth?*
* *Will the intervention increase your membership/partners?*
* *For each of the above, provide values for increases and timing. For example, provide how much additional revenues you expect in Year 1 through to Year 5*

### **Who else will benefit from the intervention?**

* *Will the intervention lead to an increase in revenues for your clients or wil they employ more people? What do you expect this will be?*

### **Women & Youth**

* *Willl there be any other benefits for women and youth through this intervention?If yes, how? Please be specific.*

1. **Timeframe for the intervention**

* *Provide the timeline to implement the intervention, with expected timing for each main task*

1. **Partners you will be working with and their roles and responsibilities**

* *Will any other organizations, government, municipalities, or other partners be contributing to the intervention? If so, please describe the details.*