**Financing of Feasibility Studies**

**Proposal**

**Explanatory notes:**

The proposing company requires the feasibility study for the preparation of a concrete private investment project in a developing or emerging country. Feasibility studies already underway at the time of application to DEG cannot be co-financed. Also excluded from co-financing are costs for the preparation of pre-feasibility studies.

**Required documents:**

Besides the completed form, please submit der following documents to DEG in order to assess your proposal:

* Annual reports / financial statements of the last three years
* If an external consultant is assigned: draft of the consulting agreement including Terms of Reference, CVs and references of the experts to be designated.
* Terms of Reference (ToR) of the study
* Cost plan (please see enclosure for further guidelines)
* Time schedule

DEG reserves the right to demand additional documents. There is no legal title to co-financing.

* Please send the proposal **as signed PDF document and as Word document** by E-mail to: GRP-Machbarkeitsstudien@deginvest.de

1. **General Information**

|  |  |
| --- | --- |
| Company name: |  |
| Address: |  |
| Legal status: |  |
| Sector: |  |
| Contact person / position: |  |
| Phone number: |  |
| Email address: |  |
| Planned start and end of the feasibility study:  (Maximum duration: 12 months) |  |
| Purpose/Object of the study: |  |
| Additional support of the feasibility study from other programmes, if yes, which ones? |  |
| Total costs of the study: |  |

1. **Description of the planned investment project**

|  |  |
| --- | --- |
| Investment country/Region/Location: |  |
| Planned investment volume: |  |
| Investor:  *(If not according to the applicant)* |  |
| Please describe the planned investment project, the entrepreneurial interest in the investment project and the expected profitability. | |
|  | |
| Which developmental impacts of the investment project do you expect? *(e.g. contribution to increase local added-value; secure/create jobs; introduce new technologies and/or services; protect the climate and/or the environment etc.; broad and structural effects; relation to individual projects that are considered particularly eligible with respect to the implementation of principles of the German development cooperation).* | |
|  | |

1. **Description of the feasibility study**

|  |
| --- |
| What is the feasibility going to examine? (*Economic/financial viability; legal opinions; market analysis; environmental issues etc.)* Please describe the major contents of the study.  As mentioned at the outset, we also ask you to submit the detailed ToR and the cost plan together with this proposal. |
|  |
| What is the current state of preparation of the feasibility study? |
|  |
| Who will conduct the study?  *(Own staff? External consultants)?* |
|  |
| Please specify the qualifications of the designated experts, who are going to conduct the study.  *(In case of consultants: submit CVs and references)* |
|  |
| Please explain why cofinancing is required and to what extent the study would be realized out without cofinancing. |
|  |

1. **Description of the proposing company**

|  |  |  |  |
| --- | --- | --- | --- |
| Range of products/Services; financial position; foreign business expertise; foreign locations; corporate structure including affiliated companies and shareholders *(legal entities and natural persons - include an organigram where appropriate)*. | | | |
|  | | | |
|  | 2016 | 2017 | 2018 |
| Annual turnover in € |  |  |  |
| Profit/Loss for the year in € |  |  |  |
| Operating cash flow in € |  |  |  |
| Equity in € |  |  |  |
| Total assets in € |  |  |  |
| Number of staff in salaried position in the company |  |  |  |

Location, date:

Name:       Signature:

**Cost Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pos.** | **Description** | **Unit** | **Number** | **cost / unit** | **Total costs** | |
|  |  |  |  | In EUR | In EUR | |
| **1.** | **Material Costs** | | | | | |
| 1.1 | *e.g. office material* |  |  |  |  | |
| 1.2 | *e.g. Printing costs* |  |  |  |  | |
| 1.3 | *e.g. Translation costs* |  |  |  |  | |
| 1.4 |  |  |  |  |  | |
| **Subtotal Material costs** | | | | | |  |
|  | | | | | | |
| **2.** | **External Experts** | | | | | |
| 2.1 | Fees (Daily) | | | | | |
| 2.1.1 | *e.g. Consultant X* |  |  |  |  | |
| 2.1.2 | *e.g. Consultant Y* |  |  |  |  | |
| 2.1.3 |  |  |  |  |  | |
| 2.2 | Travel Costs (according to applicable tax guidelines/laws) | | | | | |
| 2.2.1 | *Transportation (Flights, Train etc.)* |  |  |  |  | |
| 2.2.2 | *Overnight accommodation* |  |  |  |  | |
| 2.2.3 | *Daily allowance* |  |  |  |  | |
| **Subtotal external experts** | | | | | |  |
|  | | | | | | |
| **3.**  3.1 | **Company internal personnel Costs (real costs)** | | | | | |
| 3.1 | Salaries | | | | | |
| 3.1.1 | *e.g. Project Manager* |  |  |  |  | |
| 3.1.2 | *e.g. Engineer* |  |  |  |  | |
| 3.1.3 |  |  |  |  |  | |
| 3.2 | Travel Costs (according to applicable tax guidelines/laws) | | | | | |
| 3.2.1 | *Transportation* |  |  |  |  | |
| 3.2.2 | *Overnight accomodation* |  |  |  |  | |
| 3.2.3 | *Daily allowance* |  |  |  |  | |
| **Subtotal company internal personnel costs** | | | | | |  |
|  | | | | | | |
| **4.** | **Other costs** | | | | | |
| 4.1 | Auditor |  |  |  |  | |
| 4.2 |  |  |  |  |  | |
| **Subtotal other costs** | | | | | |  |
|  | | | | | | |
| **Total costs (excluding VAT)** | | | | | |  |

**A)** **General remarks**

DEG can only verify the cost plan and the corresponding quantity structure of costs provided by you to a limited extent. The standard agreement for feasibility studies, therefore, includes a mandatory review of the actual costs accounted for upon conclusion of the study by an auditor.

It is against this background that some basic rules are to be considered as binding in order to safeguard the standardization of the project handling, also for fairness and competitive reasons.

**B) Explanatory notes**

With regard to DEG’s contribution to feasibility studies, all given values are to be considered as maximum values (i.e. „up to“). All values are planning values. The use of funds is based on the costs actually incurred, which are subject to proof.

Variations in individual budget items can be netted against one another up to 10 % of the corresponding item. Further deviations beyond that require prior consultation with DEG.

**Production costs**

Production costs apply for services rendered on own account (i.e. no profit mark-up).

**Per diem rates for own personnel**

The per diem rate has to be calculated at cost price. The commissioned auditor should apply the following formula:

(Gross salary employee without bonus payments x 1.44) / 220 working days (Quantity of working days may vary depending on local conditions).

**Travel costs**

Daily allowances and costs for accommodation are limited to the maximum rates laid down in the German Income Tax Act or the highest rates in the local regulations, respectively. For travel expenses, only the lowest transport class can be taken into account.

**Costs for mandatory audit by an auditor / tax consultant**

Cost involved in the mandatory review can be considered in the overall budget. The upper limit is EUR 5,000 (against documentation, the original receipt must always be submitted to DEG).

**Value Added Tax**

DEG neither pays value-added tax nor is VAT taken into account in calculating the overall expenses of the develoPPP.de project.