**5M SOLAR CONNECTIONS PROGRAM**

**Business Plan**

[Insert your logo (if applicable]

**[Insert name]**

**[Insert business name]**

**[Insert DD/MM/YY]**

[Insert your business URL (if applicable)]

**Contents:**

1. Business and objectives
2. Company track record
3. Target customers
4. Marketing plan
5. Operational plan
6. Health, Safety and Environment (HSE) plan
7. Organizational structure
8. Funding
9. Supporting documents

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| **1.** **Your business and objectives** | | |
| *Briefly describe your business* | | |
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| *Provide a description of the different product(s) that you offer (include product specification and product certification details)* | | |
|  | | |
| *Short term objectives (current year):* | | |
|  | | |
| *Medium term objectives (next 1 – 2 years):* | | |
|  | | |
| *Long term objectives (3 years and beyond):* | | |
|  | | |
| **2. Company Track Record** | | |
| *Please provide an overview of your operational track record*   * *Historic volume of sales and relevant time period* * *Location of sales* | | |
|  | | |
| **3.Target customers** | | |
| **Customer details**  *Delete any answers not applicable to you and provide some description as relevant.* | | |
| Purchase type | Customer type | Target regions |
| * Wholesale * Retail | * Solar Home Systems (SHS) distributor * Minigrid developer * Other (please provide description below)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * State? * Local Government Area? |
| *How many customers do you estimate/serve in your target regions for this financial year?* | | |
|  | | |
| *Briefly describe your target customers and any other distinguishing features, expanding on any of the areas you have already highlighted above:* | | |
|  | | |
| *Explain your approach to pricing your product(s) and/or service(s):* | | |
|  | | |
| *Provide details of your monthly sales projections over the next three years? Kindly also provide rationale and supporting documentation* | | |
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| **4. Marketing Plan** | |
| ***4.1 Sales and Marketing*** | |
| *Please provide an overview of your company’s sales and marketing strategy* | |
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| **5.** **Operational Plans** | |
| ***5.1 Procurement of raw materials & Deployment*** | |
| *Please provide an overview of your company’s project deployment plans*   * *Please provide an overview of procurement and/or assembly plan (please include Bill of Materials as an attachment)* * *If relevant, please include an overview of your construction plan including timelines, detailed workplan and construction schedule. Provide supporting documentation for Engineering, Procurement and Construction agreements and documentation* | |
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|  | |
| ***5.2. Quality Assurance/Quality Control*** | |
| *Outline your approach to ensure that products meet required quality standards* | |
|  | |
| ***5.3.* Insurance & Warranties:**  Please provide a description on any insurance currently in place | |
|  | |
| Please describe warranties that will be provided to customers | |
|  | |
| Please provide details of two key suppliers or key relationships that are or will be important to running your business: Detail as relevant in the boxes provided below. | |
| **Supplier 1** | |
| Organisation | Relationship status:  *Delete any answers not applicable to you.* |
|  | * No contract/commitment * Contact under negotiation * Project-based arrangement * Contract or retainer in place * Other |
| Services provided | Key terms of the relationship*.* |
|  |  |
| **Supplier 2** | |
| Organisation | Relationship status:  *Delete any answers not applicable to you.* |
|  | * No contract/commitment * Contact under negotiation * Project-based arrangement * Contract or retainer in place * Other |
| Services provided | Key terms of the relationship |
|  |  |
| Provide brief description of off-taker and details of off-take agreement in place (please include the off-take agreement as an attachment) | |
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| **6. Health, Safety and Environment (HSE) plan** |
| **Briefly outline your Health, Safety and Environment (HSE) plan**  (kindly include the completed Environmental and Social Management System (ESMS)template and your Health and Safety guidelines as attachments) |
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| **7. Organizational Structure** | | | |
| ***How many staff do you currently employ?*** | | | |
| Full-time |  | Part time |  |
| ***Outline the key staff roles within your business (e.g. job title, responsibilities, key skills):*** | | | |
|  | | | |
| **How many additional staff do you intend to take on in the next 12-months?** | | | |
| Full-time |  | Part-time |  |
| **Describe the key responsibilities and skills you anticipate giving to these new staff:** | | | |
|  | | | |
| **How many additional staff do you intend to take on in the next three years?** | | | |
| Full-time |  | Part-time |  |
| **Describe the key responsibilities and skills you anticipate giving to these new staff:** | | | |
|  | | | |
| **Please provide details on your training plan for staff over the next three years** | | | |
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| **8. Funding** |
| How much funding is your company requesting? |
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| How will the funds be deployed? |
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| **9.** **Supporting Documents** |
| **You can either copy and paste any supporting evidence in this section, or create a bullet point list of any additional supporting items and send them in with your application separately. Any supporting evidence you provide should support and strengthen the claims you have made and help our loan assessment team feel more confident about lending to you.** |
| *Requirement documentation for the obligor to access funding includes;*   * *Written request from the project promoter* * *Certificate of incorporation* * *Copy of MEMART* * *Copy of Form CAC 2A (Return of allotment of shares)* * *Business plan including*    + *Completed Environmental and Social Management System (ESMS)template*   + *Organizational Chart*   + *Health and Safety guidelines*   + *3-year financial projection*   + *Detailed vocational and technical training plan*   + *Bill of Materials* * *Off-taker agreements with prequalified NEP companies* * *Three (3) years audited financial statements for existing companies or a 6-months Management Account for new companies*   *Note that eligible obligors should demonstrate verifiable evidence of:*   * ***Technical capacity****: Eligible manufacturers must demonstrate a track record of experience in manufacturing of key off-grid components up to the quality standards instituted by the Rural Electrification Agency (REA) and/or Standards Organizations of Nigeria (SON)* * ***Financial capacity****: Eligible manufacturers must demonstrate financial capacity to repay the loan through a sufficient debt service current ratio (DSCR)* * ***Off-take agreement****: Eligible manufacturers must provide evidence of an irrevocable off-take agreement with one or more Nigeria Electrification Project (NEP) prequalified companies* * ***Local content****: Eligible component manufacturers are Nigeria-owned entities or consortiums involving a minimum of 70% local ownership* * ***Job creation focus:*** *In line with the program’s job creation objectives, eligible manufacturers must demonstrate commitment to employing local talent with a detailed vocational and technical training plan* * *Vertically integrated participants: Downstream participants (SHS distributors and minigrid developers) planning to manufacture or assemble their own products will need to comply with the criteria above, including terms of technical capacity by demonstrating ability to comply with the REA and SON quality standards* |