INNOVATION FUNDING INSTRUMENT

Vietnam – Finland Innovation Partnership Programme, Phase II

IPP

Version 1.0/1.2018

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IPP INNOVATION FUNDING INSTRUMENT

FUNDING PROCESS & SUPPORTING DOCUMENTS

Overview

The Vietnam – Finland Innovation Partnership Programme (IPP) is an Official Development Assistance (ODA) program financed jointly by the governments of Vietnam and Finland. IPP is now in its second phase of operation, between 2014-2018, with 11 million EUR in budget. IPP supports Vietnam's overall goal of becoming an innovation-driven knowledge economy. To date, the Program has introduced strategic interventions that have led to improvements in Vietnam's innovation and startup ecosystem. It has tested and piloted mechanisms for supporting high-growth entrepreneurship in a cross-cutting manner and on the different layers of the ecosystem – from policy level and universities to ecosystem developers and startups themselves. The program's objective is to generate lasting impact in the Vietnamese innovation ecosystem by supporting the scale up of practices tested on the ground for entrepreneurship and innovation training in universities, financing innovative companies, and creating cross-border businesses.

IPP targets long-term benefits for the Vietnamese economy and innovation system. The program works with key national and international partners to scale up practical innovation and entrepreneurship training as well as to improve local support mechanisms and programs for Vietnamese new innovative companies and startup ecosystem developers. It connects key actors in the ecosystem in order to build a strong foundation for Vietnam's next generation entrepreneurs and promotes innovation and business partnerships between Vietnam and other countries, particularly Finland.

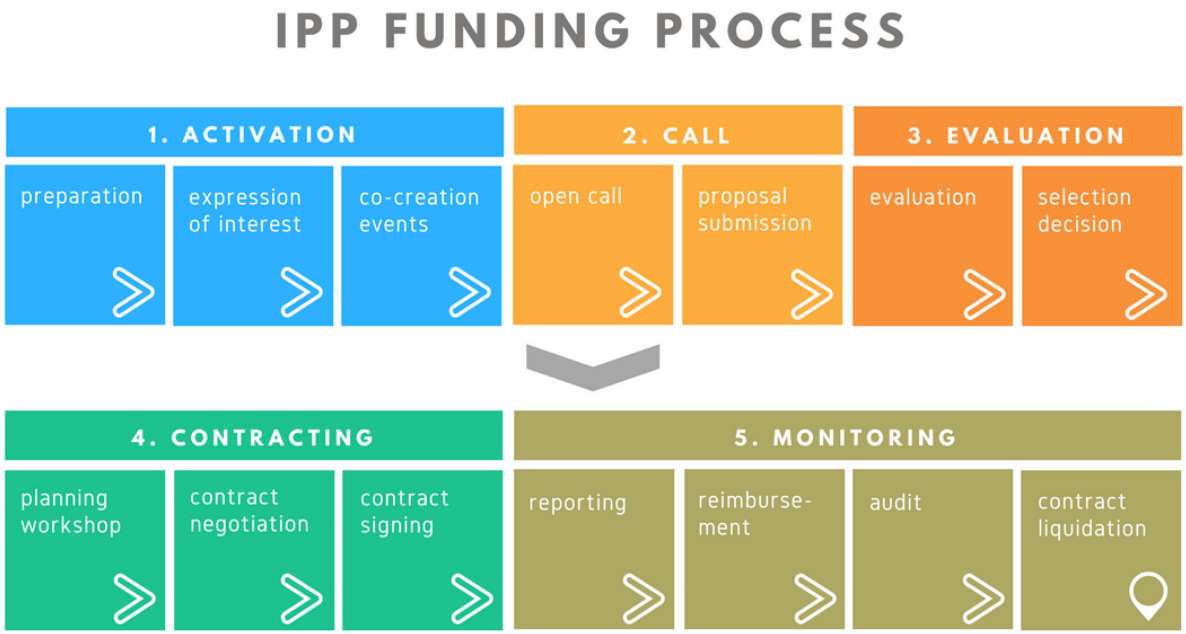
Since 2015, IPP has provided grants and capacity building support for 18 new high-growth innovative company projects, 14 innovation and entrepreneurship ecosystem development projects in Vietnam. The grant money and soft supports from IPP (training, consulting, and networking) have helped them develop, overcome challenges and reach their goals faster. The 2-phase funding mechanism (Phase 1 - Seed Funding and Phase 2 - Scale-up Funding) has been proved to be effective when working with Vietnamese young companies and their supporters. It helps reducing funding risks for IPP as only projects with good performance in Phase 1 can receive Phase 2 grant.

This document aims at describing the innovation funding instrument, particularly the funding process and supporting documents that IPP has used to support these projects for both funding phases.

IPP's innovation funding process includes 5 stages:

1. **Activation**
2. **Call**
3. **Evaluation**
4. **Contracting**
5. **Monitoring**

The activities and tools used in each stage are described in details as followed:



1. Activation

Before officially launching the call, activation phase is crucial to promote two-way communication between the financier and the target audience, which helps explore the market need and then make suitable and timely adjustment to increase the call success.

Activities in activation phase include ***Preparation***, ***Expression of Interest and Co-creation Events***

1.1 Preparation

- Develop an online management information system (MIS) and grant access right for related team members;
- Develop materials:
  - ✓ Grant Scheme to describe generally about the Grant such as its rationale and objectives, grant mechanism, eligible applicants, eligible costs for reimbursement, timeline, evaluation process and criteria, forms and templates (see sample at Annex 1.1a)
  - ✓ Terms of References for short-term external evaluators (see Annex 1.1b)
  - ✓ Expression of Interest form and instructions (see Annex 1.1c)

✓ Set of project evaluation criteria (see Annex 1.1d)

All of the grant documents including the grant scheme, guidelines, forms and templates must be submitted to and approved by IPP Steering Committee.

- Implement procurement procedure to recruit an independent evaluation panel of experienced experts;
- Prepare a communication campaign for the Grant.

1.2. Expression of Interest (EoI)

The purpose of Expression of Interest (EoI) is to start early interaction with promising individuals, teams and organization. The EoI step also helps access the community's interest in the Grant Call, which provides bases to decide the appropriate time for Grant Call launch (as planned or need more time). Some activities to be done in this step include:

- Announce the Call for Expression of Interest (see Annex 1.2a) on IPP's official communication channels and then send it to mass media and through networks.
- Receive EoI letters from candidates via email and organize all EoIs in a EoI Database Management Table (see Annex 1.2b).
- Provide feedback on EoI letters. Share preliminary indication of project potential (high, medium, low) with a well formulated messages. Focus pre-call case support to the most potential cases (e.g. invite these to the marketing events, provide connections, provide insight on case development). This procedure will help attract only the highest quality applications during the actual call.

1.2 Co-creation Events

- Organize co-creation events to provide consultation for interested people (those who have sent EoI and others) to help them define their plan more clearly and better their applications. Each event might include a plenary informative session, pitching sessions and 1-on-1 discussion. The 1-on-1 discussions provide teams with the opportunity of presenting their business plans in more detail and receiving advice from experts. Co-creation events should take place at venues with high density of applicants and beneficiaries and with greatest possible impact.
- Two rounds of events may be beneficial; the first round being open to everyone and the second to the most promising EoI sending teams/cases. In the 1-on-1 discussion session, IPP experts use the Case File template (Annex 1.2c) to explore more about the teams.
- Collect questions to prepare and finalize Frequently Asked Questions for the Call.
- Promote communication about the Call and its timeline through all relevant channels before/during/after events.

Note: Information collected from Expressions of Interest and co-creation events will be used as important input to fine tune the Grant documents.

2. Call

The Grant Call is launched to provide officially information on the Grant Scheme, forms, templates and guidelines for preparing application documents, and to start collect project proposals.

The rules of all IPP's Grant Call are: To give equal opportunities to all - Transparency - Openness.

Activities in this stage include **Open Call** and **Proposal Submission/Receiving**

2.1 Open Call

- Announce the Open Call on mass media (with a Press Release) and all relevant communication channels such as post mails, mass/target emails, websites, fanpages, etc. See Annex 2.1a for sample Press Release for Grant Call - Official Announcement and Annex 2.1b for sample Request for Project Proposal.
- Publish all proposal forms (Annex 2.1c) and appendix templates (Annex 2.1d); Frequently Asked Questions - FAQ (Annex 2.1e); and Instructions for Preparing Project Proposal (Annex 2.1f) on IPP's official website.
- No direct answers are made during Call time. All questions about the Call must be sent in writing, responses are published on IPP's website.

2.2 Proposal Submission

- Receive proposals from applicants. Both hard copies and scanned/soft copies are required. IPP will send email to applicants to confirm about the documents receiving.
- Deadline for submission is normally 01 month after the Call launching date.
- Each received proposal is given an ID based on the order of receiving time (for example, *"PC004"* for Company Project number 4, or *"PE012"* for Ecosystem Project number 12) and all submitted documents are stored systematically in IPP's online Management Information System.

3. Evaluation

Evaluation is done to select best innovation projects & teams to be supported by the Grant. In order to ensure a transparent, competitive and fair evaluation process, the evaluation is carried out by an independent evaluation panel of international and local experts. Qualitative evaluation approach is applied and funding decisions are based on written evaluation results. No priority is given to any sectors or areas (such as choice of industries).

Key activities in this phase include **Evaluation** and **Selection Decision**.

3.1 Evaluation

The evaluation process includes 5 steps:

- ***Administrative and Eligibility Check:*** All received proposals are examined by IPP PMU with a set of eligibility criteria (see Annex 3.1a for Screening Form). All related administrative information are managed in Table of Proposal Documents Management (see Annex 3.1b). Those proposals with missing information are required to be added through direct contact with the applicants within two first week after the Call submission deadline. IPP Management will decide which proposals move forward to full evaluation and who will be the lead evaluator and evaluation team member for each proposal.

- ***Interview & Evaluation:*** The nominated evaluators will interview applicants (in form of online interviews via Skype) and evaluate the eligible proposals based on a set evaluation criteria on Project Team/Company, Market and Need, Revenue Model, Competition, Implementation Plan, Financial Capacity, Resources, Clients, Partners/Collaboration, Linkages to Regional/national Focus Areas, Impact of IPP's Grant, Cross-cutting Objectives. Detailed criteria are provided in Grant Scheme document.

  The lead evaluators are in charge of filling in the evaluation sheets (see Annex 3.1c for template of Evaluation sheet). Assessment on the financial feasibility of the project and legal status of the project owners are normally completed by IPP Financial Manager and local financial experts from reputable international auditors based in Vietnam.

  Representatives from Ministry of Science and Technology and Embassy of Finland also provide assessment on the aspects of Policy Relevance.

- ***1st round comparison:*** The first comparison meeting is held with the participation of all members in evaluation board including both local and international experts (teleconferencing is applied for international evaluators). Several IPP PMU members also attend to observe to provide supports and taking minutes. IPP Program Director and Chief Technical Advisor should not attend the comparison meeting to ensure the objectivity of their decisions in later stages.

  Lead evaluators provide judgement on those projects they are in charge of, and the other evaluators provide additional comments and recommendation. Then the proposals will be classified and labeled YES/NO/ Maybe YES/Maybe NO/Yes with conditions/NO with conditions.

- ***Additional interview***: Lead evaluators can conduct additional interview with the applicants to explore more details (such as the capability, commitment, vision) of the project teams and clarify the issues that are questioned in 1st round comparison meeting and to check whether the conditions for YES/NO are met or not. Results from interviews with applicants are updated to the evaluation sheets.

- ***2nd round comparison***: The evaluation panel meets the second time, normally 1 week after the 1st comparison meeting, to decide which projects will be selected and rejected. After the 2nd round comparison, the evaluation panel proposes the lists of YES and NO projects.

All details on the project proposals and evaluation results are managed in the Table of Proposal Evaluation Management System (see Annex 3.1d) on Google Drive and shared among evaluators during evaluation process.

3.2 Selection Decision

- Based on the results from evaluation team, IPP PMU prepares 4 summary tables (see Annex 3.2a) including:
  - ✓ Summary table of YES projects - Basic Information
  - ✓ Summary table of YES projects – Evaluation
  - ✓ Summary table of NO projects - Basic Information
  - ✓ Summary table of NO projects - Evaluation
- IPP PMU submits the evaluation results (including evaluation forms and summary tables) to IPP Management. Then, IPP Management reviews the evaluation results, comments, makes decision, and submits the decision proposals to IPP Steering Committee.
- IPP Steering Committee will review the decision proposals, discuss and make the final decision about the support to each proposal (see sample decision in Annex 3.2b)
- Announce the Grant Evaluation Results:
  - ✓ Send Letter of Grant Results Announcement to all applicants, not excluding ineligible applicants failed from screening step (see sample letters of YES and NO in Annex 3.2c). The NO letters provide the failed applicants with clear reasons for being rejected and provide them the address (of MOST and EoF) for sending complaints about the process and treatment, if any.
  - ✓ Send Press Release of Grant Call Results Announcement to mass media (see Annex 3.2d) and post it on IPP's website/fanpages.

4. Contracting

4.1 Planning workshop

- IPP PMU organizes a training session for all selected teams to provide guidelines for project planning and project cost reimbursement and instruct them to prepare project implementation plans and budget plan.

4.2 Contract negotiation

- Contract negotiation: IPP Management visits selected team's offices and conducts 1-on-1 contract negotiation. For consortium of more than 01 granted member, the negotiation is done with each and every granted member organization.

4.3 Contract signing

- IPP uses a contract template for all supported teams; revision is made for different types of beneficiaries (company project or ecosystem project) or for different funding

phase (seed funding or scale-up funding). In general, each set of contract comprises:

- ✓ Contract (see Annex 4b)
- ✓ Appendix 1: Project Implementation Plan (see Annex 2.1d-1)
- ✓ Appendix 2: Project Budget Plan (see Annex 2.1d-3)
- ✓ Appendix 3: Guidelines on Financial Reimbursement for Sub-project (see Annex 4c)
- ✓ Appendix 4: Project Proposal (as submitted by the teams and selected in previous phase, see Annex 2.1c)

Those projects of more than one member organization will be asked to provide the Cooperation Agreement among all consortium members (see template agreement in Annex 4d)

- Contract's Appendices are prepared by the granted team. They will also provide a cash liquidation forecast to propose the time and amount for each reimbursement payment (normally once every 2 or 3 months). IPP will review these appendices and advise the teams before finalising and issuing the contract and appendices for signing.
- IPP and granted project teams sign in the contracts (4 copies, IPP keeps 3 copies and each sub-project team keeps 1 copy).
- Grant Administration Management Table is used to manage contacts and key information of the contract with its grant beneficiaries (see Annex 4a).

5. Monitoring

Throughout the grant duration, IPP closely follows up the implementation of all projects to ensure that all project targets will be reached and provide timely supports for granted teams. The grant money is reimbursed under a transparent process, fulfilling all relevant laws, rules and guidelines.

Note:

- ✓ Case manager(s) will be assigned to manage and follow-up all granted teams from the start.
- ✓ Financial Manager and Accountants are in charge of checking all cost items.

Key activities in this phase include **Reporting - Reimbursement - Audit - Contract Liquidation**.

5.1 Reporting

- The granted teams are required to report periodically on their use of resources. There are 03 types of reports that granted teams have to submit to IPP PMU:

  - ✓ Progress Reports (see Annex 5.1a): include financial and operational reporting and attached with every Reimbursement Request.
  - ✓ Quarterly Reports (see Annex 5.1b): include financial and operational reporting and are due by 10th of the first month of the successive quarter.

- ✓ Final Report (see Annex 5.1c) is a summary of project results and impact, and is due at the end of the project.

- In addition, in order to closely follow up activities of the granted teams and provide timely support, Case Manager will conduct monitoring activities such as site visits and follow-up calls periodically. Based on collected information, Case Manager will prepare statistical reports to IPP Management every quarter and at the end of the projects. The important ad-hoc event occurred in the projects will be reported to IPP Management to get its approval.

- After each 3 or 6 months (depending on funding phase 1 or 2) after the grant contract is signed, IPP's PMU and Management will conduct a review of granted team performance. These 3-month or 6-month check-points focus on reviewing the following areas:

  - ✓ Business plan
  - ✓ Business development
  - ✓ Product/service development
  - ✓ Revenue model
  - ✓ Accessing the target markets
  - ✓ Client acquisition
  - ✓ Sale and revenue growth, and
  - ✓ Financial information and history.

  The IPP PMU will check the relevant proven evidence provided by the project owner. The review steps are:

  1. Send to the project owner a list of documentation needed for review
  2. Review all relevant documents provided by the project owner
  3. Review the quarterly progress reports
  4. Have an In-depth discussion with the project owner
  5. Request the project owner to provide any additional information potentially needed for the review.

  List of document to be provided by the project owner include, but are not limited to, the following items:

  1. Marketing test report
  2. Client report
  3. Sale report
  4. Product/service development report
  5. List of investors and potential investors with proven documents such as MoU or agreement
  6. List of clients
  7. List of business partners
  8. Copy of all relevant contracts signed in the last 6 months
  9. Copy of bank statements of the last 6 months

  The IPP PMU will make a recommendation report to the Management of IPP on the review results. The Management of IPP will make proposal for IPP Steering Committee

if sub-project contract should be terminated or revised. If Management decides to propose termination, it proposes this to the IPP SC for their decision.

5.2 Reimbursement

IPP Accounting Unit will support the project cost reimbursement for all granted subprojects. The reimbursement process includes:

- Granted teams submit an official Request for Reimbursement for all eligible project costs (see Annex 5.2a) and attach copies of all relevant financial documents (receipts, invoices, contract, and so on) at the times provided in the Grant contract signed with IPP, normally every 2 or 3 months.
- IPP Accountant will check the submitted documents and compare with the approved implementation plan and budget plan. Any revision of project implementation plan and budget must be informed both to IPP Case Manager and Financial Manager in writing for approval (via email) before any costs are generated. Non approved changes are not eligible for reimbursement. Sample for Budget Revision Request is provided in Annex 5.2b.
- The eligible proven costs are then submitted to IPP Financial Manager and IPP Management for final decision of payment.
- ***Note:***
  - ✓ Granted teams and IPP must ensure the transparency and fulfillment of all relevant laws, IPP Guidelines of Financial Reimbursement for Sub-projects and UN - EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam - latest version.

5.3 Audit

- IPP hires an external audit agency to verify and assure sound financial management of the Grant. All original invoices and receipts related to the implementation of the sub-projects should be available in the office of granted teams and will be made available upon request for audit and monitoring purposes. The auditor will find and correct errors detected in financial statements of the teams.
- The audit fee (5% of the total grant money) is paid directly by IPP and calculated in project budget.
- Audit should be conducted before the last payment period and sub-project completion date so that IPP has enough time to make adjustment to the final payment in case the auditor detect any errors.

5.4 Contract Liquidation

- At the end of the grant duration, after completion of all reports, audit and final payment, IPP and granted teams sign the records of contract liquidation (see Annex 5.4).

CHECKLIST

Stage	Step	Documents	Events	Other Tasks
1. ACTIVATION				
1.1	**Preparation**	Grant Management and Financial Plan for IPP		Setup the online management information system
		Grant Scheme - Annex 1.1a-1: Sample Grant Scheme for Innovation Projects Phase 1 Annex 1.1a-2: Sample Grant Scheme for Innovation Projects Phase 2 Annex 1.1a-3: Sample Grant Scheme for Startup Ecosystem Projects Phase 1		
		Terms of Reference for evaluators and facilitators (job descriptions) - Annex 1.1b		Implement procurement procedure for independent evaluation panel
		Working Plan for Evaluators & Facilitators - see Annex 1.1e: Sample Schedule for Evaluators		
		EOI form and instructions - see Annex 1.1c-1 (for startups) and Annex 1.1c-2 (for consortium)		
		Proposal Forms (Annex 2.1c) & Grant Appendices (Project Implementation Plan, Budget Plan, HR & Payment Plan, Reimbursement Plan) - Annex 2.1d		
		FAQ version 1.0		
		Project Evaluation Criteria Table (Annex 1.1d)		
		PR and Marketing Plan		
			Workshop with some relevant	Get approval from Steering Committee

			ministries (e.g. MOST, MIT, MPI)	for all Grant documents (scheme, guidelines, forms & templates.)
		Pre-announcement (article on website, brochures, advertisement banners)		Set up an electronic mailbox to receive proposals and interact with candidates
1.2	**Expression of Interest (EoI)**			
		Press Release: Announcement on the Call for Expressions of Interest - Annex 1.2a		Implement pre-launch marketing activities
		EoI Management Table (with details of senders and projects, and classification & first ranking of potential cases) - Annex 1.2b		Receive and manage EoI letters; provide feedback to senders
		Template messages to senders to share preliminary indication of project potential (high-medium-low)		Support the potential cases, invite them to the marketing events
1.3	**Co-creation events**			
		Introduction of IPP Grant (presentation slides) - Annex 1.3a or Annex 1.3b	Round 1: Marketing events for public & media in Hanoi, HCMC, Danang, Can Tho	Implement marketing campaign
		Checklist for Planning a Project - see Annex 1.3d; and Case File – see Annex 1.2c;	Round 2: Co-creation events (Planning Camp for Preparatory Projects) in Hanoi, HCMC, Danang, Can Tho	
		Instructions for Grant Applicant to prepare Project Proposals - Annex 2.1f		
		Samples of eligible application forms & appendices		

		FAQ v2.0		
			Steering Committee Meeting to finalize the launching plan	
2. CALL				
2.1	**Open Call**			
		Press Release: IPP Grant Call, VN-EN versions (see Annex 2.1f) including Call information and soft-copies of relevant documents: - Proposal Forms - see Annex 2.1c-1 (for startup), Annex 2.1c-2 (for lead of consortium), and Annex 2.1c-3 (for member of consortium) - Template of Grant Appendices (see Annex 2.1d) - Grant Scheme (see Annex 1.1a) - Instructions (see Annex 2.1f) - *FAQ* (see Annex 2.1e) - IPP contacts - Deadline for proposals	National Launch	Send Press Release to mass media and post an official announcement on all IPP's communication channels as websites, fanpages, emails and so on
		Request for Proposals - see Annex 2.1b-1 (for company) and Annex 2.1b-2 (for ecosystem)	*Ha Noi Launch Day*	Implement marketing campaign
			Da Nang Launch Day	
			HCMC Launch Day	
			Can Tho Launch Day	
		Web pages to provide planning help		No direct support during Call period
2.2	**Proposal Submission**			
		Messages to confirm about proposal receiving		Assign ID code for submitted documents & manages soft-copy

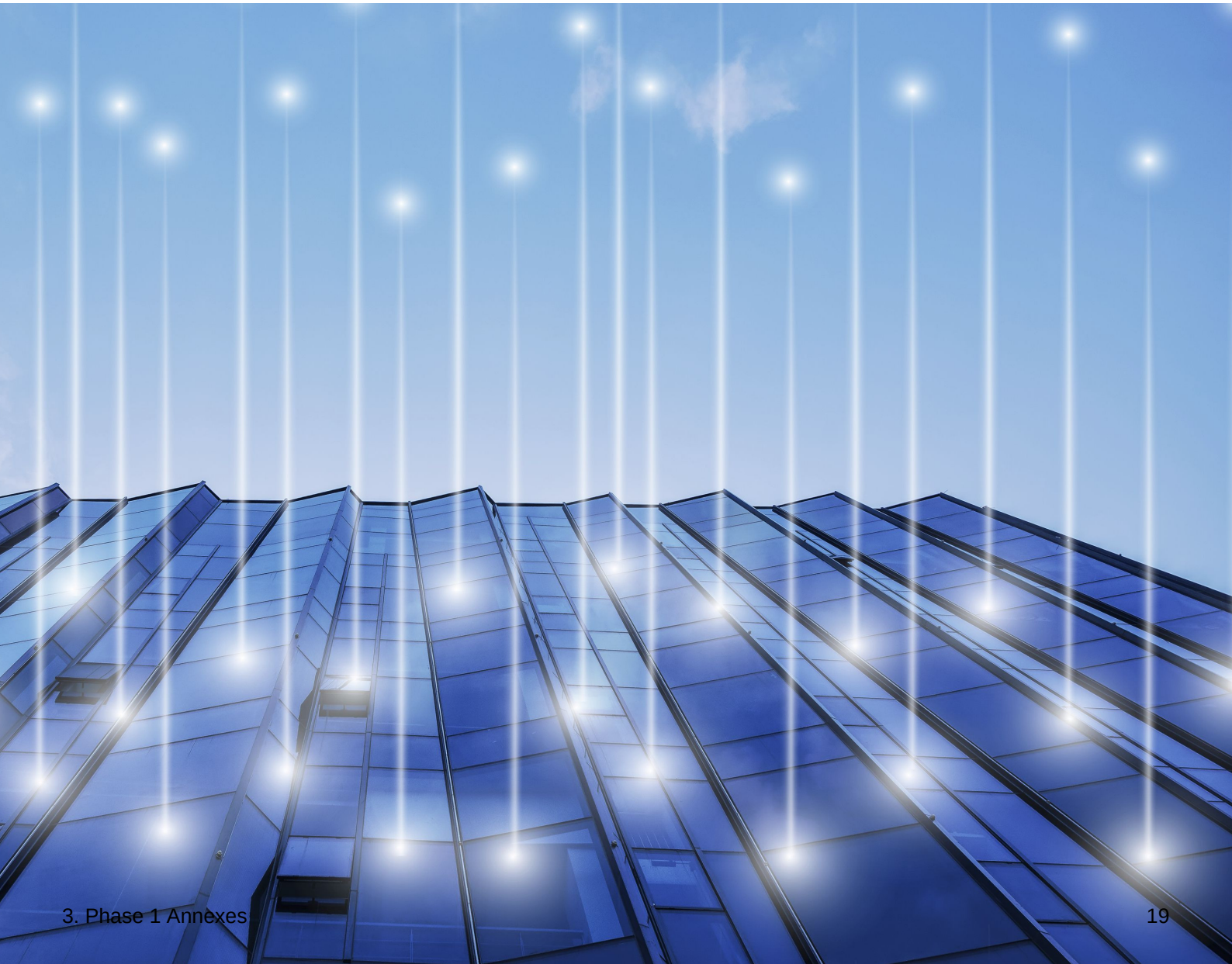
				on IPP's MIS
		Template of Documents Submission Notes (for those hard-copy applications submitted at IPP Office in person, not via post) - see Annex 2.2		
3. EVALUATION				
3.1	**Evaluation**			
		Table of Proposal Documents Management - see Annex 3.1b-1		Request for missing information (if any)
		Screening forms (Eligibility Check Form) - see Annex 3.1a		Provide deadline for additional information
		List of Eligible/Ineligible Proposals (produced after Eligibility Check)	Management Meeting to decide eligible proposals	
		Evaluation sheets - see Annex 3.1c		Lead Evaluators fill in the evaluation sheets
		Project Interview schedule	Interviews with applicants (via Skype)	Setup interviews by using an online form on doodle.com
		Project Evaluation Criteria Table (Annex 1.1d)		
		EvalMS - Proposal Evaluation Management System - see Annex 3.1d		
		Evaluation Meeting Minutes (details should be feed in EvalMS)	Evaluation Meeting 1st round with all evaluators and IPP PMU representatives	
			Evaluation Meeting 2nd round to agree the final lists of YES/NO projects	
3.2	**Selection Decision**			
		Summary tables:	IPP Management Meeting	

		- Summary table of YES projects - Basic Information - Summary table of YES projects - Evaluation - Summary table of NO projects - Basic Information - Summary table of NO projects - Evaluation see Annex 3.2a		
		Final Decision from decision makers - see Annex 3.2b	Steering Committee meeting on funding decision	
		YES/NO Letters (Grant Results Announcement) to applicants - see Annex 3.2c		Send YES/NO letters to applicants
		Press Release on Grant Call Results - see Annex 3.2d		Share Funding results on IPP communication channels
4. CONTRACTING				
4.1	**Planning Workshops**			
		Training slides for project planning and reimbursement - see Annex 4e	Training session for all selected teams on project planning & finance issues	
		Grant Contract Template - see Annex 4b		
		Project Plan Templates - see Annex 2.1d including 5 sheets: - Implementation Plan - Manpower Plan - Total Project Costs (icld. audit cost) - HR/Salary Calculation - Cash Liquidation Forecast		Provide guidelines to fill in the templates
4.2	**Contract Negotiation**			
		Draft funding contracts & appendices	1-on-1 meetings at project offices	

			(project sites) between IPP Management and funded teams/consortia	
4.3	**Contract signing**			
		Final revision of project plan (contract appendices sent by applicants)		
		Consortium Agreement Template (for consortium only) - see Annex 4d		
		Signed funding contracts (3 copies)		
		Grant Administrative Management Table with full information of the beneficiaries (legal authorized representatives, contacts, tax code, bank account info, granted amounts, payments) - see Annex 4a		
5. MONITORING				
5.1	**Reporting**			
		Project Progress Report template - see Annex 5.1a	Ad-hoc events (networking, training workshop, etc.)	
		Project Quarterly Report template - see Annex 5.1b	Site visits & meeting with project teams/ consortia	Follow-up calls by IPP Case Managers
		Project Final Report template - see Annex 5.1c		
		Quarterly Statistical Reports by IPP Case Managers		
		Recommendation Report on 3 or 6 months check-point review results	Check-point performance review discussion between IPP PMU and project owners	Review granted team performance after 3 to 6 months after grant contract signing - request relevant proven

				evidence by project owners
		Final Report by IPP Case Managers – see Annex 5.1c		
5.2	**Reimbursement**			
		Request for Reimbursement for all eligible project costs - see Annex 5.2a		Periodical reimbursement of project costs (once every 2 or 3 months) with approval from IPP Management
		Template of Budget Revision Request - see Annex 5.2b		Approve budget revision (by IPP Case Managers and Financial Manager)
		The most update UN - EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam		
		Guidelines on Financial Reimbursement for Sub-project - see Annex 4c		
5.3	**Audit**			
		Auditing schedule (with details of project owners, contact people, auditing venues, time & date)	Audit at project sites before the last payment period and sub-project completion date	Arrange audit schedule with all granted teams (using Doodle form)
		Audit Report (by external auditor)		
5.4	**Contract liquidation**			
		Records of contract liquidation - see Annex 5.3		Final reimbursement of project costs (before contract liquidation)

1. ACTIVATION



VIETNAM – FINLAND INNOVATION PARTNERSHIP PROGRAMME

IPP2 GRANT SCHEME
FOR INNOVATION PROJECTS PHASE 1

Jan 2015

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   9.1 Evaluation criteria for New Company Projects
   9.2 Evaluation criteria for Innovation System Development Projects

1. Executive Summary

This Launch of IPP2 Grants is the first call of Request for Proposals towards IPP's support for innovation projects. IPP launches two grant schemes:

- Resourcing grant for New Innovative Company Projects to develop innovative products or services targeting to international markets,
- Resourcing grant for Innovation System Development Projects to develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative growth companies.

The awarding of Resourcing Grants will be based on competitive, transparent and fair evaluation process that will ensure the best innovation projects and the best teams will be chosen to be supported.

The resourcing grant scheme is based on a phased approach. IPP team interacts with potential applicants who have sent in their Expression of Interest. The applicants will apply first for the stage 1 of funding for 6 - 9 months of the innovation work. By the end of that time, they will be welcome to apply for an additional resourcing grant to continue their development activity. The details of the additional resourcing grant, including the final maximum support levels, will be developed later based on experiences from the first funding call and execution of the projects.

IPP does not have any priority sectors or areas (such as choice of industries) for two types of projects described in this document. Some sectors will probably be more represented than others based on their international competitiveness, national and regional strengths and availability of promising entrepreneurs and innovators.

1.1 IPP's Support for the Projects in 2015

The support by IPP for 6-9 months (Stage 1) project includes the following:

- Grant money for human resources (both internal and external)
  - ✓ re-imbursement of paid costs
- Innovation Fast Track Program for project teams supported by IPP
  - ✓ The Fast Track Training is a work-based training method. The project team members learn part time about necessary skills and knowledge that they can take into use immediately in their projects that are supported with IPP grants.
  - ✓ 6 months
  - ✓ 2-4 classroom training sessions a month
  - ✓ in addition, coaching and mentoring related to the project and business development
  - ✓ connections to people, resources and markets
- Opportunity to apply for additional grant for max 2 years

  The project teams are responsible for networking and finding required expertise. IPP and Fast Track Training program provide limited help in finding needed connections and experts through their networks.

1.2 New Innovative Growth Company Project

The basic requirements for the project and its owner include the following:

- Minimum 3 project core team members
- New innovative product or service to international markets
- New company can be fresh start-up or a spin-off, daughter company or joint company of existing organisations
- Registered as a company in Vietnam already or at least before the first IPP grant payment installment

Maximum levels of grant funding:

- 70% of human resource costs (including also the Innovation Fast Track costs)
- Stage 1 grant 30 000 EUR / 750 Mio VND
- Stage 2 grant 300 000 EUR / 7,500 Mio VND for the best Stage 1 projects

1.3 Innovation System Development Consortium Project

The basic requirements for the project and its owners include the following:

- Minimum of 3 partner organisations
- Minimum of 3 individuals in the project's core team
- A new innovative solution to local innovation system
- The solution increases the needed support for new innovative growth companies in the local innovation system
- The IPP grant grantees in the consortium must be Vietnamese organisations

Maximum levels of grant funding:

- 70% of human resource costs (including also Innovation Fast Track costs)
- Stage 1 grant 50 000 EUR / 1,250 Mio VND
- Stage 2 grant 200 000 EUR / 5,000 Mio VND for the best Stage 1 projects

2. Proposed Dates for Events and Activities

Public Announcement of Request for proposal	24 Feb 2015
Second Round of Co-creation events	2 March - 12 March 2015
✓ Ho Chi Minh	2-3 March 2015
✓ Can Tho	5-6 March 2015
✓ Da Nang	9-10 March 2015
✓ Ha Noi	12-13 March 2015
Last date of submission of complete proposal	31 March 2015
Funding decisions (First Round)	By the 30th June 2015
Project Implementation 1st phase	To be commenced July 2015 (6

	to 9 months)
Vietnam Innovation Fellowship Program	May - Dec 2015
Innovation Fast Track for the project teams	July - Dec 2015
Targeted call for Stage 2 grant	Nov - Dec 2015
Project Implementation 2nd phase	12-24 months (in 2016-2017)

3. Resourcing Grant for New Innovative Company Projects

3.1 Description of Grant and Implementation Approach

IPP will provide a resourcing grant for new innovative companies for the first stages in the development of their new innovative products or services to international markets. The grant for the first stage is maximum of EUR 30,000. The best of these company projects will be invited to apply for Stage 2 Resourcing Grant by the end of the first stage. The maximum Stage 2 grant support by IPP for any single company is EUR 300,000.

3.2 Eligible Applicant

A new innovative company can apply for the grant. Also, a team of at least three individuals can apply if they commit to establishing a company in the first 6 months upon receiving the grant. IPP pays the grant installments only to a company. The team and its project must work on new innovative solution (product or service) targeting international markets, rather than innovations that are improvements to existing products, or innovations that lower the production costs of existing products. The solution and related business model cannot be a direct copy of something that exists already.

The company must be a new company defined not by age but by a fact that the applicant company does not have any products or services in the market. The ownership and background of the company has no limitations from IPP's point of view. The applicant must use part of the project budget for partnering and connecting with national and international experts and organizations needed for the project's content. The applicant commits at least three project's core team members to participate in the Innovation Fast Track part time training program provided by IPP and the cost of the training is included in the budget of the project supported by IPP.

IPP requires a team of at least three individuals in the project teams. Business is teamwork. A new innovative growth company and innovation system development efforts need quickly sufficient human resources. IPP supports projects that have the team in place in the beginning of the project.

3.3 Eligible Cost for Reimbursement

IPP2's financial support is 70% of the costs related to human resources, including items such as salaries and related costs, external expert services, travel and the tuition fee of the Fast Track Training program for required participation of the project's core team. The maximum

monthly salary included for IPP's support regarding company's project team members is 2,000 euro / month. If the salary is 2,000 euro or higher, the IPP's support is 1,400 euro (70% of 2,000). Further details can be found from the Section 8 - Proposal Form Content.

3.4 Evaluation Criteria

The details about the evaluation criteria and internal questions for the evaluation teams can be found from the Section 9 - Evaluation Criteria.

4. Resourcing Grant for Innovation System Development Projects

4.1 Description of Grant and Implementation Approach

IPP will provide resourcing grants for Innovation System Development Projects for the first stages in the development of the local innovation ecosystems in Vietnam. The main emphasis is in the development of better services for new innovative growth companies. The potential content of the projects may include, but are not limited to, development of a new incubator, creation of new services for existing incubators, planning of a new funding program in the province, adding startup services to existing technology park or initiating a regional cluster growth program.

IPP's grants will focus to securing a top local project team and needed contributions from national and international experts. IPP's financial support is 70% of the costs related to human resources. The grant for the first project stage of 6-9 months is maximum of EUR 50,000. The most promising of these Innovation System Development Project consortia will be invited to apply for Stage 2 Resourcing Grant by the end of the first stage. The maximum additional grant support by IPP for any single consortium is EUR 200,000.

4.2 Eligible Applicant

A consortium executes an innovation system development project. Consortium must have at least three member organizations. One or more organizations in the consortium can apply for the resourcing grant together. Each consortium member interested in IPP's grants file in their own grant proposal and they use a joint project plan to describe the project executed by the consortium.

Consortiums of innovation system development projects are allowed, and expected, to change over time. New consortium members can not apply for IPP's funding for the Stage 1 project if they did not do that in the initial funding call. They can apply for additional Stage 2 funding with other consortium members.

To be eligible for the grant, the consortium members who apply for funding must be Vietnamese organizations who represent the innovation ecosystem in a region in Vietnam. The consortium must be open for collaboration with any needed partners nationally and internationally. The consortium commits at least three individuals from its core project team to participate in the Innovation Fast Track program of IPP and the cost of the training is included in the budget of the project supported by IPP.

IPP requires a team of at least three individuals in the project teams. Business is teamwork. A new innovative growth company and innovation system development efforts need quickly sufficient human resources. IPP supports projects that have the team in place in the beginning of the project.

4.3 Eligible Cost for Reimbursement

IPP2's financial support is 70% of the costs related to human resources of the work needed for the supported project, including items such as salaries and related costs, external expert services, travel and the tuition fee of the Fast Track Training program for required participation of the project's core team.

IPP covers maximum of 70% of the manpower costs, including salary (basic salary, medical insurance, social insurance, overhead and profit of the organisation and personnel income tax) and travel related expenses of the project team and payments for needed external services. Further details can be found from the Section 8 - Proposal Form Content.

4.4 Evaluation Criteria

The details about the evaluation criteria and internal questions for the evaluation teams can be found from the Section 9 - Evaluation Criteria.

5. Evaluation Process of Resourcing Grants

The evaluation process of all funding application at IPP is based on early and continuous interactions with potential applicants. IPP follows qualitative evaluation approach and its funding decisions are based on written evaluation results. The decision making process and internal roles are based on best practices in other countries and should be a good fit for potential new hosts of the instruments in the future.

IPP organizes launch and marketing events as well as capacity building workshops to train and help potential applicants to define their plans and prepare their applications. IPP welcomes expressions of interest to start interaction with promising individuals, teams and organisations. Members of evaluation teams and IPP PMU interact with the applicants in the beginning of the evaluation process, before the decision making, after the decision has been made and throughout the execution of the projects.

5.1 Evaluation Teams

IPP Management Team Meeting will nominate an evaluation team for each funding application based on the needed expertise and experience. The members to the evaluation teams will be composed of the key stakeholders of IPP as well as IPP's national and international expert networks. The representatives of evaluation teams compare the evaluation results in two comparison meetings. The evaluation teams will submit for the IPP Steering Committee their funding proposal about what projects to fund and how much.

Each evaluation team will include two experts from IPP's core team to provide expertise and capacity building and 2-4 additional experts based on the needed knowledge and experience. Some of the additional experts will come from the potential future hosts of each funding instrument.

IPP will develop TOR to recruit external short term international and local experts who have international experiences in the market or technical knowledge in some specific areas. They will join with IPP's team to evaluate the feasibility of the proposals. Some of the external experts may continue to work for IPP in monitoring and coaching the implementation of projects.

5.2 Evaluation process

The whole evaluation process of the Proposals is illustrated in the figure below:

The evaluation teams will follow the set of eligibility and evaluation criteria to evaluate the proposals.

The major steps in the evaluation process are:

1. Eligibility: The evaluation teams will examine each proposal based on set of eligibility criteria. The teams will select which proposal will be eligible for evaluation (and potentially for the grant), which will be rejected and which need further discussion with the Applicant.
2. Evaluation: The evaluation teams will evaluate the eligible proposals based on the evaluation criteria.

IPP's process for evaluating the grant applications contains the following steps:

1. IPP receives the applications and IPP Management Meetings nominates the evaluation teams.
2. The evaluation teams
   a. make the eligibility and minimum requirements check based on IPP's eligibility criteria to decide which applications to reject straight away and what missing information to ask
   b. ask for any missing information
   c. evaluate the proposals (evaluations and comparisons are based on IPP's evaluation criteria)
      i. the external evaluators discuss with representatives of each application
      ii. the external evaluators send their summaries to IPP
      iii. IPP representatives add their comments if they disagree with external experts or have additional inputs
   d. pre-rank the applications in the first priority ranking meeting
   e. discuss open questions with applicants
   f. make an additional evaluation round to take the answers by the applicants into account in their evaluations
      i. the external evaluators discuss, if needed, with representatives of each application

ii. the external evaluators send their summaries to IPP
iii. IPP representatives add their comments if they disagree with external experts or have additional inputs

g. rank the applications according to the results in the second priority ranking meeting
h. submit the results to the IPP Management Meeting.

3. IPP Management submits its recommendation for IPP Steering Committee for final decision making. IPP SC makes decisions about which projects receive funding and how much.

4. IPP makes Project Funding Agreements with applicant of each funded project.

The detailed Evaluation Criteria is presented on the **Section 9**. In addition to IPP's decision, all applicants will receive a written evaluation summary, not all details of the evaluation.

6. Budget

IPP expects to award 15-20 Resourcing Grant projects in 2015 and to invite 7 - 10 of them to apply for additional (stage 2) funding by the end of the year. In addition, IPP expects to open the second call for EOIs for resourcing grants (stage 1) by the end of 2015.

In the Stage 1, the value of Resourcing Grant is maximum of EUR 30,000 for each Innovative Growth Company project and maximum EUR 50,000 for each Innovation System Development project.

In Stage 2, the maximum grant for New Innovative Growth Company projects is EUR 300,000 and for the Innovation System Development projects EUR 200,000. The estimated budget in 2015 is shown on the table below:

Resourcing Grant Scheme Budget 2015

Type of Resourcing Grant Projects	Stage of the project	Estimate No. of Projects awarded 2015	Maximum Resourcing Grant Amount, EUR	Total amount, EUR
New Innovative Growth Company Project	Stage 1	15	30,000	450,000
	Stage 2	0	300,000 (2016-2017	
Regional Innovation System Development Project	Stage 1	4	50,000	200,000
	Stage 2	0	200,000 (2016-2017)	
Total (EUR)				**650,000**

7. Proposal Form

The questions of the Project Proposal, that is the grant application, are described in the following sub-chapters.

7.1. Resourcing Grant for New Innovative Company Projects

1. Contact details of the company / team

If the applicant company does not yet exist, write 'will be started later' to the Organisation field.

Organisation

Name

Establishment year

Authorized Leader

Contact details

Project Contact (if different than Authorized Contact)

Contact details

2. Summary Description of your project

A short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision, so do not include any business secrets.

3. Project Team

Who are the key individuals (and organizations in case of external expers) in the project?

What is their key expertise and experience that they will use in the project?

4. Collaboration

Who are the main allies and partners in the project?

How does the project team plan to expand the network of stakeholders during the project?

5. Need

Who needs the solution developed in the project? Why? Why are they willing to pay for it?

How big is the potential market?

6. Solution

What is the product or service that is the target of development in this project? What are the key features of it? How will the project build capability and collaboration to enable the innovation and growth business in the later stages?

7. Benefits

What benefits will the product or service bring to the

a. end users

b. direct customers of the applicant and its partners

8. Competition

What products or services will compete with the solution? What makes the solution competitive? How will the product or service stand out from the competitors?

9. Business logic

What is your current idea of the earning logic - who will pay and for what? How will you conquer your market share in Vietnam and abroad?

10. Implementation plan

What are the main outputs and their timeline during the project? Describe the main activities by listing their content and duration in ***FORM 1 attached***

What will you do after this project to develop the solution and/or business further?

11. Financing of the project and organisation

What are your sources for needed capital now? Where from do you get additional financing needed for executing the project? Who will provide you financing after this project? Who has invested in your company already? Who will invest in your company later?

12. Project Budget

Describe your project budget using ***FORM 3 attached****:*

1. *Manpower: Remuneration inclusive of Basic Salary, Overhead, Personnel Income Tax (PIT), social insurance*
2. *Other Expenses where applicable:*
    - *Consultancy Fees (provide names of subcontractors if already known)*
    - *Project Related Travel, Domestic & International.*
    - *Listing Your company 's contribution to the project cost such as Training, Operation Cost, Materials and consumable if they are available.*
    - *Listing any other funding sources for your project beside the IPP's fund (if any)*

FORM 1: Implementing Plan

FORM 2: Personnel Plan

FORM 3: Project Cost - Eligible for Reimbursement

Table 1: Total cost

Table 2: Breakdown cost of Renumeration Fee

7.2. Resourcing Grant for Innovation System Development Projects

1. Contact details of each consortium member organisation applying for IPP's grant

Lead Organisation / Project Leader

Organisation

Name

Authorized Leader

Contact details

Project Contact (if different than Authorized Contact)

Contact details

Partner Organisation / Team member

Add contact details for each key partner in project. Kindly add a table for each partner.

Organisation

Name

Authorized Leader

Contact details

Project Contact (if different than Authorized Contact)

Contact details

2. Summary Description of your project

A short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision.

3. Project Team

Who are the consortia members applying for IPP's grant and why are they in the project? Who are potential consortium members who are not applying IPP grant? Who are the core team members working in the project? What is their expertise and experience?

4. Collaboration

What is the status of the consortium agreement? Who are the main allies and partners outside of the consortia? How does the project team plan to expand the network of stakeholders during the project?

5. Need

What are the needs of innovative growth companies in the region that are targeted with this project? What are other needs in the innovation system that project will answer?

6. Solution

What is the solution/approach/entity/program that will be the target of development in this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business?

7. Benefits

What benefits will the solution bring to the:

1. *innovative growth companies in the region,*
2. *for the innovation system in the region and Vietnam, and*
3. *to the applicants and their partners?*

8. Competition

What other solutions/approaches will compete with the one developed in the project? How will it stand out from the competitors? How will potential competing solutions be taken into account?

9. Implementation plan

What are the main outputs and their timeline during the project? Describe the main activities by listing their content and duration in ***FORM 1 attached***

What will you do after this project to develop the solution and/or business further?

10. Financing of the project and organisation

What are your sources for needed capital now? Where from do you get additional financing needed for executing the project? Who will provide you financing for additional development activities after this project timeframe?

11. Project Budget

*Describe your project budget using **FORM 3 attached**:*

1. *Manpower: Remuneration inclusive of Overhead, PIT, social insurance*
2. *Other Expenses where applicable:*
   - ✓ *Consultancy Fees (provide names of subcontractors if already known)*
   - ✓ *Project Related Travel, Domestic & International.*
   - ✓ *Listing Your company 's contribution to the project cost such as Training, Operation Cost, Materials and consumable if they are available.*
   - ✓ *Listing any other funding sources for your project beside the IPP's fund (if any)*

FORM 1: Implementing Plan

FORM 2: Personnel Plan

FORM 3: Project Cost - Eligible for Reimbursement

Table 1: Total cost

Table 2: Breakdown cost of Renumeration Fee

8. Eligibility Criteria

The applications are checked for eligibility quickly after the deadline of the funding call. If the application did not arrive to IPP before the deadline of the funding call, it gets rejected. If some needed information related to eligibility criteria is missing or existing information makes the proposal not eligible, IPP will give one week for sending the missing information or correcting the existing information. After final eligibility check, the non-eligible applications will get rejected.

8.1 Administrative compliance check

- The application was submitted in due time
- The application was submitted with the required IPP forms and templates
- The forms are properly filled in, stamped and signed
- All information in application and appendixes is in English
- Requested additional documents are attached to the application

8.2 Eligibility of New Company Project

- The applicant for direct IPP funding for their project is Vietnamese company or will become one during the 6 first months of the project.
- The applicant company is developing its first product or service and is focusing to the development of business based on that.
- The applicant describes how they will finance their operations and investments during the project. During the evaluation of project proposals, IPP asks to provide enough information about the financial capacity of the organizations executing the project. The

organizations must have enough money to cover all costs during the project before IPP's quarterly reimbursements of 70% of HR related costs.
- The applicant defines three people from its core team who will participate in the Innovation Fast Track training.

8.3 Eligibility of Innovation System Development Project

- The applicant for direct IPP funding for their part in the consortium project is Vietnamese organisations.
- The applicant describes how they will finance their operations and investments of the project during the project.
- The applicant consortium defines three people from project core team who will participate in the Innovation Fast Track program.

9. Evaluation Criteria

The following are the lists of question that evaluation teams will use to evaluate the proposals and to compare them. The evaluations are qualitative and they produce written summaries related to each of the key questions. The bullet points are internal guiding questions and advice for writing the short summary paragraphs.

9.1 Evaluation criteria for New Company Projects

Project Team: Who are the key individuals and organizations in the project? What is their relevant expertise and experience?

- The applicant company is fully committed to the project
- The project has a comprehensive team in place (Team composition)
- The team is committed to participation in the Fast Track training program
- The project team has good expertice and experience regarding the content and coordination of the project
- The main gaps in project team's expertice and experience have been identified and solutions to them have been planned
- In case the team is composed of individual: Is there an agreement to establish a legal company in the short future that sign by all individuals

Collaboration: Who are the main allies and partners? How does the project team plan to expand the network of stakeholders during the project?

- The applicant has a consortium agreement with partners
- The applicants have identified a good number of new collaborators in regional, national and international level for the project
- The applicants have defined how to use external expertice for the parts where they need help
- The applicants have defined what external expert services to use by buying services
- The collaboration network and sub-contractors seem to make the project team's success believable

Need: Is there a believable market for the product or service?

- The applicants have defined a highly potential international demand for the product/service
- The need and demand for the planned product/service seems to exist

Solution: What is the product or service that is the target of this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business in the later stages?

- The applicants have defined how the product/service answers to the demand and needs in international markets
- The applicants have defined how they will boost regional, national and international capabilities and collaboration.
- Product/service is new and innovative
- The product/service seems to be potential winner in international market/s

Benefits: What benefits will the product or service bring to the: 1. direct customers of the applicant and its partners, and end users, 2. for the region and Vietnam, 3. to the applicant and its partners?

- The applicants have defined the future benefits for the end users/customers in international markets.
- The benefits make the product/service competitive in international markets.
- The applicant has defined the future benefits for the end users/customers in Vietnam and region.
- The applicant has defined the future benefits for itself and its partners.

Competition: What products or services will compete with the product/ solution? How will the product or service stand out from the competitors?

- The applicants have identified direct and indirect competition in international markets.
- The applicants have identified competitive advantages of the planned product/service.
- The applicants have defined how to differentiate from the competition and how to win marketshare.
- The product/service seems to be potential winner against the competition.

Project details:

- The applicant has a detailed project plan for the project
- The project plan has measurable clear outputs
- The financial plan of the project is well defined
- The project plan as a whole is believable

Budget and financial resources:

- Budget is well defined
- Applicant has enough financial capacity, together with other funding partners, for its part of the funding
- What are the sources of financing? Does the company have existing or prospective investors already?
- Regarding the content of the project, does at least 30% of the budget go to external services (top experts) and capacity building of the core team?
- The budget and financial resources seem to be enough for achieving the targeted results

Linkages to regional and national focus areas:

- Product/service is linked to national product strategy
- Product/service is linked to regional product strategy

Effect of IPP's funding:

- Is IPP money needed? Does the IPP funding initiate or accelerate the development of the innovative solution?

Cross-cutting objectives of Finland - Vietnam cooperation:

- The project promotes gender inequality
- The project reduces inequality
- The project strengthens climate sustainability
- The project help in the socio-economic development of Vietnam

9.2 Evaluation criteria for Innovation System Development Projects

Project Team: Who are the consortium members? Who are the core team members? What is their relevant expertise and experience?

- The applicant organisations are fully committed to the project and their overall joint vision
- The project has a comprehensive team in place
- The team is committed to participation in the Innovation Fast Track program
- The project team has good expertice and experience regarding the content and coordination of the project
- The main gaps in project team's expertice and experience have been identified and solutions to them have been planned

Collaboration: Does the consortium have consortium agreement already? Who are the main allies and partners outside of the consortium? How does the project team plan to expand the network of stakeholders during the project?

- The applicant has a consortium agreement with partners (or it is under work)
- The applicants have identified a good number of new collaborators in regional, national and international level for the project
- The applicants have defined how to use external expertice for the parts where they need help
- The applicants have defined what external expert services to use by bying services
- The collaboration network and sub-contractors seem to make the project team's success believable

Need: Is there an important need in the region for the solution/approach developed in the project?

- The applicants have defined a clear and important need for the solution
- The need and demand for the planned product/service seems to exist
- The need is important for the new innovative growth companies: positive impact to this type of companies

Solution: What is the solution/approach/entity/program that is the target of this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and enable growth business in the later stages?

- The applicants have defined how the solution answers to the demand and needs in the region

- The applicants have defined how they will boost regional, national and international capabilities and collaboration.
- The solution is new and innovative in the region

Benefits: What benefits will the solution bring to the: 1. innovative growth companies in the region 2. for the innovation system in the region and Vietnam, 3. to the applicants and their partners?

- The applicants have defined the future benefits for the innovative new growth companies in Vietnam and region.
- The applicants have defined the future benefits for innovation system in thre region and in Vietnam.
- The applicants have defined the future benefits for each of them and their partners.

Competition: What other solutions/approaches will compete with the one developed in the project? How will it stand out from the competitors?

- The applicants have identified direct and indirect competition.
- The applicants have identified competitive advantages of the planned approach.
- The applicants have defined how to differentiate from the competition.

Project details:

- The applicants have a detailed project plan for the project
- The project plan has measurable clear outputs
- The financial plan of the project is well defined
- The project plan as a whole is believable

Future plans: What are the next steps if this phase succeeds?

- Consortium members are committed to continue with their financial resources
- Consortium members are willing to expand the innovation initiative and to find more partners

Budget and financial resources:

- Budget is well defined
- Each applicant has enough financial capacity, together with other funding partners, for its part of the funding
- How will the applicants fund the further development and operations related to this solution after this project stage?
- Regarding the content of the project, does at least 30% of the budget go to external services (top expertice) and capacity building of the core team?
- The budget and financial resources seem to be enough for achieving the targeted results

Linkages to regional and national focus areas:

- The solutions in clearly linked to national and regional S&T and innovation strategies
- The solution is clearly linked to national product strategy
- The solution is clearly linked to regional product strategy

Effect of IPP's funding:

- Is IPP money needed?
- Does the IPP funding initiate or accelerate the development of regional innovative hub development?

Cross-cutting objectives of Finland - Vietnam cooperation

- The project promotes gender inequality
- The project reduces inequality
- The project strengthens climate sustainability
- The project help in the socio-economic development of Vietnam

VIETNAM – FINLAND INNOVATION PARTNERSHIP PROGRAMME

IPP

Grant Support Scheme:
2nd Phase Grant for
New Innovative Growth Company and
Innovation System Development Projects

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Acronyms and Abbreviations

FLC	Financial & Legal Check
Donor	The Ministry for Foreign Affairs Finland
IP	Intellectual Property
IPR	Intellectual Property Rights
KPI	Key Performance Indicator
PMU	Project Management Unit
MOST	Ministry of Science and Technology
Project	Project done by IPP grantee
SC	Steering Committee of IPP2
Sub-project	A project supported by IPP with grant
TOR	Terms of Reference

1. Executive Summary

IPP 2nd Phase Grant Scheme demonstrates the continuation of public sector support from very early stage innovation and business development to later stages. Public sector should provide funding instruments to innovative high growth companies at the early stage so that they can move forward with business development and acquiring funds from other sources, for example, from sales revenue, loans and private equity.

The Grant Scheme will be launched before the expiration of IPP's existing grant support contracts that provide training and seed funding to 18 innovative high growth companies and 4 innovation system development subprojects. The Phase 2 support call is limited to these already supported projects. Maximum of 12 project will be selected for the additional support. The Phase 2 support for the projects selected through an evaluation process includes an additional grant and limited amount of soft support to help the sub-projects to grow their operations and continue the development of their products, services and businesses.

The evaluation procedures include administrative eligibility check and evaluation of proposals that pass the eligibility check. The evaluation contains the evaluation of the proposal and a simultaneous financial and legal check. The evaluation produces a proposal for support decision to IPP Management, who will make their proposal for IPP Steering Committee for the decision making.

Set of evaluation criteria is developed to select the best potential subprojects for the additional grant and soft support. The evaluation is based on qualitative and quantitative methods. The evaluation criteria includes the same set of criteria as in the evaluation of the same sub-projects for the 1st Phase support. The criteria and inputs that have been added on top of the set used in the Phase 1 evaluation includes a lot more thorough financial and legal check as well as track record of the sub-project team and organization during the Phase 2 grant and IPP Innovation Accelerator Program. The sub-projects who are selected for additional support will receive maximum of 100 000 € grant and limited soft support for maximum of 20 months. The grant is a re-imbursement of generated costs to be paid every three months. It will cover 70% of accepted human resource related project costs for innovation system development projects and new innovative growth company project that are still moving towards larger revenues. Those companies who are already on the market with their product or service will get 50% level grant.

All sub-projects that get selected to the additional support will be reviewed by IPP PMU and IPP Management every six months to see if the support should be continued. If the support should be stopped, IPP Management will make a proposal of that to the IPP Steering Committee for decision making.

2. Rationale and Objectives

The IPP2 grant support is designed and approved by SC to follow the phased approach which will encourage both innovative startup companies and innovation system developers to work with their best effort in the given period of time.

Typically it takes from 2 to 6 years to prove a new innovative product or service solution to be successful and sustainable in the market. The phased approach is used by IPP to accelerate

companies to reach this goal faster. On the other hand, the phased grant support approach works naturally like a filter to keep the best performing project teams working. This approach reduces risks and optimises the use of program resources.

International and Vietnamese experience has shown that majority of the successful innovative startup companies during the first 2 to 3 years have their cash flow as the main concern. Generating revenue is not stable and companies are simultaneously putting efforts to win market share while profit making is not the main priority. Additional financial resources are needed to keep business operations running and developing further. The IPP's phased grant support and soft support will help companies to fill the mentioned gap on the way to success.

The contracted innovation system development subprojects are still at the stage to prove their business model and they continue the development of their operations. Similarly to the company subprojects, they need to meet their product-market fit and attract additional finance and other support.

The main objectives of the Grant Scheme Phase 2 are:

(i) Provide additional resources for the most potential and promising innovative high growth company and innovation system development sub-projects that have already been supported by IPP to develop their business operation after the IPP's 1st Phase funding without a gap.

(ii) Enable the most promising sub-projects to secure sufficient additional capital to continue the development of their business operations and scaling up.

The IPP's 1st phase grant support has been provided to 18 innovative high growth companies and 4 innovation system development sub-projects. These projects and their owner organizations are currently at different stages of development. The innovative high growth company sub-projects are categorised into the following groups:

- Concept Stage
- Market Validation Stage, and
- Acceleration Stage

Some of the sub-projects are in between two stages.

2.1. Portfolio of the 18 New Innovative High Growth Company Sub-projects

Analysis of the portfolio on 18 new innovative high growth companies is based on their reporting and IPP's experiences during the Phase 1 support. In general, clear majority of the teams and sub-projects are moving from very early stage concept development closer to the market access, and few of them have fast growth in sales and acquisition of clients.

At the concept stage,a company is developing their product/services based on an innovative idea with an assumption of market needs and a concept of the solution (product/service) to be developed to meet the need. No income has been generated yet.

At this stage companies need support to continue the development of their product and market research in order to develop a product/service solution to fit the needs of targeted market. At the end

of November 2015, there is no subproject any more at this stage as they already moved to the next stage/s.

Market validation stage is about development of products/services and testing these in the market. Usually, companies at this stage do not have any other than pilot or test clients and they don't have yet real revenue. The source of finance for business operations are still heavily relied on seed funding of IPP2 and their own capital raised from the founders, family and other shareholders. About two thirds of the company sub-projects are at this stage (12 companies) in November 2015 and few of them will move to the next stage by February 2016.

Acceleration stage means that the **companies** are building their brands nationally and internationally in order to expand their market share. They are having already revenues but very moderate amounts even though the acquisition of clients is increasing sharply. Profitability and winning market share are still uncertain and the break-even point has not been reached yet (revenue vs. cost of business operation and product/service development). This is due to the fact that the companies are focusing on winning the market share. Financial sources for business operations are still relied on their own funding sources and the IPP phase 1 grant support. Early revenues are reinvested in the opening of new markets and expanding business operations such as recruiting more staff or open new branch offices. Usually, this turns cash flows negative. One third of the company sub-projects are currently at this stage or entering it soon.

2.2. Portfolio of 4 Innovation System Development sub-projects

Currently IPP2 provides seed funding for the 4 innovation system development sub-projects. All of them are developing their business models, building staff capacities, seeking for partners, developing services for startups and entrepreneurs, creating platforms to turn innovative and creative ideas into market, and planning how to incubate innovative startups.

Based on the quarterly reports, only 2 innovation system development sub-projects have started to generate income but at a very small or moderate value that is not sufficient to cover their operating costs. In addition to securing cash flow that is enough forsustainable operations, staff capacity building and finding collaboration partners are priorities for all four sub-projects.

3. Grant Mechanism

3.1. Introduction

The grant call is restricted to the 22 sub-projects that have been selected for the IPP2 grant support in SC5. The sub-projects may be continued by any IPP 2nd Phase grant applicants as long as they are developing further the solutions and business case already supported by IPP. It is anticipated that approximately 50% of the subprojects be selected to receive additional grant for further innovation activities and scaling up their business operation. Evaluation of proposals will be undertaken to measure each the business opportunity, past performance, financial feasibility and legal aspects of each proposed project and project owners.

The maximum grant amount for a sub-project is 2,300,000,000 VND (EUR 100,000). The sub-project is be implemented in 6 to 20 months, but finished not later than 31 December 2017. During the implementation, each of the awarded sub-projects will be reviewed

regularly by the PMU and Management of IPP2 every 6 months, and case by case, the Management of IPP2 may propose to SC to cancel or revise the grant and other support.

The grant support levels for innovative high growth company and innovation system development sub-projects are presented in the table below.

Table 1: Support Levels for Innovative Growth Company and Innovation System Development Sub-projects

Business Stage of Sub-projects	**Max. Grant (VMD)**	**Reimbursement Ratio (%)**	**Implementation Period in Months**
Company Projects:			
Concept Stage	2,300,000,000	70%	6-20
Market Validation	2,300,000,000	70%	6-20
Stage			
Acceleration Stage	2,300,000,000	50%	6-20
(Sell & Grow)			
Innovation System Development Projects	2,300,000,000	70%	6-20

3.2. Eligible Costs for Reimbursement

The non-refundable 2nd Phase grant is to cover the below listed expenses, categorised into two main items:

(iii) Human resource costs of the project team

(iv) Other costs, inclusive of:

- External coaching, expertise and other consultancy services
- Marketing and business development related travel
- IPR and other legal services
- Leasing of software and online services
- Travel and accommodation
- Training related service costs
- Trade fairs and other promotion related costs

The grant will reimburse 70% for the accepted costs of subproject that are still at the early stage, and 50% of subproject that already have revenue, but not more than 2,300,000,000 VND for each subproject.

Reimbursement of proven expenses will be made on request, preferably every 3 months. The grant will not cover the cost of office or infrastructure, non-expertise services, fixed assets and purchasing of equipment.

The latest EU Cost norm will be applied for local costs generated in Vietnam and the Financial policy of the Ministry of Foreign Affairs of Finland will be applied for the costs generated outside of Vietnam.

3.3. Other Support

In addition to the grant money, IPP2 will provide limited soft support in the form of mentoring by experienced mentors and networking opportunities through events, online services and IPP's connection network.

4. Timeline for the Implementation of the Scheme

IPP PMU will organize pre-call capacity building meetings to help applicants to define their plans and to prepare their applications. Since the call for proposals is launched, the applicants will not be assisted any more one-on-one by the PMU of IPP2. The preliminary timeline of the grant call activities is the following:

- 18.-22.12.2015: Training the sub-project teams about financial and legal issues related to the forthcoming grant call
- 15.1.2016: Launching the scheme
  - A series of one to one meetings with the 22 sub-projects in HaNoi, HoChiMinhCity and DaNang to be conducted by 22.1.2016
- 22.1.2016: Open the Grant Call
  - PMU will communicate with the potential applicants only by answering the questions online (grant call questions and answers page in IPP website) in addition to answering directly
- 5.2.2016: Close the call. Deadline for the submission of project proposals.
- 15.3.2016: Evaluation deadline of proposals.
  - Mgnt proposal for SC and SC's decisions by the end of April
- April 2016: contract negotiations
- Approved expenditures are eligible for grant reimbursement from 1.4.2016
- Every six-months: Checkpoint with a review by IPP PMU and IPP Management.

5. Evaluation Process and Criteria

The evaluation process of all funding applications is based on the project proposal, interview of the applicant team, progress and performance during the implementation of 1st Phase of IPP's support, and financial and legal check. IPP2 will follow both quantitative and qualitative evaluation approach based on proven evidence.

5.1. Evaluation Teams

IPP Management Meeting will nominate an evaluation team for each funding application based on the needed expertise and experience. The members to the evaluation teams will be composed of the key stakeholders of IPP2 as well as program's national and international expert networks. The role of PMU is to support evaluation as needed.

Independent and external evaluation experts which have been approved before the evaluation takes place by the Donor (international) and MOST (local) will be the lead evaluators for proposals assigned to them.

The representatives of evaluation teams will compare the evaluation results in two comparison meetings. The evaluation teams will submit their funding decision proposals for the Management of IPP2, including the proposals for maximum funding amounts. Thereafter, the Management of IPP2 will submit their recommendation to the SC for decision making. IPP PMU and Management will make a contract with the owners of subproject that are selected for the IPP's support by the SC.

PMU will develop Terms of References to recruit external short term international and local experts to formulate the evaluation team with international experience and knowledge in business development, market opportunities and technical knowledge in needed specific areas.

5.2. Evaluation and Decision Making Process Overview

The major steps in the evaluation and decision making process are:

Step 1: Administrative and Eligibility Check

1. IPP PMU makes an assessment of the eligibility of the proposals and proposes to IPP Management which proposals should move forward to full evaluation.
2. IPP Management decides which proposals move forward to full evaluation and who will be the lead evaluator and evaluation team members for each proposal.

Step 2: Evaluation

The evaluation includes parallel evaluation of proposal and checking the financial and legal issues:

1. Evaluation of Proposal
   a. The nominated evaluation teams will evaluate the eligible proposals based on the evaluation criteria.
2. Financial and Legal Check
   b. The nominated evaluation teams will conduct the checking of financial and legal details to conclude if the project plan is financially feasible and if the project and its owners have any potential legal issues to affect IPP's decision.

Step 3: Decision Making

The results of the evaluation work are presented to IPP Management that can add their views into the results before presenting the decision proposals to IPP Steering Committee:

1. IPP Management reviews the evaluation results and make their decision proposals to IPP SC.
2. IPP SC will review the decision proposals and make the final decisions about the support to each proposal.

Step 4: Contracting

IPP PMU negotiates support contacts with each selected sub-project for signing between the owner and consortium partners of each sub-project and IPP Management.

5.3. The Evaluation Process Steps

The evaluation of the proposals follows the steps listed below.

Step 1: Administrative and Eligibility Check

1. IPP2 receives and records the proposals and internal documentation related to the proposals
2. PMU performs an administrative eligibility check asking clarifications when needed. Eligibility and minimum requirements check is based on IPP's eligibility criteria to screen applicants that include:
    a. The proposal was submitted in due time
    b. The proposal was submitted with the required IPP forms and templates
    c. The forms are properly filled in, stamped and signed
    d. All information in proposal and appendixes are in English
    e. Requested additional documents are attached to the proposal
    f. The project is continuation to development done in the sub-project already supported by IPP in its 1st Phase Grant Call in 2015
    g. The proposal has clearly enough competitiveness when compared to other proposals to move it to thorough evaluation

Step 2: Evaluation

The Management of IPP2 nominates evaluation teams for each of the eligible proposals.

The decision will be recorded in Minutes of the IPP Management Meeting.

The nominated evaluation teams will do the following:

1. evaluate the proposals the first time
    a. external evaluators will have in-depth discussion with the representatives of each application
    b. review the proposal and its annexes
        i. The evaluators will send to the applicant a request of additional information and documents that are possibly needed for conducting the evaluation
    c. review the document and reports provided by PMU, including the following:
        i. Subproject 's quarterly progress reports
        ii. Subproject Management Interim Report[1] (prepared by IPP's sub-project case managers)
        iii. IAP's Sub-project's IAP Final Report[2] (Prepared by IPP Innovation Accelerator coordinator and innovation coaches)

[1] This report composes of information collected from case notes and quarterly progress reports. Facts and opinion based information is clearly separated.

[2] This report includes data collected from the IAP's internal reports, from innovation coaches and IAP coordinator. Facts and opinion based information is clearly separated.

   iv. 1st Phase grant call 2015 evaluation report
   d. external evaluators will ask fact based details from applicants, IPP's case managers, IPP's innovation coaches, IPP IAP's coordinator and other evaluation team members if needed
2. pre-rank the applications in the first priority ranking meeting
   a. identify any open questions that need answers
3. make a second evaluation round
   a. the external evaluators discuss, if needed, with representatives of each application and IPP representatives to find facts to support the evaluation work
   b. update the evaluation summaries and take potential additional answers into account
4. rank the applications according to the results of evaluation work in the second priority ranking meeting
5. submit the final evaluation results to the IPP Management Meeting

Step 3. Decision Making

A full evaluation report and ranking table filled by the evaluators will be submitted to the Management of IPP2. IPP Management may return the evaluation results into revised evaluation if it disagrees with the results. IPP Management may add additional conditions to the positive support decision proposals.

IPP Management submits its recommendation for IPP Steering Committee for final decision making. IPP SC makes decisions about which projects receive funding and how much. IPP SC may return the evaluation results into revised evaluation if it disagrees with the results. IPP SC may add additional conditions to the positive support decision proposals.

The detailed Evaluation Criteria is presented in the following sections.

Step 4. Contracting

The IPP PMU and Management will negotiate, and IPP Management will sign Project Contracts with the owners of each SC approved sub-project.

5.4. Evaluation Criteria of New Innovative Growth Company Sub-Projects

The set of evaluation criteria of the sub-projects are used by evaluators to assess the information found from project proposal, interview of the applicant team, progress and performance during the implementation of 1st Phase of IPP's support, and financial and legal check.

Evaluation criteria, as well as questions and instructional comments, follow the structure of the project proposal form as described below.

5.4.1. Evaluation of Proposal by New Innovative Innovative Growth Company

Project Team and Company

- Is the team and are the individuals capable, competitive and passionate enough to implement the project successfully?

- Does the company have founders, management and employees that make the success likely?
- Growth in number
- Capacity of the team: essential business skills, marketing and sales, innovation, networking, pitching, etc.
- Learning capacity and passion: application of IAP learnings in the startup business (how well did they apply learning into the work during the Phase 1 grant)
- Expertise and experience in the industry of the founders and head of each business area.
- Team composition: how many staff in product/services development, business/marketing and sale, after sale services.

Market and Need: Is the market for the product or service sizeable enough for scalability?

- The applicants have defined a highly potential international demand for the product/service
- Market start to accept the product/service
- Define market size of the product/service
- How is the Feedback of the market with the product/services? Provide proven evidence.
- Client acquisition and speed of growth (provide list of Client)
- Market share is increased by time (provide proven evidence)
- New market is opened by time (provide proven evidence)
- Client is increased by time (provide proven evidence)
- Revenue is increased by time (provide proven evidence)
- Profit

Solution (Products/Services):How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business in the later stages?

- Describe the current status of the product/services? (i.e prototype completed, tested market, already have clients)
- The applicants have defined how the product/service answers to the demand and needs in international markets
- The applicants have defined how they will boost regional, national and international capabilities and collaboration.
- The product/service seems to be potential winner in international market

Revenue Model: who will pay and for what? How will you conquer your market share in Vietnam and abroad?

- The applicant has described how they plan to make money. That description sounds feasible.
- Tested marketing plan to show there is sufficient of client
- Marketing and sale Plan sounds convincible and scalable.

Competition:

- Advantage and disadvantage of their product/services compared to other competitors in respects of technology, branding, price structure, revenue model, after sale services?

Project Implementation plan:

- The applicant has a detailed project plan
- The project plan has measurable clear outputs
- The financial plan of the project is well defined
- The project plan as a whole is believable

Financial capacity:

- Cash Flow Plan in the next 12 months to show that financial capability is sufficient for business operation.

Budget and financial resources

- Budget is well defined
- Applicant has enough financial capacity, together with other funding partners, for its part of the funding
- What are the sources of financing? Does the company have existing or prospective investors already?
- The budget and financial resources seem to be enough for achieving the targeted results
- Revenue trend imply increase by time

Clients: Who are the existing clients and how is the sales improving?

- The applicant has proof of revenue
- The applicant has proof of customer contracts

Business partners and collaboration:Who are the main alliances and partners? How does the project team plan to expand the network of business partners during the subproject timeline?

- The applicant has agreement, MOU or MEMO with business partners
- The applicants have identified a good number of new collaborators in regional, national and international level for the subproject
- The applicant have defined how to use external expertise where they need help
- The applicants have defined what external expert services to use by buying services
- The collaboration network seem to make the project team's success believable.

Linkages to regional and national focus areas

- Product/service is linked to national product strategy
- Product/service is linked to regional product strategy

Effect of IPP's funding

- Is IPP money needed? Does the IPP funding initiate or accelerate the Fast growth of the Applicant? Is it add value to the company cash flow for product/service development?

Cross-cutting objectives of Finland - Vietnam cooperation

- The project promotes gender inequality

- The project reduces inequality
- The project strengthens climate sustainability
- The project help in the socio-economic development of Vietnam

5.4.2. Financial and Legal Check

The financial experts of the evaluation teams will assess the details of the key issues related to legal and financial aspect of the projects and project owners. The assessment is done based on proven evidence that is documented and verified by eligible authorities. The following is a preliminary list of items to be checked. Notice that some of the items apply only to some of the applicants and some applicants will be required to submit additional documents.

1. financial statement reports of the organization
2. bank statements of the last 9 months
3. cash liquidation status with proven documentation
4. IPR: IPR licenses, copyright certificates or equivalent documents
5. MoUs or contracts with shareholders, investors and partners
6. contracts with clients in the last 9 months
7. employment contracts
8. certificates by regulatory authorities in agriculture, health, food, etc.

5.5. Evaluation Criteria of Innovation System Development Sub-Projects

The set of evaluation criteria of the sub-projects are used by evaluators to assess the information found from project proposal, interview of the applicant team, progress and performance during the implementation of 1st Phase of IPP's support, and financial and legal check.

Evaluation criteria, as well as questions and instructional comments, follow the structure of the project proposal form as described below for the proposals submitted by innovation system development projects.

5.5.1 Evaluation of Proposal by Innovation System Developers

Project Team

- Growth in number
- Capacity of the team improved: Content and services delivery, Planning and management of project, Essential business skill, fundraising, communication, marketing, content development etc.
- Expertise and experience in the industry of the founders and head of each business area.
- Team composition: how many staff in Content/services development, business/marketing/communication/Coordination.

Collaboration:Who are the main alliance and partners outside of the consortium? How does the project team plan to expand the network of business partners during the subproject?

- The applicants have identified a good number of new collaborators in regional, national and international level for the project (i.e is there any MEMO, MOU, Contract agreement to be signed in the last 9 months?)

Market Need: Is there an important need in the region for the solution/approach developed in the sub-project?

- Feedback from the client about the solution of services
- The need is important for the new innovative growth companies: positive impact to this type of companies

Solutions (products/services): What is the solution of services/approach/entity/program that is the target of this sub-project? How will the sub-project build regional, national and international capabilities and collaboration to enable the innovation and enable growth business in the later stages?

- Describe the services and activity the Applicant provide
- The applicant have defined how they will boost regional, national and international capabilities and collaboration.
- The solution of services meet the needs of the new innovative startup companies and fill the gaps of the innovation system in the region
- Number of events, workshops organised in the last 6-9 months. Number of participants of the events increase or constant?
- Number of Clients using the services increase (number of startup companies use the services)
- Number of startup companies from the incubation program receive additional fund
- Number of business matching increase
- How many job creation

Benefits, revenue model and sustainability: Isit going to be a sustainable model with measurable impact to the innovation system in the region?

- What will happen after this project? Are consortium members committed to continue with their financial resources later on?

Competition: What other solutions of services/approaches will compete with the one developed in the subproject? How will it stand out from the competitors?

- The applicants have identified direct and indirect competition.
- The applicants have identified competitive advantages of the planned approach.
- The applicants have defined how to differentiate from the competition.
- Define/forecast market size and market share

Project implementation plan

- The applicants have a detailed project plan for the subproject
- The subproject plan has measurable clear outputs
- The financial plan of the subproject is well defined
- The subproject plan as a whole is viable and sustainable

Financial status: Do they have sufficient financial capital from their own sources, donors, investors or any other sources?

- Cash Flow Plan in the next 12 months to show that financial capability is sufficient for business operation and implementation of the project.

Project budget: Is the budget feasible and directing efforts to right things?

- Budget is well defined
- Each applicant has enough financial capacity, together with other funding partners, for its part of the funding
- How will the applicants fund the further development and operations related to this solution of services after this project stage?
- The budget and financial resources seem to be enough for achieving the targeted results

Linkages to regional and national focus areas

- The solutions in clearly linked to national and regional S&T and innovation strategies
- The solution is clearly linked to national product strategy
- The solution is clearly linked to regional product strategy

Effect of IPP's funding

- Is IPP money needed?
- Does the IPP funding initiate or accelerate the development of regional innovative hub development?

Cross-cutting objectives of Finland - Vietnam cooperation

- The project promotes gender inequality
- The project reduces inequality
- The project strengthens climate sustainability
- The project help in the socio-economic development of Vietnam

5.5.2. Financial and Legal Check

The financial experts of the evaluation teams will assess the details of the key issues related to legal and financial aspect of the projects and project owners. The assessment is done based on proven evidence that is documented and verified by eligible authorities. The following is a preliminary list of items to be checked. Notice that some of the items apply only to some of the applicants and some applicants will be required to submit additional documents.

1. Financial statement reports of the company
2. Bank statements of the last 9 months
3. Cash liquidation status with proven documentation
4. IPR: IPR licenses, copyright certificates or equivalent documents
5. MoUs or contracts with shareholders, investors and other partners
6. Contracts with clients in the last 9 months
7. Employment contracts
8. Certificates by regulatory authorities in agriculture, health, food, etc.

6. Six-month Checkpoints

After each 6 month since the project contract is signed, the PMU and Management of IPP2 will conduct a review of the subproject performance. In average, each Applicant will have two (02) six-monthly checkpoints at the end of the 6th and 12th month of their implementation.

The Management of IPP2 will nominate the IPP PMU representatives to conduct review in these six-month checkpoints.

The IPP PMU will review the performance of each subproject in the following areas:

1. business plan,
2. business development,
3. product/service development,
4. revenue model,
5. accessing the target markets,
6. client acquisition,
7. sale and revenue growth, and
8. financial information and history.

More details about the content of the review is provided in C***hapters 6.1 Review of Company Projects*** and in ***6.2 Review of Innovation System Development Projects.***

The IPP PMU will check the relevant proven evidence provided by the project owner. The review steps are:

1. Send to the project owner a list of documentation needed for review,
2. Review all relevant documents provided by the project owner
3. Review the quarterly progress reports.
4. Have an In-depth discussion with the project owner,
5. Request the project owner to provide any additional information potentially needed for the review

List of document to be provided by the project owner include, but are not limited to, the following items:

1. Marketing test report
2. Client report
3. Sale report
4. Product/service development repor
5. List of investors and potential investors with proven documents such as MoU or agreement
6. List of clients
7. List of business partners
8. Copy of all relevant contracts signed in the last 6 months
9. Copy of bank statements of the last 6 months

The IPP PMU will make a recommendation report to the Management of IPP the review results. The Management of IPP will make proposal for SC if sub-project contract should be terminated or revised. If Management decides to propose termination, it proposes this to the IPP SC for their decision.

6.1. 6-month Reviews of Company Projects

The review of the performance and status of the new innovative growth company sub-project focuses to the following details in addition to list of items described earlier.

(i) Product/Service fit to the market: How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business in the later stages?

- Describe the current status of the product/services (e.g. prototype completed, client test, scaling up)
- Is the feedback from the market positive or promising?

(ii) Market Need: Is the market for the product or service sizeable enough for scalability?

- Has the company found a highly potential international demand for the product/service?
- Does the market size sounds reasonable for commercial business?

(iii) Client acquisition:

- Market share is increased (with proven evidence)
- New market is opened (with proven evidence)
- Number of clients is increased (with proven evidence)
- Revenue is increased (with proven evidence)

(iv) Collaboration: Who are the main alliances and partners? How does the project team plan to expand the network of stakeholders during the project?

- Does the applicant have new agreements with promising partners?

(v) Project Implementation Plan:

- Did the team achieve the targeted outputs in the last 6 months?

(vi) Future plans: What are the next steps if this phase succeeds?

- Are the consortium members committed to continue?
- Are the consortium members willing to expand the innovation initiative and to find more partners?

6.2. 6-month Reviews of Innovation System Development Projects

The review of the performance and status of the innovation system development sub-project focuses to the following topics in addition to list of items described earlier.

(i) Market Need: Is there a proven important need in the region for the solution/approach developed in the sub-project?

- Is the need important for the new innovative growth companies? Can the solution have positive impact to this type of companies?

(ii) Solution and Sustainability:

- Does the solution meet the needs of the new innovative startup companies?
- Does the solution fill gaps of the innovation system?
- Number of events, workshops organised in the last 12 months: Has the number of participants of the events increased?
- Has the number of clients using the services increased?
- Has the number of startup companies who have been served received additional funding from any sources?
- Has the number of business matching increased?
- Has the number of jobs created by the helped companies increased in the last 6 month?

(iii) Client acquisition:

- Number of clients has increased (with proven evidence)
- Revenue has increased (with proven evidence)

(iv) Collaboration: Who are the main alliances and partners? How does the project team plan to expand the network of stakeholders during the project?

- Does the applicant have new agreements with promising partners?

(v) Project Implementation Plan:

- Did the team achieve the targeted outputs in the last 6 months?

(vi) Future plans: What are the next steps if this phase succeeds?

- Are the consortium members committed to continue?
- Are the consortium members willing to expand the innovation initiative and to find more partners?

7. Appendixes to the 2nd Phase Grant Scheme

The evaluation forms and other evaluation related working document templates will be created by IPP PMU and decided by IPP Management before the grant call closes.

The following document defines the grant scheme in more detail and will be used in the grant call.

IPP 2nd Phase Grant Call for New Innovative Growth Companies:

1. Request for Proposals: 2nd Phase Grant for New Innovative Company Projects
2. Proposal Form for New Innovative Growth Company Project to Apply for IPP's 2nd Phase Grant
3. Instructions for Preparing a New Innovative Growth Company Project Proposal for IPP 2nd Phase Grant

IPP 2nd Phase Grant for Innovation System Development Projects:

4. Request for Proposals: 2nd Phase Grant for Innovation System Development Projects
5. Lead of Consortium - Joint Proposal Form for Innovation System Development Project
6. Lead of Consortium - Instructions for Preparing an Innovation System Development Project Joint Proposal for 2nd Phase Grant
7. Consortium Member - Proposal Form for Innovation System Development Project for 2nd Phase Grant
8. Consortium Member - Instructions for Preparing an Innovation System Development Project Proposal for 2nd Phase Grant

VIETNAM – FINLAND INNOVATION PARTNERSHIP PROGRAMME

IPP

Resourcing Grant Scheme for IPP2 Sub-projects: IPP2 Grant Call 2016 for Resourcing Grant for Startup Ecosystem Development Projects for Stage 1 Innovation Work

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1. Executive Summary

Resourcing grant for Startup Ecosystem Development Projects is targeted to develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative growth companies. This grant scheme, processes, documentation towards the potential applicants, eligibility criteria and evaluation criteria are copies of the grant call for Innovation System Development Projects by IPP2 in the spring of 2015. This grant scheme and grant call will follow the existing integrated management guidelines of IPP2 already accepted by IPP2 Steering Committee. The differences between this grant scheme and grant call compared to the one executed in 2015 are limited to the number of grants and for adding more emphasis to pre-call activities in Cantho and Danang this time.

The awarding of Resourcing Grant will be based on competitive, transparent and fair evaluation process that will ensure the best innovation projects and the best teams will be chosen to be supported.

The resourcing grant scheme is based on a phased approach. IPP team will organize a series of marketing and capacity building events in November - December 2015 during the pre-call time. The IPP team will interact during that time with potential applicants who have sent in their Expression of Interest. In January 2016, the applicants will apply first for the stage 1 of funding for 6 - 8 months of innovation work. By the end of 2016, they will be welcome to apply for an additional resourcing grant to continue their development activity. The details of the additional resourcing grant, including the final maximum support levels, will be developed later based on experiences and performance from the first funding call and execution of the projects.

1.1 IPP's Support for the Startup Ecosystem Development Projects in 2016

The support by IPP for 6-8 months (Stage 1) project includes the following:

- Grant money for human resources (both internal and external)
    - reimbursement of paid costs
- Mentoring and advisory services tailored to the needs of the project teams
- Opportunity to participate in online platform pilot initiated by IPP in 2016 to connect startup ecosystem participants nationally and internationally
- Opportunity to apply for additional grant to last up to the end of the year 2017

The sub-project teams are themselves responsible for networking and finding required expertise. IPP will provide limited help in finding needed connections and experts through their networks

1.2 Basic Requirements and Grant Levels

The basic requirements for the project and its owners include the following:

- Minimum of 3 partner organisations
- Minimum of 3 individuals in the project's core team
- A new innovative solution to local innovation system
- The solution increases the needed support for new innovative growth companies in the local innovation system

- The IPP grant grantees in the consortium must be organisations that are registered in Vietnam

Maximum levels of grant funding:

- 70% of human resource costs
- Stage 1 grant 50 000 EUR / 1,250 Mio VND - implemented in 6-8 months

Stage 2 grant 100 000 EUR / 2,500 Mio VND for the best Stage 1 projects - implement in maximum of 12 months.

2. Proposed Dates for Events and Activities

Public Announcement of Call for Expressions of Interest	16.11.2015
Marketing and co-creation events	
in Hanoi, HCMC, Danang and Cantho	1. - 18.12.2015
Public Announcement of Request for proposals	23.1.2016
Second Round of co-creation events: Cantho, Danang	6. - 15.1.2016
Last date of submission of complete proposal	22.2.2016
Evaluation plus funding decisions	By 30.4.2016
Project Implementation	1.4. - 31.12.2016

3. Resourcing Grant for Startup Ecosystem Development Projects

3.1 Description of Grant and Implementation Approach

IPP will provide resourcing grants for Startup Ecosystem Development Projects for the first stages in the development of the local innovation ecosystems in Vietnam. The main emphasis is in the development of better services for new innovative growth companies. The potential content of the projects may include, but are not limited to, development of a new business incubator, business accelerator, creation of new services for existing incubators, planning of a new funding program in the province, adding startup services to existing technology park or initiating a regional cluster growth program.

IPP's grants will focus to securing a top local project team and needed contributions from national and international experts. IPP's financial support is 70% of the costs related to human resources. The grant for the first project stage of 6-8 months is maximum EUR 50,000. The most promising of these supported project consortia will be invited to apply for an additional grant by the end of the first stage. The maximum additional grant support by IPP for any single consortium is EUR 100,000.

3.2 Eligible Applicant

A consortium executes a Startup Ecosystem Development Project. Consortium must have at least three member organizations. One or more organizations in the consortium can apply for the

resourcing grant together. Each consortium member interested in IPP's grants file in their own grant proposal and they use a joint project plan to describe the project executed by the consortium.

Consortiums of innovation system development projects are allowed, and expected, to change over time. New consortium members can not apply for IPP's funding for the Stage 1 project if they did not do that in the initial funding call. They can apply for additional Stage 2 funding with other consortium members.

To be eligible for the grant, the consortium members who apply for funding must be Vietnamese organizations who represent the innovation ecosystem in Vietnam. The consortium must be open for collaboration with any needed partners nationally and internationally.

IPP requires a team of at least three individuals in the project teams. Business is teamwork. IPP supports projects that have the team in place in the beginning of the project.

3.3 Eligible Cost for Re-imbursement

IPP2's financial support is 70% of the costs related to human resources of the work needed for the supported project, including items such as salaries and related costs, external expert services, travel and training services.

IPP covers maximum of 70% of the manpower costs, including salary (basic salary, medical insurance, social insurance, unemployment insurance and personal income tax) and travel related expenses of the project team and payments for needed external services. Further details can be found from the Section 6 - Proposal Form Content.

3.4 Evaluation Criteria

The details about the evaluation criteria and internal questions for the evaluation teams can be found from the Section 8 - Evaluation Criteria.

4. Evaluation Process of Resourcing Grants

The evaluation process of all funding application at IPP is based on early and continuous interactions with potential applicants. IPP follows qualitative evaluation approach and its funding decisions are based on written evaluation results. The decision making process and internal roles are based on best practices in other countries and should be a good fit for potential new hosts of the instruments in the future.

IPP organizes launch and marketing events as well as capacity building workshops to train and help potential applicants to define their plans and prepare their applications. IPP welcomes expressions of interest to start interaction with promising individuals, teams and organisations. Members of evaluation teams and IPP PMU interact with the applicants in the beginning of the evaluation process, before the decision making, after the decision has been made and throughout the execution of the projects.

4.1 Evaluation Teams

IPP Management Team Meeting will nominate an evaluation team for each funding application based on the needed expertise and experience. The members to the evaluation teams will be composed of the key stakeholders of IPP as well as IPP's national and international expert networks. The representatives of evaluation teams compare the evaluation results in two comparison meetings. The evaluation teams will submit for the IPP Steering Committee their funding proposal about what projects to fund and how much.

Each evaluation team will include 3-6 experts based on the needed knowledge and experience.

IPP will develop TOR to recruit external short term international and local experts who have international experiences in the market or technical knowledge in some specific areas. They will join with IPP's team to evaluate the feasibility of the proposals. Some of the external experts may continue to work for IPP in monitoring and coaching the implementation of projects.

4.2 Evaluation process

The whole evaluation process of the Proposals is illustrated in the figure below:

The evaluation teams will follow the set of eligibility and evaluation criteria to evaluate the proposals.

The major steps in the evaluation process are:

1. Eligibility: The evaluation teams will examine each proposal based on set of eligibility criteria. The teams will select which proposal will be eligible for evaluation (and potentially for the grant), which will be rejected and which need further discussion with the Applicant.
2. Evaluation: The evaluation teams will evaluate the eligible proposals based on the evaluation criteria.

IPP's process for evaluating the grant applications contains the following steps:

1. IPP receives the applications and IPP Management Meeting nominates the evaluation teams.
2. The evaluation teams
    a. make the eligibility and minimum requirements check based on IPP's eligibility criteria to decide which applications to reject straight away and what missing information to ask
    b. ask for any missing information
    c. evaluate the proposals (evaluations and comparisons are based on IPP's evaluation criteria)
        i. the external evaluators discuss with representatives of each application
        ii. the external evaluators send their summaries to IPP
        iii. IPP representatives add their comments if they disagree with external experts or have additional inputs
    d. pre-rank the applications in the first priority ranking meeting
    e. discuss open questions with applicants
    f. make an additional evaluation round to take the answers by the applicants into account in their evaluations
        i. the external evaluators discuss, if needed, with representatives of each application
        ii. the external evaluators send their summaries to IPP
        iii. IPP representatives add their comments if they disagree with external experts or have additional inputs
    g. rank the applications according to the results in the second priority ranking meeting
    h. submit the results to the IPP Management Meeting.
3. IPP Management submits its recommendation for IPP Steering Committee for final decision making. IPP SC makes decisions about which projects receive funding and how much.
4. IPP makes Project Funding Agreements with applicant of each funded project.

The detailed Evaluation Criteria is presented on the **Section 9**. In addition to IPP's decision, all applicants will receive a written evaluation summary, not all details of the evaluation.

5. Budget

IPP expects to award 5-8 Resourcing Grant projects in 2016 and to invite them to apply for additional (stage 2) grant by the end of the year.

In the Stage 1, the value of Resourcing Grant is maximum of EUR 50,000 for each project.

In Stage 2, the maximum grant for the projects is EUR 100,000. The estimated budget for the grant in 2016 is shown on the table below:

Resourcing Grant Scheme for Startup Ecosystem Development Projects Budget 2016

Estimate No. of Projects awarded in 2016	Maximum Resourcing Grant Amount, EUR	Total amount, EUR
8	50,000	400,000
Total (EUR)		**400,000**

6. Proposal Form

The questions of the Project Proposal (the grant application) are described in the following sub-chapters.

Applicants are required to give their own Vietnamese version of the questions marked with [Vietnamese] in an additional proposal form sheet.

1. Contact details of each consortium member organisation applying for IPP's grant

Lead Organisation / Project Leader

Organisation

Name

Authorized Leader

Contact details

Project Contact *(if different than Authorized Contact)*

Contact details

Partner Organisation / Team member

Add contact details for each key partner in project. Kindly add a table for each partner.

Organisation

Name

Authorized Leader

Contact details

Project Contact *(if different than Authorized Contact)*

Contact details

2. Summary Description of your project [also in Vietnamese]

A short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision.

3. Project Team

Who are the consortium members applying for IPP's grant and why are they in the project? Who are potential consortium members who are not applying IPP grant? Who are the core team members working in the project? What is their expertise and experience?

4. Collaboration

What is the status of the consortium agreement? Who are the main allies and partners outside of the consortia? How does the project team plan to expand the network of stakeholders during the project?

5. Need [also in Vietnamese]

What are the needs of innovative growth companies in the region that are targeted with this project? What are other needs in the innovation system that project will answer?

6. Solution [also in Vietnamese]

What is the solution/approach/entity/program that will be the target of development in this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business?

7. Benefits

What benefits will the solution bring to the:

1. innovative growth companies in the region,

2. for the innovation system in the region and Vietnam, and

3. to the applicants and their partners?

8. Competition

What other solutions/approaches will compete with the one developed in the project? How will it stand out from the competitors? How will potential competing solutions be taken into account?

9. Implementation plan

What are the main outputs and their timeline during the project? Describe the main activities by listing their content and duration in ***FORM 1 attached***

What will you do after this project to develop the solution and/or business further?

10. Financing of the project and organisation

What are your sources for needed capital now? Where from do you get additional financing needed for executing the project? Who will provide you financing for additional development activities after this project timeframe? How do you plan to make your model and services sustainable in a long run?

11. Project Budget

*Describe your project budget using **FORM 2 attached**:*

1. *Manpower: Remuneration inclusive basic salary, , PIT, social insurance, unemployment insurance.*
2. *Other Expenses where applicable:*
   - *Consultancy Fees (provide names of subcontractors if already known)*
   - *Project Related Travel, Domestic & International.*
   - *Listing Your company 's contribution to the project cost such as Training, Operation Cost, Materials and consumable if they are available.*
   - *Listing any other funding sources for your project beside the IPP's fund (if any)*

FORM 1: Implementation Plan

IMPLEMENTATION PLAN
APPLY FOR RESOURCING GRANT SCHEME

			Year	2015											
		Description of activity	Month	1	2	3	4	5	6	7	8	9	10	11	12
Output 1															
	Activity 1														
	Activity 2														
	Activity 3														
	Activity 4														
	Activity 5														
Output 2															
	Activity 1														
	Activity 2														
	Activity 3														
	Activity 4														
	Activity 5														
Output 3															
	Activity 1														
	Activity 2														
	Activity 3														
	Activity 4														
	Activity 5														

FORM 2: Project Cost - Eligible for Reimbursement

Table 1: Total cost

ORGANIZATION NAME:
IPP2 CODE NUMBER:
TOTAL PROJECT COSTS
This table contains all human resource related costs you pay because of the project.

No.	Cost Items	Organization	Unit	Quantity	Basic salary	Unit cost	Total Project Cost (VND)	Of which		Short description
								IPP Grant Support	Others sources	
1	Remuneration (Salary and staff benefits)					Total salary cost				
	Person 1		Month	9	20,000,000	24,400,000	219,600,000	153,720,000	65,880,000	
	person 2		Month	9	15,000,000	18,300,000	164,700,000	115,290,000	49,410,000	
	person 3		Month	9	10,000,000	12,200,000	109,800,000	76,860,000	32,940,000	
	...						-	-	-	
	Sub-total						494,100,000	345,870,000	148,230,000	
2	Other costs					Total service cost				
2.1	Consulting services		Trip	6		50,000,000	300,000,000	210,000,000	90,000,000	
2.2	Travel costs									
	....		Trip	9		35,000,000	315,000,000	220,500,000	94,500,000	
	...						-	-	-	
2.3	Others						-	-	-	
				5		30,000,000	150,000,000	105,000,000	45,000,000	
	....			6		20,000,000	120,000,000	84,000,000	36,000,000	
	....									
				5		30,000,000	150,000,000	105,000,000	45,000,000	
							23,000,000	16,100,000	6,900,000	
	Sub-total						1,058,000,000	740,600,000	317,400,000	
	TOTAL COST						1,552,100,000	1,086,470,000	465,630,000	
						% Share		70%	30%	

Total salary cost = basic salary + 22% of basic salary (Social insurance 18%, Health Insurance 3%, Unemployment insurance 1%) to be paid by the employer

In the **Short description** column, give an idea (if you already know) about where/why you will travel and what consulting services and trainings you will pay.

You should be able to get the numbers from the financial tables you already sent to IPP.
This update is needed from all applicants in IPP call to make sure the financial evaluators of IPP base their work on correct information after finding several misunderstandings from content of some proposals.

Table 2: Breakdown cost of Remuneration Fee

ORGANIZATION NAME:
PROJECT CODE NUMBER:
PROJECT NAME:

CALCULATION OF SALARY COSTS
Month: Year:

No	Staff's Name	Actual working time		Salary		SI, HI, UI paid by employer (22%)	Total Salary costs
		No. of days	%	Basic salary	Performance salary (If any)		
1	Person 1	22	100%	12,000,000	10,000,000	2,640,000	24,640,000
2	Person 2	22	100%	8,000,000	7,000,000	1,760,000	16,760,000
3	Person 3	22	100%	8,000,000	3,000,000	1,760,000	12,760,000
4	Person 4	22	100%	6,000,000	2,000,000	1,320,000	9,320,000
5	Person 5	22	100%	6,000,000	3,000,000	1,320,000	10,320,000
	Total			40,000,000	25,000,000	8,800,000	73,800,000

SI: Social insurance; HI: Health insurance; UI: Unemployment insurance

7. Eligibility Criteria

The applications are checked for eligibility quickly after the deadline of the funding call. If the application did not arrive to IPP before the deadline of the funding call, it gets rejected. If some needed information related to eligibility criteria is missing or existing information makes the proposal not eligible, IPP will give one week for sending the missing information or correcting the existing information. After final eligibility check, the non-eligible applications will get rejected.

7.1 Administrative compliance check

- The application was submitted in due time
- The application was submitted with the required IPP forms and templates
- The forms are properly filled in, stamped and signed
- All requested information in application and appendixes is in English
- Requested additional documents are attached to the application

7.2 Eligibility of Innovation System Development Project

- The applicants for direct IPP funding for their part in the consortium project are organisations registered in Vietnam.
- The applicant describes how they will finance their operations and investments of the project during the project.
- The applicant consortium defines three people that are part of the project's core team.

8. Evaluation Criteria

The following are the lists of question that evaluation teams will use to evaluate the proposals and to compare them. The evaluations are qualitative and they produce written summaries related to each of the key questions. The bullet points are internal guiding questions and advice for writing the short summary paragraphs.

8.1 Evaluation criteria for Innovation System Development Projects

Project Team: Who are the consortium members? Who are the core team members? What is their relevant expertise and experience?

- The applicant organisations are fully committed to the project and their overall joint vision
- The project has a comprehensive team in place
- The project team has good expertise and experience regarding the content and coordination of the project
- The main gaps in project team's expertise and experience have been identified and solutions to them have been planned

Collaboration: Does the consortium have consortium agreement already? Who are the main allies and partners outside of the consortium? How does the project team plan to expand the network of stakeholders during the project?

- The applicant has a consortium agreement with partners (or it is under work)
- The applicants have identified a good number of new collaborators in regional, national and international level for the project
- The applicants have defined how to use external expertise for the parts where they need help
- The applicants have defined what external expert services to use by buying services
- The collaboration network and sub-contractors seem to make the project team's success believable

Need: Is there an important need in the region for the solution/approach developed in the project?

- The applicants have defined a clear and important need for the solution
- The need and demand for the planned product/service seems to exist
- The need is important for the new innovative growth companies: positive impact to this type of companies

Solution: What is the solution/approach/entity/program that is the target of this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and enable growth business in the later stages?

- The applicants have defined how the solution answers to the demand and needs in the region
- The applicants have defined how they will boost regional, national and international capabilities and collaboration.
- The solution is new and innovative in the region

Benefits: What benefits will the solution bring to the: 1. innovative growth companies in the region 2. for the innovation system in the region and Vietnam, 3. to the applicants and their partners?

- The applicants have defined the future benefits for the innovative new growth companies in Vietnam and region.
- The applicants have defined the future benefits for innovation system in three region and in Vietnam.
- The applicants have defined the future benefits for each of them and their partners.

Competition: What other solutions/approaches will compete with the one developed in the project? How will it stand out from the competitors?

- The applicants have identified direct and indirect competition.
- The applicants have identified competitive advantages of the planned approach.
- The applicants have defined how to differentiate from the competition.

Project details

- The applicants have a detailed project plan for the project
- The project plan has measurable clear outputs
- The financial plan of the project is well defined
- The project plan as a whole is believable

Future plans: What are the next steps if this phase succeeds?

- Consortium members are committed to continue with their financial resources
- Consortium members are willing to expand the innovation initiative and to find more partners

Budget and financial resources

- Budget is well defined
- Each applicant has enough financial capacity, together with other funding partners, for its part of the funding
- How will the applicants fund the further development and operations related to this solution after this project stage?
- Regarding the content of the project, does at least 30% of the budget go to external services (top expertise) and capacity building of the core team?
- The budget and financial resources seem to be enough for achieving the targeted results

Linkages to regional and national focus areas

- The solutions in clearly linked to national and regional S&T and innovation strategies
- The solution is clearly linked to national product strategy
- The solution is clearly linked to regional product strategy

Effect of IPP's funding

- Is IPP money needed?
- Does the IPP funding initiate or accelerate the development of regional innovative hub development?

Cross-cutting objectives of Finland - Vietnam cooperation

- The project promotes gender inequality
- The project reduces inequality
- The project strengthens climate sustainability
- The project help in the socio-economic development of Vietnam

Appendix list

App-1. RFP for Startup Ecosystem Development Projects

App-2. Instructions for Lead of Startup Ecosystem Project Proposal

App-3. Instructions for Applicant of Startup Ecosystem Project Proposal

App-4. Proposal Form for Lead of Startup Ecosystem Project

App-5. Proposal Form for Applicant of Startup Ecosystem Project

App-6. EoI Form for Startup Ecosystem Development Consortium

International Short Term Consultants (STC) for Evaluation of Innovation Project Proposals Received in IPP's Call for Proposals in the Spring of Year 2015

TERMS OF REFERENCE

Expert in Evaluating Innovation Project Proposals

1. Background

Innovation Partnership Program (IPP) is an Official Development Assistance (ODA) program financed jointly by the Governments of Vietnam and Finland. IPP is in its second phase running through 2014-2018.

IPP supports Vietnam's overall goal of becoming an industrialized middle-income knowledge economy by the year 2020. The program objective is to boost sustainable economic growth in Vietnam through the increased production and export of innovative products and services. IPP aims to execute exemplary actions to show open and transparent methodologies for supporting young companies and for supporting the developers of startup incubators, business accelerators and other types of sustainable innovation supporter entities needed in Vietnam.

IPP launched in the beginning of April 2015 a call for proposals for IPP Innovation Accelerator. At the call, IPP launched two schemes:

- IPP Innovation Accelerator for New Innovative High Growth Company Projects to develop products or services targeting to international markets,
- IPP Innovation Accelerator (including a resourcing grant and other forms of support) for Innovation System Development Projects to develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative high growth companies.

Both schemes provide a grant (70% of project costs related to human resources, maximum of 30 000 or 50 000 euro), training, coaching, connections and other forms of support.

The accelerator program is highly selective – only around 20 projects will be supported in 2015 in the Stage 1 for a project length of 6 - 9 months. The most promising projects will apply in the end of the Stage 1 for additional funding for Stage 2 with maximum grant levels of 200 000 - 300 000 euro.

IPP will receive Proposals for the Innovation Accelerator from two types of teams in the currently active call for proposals. All Proposals must be in English and they must be submitted at latest on May 4th 2015. The screening and evaluation of the proposals will be done by 10.6.2015. IPP's Steering Committee will make the final decisions taking into account the results of evaluation work.

More information about content of the expected proposals and projects can be found from http://ipp.vn/en/announcement-ipp-calls-for-proposals-for-the-ipp-innovation-accelerator/

2. Objective

The overall objective of this consultancy is to support IPP staff and management in the evaluation of project proposals submitted to IPP in the Call for Proposals for IPP Innovation Accelerator. STC acts as external international expert focusing on the business opportunity and innovativeness of the projects. STC interviews the applicants and writes his/her evaluation summaries by herself/himself without interventions from IPP representatives. IPP's representatives will focus on initial screening of the proposals and financial feasibility of the proposed activities. IPP's stakeholders will evaluate policy relevance and impact of potential IPP's support.

The evaluation summaries by STC are based on a qualitative evaluation. In addition to evaluating the proposals, the STC shall provide inputs and insight to the development of each project. As a result of the evaluation of a new innovative high growth company project, the evaluator shall be able to provide information whether the specific case has a potential to enter international markets and whether is has the potential to be basis for high growth of business in 2-5 years. As a result of evaluating an innovation system development project, the evaluator shall be able to provide information whether the specific consortium project is developing something that has high probability of sustainable success is supporting new innovative high growth companies in Vietnam.

3. Description of Work

STC does an external evaluation of proposals assigned to STC. His/her responsibility is to evaluate the business and solution feasibility. Other parts of evaluation are done by IPP's internal team and representatives of IPP's stakeholders. Evaluation is done from three main points of view. The responsibilities are described in the following list:

- **STC: business and solution feasibility evaluates the content of the project and the business opportunity (market need, solution to the need and competitive advantage, team, etc)**
- IPP staff: Financial capacity and details to check that applicant has enough financial resources for the project and the project budget is feasible and matching to the content.
- IPP stakeholders: Policy relevance (related to policies of Vietnam / Ministry of Science and Technology and Finland / Ministry for Foreign Affairs) can give more value for certain projects and may find strong reasons for rejection

All written results of this evaluation work will be part of the documentation of the evaluation process and they will be taken into account in comparison of proposals to each other. STC will participate in parts of the comparison work.

IPP will receive large number of proposals. IPP staff will screen the proposals by using administrative, eligibility and minimum requirements criteria to filter out not qualified and the least competitive proposals. An example of minimum requirements is as follows: *Company has presented sufficient financial capacity to cover project costs and all other running costs of the company over 4 first months of project implementation* (the time that will run before the first

reimbursement of IPP's grant money). This will leave less than 100 proposals into thorough evaluation.

Evaluation process contains the following steps after IPP's management has assigned the evaluation teams, and evaluators to the teams, for each proposal. STC's responsibilities and participations are shown in [brackets]:

- **[STC]** 5.-7.5. kick-off the work in remote meetings with other evaluators and evaluation coordinators
- make the eligibility and minimum requirements check based on IPP's eligibility criteria to decide which applications will move to full evaluation and what missing information to ask, deadline 6.5.
- ask for any missing information, deadline for answers by applicants 13.5.
- 7.5. start: evaluate the proposals (evaluations and comparisons are based on IPP's evaluation criteria)
    - **[STC]** the external evaluators discuss with representatives of each application, deadline 18.5.
    - **[STC]** the external evaluators send their summaries to IPP by 19.5.
    - IPP representatives add their comments if they disagree with external experts or have additional inputs on 19.5.

- **[STC participates remotely or in Hanoi]** 20.-21.5. pre-rank the applications in the First Priority Ranking Meeting
- **[STC or staff]** discuss open questions with applicants by 26.5.
- **[STC]** make an additional evaluation round to take the answers by the applicants into account in the evaluation summaries

    - **[STC]** the external evaluators send their summaries to IPP by 26.5.
    - IPP representatives add their comments if they disagree with external experts or have additional inputs by 26.5.
- **[STC participates remotely or in Hanoi]** 27.5. rank the applications according to the results in the Second Priority Ranking Meeting
- IPP management prepares decision proposal package to be presented to IPP Steering Committee for decision making by 1.6.
    - Send the decision proposal package to IPP Steering Committee members 1.6.
    - **[STC]** If needed, external experts make an additional interview of the applicant who has to provide more information to clarify issues raised up by the Steering Committee
- IPP Steering Committee meeting has the decision making meeting 8.6.
    - Optional additional IPP Steering Committee meeting to finalise the decisions 12.6.

After the evaluation work, IPP staff submits the results to IPP's management. IPP management submits its recommendations for IPP Steering Committee for final decision making. IPP SC makes decisions about which projects receive funding and how much.

The total workload depends on the number of proposal cases assigned for STC. The work will happen in a short time frame. Some STCs will focus on small number of cases where their special expertise is needed, some STCs will work on large number of cases relevant to their

expertise. IPP will hire each STC based on the match between the profile of the STC and proposals to be evaluated. The estimation of the workload based on number of cases for evaluation is one case in one day. So, if the evaluator evaluates 10 cases, the total workload compensated by IPP is 10 working days.

The First Priority Ranking meeting for comparing the proposals to each other is targeted to 20.-21.5.2015. All evaluators are needed to either some or all sessions of that meeting.

The International Short-Term Consultant shall do the following (with estimation of number of days required for each task).

- Pre assignment briefing & work planning with NIRAS and PMU (0.5)
- Kick Off remote meeting with all evaluators and evaluation coordinators (0.5)
- Revision of work plan and logistics (0.5)
- Remote meetings with representatives of companies and consortiums to interview them about their project proposals, including the preparations and documenting the findings (1 - 8)
- Writing the first evaluation summaries of all handled cases (0.5 - 2 days)
- Participate in the First Priority Ranking Meeting and related pre- and post-meetings, including 2 travel days for those traveling to Vietnam (1 - 5)
- Remote meetings with representatives of companies and consortiums whose proposals need more clarification before final evaluation results, including the preparations and documenting the findings (0.5 - 1)
- Writing the second evaluation summaries of all handled cases (0.5 - 1 days)
- Participate remotely in the Second Priority Ranking Meeting to present the final evaluation summaries and to participate in the ranking discussion (1)

4. Methodology

The evaluation process of all funding proposal at IPP is based on early and continuous interactions with potential applicants. IPP follows qualitative evaluation approach and its funding decisions are based on written evaluation results done by both internal and external experts. The decision making process and roles are based on international best practices.

External international independent evaluators will have a remote face to face interview with each applicant at least once during the evaluation process focusing on the business opportunity and feasibility of the innovation.

All members of IPP's evaluation teams must not have a share or any personal interest in any of the submitted project or applicant organization in order to have transparency and eliminate any bias. Any corrupt or other illegal practices identified will lead to legal actions.

The following lists describe the criteria used by IPP and external evaluators for checking and evaluating the proposals.

Evaluation Criteria

The evaluation focuses to the following key information that described in the Proposal:

- project team
- collaboration

- need for the solution
- the solution to be developed
- benefits of the solution
- competition and positioning
- business logic
- financing of the project and the organization
- project plan
- project budget and finances, including financial feasibility

In addition to the list above, the evaluators will ask from the applicants about the following additional evaluation criteria. These inputs will be taken into account by IPP's stakeholders when they give their comments about relevance to their macro goals:

- Linkages to regional and national focus areas. Government of Vietnam has chosen a set of key topics and focus areas such as Vietnamese national products, products of regional and local advantages, and products incorporating clean technologies to improve the lives and health of Vietnamese people.
- Cross-cutting objectives of the donor, the Ministry for Foreign Affairs of Finland. The objectives are gender equality, reduction of general inequality, strengthening of climate sustainability and socio-economic development of Vietnam.
- Effect of IPP's funding. Is IPP's money and other support needed? Does the IPP support initiate or accelerate the development of the innovative solution?

5. Outcome

The assignment is expected to have the outcome as follows:

1. Evaluation summaries of each proposal assigned to STC. One summary is one concise document based on a template provided by IPP.
2. Evaluation ranking inputs both in writing and verbally:
    a. Written short descriptions of key points given to a summary table provided by IPP before First Priority Ranking Meeting and before Second Priority Ranking Meeting
    b. Verbal inputs at both Priority Ranking Meetings
3. A short written Proposal for Improvements for IPP's Evaluation Process (in the end of the assignment)

6. Profile of International Short-Term Consultant

The Short-Term Consultant (STC) will meet the following requirements:

- Qualifications: The International STC is expected to possess a university degree or higher qualifications in economics, innovation management or other field applicable for this assignment.
- Expertise: STC must have expertise in one or more international business and technology sectors. Based on Expressions of Interest collected by IPP from potential applicants, the relevant sectors include, but are not limited to, the following:
    - cleantech

  - eCommerce
  - mobile banking
  - ICT solutions for healthcare
  - solutions for information management and sharing
  - ICT enabled travel related services
  - online travel business
  - ICT solution for enterprise/organisation effective management
  - home automation and smart homes
  - online and mobile learning
  - diagnostic kits for detecting animal and human diseases
  - agriculture and aquaculture
  - fertilizers for farming
  - pro-biotic food supplements for humans and for animals
  - herbal medicine
  - animal feed
  - startup incubators, business accelerators, training programs for entrepreneurs and innovators
  - co-working spaces and fabrication labs for entrepreneurs
- Experience: He/she must have at least 10 years of working experience in working on public and/or private sector business development, innovation and related support activities. He/She shall have a proven, extensive experience on evaluating business cases and project proposals. The STC shall have a demonstrated experience on venture capital, start-up funding, innovation support mechanisms as well as startup incubation and business acceleration services outside of Vietnam. The STC shall have good connections to investors who are potentially interested in investing to Vietnamese new innovative high growth companies.
- Language: Excellent command of English and report writing skills are required.

All proposals will be handled strictly confidentially by IPP, IPP's stakeholders and STCs. STC is required to sign a Non-Disclosure Agreement with IPP.

7. Duration and Reporting

The assignment will start on 5.5.2015 and finish by 30.6.2015 with a goal of finishing already by 12.6.2015.

The STC will present the the outcomes described Chapter 5 according to the schedule of the evaluation process. The short Proposal for Improvements for IPP is required by IPP before the payment of the final invoice.

8. Team

The STC will work under the supervision of the CTA and PD of the Programme. The work is coordinated by the IPP's Coordinator of the Evaluation Process. The STC is expected to use his/her own laptop, mobile phone and other related devices to carry out the assignment.

STC is expected to work independently but in close cooperation with other evaluators and stakeholders participating in the evaluation process. STC is regarded as a member of the IPP programme team. The other members of the team will provide support and assistance as requested.

IPP

EOI Format: Resourcing Grant for New Innovative Company Projects

EXPRESSION OF INTEREST FORM
RESOURCING GRANT FOR NEW INNOVATIVE COMPANY PROJECTS

IPP internal: Code	
IPP internal: appraisal dates (yy/mm/dd)	

1. Company: Brief profile of your organization/team (a separated comprehensive profile can be attached as annex).

Name of your organization:

Address:

Type of organization:

Establishment year*:*

Number of employees:

Experiences and main achievements:

Background (if a spin-off or owned by larger entities):

2. Team: Contacts of core team members involved in developing the innovative products/services (Please add more rows for additional team members, 3 minimum)

Name:

Title:

Email:

Mobile:

Key strengths for the project:

3. What is the need in the market, preferably in international markets, that your solution (the new product or service you will develop) will answer?

4. Please describe your solution to the market needs (the new product or service).
5. What are the main benefits for the customers and end users of this future solution?

Please send your Expression of Interest to IPP Hanoi Office by email: info@ipp.vn
IPP Hanoi Office Address:15th Floor, Thang Long Tower,
98a Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi.
Tel: +84 4 3939 3982 Fax: +84 4 3938 7047
Email: info@ipp.vn

....., Date .... Month .... Year 2015.

Instructions for Preparation of EOI to express an interest towards a Resourcing Grant for New Innovative Company Project

Requirements of Language: EOI answers must be in English. The questions in Vietnamese are only for reference.

Number of pages: no more than 2 pages total for the questions 3-5.

Deadline: There is no deadline of the EOI submission. IPP will respond in writing to your EOI to connect your ideas to IPP's activities and potential support.

Please respond precisely and clearly each question on the EOI form. Note the following details about the questions:

1. Company: Describe your new company, or if it is still under development, the team and background behind the future company. If it is a spin-off from another company, research institution, etc, please define that.

2. Core Team: Who are the preliminary core team members in the project? What are their special skills, competencies and experiences that will make the project a success? The core team will participate in a six months long part time innovation training if the project gets selected to IPP support.

3. Market Need: Based on your experiences and knowledge information, describe the missing or demand of the international market that your product or services can meet their expectation.

4. Solution: What type of product or services that you think can be sold to Client in the international market? What are the key characteristics of it? What is the preliminary business logic behind your solution to make it scalable and sustainable?

5. Benefits: What are the benefits of the product or services you will develop that will serve the Client? Describe the main characteristics.

Please send your Expression of Interest by email to IPP Hanoi office: email: info@ipp.vn

IPP

EXPRESSION OF INTEREST FORM

Resourcing Grant for Startup Ecosystem Development Projects

IPP Internal **Code**	
IPP Internal **Appraisal Dates** (yy/mm/dd)	

1. Consortium: Brief profile of the organizations in the consortium at this moment. Please add rows for each partner, minimum of 3 needed.
Name of the organization: *Address:* *Type of organization:* *Establishment year:* *Number of employees:* *Experiences and main achievements:* *Name of the organization:* *Address:* *Type of organization:* *Establishment year:* *Number of employees:* *Experiences and main achievements:* *Name of the organization:* *Address:* *Type of organization:* *Establishment year:* *Number of employees:* *Experiences and main achievements:*
2. Core Team: Core team members who are involved in this project to develop the innovation system to better help new innovative growth companies. Please add rows for each team member, minimum of 3 needed.
Name: *Title:* *Name of the organization:* *Email:* *Mobile:* *Key strengths for the project:*

Name: *Title:* *Name of the organization:* *Email:* *Mobile:* *Key strengths for the project:* *Name:* *Title:* *Name of the organization:* *Email:* *Mobile:* *Key strengths for the project:*
3. Needs: What are the needs and missing parts in the targeted innovation and startup ecosystem, and the needs in the new innovative companies in the target region, that you try to answer with this innovation system development project?
4. Solution. Please describe your solution you will develop to the innovation system to answer to the needs of new innovative growth companies (give a summary of your funding instrument, training program, incubator, center etc that you plan to develop).
5. Benefits. What are the main benefits from this new solution to new innovative growth companies in the target region? How will this benefit the city, region and innovation system?

Please send your Expression of Interest to IPP Hanoi Office by email: info@ipp.vn
IPP Hanoi Office Address: 15th Floor, Thang Long Tower,
98a Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi.
Tel: +84 4 3939 3982 Fax: +84 4 3938 7047

COMPANY PROJECT EVALUATION CRITERIA & INSTRUCTIONS

EVALUATION ITEMS START FROM THE ROW 32

Instructions to the Evaluation Panels		
1	The market need, new product/service innovation and competition do not need to be known perfectly in the beginning of the continuum of innovation activities of the applicant.	
2	The team must have a believable project plan to describe how they will move forward.	
3	This task is executed by the IPP's grant evaluation teams consisting of 4 members and when needed, additional experts for advice. Members include 1 person from MOST, one from IPP core team and 2 international experts. Experts are contacted when needed to provide information about, for example, international market need, competition or technical feasibility	
4	The evaluation team carries out the evaluation of proposals. After evaluations, the projects are ranked according to the results and applications are divided into three categories:	*Applications proposed to be accepted* *Applications proposed to be rejected* *Applications proposed to be further discussed with the applicant*
5	Evaluation teams discuss open questions with applicants (3rd category)	
6	The evaluation teams make an additional evaluation round to take the answers by the applicants into account and to rank the applications.	
7	The evaluation teams submit the results to the IPP Steering Committee in priority order with proposals of grant monetary values and percentages.	*A ranking list of all evaluated project proposals as a table that summarizes all evaluation forms* *The application forms of the submitted project proposals* *All evaluation forms*
8	IPP SC makes decisions about which projects receive funding and how much.	
9	IPP makes Resource Project Funding Agreements with applicant of each funded project.	

Project Summary		*Please give a short verbal description*
1	How serious is the applicant and its partners regarding the targeted new business?	
2	The strength of the core team: work experiences in the sector, education background	
3	Financial resources and who are the co-financiers	
4	Market need and competitive advantage of the business idea	
5	Resources for the planning project (i.e core team, work facility, consumable, equipment)	
6	In later stages after the planning project: It is believable that potential resources will exist for the innovation project/s and required R&D	
7	What is link to the advantage of the focus region of the project (i.e Da Nang, Hanoi, etc)?	
8	Linkages to national and regional focus areas	
9	Project's total budget (during the time supported by IPP and if longer commitment, the total size), the budget under IPP's support, amount of IPP's support	

Evaluation of the Resource Project's Content		
(i)	Project Team: Who are the key individuals and organizations in the project? What is their expertise and experience?	*The applicant company is fully committed to the project* *The project has a comprehensive team in place (Team composition)* *The team is committed to participation in the Fast Track training program* *The project team has good expertice and experience regarding the content and coordination of the project* *The main gaps in project team's expertice and experience have been identified and solutions to them have been planned* *In case the team is composed of individual: Is there an agreement to establish a legal company in the short future that sign by all individuals*
(ii)	Collaboration: Who are the main allies and partners? How does the project team plan to expand the network of stakeholders during the project?	*The applicant has a consortium agreement with partners* *The applicants have identified a good number of new collaborators in regional, national and international level for the project* *The applicants have defined how to use external expertice for the parts where they need help* *The applicants have defined what external expert services to use by buying services* *The collaboration network and sub-contractors seem to make the project team's success believable*
(iii)	Need: Is there a believable market for the product or service?	*The applicants have defined a highly potential international demand for the product/service* *The need and demand for the planned product/service seems to exist*

(iv)	Solution: What is the product or service that is the target of this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business in the later stages?	*The applicants have defined how the product/service answers to the demand and needs in international markets* *The applicants have defined how they will boost regional, national and international capabilities and collaboration.* *Product/service is new and innovative* *The product/service seems to be potential winner in international market/s*

(v)	Benefits: What benefits will the product or service bring to the: 1. direct customers of the applicant and its partners, and end users, 2. for the region and Vietnam, 3. to the applicant and its partners?	*The applicants have defined the future benefits for the end users/customers in international markets.* *The benefits seem to make the product/service competitive in international markets.* *The applicant has defined the future benefits for the end users/customers in Vietnam and region.* *The applicant has defined the future benefits for itself and its partners.*
(vi)	Competition: What products or services will compete with the product/ solution? How will the product or service stand out from the competitors?	*The applicants have identified direct and indirect competition in international markets.* *The applicants have identified competitive advantages of the planned product/service.* *The applicants have defined how to differentiate from the competition and how to win marketshare.* *The product/service seems to be potential winner against the competition.*
(vii)	Project details	*The applicant has a detailed project plan for the project* *The project plan has measurable clear outputs* *The financial plan of the project is well defined* *The project plan as a whole is believable*
(viii)	Prospect Business Plan: What is the business logic based on the solution? What is next step if this phase succeeds?	*Company, and its partners, are committed to continue with their financial resources* *Company is willing to expand the innovation initiative and to find more partners*
(ix)	Budget and financial resources	*Budget is well defined* *Regarding the content of the project, at least 30% of the budget goes to external services (top expertice) and capacity building of the core team* *The budget and financial resources seem to be enough for achieving the targeted results*
(x)	Linkages to regional and national focus areas	*Product/service is linked to national product strategy* *Product/service is linked to regional product strategy*
(xi)	Effect of IPP's funding	*Is IPP money needed? Does the IPP funding initiate or accelerate the development of the innovative solution?*
(xii)	Cross-cutting objectives of Finland - Vietnam cooperation	*The project promotes gender inequality* *The project reduces inequality* *The project strengthens climate sustainability*

		The project help in the socio-economic development of Vietnam

SYSTEM PROJECT EVALUATION CRITERIA & INSTRUCTIONS

Instructions to the Evaluation Panels		
1	The consortium must have a believable project plan to describe how they will move forward in a project where they develop certain part of the regional innovation hub and ecosystem.	
2	This evaluation task is executed by the IPP's grant evaluation teams consisting of 4 members and when needed, additional experts for advice. Members include 1 person from MOST, one from IPP core team and 2 international experts. The additional experts are contacted when needed to provide information about, for example, experiences of similar projects in other countries.	
3	Evaluation teams discuss with representatives of each project to fill in areas that need more information and clarifications	
4	The evaluation teams carry out the evaluation of proposals. After evaluations, the projects are ranked according to the results and applications are divided into three categories:	*1. Applications proposed to be accepted* *2. Applications proposed to be rejected* *3. Applications proposed to be further discussed*
5	Evaluation teams discuss with representatives of each project where there are open questions (category 3)	
6	The evaluation teams make an additional evaluation round to take the answers by the applicants into account and to rank the applications.	
7	The evaluation teams submit the results to the IPP Steering Committee in priority order with proposals of grant monetary values and persentages.	*A ranking list of all evaluated project proposals as a table that summarizes all evaluation forms* *The application forms of the submitted project proposals* *All evaluation forms*
8	IPP SC makes decisions about which projects receive funding and how much.	
9	IPP makes a Resourcing Project Funding Agreement with applicants of each funded project.	

Project Summary		*Please give a short verbal description*
1	How serious is the consortia and its members regarding the development of the local innovation ecosystem?	
2	The strength of the core team	
3	Financial resources of the consortia and its members, and who are the co-financiers	
4	Need in the regional innovation ecosystem for the solution under work in the project (i.e Missing part in the regional ecosystem)	
5	Resources for the project	
6	In later stages after the project: It is believable that potential resources will exist for continuing the work?	
7	What is the focus region of the project (Da Nang, Hanoi, etc)?	
8	Linkages to national and regional focus areas	
9	Project's total budget (during the time supported by IPP and if longer commitment, the total size), the budget under IPP's support, amount of IPP's support	

Evaluation of the Resource Project's Content		*Please describe how the following things are true in, or covered by the project.*
(i)	Project Team: Who are the consortia members? Who are the core team memberst? What is their expertise and experience?	*The applicant organisations are fully committed to the project and their overall joint vision* *The project has a comprehensive team in place* *The team is committed to participation in the Fast Track training program* *The project team has good expertice and experience regarding the content and coordination of the project* *The main gaps in project team's expertice and experience have been identified and solutions to them have been planned*
(ii)	Collaboration: Does the consortia have consortia agreement? Who are the main allies and partners outside of the consortia? How does the project team plan to expand the network of stakeholders during the project?	*The applicant has a consortium agreement with partners (or it is under work)* *The applicants have identified a good number of new collaborators in regional, national and international level for the project* *The applicants have defined how to use external expertice for the parts where they need help* *The applicants have defined what external expert services to use by bying services* *The collaboration network and sub-contractors seem to make the project team's success believable*
(iii)	Need: Is there an important need in the region for the solution/approach developed in the project?	*The applicants have defined a clear and important need for the solution* *The need and demand for the planned product/service seems to exist* *The need is important for the new innovative growth companies: positive impact to this type of companies*
(vi)	Solution: What is the solution/approach/entity/program that is the target of this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and enable growth business in the later stages?	*The applicants have defined how the solution answers to the demand and needs in the region* *The applicants have defined how they will boost regional, national and international capabilities and collaboration.*

		The solution is new and innovative in the region
(v)	Benefits: What benefits will the solution bring to the: 1. innovative growth companies in the region 2. for the innovation system in the region and Vietnam, 3. to the applicants and their partners?	*The applicants have defined the future benefits for the innovative new growth companies in Vietnam and region.* *The applicants have defined the future benefits for innovation system in thre region and in Vietnam.* *The applicants have defined the future benefits for each of them and their partners.*
(vi)	Competition: What other solutions/approaches will compete with the one developed in the project? How will it stand out from the competitors?	*The applicants have identified direct and indirect competition.* *The applicants have identified competitive advantages of the planned approach.* *The applicants have defined how to differentiate from the competition.*
(vii)	Project details	*The applicants have a detailed project plan for the project* *The project plan has measurable clear outputs* *The financial plan of the project is well defined* *The project plan as a whole is believable*
(viii)	Future plans: What are the next steps if this phase succeeds?	*Consortia members are committed to continue with their financial resources* *Consortia members are willing to expand the innovation initiative and to find more partners*
(ix)	Budget and financial resources	*Budget is well defined* *Each applicant has enough financial capacity, together with other funding partners, for its part of the funding* *Regarding the content of the project, at least 30% of the budget goes to external services (top expertice) and capacity building of the core team* *The budget and financial resources seem to be enough for achieving the targeted results*
(x)	Linkages to regional and national focus areas	*The solution is clearly linked to national product strategy* *The solution is clearly linked to regional product strategy*
(xi)	Effect of IPP's funding	*Is IPP money needed? Does the IPP funding initiate or accelerate the development of the Regional innovative Hub project?*
(xii)	Cross-cutting objectives of Finland - Vietnam cooperation	*The project promotes gender inequality*

		The project reduces inequality *The project strengthens climate sustainability* *The project help in the socio-economic development of Vietnam*

IPP

Schedule for Evaluators

to evaluate the Applicants of the Startup Ecosystem Grant Scheme 2016

*Times are in Hanoi time. The **bold** items involve international lead evaluators.*

February 2016

- **2-4.2 Skype meeting to walk through the details** with IPP representatives
- 22.2 Closing of the call
- 23-24.2 Make the eligibility and minimum requirements check based on IPP's eligibility criteria to decide which applications will move to full evaluation and what missing information to ask
- ask for any missing information, deadline for answers by applicants 29.2.
- **25.2 Kick-off meeting with other evaluators and support staff to start to evaluate the proposals** (evaluations and comparisons are based on IPP's evaluation criteria).

March 2016

- **11.3 deadline for interviews** of the representatives of each application
- **12.3, 13:00 deadline for written summaries** by the external evaluators
- 14.3 13:00 deadline for IPP representatives and stakeholders to add their inputs and comments
- **14 & 15.3 1st Priority Ranking Meeting**: pre-rank the applications (in Hanoi or remotely) into 'yes', 'no' and '?' categories
- **Discuss open questions** with the applicants
- **Make an additional evaluation round** to take the answers by the applicants into account in the evaluation summaries
- **21.3, 13:00 deadline for the external evaluators to update** their evaluation
- 22.3, 16:00 deadline for IPP and stakeholder representatives add their inputs and comments
- **23.3 2nd Priority Ranking Meeting**: rank the applications according to the results (in Hanoi or remotely) into 'yes' and 'no' categories
- 25.3 IPP management prepares decision proposal package to be presented to IPP Steering Committee for decision making
- 30.3 IPP staff sends the decision proposal package to IPP Steering Committee members

April 2016

- 11.4 IPP Steering Committee meeting has the decision making meeting
- 13.4 Optional additional IPP Steering Committee meeting to finalise the decisions.

IPP

Call for Expressions of Interest from New Innovative Growth Companies

December 26, 2014

IPP is inviting Expressions of Interest from Vietnamese new innovative growth companies targeting international markets. Teams that contact IPP will receive an invitation to participate in a series co-creation events, where they can receive support for developing their initial ideas and project proposal before the first grant call, which is scheduled to open in early 2015. All Expressions of Interest must be in English.

The EoI format and guidelines can be downloaded from this **link**. EoI's should be emailed to the following address info@ipp.vn.

Overview

IPP will support companies that are developing products and services that are new to the Vietnamese market and have the potential to be exported to international markets. New innovative companies, though often small in size and young in age, have very skilled and committed teams and their products or services have potential for high growth in international markets. These companies have the ability to attract other funding to support their growth, i.e. they convince investors. IPP's support for new innovative companies aims to seed their first phases in innovation, increase their capabilities through training and accelerate their success by connecting them to external funding and support.

New innovative companies or teams of at least three individuals that are planning to establish a new company can apply for grants, coaching, training and international experts in the near future. To start the process, IPP expects to receive an expression of interest (EoI) from the teams. IPP will communicate with team members in IPP events and one-on-one to help to develop the ideas, project plans and potential funding applications further.

IPP's grants are for covering 70% of internal and external human resource costs related to the innovation project. The first phase grant is approx. €30,000. The most successful teams can receive an additional grant of maximum €300,000.

Eligibility for IPP's Support

A Vietnamese new innovative company can apply for the grant. Also, a team of at least three individuals can apply if they commit to establishing a company in the first 6 months upon being selected for IPP support. The program is open to international applicants, but they must also establish a legal entitiy in Vietnam after selection. The team and its project must work on new innovative solution (product or service) targeting international markets, rather than

innovations that are improvements to existing products, or innovations that lower the production costs of existing products. The solution and related business model cannot be a direct copy of something that exists already.

The company must be a new company defined not by age but by a fact that the applicant company does not have any products or services in the market. There are limitations to the ownership of the company. The applicant must use part of the project budget for partnering and connecting with national and international experts and organizations needed for the project's content. The applicant commits project's core team members to participate in the Innovation Fast Track training provided by IPP and they can include the cost of the training into the project budget.

The applications will be evaluated based on financial feasibility (co-funding), collaboration, market and user needs, solution (product or service), benefits and customer value, competition, budget and finances, and effect of IPP funding.

Time Requirements

The core team must commit to 6-months long weekly part-time innovation and entrepreneurship training.

Expected Activities

Teams apply for additional funding in IPP's second funding round.

This Press Release is published on IPP's official website at: http://ipp.vn/en/nic/

IPP

Expression of Interest Database Management Table

ID	Name of organization	Description	Meeting attendants	Date EoI Received	Case Manager	Company/ Consortium	Region	Questions to ask	Responses to questions/ clarifications from team	Comments	Key Contacts	Emails	Phones	Log	Active/ Inactive
U01															
U02															
U03															
U04															
U05															
U06															
U07															
U08															
U09															
U10															
U11															
U12															

CASE FILE

Applicant number	

Company Project

1. Company / team details *name*	
background, age, ownership *idea background*	
contact details	
2. Summary Description of project *Can IPP representatives connect promising people/organizations to you, without telling them what you plan to do?* *If IPP can tell something about you, what is it?* *(Later, a short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision, so do not include any business secrets.)*	
3. Project Team *Who will be the core team members?* *Who are the key individuals (and organizations in case of external expert resources) in the project? What is their key expertise and experience that they will use in the project?*	
4. Collaboration *Who are the main allies and partners in the project? How does the project team plan to expand the network of stakeholders during the project?*	
5. Need *How did you learn about the need*	

you are answering? *Who needs the solution developed in the project?* *Why?* *Why are they willing to pay for it?* *How big is the potential market?*	
6. Solution *What is the product or service that is the target of development in this project?* *What is the status of the product/service right now?* *What are the key features of it?* *How will the project build capability and collaboration to enable the innovation and growth business in the later stages?*	
7. Benefits *What benefits will the product or service bring to the* *a. end users* *b. direct customers of the applicant and its partners*	
8. Competition *What products or services will compete with the solution? What makes the solution competitive? How will the product or service stand out from the competitors?*	
9. Business logic *What is your current idea of the earning logic - who will pay and for what? How will you conquer your market share in Vietnam and abroad?*	
10. Implementation plan *What are the main outputs and their timeline during the project? Describe the main activities by listing their content and duration. What will you do after this project to develop the solution and/or business further?*	
11. Project Budget *Estimated total budget of the* *a. project*	

b. human resource costs of the project *c. overall budget of the company for the project time period*	
Free notes	
Appendixes	

**Note: This form is used in co-creation event in 1-on-1 session to understand more clearly about applicants.*

Innovation Partnership Programme Phase II

IPP

Introduction to the Programme and key instruments under preparation

Chương trình Đối tác Đổi mới Sáng tạo
Việt Nam – Phần Lan Giai đoạn 2

7.8.2014 IPP team / Riku Makela

IPP2 Summary

ODA co-operation between Governments of Vietnam and Finland

Competent Authorities
- Ministry for Foreign Affairs, Finland
- Ministry of Science and Technology, Vietnam

Budget: 11.0 million euro (9.9 million euro FI /1.1 million VN)

Phase 1: February 2009-2013 completed
Phase 2: March 2014-February 2018

7.8.2014 IPP team / Riku Makela

Phase 2 Signing Ceremony March 2014

7.8.2014 IPP team / Riku Makela

IPP's Goals

- **Demonstrate an approach to innovation** that multiplies the number of innovative products and services that bring added value to Vietnamese society and employment through strengthened capacity and interaction of multi-helix actors;
- **Promote technology transfer and knowledge exchange** between Finland and Vietnam
- **Disseminate the value of innovation** to business, R&D institutes/Universities and policy makers **and build** their **capacity**.

7.8.2014 IPP team / Riku Makela

IPP's Support

Role of IPP is to encourage, initiate, guide and co-finance.

IPP will provide local partners:

- ➢EXPERTISE throughout the process 2014-2018
  - ➢Regional based teams / networks
  - ➢IPP's team of experts
- ➢EXTERNAL PARTNERS as needed
  - ➢National & international
- ➢FINANCE
  - ➢IPP's own resources as SEED CAPITAL to get ideas into action
  - ➢IPP helps to connect to INTERNATONAL FINANCE (public & private)

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3 Result Areas (Components)

- Component 1: **Institutional development and capacity building**. Public sector agencies, enterprises and research institutions have strengthened institutional capability for planning, guiding and implementing innovation related policies
- Component 2: **Partnerships for innovation**. National and international partnerships formed for innovation eco-systems in the selected regions and sectors
- Component 3: **Innovation projects**. Development of innovative products and services in selected regions with established multi-helix partnerships, and innovation modelling developed and demonstrated

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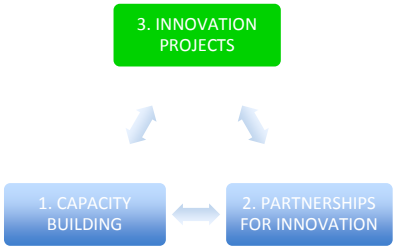
3 Result Areas (Components)



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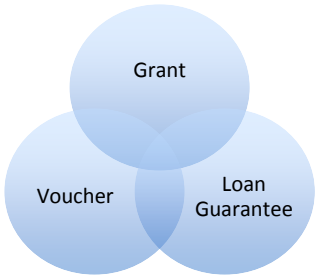
3 Funding Instruments Under Planning / Studying



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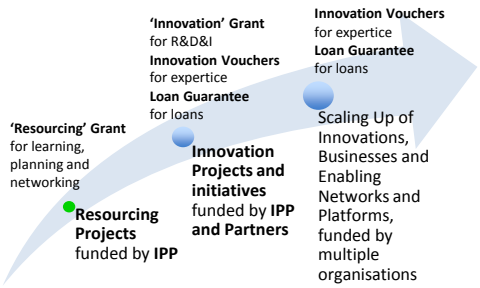
Three stages in funding



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'Resourcing Grant': Funding Support for Planning of Collaborative Innovation Projects to Create Innovative Products and Services for International Markets

IPP with partners

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National funding program

- Goals
  - Development of innovative (regional and national) products and services to international markets
  - Development of collaboration networks, centres of excellence and other types of enablers for innovation
- National calls
  - Funding calls are open nationally
- Regional capacity building rounds
  - Calls are supported in each region with events and local knowledge services
- Knowledge exchange
  - Process is executed in cooperation with international experts to disseminate their knowledge to Vietnamese experts

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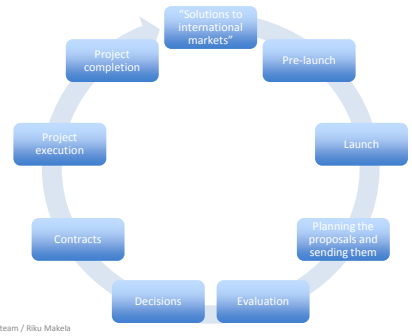
Funding call process



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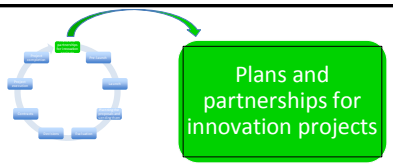

Stage 1
Timeframe: 2014

Grant for Planning of Collaborative Innovation Projects

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Output

- Networks of collaborators with joint interest towards specific innovation and business
- Applications for funding of larger innovation project to develop products and services and needed elements to access international markets
- IPP and MOST acquire a good understanding about the most promising innovation topics and potential ecosystems

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Pre-launch

- Documents
  - Pre-announcement: Grant for Planning of Collaborative Innovation Projects
  - **Request for Expressions of Interest and EOI template**
- Co-creating the necessary details for the whole funding call
- Start assigning and training of facilitators, evaluators and other stakeholders

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Launch

- Documents
  - Announcement
  - Request for Proposals and Guidelines
  - Application Form
  - Guidelines for Writing a Project Plan
- Launch Events
- Awareness Raising

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Planning the proposals

- IPP support activities
  - Online support pages: FAQ
  - Innovation Project Planning Camps: How to make a proposal for a preparatory project
- Dead-line: Spring 2015?

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Evaluation

- Documents
  - **Eligibility Check Form**
  - **Evaluation Table** with Numeric Scoring
  - Summary Template for Presenting to Expert Panel
- Preparation of documentation for evaluation
  - check administrative compliance and eligibility criteria
  - additional information requests
- Numerical evaluation by expert panel
  - Expert panel makes the recommendation for decision makers
  - Core members (national+intnl) + subject matter experts when needed
  - Numerical evaluation in 2 weeks individually + 2 day meeting in Hanoi

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Decisions

- Decisions about funding
  - Done by the IPP Steering Committee
  - Takes into account the recommendations from the Expert Panel

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Questions / clarifications

- Name of the grants?
- Grant criteria main points and selection process?
- Financial scheme of the grant?
- Flagship project vs smaller scale project?
- When to start the first Innovation Grant round, and when the first resourcing grant?
- Who could be the owner of the loan guarantee fund?

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Contracts

- Final revisioning of project plans
  - Negotiations with applicants
- Finalizing and signing the contracts

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Project execution

- Monitoring, evaluation and supervision
- Project mid-report
  - 1st re-imbursement: Payment of the first part of the grant based on actual costs accumulated and reported

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Project completion

- Project report
  - 2nd re-imbursement: Payment of the last part of the grant based on real costs accumulated
- Output
  - Network of collaborators with joint interest towards specific innovation and business
  - Application for funding of larger innovation project to develop product/service and needed elements to access international markets
  - IPP and MOST have a good understanding about the most promising innovation topics and potential ecosystems

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4 Focused Regions

- Hanoi
- Da Nang
- Ho Chi Minh city
- Can Tho (Mekong river delta)

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Approaches

To demonstrate a REGIONAL APPROACH TO INNOVATION resulting new 'PRODUCTS' to market

- ➢Long-term investment to bring value to society
- ➢Builds capacity to multiply innovations locally
- ➢Regional innovation eco-system, first in Vietnam

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Multi Helix Partnership

INNOVATION requires good cooperation of partners representing

- ➢Political Decision Makers – steering the work and being the main co-funder at the beginning
- ➢Knowledge Institutions – providing S&T and education services as needed in innovation process
- ➢Enterprises – developing innovative solutions to market

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Challenge

Relevant local partners longer-term commitment (enterprises-knowledge institutions-government) and national support (MOST and others)

- ➢Joint decision on selected innovation (product)
- ➢Expertise to plan, implement and manage project for innovation development (idea > market)
- ➢Strong project team & network of partners

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IPP Steps Forward

Region needs to be prepared for the regional innovation process internally and with MOST & other relevant actors.

1. INITIAL PREPARATIONS – pre launch
2. PROCESS FOR PROJET SELECTION – co-creation
3. 'INNOVATION PRODUCT' – preparation grant
4. RESOURCING A PROJECT – implementation grant
5. IMPLEMENTATION – reaching a snowball effect

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Co-creation for Innovation

Co-creation days will be organized in the Inception period to work with 4 focused Regions

1. IPP Financial Support Scheme
2. Innovation Co-creation process
3. Open Call for Interest in Innovation
4. IMPLEMENTATION Plan

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New Financial Scheme

- Preparatory stage will be about 1 year
- Innovation needs more partners to reach thresholds, including donors, investors, other stakeholders
- More innovative financial schemes for innovation implementation are needed
- After the preparatory stage, selected innovation projects will be moved to the next period for upscale and diffusion

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IPP Phase 1 Grant 2016

The concept of the Phase 1 grant call for innovation system development projects in Q1-2016

1

Market Need/Rationale

Vietnam's innovation system needs better service offering by incubators, accelerators, training programs and other types of providers who target new innovative growth companies and promising startups.

IPP aims to help to develop Vietnam's startup ecosystem.

2

Some Facts about current VN Ecosystem

1. About 70-90 startup incubators, business accelerators, training initiatives, mentoring networks and other mechanisms lack:
   - Financial resources
   - Knowledge and experience
   - Enough services to supply the demand
2. Current status of VN startup ecosystem
   - Low capacity and quality
   - Low innovation level (mainly copying existing ideas)
   - Small number of successes in overseas markets
   - Investors start slowly to be interested, but don't find quality needed for investing

3

Solution: Grant for consortiums

Support for development of the best promising existing ecosystem with

5 - 8 Phase 1 grants for consortiums:

- Developing a new innovative solution to local innovation system
- The solution increases the needed support for new innovative growth companies in the Vietnam's innovation system
- Minimum of 3 consortium partners
- Minimum of 3 core team members

4

Other support for the grantees

Connections to people, resources and markets

Coaching and mentoring

Opportunity to apply for additional grant after 6 months: Maximum 100 000 EUR / 2 500 M VND for 12 months.

5

Pre-call, evaluation and grants

- Pre-call activities with local workshops to raise the interest and foster collaboration
  - Main emphasis in Cantho and Danang
- Evaluation follows the process of the first call for Phase 1 grant
- Grant content follows the details of the first call for Phase 1 grant for innovation system development projects

6

Additional details

Details follow the scheme of the Phase 1 call

7

Evaluation criteria

- project team
- financial feasibility and co-funding
- collaboration
- needs in the innovation ecosystem and in the new innovative companies
- solution to be developed (incubator, program, etc)
- benefits, competition / positioning, budget and finances, project plan, effect of IPP funding, linkages to cross-cutting themes of the donor

8

Grant size

Eligible Cost:

- 70% of human resource costs, both internal resources and external services, travel cost
- Maximum of 50 000 EUR / 750 M VND
  - Reimbursement of paid costs
- Project length 6 months (max 8)

Non-eligible Cost:

- Office rent,
- Equipment,
- Operating Running Costc

9

Application Form

Applicant submit Proposal inclusive of:

- Business Development Plan: ecosystem needs analysis with proven data, collaboration method, current customer (if any), plan how to increase market share and generating income.
- Profile of project team
- Financial proposal fitting to the Business Plan
- Proven financial capability

10

The Business Model Canvas

Designed for: IPP Call 2015 for Resourcing Grant and IAP

Designed by: Riku

On: 24.8.2015

Iteration #: 0.1

Key Partners

Who are our Key Partners?
Who are our key suppliers?
Which Key Resources are we acquiring from partners?
Which Key Activities do partners perform?

Investors to be involved already in evaluation phase of potential company projects.

Key Activities

What Key Activities do our Value Propositions require?
Our Distribution Channels?
Customer Relationships?
Revenue streams?

Same process as the last time, except that Hanoi and HCMC events focus to system developers.

Key Resources

What Key Resources do our Value Propositions require?
Our Distribution Channels? Customer Relationships?
Revenue Streams?

Optimal/minimal training sessions, workshops, coaching and mentoring by a group of intnl and ntnl experts.

Value Propositions

What value do we deliver to the customer?
Which one of our customer's problems are we helping to solve?
What bundles of products and services are we offering to each Customer Segment?
Which customer needs are we satisfying?

Grant and soft support package for 10 consortium projects.

New innovative growth companies may be part of consortiums if they are supported by other consortium members, or by system projects already supported by IPP2..

Special 'discount' to projects from Mekong Delta and Central regions.

Customer Relationships

What type of relationship does each of our Customer Segments expect us to establish and maintain with them?
Which ones have we established?
How are they integrated with the rest of our business model?
How costly are they?

text

Channels

Through which Channels do our Customer Segments want to be reached?
How are we reaching them now?
How are our Channels integrated?
Which ones work best?
Which ones are most cost-efficient?
How are we integrating them with customer routines?

Text

Customer Segments

For whom are we creating value?
Who are our most important customers?

Innovation system development consortiums.

New innovative growth companies looking for international markets (and are part of consortium).

Cost Structure

What are the most important costs inherent in our business model?
Which Key Resources are most expensive?
Which Key Activities are most expensive?

Same as the first time

Revenue Streams

For what value are our customers really willing to pay?
For what do they currently pay?
How are they currently paying?
How would they prefer to pay?
How much does each Revenue Stream contribute to overall revenues?

Text

IPP

CHECKLIST FOR PLANNING A STARTUP ECOSYSTEM DEVELOPMENT PROJECT

Introduction

This document is compiled based on experiences collected from large number of projects and activities developing new services and concepts to help innovators, entrepreneurs and startup companies. Based on discussions with tens of organizations and potential startup ecosystem development teams in Vietnam, IPP team wants to stress the following points:

- FOCUS ON YOUR GOALS AND WHAT YOU WANT TO DO: Work on your vision, mission, strategy, workplan and planning of the development projects you need. If this matches to what IPP or any other donor or investor is looking for and you really need money, then apply for their funding.
- A PROJECT IS A TOOL: If you need to develop your concept and new services, a project with a schedule as well as people and money can be a good tool to achieve that. A project must stay agile and the project plan must often change while moving forward. Donors and other funding sources are often less flexible than you should to be.
- JOINT PROJECT REQUIRES COLLABORATION: A consortium needs time to team up. Joint vision, mission and roadmap require sharing and co-creation. It takes time to align the expectations and understanding of all members and stakeholders. Reserve time and resources for that before or in the beginning of the project you are planning.
- DO MORE AND STUDY LESS: You should test your ideas and hypothesis quickly with minimal risk. For example, it is more accurate and beneficial to test your potential market by organizing a business idea competition than doing a desk study about how much there might be people with business ideas around.

Applying for Funding

Applying for grant funding from governmental or non-governmental organizations requires candidates to **submit a convincing argument** about why donors should invest in their plan and team. The application process can be more productive and rewarding when applicants demonstrate that they have the **right mix of expertise**, a feasible, **cost-effective strategy**, and **capable practitioners** to meet demand through **market-based solutions**.

This document provides tips to guide you in developing a **competitive application** that should highlight your goals and strategic plan effectively. In addition this **checklist of suggestions** will help you pinpoint what **key points to articulate** and consider for your proposal to enable evaluators to better assess your potential for success.

10 Point Checklist for Developing a Competitive Grant Application:

Tip: Try to address or incorporate answers to most of the points in this list even if your potential donor or investor is not asking the question directly

1) **Name and Identity**

   ✓ Carefully consider the name of your business. Anticipate what **impression you name will convey** and realize this represents your identity as you **build brand equity** over time in the community.

2) **Project Summary**

   ✓ Briefly introduce, like in an **elevator pitch**, the main reason for the project, including the problem being addressed, your vision for the intended solution, the target audience, the management team, key partners identified, and how it will lead to sustainable activity in the innovation ecosystem

3) **Team**

   ✓ Illustrate the composition of administrators and partners, including **relevant skills**, role and network

   ✓ Describe **prior experiences** that will contribute to a successful outcome of each consortium member

   ✓ Share the **planned manpower and financial resources commitments** of each member

   ✓ Openly share potential weaknesses and **gaps in the consortium's experience** that may impact success

4) **Market Need**

   ✓ Explain the current needs and **demand** in the target market

5) **Solution**

   ✓ Introduce your intervention, **approach, geographic reach, and feasibility** given available resources

   ✓ Show the **product-market fit** of your solution, how it is scalable, and how your consortium possesses the core competencies to solve the market problem

6) **Advantages**

   ✓ Indicate the **strengths and benefits** your solution brings to the entrepreneurial ecosystem

   ✓ Disclose your understanding of the **competitive landscape**, and how to differentiate your solution

7) **External Partnerships**

   ✓ Further introduce **value-added partners and stakeholders** identified to support implementation

8) **Sustainability and Measurement**

   ✓ Explain the **business continuity plan** and how the consortium will become **self-sufficient post-grant** including ways to **diversify revenue streams** (self-funded, donors, service fees, sponsors, etc.)

- ✓ Introduce methods for tracking and **measuring performance** and highlight some **basic KPIs**

9) Implementation

- ✓ Offer a short plan detailing the **mission critical tasks, macro milestones and key deliverables** in the first 3 and 6 months after receiving grant funding
- ✓ Include ideas about cultivating your **networks and mobilizing ecosystems**

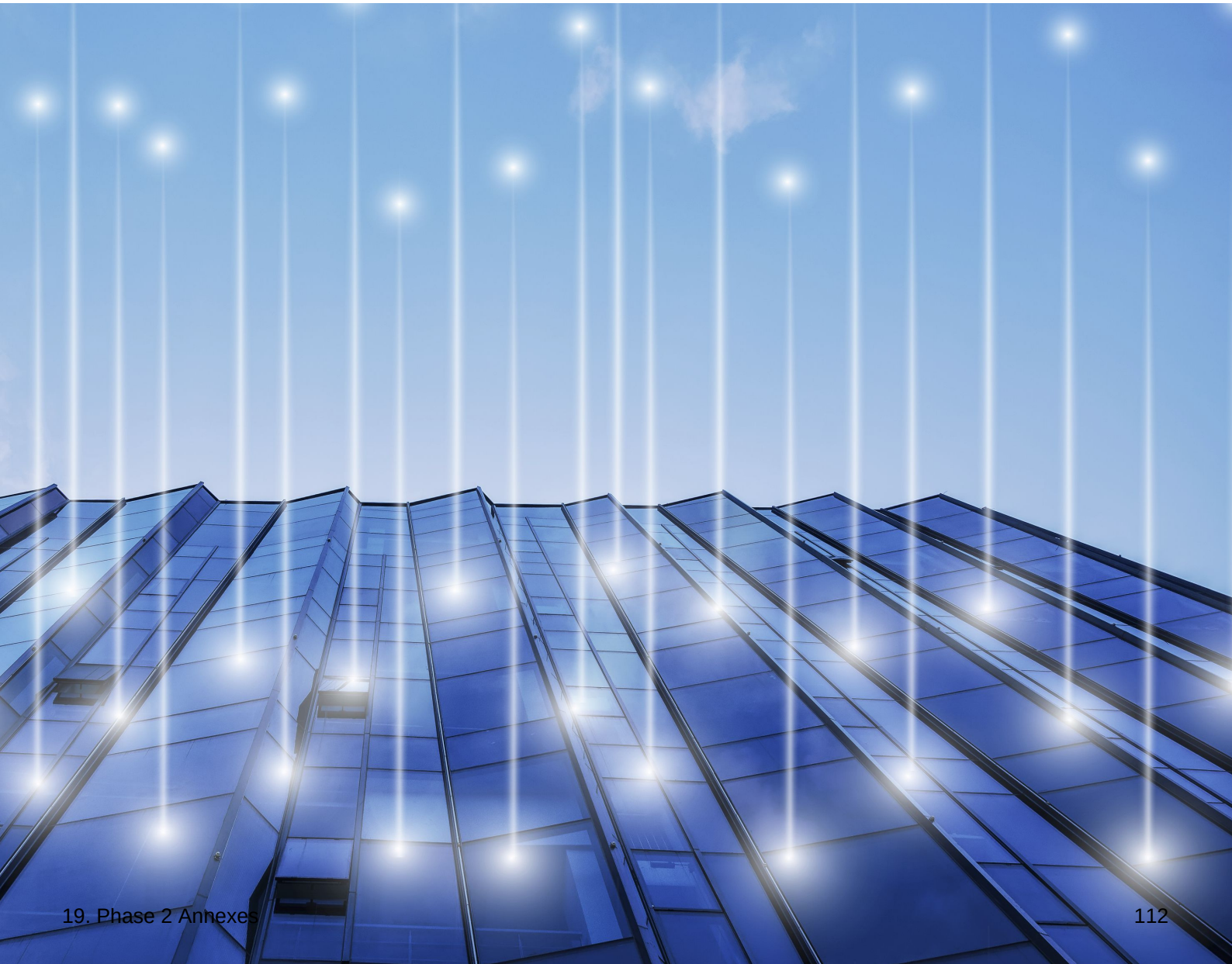
10) Budget

- ✓ Run the numbers and **share financial projections** including the execution costs (and income statement) in the initial stages of development and beyond the first 6 months
- ✓ Explain the **financial capacity** of the consortium and individual roles in capitalizing the business

ADDITIONAL CONSIDERATIONS WHEN APPLYING FOR GRANTS:

- **ALIGN VISION AND GOALS**: be ambitious, but be realistic. Ensure your mission and objectives match with what donors look for before spending time applying to grants
- **COLLABORATION** – ensure the objectives of the founders match with the agenda of consortium partners and relevant stakeholders involved in the business and product development.
- **PARTNERSHIPS** - propose to like-minded entities and individuals about working together, pooling resources, and co-creating to achieve similar goals.
- **PASSION –** before embarking on this journey, test yourself and your colleagues about whether you would still move forward with or without grant funding
- **PRODUCT-MARKET FIT** – accurately identify market problems and validate your value proposition by ensuring that you plan to build products and services that people want
- **ECOSYSTEM MAPPING** – know who is already addressing such issues and whether these problem-solvers may be potential partners or competitors. If you identify competitors, know how to differentiate yourself
- **RISKS** - outline and calculate all potential risks and how to mitigate them
- **ADMINISTRATION** – be sure that the core people running day to day operations have adequate skills, are committed, financially supported, and not hobbyists.
- **NETWORK** – think about what is necessary for success and then reach into your network, that of your partners, and financiers to help make those connections and partnerships both locally and globally
- **PROTOTYPING** –know that over time, the plan may change as you test, pivot and iterate. Learn by doing and prove your concept with evidence-based results.
- **PRIORITIZATION**: focus on mission critical tasks and activities that must be accomplished, or performance indicators that must be hit, in the initial 3-6 months. Segment tasks based on priority with a phased timeframe for implementation.

2. CALL



IPP

Press Release: IPP requests Proposals for 2017 Grants

Vietnam - Finland Innovation Partnership Program Phase 2 (IPP2) is an Official Development Assistance (ODA) program financed jointly by the Governments of Vietnam and Finland. In 2016, in the effort of promoting Vietnam's economy and innovation ecosystem, IPP2 selected 10 Startup Ecosystem Developing Projects and 11 Universities to provide support. These teams will have the opportunity to receive IPP2's 2017 Final Phase Grants for their further development.

Aiming to produce sustainable entrepreneurship and innovation (E&I) programs with sustainable and ecosystem-wide impact in Vietnam, IPP2's 2017 Final Grants emphasize innovative experiments and cooperation among ecosystem developers and university E&I trainers.

IPP2 is now requesting proposals for sustainable, high-impact and ecosystem-engaging E&I projects of the 03 following types:

1. ***Ecosystem Programs:***
   - Applicants: Startup Ecosystem Developing Consortiums from 10 ecosystem projects in IPP2's 2016 portfolio.
   - Grant value: Up to 2.4 billion VND per project.
2. ***University Programs:***
   - Applicants: Universities from IPP2's 2016 University and Educational Institution Collaboration Program. It is possible to apply invidually or in group. Priority is given to joint proposals by several universities.
   - Grant value: i) up to 480 million VND for single university project; and ii) up to 2.4 billion VND for joint project of at least 3 universities.
3. ***Integrated Programs:***
   - Applicants: Consortium of one or more Ecosystem Projects and one or more University E&I Teams.
   - Grant value: Up to 3.6 billion VND per project.

In addition to the grant money that will be reimbursed for up to 70% of the eligible project cost, IPP2 will provide soft support in the forms of mentoring by experienced mentors and networking opportunities through events, online services and the IPP network of professionals and relevant organizations.

IPP2 Final Grant Support places special attention to the sustainability of all the proposed organisations and activities, the underlying business model and long-term goals and commitment of the partners and individual team members. A competitive, transparent and

fair evaluation process will be carried out by an independent board of international experts to ensure that the best proposals will be chosen for support.

All Proposals must be in English and submitted online and via post before **12 PM, December 20th, 2016.** It is noted that one applicant can only submit one (01) proposal.

Mailing addresses:

- Soft-copy (scanned documents) should be sent to the email address: grants@ipp.vn
- Hard-copy (paper documents) should be sent to IPP2's Office: IPP2, Room 1502, 15Fl, Thang Long Tower, no. 98A Nguy Nhu Kon Tum street, Thanh Xuan district, Hanoi.

Applicants are encouraged to register on the IPP's Community ePlatform in advance.

Timeline

27.10-29.10.2016: Introduction workshops.

01.11.2016: Grant Call announcement; Online questionnaire and interviews.

20.12.2016: Proposal Submission deadline.

20.1.2017: Completion of evaluation process.

28.2.2017: Decision of selected projects by IPP2's Steering Committee.

Feb-Mar 2017: Contract negotiations.

Approved expenditures are eligible for grant reimbursement from 1 February 2017.

For further information, please contact us via email grants@ipp.vn, tel: +84-4-39 39 39 82 (Ms. Trang Vu) or visit IPP2's website at www.ipp.vn.

Innovation Partnership Program, Phase 2

Request for New Innovative High Growth Company Project Proposals

3rd April, 2015

Name of the program	IPP Innovation Accelerator for New Innovative High Growth Company Projects
Proposals are invited for	The first stage of grant funding and other support for 6-9 months long New Innovative High Growth Company Projects to develop innovative products and services targeting international markets.
Important dates	
Announcement of request for proposals	3.4.2015 16:00 (UTC+07:00)
Last date of submission of complete proposal	4.5.2015 16:00 (UTC+07:00)
Publishing the support decisions	by 30.6.2015
Who can apply	A company registered in Vietnam that focuses on the development of its first Vietnamese product or service to international markets.
Eligible business and innovation topics	The new and innovative, and potentially high growth, company develops its first innovative and competitive product or service. The idea and business must be targeted to demonstration of at least initial business success in two years time.
Support for projects	IPP provides both soft support and grant money for the projects that get selected in the evaluation process. The soft support includes, but is not limited to, a training program with mandatory, optional and tailored modules, coaching and mentoring, and national and international connections. Grant money is targeted for human resources, both internal

	and external. The grant is 70% reimbursement of human resource related costs created and paid in the development project. The maximum monetary value for IPP's grant in this call is 690,000,000 VND. IPP accepts the costs starting from 1.7.2015 or later.
What is not funded	IPP funds only human resources related costs, so it does not provide grant money for cost of equipment and consumables or running costs of the organizations.
Selection criteria and process	The awarding of IPP Innovation Accelerator support package is based on competitive, transparent and fair evaluation process that will ensure the best innovation projects and the best teams will be chosen to be supported.
To apply	1. Use this document as a guideline, 2. Follow the instructions in IPP's Instructions for Preparing a New Innovative High Growth Company Project Proposal document, 3. Fill in the Proposal Form for for New Innovative High Growth Company Project 4. Submit your proposal to IPP.
For more information	visit www.ipp.vn/opencall/companies

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1. About the Programme

Innovation Partnership Program (IPP) is an Official Development Assistance (ODA) program financed jointly by the Governments of Vietnam and Finland. IPP is in its second phase running through 2014-2018.

IPP supports Vietnam's overall goal of becoming an industrialized middle- income knowledge economy by the year 2020. The program objective is to boost sustainable economic growth in Vietnam through the increased production and export of innovative products and services.

The program works closely with key national and international partners to scale up innovation training in Vietnam and improve local support mechanisms for new innovative high growth companies targeting international markets. Besides providing seed funding and connections for the best teams in Vietnam, IPP builds the capacity of individuals through entrepreneurship and innovation training programs.

This Launch of IPP Innovation Accelerator support mechanism is the first call of Request for

Proposals towards IPP's support for innovation projects. IPP launches two schemes in April 2015:

- IPP Innovation Accelerator (including a resourcing grant and other forms of support) for New Innovative High Growth Company Projects to develop products or services targeting to international markets,
- IPP Innovation Accelerator (including a resourcing grant and other forms of support) for Innovation System Development Projects to develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative high growth companies.

This document describes the details of the **IPP Innovation Accelerator for New Innovative Company Projects.**

2. Eligible Sectors and Projects

IPP does not have any priority sectors or areas (such as choice of industries) for the types of projects described in this document. Some sectors will probably be more represented than others based on their international competitiveness, national and regional strengths and availability of promising entrepreneurs and innovators.

IPP will provide Innovation Accelerator support for new innovative high growth companies for the first stages in the development of their new innovative products or services to international markets. The supported project of the company should work on new innovative solutions (product or service) targeting international markets, rather than innovations that are improvements to existing products, or innovations that lower the production costs of existing products. The solution and related business model cannot be a direct copy of something that exists already.

A new innovative high growth company can apply for the IPP Innovation Accelerator support. Also, a team of at least three individuals can apply if they commit to establishing a company in the first 6 months upon receiving the positive support decision. IPP pays the grant

installments only to a company. The team and its project must work on new innovative solution (product or service) targeting international markets, rather than innovations that are improvements to existing products, or innovations that lower the production costs of existing products. The solution and related business model cannot be a direct copy of something that exists already.

The company must be a new company defined not by age but by a fact that the applicant company does not have any products or services in the market. The ownership and background of the company has no limitations from IPP's point of view. The company may be a totally new start-up, a spin-off from a university or an existing company, a daughter company or a joint company. The applicant must use part of the project budget for partnering and connecting with national and international experts and organizations needed for the project's content. The applicant commits at least three project's core team members to participate in the Innovation Fast Track part time training program provided by IPP and the cost of the training is included in the budget of the project supported by IPP.

IPP requires a team of at least three individuals in the project teams. Business is teamwork. A new high growth company and innovation system development efforts need sufficient human resources quickly. IPP supports projects that have the team in place in the beginning of the project.

IPP's support is NOT meant for innovations and businesses that are:

- basic improvements to existing products, services, processes and business models
- innovations that lower the production costs of existing products
- direct copy of something that exists already
- exporting something that already exists
- ideas in research or really early stage of the development of product/service
- not able to find needed financial resources

3. The IPP Innovation Accelerator – Financial and Other Support to Successful Applicants

The IPP Innovation Accelerator provides world-class practical innovation and entrepreneurship training, coaching, connections and matching funding for resourcing the innovation projects of Vietnamese new innovative high growth companies targeting towards international growth.

The accelerator provides the following support for successful applicants:

1. A 6-month work-based training program ("Fast Track") based on a world-class curriculum that is tailored to the Vietnamese context. Training is delivered in Vietnam by experienced international and local trainers. It is focused on the needs of each project with mandatory, optional and tailored modules.

- The Accelerator offers several modules which teams can choose from. Some modules are mandatory to all teams, the rest are optional. In order to respond to specific needs, tailored modules are offered.

- The training needs and training plan of each team will be discussed, assessed and outlined upon acceptance to the Accelerator.
- Classroom training and workshops will take place on the average twice a month for a full working day. Training will be delivered in Hanoi and Ho Chi Minh City.
- The basic requirement is that all core team members take part in the training and at least two team members are present in each training session.
- The maximum cost of training per team is 69,000,000 VND (depends on the number of the optional modules) and will be withheld automatically from the IPP grant.

2. Grant money for human resources (both internal and external) with reimbursement of paid costs approximately every 3 months during 6-9 project months

- The grant is 70% reimbursement of human resource related costs in the development project.
- The maximum monetary value for IPP's grant in this call is 690,000,000 VND

3. Connections to people, resources and markets

4. Coaching and mentoring

5. Opportunity to apply for additional grant for human resources in the end of year 2015: 70% support level with preliminary maximum grant size of 6,900,000 000 VND

The project teams are responsible for their networking and finding required expertise. IPP and the Fast Track Training program provide limited help in finding needed connections and experts through their networks.

Selected projects will receive funding from IPP. Funds will be provided in accordance with the national laws, rules, regulations and procedures in Vietnam and procedures related to official development aid of Finland.

Graduates from the IPP Innovation Accelerator will receive an IPP's certificate and a chance to pitch at the IPP Demo Day at the end of 2015.

4. How to Apply

To apply for IPP's support:

1. Use this document as your guideline.
2. Follow the instructions in **IPP2 Instructions for Preparing a New Innovative High Growth Company Project Proposal** document.
3. Fill in the **Proposal Form for New Innovative High Growth Company Project and appendices.**
4. Submit your Proposal Form and required appendix documents to IPP both electronically and on paper.

4.1 Timeline for Submission

The deadline for submitting the proposals both electronically and on paper is

16:00 (UTC+07:00) **on 4.5.2015**

Electronic version of the proposal and attachments must have arrived to IPP by this deadline. Applicant submits all files at IPP's web site www.ipp.vn/opencall/companies as MS Word, MS Excel or PDF files.

The paper copy has to be sent by the deadline as a registered letter or shipment and the sender must have a receipt with a time stamp available if asked by IPP.

4.2 Supporting Documents required with Proposal Form

The applicants are required to provide the following appendices to the Proposal Form, all in table format:

Appendix 1. Main activities with achievable milestones during 6-9 project months as a high level summary of the implementation plan in table format.

Appendix 2. Manpower Plan in table format.

Appendix 3. Project Budget with three tables: Total cost breakdown, Personnel cost breakdown, and Company's Liquidity Statement.

A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package

Along with the Proposal Form and related tables listed above, applicant is required to submit the following additional supporting documents (if the applicant company already exists):

- **Copy of the Company Registration Certificate.**
- **Annual Reports** (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial years (or for all operational years if company is younger). Annual Report can be exempted in case of institution managed by Government Agency.

Please note – the above list is indicative and IPP may seek additional documents and information from individual project applicants as well. Applicants will have one week to send in the missing

5. Screening of Proposals

All proposals will be handled strictly confidentially.

The major steps in the evaluation process are the following:

1. Administrative check: Checking if the proposal came in time and it has the needed content.
2. Eligibility check: Checking the main requirements related to the applicant.
3. Minimum requirements check: Qualitative feasibility assessment to check if the project plan and targets are realistic to achieve and matching to IPP's scope.

The proposals that pass the steps 1-3 proceed to the deeper evaluation.

4. Evaluation: The evaluation teams will evaluate the eligible proposals based on the evaluation criteria.

5. Decision making: IPP2 Steering Committee makes the funding decisions based on recommendations by evaluation teams involving IPP's personnel and external international independent experts.

IPP will initially screen all the proposals received for completeness of information. If there are gaps in the information, IPP may contact the applicants requesting them to provide in 7 days the information required to fill in the gaps.

IPP will communicate in writing (via e–mail/letter) to all applicants within 15 working days from the date of deadline of the full proposal receipt.

The following lists describe the criteria used by IPP and external evaluators for checking and evaluating the proposals.

5.1. Administrative check

- The proposal was submitted in due time
- The proposal was submitted with the required IPP forms and templates
- The forms are properly filled in, stamped (if the company exists already) and signed
- All information in proposal and appendices is in English and separately asked details are presented also in Vietnamese
- Requested additional documents are attached to the proposal

5.2. Eligibility of New Innovative High Growth Company Project

- The applicant for direct IPP funding for their project is Vietnamese company or will become one during the 3 first months of the project.
- The applicant company is developing its first Vietnamese product or service and is focusing to the development of business based on that.
- The applicant describes how they will finance their operations and investments during the project. During the evaluation of project proposals, IPP will ask to provide enough information about the financial capacity of the organizations executing the project. The organizations must have enough money to cover all costs during the project before IPP's quarterly reimbursements of 70% of human resources related costs.
- The applicant defines three people from its core team who will participate in the trainings provided by IPP.
- The applicant has signed (signed by the Head of the Organization and Accountant of the applicant, or by two project team members in case of a team preparing to establish a company) a co-funding statement (that is part of the proposal form) where applicant guarantees that the information they have provided about their financial capability is correct.

5.3. Minimum Requirements for New Innovative Growth Company Projects

- Company has presented sufficient financial capacity to cover project costs and all other running costs of the company at least over 4 first months of project implementation

- Project team has the needed human resources to implement the project
- Market need is clearly defined in the proposal
- The solution has been described so that its competitive advantage is clear vs. potential direct and indirect competitors
- Preliminary ideas about earning logic (that is, how to make money) are presented
- Main activities and outputs are clearly presented and are convincing for reaching the main objectives
- The future growth of the company will increase substantially tax revenues and jobs in Vietnam

6. Evaluation and Selection of Projects

The evaluation process of all funding proposal at IPP is based on early and continuous interactions with potential applicants. IPP follows qualitative evaluation approach and its funding decisions are based on written evaluation results done by both internal and external experts. The decision making process and roles are based on international best practices.

External international independent evaluators will have a remote face to face interview with each applicant at least once during the evaluation process focusing on the business opportunity and feasibility of the innovation. In addition, IPP's representatives will communicate with each applicant during the evaluation process to collect any needed additional information and focusing on financial feasibility and policy relevance.

All members of IPP's evaluation teams must not have a share or any personal interest in any of the submitted project or applicant organization in order to have transparency and eliminate any bias. Any corrupt or other illegal practices identified will lead to legal actions.

6.1. Evaluation Criteria

The evaluation focuses to the following key information that applicants describe in the Proposal Form.

The details are described in more detail in the Instructions for Filling in the Project Proposal:

- project team
- collaboration
- need for the solution
- the solution to be developed
- benefits of the solution
- competition and positioning
- business logic
- financing of the project and the company
- project plan
- project budget and finances, including financial feasibility

In addition to the list above, the evaluators will discuss with the applicant about the following additional evaluation criteria and how the project is linked to them:

- Linkages to regional and national focus areas. Government of Vietnam has chosen a set of key topics and focus areas such as Vietnamese national products, products of regional and local advantages, and products incorporating clean technologies to improve the lives and health of Vietnamese people.
- Cross-cutting objectives of the donor, the Ministry for Foreign Affairs of Finland. The objectives are gender equality, reduction of general inequality, strengthening of climate sustainability and development of the socio-economic development of Vietnam.
- Effect of IPP's funding. Is IPP's money and other support needed? Does the IPP support initiate or accelerate the development of the innovative solution?

6.2. Publication of the Results

All names of applicants' and their project titles may be shared to the public. The applicant should advise during the submission of the proposal in case they want some of this information to be treated as confidential in order to protect their business development.

IPP will publish the positive support decisions on its website. This public information will include the following details copied from the proposal forms:

- Project's name
- Name of the applicant company
- Project's public summary
- Name and email address of the project's contact person

7. Project Budget

IPP2's financial support is 70% of the project costs related to human resources, including items such as salaries and related costs (basic salary, medical insurance, social insurance, overhead and profit of the organization and personnel income tax), external expert services, travel and the tuition fees of trainings.

In the New Innovative Growth Company Projects, the maximum monthly salary included for IPP's support regarding company's own project team members is 46,000,000 VND / month. If the salary is 46,000,000 VND or higher, the IPP's support is 32,200,000 VND (70% of 46,000,000).

Note that IPP can accept your costs for reimbursement starting from 1.7.2015 or later.

Additional document templates that are part of the proposal template package are used by the applicants to show budget and financial figures in predefined format.

The grant targets the development project related costs created by the use of human resources, both internal personnel and external experts and consultants. The work done by these people is usually, but not always, related to the following topics:

- Learning efforts of the project's core team

- Market studies
- Networking and partnering internationally and nationally
- Recruiting necessary skills & experts to the staff and the board
- Preparation of business plan
- R&D for market validation and product/service development in limited scale
- Planning and seeking of external funding
- Studying IPR issues

Note that the technical development of the solution should not be the major part of the total project cost.

8. Project Agreement

An agreement between IPP and each applicant will be signed after positive funding decision by IPP. The content of this IPP Innovation Accelerator Contract will follow a basic template that IPP will develop to match to the different types of projects it will support.

The contract will indicate costs of activities and the maximum amount that IPP will reimburse. Any cost of activities that are not addressed on the Agreement will not be eligible for payment. Projects can change their budgets during the implementation after negotiating with IPP and making an updated agreement with IPP.

9. Reimbursements of Grant Money

The costs related to the project supported by IPP will be reimbursed only with the proven evidence that the company has executed the work and paid the costs as agreed.

Company will submit 2 to 3 times during the project a short report to summarise the activities and achieved milestones together with a Request for Reimbursement with relevant supporting documents. IPP will make the reimbursements to the project specific bank account of the applicant.

The report to IPP to summarizes the activities and achieved milestones in the period that is claimed for the reimbursement. In addition, the company sends the following documents:

- Copy of the personal income tax invoice that the organization paid for its human resources
- Copy of the contracts and the payment transactions between the organization and external consultant or services (if any)
- Boarding passes and other receipts related to travel costs
- Copy of contract of others services (if any)

Regarding the use of the fund, the recipient is responsible of keeping all the receipts and handing them in, so that in the end all of the granted money is accounted for. If any part of the grant is unaccounted for, the recipient will be required to pay it back.

If the goals and milestones are not met, the management of IPP2 will evaluate the situation and decide whether they will be required to reimburse all, part or none of the grant.

10. More Information and How to Get Answers

For more information and documents, visit www.ipp.vn/opencall/companies

If you have any questions related to this Call for Proposals, please check the answers to already presented questions at www.ipp.vn/opencall/answers

If you cannot find an answer to your question, send it by email to info@ipp.vn

IPP is open, transparent and secure program. Between the opening of the Call for Proposals and making the final decisions about projects to reveive IPP's support, IPP answers to all questions publicly:

1. IPP answers to a question by email.
2. At the same time, IPP edits both the question and answer, and publishes them at IPP's web site. With editing, IPP removes all potential business secrets and all information that could point to the source organization or individual.

Innovation Partnership Program, Phase 2

Request for Startup Ecosystem Development Project Proposals

23.1.2016

Name of the program	IPP Resourcing Grant for Startup Ecosystem Development Projects
Proposals are invited for	the first stage of grant funding and other support for 6-8 months long Startup Ecosystem Development Projects to develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative high growth companies in Vietnam
Important dates	
Announcement of request for proposals	23.1.2016 16:00 (UTC+07:00)
Last date of submission of complete proposal	**22.2.2016 24:00 (UTC+07:00)**
Publishing the support decisions	by 30.4. 2016
Project costs accepted	the earliest starting from 1st of April 2016 and ending the latest on 31st of December 2016
Who can apply	A consortium of at least three organizations who develop together new services and models to help new innovative Vietnamese growth companies.
Eligible business and innovation topics	The startup ecosystem development project is about the first stages in the development of local innovation ecosystem in Vietnam. The solutions developed in the project will help new innovative high growth companies to start and grow towards international markets.
Support for projects	IPP provides grant money and soft support for the projects that get selected in the evaluation process. The soft support includes, but is not limited to, mentoring, advisory, national and international connections, and opportunity to participate in an online startup ecosystem platform piloted by IPP.

	Grant money is targeted for human resources (both internal and external). The grant is 70% reimbursement of human resource related costs created and paid in the project. The maximum monetary values for IPP's grant to be paid to each consortium in this call is 1,150,000,000 VND.
What is not funded	IPP funds only human resources related costs, so it does not provide grant money for cost of equipment and consumables or running costs of the organizations.
Selection criteria and process	The awarding of the grant is based on competitive, transparent and fair evaluation process that will ensure the best innovation projects and the best teams will be chosen to be supported.
To apply	1. Use this document as a guideline, 2. Follow the instructions in IPP's Instructions for Preparing Startup Ecosystem Development Project Proposal document, 3. Fill in the Proposal Form for Startup Ecoystem Development Project document. Every applicant in consortium submits their own version of the proposal and Lead Organization submits an additional one to describe the joint project details. 4. Submit your proposal to IPP.
For more information	visit www.ipp.vn/opencall/ecosystems during the time the grant call is open

1. About the Programme

Innovation Partnership Program (IPP) is an Official Development Assistance (ODA) program financed jointly by the Governments of Vietnam and Finland. IPP is in its second phase running through 2014-2018.

IPP supports Vietnam's overall goal of becoming an industrialized middle-income knowledge economy by the year 2020. The program objective is to boost sustainable economic growth in Vietnam through the increased production and export of innovative products and services.

The program works closely with key national and international partners to scale up innovation training in Vietnam and improve local support mechanisms for new innovative high growth companies targeting international markets. Besides providing seed funding and connections for the best teams in Vietnam, IPP builds the capacity of individuals through entrepreneurship and innovation training programs.

This Launch of IPP2 Grant for Startup Ecosystem Development Projects is targeted for consortia who develop new innovative support (different types of mechanisms, services, programs or schemes) for new innovative high growth companies.

2. Eligible Projects

IPP does not have any priority sectors or areas (such as choice of industries) for the types of projects described in this document. Some sectors will probably be more represented than others based on their international competitiveness, national and regional strengths and availability of promising entrepreneurs and innovators.

IPP will provide support for Startup Ecosystem Development Projects for 6-8 months during the first stages in the development of the local innovation ecosystems in Vietnam. The main emphasis is in the development of better services for new innovative high growth companies. The potential content of the projects may include, but are not limited to, development of a new incubator, creation of new services for existing incubators, planning of a new funding program in the province, adding startup services to existing technology park or initiating a regional cluster growth program.

A consortium executes an innovation system development project. The consortium must have at least three member organizations. One or more organizations in the consortium can apply for the resourcing grant together. Each consortium member who applies for grant money fill in their organization specific Proposal Form for Grant Applicant.

IPP provides grant money only to consortium member organizations registered in Vietnam. The consortium agreement must be finalized and signed before consortium members sign their support contracts with IPP. Please note that organizations that are not registered in Vietnam can be part of a consortium but cannot receive IPP's direct grant.

The Leader Organization, who coordinates the joint project, sends a joint proposal and if it applies for grant money, also its own organization specific proposal. More instructions to this can be found from the instructions for filling in the project proposal.

Consortiums of innovation system development projects are allowed, and expected, to change over time. New consortium members can not apply for IPP's funding for the Stage 1 later during the project if they did not do that in this initial funding call. They can apply for additional Stage 2 funding with other consortium members.

IPP requires a team of at least three individuals in the project teams. Business is teamwork. An innovation system development effort needs sufficient human resources quickly. IPP supports projects that have the team in place in the beginning of the project.

The potential content of the projects may include, but are not limited to:

- development of a new incubator
- creation of new services for existing incubators
- planning of a new funding program in the province
- adding startup services to existing technology park
- initiating a regional cluster growth program
- starting to plan and develop a regional innovation hub

3. Financial and Other Support to Successful Applicants

The chosen consortia will receive grant money and soft support from IPP:

1. Grant money for human resources (both internal and external) with reimbursement of paid costs approximately every 3 months during 6-8 project months
    - The grant is 70% reimbursement of human resource related costs in the development project.
    - The maximum monetary value for IPP's grant in this call is 1,150,000,000 VND
2. Connections to people, resources and markets
3. Mentoring and advisory services
4. Opportunity to participate in an online platform pilot of IPP to connect startups, investors and startup ecosystem stakeholders nationally and internationally
5. Opportunity to apply for additional grant for human resources in the end of year 2016: 70% support level with preliminary maximum grant size of 2,300,000,000 VND

Các nhóm dự án chịu trách nhiệm xây dựng mạng lưới và tìm kiếm các yêu cầu chuyên môn cho dự án của mình. IPP sẽ chỉ cung cấp giới hạn trong việc tìm kiếm các kết nói và chuyên gia về chuyên môn từ các mạng lưới của mình.

Các dự án được chọn sẽ được nhận tài trợ vốn ban đầu. Vốn tài trợ ban đầu sẽ tuân theo các quy định hiện hành, các luật, các thủ tục qui định bởi chính phủ Việt Nam và quy định về hỗ trợ Phát triển của chính phủ Phần Lan.

4. How to Apply

To apply for IPP's support, Consortium Leader signs the joint proposal and each Consortium Member who wants grant money sign their own Grant Applicant Proposal. To submit, follow these steps:

1. Use this document as your guideline.
2. Follow the instructions in **IPP2 Instructions for Preparing a Startup Ecosystem Development Project** documents for Lead Organization and Grant Applicant.
3. Fill in the **Proposal Forms.**
4. Submit your Proposal Forms and required appendix documents to IPP both electronically and on paper.

4.1 Timeline for Submission

The deadline for submitting the proposals is

24:00 (UTC+07:00) on **22.2.2016**

Electronic version of the proposal and attachments must have arrived to IPP by this deadline. Applicants submit all files by email to grants@ipp.vn as MS Word, MS Excel, PDF or the same compressed into .zip files.

The paper copy of all proposal documents has to be sent by the deadline as a registered letter or shipment and the sender must have a receipt with a time stamp available if asked by IPP.

4.2 Supporting Documents by Leader Organization

The Leader Organization of the consortium submits the joint project proposal and the following documents on behalf of the consortium:

Appendix 1. Implementation Plan: Main activities with achievable milestones during 6-8 months as a high level summary of the implementation plan in table format.

Appendix 2. Manpower Plan in table format, includes all project team members.

Appendix 3. Project Budget of the whole project with one table: Total cost breakdown of the whole project.

A scanned electronic copy of the last page (or all pages) of this form to show the signature by the call deadline to IPP as part of the electronic proposal package

Consortium Agreement between the project partners, including all key partners (not only the ones seeking for IPP's grant funding), will be required after positive funding decision. The consortium agreement must be finalized and signed before consortium members sign their support contracts with IPP.

4.3 Supporting Documents by Grant Applicants: All Consortium Members Applying for Grant Support

All consortium members who apply for grant money are required to submit the following organization specific appendices to their Proposal Form, all in table format:

Appendix 1. Project's Cost table provided by the Lead Organization.

Appendix 2. Manpower Plan in table format, including the personnel of the applicant.

Appendix 3. Total cost breakdown

Appendix 4. Personnel cost breakdown

Appendix 5. Company's Liquidity Statement.

A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package

If the applicant is a company, it is required to submit the following additional supporting documents:

- Copy of the Company Registration Certificate.
- Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for the last three financial years. Annual Report can be exempted in case of institution managed by Government Agency.

Please note – the above list is indicative and IPP may seek additional documents and information from individual project applicants as well.

5. Screening of Proposals

All proposals will be handled strictly confidentially.

The major steps in the evaluation process are the following:

1. Administrative check: Checking if the proposal came in time and it has the needed content.
2. Eligibility check: Checking the main requirements related to the applicant.
3. Minimum requirements check: Qualitative feasibility assessment to check if the project plan and targets are realistic to achieve and matching to IPP's scope.

The proposals that pass the steps 1-3 proceed to the deeper evaluation.

4. Evaluation: The evaluation teams will evaluate the eligible proposals based on the evaluation criteria.

5. Decision making: IPP2 Steering Committee makes the funding decisions based on recommendations by evaluation teams involving IPP's personnel and external international independent experts.

IPP will initially screen all the proposals received for completeness of information. If there are gaps in the information, IPP may contact the applicants requesting them to provide in 7 days the information required to fill in the gaps.

IPP will communicate in writing (via e–mail/letter) to all applicants within 15 working days from the date of deadline of the full proposal receipt.

The following lists describe the criteria used by IPP and external evaluators for checking and screening the proposals.

5.1 Administrative check

- The proposal was submitted in due time
- The proposal was submitted with the required IPP forms and templates
- The forms are properly filled in, stamped and signed
- All information in proposal and appendices is in English and separately asked details are presented also in Vietnamese
- Requested additional documents are attached to the proposal

5.2 Eligibility of Project

- The applicants for direct IPP funding for their part in the consortium project are organizations registered in Vietnam.
- The applicant describes how they will finance their operations and investments needed for the project during project time frame.
- The Lead Organization of the consortium defines at least three people who are part of the project's core team.

5.3 Minimum Requirements for Project

- Project team has presented the needed human resources to run the project
- Market need (the needs of new and growth companies and stakeholders in the innovation system) is described clearly in the proposal
- Solution has been defined the way that its competitiveness can be understood in comparison to its potential direct and indirect competitors
- The Lead Organization describes ideas about how they will make the solution sustainable in a long run
- The project and its plan presented in the proposal have clear and understandable main tasks and outputs

6. Evaluation and Selection of Projects

The evaluation process of all funding proposal at IPP is based on early and continuous interactions with potential consortiums. IPP follows qualitative evaluation approach and its funding decisions are based on written evaluation results done by both internal and external experts. The decision making process and roles are based on international best practices.

External international independent evaluators will have a remote face to face interview with each consortium at least once during the evaluation process focusing on the business opportunity and feasibility of the innovation. In addition, IPP's representatives will communicate with each consortium during the evaluation process to collect any needed additional information and focusing on financial feasibility and policy relevance.

All members of IPP's evaluation teams must not have a share or any personal interest in any of the submitted project or applicant organization in order to have transparency and eliminate any bias. Any corrupt or other illegal practices identified will lead to legal actions.

6.1 Evaluation Criteria

The evaluation focuses to the following key topics that applicants describe in the Proposal Forms and they are described in more detail in the Instructions for Filling in the Project Proposal:

- project consortium
- project team
- collaboration
- need for the solution
- the solution to be developed
- benefits of the solution
- competition and positioning
- sustainability of the solution
- project plan
- project budget and finances, including financial feasibility and co-funding

In addition to the list above, the evaluators will discuss with the applicants about the following additional evaluation criteria and how project is linked to them:

- Linkages to regional and national focus areas. Government of Vietnam has chosen a set of key topics and focus areas such as Vietnamese national products, products of regional and local advantages, and products incorporating clean technologies to improve the lives and health of Vietnamese people.
- Cross-cutting objectives of the donor, the Ministry for Foreign Affairs of Finland. The objectives include, but are not limited to, the following: gender equality, reduction of general inequality, strengthening of climate sustainability and development of the socio-economic development of Vietnam.
- Effect of IPP's support: Is IPP money and other support needed? Does the IPP's support initiate or accelerate the development of the innovative solution?

6.2 Publication of the Results

All names of applicants, as well as Lead Organizations, and their project titles may be shared to the public. The applicants should advise during the submission of the proposal in case they want some of this information to be treated as confidential in order to protect their business development.

IPP will publish the positive support decisions on its website. This public information will include the following details copied from the proposal forms:

- Project's name
- Name of the organization
- Project's public summary
- Name and email address of the project's contact person

7. Project Budget

IPP2's financial support is 70% of the costs related to human resources, including items such as salaries and related costs (basic salary, medical insurance, social insurance, unemployment insurance - if the contract is from 3-month length and personnel income tax), external expert services, travel and the tuition fees of trainings.

Note that IPP can accept your costs for reimbursement starting from 1.4.2016 or later. Details will be agreed before signing the agreement between the Applicant and IPP.

Additional document templates that are part of the proposal template package are used by the applicants to show budget and financial figures in predefined format.

The grant targets the development project related costs created by the use of human resources, both internal personnel and external experts and consultants. The work done by these people is usually, but not always, related to the following topics:

- Learning efforts of the project's core team
- Market studies
- Networking and partnering internationally and nationally
- Recruiting necessary skills & experts to the staff and the board
- Preparation of business plan
- R&D for market validation
- Planning and seeking of external funding
- Studying IPR issues
- Product/service development (in limited scale)

Note that the technical development of the solution should not be the major part of the total project cost.

8. Project Agreement

An contract between IPP and each applicant receiving IPP's grant funding and training will be signed after positive funding decision by IPP. The contract will indicate costs of activities and the maximum amount that IPP will reimburse. Any cost of activities that are not addressed on the contract will not be eligible for payment. Projects can change their budgets during the implementation after negotiating with IPP and making an updated agreement with IPP.

9. Reimbursements of the Grant Money

The costs related to the project supported by IPP will be reimbursed only with the proven evidence that the company has executed the work and paid the costs as agreed.

Project will submit 2 to 3 times during the project a short report to summarize the activities and achieved milestones together with a Request for Reimbursement with relevant supporting documents. IPP will make the reimbursements to the project specific bank account of each applicant.

9.1 The Responsibility of the Lead Organization

The Lead Organization will submit a report to IPP to summarize the project activities and achievable milestones in the period that is claimed for the reimbursement. In addition, it sends the copy of Agreement between the Consortium Partners with signatures and stamps of the concerned parties before the grant contracts are signed with IPP.

9.2 The Responsibility of Each Consortium Partner Receiving IPP's Grant Money

Each organization who wants to receive the grant reimbursement will submit the following to IPP with their mid-term or final reports:

- Copy of the personal income tax invoice that the organization paid for its human resources
- Copy of the contracts and the payment transactions between the organization and external consultant or services (if any)
- Boarding passes and other receipts related to travel costs
- Copy of contract of others services (if any)

Regarding the use of the fund, the recipient is responsible of keeping all the receipts and handing them in, so that in the end all of the granted money is accounted for. If any part of the grant is unaccounted for, the recipient will be required to pay it back.

If the goals and milestones are not met, the management of IPP2 will evaluate the situation and decide whether they will be required to reimburse all, part or none of the grant.

10. Appendixes

App-1. Instructions for Lead of Startup Ecosystem Project Proposal

App-2. Instructions for Grant Applicant of Startup Ecosystem Project Proposal

App-3. Proposal Form for Lead of Startup Ecosystem Project

App-4. Proposal Form for Grant Applicant of Startup Ecosystem Project

11. More Information and How to Get Answers

For more information and documents, visit the web page www.ipp.vn/opencall/ecosystem of the grant call.

If you have any questions related to this Call for Proposals, please check the answers to already presented questions found from the Frequently Answered Questions page found from the grant call web page.

If you cannot find an answer to your question, send it by email to grants@ipp.vn

IPP is open, transparent and secure program. Between the opening of the Call for Proposals and making the final decisions about projects to reveive IPP's support, IPP answers to all questions publicly:

1. IPP answers to a question by email.
2. At the same time, IPP edits both the question and answer, and publishes them at IPP's web site. With editing, IPP removes all potential business secrets and all information that could point to the source organization or individual.

IPP

Applicant number	
Date received	

Proposal Form for New Innovative High Growth Company Project

0. Name of the project	
1. Company details	
1.1 Name of the applicant company	
1.2 Establishment year	
1.3 Authorized Leader	Name: Email: Phone: Mailing address:
1.4 Project Contact Person	Name: Email: Phone: Mailing address:
2. Brief public description of the project	
2.1 Brief public description of the project (translated to Vietnamese)	

3. Project team	
Project team members who will participate in IPP's training	
4. Collaboration	
5. Need	
5.1 Need (translated to Vietnamese)	
6. Solution	
6.1 Solution (translated to Vietnamese)	
7. Benefits	

8. Competition
9. Business logic
10. Financing of the project and the company
11. Implementation plan
12. Project Budget
13. Appendices

Mark here (with 'X' to the boxes) the additional documents you submit with this proposal form to check that you have attached all required documents.

	Appendix 1: Implementation Plan table (part of MS Excel template file by IPP)
	Appendix 2: Manpower Plan table (part of MS Excel template file by IPP)
	Appendix 3: Total Costs table (part of MS Excel template file by IPP)
	Appendix 4. Personnel Cost Breakdown table (part of MS Excel template file by IPP)
	Appendix 5. Company's Liquidation Statement (part of MS Excel template file by IPP)
	A scanned electronic copy of the last page of this form (signature and statement about financial details) submitted online together with proposal file and other documents by the deadline.

Additional appendices if company is already registered:

☐	Copy of the Company Registration Certificate
☐	Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial years (or for all operational years is company is younger). Annual Report can be exempted in case of institution managed by Government Agency

Signature and stamp

Signature and Full Name of the Authorized Leader of the Applicant	Signature: _____ Full name:
Stamp (if applicable)	
Date	

Statement about the financial information

We undersigned representatives of the applicant company declare that all financial details are truthful and financial predictions are based on our best current knowledge.

Head of the applicant company		**Accountant of the applicant company (if any)**	
Signature:		**Signature:**	
Full name:		**Full name:**	
Date:		**Date:**	

IPP

Lead of Consortium:
Joint Proposal Form for Startup Ecosystem Development Project

Consortium number	
Date received	

0.1 Name of your organization	
0.2 Name of the consortium project	
1. Consortium	
1.1 Consortium Lead Organization	
1.1.1 Name of the organization	
1.1.2 Authorized leader of the organization	Name: Email: Phone: Mailing address:
1.1.3 Project manager for the whole consortium project	Name: Email: Phone: Mailing address:
1.2 Consortium Member	
1.2.1 Name of the member organization	

1.2.2 Authorized leader of the organization	Name: Email: Phone: Mailing address:
1.2.3 Project contact person in organization	Name: Email: Phone: Mailing address:
1.3 Consortium Member	
1.3.1 Name of the member organization	
1.3.2 Authorized leader of the organization	Name: Email: Phone: Mailing address:
1.3.3 Project contact person in organization	Name: Email: Phone: Mailing address:
Add here rows and copy/paste respective cells for each additional project partner.	
2. Brief Public Description of the Project	
2.1 Brief Public Description of the Project (translated to Vietnamese)	

3. Project Team
4. Collaboration
5. Need
5.1 Need (translated to Vietnamese)
6. Solution
6.1 Solution (translated to Vietnamese)
7. Benefits

8. Competition
9. Sustainability
10. Implementation plan
11. Project Budget
Total cost of the proposed consortium project in VND: Total cost of the proposed sub-consortium project in VND (if applicable):
12. Appendices
Mark here (with 'X' to the boxes) the additional documents you submit with this proposal form to check that you have attached all required documents: ☐ Appendix 1: Implementation Plan table (part of MS Excel template file by IPP) ☐ Appendix 2: Manpower Plan table (part of MS Excel template file by IPP) ☐ Appendix 3: Total Project Costs table (part of MS Excel template file by IPP) ☐ Consortium Agreement (if you have it already as it is required later) ☐ A scanned electronic copy of the last page of this form (signature and statement about financial details) submitted online together with proposal file and other documents by the deadline.

Signature and stamp

Signature and Full Name of the Authorized Leader of the Consortium Project Lead Organization	Signature: _____ Full name:
Stamp (if applicable)	
Date	

IPP

Proposal Form for Grant Applicant of Startup Ecosystem Development Project

Applicant number	
Date received	

0.1 Name of your organization	
0.2 Name of the consortium project	COPY THE TEXT FROM THE JOINT PROPOSAL
1. Consortium	
1.1 Consortium Lead Organization	
1.1.1 Name of the Organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.1.2 Authorized leader of the Lead Organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.1.3 Project manager for the whole consortium project	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2 Consortium Member	
1.2.1 Name of the member organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2.2 Authorized leader of the organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2.3 Project contact person in organization	COPY THE TEXT FROM THE JOINT PROPOSAL

1.3 Consortium Member	
1.3.1 Name of the member organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.3.2 Authorized leader of the organization	COPY THE TEXT FROM THE JOINT PROPOSAL
1.3.3 Project contact person in organization	COPY THE TEXT FROM THE JOINT PROPOSAL
Add here rows and copy/paste respective cells for each additional project partner.	
2. Summary Description of your project	
COPY THE TEXT FROM THE JOINT PROPOSAL	
2.1 Summary Description of your project (in Vietnamese)	
COPY THE TEXT FROM THE JOINT PROPOSAL	
3. Project Team	
COPY THE TEXT FROM THE JOINT PROPOSAL	
4. Collaboration	
COPY THE TEXT FROM THE JOINT PROPOSAL	
5. Need	
COPY THE TEXT FROM THE JOINT PROPOSAL	
5.1 Need (in Vietnamese)	
COPY THE TEXT FROM THE JOINT PROPOSAL	

6. Solution
COPY THE TEXT FROM THE JOINT PROPOSAL
6.1 Solution (in Vietnamese)
COPY THE TEXT FROM THE JOINT PROPOSAL
7. Benefits
COPY THE TEXT FROM THE JOINT PROPOSAL
8. Competition
COPY THE TEXT FROM THE JOINT PROPOSAL
9. Financing of your organization and your part of the project
9.1 Sustainability
COPY THE TEXT FROM THE JOINT PROPOSAL
10. Implementation plan
COPY THE TEXT FROM THE JOINT PROPOSAL
11. Project Budget
Your organization's total cost of the project in VND: Total cost of the proposed consortium project in VND: COPY FROM THE JOINT PROPOSAL
12. Appendices
Mark here (with 'X' to the boxes) the additional documents you submit with this proposal form to check that you have attached all required documents by using IPP's MS Excel

template file:

☐	Appendix 1: Implementation Plan table - COPY FROM THE JOINT PROPOSAL
☐	Appendix 2: Manpower Plan table of your organization
☐	Appendix 3: Total Project Costs of your organization
☐	Appendix 4: Human Resource Cost Breakdown of your organization
☐	Appendix 5: Company's Liquidation Statement - if you are a small company
☐	A scanned electronic copy of the last page of this form (signature and statement about financial details) submitted online together with proposal file and other documents by the deadline.

Additional appendices if you are a company:

☐	Copy of the Company Registration Certificate
☐	Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial years (or for all operational years is company is younger). Annual Report can be exempted in case of institution managed by Government Agency

Signature and stamp

Signature and Full Name of the Authorized Leader of the Applicant	Signature: _____ Full name:
Stamp (if applicable)	
Date	

APPENDIX 1: PROJECT IMPLEMENTATION PLAN

ORGANISATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

Year	2017				2018	Indicators
Quarter	1	2	3	4	1	
Key outputs and activities *	Feb, Mar	Apr, May, Jun	Jul, Aug, Sep	Oct, Nov, Dec	Jan, Feb, Mar	
1. Activity 1						
2. Activity 2						
3. Activity 3						

Notes:
** the Applicant defines here the key outputs and present details of activity under key outputs*

APPENDIX 2: MANPOWER PLAN

ORGANISATION NAME:
IPP PROJECT CODE:
IPP PROJECT NAME:

No.	Name of staff	Position	Year	2017											2018		Note
			Month	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
1																	
2																	
3																	
4																	
5																	

APPENDIX 3: PROJECT BUDGET

ORGANISATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

No.	Cost Items	Title / Organisation	Unit	Quantity	Monthly Total Salary Cost *	Total Project Cost (VND)	Of which		Short description **
							IPP Grant Reimburse	Others sources	
1	REMUNERATION (Salary and staff benefits) ****								
	Sub-total								
2	OTHER COSTS								
2.1	*Other cost 1*								
2.2	*Other cost 2*								
2.3	*Other cost 3*								
	Sub-total Other costs								
	TOTAL PROJECT COST								
					% Reimbursement ***				

* *Total salary cost = basic salary + Performance salary (if any) + 22% of (basic salary + Performance salary) (Social insurance 18%, Health Insurance 3%, Unemployment insurance 1%) to be paid by the employer*

** *In the Short description column, give an indicative plan (if you already know) about where/why you will travel and what consulting services/mentoring you will pay.*

*** *With the Company Project: The percentage of reimbursement by IPP is 70% or 50% will be decided by the Evaluators*
With the Ecosystem project: IPP will reimburse 70% of the project costs

APPENDIX 4: HR - SALARY CALCULATION

ORGANIZATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

No	Staff's Name	Actual working time		Salary		SI, HI, UI paid by employer (22%)	Total Salary costs
		No. of days	%	Basic salary	Performance salary (If any)		
1							
2							
3							
4							
5							
	TOTAL			-	-	-	-

SI: Social insurance; HI: Health insurance; UI: Unemployment insurance

PAYSHEET

Month: **Year:**

No	Staff's Name	Total salary (Basic + Performance)	SI, HI, UI paid by employee (10.5%)	PIT			Actual Receied
				Income for PIT deduction	No. of dependent	PIT deduction	
1							-
2							-
3							-
4							-
5							-
	TOTAL	-	-	-	-	-	-

Date:
Prepared by **Approved by**

APPENDIX 5: CASH LIQUIDATION FORECAST

ORGANISATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

	Category	Year	2017											2018		Descriptions
		Month	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
	IN															
1	Opening cash balance	(+)														
2	Additional owned capital	(+)														
3	Additional investments	(+)														
4	Loans from bank	(+)														
5	Sales revenues	(+)														
6	IPP grant reimbursements	(+)														
	OUT															
7	Total cost of the IPP project	(-)														
8	Company's total operating cost, EXCLUDING IPP project	(-)														
	Ending Balance															

Notes:

1 *You show the opening cash of your company bring forward from end of March 2016, that include petty cash and cash at bank account*
2 *Show additional owned capital of the shareholders if plan to invest in the company*
3 *Investment from investors*
4 *Loan which is planned for the project (if any)*
6 *IPP Grant reimbursement available each 3 months*
Sales revenue is assumed
Ending balance at the end of each month should be positive

Frequently Asked Questions (FAQ)

IPP 2015 Grant IPP's support for innovation projects (new innovative company and innovation system development projects)

Where is the Expression of Interest form? I can't find this EoI template.

The EoI template can be downloaded from the Library and these pages: EoI for innovation system development teams & EoI for new innovative companies.

What kinds of support IPP can give?

IPP's support includes grant funding, innovation and entrepreneurship training ("Fast Track Training") as as well as connections to expertise and other funding sources in Vietnam and abroad.

We are wondering if our products/services are good enough for IPP support?

Please study from this website what IPP is looking for. If you think you are in the right direction, please send your Expression of Interest to IPP at info@ipp.vn and we will get back to you to help you understand if you should continue interaction with IPP.

We are not start-up/new company. Can we send Expression of Interest (EoI) to IPP?

Yes please. IPP supports product and service development projects of new companies. The company may be totally new start-up, new joint company, new spin-off from existing organisations, etc. You may start this new company later, the latest before the first payment of IPP grant funds to you.

A consortium is needed for innovation system development projects. We are only one organisation, can we join?

Yes, if you are open for to cooperation we will hope you can find partners and we will also try to help you with that.

If we are both new innovative company and innovation system developer, should we fill in both Expression of Interest templates or just one?

If you are both a new company and innovation system developer, you should send an EoI that matches your project interest. If you will develop innovation system, then EoI for innovation system development project. If you will develop new product or service to international market, then EoI for new innovative growth company project.

Can I apply for support if I am not Vietnamese?

The program is open to international applicants, and you do not need to have a legal entity in place before the awards are granted. To receive grant money later, you need to have Vietnamese company registered.

How much funding can we receive from IPP?

The maximum amounts that IPP can provide for development of the innovative product or service at the early stage are EUR 30,000 for Innovative new innovative company project, and EUR 50,000 for the innovation system development project. The most promising projects will be invited later to apply for additional funding for expansion of the project.

The funds can be used to pay 70% of HR costs. Can they be used to pay for rent, equipment, software, etc?

The grant is meant only to reimburse costs related to internal human resource costs and external services.

IPP grant is 70%, up to 30,000 euros, for the human resource costs of the project. How about the rest of the costs and funding?

IPP assumes all teams have financial support enough to cover more than 30% of their human resource costs plus any additional start-up costs necessary for their operations during the 6 months of the first IPP grant and Innovation Fast Track Training. The logic is that capable teams have some skin in the game, or have investors who are backing them. In either case, the ability to acquire resources for an innovation project is a key to success, and successful teams must demonstrate this by bringing their own resources to the table.

Upon receiving this grant, does it require to give IPP equity share or role in company governance?

IPP does not take equity share and it does not take part in company's governance.

Does the grant amount include management fee of the company during the project lifetime?

The funding provided by IPP may be used to cover innovation project related Human Resource costs, such as salaries for managers and staff, as well as the cost of the training programs

When does IPP disburse the grant money?

IPP reimburses the grant money approximately every three project months based on expense report (paid expenses) and project status report from the company.

Are the grant support and 6-month training for the selected projects happening at the same time?

Yes, the grant support for the project's Stage 1 and Fast Track part time training program are occurring at the same time.

How often and when do the project teams attend the Innovation Fast Track Training?

The Innovation Fast Track Training for the project teams supported by IPP takes place 2-4 times a month over six months.

Where will the training take place?

Fast Track training will take place in Vietnam, most likely in Hanoi and Ho Chi Minh City.

Is the Innovation Fast Track Training delivered for all team members of a project or to only one individual?

All core members of the project team are expected to attend all sessions, and at least two members must be present at each session. If not, the team will be removed from the program and no longer receive IPP support for their project. IPP will work closely with all IPP-supported teams to develop their innovative capacity as well as track each team's progress through these training sessions

Shall the persons who attend the training leave their current company?

The Innovation Fast Track Training is provided for the project teams supported by IPP. The project team is expected to focus fully to the development of a new product or service supported by IPP. Part of this focused work is participation in the Fast Track Training

Q&A – IPP2's Open Call 2016

All questions and answers related to the Call for Proposals are posted regularly on this page.

If you have any questions related to this Call for Proposals, please check the answers to already presented questions below. If you cannot find an answer to your question, send it by email to info@ipp.vn

Proposal Document

What is the recommended length of the proposal submitted to IPP?

- The recommended length for Proposal Form content is 4-6 pages plus enough pages for item #1 where you list contact details of the organization/s. In addition, you will need enough pages in required appendices. A good proposal is short and at the same time gives enough information for evaluators. The better you really understand your value proposition (solution to the needs and how to make business out of it), the better you can summarise it.

Are there any special proposal forms for foreign applicants?

- No. Actually, for IPP, all organizations who are registered legal entities in Vietnam are 'local', not foreign. Only those organizations who do not have a legal presence in Vietnam are 'foreign' from IPP point of view and not eligible for IPP grant support.

Can we send in the proposal in Vietnamese as we saw the proposal forms both in English and Vietnamese?

- IPP requires English. IPP requires the proposal and appendices based on IPP's forms and tables in English. The forms have few places where IPP also asks you to give the Vietnamese translation of the details (Public Summary, Market Need and Solution). IPP has provided documents in Vietnamese to help those who are not fluent in English to understand the instructions better.

What information will IPP publish if our project proposal will get selected for IPP's support?

- IPP will publish basic information online about every project and applicant that are chosen to receive IPP's support. This information includes project's name, name of the applicant organization, project's public summary, and name and email address of the project's contact person. All these details are provided by you in the proposal form. During the contract negotiations, IPP will go through with you any needs related to updating this information.

We are a new company that partners with a research institution and with a large company for the development of our solution. Should we propose a new innovative company project or an innovation system development consortium project to IPP?

- If you are developing a business, you should propose a new innovative growth company project for IPP's support. If you are developing with others a business

accelerator, support program or other type of help for new innovative companies, you should propose an innovation system development project for IPP's support.

Does IPP require any of the project team members or representatives of the applicant organization to be Vietnamese?

- No. IPP does not require any of the project team members or organization's representatives (founders, owners, leaders, employees, etc) to be Vietnamese.

Our authorized signatory is not available for signing the proposal by the deadline of the IPP call. Can we have an extended deadline?

- You must submit the proposal latest on May 4th. If you signatory (authorized leader) is not available, for example because of the holiday in the end of April, IPP grants you an extension for sending the signature page of the proposal the latest on May 6th 4:00 pm by email to info@ipp.vn and a paper copy by the same extended deadline to address given for sending the proposal to in IPP's instructions.

One of the required appendices is a scanned copy of the signed signature page of the proposal. Do we need to sign and stamp other documents, such as the financial tables filled to IPP templates?

- You need to sign and stamp only the proposal document. Signature is needed in the Signature and Stamp section on the last page. In New Innovative Company Development Projects, IPP requires also two signatures to the 'Statement about the Financial Information' section on the last page of the proposal.

We have not registered our new company, yet. Who is required to sign our proposal?

- *The applicant signs the 'Signature and Stamp' and the* 'Statement about the Financial Information' parts on the last page of the proposal. In case of a registered company, signature is needed from the *Head of the Organization and to the financial statement part also from the Accountant of the applicant. In case of a company that is not yet registered, signature is required from two project team members to both parts.*

Appendix Templates and Tables

The Excel appendix table provided by IPP about the Total Project Budget includes numbers given by IPP: Consulting services 100.000.000, Training 69.000.000, etc. Are they fixed?

- The costs given in the total project budget table template are just examples to help to understand the template. Please delete the costs written to the template by IPP and add there you real cost estimations.

What HR costs do we show in the Appendices?

- In the tables where you calculate the costs of your project, you include the workload related to the project. If EMPLOYEE1 spends 50% time on this project, his/her listed salary should be 50% of his/her total salary. In the Company Liquidity table, you include all costs and income of your organization to show that you have some money in the end of each month. In the Company Liquidity table, the item 9 includes all your

costs related to project you propose to IPP and item 5 includes the grant money IPP reimburses to you every 3-4 months. If you are not a company and you have believable large total annual budget, IPP does not need details of your Liquidity in the Company Liquidity table.

The Appendix table about company's financial status each month is confusing. What is the difference between Category 9 Total cost of IPP's project and Category 5 IPP grant support (estimate 70% of Category 9)?

- Category 9 is a cost item. It includes all HR related costs in your project you are proposing to IPP. Category 5 is income item. It includes IPP's grant money that we reimburse to you based on the costs you have reported to us. As an example, you may have paid 100 million VND over three months for HR related costs. After reporting the actual costs to IPP, we will pay 70 million to your account if we accept all of your reported actual costs.

Appendix about company's liquidity is still confusing. Is Category 9 a sum of other categories?

- No, Category 9 is not a sum of other categories. IPP is not participating in all of your costs, only the human resource related costs in the project you propose to IPP. We want to see that you have enough money each month. The Appendix table about company's monthly financial status, liquidity, has Category 9 about the human resource related costs of your proposed project. Categories 6, 7 and 8 are about your other costs, that is, costs that are not human resource related costs in your project that you submit to IPP.

In the Appendix about company's monthly liquidity, what do we put to Category 5 if our team's monthly salary is more than 46,000,000 VND?

- For companies, the limit is for each individual, not for the sum of salaries. IPP participates in the monthly salary of each individual until 46,000,000 VND. If you pay someone more than that, you add 46,000,000 VND to Category 9 (costs submitted to IPP) and the rest you add to Category 7 (human resource costs not submitted to IPP). You do this for each team member, one at a time. After having these and all other relevant costs for Category 9 in place, you can calculate Category 5 as it is 70% of Category 9.

IPP grant is available for maximum time frame of July 2015 to March 2016. If we have worked on our innovation already for some time, should we include already done work in the appendix table where we describe the content of the project proposed to IPP?

- Please describe in the appendix table 'implementation plan' only the main tasks and milestones of the project proposed to IPP. Give a short summary about what you have already done in the proposal form cell 'implementation plan' where you give the high level summary of the project's content.

The proposal form instructions mention the 'studying of IPR issues' as one potential example of the activities in the project. What does that mean?

- IPR means intellectual property rights. Many of the projects should think carefully if they need to check how to patent or trademark their innovations, or to check if they potentially violate existing patents. Costs related to your own salaries and services that you buy to this purpose are welcome parts in the project budget.

In the appendix table about company's liquidity statement Category 9 about IPP project cost, do we include the training cost 69 million or what?

- You include to Category 9 all human resource related projects costs of the project you are proposing to IPP. This figure you get as the total from the appendix table of 'Total project costs'.

In Appendix 2 Human Resource Plan, what does the ' TOTAL INPUT' mean?

- TOTAL INPUT in Appendix 2 Human Resource Plan is the total person months the individual works for the project. You will use this amount in the table where you calculate the salary related costs.

Our company has not had audit report yet. Is it eligible to apply without audit report?

- If your company is so new that it has no audit report it can apply for IPP's support without the audit report. IPP may ask for additional financial details during the evaluation of your proposal.

Why do you have example figures for salary in euro in one of the appendix tables as this salary is ridiculous and confusing?

- Sorry, this is IPP's mistake. You will not probably pay 180 million euro salary in a new company. All figures by IPP are presented in Vietnam dong and accidentally we had left EUR to the title of one column.

How to show in the liquidity table the future investments that our company will receive in few months?

- Future investment should show as increase in your own capital in appropriate month.

In the Appendix 4 'Salary Breakdown', do we include all costs paid by employer to employee or what?

- Yes, you need to include all costs created by the payments by employer pays to employee plus all salary related costs employer pays on behalf of the employee.

In the Appendix 4 'Salary Breakdown', what should be included in the OH, 'overhead and profit'? Is the unemployment insurance part of that?

- Overhead percentage depends on your company's policy. You to decide the Margin (percentage) of Overhead and Profit and use that to calculate the Overhead cost item from the basic salary. Unemployment insurance is one element of the Overhead Cost.

Project's budget and IPP's reimbursement

IPP's grant support is 70% of human resource related costs. Does it include items such as laptop or office rent for our staff?

- No. IPP grant goes only to salaries (and related additional payments such as personal income tax), expert services (e.g. training and consulting) and travel.

Our company does not pay cash to some of the staff and consultant. We pay them through shareholder arrangements. Can IPP grant cover these costs?

- Sorry, sounds like IPP cannot reimburse these costs. IPP accepts for work related costs only salary costs and costs related to invoiced and paid expert services. For reimbursement, you need to produce personal income tax proof for salary, or for service, the invoice and payment receipt.

We are going to buy services from an IT company for the development of our new product and/or service. Can these consultant costs be part of the total project costs supported by IPP's grant?

- Yes, IPP can support with grant money the IT consulting services, and any other needed services, you buy for the development of your solution in the project you propose to IPP.

When will we receive the grant money if we are rewarded with 70% support to HR related costs?

- IPP will reimburse you 70% of your accepted HR related project costs every 2-3 months based on the costs your have already paid out.

How much can there be difference in our budgeted costs and real costs?

- IPP decides the maximum grant amount at the time of the support decision. You can ask later for changes for your budget and IPP will probably accept them, as long as the total grant will not exceed the decided maximum.

In a company project, what is the maximum project budget that IPP can accept?

- As stated in IPP's documents, a company can receive maximum of 690 million Vietnam dong grant, that being 70% of accepted project costs. This means the max total project cost supported by IPP is 985 million.

Our company outsources the software development, accounting and many other tasks to external service providers. Can these costs be part of the project cost supported by IPP with the 70% grant?

- Yes, all human resource costs (both internal and external) needed in the project proposed to IPP can be included in the budget. It is rare that the new company has all needed expertise in-house.

Company's Annual Reports and Business Certificate

We are going to register our new company this summer so we do not have Company Registration Certificate or Annual Reports required by IPP. We will be a spin-off company from an existing company. Do we submit to IPP the Company Registration Certificate or Annual Reports?

- IPP requires the applicant company, that is the new innovative growth company, to submit their own appendixes. You can send the Company Registration Certificate soon after potential IPP's positive support decision as IPP makes the support contract only with a registered company. IPP does not want your mother company's documents. If your mother company will be your main funding source during the project supported by IPP, we may ask later some proof of that during the evaluation of your proposal and the liquidity of your new company.

We have re-registered a company in 2015 under existing business license (old company) after we have totally changed our business idea. The newly re-registered company develops now its first product to start to focus to this totally new business. Do we need to submit the Balance Sheet, Profit & Loss Account and Auditor's Reports of the old company as these documents are not related to our new business focus?

- Yes you do. If the registered company who submits a proposal to IPP is old enough to have balance sheet, profit and loss account and auditor's reports, IPP wants to take into account this proof of business experience of the applicant company and team.

Our company has decided to forget our existing business and focus fully to totally new business. We will put all resources of the company to this new business area. We will apply for IPP's support to the development of our first product in this totally new business area. Our existing Balance Sheet, Profit & Loss Account and Auditor's Reports are not relevant to the new business. Do we need to submit them to IPP?

- Yes you do. If the registered company who submits a proposal to IPP is old enough to have balance sheet, profit and loss account and auditor's reports, IPP wants to take into account this proof of business experience of the applicant company and team.

Can we submit Vietnamese versions of the Balance Sheet, Profit & Loss Account and Auditor's Reports as we have them only in Vietnamese?

- No, IPP wants them in English. IPP needs all documents in English as many evaluators are not fluent in Vietnamese.

Some of our project team members are not listed in our business license. Is that a problem?

- No, it is not a problem. IPP requires your team that focuses to the project you propose to IPP's support to have at least three members. These individuals do not have to be owners of the company or listed in your business license.

Eligibility and Criteria of Projects and Applicants

If our team did not send to IPP an Expression of Interest or participate in any IPP event earlier this year, can we still submit a proposal?If we sent an Expression of Interest but were not invited to IPP event, can we still submit a proposal?

- The answer is yes. The current call for proposals is public, meaning all teams meeting the eligibility criteria can send a proposal. In order to market the IPP program and the current open call in advance, IPP requested Expressions of Interest from interested teams and organized two rounds of co-creation events in January-March to meet these teams. The first co-creation round was open to all teams that

approached IPP. The teams that were most in line with what IPP is seeking to support this year were invited to the second co-creation round. Teams that didn't send IPP an Expression of Interest or attend the events are still welcome to submit a proposal. Teams that took part in the first round of events but were not invited to the next round are also welcome to submit a proposal. All applications will be treated equally.

We plan to establish a research center on a promising technology and business sector. Should we apply for IPP's support for this?

- IPP does not support in this call establishment of a research center. IPP supports new innovative growth companies developing a product or service targeted to international markets and consortiums who are developing support mechanisms for new innovative companies.

We are a company that is going to introduce a product to Vietnamese market. This product already exists in some foreign markets. Are we eligible for IPP's support?

- IPP supports companies to develop a product or service targeted to international markets. If your solution is not a direct copy of something existing and if your solution will generate revenue to your company from foreign markets in few years, then you fulfill this requirement.

We have an existing company that was established over a year ago to start our product development. The company has had no business transactions and our tax document shows that. Can we use this existing company as the applicant in our proposal to IPP?

- Yes you can. IPP eligibility criteria says that the applicant company should focus on the development of its first product or service, meaning that company's resources cannot be occupied with selling its old products or services. Please include your tax documents in your submission as part of the appendices as stated in the appendix list.

Fast Track training

In the Fast Track training, how many of our team members can join the training sessions?

- IPP requests at least two team members to participate in each session. We have not defined a maximum limit, at least not yet. We hope to make it possible for all interested team members to participate in those modules they can really benefit from. The maximum cost we have defined to be 69 million dong is the total for the whole team.

In the Fast Track training, how many optional modules can be chosen?

- We do not know, yet. The content will be developed over the summer and it is heavily based on the needs of the teams in the projects supported by IPP.

In a system development project by a consortium, how many participants are required and allowed for the training provided by IPP?

- The basic requirement is that all core team members working in the whole joint project take part in the training and at least two team members are present in each training session. There is no upper limit, at least for time being. Depending on the type and structure of the system development project, IPP will negotiate what is feasible and what will be agreed in the support contract between the consortium members and IPP. If you have a consortium with sub-consortiums, the same applies.

What is the language used in the IPP's training sessions for the project team members?

- Training will be conducted in English.

What is Fast Track Training?

- The training helps to build your team's competence. You can find more details from the beginning of Chapter 3 in the Request for Proposal document of IPP.

Innovation System Development Projects

In system development project by a consortium, who do we list as Consortium Partner Applicants by giving their names and contact information in the proposal form?

- List all core partners of your consortium by adding them to the proposal form as Consortium Partner Applicants. So, give the details of all your relevant partners who you will take into your consortium agreement. In addition, the instructions mention that only the ones who seek for IPP's support are requested to submit their own organization specific proposal, too. This means only the grant money. If a partner is not seeking for grant money, they don't have to submit an organization specific proposal as they are already listed as a Consortium Partner Applicant in the joint form.

In innovation system development project, does a consortium partner who is not seeking for grant money have to send in a proposal form?

- No. Only consortium partners who seek for grant money submit their own proposal form to give details of their part of the work and costs related to the joint project.

In innovation system project, is the lead organization required to seek for grant funding?

- No. If the Lead Organization is not seeking for grant money, they do not submit organisation specific proposal. Lead Organization who coordinates the joint project must always send in the joint proposal to describe the consortium project.

In innovation system development project, we have a foreign organization in our consortium. They have their own representative office in Vietnam. Can they receive IPP's grant money?

- Yes, if the representative office is a legal entity registered in Vietnam they are eligible for IPP grant money. If this is the case, they are 'local' for IPP. IPP can accept the project related costs of a consortium partner who is a legal entity in Vietnam and who pays the local taxes relevant to their operations. The grant reimbursement will be paid by IPP to the Vietnamese bank account of this consortium partner. There

may be some exceptions to this answer and those will be found out during the evaluation of proposals and during the potential contract negotiations where the details will be finalized with consortium and its individual partners.

In system development project by a consortium, what is the content of Appendixes of each organization specific Proposal Form for Applicants of Innovation System Development Project? Do we list items related to one organization who is submitting the proposal or all items related to sub-project/sub-consortium or whole consortium project?

- The instructions for how to fill the proposal form of each applicant organization tells the details. Appendixes 2 – 5 to the proposal by Applicant organization are specific to that one applicant organization, so you list only those items that are specific to your own organization. Appendix 1 is the Implementation Plan and tells about the whole consortium project or sub-project. That information you copy from joint proposal of Sub-Consortium if you have sub-projects of sub-consortiums, and otherwise from Consortium's joint plan.

In system development project by a consortium, when do we have to make and sign the consortium agreement?

- You should start working on the consortium agreement already now. Usually, it will take time to develop an agreement that all partners are willing to sign. If you get selected by IPP for support, IPP will require the consortium agreement to be signed before we sign support contracts with any of the consortium partners.

In system development project by a consortium, do we have to submit Company Registration Certificates and Annual Reports?

- All companies who apply for IPP's grant money, and are not managed by a Government Agency, are required to submit copies of the Company Registration Certificate and Annual Reports. In case of innovation system development project and consortium, each company asking for IPP grant money submits these documents with their organization specific Proposal Form for Applicants of Innovation System Development Project.

We have four partners in our innovation system development project consortium. Two of the partners do not seek for IPP's grant. Do they need to submit their proposal to IPP?

- No, the consortium partners who do not want IPP's grant do not submit their own proposal to IPP. The only thing IPP requires from them is that they sign the consortium agreement with other consortium partners to put on paper what they have promised. In a consortium, the Lead Organization submits a proposal on behalf of the whole consortium to describe the whole project and roles of consortium partners. In addition, each partner who wants IPP's grant money submits their own Applicant's Proposal to IPP.

We have an opportunity to be part of two system development project consortiums. Both projects are a good match to what we are developing and the projects

compliment each other. Can we be part of two consortiums or only one? Can we apply for grant money in both consortium project proposals?

- IPP believes in benefits of real collaboration between organizations. We hope that you make your strategic choices not based on what you may get from IPP, but on what is wise in longer term for you organization. You can be participant in more than one consortium project proposal. You can also apply for IPP grant money in more than one consortium proposal. You can also be the Lead Organization in more than one proposal. IPP will support probably only 4-6 system development projects in this call. If you happen to receive positive decision through more than one consortium, IPP will give maximum one grant for you and will negotiate about that with you. After all these comments, please consider if a larger consortium would make more sense in short and long term. Think about combining two complimenting consortium projects into one larger consortium project, or into a larger consortium project containing two clearly defined sub-projects and sub-consortiums. You can find more information about sub-consortium and sub-project structure from the Request for Proposals document.

We have a university department as a partner in an innovation system development project consortium. Regarding the university as the partner, does IPP require a signature from department level or university level?

- IPP requires a consortium to have a consortium agreement in place before IPP makes support contracts with any of the consortium partners who apply for IPP's grant. The decision about who will sign that agreement on behalf of the university or department will be made by the representatives of that university or department. If the university or department apply for IPP's grant, they submit their proposal to IPP and decide if the applicant is the department or university and who signs on behalf of the applicant.

We are considering to include several regions (Hanoi, Danang, etc) in our innovation system development project. Would a national consortium be welcome to apply for IPP's support?

- Yes, national consortiums are welcome to propose their project as long as the project can show how it will generate new better support mechanisms for new innovative growth companies in at least one region in Vietnam.

We will propose a national consortium that will target several regions in Vietnam. Should we have sub-consortiums and sub-projects so that each focuses to one region?

- IPP does not require you to manage a large consortium project by separating it into sub-consortium projects. The additional optional project management layer of sub-projects and sub-consortiums is feasible only in special cases. Many times, it is easier to manage one big consortium. The choice of potentially dividing one big consortium into clear sub-consortiums depends on the type of tasks you have in the whole project.

We are a large non-profit organization. In an innovation system development project proposal of a consortium partner seeking for IPP's grant, do we need to submit our Annual Reports?

- If you are a company that is not managed by a government agency, then IPP asks you to submit your Annual Reports. If you are not registered as a company, IPP is not asking your Annual Reports.

We have an innovation system development project consortium that includes sub-consortiums. What does the Lead Organization describe in the proposal of the whole consortium project and what does a Sub-project Lead Organization describe in the proposal for the Sub-project?

- The Lead Organization of the whole consortium describes the whole consortium project. This proposal describes, in high level, the sub-projects and how they connect to each other. This proposal also describes the joint goals and joint activities of the sub-projects, and thus, of all partners in the whole consortium. A Sub-project lead organization describes the content of the Sub-project in the Sub-project proposal. The IPP proposal form template for Sub-project Lead Organization is the same as for the Lead Organization of the whole consortium project. A Sub-project proposal is not a copy of the Lead Organization's proposal that describes the whole consortium project. The Sub-project proposal goes into details of the Sub-project. In addition, each Applicant Organization who seeks for IPP's grant support will copy majority of the content for their own proposal from the Sub-project Lead Organization's proposal form as that is the document defining details of what they are working on. The instructions for Sub-project Lead Organization can be found from IPP's Request for Proposals document from sub-chapter 4.3 Supporting Documents from Sub-project Lead Organization.

We have a consortium for innovation system development project. What should we write in the Joint Proposal Form to the 0.1 Name of Your Organization?

- You put the name of your organization (usually this is your employer) to the Name of Your Organization as each proposal comes from one organization and each proposal is signed by the representative of that organization. If the question is related to the joint proposal by the Lead Organization, you must choose the Lead Organization and put its name here. If the question is related to the joint proposal by the Sub-project Lead Organization, you must choose the Sub-project Lead Organization and put its name here. If the question is related to applicant's (project partner's) proposal for applying for IPP's grant as part of the consortium, you put here the name of that applicant organization.

We submitted an Expression of Interest to IPP in the past winter. Do we have to use now the same project name and applicant name that we used in the Expression of Interest?

- You can use in your project proposal to IPP what ever project name and applicant company you want. If you have submitted earlier an Expression of Interest to IPP under different name, please mention that in the proposal form, preferably in the part about Project Team.

How to treat consortium partners who are start-ups that are not yet registered as a business?

- We like to see different types of partners in your consortium. You decide details about your consortium agreement. IPP makes grant contracts only with organizations.

Can the same person be in charge of both positions in IPP project: Leader of lead organization as well Leader of sub organization in a consortium project divided into sub-projects?

- Yes. If you have divided a system development project into sub-projects, the same organization can be the lead organization of the whole project and the lead of one of the sub-projects. The same person can be the project manager for both, and/or the head signing the proposals.

INSTRUCTIONS FOR PREPARING NEW INNOVATIVE HIGH GROWTH COMPANY PROJECT PROPOSAL

The purpose of this document is to provide applicants with guidance about how to develop a strong proposal for IPP Innovation Accelerator call in the spring 2015. More information about Innovation Partnership Program Phase 2 (IPP2) and the call for proposals is available in the Request for Proposals document, Proposal Form and at www.ipp.vn/opencall/companies.

1. Proposal Form Submission

Applicant is requested to submit their proposal and related documents

- by uploading them at www.ipp.vn/opencall/companies by the deadline
- and sending them by the deadline as paper versions to IPP office:

o Room 1502, 15th Floor, Thang Long Tower No. 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi.

Electronic version of the proposal and attachments must have arrived to IPP by the deadline. Applicant submits all files at IPP's web site www.ipp.vn/opencall/companies as MS Word, MS Excel or PDF files.

The paper copy of all proposal documents has to be sent by the deadline as a registered letter or shipment and the sender must have a receipt with a time stamp available if asked by IPP.

2. Supporting Documents required with Proposal Form

The applicant is required to provide the following appendices to the Proposal Form:

1. Appendix 1. Main activities with achievable milestones as a high level summary of the implementation plan in table format.
2. Appendix 2. Manpower Plan in table format.
3. Appendix 3. Total cost breakdown
4. Appendix 4. Personnel cost breakdown
5. Appendix 5. Company's Liquidity Statement.
6. A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package.

Along with the Proposal Form and related tables, applicant is required to submit the following additional supporting documents (if the applicant company already exists):

1. Copy of the Company Registration Certificate.

2. Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial. Annual Report can be exempted in case of institution managed by Government Agency.

Please note – the above list is indicative and IPP may seek additional documents and information from individual project applicants as well.

3. Instructions and hints for filling in the proposal form

The following table is a copy of the proposal form with additional information in the cells that in the real form are used for applicant's input. This additional information includes guiding comments and some, but not all, of the potential questions the evaluators will focus on for each topic. Strong proposals cover most of the points highlighted with the following lists. A strong proposal form is concise and sharp, so it is 4-6 pages long.

Applicant number	*To be filled by IPP*
Date received	*To be filled by IPP*

0. Name of project	*Define a descriptive short name for your project that seeks IPP's support. This name will be used in all communications with you, and with public if the project receives IPP's support.* *Examples of good short names are: Mobile social media tool for lawyers, Herbal medicine for malaria and Business accelerator for start-ups in Cantho University.*
1. Company details	
1.1. Name of the applicant company	*Tell your company's official name. If the company is not yet registered, write a temporary name of your team and add text 'company will be started soon'. IPP will use this name in communications with you, and with public if the project receives IPP's positive support decision.*
1.2 Establishment Year	*Tell what year the company was registered in Vietnam (if applicable).*
1.3 Authorized Leader	*Give the name and contact details of company's leader who is authorized to be responsible for the project that is described in this project proposal.*
1.4 Project Contact Person	*Give the name and contact details of the project manager or other key contact person of the proposed project. IPP will communicate with this person before and during the evaluation of the proposal, and during the project if it receives IPP's support.*

2. Brief public description of project
A short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision, so do not include any business secrets. A good length of text is 3-5 rows.
2.1 Brief public description of project (translated into Vietnamese)
Your own translation of the public description of your project. This description will be published, together with the English description, at IPP's communications if you receive IPP's positive support decision.
3. Project Team
Describe who are the key individuals (and organizations in case of external expert resources) in the project. *Give a short summary of the strengths of your key team members. The strengths should convince the evaluators that you have the key skills, knowledge, experience and connections in your team.* *You can grow your team during the project. If your team does not yet have all needed strengths in the team you should describe how you collaborate with additional resources in the Collaboration (#4) or in the Implementation part of the proposal (#11).* *Show that your company and the team are fully committed to the project and also to the training and coaching provided by IPP.* *In case the team is composed of individuals at this point and no company exists, explain how you will establish a legal company in the near future and what will be the roles of the team members in that company.*

Project team members who will participate in IPP's training	*Write here the names of at least 3 core team members who will participa in the training sessions by IPP*

4. Collaboration
Describe your ideas and plans for networking and partnering with potential investors, customers, partners and other stakeholders locally, in national level and internationally. *Tell how you plan to expand your network and strengthen your team with additional experts or partners for more experience, skills, knowledge and connections.* *If you already know about future partners, list them and their roles here.*
5. Need
Describe what is the market need for your product or service. Tell shortly also how you know about this need. Describe the need in international markets and in Vietnamese market. *Give high level details about the potential target markets. Define the niche or segments you are after as you cannot sell your solution to everybody.* *Give reasons for why the customers will be willing to pay for your solution.*
5.1 Need (in Vietnamese)
Your own translation of the Need described above. This translation will be used during evaluation, for example, for policy relevance check.
6. Solution
Give a short description of the product or service that is the target of development in this project. Describe the key features of this solution *Tell in what stage your solution is now and what will be its status in the endof this project.* *Explain how the solution answers to the demand and needs in international markets and Vietnamese market.*
6.1 Solution (in Vietnamese)
Your own translation of the Solution described above. This translation will be used during evaluation, for example, for policy relevance check.
7. Benefits
Explain what benefits your new product or service will bring to the end users, your direct customers and your partners *Tell why your future customers will buy from you. Tell about the benefits they receive by choosing your solution over direct and indirect competition* *Describe what benefits your solution will bring to your partners*

8. Competition
Tell about competition to your solution, both direct competing solutions and indirect competition. *Write about your competitive advantages. Tell who are your main competitors and why your solution is better choice for the customers than theirs.* *Describe what differentiates your company and your solution from competition and how you will use that to win market share.*
9. Business Logic
Describe how you will make money with your solution. Who will pay and for what? *Explain how you will conquer your market share in Vietnam and abroad* *Share your ideas about how your business model may evolve over time when you move forward*
10. Financing of the project and the company
Describe the ownership structure of your company: who owns the shares? *Tell how you finance your company and operations currently, during this project and later on* *Make it clear that you have certainty or at least clear ideas about how to finance your operations during this project and during your future growth*
11. Implementation plan
Describe the main activities with achievable milestones during 6-9 months by listing their content and duration in Appendix 1 (template attached). In addition, summarise in this cell of the form the following details: *Give a short list of the end results of this project.* *Describe the schedule of the project by stating when you start the project and when you plan to finish it.* *Share your current ideas about how you will develop the solution and related business further after this relatively short project.*
12. Project Budget
What is your total cost of the proposed project in VND? *You get this single figure from the Appendix 3. You calculate the total cost with the help of Appendix 1, 2, 4 and 5.* *You describe the details of the budget in appendices 1 - 5. Note that IPP accepts your costs for reimbursement starting from 1.7.2015 or later.*

13. Appendices

Make a check mark 'X' to all the additional document you submit with the proposal form. Describe the budgeting related details in the Appendices 1 - 5 and follow the instructions below:

Appendix 1. Implementation Plan. *Describe the main activities during 6---9 project months with achievable milestones by listing their content and duration in this table. You use this information for planning the resources for the project.*

Appendix 2. Human Resource Plan*. Describe who will work for the project, how many man months and when. Describe only your organization's internal personnel needs in this project using .*

Appendix 3: Total Project Costs

(i) Personnel cost: Remuneration inclusive of Basic Salary, Overhead, Personnel Income Tax (PIT) and social insurance.

(ii) Services: inclusive of differences costs categories:

Travel cost: Project Related Travel, Domestic & International.

External services: Consultancy fees and other payments for third parties. Provide names of these subcontractors if already known.

Training: Cost of the training provided by IPP and any other training.

Other expenses (if any)

The project cost calculation is your best estimate. If you are unsure about the right row for a certain cost item, please ask from IPP or raise that up in the discussions with IPP during IPP's evaluation process.

Appendix 4: Breakdown of salary *paid by your organization for work in this project. Describe the details of Basic Salary, Overhead, Personnel Income Tax (PIT) and social insurance that together create the total cost related to each person.*

- *Show the breakdown of the personnel costs of your own personnel. IPP requires you to follow all relevant responsibilities of an employer.*
- *Remember that maximum monthly salary level accepted to be supported by IPP is 46,000,000 VND (see the Request for Proposals document for more details).*

Appendix 5: Company's Liquidation Statement *. Describe your organizations monthly reserves, list owned capital, investment, loan from banks if any, operation costs and income - (revenue, other financial supporting etc), estimate IPP's grant support (equals to 70% of IPP's total budget) and cost of IPP' activity over the months scheduled for this project (more information about IPP's reimbursements can be found from instruction pages in the end of this document).*

- *IPP participates in your risk taking by providing you free grant money and by not taking any equity or ownership in your efforts. That said, IPP does not want you to take more risk than you really are able to afford.*
- *Describe your monthly funds, income and outcome. You need to be able to show positive situation in the end of each month.*
- *Include the different sources of financing that you have already secured and the ones you are planning. You may not be 100% sure about some income and funding*

sources, yet. This is fine. IPP representatives will discuss with you about the details during the evaluation.

- *Notice that you can send your claim for IPP's grant reimbursements for costs you have paid maximum three times during the project. After your claim, you will receive the reimbursement usually by the end of the next month.*

A scanned electronic copy *of the last page of this form (signature and statement about financial details) submitted online together with proposal file and other documents by the deadline.*

Copy of the Company Registration Certificate *if the company has been registered.*

Annual Reports *(including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial years (or for all operational years is company is younger). Annual Report can be exempted in case of institution managed by Government Agency*

Signature and stamp

Signature and Full Name of the Authorized Leader of the Applicant	*Signature:* _____ *Full name: Write the full name of the person who signs above*
Stamp (if any)	*Put your stamp here if your company has one.*
Date	*Write the date of the signing of this document.*

Statement about the financial information

We undersigned representatives of the applicant company declare that all financial details are truthful and financial predictions are based on our best current knowledge.			
Head of the applicant company		**Accountant of the applicant company (if any)**	
Signature:	*You sign here to declare that financial information provided with this proposal is true*	**Signature:**	*You sign here to declare that financial information provided with this proposal is true*
Full name	*Write the full name of the person who signs above*	**Full name**	*Write the full name of the person who signs above*
Date	*Write the date of the signing by the person named above*	**Date**	*Write the date of the signing by the person named above*

INSTRUCTIONS FOR LEADER ORGANIZATION TO PREPARE STARTUP ECOSYSTEM DEVELOPMENT PROJECT PROPOSAL

Leader Organization - Instructions for Preparing a Startup Ecosystem Development Project Proposal

The purpose of this document is to provide the Leader Organization, who represents a consortium, with guidance about how to develop a strong proposal for IPP2 program's grant call in early 2016. More information about Innovation Partnership Program Phase 2 and the grant is available in the Request for Proposals document, Proposal Form and at and at www.ipp.vn/opencall/ecosystem

1 Proposal Form Submission

Lead Organization is requested to submit the proposal and related documents

- by sending them by email to grants@ipp.vn by the deadline
- and sending them by the deadline as paper versions to IPP office:
    - Room 1502, 15th Floor, Thang Long Tower No. 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi.

Electronic version of the proposal and attachments must have arrived to IPP by this deadline. Applicants submit all files by email to grants@ipp.vn as MS Word, MS Excel, PDF or the same compressed into .zip files.

The paper copy of all proposal documents has to be sent by the deadline as a registered letter or shipment and the sender must have a receipt with a time stamp available if asked by IPP.

All consortium members who are applying for IPP's grant money are required to submit their own *Grant Applicant Specific Proposal Form for Startup Ecosystem Development Project* to IPP as IPP will make a separate agreement with each organization who receives IPP's support. This means that the Lead Organization must submit both a joint proposal on behalf of the whole consortium and if it applies for grant money, also its own grant applicant specific proposal.

1.1 Lead Organization for the whole consortium project

The lead organization of the consortium is required to send to IPP the following additional documents on behalf of the consortium:

1. Appendix 1. Main activities of the whole project with achievable milestones as a high level summary of the implementation plan in table format.
2. Appendix 2. Manpower Plan in table format, including all project team members.
3. Appendix 3. Project Budget of the whole project in one table: Total cost breakdown of the whole project.

4. A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package
5. Consortium Agreement between the project partners, including all key partners (not only the ones seeking for IPP's support). The consortium agreement must be finalized and signed before consortium members sign their support contracts with IPP.

2 Guidelines for filling in the proposal form

The following table is a copy of the proposal form with additional information in the cells that in the real form are used for applicant's input. This additional information includes guiding comments and some, but not all, of the potential questions the evaluators will focus on for each topic. Strong proposals cover most of the points highlighted with the following lists. A strong proposal form is concise and sharp, so it is 3-6 pages long.

Consortium number	*For IPP to fill HERE*
Date received	*For IPP to fill HERE*

0.1 Name of your organization	*Give here the name of your organization that is the leader of the consortium.*
0.2 Name of the consortium project	*Define a descriptive short name for your project that seeks IPP's support. This name will be used in all communications with you, and with public if the project receives IPP's grant.* *Examples of good short names are 'Starting an incubator for start-ups in Hanoi University' and 'Planning a fund to support start-ups in southern Vietnam'* *Give the name of the whole project. An example is 'Development of Cantho startup ecosystem'.*
1. Consortium details	
1.1 Consortium Lead Organization	
1.1.1 Name of the organization	*Tell the official name of the organization. IPP will use this name in communications with you, and with public if the project receives IPP's grant.*
1.1.2 Authorized	*Give the name and contact details of lead organization's leader who is*

leader of the organization	*authorized to be responsible for the project that is described in the grant proposal. This person signs the joint project proposal on behalf of the lead organization.*
1.1.3 Project manager for the whole consortium project	*Give the name and contact details of the operational project manager of the proposed consortium project. IPP will communicate with this person during the evaluation of the proposal, and during the project if it receives IPP's grant.*
1.2 Consortium Member	
1.2.1 Name of the member organization	*Give the same key details as in item 1.2 about each project partner who are part of the consortium. Only the ones who will apply for IPP's support will send their project proposal form copy with their signature and stamp, and organization specific additional document, to IPP.*
1.2.2 Authorized leader of the organization	
1.2.3 Project contact person in organization	
1.3 Consortium Member	
1.3.1 Name of the member organization	
1.3.2 Authorized leader of the organization	
1.3.3 Project contact person in organization	
Add here rows and copy/paste respective cells for each additional project partner.	

2. Public summary of the project
Give a short summary of your project. This summary will be published by IPP if the project receives IPP's grant. A good length is 3-5 lines of text.
2.1 Public summary of the project (in Vietnamese)
Your own translation of the public description of your project. This description will be published, together with the English description, in IPP's communications if you receive IPP's positive support decision.
3. Project Team
Who are the core team members, that is, the individuals working in the project? What is their expertise and experience? *Describe your key team members, they strengths and why are they in the project.* *The strengths should convince the evaluators that you have the key skills, knowledge, experience and connections in your team.* *You can grow your team during the project. If your team does not yet have all needed strengths in the team you should describe how you collaborate with additional resources in the Collaboration (#4) or in the Implementation part of the proposal (#10).* *Show that the project team are fully committed to the project and also to the training and coaching provided by IPP.*
4. Collaboration
Who are the consortium members applying for IPP's support and why are they in the project? Who are consortium members who are not applying for IPP's support? *Give a short summary of the consortium members and explain why they are in the project.* *Tell about the roles of the consortium partners in the project.* *Show that the consortium members are fully committed to the project and their overall joint vision.* *Describe your ideas and plans for networking and partnering with potential investors and supporters, companies, partners and other stakeholders locally, in national level and internationally.* *If you already know about future partners, list them and their roles here.*

Provide the summary of the status of the consortium agreement and the planned schedule of signing it.
5. Need
What are the needs of innovative growth companies in the region that are targeted with this project? What are other needs in the innovation system that project will answer? *Describe what needs of the innovative growth companies who target international markets you are addressing with your solution. Tell shortly also how you know about these needs.* *Tell about other needs in the regional and national innovation system you are going to solve with the development activities in the project.*
5.1 Need (in Vietnamese)
Your own translation of the Need described above. This translation will be used during evaluation, for example, for policy relevance check.
6. Solution
What is the solution/approach/entity/program that will be the target of development in this project? How will the project build regional, national and international capabilities and collaboration to enable the innovation and growth business? *Describe the products, services, processes, organizations and any other main things you will develop to answer the needs of your target beneficiaries.* *Tell in what stage your solutions are now and what will be their status in the end of this project.* *Explain how the solution answers to the demand and needs in the innovation system locally and nationally, and in the growth companies.* *Describe how your solution is new in local and national level and what is innovative about it.*
6.1 Solution (in Vietnamese)
Your own translation of the Solution described above. This translation will be used during evaluation, for example, for policy relevance check.
7. Benefits

What benefits will the solution bring for:

- *innovative potentially high growth companies in the region,*
- *innovation system in the region and Vietnam, and*
- *consortium members and their partners?*

Tell why your future beneficiaries will use your support and help. Tell about the benefits they receive by choosing your solutions over direct and indirect competition.

Describe what benefits your solution will bring to the innovation system.

Outline the main benefits of the project and solutions it develops to the consortium members and their partners.

8. Competition

What other solutions/approaches will compete with the one developed in the project? How will your solution stand out from the competitors? How will some of the potentially competing solution and their owners become partners for the consortium?

Tell about competition to your solution, both direct competing solutions and indirect competition.

Write about your competitive advantages. Tell who are your main competitors and why your solution is better choice for the innovative growth companies than theirs.

Describe what differentiates your solution from competition and how will you use that to get customers and beneficiaries.

9. Sustainability

What is your current idea of the sustainability beyond IPP's financial support?

How will you make money or get support to pay your bills right after this project?

How will you do it later?

What will you do after this project to develop the solution and your operations further?

10. Implementation plan

Describe here the following:

What is ready in the end of this project?

When does the work start and finish – note that the acceptable project length is 6 – 8 months?

What will you do after this project to develop the solution and business further?

In addition, describe the main activities with achievable milestones by listing their content in high level and duration in Appendix 1 (template attached).

11. Project Budget

Give the total cost of the proposed consortium project in Vietnam Dong during 6-8 project months.

Remember that the maximum IPP grant value that IPP may pay to the whole consortium is 1,150,000,000 VND being 70% of your costs. This means that the maximum project costs IPP will take part in are 1,640,000,000 VND.

If your real human resources related project costs are higher than 1,640,000,000 VND, tell (and break down in the appendix tables) the real costs. This will enable IPP to take this into account in case some of the costs are not eligible for reimbursement.

You describe the details of the budget in appendices 1 - 5. Note that IPP accepts your costs for reimbursement starting from 1.5.2016 or later.

12. Appendices

Mark here with 'X' the additional documents you submit with this proposal form to give details of the consortium project.

Describe the budgeting related details in the Appendices 1 - 3 and follow the instructions below:

***Appendix 1**. Implementation Plan. Describe the main activities of the project during 6-8 project months with achievable milestones by listing their content and duration in this table. You and the consortium members use this information for planning the resources for the project. Share the document with the consortium members as they must submit a copy of this with their proposals to IPP.*

***Appendix 2**. Human Resource Plan. Describe who will work for the project, how many man months and when.*

***Appendix 3**. Total Project Costs for whole project during 6-8 project months*

(i) Personnel cost: Remuneration inclusive of Basic Salary, Overhead, Personnel Income Tax (PIT), unemployment tax (with over 3-month contracts) and social insurance.

(ii) Services: inclusive of differences costs categories:

Travel cost: Project Related Travel, Domestic & International.

External services: Consultancy fees and other payments for third parties. Provide names of these subcontractors if already known.

Training: Cost of the training provided by IPP and any other training.

Other expenses (if any) *The project cost calculation is your best estimate. If you are unsure about the right row for a certain cost item, please ask from IPP or raise that up in the discussions with IPP during IPP's evaluation process.* *Include also:* ***A scanned electronic copy of the last page** (or all pages) of this form to show the signature by the call deadline to IPP as part of the electronic proposal package* ***Consortium Agreement** if you already have it, even a preliminary version. The consortium agreement must be finalized and signed before consortium members sign their support contracts with IPP.*

Signature and stamp

Signature and Full Name of the Authorized Leader of the Lead Organization	Signature: _____ Full name: *Write the full name of the person who signs above*
Stamp (If any)	*Put your stamp here if your organization has one.*
Date	*Write the date of the signing of this document.*

GRANT APPLICANT INSTRUCTIONS TO PREPARE STARTUP ECOSYSTEM DEVELOPMENT PROJECT PROPOSAL

Grant Applicant's Instructions for Preparing a Startup Ecosystem Development Project Proposal

The purpose of this document is to provide grant applicants with guidance about how to develop a strong proposal for IPP2 program's grant call in early 2016. More information about Innovation Partnership Program Phase 2 and the grant is available in the Request for Proposals document, Proposal Form and at www.ipp.vn/opencall/ecosystem

This set of instructions applies to members of consortiums of joint projects developing the startup ecoystem. Note that majority of the content in proposal form is a direct copy from the joint proposal coordinated by the Lead Organization. The Lead Organization submits the Joint Proposal to IPP. Every consortium member, including the Lead Organization, who wants to apply for IPP's grant money, submits its own Grant Applicant's Proposal following the instructions below.

1 Proposal Form Submission

Applicant is requested to submit its proposal and related documents

- by sending them by email to grants@ipp.vn by the deadline
- and sending them by the deadline as paper versions to IPP office:
  - Room 1502, 15th Floor, Thang Long Tower No. 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi.

Electronic version of the proposal and attachments must have arrived to IPP by this deadline. Applicants submit all files by email to grants@ipp.vn as MS Word, MS Excel, PDF or the same compressed into .zip files.

The paper copy of all proposal documents has to be sent by the deadline as a registered letter or shipment and the sender must have a receipt with a time stamp available if asked by IPP.

All consortium members who are applying for IPP's grant money are required to submit their own *Grant Applicant Specific Proposal Form for Startup Ecosystem Development Project* to IPP as IPP will make a separate agreement with each organization who receives IPP's support. This means that the Lead Organization must submit both a joint proposal on behalf of the whole consortium and if it applies for grant money, also its own grant applicant specific proposal.

In addition to the Proposal Form, provide the following supporting documents:

1. A copy of Appendix 1. Main activities of the whole consortium project with achievable milestones as a high level summary of the implementation plan in table format.
2. Appendix 2. Manpower Plan in table format, including only the personnel of the grant applicant.
3. Appendix 3. Total Project Cost of the grant applicant organization

4. Appendix 4: Personnel cost breakdown of the grant applicant organization
5. Company's Liquidity Statement if the applicant is a small company.
6. A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package

If the applicant is a company, it is required to submit the following additional supporting documents:

1. Copy of the Company Registration Certificate.
2. Annual Reports (including Balance Sheet, Profit & Loss Account & Auditor's Reports) for last three financial years (or for all operational years if company is younger). Annual Report can be exempted in case of institution managed by Government Agency.

Please note – the above list is indicative and IPP may seek additional documents and information from individual project applicants as well. Applicants will have one week to send in the missing information after request from IPP.

2 Guidelines for filling in the proposal form

The following table is a copy of the proposal form with additional information in the cells that in the real form are used for applicant's input. This additional information includes guiding comments and some, but not all, of the potential questions the evaluators will focus on for each topic. Strong proposals cover most of the points highlighted with the following lists. A strong proposal form is concise and sharp, so it is 6-9 pages long.

Applicant number	*To be filled by IPP*
Date received	*To be filled by IPP*

0.1 Name of your organization	*Give the official name of your organization*
0.2 Name of the consortium project	COPY THE TEXT FROM THE JOINT PROPOSAL
1. Consortium	
1.1 Consortium Lead Organization	

1.1.1 Name of the organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.1.2 Authorized leader of the organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.1.3 Project manager for the whole consortium project	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2 Consortium Member	
1.2.1 Name of the member organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2.2 Authorized leader of the organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.2.3 Project contact person in organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.3 Consortium Member	
1.3.1 Name of the member organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.3.2 Authorized leader of the organisation	COPY THE TEXT FROM THE JOINT PROPOSAL
1.3.3 Project contact person in	COPY THE TEXT FROM THE JOINT PROPOSAL

organisation	
Add here rows and copy/paste respective cells for each additional project partner.	
2. Summary Description of your project	
COPY THE TEXT FROM THE JOINT PROPOSAL	
2.1 Summary Description of your project (in Vietnamese)	
COPY THE TEXT FROM THE JOINT PROPOSAL	
3. Project Team	
COPY THE TEXT FROM THE JOINT PROPOSAL	
4. Collaboration	
COPY THE TEXT FROM THE JOINT PROPOSAL	
5. Need	
COPY THE TEXT FROM THE JOINT PROPOSAL	
5.1 Need (in Vietnamese)	
COPY THE TEXT FROM THE JOINT PROPOSAL	
6. Solution	
COPY THE TEXT FROM THE JOINT PROPOSAL	
6.1 Solution (in Vietnamese)	
COPY THE TEXT FROM THE JOINT PROPOSAL	

7. Benefits
COPY THE TEXT FROM THE JOINT PROPOSAL
8. Competition
COPY THE TEXT FROM THE JOINT PROPOSAL
9. Financing of your organisation and your part of the project
What are your sources for capital you need to execute this project? Where from do you get additional financing needed for executing the project? Who will provide financing for your organization for additional development activities after this project timeframe?
9.1 Sustainability
COPY THE TEXT FROM THE JOINT PROPOSAL
10. Implementation plan
COPY THE TEXT FROM THE JOINT PROPOSAL
11. Project Budget
Your organization's total cost of the project in VND: Give the total project cost of your organization during 6-8 project months *Total cost of the proposed consortium project in VND: COPY FROM THE JOINT PROPOSAL* *You describe the details of the budget in appendices 1 - 5. Note that IPP accepts your costs for reimbursement starting from 1.4.2016 or later and finishing the lates 31.12.2016.*
12. Appendices
Mark here with 'X' the additional documents you submit with this proposal. *Describe the budgeting related details in the Appendices 1 - 5 and follow the instructions below:* *Appendix 1. Implementation Plan. THIS IS A COPY FROM JOINT PROJECT PROPOSAL to describe*

the joint project. It describes the main activities with achievable milestones by listing their content and duration in this table. You use this information for planning the resources for the project.

Appendix 2. Human Resource Plan. Describe who will work for the project from your organization, how many man months and when. Describe only your organization's internal personnel needs in this project using.

Appendix 3: Total Project Costs for your organization during 6-8 project months

> *(i) Personnel cost: Remuneration inclusive of Basic Salary, Overhead, Personnel Income Tax (PIT) and social insurance.*
>
> *(ii) Services: inclusive of differences costs categories:*
>
> > *Travel cost: Project Related Travel, Domestic & International.*
> >
> > *External services: Consultancy fees and other payments for third parties. Provide names of these subcontractors if already known.*
> >
> > *Training: Cost of the training provided by IPP and any other training.*
> >
> > *Other expenses (if any)*

The project cost calculation is your best estimate. If you are unsure about the right row for a certain cost item, please ask from IPP or raise that up in the discussions with IPP during IPP's evaluation process.

Appendix 4: Breakdown of salary paid by your organization for work in this project. Describe the details of Basic Salary, Overhead, Personnel Income Tax (PIT) and social insurance that together create the total cost related to each person.

> *Show the breakdown of the personnel costs of your own personnel. IPP requires you to follow all relevant responsibilities of an employer.*

Appendix 5: Company's Liquidation Statement. If you are a small company, describe your organizations monthly reserves, list owned capital, investment, loan from banks if any, operation costs and income - (revenue, other financial supporting etc), estimate IPP's grant support (equals to 70% of IPP's total budget) and cost of IPP' activity over the months scheduled for this project (more information about IPP's reimbursements can be found from instruction pages in the end of this document).

> *Describe your monthly funds, income and outcome. You need to be able to show positive situation in the end of each month*
>
> > *IPP participates in your risk taking by providing you free grant money and by not taking any equity or ownership in your efforts. That said, IPP does not want you to take more risk than you really are able to afford.*

Provide also an electronic copy of the signature page with your electronic submission:

> *A scanned electronic copy of the last page (or all pages) of this form to show the signature and statement about financial details by the call deadline to IPP as part of the electronic proposal package*

Signature and stamp

Signature and Full Name of the Authorized Leader of the Grant Applicant	Signature: _____ Full name: *Write the full name of the person who signs above*
Stamp (if applicable)	*Put your stamp here if your organization has one.*
Date	*Write the date of the signing of this document.*

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

----o0o----

Hanoi, day month year

DOCUMENT SUBMISSION NOTES

Vietnam – Finland Innovation Partnership Programme Phase 2 (IPP2)

Has received proposal documents from:

- Mr./Ms.

- Organization:

Including the following documents:

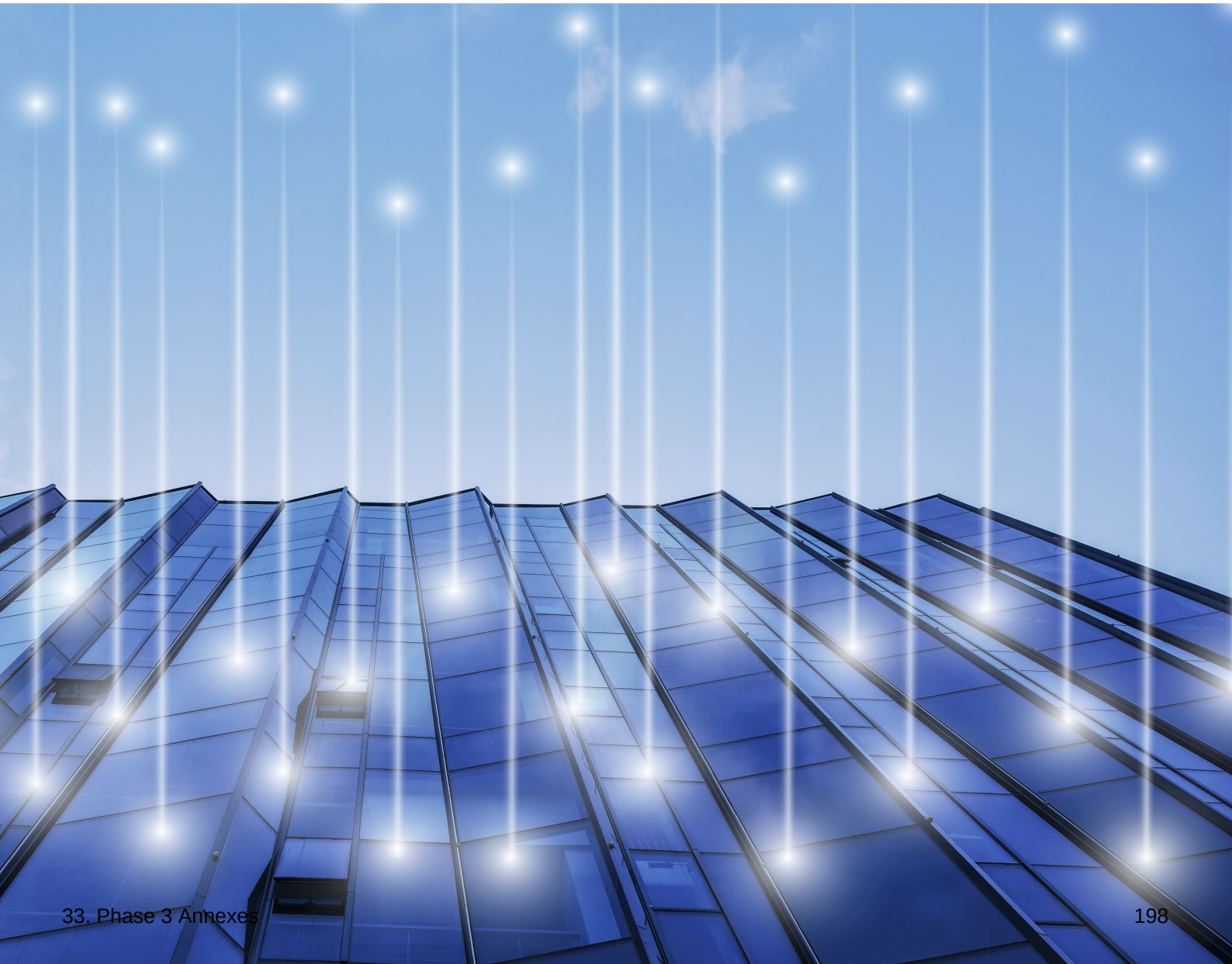
1.
2.
3.

SUBMITTED BY **RECEIVED BY**

Vietnam – Finland Innovation Partnership Programme Phase 2
Address: Suite 1502, 15F, Thang Long Tower, No. 98A Nguy Nhu Kon Tum street, Hanoi
Tel: 04.39393982 | Fax: +84 39387047 - Email: info@ipp.vn - Website: http://www.ipp.vn

IPP

3. EVALUATION



SCREENING FORM FOR INTEGRATED PROJECT LEAD

Screening Result	
Main reasons for the result?	

Proposal #	

Project Name	

Lead Applicant	

Requests

IPP action 1:	
Result 1:	
IPP action 2:	
Result 2:	

Admin Check

Admin Checker 1	
Admin Checker 2	

Criteria	e OK	p OK	NOT OK	?	Why not, or if maybe, what next?
The proposal was submitted on time					
The proposal was submitted with the required forms, templates and appendices					
Implementing Plan					
Manpower Plan					

Total Project Cost					
Consortium Agreement between the project partners (needed latest before signing the potential project contract with IPP)					
Forms are properly filled, stamped and signed					
All information in proposal and appendices is in English					
All other related proposals were submitted on time					

Eligibility Check

Eligibility Checker 1	
Eligibility Checker 2	

Criteria	**OK**	**NOT OK**	**?**	**Why not, or if maybe, what next?**
The applicant consortium describes how the consortium partners will finance their operations and investments needed for the project during project time frame				
The proposed project clearly define outputs and indicators, which align with IPP's overall goals				
The applicant consortium defines at least three people from project core team who will participate in the trainings provided by IPP				

Minimum Requirements Check and Screening

Min Req Checker 1	
Min Req Checker 2	

Criteria	**OK**	**NOT OK**	**?**	**Why not, or if maybe, what next?**
Project team has presented the needed human resources to run the project				
Market need (the needs of new and growth companies and stakeholders in the innovation system) is defined in the proposal				
Solution has been defined the way that its competitiveness can be understood in comparison to its potential direct and indirect competitors				
The Consortium Leader describes ideas about how they will make the solution sustainable in a long run				
The project and its plan presented in the proposal have clear and understandable main tasks and outputs				
The proposal is clearly strong enough, compared to all other proposals, to proceed to thorough evaluation				

SCREENING FORM FOR INTEGRATED PROJECT MEMBER

Screening Result	
Main reasons for the result?	

Proposal #	

Project Name	

Applicant	

Requests

IPP action 1:	
Result 1:	
IPP action 2:	
Result 2:	

Admin Check

Admin Checker 1	
Admin Checker 2	

Criteria	**e* OK**	**P** OK**	**NOT OK**	**?**	**Why not, or if maybe, what next?**
The proposal was submitted on time					
The proposal was submitted with the required forms, templates and appendices					
Manpower Plan (of the member)					
Total Project Cost (of the member)					
HR Cost (of the member)					
Cash Liquidation status					
Balance Sheet, Profit & Loss Account & Auditor's Reports (if a company)					

Copies of the project related bank statements of the last 9 months					
IPR: IPR licenses, copyright certificates or equivalent documents (if relevant)					
Copies of any MoU or contracts with donors, partners, etc. (if relevant)					
Copies of contracts with clients in the last 9 months (if relevant)					
Copies of employment contracts					
Copies of certificates by regulatory authorities in agri, health, etc. (if relevant)					
Forms are properly filled, stamped and signed					
All information in proposal and appendices is in English					
Leader of the consortium has submitted the consortium's joint proposal					
Member's proposal matches to the content of the Leader's joint proposal					
All other related proposals were submitted on time					

Note:

**e: Electronic copies*
***p: Paper copies*

Eligibility Check

Eligibility Checker 1	
Eligibility Checker 2	

Criteria	OK	NOT OK	?	Why not, or if maybe, what next?
The applicant for direct IPP funding for their part in the consortium project is Vietnamese organizations				
The applicant describes how they will finance their operations and investments needed for the project during project time frame				
The proposed project clearly define outputs and indicators, which align with IPP's overall goals				

Minimum Requirements Check and Screening

Min Req Checker 1	
Min Req Checker 2	

Criteria	**OK**	**NOT OK**	**?**	**Why not, or if maybe, what next?**
Project team members representing the applicant have presented the needed human resources to run the project				
Market need (the needs of new and growth companies and stakeholders in the innovation system) is defined in the proposal				
Solution has been defined the way that its competitiveness can be understood in comparison to its potential direct and indirect competitors				
The applicant describes ideas about how they will make the solution sustainable in a long run				
The project and its plan presented in the proposal have clear and understandable main tasks and outputs				
The proposal is clearly strong enough, compared to all other proposals, to proceed to thorough evaluation				

IPP

Proposal Document Management Table

Proposal #	Paper copies (same #s)	Organi-zation	Lead?	Member?	Project Name	Comments	Status of admin check	Online Submit Date	Revised version sent	Paper Arrival Date	Paper Sent Date	Submitted by	Submitter email	Submitter phone

Instructions for storing proposal documents on Google Drive

Receiving Expression of Interest Letters (EoI)

- Create an *EoI Database Management Table* on Google Drive
- Create 1 folder for each project group (to store EoI and supporting documents)
- Name the folder with the rule *Number_CompanyName* or *Number_ProjectName*
- Name the files:
  - *EoI_CompanyName* (or *EoI_ProjectName*) e.g: EoI Abivin
  - Supporting documents: *FileName_CompanyName* (or *FileName_ProjectName*)
  - Updates: *EoI version X_ CompanyName* (or EoI version X_*ProjectName*) e.g: EoI version 2 Abivin
- Create Case File Template for each group (Casefile_CompanyName) in each proposal folder.
- Fill in the Case Files
- Feed in the EoI Database Management Table with all available information

Receiving Grant Proposal Documents:

- Create a *Proposal Document Management Table* on Google Drive
- Create a folder for each proposal (to store proposals and supporting docs)
- Name the folder with the rule *Code#_ProjectName* (e.g. PC000X-Abivin)
- Save all files from applicant's email to computer and convert them to PDF format
- Name the files with rule *Document#_ProjectName_DocumentName*)
- Upload the PDF copies to relevant folders Google Drive
- Feed the *Proposal Document Management Table* with all available information
- Use the same codes for hard copies and their corresponding soft copies.

Proposal Evaluation:

- Create a Screening Form (with the name *Code#_SCREENING_ProjectName*) in each proposal folder and fill in the forms with available information
- Create an Evaluation Form (with the name *Code#_EVALUATION_ProjectName*) in each proposal folder and fill in the forms with available information
- Create the file *EvalMS – Proposal Evaluation Management System* and fill it with all available information from Screening and Evaluation forms.

Document back-up: Download all files in zip format to store offline (using USB or hard disk)

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

How to reach the applicant	

Steering Committee's Decision	
Grant Maximum	
Main Reasons for the Decision	

IPP Management's Decision Proposal	
Proposed Grant Maximum	
Main Reasons for the Decision Proposal	

Evaluation Result: Proposal for Support	
Proposed Grant Maximum	
Main Reasons for the Result	

1.Head Evaluators' project summary	*Tell shortly what is the market need and the solution, how this project may lead into a sustainable activity in the innovation system and what are the key points that support a positive and negative funding decision.*

2. Brief public description of project	*Copy this from the proposal and edit with the applicants if editing is needed: A short summary that describes the content, goals and execution of the project. This summary will be shared publicly if the project receives positive funding decision. A good length of text is 3-5 rows.*

Open questions and things to clarify	List here the issues to be clarified and other open things.

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

NABC+Team

Ready:	

Head Evaluator	

3. Project Team - strengths and weaknesses of the team	*Does the team has the key skills, knowledge, experience and connections needed for the project and development activities? Can they learn what they need to learn?* • *The applicant is fully committed to the project* • *Proven commitment during Phase 1* • *The project has a comprehensive team in place (team composition)* • *The project team has good expertise and experience regarding the content and coordination of the project* • *The main gaps in project team's expertise and experience have been identified and solutions to them have been planned* • *The project manager is a promising coordinator of the project*
4. Collaboration - is the team serious about international and local collaboration?	*Who are the main alliance and partners outside of the consortium? How does the project team plan to expand the network of partners during the subproject?* • *The applicants have identified a good number of new collaborators in regional, national and international level for the project (i.e is there any MEMO, MOU, agreement to be signed?)* • *Synergies of partners. The main difference between integrated sub-projects and Ecosystem projects is the active role of university partners in contributing to ecosystem development.*
5. Market Need	*Is there credible demand and clearly defined need in the region for the solution/approach developed in the sub-project?* • *The need is important for the proposed ecosystem-engaging integrated E&I program* • *Feedback from the client/market test about the solution of services (if any)* • *Define/forecast market size*
6. Product System (products/services)	*What is the solution package of ecosystem-engaging integrated E&I program that is the target of this sub-project? How will the sub-project build regional, national and international capabilities and collaboration to enable E&I system?* • *Describe the services and activity the Applicant provide* • *The applicant has defined how they will boost regional, national and international capabilities and collaboration.* • *The solution of services meet the needs of the targets and fill the gaps of the E&I system in the region*

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

7. - Benefits - what are the main benefits of the solution? - Revenue model: How will you make money or get support to pay your operating costs during this project? - Sustainability: how will the solution grow after IPP's support?	*What benefits will the solution bring for innovative growth companies in the region and for the innovation system in the region and Vietnam?* • *The applicants have defined the future benefits to the end users/customers.* • *The benefits make the product/service competitive.* *Revenue model:* • *What will happen after this project? Are consortium members committed to continue with their financial resources later on?* *Sustainability: What is the current idea of the sustainability beyond IPP's financial support?* • *The applicant has described how they plan to continue and to scale up in short and long term* • *Projections of revenues, costs and profitability (sustainability); only the securing of revenues in excess of costs will enable sustainability on the long term*
8. Competition	*What other solutions/approaches will compete with the one developed in the subproject?* • *Consortium understands well the competition to the solution, both direct competing solutions and indirect competition.* • *Consortium knows their competitive advantages and how to differentiate from competition.* • *The solution seems to be competitive.* • *Define/forecast market share*
9. Implementation plan - is the plan feasible and focusing on right things?	*What is ready in the end of this project?* *What is the key content and main schedule of this project?* • *The applicant has a detailed project plan for the project* • *The project plan has measurable clear outputs* • *The subproject plan clearly defines the roles & responsibilities of each member in implementation*

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

Financial Capacity

Ready:	

Evaluator 1	
Evaluator 2	

10. Financial status	• *How will the consortium finance its project costs and operations currently, during this project and later on?* • *Do they have sufficient financial capital from their own sources, donors, investors or any other sources?*
11. Project Budget	*Is the budget feasible and directing effort to right things?* • *Each applicant has enough financial capacity, together with other funding partners, for its part of the funding* • *How will the applicants fund the further development and operations related to this solution of services after this project stage?* • *The budget and financial resources seem to be enough for achieving the targeted results* *What it the budget the consortium is presenting and what is the acceptable budget? If this proposal describes a sub-project, give both the consortium project and sub-project figures.* ❖ *IPP2's financial support is 70% of the project costs related to Human resource costs of the project team including: basic salary, performance salary, compulsory insurances, social insurance and unemployment insurance, and allowances* *NOTE: The government/public budget paid officials who are full-time paid by the government for their duties participating in project team are not allowed to receive project salary.* ❖ *Other eligible costs, inclusive of:* *- External consulting service, expertise;* *- Effort for Client acquisition in the early stage of scaling business* *- Marketing and business development related costs;* *- Market studies; R&D for market validation* *-Travel and accommodation;* *- Training related service costs & learning efforts of the project team* *- Cost for organisation of events, participation of trade fairs and other promotion related costs; Networking and partnering internationally and nationally;* *- Recruiting necessary skills & expertise (project team, consultants);* *- Business planning;* *- Planning and seeking of external funding;*

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

	- Studying and registering intellectual property rights (IPRs); *- Product/service development (in limited scale, excluding material/equipment costs)* *Noted that the technical development of the solution should not be the major part of the total project cost.*

Proposal #		**INNOVATION PROJECT**	**LEADER**	IPP
Project Name				
Organization				

Policy Relevance

Ready:	

MOST's Evaluator	

Linkages to regional and national focus areas (MOST)	*What is the relevance of this project when compared to the set of key topics and focus areas of Government of Vietnam, such as Vietnamese national products, products of regional and local advantages, and products incorporating clean technologies to improve the lives and health of Vietnamese people?*

MFA's Evaluator	

Objectives of the donor MFA of Finland	*What is the relevance of this project when compared to the set of cross cutting objectives of Ministry of Foreign Affairs of Finland? The objectives include issues such as gender equality, reduction of general inequality, strengthening of climate sustainability and positive socio-economic development of Vietnam.*

IPP's Evaluator	

Effect of IPP's funding	- *Is IPP money needed?* - *Does the IPP funding initiate or accelerate the development of subproject regionally/nationally?*

Proposal #		**INNOVATION PROJECT**	**MEMBER**	IPP
Project Name				
Organization				

How to reach the applicant	

Steering Committee's Decision	
Main Reasons for the Decision	

IPP Management's Decision Proposal	
Main Reasons for the Decision Proposal	

Evaluation Result: Proposal for Support	TO BE SUPPORTED / NOT TO BE SUPPORTED
Main Reasons for the Result	*one short sentence*

1. Head Evaluators' project summary focusing to consortium member	*Tell about the consortium role of the member and what are the key points regarding this member to support a positive and negative funding decision.*

Open questions and things to clarify	*List here the issues to be clarified and other open things.*

Proposal #		**INNOVATION PROJECT**	**MEMBER**	IPP
Project Name				
Organization				

Ready:	

Head Evaluator	

2. Project Team - strengths and weaknesses of the team members from Consortium Member	*Do the team members coming from this Consortium Member have the key skills, knowledge, experience and connections needed for the project and development activities? Can they learn what they need to learn?*

Proposal #		**INNOVATION PROJECT**	**MEMBER**	IPP
Project Name				
Organization				

Financial Capacity

Ready:	

Evaluator 1	
Evaluator 2	

3.Financial status	*What are the Consortium Member's sources for needed capital for this project timeframe and later?*
4. Project Budget - what is maximum acceptable project budget?	*What it the budget the Consortium Member is presenting and what is the acceptable budget?*

IPP

EvalMS - Proposal Evaluation Management System

BASIC INFORMATION												
Proposal#	Project Name	What is it?	Applicant	Other members	Contact Person(s)	Contact Email(s)	Contact Phone(s)	Contact skype(s)	What is it about?	Detailed address	Applicant's Location	Date of Business Registration

BASIC INFORMATION			OPEN ISSUES				ADMIN, ELIGIBILITY & MINIMUM REQUIREMENTS CHECK & SCREENING					
Ownership	Business Fields	Type of Organization	Issue	Who clarifies?	Requests by IPP during the process	Answers to requests	Admin Checker	Admin Result	Eligibility Checker 1	Eligibility Checker 2	Eligibility Result	Min Req Check 1

MINIMUM REQUIREMENTS CHECK & SCREENING					PROCESS							
Min Req Check 2	Min Req Result	Screening Result	IPP (Mgmt's) Screening Reasoning	IPP Managemen t Screening Decision	Case Manager	Lead Evaluator	Additional Lead (if any)	Financial Checkal 1	Financial Check 2	MOST Policy Checker	MFA Policy Checker	IPP Effect Checker

PROCESS		1ST PRIORITY RANKING MEETING				2ND PRIORITY RANKING MEETING						
Interview times	Status of evaluation	Comments	Open Questions and Issues	Key Reasons for Yes / No	Conclusion (Y / N / ?)	ORDER	Update	Comments	Open Questions and Issues	Key Reasons for Yes / No	Conclusion (Y / N)	Socio-economic impact

MANAGEMENT'S DECISION					STEERING COMMITTEE'S DECISION			FOLLOW-UP PROCESS		ADDITIONAL INFORMATION		
Mgmnt Meeting Date	Category of negative decision	Management's Reasoning	Bilateral Reasoning	Management's Decision Proposal	SC Meeting Date	SC's Reasoning	SC's Decision	Decision Letter Date	Complaints and Other Communications	Leader?	Member?	Size of the Grant Applied

ADDITIONAL INFO	
Structural comments	Grouping

IPP

LIST OF EVALUATORS

Name	Primary role	Process leader	Logis-tics	Data mgmnt	Eligi-bility checker	Lead eval.	Finan-cial eval.	Policy rele-vance	Organiz ation	Email	Mobile	Skype	Google user name	Available when?
A	lead evaluator					X								
B	lead evaluator					X								
C	policy relevance													
D	policy relevance													
E	financial and legal feasibility 2						2							
F	financial and legal feasibility 1						1							
G	process leader	X			2									
H	admin support			X	1									
I	management's proposal													
J	management's proposal													
K	quality support													
L	quality support													
M	quality support													
N	observer													
O	observer													
P	coordination of logictics, communications													
Q	MFA policy inputs							X						

IPP

SCREENING INSTRUCTIONS

Start the Screening of the Proposal

Add the proposal to EvalMS (this file)

Add to ACTIVE SYSTEM DEV PROJECTS

Proposal# from ProposalDM
Project Nar from ProposalDM
Applicant C from ProposalDM
Lead? from ProposalI (lead proposal of the whole consortium)
Member? from ProposalI (applying for grant)
Contact Per from the Proposal
Contact Em from the Proposal
Contact Phc from the Proposal

Initiate the SCREENING document

Copy a Screening template to the folder
Rename the document: Proposal# ProjectName SCREENING
Add to document: Proposal# (the ID code)
Add to document: Project Name
Add to document: Applicant Organization's name

Admin Check

Fill the Admin Check part of the SCREENING document

Add your name to the 'admin checker' box
Check each item

If ok, mark with 'x' the 'ok' cell
If not ok, check with 'x' the 'Not ok' cell

Describe shortly why not

If still not know, check with 'x' the '?' cell

Describe shortly why not and what to do to get 'ok' or 'not ok'

Update the Admin Check result or status to the relevant sheet in this file

Eligibility Check

Fill the Eligibility Check part of the SCREENING document

Add your name to the 'eligibility checker' box
Check each item
If ok, mark with 'x' the 'ok' cell
If not ok, check with 'x' the 'Not ok' cell
Describe shortly why not
If still not know, check with 'x' the '?' cell
Describe shortly why not and what to do to get 'ok' or 'not ok'
Update the Eligibility Check result or status to the relevant sheet in this file

Minimum Requirements Check

Fill the Minimum Req Check part of the SCREENING document
Add your name to one of the 'eligibility checker' boxes
Check each item
If you are the first checker to check the items
If ok, mark with 'x' the 'ok' cell
If not ok, check with 'x' the 'Not ok' cell
Describe shortly why not
If still not know, check with 'x' the '?' cell
Describe shortly why not and what to do to get 'ok' or 'not ok'
If another checker has already checked items
If you agree with an item check
do nothing
If you disagree with an item check
write your thoughts to 'Why' cell
talk with the other checker/s
find a joint result for the item
Update the Minimum Req Check result or status to the relevant sheet in this file

Requesting More Documents or Information

If something is unclear and without clarification leads into negative screening result
Min Req Checker 1 sends an email to ask for the missing information by 6.5. 16:00
Min Req Checker 1 updates the relevant information in the SCREENING document and in the EvalMS Ecosystem Call 2016

Screening Result

Process owner writes the screening result and, if a negative result, the main reason to the SCREENING document
Process owner writes the screening result and, if a negative result, the main reason to the relevant sheet in this file

IPP

EVALUATION INSTRUCTIONS

Note: Evaluation texts should be brief, to the point, and meaningfull

[IPP admin] Establish evaluation forms

Copy an evaluation form document to each case folder
Update project ID, project name and applicant name and contact details to each evaluation form
Write the names of assigned evaluators to relevant boxes

[Head Evaluator] Evaluate NABC+Team

Read proposal and appendices
Interview applicant's representatives
Fill in the brief summaries of NABC+Team section
If any questions or considerations
    Write them down on the first page to relevant slot
    Ask from the applicant directly or ask IPP representatives to help
After NABC+Team section is filled in
    Mark the section as Ready with an 'x' in the relevant slot
After there is enough information in all sections of the form
    Write a summary of the project, the decision proposal and reason for the decision proposal on the first page

[Financial Feasibility Evaluators] Evaluate the Financial Feasibility

Read proposal and appendices
Read Head Evaluator's texts if available
Fill in the brief summaries of Financial Feasibility section
If any questions or considerations
    Write them down on the first page to relevant slot
    Ask from the applicant directly or ask IPP representatives to help

After Financial Feasibility section is filled in
    Mark the section as Ready with an 'x' in the relevant slot

After there is enough information

Write the proposed grant amount to the relevant slot on the first page

[Policy Relevance Evaluators] Evaluate the Policy Relevance

Read proposal and appendices

Read Head Evaluator's texts if available

Fill in a brief summary to the relevant row of the Policy Relevance section (one of the three issues)

If any questions or considerations

Write them down on the first page to relevant slot

Ask IPP's evaluation coordinator to help to clarify the issue

After all three issues of Policy Relevance have been covered

Mark the section as Ready with an 'x' in the relevant slot

[All evaluators] Add comments to other sections and other evaluation forms

If you have something to add to section or evaluation form you are not assigned to

Start your comment with [YourName] and follow with your comment

[Head Evaluator] Discussing through any conflicting outputs and views

If other evaluators disagree with the Evaluation Result

Communicate with other evaluators, at least with the one in disagreement

If you find an agreement

Update the Evaluation Result

If you do not find an agreement

Add the other presented Evaluation Result as a comment

USER RIGHTS

	Whole Team	IPP staff	External evaluators	Quality Controllers	Owner
IPP Call 2016	read	edit	read	read	change permission
.PEvalMS	read	edit	read	read	change permission
.ProposalDM	read	edit	read	read	change permission
.CompanyProjectProposals/	read	edit	read	read	change permission
..sub-folders/	read	edit	read	read	change permission
...customerFiles	read	edit	read	read	change permission
...screeningForm	read	edit	read	read	change permission
...evaluationForm	edit	edit	edit	comment	change permission
.SystemProjectProposals/	read	edit	read	read	change permission
..sub-folders/	read	edit	read	read	change permission
...customerFiles	read	edit	read	read	change permission
...screeningForm	read	edit	read	read	change permission
...evaluationForm	edit	edit	edit	comment	change permission

The user right levels are: Change permission
Edit
Comment
View

2017 FINAL GRANT - SUMMARY TABLE "YES" - BASIC INFO

Integrated Projects

#	Project Name	Main Applicant	Project Descriptions	Location	Registration/Establishment Date	Business Fields	Ownership
		Lead					
		Member 2					
		Member 3					
		Member 4					
		Member 5					
		Lead					
		Member 1					
		Member 2					
		Member 3					

2017 FINAL GRANT - SUMMARY TABLE "YES" - EVALUATION

Integrated Projects

#	Project Name	Evaluator's Output	Evaluator's Suggestion	Management Reasoning	Management Decision	SC Decision

2017 FINAL GRANT - SUMMARY TABLE "NO" - BASIC INFO

Integrated Projects

#	Project Name	Main Applicant	Other members in consortium	Project Descriptions	Location	Business Fields	Ownership
		Lead					
		Member 2					
		Member 3					
		Member 4					
		Member 5					
		Lead					
		Member 1					
		Member 2					
		Member 3					

IPP

2017 FINAL GRANT - SUMMARY TABLE "NO" - EVALUATION

Integrated Projects

#	Project Name	Evaluator's Output	Evaluator's Suggestion	Management Reasoning	Management Decision	SC Decision

IPP

DECISION OF THE STEERING COMMITTEE
ON THE EVALUATION RESULTS OF IPP2'S 2017 FINAL GRANT CALL

The 11th Steering Committee (SC) meeting of the Innovation Partnership Programme, Phase 2 (IPP2) was held on February 10th, 2017. The decisions on the 2017 Final Grant have been made as follows:

1. To approve the proposed list of 07 projects to be receiving continued support of IPP2, including 03 ecosystem projects, 03 university projects and 01 integrated project.
   a. The list of the 07 accepted projects is attached with this Decision.
   b. SC authorizes IPP2 project management unit to negotiate and sign the contracts with the awarded applicants.
2. To agree with the proposed list of 07 project proposals not to be receiving financial support of IPP2, including 04 ecosystem projects, 01 university project and 02 integrated projects. The list of the 07 project proposals is attached with this Decision.

Detailed comments and conclusions of the SC can be found in the Minutes of the 11th SC meeting.

Hanoi, February 14th, 2017

Mr. Marko Saarinen
SC Co-chairman
Counsellor, Embassy of Finland

Mr. Tran Quoc Khanh
SC chairman
Vice Minister, Ministry of Science and Technology, Vietnam

STEERING COMMITTEE'S DECISION ON PROJECTS TO BE SUPPORTED

Ecosystem Projects

No.	Proposal #	Project Name	Applicant
1	E05	Mekong Delta and Cantho's startup and entrepreneurial innovation network	1. ETM Partners LLC
			2. Center of Business Studies and Assistance (BSA)
			3. Nam Cantho University
			4. Cantho Business Association
			5. Fablab Cantho
2	E06	2017 Business Accelerator and Management System Project	1. HATCH Ventures Vietnam JSC
			2. Viet Youth Entrepreneurs Co., Ltd
			3. Non-stop Innovation Waves (NIW)
3	E07	Enhance Angel Investor Network to better support the Vietnam startups ecosystem (iAngel Network)	1. Capella Vietnam JSC
			2. Innovation Hub Investment JSC
			3. Hanoi Young Business Association

University Projects

No.	Proposal #	Project Name	Applicant
4	U01	Vietnam E&I Social (VES)	1. BK-Holdings, Hanoi University of Science and Technology (HUST)
			2. Saigon Technology University (STU)
			3. Da Lat University (DLU)
5	U02	A Program of Promoting Entrepreneurship and Innovation Awareness at Universities and Colleges in Central Vietnam for Sustainable Development	1. Hue Industrial College (HUEIC)
			2. Da Nang University of Technology (DUT)
			3. Nha Trang University (NTU)
6	U03	EMBA in E&I - University of Finance and Marketing (UFM)	1. University of Finance and Marketing (UFM)

Integrated Projects

No.	Proposal #	Project Name	Applicant
7	I03	Social Innovation Incubation Platform (SIIP)	1. Center for Social Initiatives Promotion (CSIP)
			2. VNG Corporation
			3. IBE Consulting and Resources Development Co., Ltd. (IBE)
			4. Foreign Trade University (FTU)

STEERING COMMITTEE'S DECISION ON PROJECTS NOT TO BE SUPPORTED

Ecosystem Projects

No.	Proposal #	Project Name	Applicant
1	E01	SMEs Incubation Mekong - Vietnam - ASEAN (SIMVA)	1. Center of Technology Business Incubator - Can Tho Univeristy (CTBI-CTU)
			2. ATNM Co. Ltd
			3. Small and Medium-sized Enterprise Development Project in Soc Trang province (funded by Department of Foreign Affairs, Trade and Development of Canada)
			4. International Business Innovation Association (InBIA)
2	E02	Enhancing Capacity of Vietnam Startup Ecosystem - Building Vietnam Startup Support Service Center - Smart Hub	1. Institute of Information Technology for Business - Vietnam Chamber of Commerce and Industry (ITB-VCCI)
			2. Small and Medium Enterprises Development Fund (SMEDF)
			3. Vietnam International Arbitration Center (VIAC)
3	E03	Catapult Accelerator	1. Dai Khanh Import Export Co., Ltd
			2. Nodeon Vietnam
			3. Hurry Up Software
4	E04	CoPlus Central Region Innovation and Startup Ecosystem Development	1. CoPlus
			2. Department of Planning and Investment of Thua Thien Hue Province (DPI)
			3. Department of Science and Technology of Thua Thien Hue Province (DOST)
			4. Hue Industrial College (HUEIC)
			5. Hue College of Economics (HCE)

University Project

No.	Proposal #	Project Name	Applicant
5	U04	Ho Chi Minh City Open University (HCMCOU)	1. Ho Chi Minh City Open University (HCMCOU)

Integrated Projects

No.	Proposal #	Project Name	Applicant
6	I01	Enhancing innovation and entrepreneurship at universities, colleges through the integrated online platform	1. Hoa Lac Hi-tech Service Center
			2. FPT University
			3. Vietnam Technology Investment and Environment Solutions JSC (VNSE)
			4. Vietnam Japan Univeristy (under Vietnam National University)
7	I02	Incubator for Startups in Technical, IT & Mechanical Engineering (IS_TIME)	1. Vietnam Chamber of Commerce & Industry - Hochiminh City Branch (VCCI-HCM)
			2.Ho Chi Minh City University of Technology (HCMUT) - National University of Ho Chi Minh City
			3. Hoa Sen College
			4. The Supporting Alliance of Enterprises/ Organisations

From: **Vietnam - Finland Innovation Partnership Programme, Phase II (IPP2)**
Address: 15th Floor, Thang Long Tower
No. 98A, Nguy Nhu Kon Tum Str., Thanh Xuan, Hanoi
Tel.: 84-4-39393982; Fax: 84-4-39387047
Email: info@ipp.vn - Website: http://ipp.vn

To: **YES Projects**

Hanoi, February,... 2017

Announcement on evaluation result of IPP2 Final Grant Call

Dear Project Team,

Thank you very much for your application to IPP2 Final Grant Call by the Vietnam-Finland Innovation Partnership Programme - Phase 2 (IPP2). Now we would like to inform you the official evaluation results of the Grant Call.

We have received 14 proposals including 7 ecosystem ones, 2 single university, 2 joint proposals by 3 universities, and 3 integrated ones which have been evaluated against the selection criteria, following the approved Final Grant Schemes and Guidelines of IPP2. The proposals were assessed by a panel of independent international experts and local experts. On the basis of comparison, 7 out of 14 applications have been deemed most suitable and selected. The Steering Committee of IPP2 has made the selection decision on February 10, 2017.

We are delighted to inform that your project has been selected for the Grant.

We highly appreciate your vision, your team capacity and the feasibility of your project proposal. We strongly believe that your team can contribute greatly to the development of Vietnam's innovation and startup ecosystem.

We will contact with you soon to proceed the next steps of contract preparation.

Yours sincerely,

Tran Thi Thu Huong	**Lauri Laakso**
Program Director	Chief Technical Advisor

All applicants of the IPP2 2017 Final Grant Call for Proposals can complain about the process and treatment by IPP2. If you want to complain about the process or treatment, send your complaint to the IPP office via email info@ipp.vn to be handled first by the project management. If you are not satisfied with their response, you can send the complaint to Ministry of Science and Technology of Vietnam to address No. 113 Tran Duy Hung St., Hanoi, Vietnam.

If you have any reason to doubt corruption or unlawful conduct related to the Proposal Evaluation Process of IPP2 Final Grant Call 2017, you have an opportunity to make a report (with your contact details) to Ministry for Foreign Affairs of Finland at https://vaarinkaytosilmoitus.fi or to Ministry of Science and Technology of Vietnam at No. 113 Tran Duy Hung St., Hanoi, Vietnam.

ANNEX 3.2C-2: SAMPLE OF "NO" LETTER

From: **Vietnam - Finland Innovation Partnership Programme, Phase II (IPP2)**
Address: 15th Floor, Thang Long Tower
No. 98A, Nguy Nhu Kon Tum Str., Thanh Xuan, Hanoi
Tel.: +84-4-39393982; Fax: +84-4-39387047
Email: info@ipp.vn - Website: http://ipp.vn

To: **NO Projects**

Hanoi, February,... 2017

Announcement on evaluation result of IPP2 Final Grant Call

Dear Project Team,

Thank you very much for your application to IPP2 Final Grant Call by the Vietnam-Finland Innovation Partnership Programme - Phase 2 (IPP2). Now we would like to inform you the official evaluation results of the Grant Call.

We have received 14 proposals including 7 ecosystem ones, 2 single university, 2 joint proposals by 3 universities, and 3 integrated ones which have been evaluated against the selection criteria, following the approved Final Grant Schemes and Guidelines of IPP2. The proposals were assessed by a panel of independent international experts and local experts. On the basis of comparison, 7 out of 14 applications have been deemed most suitable and selected. The Steering Committee of IPP2 has made the selection decision on February 10, 2017.

We are sorry to inform that your application has not been selected for the Grant. Due to limited resources, we can only provide financial support for the more impactful and feasible projects.

We highly appreciate your efforts and hope that you will keep your passion in contributing to the development of Vietnam's innovation and startup ecosystem.

We can still provide soft support for your team during the implementation of your proposed project. Feel free to contact us with ideas for collaboration in training, events, networking and other partnership building activities.

Once again, thank you for your cooperation and we wish you good success in the very near future.

Yours sincerely,

Tran Thi Thu Huong
Program Director

Lauri Laakso
Chief Technical Advisor

All applicants of the IPP2 2017 Final Grant Call for Proposals can complain about the process and treatment by IPP2. If you want to complain about the process or treatment, send your complaint to the IPP office via email info@ipp.vn to be handled first by the project management. If you are not satisfied with their response, you can send the complaint to Ministry of Science and Technology of Vietnam to address No. 113 Tran Duy Hung St., Hanoi, Vietnam.

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IPP

PRESS RELEASE

Announcing IPP's 2017 Final Grant Results

Hanoi, February 21, 2017 - Vietnam - Finland Innovation Partnership Programme, Phase 2 (IPP2) officially announces 07 projects to receive IPP's 2017 Final Grant with the total grant value of up to 16 billion Vietnam dong. This is the last grant for the 2016 supported projects including 03 ecosystem projects, 03 university projects and 01 integrated project (combined of the ecosystem and university ones).

With the aim to further accelerate the development of a sustainable and healthy innovation and entrepreneurship ecosystem of Vietnam, with the focus on the core startup teams and ecosystem partners from IPP's funded projects in 2016, IPP2 has launched the 2017 Final Grant Call since December 2016. In this final grant call, IPP2 focuses on promoting the Entrepreneurship & Innovation (E&I) partnership and cooperation between ecosystem developers and universities.

IPP2 received 14 project proposals and selected 07 most potential and outstanding projects for the scaling-up grants. This include: 03 E&I ecosystem development projects (2.4 billion VND each), 03 university projects (2,4 billion VND for each joint-university project and 480 million VND for single university project) and 01 integrated project (3,6 billion VND).

The grant money is used for reimbursing up to a maximum of 70% of the project cost (under IPP's regulations on eligible costs), these selected projects will also receive soft supports in form of access to senior business advisors and coaches, events & networking activities to connect with potential partners and experts, digital startup ecosystem platforms and other related activities by IPP2. The other projects will still have the opportunities to receive IPP's consulting and networking supports.

Mr. Lauri Laakso, IPP2's Chief Technical Advisor, commented on this year Grant Call results: "Our international evaluators are all satisfied with the quality of the proposals this year. The selected project teams are talented and experienced, most of them have learned well from the previous phase and strongly commit to the projects. The proposals are well designed, clear, balanced, and focused on very core needs within Vietnam's E&I ecosystem. Some projects have unique ideas with high scale-up potential. Other have demonstrated their ability to achieve big ambitions for the regional growth with volume of activities and revenue to match."

The projects to receive IPP2's 2017 Final Grant are listed as below:

Ecosystem Projects

No.	Proposal #	Project Name	Applicant
1	E05	Mekong Delta and Cantho's startup and entrepreneurial innovation network	1. ETM Partners LLC
			2. Center of Business Studies and Assistance (BSA)
			3. Nam Cantho University
			4. Cantho Business Association
			5. Fablab Cantho
2	E06	2017 Business Accelerator and Management System Project	1. HATCH Ventures Vietnam JSC
			2. Viet Youth Entrepreneurs Co., Ltd
			3. Non-stop Innovation Waves (NIW)
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			2. Innovation Hub Investment JSC
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University Projects

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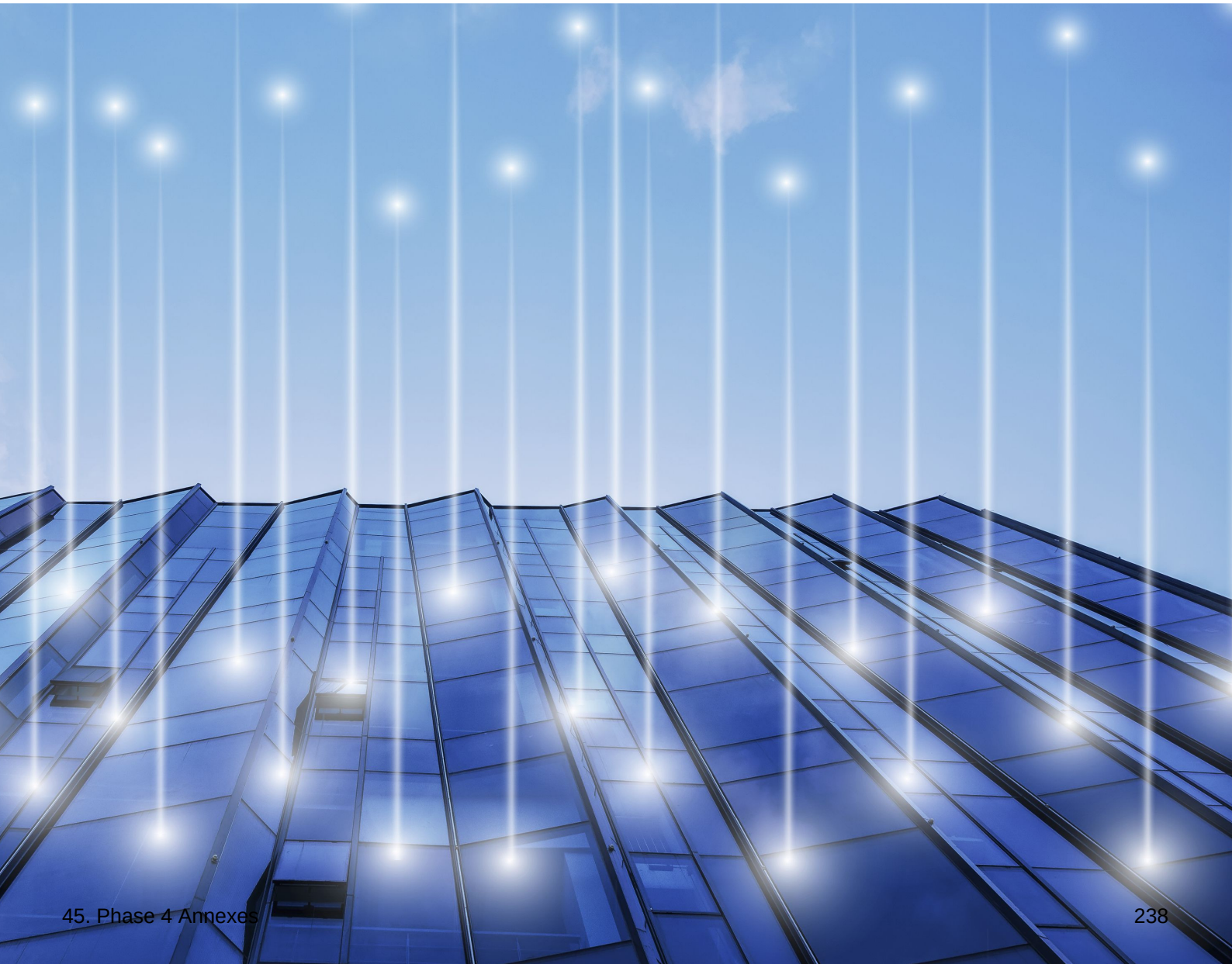
			2. VNG Corporation
			3. IBE Consulting and Resources Development Co., Ltd. (IBE)
			4. Foreign Trade University (FTU)

For further details and instructions, please contact IPP2 Office - Tel: +84-4 – 39 39 39 82 (Ms. Trang Vu) - Email: info@ipp.vn - Website: http://ipp.vn

IPP

4. CONTRACTING



IPP

Grant Administration Management Table

Project Code	Project Name	Beneficiary *(Organization's name)*	Name of Authorized Represent-ative	Position of Authorized Represent-ative	Address of Head Office	Phone	Email	Tax Code	Bank Account ID	Bank Account No.	Bank Name	Bank Address

	Maximum Grant	Grant money in words	Grant Payment 1	Grant Payment 2	Grant Payment 3	Grant Payment 4	Final Grant Payment	Time of payment 1	Time of payment 2	Time of payment 3	Time of payment 4	Time of final payment

IPP2 GRANT PHASE 2 CONTRACT
INTEGRATED/ECOSYSTEM DEVELOPMENT/UNIVERSITY PROJECT

Hợp đồng Tài trợ Giai đoạn 2 - Dự án Tích hợp/Dự án Phát triển Hệ Sinh thái/ Dự án các trường đại học

Contract Number *Số Hợp đồng*	**«ProjectCode»/2017**

Between / Giữa

VIETNAM – FINLAND INNOVATION PARTNERSHIP PROGRAMME, PHASE 2

and / và

«Beneficiary»

Date: 30th March, 2017

Ngày: 30/3/2017

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A. THOẢ THUẬN HỢP ĐỒNG

1. Hợp đồng tài trợ

HỢP ĐỒNG TÀI TRỢ NÀY (sau đây gọi là "Hợp đồng") được ký kết vào ngày 30 tháng 3 năm 2017 giữa:

BAN QUẢN LÝ DỰ ÁN CHƯƠNG TRÌNH ĐỐI TÁC ĐỔI MỚI SÁNG TẠO VIỆT NAM - PHẦN LAN GIAI ĐOẠN 2 (IPP2) - BỘ KHOA HỌC VÀ CÔNG NGHỆ (MOST);

(sau đây gọi là "IPP2");

Và:

«BenNhan»

(sau đây gọi là "Bên nhận tài trợ");

(IPP2 cùng với Bên nhận tài trợ được gọi là "các Bên" và mỗi bên được gọi là "Bên").

XÉT RẰNG các Bên mong muốn thiết lập các điều khoản và điều kiện về tài trợ của IPP2 để thực hiện dự án phát triển hệ sinh thái đổi mới sáng tạo ("Dự án") sau đây:

«ProjectCode» - «TenDA»

NAY, các Bên đồng ý rằng:

1. Dự án là một phần trong việc thực hiện Chương trình IPP Giai đoạn 2 do Bộ Khoa học và Công nghệ Việt Nam và Bộ Ngoại giao Phần Lan tài trợ dựa trên Hiệp định giữa Chính phủ nước Cộng hoà Xã hội chủ nghĩa Việt Nam và Chính phủ nước Cộng hoà Phần Lan về hợp tác trong Chương trình Đối tác đổi mới sáng tạo ký kết ngày 06/3/2014.

A. CONTRACT AGREEMENT

1. Form of Grant Contract

THIS GRANT CONTRACT (the "Contract") is made as of 30th March, 2017 between:

VIETNAM - FINLAND INNOVATION PARTNERSHIP PROGRAMME, PHASE 2 (IPP2) – MINISTRY OF SCIENCE AND TECHNOLOGY (MOST);

(hereinafter referred to as "IPP2");

And:

«Beneficiary»

(hereinafter referred to as the "Grant Beneficiary");

(IPP2 and Grant Beneficiary collectively referred to as the "Parties" and individually referred to as a "Party").

WHEREAS the Parties wish to establish the terms and conditions of the IPP2 grant support for the implementation of the ecosystem development project listed as follows (the "Project"):

«ProjectCode» - «ProjectName»

NOW THEREFORE, the Parties hereto agree as follows:

1. The Project is part of the IPP implementation of the Phase 2 financed by the Ministry of Science and Technology of Vietnam and the Ministry for Foreign Affairs of Finland and based on the Agreement between the Government of Socialist Republic of Vietnam and the Government of the Republic of Finland on the Co-operation in Innovation Partnership Programme dated 6th March 2014.

2. Các Bên thừa nhận và đồng ý rằng Hợp đồng này được thiết lập dựa trên các văn bản pháp lý sau đây:

(a) Hiệp định về các điều khoản chung và thủ tục về hợp tác phát triển giữa Chính phủ nước Cộng hoà Phần Lan và Chính phủ nước Cộng hoà Xã hội chủ nghĩa Việt Nam ký kết ngày 8/4/1992;

(b) Hiệp định giữa Chính phủ nước Cộng hoà Xã hội chủ nghĩa Việt Nam và Chính phủ nước Cộng hoà Phần Lan về hợp tác trong Chương trình Đối tác đổi mới sáng tạo ký kết ngày 06/3/2014;

(c) Văn kiện khung Chương trình và Báo cáo khởi động của IPP2;

(d) Các văn bản của IPP2 bao gồm: Hướng dẫn quản lý tổng hợp; Hướng dẫn quản lý tiểu dự án; Hướng dẫn về hoàn chi tài chính cho các tiểu dự án.

(e) Kêu gọi nộp đề xuất xin tài trợ đợt cuối của IPP2 dành cho các dự án phát triển hệ sinh thái khởi nghiệp và các trường đại học;

(f) Quyết định của Ban Chỉ đạo IPP2 ngày 10/2/2017 về kết quả đánh giá các dự án phát triển hệ sinh thái khởi nghiệp và các trường đại học nộp đề xuất xin tài trợ đợt cuối năm 2017 và Biên bản cuộc họp Ban chỉ đạo lần thứ 11 vào ngày 10/2/2017;

3. Sau khi xem xét cơ chế tài trợ theo nguyên tắc hoàn ứng của IPP2, Bên nhận tài trợ đồng ý thực hiện Dự án theo các điều khoản và điều kiện của Hợp đồng này.

4. IPP2 đồng ý tài trợ theo nguyên tắc hoàn ứng cho Bên nhận tài trợ theo các điều khoản và điều kiện của Hợp đồng này.

5. Các tài liệu Hợp đồng sau đây được coi là nội dung cấu thành và là một phần của Hợp đồng này:

a. Các Điều khoản chung của Hợp đồng;

b. Các Phụ lục Hợp đồng, bao gồm:
- Phụ lục 1: Kế hoạch Dự án;
- Phụ lục 2: Ngân sách Dự án;

2. The Parties acknowledge and agree that this Contract is based on the following documents:

(a) Agreement on General Terms and Procedures of Development Cooperation between the Government of Republic of Finland and the Government of Socialist Republic of Vietnam dated 8th April 1992;

(b) Agreement between the Government of Socialist Republic of Vietnam and the Government of the Republic of Finland on the Co-operation in Innovation Partnership Programme dated 6th March 2014;

(c) Programme Framework Document and Inception Report of the IPP2;

(d) IPP2 Integrated Management Guideline; Guidelines for Subproject Management; and Guidelines on Financial Reimbursement for Sub-projects;

(e) IPP2 Final Grant support for Startup Ecosystem Development Projects and University Teams Call 2017 for Proposals;

(f) Decision of the Steering Committee on the evaluation result of the IPP2 Final Grant support for Startup Ecosystem Development Projects and University Teams Call dated 10th February 2017 and the Minutes of the 11th Steering Committee Meeting dated 10th February, 2017;

3. In consideration of the grant support reimbursement to be made by IPP2, the Grant Beneficiary agrees to execute and implement the Project in accordance with the terms and conditions of this Contract.

4. IPP2 hereby agrees to make grant support reimbursements to the Grant Beneficiary in accordance with the terms and conditions of this Contract;

5. The following Contract documents shall be deemed to form and be construed as part of this Contract:

a. General Conditions of the Contract;

b. Appendices to the Contract:
- Appendix 1: Project Plan;
- Appendix 2: Project Budget;

- Phụ lục 3: Hướng dẫn về hoàn chi tài chính cho các tiểu dự án;
- Phụ lục 4: Đề xuất dự án.

6. Hợp đồng này được lập thành ba (03) bản gốc song ngữ (tiếng Anh và tiếng Việt).IPP2 giữ hai (02) bản gốc, Bên nhận tài trợ giữ một (01) bản gốc.

7. Trong trường hợp có sự khác biệt giữa bản tiếng Anh và tiếng Việt của Hợp đồng, bản tiếng Anh sẽ được sử dụng làm căn cứ.

8. Thông tin liên hệ của mỗi Bên tham gia Hợp đồng như sau:

Ban Quản lý Dự án Chương trình Đối tác đổi mới sáng tạo Việt Nam - Phần Lan, Giai đoạn 2(IPP2) - Bộ Khoa học và Công nghệ.

Đại diện bởi: ***Bà Trần Thị Thu Hương***, Giám đốc Chương trình và ***Ông Lauri Laakso***, Cố vấn trưởng.

Địa chỉ: Phòng 1502, Toà nhà Thăng Long, số 98A phố Ngụy Như Kon Tum, quận Thanh Xuân, Hà Nội, Việt Nam.

Điện thoại: + 84 4 39393982

Fax: +84 4 39387047

E-mail: info@ipp.vn

Bên nhận tài trợ:
«BenNhan»

Người đại diện: «DaiDien»

Chức danh: «ChucDanh»

Địa chỉ: «DiaChi»

Điện thoại: «Phone»

Fax: «Fax»

Email: «Email»

Mã số thuế: «TaxCode»

DƯỚI ĐÂY, các bên cùng ký và đóng dấu vào bản Hợp đồng này vào thời gian đã nêu ở trên.

- Appendix 3: Guidelines on Financial Reimbursement for Sub-projects;
- Appendix 4: Proposal.

6. This Contract is made bi-lingual (English and Vietnamese) in three (03) originals. IPP2 shall keep 2 originals and the Grant Beneficiary shall keep one (01) original.

7. In case of any discrepancy between the two languages, the English language shall prevail.

8. The contact information for each Party are listed as follows:

Vietnam - Finland Innovation Partnership Programme Phase 2 (IPP2) - Ministry of Science and Technology.

Represented by: ***Ms. Tran Thi Thu Huong***, Programme Director and ***Mr. Lauri Laakso***, Chief Technical Advisor

Address: Suite 1502, Thang Long Tower, 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi, Vietnam

Tel.: + 84 4 39393982

Fax: +84 4 39387047

E-mail: info@ipp.vn

Grant Beneficiary:
«Beneficiary»

Represented by: «Rep»

Position: «Position»

Address: «Address»

Tel.: «Phone»

Fax: «Fax»

Email: «Email»

Tax code: «TaxCode»

IN WITNESS WHEREOF, the Parties hereto have signed and sealed this Contract as of the day and year first above written.

On behalf of IPP2 / *Thay mặt IPP2*

Ms. Tran Thi Thu Huong

Program Director/ *Giám đốc Chương trình* _____

Mr. Lauri Laakso

Chief Technical Advisor/ *Cố vấn trưởng* _____

On behalf of Grant Beneficiary / *Thay mặt Bên nhận tài trợ*

Legal Representative / Đại diện hợp pháp

«Rep»

«Position»/*«ChucDanh»* _____

B. ĐIỀU KIỆN CHUNG

2. Những quy định chung

2.1 Giải thích từ ngữ

(i) "Kêu gọi nộp đề xuất xin tài trợ đợt cuối năm 2017 của IPP2 dành cho các dự án phát triển hệ sinh thái khởi nghiệp và các trường đại học": Là kêu gọi nộp đề xuất xin tài trợ đợt cuối của IPP2 dành cho các dự án phát triển hệ sinh thái khởi nghiệp và các trường đại học được phát hành ngày 1/11/2016.

(ii) "Dự án": Là dự án do Bên nhận tài trợ chuẩn bị và nộp cho IPP2 theo Kêu gọi nộp đề xuất xin tài trợ đợt cuối năm 2017 của IPP2 dành cho các dự án phát triển hệ sinh thái khởi nghiệp và các trường đại học

(iii) "Tiểu dự án": Hiểu như "Dự án".

(iv) "Nhóm dự án": Là các thành viên nhóm dự án do Bên nhận tài trợ đề xuất tham gia thực hiện Dự án.

(v) "Các cơ quan có thẩm quyền": Là Bộ Khoa học và Công nghệ Việt Nam (MOST) và Bộ Ngoại giao Phần Lan (MFA).

B. GENERAL CONDITIONS

2. General Provisions

2.1 Definitions

(i) "IPP2 Final Grant Call 2017 for IPP supported Ecosystem Projects and University Teams for Proposals" means the final phase of Grant call for submission of proposals of the Startup Ecosystem Development Projects and and University Teams launched by IPP2 on 1st November, 2016.

(ii) "Project" means the project for which the Grant Beneficiary prepared and submitted a proposal to IPP2 in accordance with the IPP2 Final Grant Call support for Startup Ecosystem Development Projects and University teams for Proposals.

(iii) "Subproject" means the same as a "Project".

(iv) "Project Team" means the team members proposed by the Grant Beneficiary to implement the Project.

(v) "Competent Authorities" means the Ministry of Science and Technology of Vietnam (MOST), and the Ministry for Foreign Affairs of Finland (MFA).

(vi) "Bản Hợp tác Liên danh": Là thoả thuận được ký kết bởi các bên của một Liên danh đồng ý cùng thực hiện Dự án.

(vi) "Consortium Agreement" means the agreement that is signed between all members of a Consortium that agrees to implement a Project.

2.2 Luật áp dụng

(i) Hợp đồng này được điều chỉnh, hiểu, thực hiện và thi hành theo pháp luật của Việt Nam.

(ii) Các Bên đồng ý rằng Văn bản hướng dẫn của UN - EU về các chi phí trong nước sử dụng cho hợp tác phát triển với Việt Nam phiên bản năm 2015 sẽ được áp dụng đối với các khoản chi trong nước bao gồm các dịch vụ cung ứng bởi các chuyên gia trong nước cho Bên nhận tài trợ để thực hiện Dự án phù hợp với các quy định của IPP2.

(iii) Các Bên đồng ý rằng các quy định của Bộ Ngoại giao Phần Lan sẽ được áp dụng cho các chi phí ngoài Việt Nam, bao gồm các dịch vụ cung ứng bởi các chuyên gia quốc tế.

2.2 Governing Law

(i) This Contract shall be governed by and construed, performed and enforced in accordance with the laws of Vietnam.

(ii) The Parties agree that the UN - EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam – version 2015 shall apply to local costs, inclusive of services provided by national experts retained by the Grant Beneficiary to implement the Project in accordance with IPP2.

(iii) The Parties agree that the regulations of Ministry for Foreign Affairs of Finland shall apply to expenditures outside of Vietnam, inclusive of services provided by international experts.

2.3 Ngôn ngữ

Các Bên đồng ý rằng tiếng Anh là ngôn ngữ sử dụng trong tất cả các giao dịch chính thức liên quan đến việc thực hiện Hợp đồng này. Các văn bản giao dịch có thể được dịch sang tiếng Việt. Trong trường hợp có sự khác biệt giữa bản tiếng Việt và tiếng Anh thì bản tiếng Anh sẽ được sử dụng làm căn cứ.

2.3 Languages

The Parties agree that English shall be the language for all official correspondence related to the performance of this Contract. The written correspondence can be translated into Vietnamese. In case of discrepancy between the Vietnamese and English versions, the English version shall prevail.

2.4 Các thông báo

Bất kỳ thông báo hoặc sự đồng thuận nào liên quan đến Hợp đồng này đều phải được thực hiện bằng văn bản có chữ ký của đại diện Bên liên quan và được gửi trực tiếp, qua thư điện tử, fax hoặc qua đường bưu chính đến địa chỉ đã đăng ký của Bên đối tác như nêu dưới đây:

Gửi đến IPP2:

Bà Trần Thị Thu Hương, Giám đốc Chương trình và Ông Lauri Laakso, Cố vấn trưởng.

Địa chỉ: Phòng 1502, Toà nhà Thăng Long, số 98A phố Nguỵ Như Kon Tum, quận Thanh Xuân, Hà Nội, Việt Nam.
Điện thoại: + 84 4 3939 3982
Fax: +84 4 39387047

2.4 Notices

Any notice or consent to be given under this Contract shall be in writing, signed by the authorised representative of the relevant Party and delivered in person, by email, fax or mail to the registered address of the other Party listed below:

To IPP2:

Ms. Tran Thi Thu Huong, Programme Director and Mr. Lauri Laakso, Chief Technical Advisor.

Address: Suite 1502, Thang Long Tower, 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi, Vietnam
Tel.: + 84 4 3939 3982
Fax: +84 4 39387047

E-mail: info@ipp.vn

Gửi đến Bên nhận tài trợ:

«DaiDien» - «ChucDanh»

Địa chỉ: «DiaChi»

E-mail: info@ipp.vn

To Grant Beneficiary:

«Rep» – «Position»

Address: «Address»

3. Nghĩa vụ của IPP2

3.1 Giám sát tiến độ thực hiện của Dự án dựa trên Kết quả đầu ra theo Phụ lục 1 và đề xuất các điều chỉnh nhằm bảo đảm nâng cao chất lượng và hiệu quả Dự án.

3.2 Thực hiện hoạt động đánh giá dự án định kỳ 3 tháng một lần.

3.3 Chấm dứt Hợp đồng như quy định tại Điều 11 của Hợp đồng này.

3.4 Thực hiện hoàn chi kinh phí tài trợ (không ứng trước) cho Bên nhận tài trợ theo các điều khoản và điều kiện nêu tại **Phụ lục 2** của Hợp đồng này.

3.5 Thực hiện các trách nhiệm và nghĩa vụ theo Hợp đồng này.

3. Obligations of IPP2

3.1 Monitor the progress of the Project based on results/output defined in Appendix 1 and make proposals for adjustments to improve the quality and effectiveness of the Project.

3.2 Management of IPP2 to review the performance of project every 3 months

3.3 Terminate the Contract as stipulated in Article 11 of this Contract;

3.4 Make grant support reimbursements (no advance payments are made) to the Grant Beneficiary in accordance with the terms and conditions listed in **Appendix 2** to this Contract.

3.5 Fulfill the IPP2 responsibilities and obligations under this Contract.

4. Nghĩa vụ của Bên nhận tài trợ

4.1 Thực hiện đúng theo Đề xuất dự án và Kế hoạch dự án đã nộp và được IPP2 chấp thuận (Phụ lục 1 và Phụ lục 4 của Hợp đồng này). Thời gian thực hiện dự án: từ …… đến……

4.2 Sử dụng kinh phí tài trợ cho các hoạt động đã cam kết theo Phụ lục 1 hiệu quả, minh bạch, đúng mục đích và tuân thủ các quy định, hướng dẫn liên quan, đồng thời thực hành quản lý sổ sách, kế toán nghiêm túc cho khoản kinh phí được tài trợ.

4.3 Tham gia các hoạt động, hỗ trợ do IPP2 tổ chức, chẳng hạn như sự kiện, hoạt động đào tạo, vv cho các dự án.

4.4 Nộp báo cáo tiến độ và các báo cáo khác theo yêu cầu của IPP2.

4.5 Thông báo cho IPP2 khi có bất kỳ sự thay

4. Obligations of Grant Beneficiary

4.1 Implement the proposed project submitted to and accepted by IPP2 (Appendix 1 and Appendix 4 to this Contract). The project duration is from ..... to....

4.2 Use the grant funding for activities (Appendix 1 to this Contract) effectively, transparently as per the agreed purpose and and within the regulations specified and keep a good booking and accounting practices in the administration of grant funding.

4.3 Participate in activities, support such as events, training, etc to projects to be organised by IPP2.

4.4 Submit milestone reports and other reports as required by IPP2.

4.5 Inform IPP2 of any changes in human

đổi/điều chỉnh nào về nhân sự, hoạt động và ngân sách của Dự án trước khi phát sinh chi phí. IPP2 sẽ xem xét và chấp thuận bằng văn bản (email hoặc văn bản tuỳ trường hợp). Chỉ những thay đổi nào được IPP2 chấp thuận mới được xem là hợp lệ để hoàn chi.

4.6 Đề xuất điều chỉnh/thay đổi việc thực hiện Dự án khi cần thiết để đạt được kết quả hoặc nâng cao chất lượng và tính hiệu quả của Dự án.

4.7 Nộp yêu cầu hoàn chi và tuân thủ các quy định của IPP2 về việc sử dụng kinh phí được hỗ trợ.

4.8 Chia sẻ kinh nghiệm, kiến thức về đổi mới sáng tạo thu hoạch được từ hỗ trợ của IPP2 để trợ giúp cộng đồng, các tổ chức có liên quan khác khi cần thiết.

4.9 Cho phép các đại diện của IPP2 và/hoặc các cơ quan có thẩm quyền, bao gồm cả kiểm toán độc lập, đến tiến hành thanh kiểm tra và/hoặc kiểm toán.

4.10 Tạo thuận lợi cho việc tiếp cận đối với mọi thông tin về Dự án, kể cả các báo cáo tài chính. Trong trường hợp kiểm toán, IPP2 sẽ thông báo trước cho Bên nhận tài trợ bằng văn bản.

5. Kế hoạch ngân sách Dự án

5.1 Tổng mức hỗ trợ tối đa của IPP2 cho Dự án của Bên nhận tài trợ không vượt quá:

«Maximum_Grant» Đồng Việt Nam
(Bằng chữ: «BangChu» đồng)

5.2 Bên nhận tài trợ hiểu rằng IPP2 sẽ không hoàn chi đối với các chi phí vượt quá mức tối đa đã nêu tại điểm 5.1.

5.3 Các Bên đồng ý thực hiện theo kế hoạch ngân sách Dự án (**Phụ lục 2** của Hợp đồng).Hai dòng ngân sách chính cần được tuân thủ trừ khi các Bên đồng ý thay đổi bằng văn bản.

6. Điều kiện chi tài trợ

6.1 Các bên hiểu và đồng ý rằng việc chi tài trợ

resources, activities and/or budgets during project implementation before any costs generate to IPP2's Case Manager and Financial Manager in writing for approval (via email or official letter in case). Only approved changes are eligible for reimbursement.

4.6 Propose modifications/changes to the Project implementation when necessary to achieve or enhance the quality and efficiency of the Project.

4.7 Submit Request for Reimbursements as stated and follow the use of grant support funds as well as IPP2 relevant regulations.

4.8 Share experience, innovation related knowledge gained from IPP2 to support community, other relevant organizations when appropriate.

4.9 Provide access to representatives and/or competent authorities, including external auditors of IPP2 to carry out inspections and/or audits.

4.10 Facilitate access to all Project information, including financial statements. In case of an audit, IPP2 shall give the Grant Beneficiary advance notice in writing.

5. Grant support to the Project Budget

5.1 The maximum grant support for the Project payable by IPP2 to the Grant Beneficiary has been established at:

VND «Maximum_Grant»
(In words: «InWord» Vietnam dong)

5.2 The Grant Beneficiary understands that IPP2 will not make any grant support payments for any amounts exceeding the maximum amount listed under the sub-clause 5.1 above.

5.3 The Parties agree to follow the Project Budget (**Appendix 2** to this Contract). The two main categories of budget should be followed unless the Parties have agreed changes in writing.

6. Grant Support Payment Conditions

6.1 The Parties understand and agree that

chỉ áp dụng đối với các chi phí Dự án phát sinh từ ngày 1 tháng 2 năm 2017 đến….

grant support payments can only be made for expenses incurred the earliest from February 1, 2017 and no later than…..

6.2 IPP2 sẽ chỉ tài trợ cho các chi phí Dự án phù hợp với ngân sách Dự án tại **Phụ lục 2** đính kèm Hợp đồng này. Các hồ sơ, chứng từ phải thực hiện đúng theo Văn bản hướng dẫn của IPP2 tại **Phụ lục 3** của Hợp đồng.

6.2 IPP2 shall only make grant support payments for Project expenditure in accordance with Project Budget in **Appendix 2** to this Contract. The supporting documents must comply with the IPP2 Guidelines in **Appendix 3** to this Contract.

6.3 IPP2 sẽ thực hiện thanh toán cho Bên nhận tài trợ theo thông tin tài khoản ngân hàng như sau:

Tên tài khoản: «TenTK»

Số tài khoản: «AccNo»

Tại: «TenNganHang»

Địa chỉ ngân hàng: «DChiNH»

6.3 IPP2 will make grant payments to the Grant Beneficiary in accordance with the following details:

Account ID: «Acc_ID»

Bank Account number: «AccNo»

Bank Name: «BankName»

Bank Address: «BankAdd»

6.4 Việc chi tài trợ được thực hiện làm nhiều đợt trên cơ sở yêu cầu hoàn chi kèmtheo các hồ sơ, chứng từ hợp lệ.Đợt hoàn chi cuối cùng chỉ được thực hiện sau khi IPP2 hoàn thành kiểm toán lần cuối. Dự kiến tiến độ thanh toán như sau:

6.4 Grant payments shall be made in installments based on the request for reimbursement associate with the supporting document. The final payment will be made only upon the completion of final audit of all project expenses, to be organised by IPP2. The following is a tentative schedule of the payments:

Thanh toán lần 1 («Dot1»): «Payment1» đ

Thanh toán lần 2 («Dot2»): «Payment2» đ

Thanh toán lần 3 («Dot3»): «Payment3» đ
Thanh toán lần 4 («Dot4»): «Payment4» đ
Thanh toán lần 5 («Dot5»): «Payment_5» đ

Thanh toán lần cuối («Dotcuoi»): «FinalPayment» đ

Payment No.1 («Time1»): «Payment1» VND

Payment No.2 («Time2»): «Payment2» VND

Payment No.3 («Time3»): «Payment3» VND

Payment No.4 («Time4»): «Payment4» VND

Payment No.5 («Time5»): «Payment_5» VND

Final Payment («FinalTime»): «FinalPayment» VND

7. Hiệu lực hợp đồng

Hợp đồng này có hiệu lực kể từ ngày ký và giữ nguyên hiệu lực này cho đến khi tất cả các nghĩa vụ được thực hiện đầy đủ bởi các bên, trừ khi một trong hai bên chấm dứt Hợp đồng theo quy định tại Điều 11.

7. Validity

This Contract shall be valid as of the signing date and remain in force until all the obligations under this Agreement have been duly fulfilled by the Parties, unless terminated earlier by either Party as set out in Article 11.

8. Quyền Sở hữu trí tuệ

8.1 Bên nhận tài trợ cam kết tuân thủ mọi quy

8. Intellectual Property Rights

8.1 The Grant Beneficiary covenants that it will

định của pháp luật về quyền sở hữu trí tuệ của bất kỳ nền tài phán nào mà Bên nhận tài trợ là đối tượng chịu sự điều chỉnh.

comply with any and all intellectual property rights legislation to which it may be subject in any jurisdiction.

8.2 Hợp đồng này sẽ không ảnh hưởng đến quyền, danh nghĩa và lợi ích của Bên nhận tài trợ về quyền sở hữu trí tuệ liên quan đến Dự án (bao gồm nhưng không giới hạn bản quyền về phần mềm và dữ liệu, phương pháp, công cụ, bộ công cụ, biểu mẫu và tài liệu) do Bên nhận tài trợ phát triển hoặc sở hữu từ trước hoặc trong quá trình thực hiện Hợp đồng và cung cấptheo Hợp đồng này.

8.2 Nothing in this Contract will affect the right, title and interest of the Grant Beneficiary in the intellectual property rights related to the Project (including, without limitation, proprietary software and data, methodologies, tools, toolkits, templates and documentation) provided by the Grant Beneficiary under this Contract, that developed or owned by the Grant Beneficiary prior to or during the Contract.

8.3 Tất cả các sản phẩm liên quan đến Dự án được thực hiện bởi Bên nhận tài trợ sẽ thuộc quyền sở hữu trí tuệ của Bên nhận tài trợ. Bên nhận tài trợ được khuyến khích đăng ký quyền sở hữu trí tuệ đối với các sản phẩm, dịch vụ được phát triển trong phạm vi Hợp đồng tại cơ quan có thẩm quyền để bảo vệ các quyền của mình.

8.3 All work related to the Project performed by Grant Beneficiary shall be the sole intellectual property of the Grant Beneficiary. The Grant Beneficiary is encouraged to register its IPRs of the products or services that perform under this Contract to the appropriate agency in order to protect its rights.

8.4 Bên nhận tài trợ hiểu rằng mọi hành vi vi phạm pháp luật về quyền sở hữu trí tuệ của bất kỳ nền tài phán mà Bên nhận tài trợ là đối tượng chịu sự điều chỉnh sẽ dẫn đến việc chấm dứt Hợp đồng ngay lập tức và Bên nhận tài trợ phải hoàn trả toàn bộ số tiền tài trợ mà IPP2 đã thanh toán.

8.4 The Grant Beneficiary understands that any violation of intellectual property rights legislation to which it may be subject in any jurisdiction can lead to the immediate termination of this Contract and refund of all grant support payments made by IPP2 to the Grant Beneficiary.

9. Thuế

9. Taxes

9.1 Bên nhận tài trợ hiểu và đồng ý hoàn toàn chịu trách nhiệm chi trả các loại thuế theo pháp luật của bất kỳ nền tài phán nào mà Bên nhận tài trợ là đối tượng chịu sự điều chỉnh.Mọi hành vi vi phạm pháp luật về thuế sẽ dẫn đến việc chấm dứt Hợp đồng ngay lập tức và Bên nhận tài trợ phải hoàn trả toàn bộ số tiền tài trợ mà IPP2 đã thanh toán.

9.1 The Grant Beneficiary understands and agrees to have sole responsibility for the payment of any and all taxes which it may be subject in any jurisdiction. Any violation of tax legislation to which it may be subject in any jurisdiction can lead to the immediate termination of this Contract and refund of all grant support payments made by IPP2 to the Grant Beneficiary.

10. Giải quyết tranh chấp

10. Dispute Settlement

10.1 Các bên đồng ý nỗ lực giải quyết các tranh chấp, khiếu nại liên quan đến việc giải thích, thực hiện Hợp đồng hoặc mâu thuẫn trong quan hệ phát sinh từ Hợp đồng thông qua thương lượng thiện chí. Trong trường hợp thương lượng thất bại, vụ việc sẽ được trình lên cơ quan trọng tài phân xử theo quy định dưới đây.

10.1 The Parties agree to attempt in good faith to resolve any disputes or claims arising out of or relating to the interpretation or implementation of this Contract, or the breach of relationships created hereby through friendly consultations. Should these fail then the dispute shall be submitted for arbitration described below.

10.2 Mọi tranh chấp phát sinh từ Hợp đồng hoặc liên quan đến Hợp đồng này, bao gồm bất kỳ vấn đề liên quan đến sự tồn tại, hiệu lực hoặc chấm dứt Hợp đồng sẽ được chuyển đến và giải quyết bởi cơ quan trọng tài ở Việt Nam theo các Quy tắc trọng tài hiện hành của Trung tâm Trọng tài Quốc tế Việt Nam ("Quy tắc VIAC"). Hội đồng trọng tài sẽ gồm một (01) trọng tài được chỉ định bởi Chủ tịch VIAC.Ngôn ngữ trọng tài sử dụng là tiếng Anh.

10.2 Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in Vietnam in accordance with the Arbitration Rules of the Vietnam International Arbitration Centre ("VIAC Rules") for the time being in force. The Tribunal shall consist of one (01) arbitrator to be appointed by the Chairman of the VIAC. The language of the arbitration shall be English.

11. Chấm dứt hợp đồng

Hợp đồng chấm dứt trong những trường hợp sau:

(i) Hết hiệu lực hợp đồng theo Điều 7 của Hợp đồng này;

(ii) Bên nhận tài trợ không thực hiện quyền và nghĩa vụ đã cam kết theo điều 4 của Hợp đồng. Đối với trường hợp vi phạm Điều 4.2, Bên nhận tài trợ phải hoàn trả toàn bộ chi phí đã được IPP2 hoàn chi

(iii) Bên nhận tài trợ không đạt được kết quả như đã cam kết trong Dự án.

(iv) Bên nhận tài trợ không thực hiện những hoạt động khắc phục, cải thiện Dự án theo yêu cầu của IPP2.

(v) Bên nhận tài trợ nhận đồng thời một nguồn tài trợ khác cho cùng dự án đã được IPP2 tài trợ. Trong trường hợp này, Bên nhận tài trợ phải hoàn trả toàn bộ chi phí đã được IPP2 hoàn chi.

(vi) Bên nhận tài trợ mong muốn rút khỏi Dự án và thông báo bằng văn bản cho IPP2. Trong trường hợp Dự án không thể hoàn thành, Bên nhận tài trợ phải hoàn trả mọi khoản tiền tài trợ đã được thanh toán cho IPP2.

(vii) Chính phủ Việt Nam đưa ra quyết định có ảnh hưởng đến khả năng tiếp tục hỗ trợ của IPP2 đối với Bên nhận tài trợ và/hoặc Dự án.

(viii) Bên nhận tài trợ bị cơ quan có thẩm quyền tuyên bố phá sản hoặc giải thể.

11. Termination

This Contract shall be terminated in the following circumstances:

(i) Expiration as stipulated in Article 7 of this Contract;

(ii) The Grant Beneficiary fails to perform its rights and obligations in Article 4 of this Contract; In case the Grant Beneficiary fails to perform its rights and obligations stated in Article 4.2. it must refund all grant support payments to IPP2

(iii) The Grant Beneficiary fails to achieve their results/outputs of the Project.

(iv) The Grant Beneficiary fails to take immediate corrective action as requested by IPP2.

(v) The Grant Beneficiary is being funded by another program for the same project proposed to IPP2. In this case, the Grant Beneficiary must refund all grant support payments to IPP2.

(vi) The Grant Beneficiary wishes to withdraw from the Project by providing a written notice to IPP2. In the event the Project cannot be completed, the Grant Beneficiary must refund all grant support payments to IPP2.

(vii) The Government of Vietnam makes a decision that affects the ability of IPP2 to continue supporting the Grant Beneficiary and/or the Project;

(viii) The Grant Beneficiary is declared insolvent or dissolved by the relevant government agency;

12. Chống tham nhũng

12.1 Bên nhận tài trợ cam kết tuân thủ mọi quy định pháp luật về chống tham nhũng và chống rửa tiền của bất kỳ nền tài phán nào mà Bên nhận là đối tượng chịu sự điều chỉnh.

12.2 Bên nhận tài trợ đồng ý sẽ không, và không cho phép bất cứ ai dưới quyền, trực tiếp hoặc gián tiếp gợi ý, trả tiền, hứa trả tiền hoặc uỷ quyền thanh toán hoặc đưa tiền, quà tặng hoặc bất cứ vật có giá trị cho bất kỳ quan chức chính phủ hoặc bất kỳ người nào khác tham gia thực hiện IPP2, khi biết hoặc có lý do để biết rằng các khoản tiền, quà tặng, vật có giá trị này sẽ được gợi ý, chi trả hoặc hứa hẹn một cách trực tiếp hoặc gián tiếp cho quan chức chính phủ nhằm mục đích:

(i) gây ảnh hưởng đến bất kỳ hành động hoặc quyết định của quan chức chính phủ, bao gồm việc quyết định thực hiện hoặc không thực hiện công vụ của họ; hoặc

(ii) gây ảnh hưởng đến quan chức chính phủ để tác động đến bất kỳ hành động hoặc quyết định của cơ quan có thẩm quyền nhằm giúp bản thân đạt được, duy trì lợi ích kinh doanh hoặc hướng lợi ích kinh doanh đến cho bất kỳ người nào.

12.3 IPP2 cung cấp hỗ trợ tài chính cho Bên nhận tài trợ trong giai đoạn đầu phát triển sản phẩm hoặc dịch vụ sáng tạo và đòi hỏi những tiêu chuẩn đạo đức cao nhất trong việc thực hiện Hợp đồng này.

12.4 Bên nhận tài trợ hiểu rằng bất kỳ hành vi vi phạm pháp luật chống tham nhũng và chống rửa tiền của bất kỳ nền tài phán nào nơi Bên nhận tài trợ chịu sự điều chỉnh có thể dẫn đến việc chấm dứt Hợp đồng ngay lập tức và Bên nhận tài trợ phải hoàn trả mọi khoản hỗ trợ cho IPP2.

12.5 Trong trường hợp có bất kỳ lý do nào để nghi ngờ về tham nhũng hoặc các hành vi vi phạm pháp luật liên quan tới hoạt động tài trợ của IPP2, Bên nhận tài trợ có thể báo cáo về Bộ Ngoại giao Phần Lan theo địa chỉ https://vaarinkaytosilmoitus.fi/ và Bộ Khoa học và Công nghệ Việt Nam theo địa chỉ: 113 Trần Duy Hưng, Hà Nội, Việt Nam.

12. Anti-Corruption

12.1 The Grant Beneficiary covenants that it will comply with any and all anti-corruption and anti-money laundering legislation to which it may be subject in any jurisdiction.

12.2 The Grant Beneficiary agrees that it will not, and will not permit anyone under his control, directly or indirectly, offer, pay, promise to pay or authorise the payment or giving of any money, gift or anything else of value to any governmental official or to any other person involved in the implementation of the IPP2 while knowing or having reason to know that all or any portion of any such money, gift or item of value will be offered, given or promised, directly or indirectly, to a governmental official, for the purposes of:

(i) influencing any act or decision of such governmental official, including a decision to perform or fail to perform his official functions; or

(ii) inducing such governmental official to affect or influence any act or decision of a governmental or regulatory authority, in order to assist itself in obtaining or keeping business with, or directing business to, any person.

12.3 IPP2 provides grant support to the Grant Beneficiary in the early stage to develop innovative product or services and requires the highest ethical standards in the performance of this Contract.

12.4 The Grant Beneficiary understands that any violation of anti-corruption and anti-money laundering legislation to which it may be subject in any jurisdiction can lead to the immediate termination of this Contract and refund of all grant support payments made by IPP2 to the Grant Beneficiary.

12.5 For any reason to doubt corruption or unlawful conducts related to the Grant support of IPP2, the Grant Beneficiary have an opportunity to file a report to Ministry for Foreign Affairs of Finland on the link: https://vaarinkaytosilmoitus.fi/ and to the Ministry of Science and Technology of Vietnam at the address: 113 Tran Duy Hung Street, Hanoi, Vietnam.

13. Chỉnh sửa Hợp đồng

Hợp đồng này cấu thành toàn bộ thỏa thuận của các Bên liên quan tới vấn đề tài trợ và thay thế cho tất cả các thỏa thuận trước đó có liên quan đến vấn đề này. Mọi sửa đổi, bổ sung liên quan đến Hợp đồng này phải được lập thành văn bản có chữ ký của cả hai Bên.

13. Amendments

This Contract constitutes the entire agreement of the Parties as to its subject matter and supersedes all prior representations and agreements in connection with that subject matter; and may only be amended/supplemented in writing signed by both Parties.

14. Chuyển giao

Bên nhận tài trợ không được phép chuyển nhượng, chuyển giao, ký kết hợp đồng phụ cho toàn bộ hoặc một phần của bất kỳ quyền hoặc nghĩa vụ nào của mình theo Hợp đồng này mà không có sự đồng ý trước bằng văn bản của IPP2.

14. Assignment

The Grant Beneficiary may not assign, transfer or sub-contract in whole or in part any of its rights or obligations under this Contract without IPP2's prior written consent.

15. Nghĩa vụ báo cáo, kiểm toán và thông tin của Bên thụ hưởng

15.1 Bên nhận tài trợ nộp báo cáo tiến độ và báo cáo tài chính định kỳ cũng như các báo cáo cuối cùng theo các yêu cầu cụ thể của IPP2.

15.2 Bên nhận tài trợ sẽ cho phép đại diện của IPP2 và/hoặc các Nhà Tài trợ cũng như đại diện của bên thứ ba được họ chỉ định để thực hiện bất kỳ việc kiểm tra, xác minh các kết quả đạt được và các mốc đạt được của dự án hoặc kiểm toán liên quan đến việc sử dụng tiền tài trợ cũng như tiến hành các chuyến thăm địa điểm thực hiện dự án (có liên quan) và văn phòng của Bên nhận tài trợ. Bên nhận tài trợ cho phép các đại diện của Nhà Tài trợ quyền truy cập vào tất cả các hồ sơ, tài khoản, văn bản, tài liệu và gặp các nhân sự thích hợp có liên quan đến Dự án hoặc khoản tài trợ. IPP2, các Nhà Tài trợ hoặc các đại diện của họ có quyền thực hiện hoạt động giám sát hoặc thăm địa điểm thực hiện dự án, kiểm tra và kiểm toán sau khi hợp đồng đã chấm dứt hoặc sau khi IPP2 đã thông báo đến Bên nhận tài trợ rằng Dự án đã kết thúc. Bên nhận tài trợ có trách nhiệm giữ toàn bộ các hóa đơn gốc và hóa đơn của tất cả các chi phí Dự án được tài trợ trong khoảng thời gian tối thiểu sáu (6) năm kể từ ngày Hợp đồng chấm dứt.

15.3 Bên nhận tài trợ phải thông báo cho IPP2 trong vòng hai tuần về bất kỳ thay đổi nào của Bên nhận tài trợ liên quan tới bất kỳ vấn đề

15. Reporting, auditing and information obligations of the Grant Beneficiary

15.1 The Grant Beneficiary shall submit periodical progress and financial reports as well as the final report according to the detailed requirements by IPP2.

15.2 The Grant Beneficiary shall permit representatives of the IPP2 and/or the Donors, as well as their designated third party representatives to carry out any inspection, verification of achievement of milestones and results or audit in respect of the use of the Grant as well as to conduct site visits to the Project site (where relevant) and the Grant Benefiary's office. The Grant Beneficiary shall grant representatives of the Donors access to all records, accounts, documents, materials and pertinent personnel related to the Project or the Grant. The IPP2, the Donors or their representatives have right to perform monitoring or site visits, inspections and audits also after the Contract has been terminated or IPP2 has been notified by the Grant Beneficiary that the Project has been completed. The Grant Beneficiary shall keep all original receipts and invoices of all Project expenses that are to be covered by the Grant minimum of six (6) years from the date when the Contract has been terminated.

15.3 The Grant Beneficiary shall notify IPP2 within two weeks of any change within the Grant Beneficiary with regard to any of the

nào sau đây:
- người được ủy quyền ký tên đại diện công ty
- hoạt động quản lý và cơ cấu tổ chức;
- tình hình tài chính của Bên nhận tài trợ (các hoạt động đang được thực hiện hay đang ngưng trệ liên quan đến việc thanh toán chi phí, thu hồi nợ, phá sản hoặc hành động khác có thể dẫn tới tình trạng mất khả năng thanh toán hoặc mất năng lực thực hiện Dự án);
- quyền sở hữu và/hoặc kiểm soát; và/hoặc
- bản chất của việc kinh doanh.

following aspects:
- persons authorized to sign the company's name;
- management and organizational structure;
- the Grant Beneficiary ´s financial situation (ongoing or pending liquidation, debt recovery, bankruptcy or other action that may cause insolvency or incapacity to carry out the Project);
- ownership and/or control; and/or
- nature of business.

15.4 Bên nhận tài trợ có trách nhiệm thông báo kịp thời cho IPP2 về bất kỳ sự kiện hoặc tình huống nào có thể ảnh hưởng đến việc thực hiện dự án và những điểm cần sửa đổi hay điều chỉnh liên quan đến phạm vi dự án, việc triển khai thực hiện, ngân sách đã thoả thuận và/hoặc các vấn đề khác của Hợp đồng này.

15.4 The Grant Beneficiary is responsible to promptly inform IPP2 of any event or situation which might affect the implementation of the Project and which may necessitate a modification or alteration of the scope, implementation, the agreed budget and/or other aspects of this Contract.

15.5 Bên nhận tài trợ phải nêu cụ thể trong tất cả các ấn phẩm và báo cáo liên quan đến Dự án, bao gồm cả các ấn phẩm trên trang web của công ty, rằng nhà tài trợ IPP2 đã cung cấp nguồn tài chính cho việc thực hiện Dự án.

15.5 The Grant Beneficiary shall in all its publications and reports concerning the Project, specifically mention that the donor of the IPP Phase II has provided financial resources for the implementation of the Project. This includes publications on the Company websites.

15.6 Bên nhận tài trợ sẽ cung cấp cho IPP2 và các Nhà tài trợ các thông tin khác về Dự án khi được yêu cầu một cách hợp lý trong thời gian thực hiện dự án để phục vụ cho mục đích truyền thông, quảng bá hay các mục đích khác.

15.6 The Grant Beneficiary shall provide IPP2 and the Donors with such other information on the Project as may be reasonably requested from time to time for public information, dissemination or other purposes.

16. Trách nhiệm

Bên nhận tài trợ chịu trách nhiệm về tất cả các rủi ro phát sinh từ việc thực hiện dự án theo Hợp đồng này. IPP2 sẽ không chịu trách nhiệm đối với bất kỳ vấn đề nào như khiếu nại, nợ, hư hỏng hoặc mất mát trong quá trình thực hiện dự án.

Bên nhận tài trợ phải chịu trách nhiệm xử lý với bất kỳ khiếu nại có thể được đưa ra bởi các bên thứ ba.

16.Liability

The grant beneficiary shall bear all the risks arising from the implementation of the project under this contract. IPP2 shall not accept any responsibility or liability for any claim, debt, demand, damage or loss as a result of the implementation of the Contract or the Project.

The grant beneficiary shall be responsible for dealing with any claims which may be brought by third parties.

C. APPENDICES/CÁC PHỤ LỤC HỢP ĐỒNG

APPENDIX 3

Guidelines on Financial Reimbursement for Sub-projects

IPP

March 2017

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1. Introduction

The Guideline is a set of guidance to program staff and Grant Beneficiaries on grant reimbursement procedures, payments as well as procurement procedures and control system. It provides formats, templates and requirements that are necessary for reimbursements to ensure transparency and fulfillment of the relevant laws and the UN - EU Guidelines for Financing of Local Costs in Development Cooperation with Vietnam - Version 2015.

The purpose of this Guideline is to enable those who will be involved in IPP2 supported sub-projects to perform their duties in an orderly, effective and efficient manner while providing at the same time required information for the management and controllers of IPP2. It ensures all information to be accessible for auditors and/or the representatives of IPP2.

IPP2 organizes workshops to explain in detail the accountants and project teams of Grant Beneficiaries how to use this Guideline in the implementation of subprojects.

This Guideline is approved by the IPP2 Management at the management meeting dated 6th March 2017 and replaces the Guideline dated 19th May 2016 and shall become an integral part of the approved Guidelines for Subproject Management of IPP2.

2. Planning Sub-Project Budgets

2.1 Introduction

The IPP2 Programme Management and the Financial Manager are responsible for the execution of detailed project plans and budgets not exceeding the ceiling amounts that have been approved by the Steering Committee of IPP2.

Reimbursements to the sub-projects shall be in accordance with the relevant Policies and Guidelines of IPP2.

IPP2's financial support will be:

(i) maximum 70% of the IPP2 eligible project costs for the Startup Ecosystem Development projects, IPP2 Grant Support Phase 2 Call 2017

(ii) maximum 70% of the IPP2 eligible project costs for University and Educational Institution Collaboration Programs, IPP2 Grant Support Call 2017

(iii) maximum 70% of the IPP2 eligible project costs for the Integrated Programs, IPP2 Grant Support Call 2017

2.2 Planning Sub-Project Budget Requirements

Sub-project budgets are made in Vietnamese Dong (to be converted into Euro only for monitoring purposes of IPP2). Project total reimbursable expenses cannot exceed the maximum amount of support approved by the Steering Committee and stated in each of the IPP2 Grant Support Contract Agreements.

The following requirements guide the project budget planning:

- The total project budget amount is divided into two sources:

(1) IPP2 Grant Support:

(i) ***Ecosystem Programs:*** IPP2 Grant Call 2017 Support with total maximum not exceeding VND 2,400,000,000 for the Startup Ecosystem Developing projects in IPP2's 2016 portfolio in any case.

(ii) ***University Programs***: IPP2 Grant Call 2017 support (a) up to 480,000,000 VND for single university project and up to VND 2,400,000,000 for the joint project of at least 3 universities.

(iii) ***Integrated Programs***: IPP2 Grant Call 2017 Support with total maximum not exceeding VND 3,600,000,000 for Consortium of one or more Ecosystem Projects and one or more University E&I Teams in IPP2's 2016 portfolio in any case.

(2) The Grant Beneficiary's own contribution and/or other sources exclusive of those from other grants: minimum 30% of total project eligible costs.

- Budgets shall be detailed and itemized. Each item must be described with:
  - Brief descriptions
  - Unit
  - Unit cost - Quantity
  - Total amount
- Planned schedule for payments/ reimbursement claims
- Identification of procurement regulations/ costs norms to be applied for each item in the budget (when applicable)
- IPP2 have resources to monitor and evaluate projects (these cost not to be included in project budget)
- Project budget planning must be available in Microsoft Excel format, using the Template as presented on the Table 1 of this Guideline.

2.3 Eligible Cost for Reimbursement

The Grant is to cover the below listed expenses, categorised into two main items:

(i) Human resource costs of the project team including: basic salary, performance salary, compulsory healthinsurances, social insurance and unemployment insurance, and allowances. Grant Beneficiaries will follow Vietnamese relevant Laws and regulations on signing staff contracts and related human resources issues.

NOTE: The government/public budget paid officials who are full-time paid by the government for their duties participating in project team are not allowed to receive project salary. Any double salary payment from IPP2 are strictly forbidden.

(ii) Other costs, inclusive of:
- External consulting service, expertise;
- Effort for Client acquisition in the early stage of scaling business;
- Marketing and business development related costs;
- Market studies; R&D for market validation
- Travel and accommodation;
- Training related service costs & learning efforts of the project team
- Cost for organisation of events, participation of trade fairs and other promotion related costs;
- Networking and partnering internationally and nationally;
- Recruiting necessary skills & expertise (project team, consultants);
- Business planning;
- Planning and seeking of external funding;
- Studying and registering intellectual property rights (IPRs);
- Product/service development (in limited scale, excluding material/equipment costs).

Only costs incurred during the project implementation period and directly related to the project will be eligible for reimbursement.

Reimbursement of proven expenses will be made on request after each 2 months or above, preferably on every 3-month basis.

All sub-project costs must not exceed unit costs provided in the latest EU cost norm.

The regulations of Ministry for Foreign Affairs of Finland shall apply to expenditures outside of Vietnam, inclusive of services provided by international experts.

No purchases are allowed to be made among a consortium's project partners.

All the project activities should be specified in project plan and budget plan (what/by whom to be done/unit cost) attached to the Grant Contract. Those services incurred out of the project plan must be purchased under valid procurement procedures.

2.3. Ineligible costs

All costs exclusive of those mentioned in Article 2.3 are ineligible for reimbursement, e.g. overhead costs (such as office renting, infrastructure, purchasing fixed assets and equipment, administration etc.), reception costs, entertainment costs (team building, holiday, food & beverage, etc.)

2.4 Revision of planning & implementation

Any revision of project implementation plan and budget must be informed before any costs are generated both to IPP2's Case Manager and Financial Manager in writing for approval (via email). Non approved changes are not eligible for reimbursement.

The company/organisation should use the template for requesting approval of a revision - the Table 6: Project Budget Variation of this Guideline.

3. Reimbursement Procedures and Receipt Requirements

3.1 Principles

- No advance payments are given to Grant Beneficiaries.
- Payments are made based on request done by the Grant Beneficiary.
- IPP2 will reimburse maximum of 70% of the accepted eligible expenditures excluding VAT of the project cost in line with the approved budget.In case , the Grant Beneficiary is not subject to VAT refund, IPP2 will refund the Request for Reimbursement including VAT.
- The request of reimbursement has to be signed by the management and/or accountant of the representatives of Grant Beneficiary, to be approved by the IPP2 Programme Director and CTA.
- The Grant Beneficiary keeps original receipts and sends a copy of original receipts to IPP2 to support reimbursement claim.
- The final request for reimbursement must be submitted to the IPP2 within 15 days after project completion.
- The final reimbursement is released only after final audit (see item 5.4).

3.2 Disbursement/Reimbursement Procedures

Every Request for Reimbursement has to be attached with other supporting documents as set out in these Guidelines. The Template of Request for Reimbursement is presented below (Table 5).

All original invoices and receipts related to the implementation of project should be available in the office of Grant Beneficiary and will be made available upon request for audit and monitoring purposes.

All payments exceeding 20 million VND must be made by cheque or by direct bank transfer in order to obtain a registration of that payment in the Grant Beneficiary's bank statements. Splitting a payment item into smaller amounts to be paid in cash is strictly prohibited.

3.3 Requirements of Supporting Document for Reimbursement

3.3.1 General Information

Accounting receipts have to meet the minimum requirements as below:

- Clear date
- Name and address (person and organization) of the payment receiver
- List of items and costs
- Amount, unit cost, unit price
- Amount presented in words
- Signatures of relevant person(s)

Alterations in figures are not allowed. If a correction is unavoidable, the recipient of funds has to countersign next to the correction.

Receipts that have been paid by cheque must quote the cheque number.

Invoices that have been settled by bank transfer must be accompanied by the relevant transfer documentation.

3.3.2 Contracts

The Grant Beneficiary can sign service contracts (to hire consultants) to implement part(s) of the project. The contract to be signed need to comply with the current Vietnamese applicable legislation. The minimum information to be presented in contract:

- Date of contract
- Name and address of the parties
- Summary of services to be procured
- Amount,quality and outputs of the services.
- Price, payment method
- Duration, venue, contract implementation modality
- Rights and obligations of the parties
- Responsibility, penalties in case of violation (if any)
- Contract value and payments should be made only in VND.

3.3.3 Salaries of Employees

Salaries should be paid following the provisions of signed Grant Contract inclusive the IPP2 approved budget and EU cost norm.

The Grant Beneficiary will submit to the IPP2 the copy of the following documents for salaries reimbursement:

(1) Staff labour contract (for the first reimbursement request)
(2) Time recording sheet (Table 2 below)
(3) Pay-sheet (Table 3)
(4) Payment orders (for salary transfer, insurances transfer and PIT transfer).

IPP will not accept the insurance cost of project's staffs whose insurance already paid by other organizations. In this event, the Grant beneficiaries have to copy the social insurance book or a confirmation letter from their organization to certify the insurance payment status as evidence.

3.3.4 Travel costs

Travel claims including Per diem, Travel expense, Accommodation and Other travel misc. must follow the EU Cost Norm on local costs 2015 (attached).

3.3.5 Consultancy Services Cost (up to 500 MIO VND)

Before Grant Beneficiary can proceed a service contract to hire an external consultant, these documents should be available: 1) Terms of Reference for Consulting Services 2) at least 3 candidate

CVs to select the most appropriate one 3) summary rationale to prove the selection of that consultant (consultant selection minutes).

The package for Consultancy expenses reimbursement includes the below documents with the signature of the Grant Beneficiary's authorised representative(s):

- A copy of the signed contract between the Grant Beneficiary and the Consultant,
- A copy of the payment made (i.e telegraphic transfer at bank of the payment),
- A copy of 3 CVs per one assignment and Terms of Reference and a summary description of rationale why that consultant was selected (selection minutes).

Sample of the Terms of Reference is presented on the Table 4 of this Guideline. The TOR will become an integral part of the contract signed between the Grant Beneficiary and the Consultant to be hired.

Every consulting assignment over 100 million VND must get an approval from the IPP2's Case Manager and Financial Manager before a consultant can be hired.

4. Procurement

4.1 Introduction

IPP2 provides monetary support to the Grant Beneficiaries using ODA funds, therefore the Grant Beneficiaries are requested to follow the Vietnamese Procurement Law and EU cost norm when purchasing services and/or products to ensure cost-effectiveness and transparency.

Procurement is usually carried out on the basis of competitive methods. There are different procurement methods that apply depending on the estimated budget of purchase.

Three procurement methods are the most common to be used:

(1) Open tendering
(2) Competitive Quotation
(3) Single source selection or direct purchase

4.2 Open Tendering

This procedure is only required to be applied in case to purchase consulting service or product that planned budget equals are more than 500 million VND.

4.3 Competitive Quotations for Purchasing of Product or Service

This procedure is applied for the procurement of product or services with planned budget more than 10 million VND but less than 500 million VND.

In case the Grant Beneficiary hires external consultant as agreed in the Grant Agreement to perform partially the work of the sub-project, this procedure requires the Grant Beneficiary to get at least three (03) CVs.

A summary description on the rationale why to select the specific consultant must be signed by the Grant Beneficiary's Representative(s) (selection minutes).

4.4 Direct Purchase

This is a procedure where a qualified supplier is directly selected among those who have supplied regularly goods or services or otherwise well known to the Grant Beneficiary.

The direct purchase can be applied only when the procurement value is below 10 million VND.

5. Accounting

5.1 Accounting principle

Project accounting must follow all the Vietnamese regulations on accounting documentation (Vietnamese accounting law and related decree and circulars).

5.2 Accounting system

The project accounting system must be double accounting system in which IPP's project account can be (1) managed separately of the current accounting system of the Grant Beneficiary or (2) managed by the current accounting system of the Grant Beneficiary with a separate code system so that the financial information of the sub-project can be audited when required by IPP2.

5.3 Accounting Filing

The Project Accountant or assigned person has to properly file all accounting records, reports and supporting documentations sequentially numbered by fiscal year, in a safe place; organized in such a way to enable documents to be readily located. Separate accounting files for IPP's grant need to be in place and maintained.

The documents and records shall be made available for control purposes (IPP2 Auditor or representatives) upon request.

Accounting documents and records shall be archived according to the Vietnamese regulations.

5.4 Auditing

All sub-projects will be audited by an independent audit firm nominated by the IPP2. The final reimbursement is only made after final audit.

The grant beneficiaries have to reserve 5% of the total grant support for auditing.

6. Documents for Reimbursement

6.1 Languages

The official language of IPP2 is English. Official reports and correspondences between IPP2 and Grant Beneficiaries are in English. However the accounting related documentation inclusive contracts must be made available also in Vietnamese (preferably as bi-lingual documents).

6.2 Currency

The currency used in budget planning, contracts and payments is Vietnamese Dong.

6.3 Format of Claim for Reimbursement

The Claim to request for Reimbursement will include information below:

- Total planned Project Budget,
- Highlighting any major over-expenditure or under-utilisation of funds, reasons for deviations and actions required from the financiers, if any.
- Comparison of the planned budget with the actual expenditure by the two major budget lines; maximum 10% deviation is allowed and bigger deviations need to be approved by IPP2.
- Explanation for the differences between the budget and the actual expenditure by the two major budget categories: 1) Salary costs (Human Resources), 2) Other costs.
- Cumulative expenditure from the beginning of the project by the two budget lines.

The request of Reimbursement will be submitted as planned/needed by the Grant Beneficiary.

Tentative reimbursement schedule is mentioned in the Grant Agreement. The Reimbursement Claim must be signed by the Grant Beneficiary's Representative(s).

The Grant Beneficiary will use the format in excel file (Table 5) for preparation of request for reimbursement.

6.4 Milestone Report

The Grant Beneficiary will submit Progress Report together with the Request for reimbursement. The final report is requested for the final reimbursement.

7. Forms and Templates

Table 1: Template of Project Budget Planning

APPENDIX 2: PROJECT BUDGET

ORGANISATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

No.	Cost Items	Title / Organisation	Unit	Quantity	Monthly Total Salary Cost *	Total Project Cost (VND)	Of which		Short description **
							IPP Grant Reimburse	Others sources	
1	REMUNERATION (Salary and staff benefits) ****								
	Sub-total								
2	OTHER COSTS								
2.1	*Other cost 1*								
2.2	*Other cost 2*								
2.3	*Other cost 3*								
	Sub-total Other costs								
	TOTAL (1) + (2)								
					% Reimbursement ***				
3	AUDIT FEE (5%)								
	GRANT TOTAL (1) + (2) + (3)								

* *Total salary cost = basic salary + Performance salary (if any) + 22% of (basic salary + Performance salary) (Social insurance 18%, Health Insurance 3%, Unemployment insurance 1%) to be paid by the employer*

** *In the Short description column, give an indicative plan (if you already know) about where/why you will travel and what consulting services/mentoring you will pay.*

*** *IPP will reimburse maximum 70% of the project costs*

Table 2: Template of time recording sheet

Innovation Partnership Programme, Phase II
Name of Project
IPP2 Project Code: PC000 xxxx
Name of Company:

Name:	fullname of employee										
Position:										Month:	July, 2015
	0										
Date	Weekday	On duty station	Out of duty station	Duty travel/home country	Duty travel/elsewhere	Annual leave/home country	Annual leave/elsewhere	Sick leave	Weekend/Nat.holidays	Out of station/Place of lodging	Remarks
01-Jul-15	Wed										
02-Jul-15	Thu										
03-Jul-15	Fri										
04-Jul-15	Sat										
05-Jul-15	Sun										
06-Jul-15	Mon										
07-Jul-15	Tue										
08-Jul-15	Wed										
09-Jul-15	Thu										
10-Jul-15	Fri										
11-Jul-15	Sat										
12-Jul-15	Sun										
13-Jul-15	Mon										
14-Jul-15	Tue										
15-Jul-15	Wed										
16-Jul-15	Thu										
17-Jul-15	Fri										
18-Jul-15	Sat										
19-Jul-15	Sun										
20-Jul-15	Mon										
21-Jul-15	Tue										
22-Jul-15	Wed										
23-Jul-15	Thu										
24-Jul-15	Fri										
25-Jul-15	Sat										
26-Jul-15	Sun										
27-Jul-15	Mon										
28-Jul-15	Tue										
29-Jul-15	Wed										
30-Jul-15	Thu										
31-Jul-15	Fri										
Total		0	0	0	0	0	0	0	0	Annual leave balance from prev. month	0.0
Total work days					0					AL accummulated this month	0.0
Total days/month					0					AL consumed this month	0.0
Total work days in the project					180					AL balance end of this month	0.0

Original: Keep in the Client's office
1st copy: submit to IPP2
2nd copy: To be retained by employee

Signature of employee

Signature of the Company's Representative

Table 3: Template of Pay Sheet

APPENDIX 4: HR - SALARY CALCULATION

ORGANIZATION NAME:
IPP2 PROJECT CODE:
IPP PROJECT NAME:

No	Staff's Name	Actual working time		Salary		SI, HI, UI paid by employer (22%)	Total Salary costs
		No. of days	%	Basic salary	Performance salary (If any)		
1							
2							
3							
4							
5							
	TOTAL			-	-	-	-

SI: Social insurance; HI: Health insurance; UI: Unemployment insurance

PAYSHEET

Month: **Year:**

No	Staff's Name	Total salary (Basic + Performance)	SI, HI, UI paid by employee (10.5%)	PIT			Actual Receied
				Income for PIT deduction	No. of dependent	PIT deduction	
1							-
2							-
3							-
4							-
5							-
	TOTAL	-	-	-	-	-	-

Table 4: Content of Terms of Reference to Hire External Consultant

Not a lengthy document but clear and precise to describe the objectives/rationale, tasks, duration of work, outputs and the estimated costs (budget).

The document must cover at least the content presented below:

Project Name:

IPP2 Project Code: PC000 xxx

Company name:

Terms of Reference

1. Objectives and Rationale (describe why consultant is needed)
2. Descriptions of Tasks/Activities
3. Duration of work: how many monthly working days
4. Expected Outputs/Results vs. project plan
5. Estimated Costs: budget breakdown inclusive of Fee, travel and accommodation costs.

Prepare by: (fullname, signature, date)_____

Table 5: Template of Request for Reimbursement

ORGANIZATION NAME:
PROJECT CODE NUMBER:
PROJECT NAME:

REQUEST FOR REIMBURSEMENT

No.	Cost Items	Total Project Budget	Reimburse-ment this time	Total Accumulated reimbursement to date	Balance of Project Budget	% of Total	Remarks
1	Salary and staff benefits						
1.1	Person 1						
1.2	Person 2						
1.3	Person 3						
1.4	Person 4						
1.5	Person 5						
2	Other costs						
2.1	IPP Accelerator Programme (IAP)						
2.2	Travel cost for non IAP						
2.3	Consulting services						
2.4	Training						
2.5	Others						
	Total						

Total Reimbursement of Project Cost: 70% equals to _____

Amount in words: _____

Details bank account information:

Bank account name: _____
Bank account number: _____
At Bank _____
Address of Bank: _____

Date ...../...../.....

Requested by

Project's accountant (if any) (Representative of the Beneficiary)

Date...../...../.....

Reviewed by IPP's financial team **Approved by IPP Management**

Table 6: Project Budget Variation

ORGANIZATION NAME:
PROJECT CODE NUMBER:
PROJECT NAME:

REQUEST FOR REIMBURSEMENT

No.	Cost Items	Total Project Budget	Contract variation no.1 (CV1)	Contract variation this time (CV2)	Total project budget included CV1, CV2	Reibursement this time	Total Accumulated reimbursement to date	Balance of Project Budget	% of Total	Remarks
1	**Salary and staff benefits**	**597,800,000**			**597,800,000**	**211,530,000**	**374,825,000**	**222,975,000**	**63%**	
1.1	Person 1	197,640,000			197,640,000	65,880,000	131,760,000	65,880,000	67%	
1.2	Person 2	146,400,000			146,400,000	53,325,000	88,875,000	57,525,000	61%	
1.3	Person 3	68,320,000			68,320,000	25,620,000	42,700,000	25,620,000	63%	
1.4	Person 4	68,320,000			68,320,000	24,675,000	41,125,000	27,195,000	60%	
1.5	Person 5	7,320,000			7,320,000	0	7,320,000	0	100%	leaving job fr Sep 01
1.6	Person 6	51,240,000			51,240,000	21,015,000	28,020,000	23,220,000	55%	Commencing fr Sep 01
1.7	Person 7	58,560,000			58,560,000	21,015,000	35,025,000	23,535,000	60%	
2	**Other costs**	**387,000,000**			**387,000,000**	**120,813,724**	**185,163,452**	**201,836,548**	**48%**	
2.1	Consulting services	112,000,000			112,000,000	68,813,361	80,910,818	31,089,182	72%	
2.2	Travel cost	123,000,000	- 2,252,271	- 4,000,363	116,747,366			116,747,366	0%	
2.3	Marketing cost	24,000,000		2,000,363	26,000,363	26,000,363	26,000,363	0	108%	
2.4	Training cost				0					
2.5	Other costs:				0		0	0		
i	Survey and establish material area for herbal burn medicines	24,000,000			24,000,000			24,000,000	0%	
ii	Design Product packaging of herbal burn medicines	24,000,000		2,000,000	26,000,000	26,000,000	26,000,000	0	108%	
iii	Negotiate with business partner for Production samples	30,000,000			30,000,000			30,000,000	0%	
iv	Conduct Maket research for medicines	50,000,000	2,252,271		52,252,271		52,252,271	0	105%	
	Total	**984,800,000**			**984,800,000**	**332,343,724**	**559,988,452**	**424,811,548**	**56.863**	

Total Reimbursement of Project Cost: 70% equals to **232,640,607**

Amount in words: Two hundred thirty two million, six hundred forty thousand, six hundred and seven dong.

Details bank account information:

Bank account name:
Bank account number:
At Bank
Address of Bank:

Date 31/12/2015
Requested by

Project's accountant (if any) (Representative of the Beneficiary)

Date...../...../.....
Reviewed by IPP's financial team **Approved by IPP Management**

CTA **PD**

Table 7: Travel Claim Format

PROJECT CODE NUMBER:
PROJECT NAME:

TRAVEL EXPENSE CLAIM **Date:** 24-Mar-16

Name: (claimant) **Le Thi Lan Huong** **Position:** **Financial Manager**

Travel Purpose: Financial workshop in Danang (organised by MOST)

Route: Hanoi -Danang - Hanoi **Destination:** Danang

PER DIEM (Duration of Travel)

Travel began			Travel Ended		TOTAL DURATION		Per diem	
Location	Date (dd/mm/yy)	Time	Date (dd/mm/yy	Time	Length of trips (in	Equiv No. of per diem days	Unit per diem	TOTAL (VND)
Danang City	22-Jul-15	16:00	23-Jul-15	20:50	28.83	1.00	500,000	500,000
Per diem deduction					Number of meals provided			
No. of meals, full per diem day, local travel (*)					1		500,000	(150,000)
								350,000

ACCOMMODATION

Receipt No.	Description of Expenses	No. of nights	Rate		Total amount (VND)
			Currency	Rate (per unit)	
1	Accommodation in Danang	1.5	VND	700,000	1,050,000
2			VND		-
					1,050,000

TRAVEL EXPENSES

Receipt No.	Description of Expenses	No. of units	Rate		Total amount (VND)
			Currency	Rate (per unit)	
1	Taxis (Hanoi + Danang, list attached)	1	VND	750,000	750,000
2	Airtickets (paid direct by IPP)		VND		-
					750,000

OTHERS

Receipt No.	Description of Expenses	No. of units	Rate		Total amount (VND)
			Currency	Rate (per unit)	
1		1	VND		-
2			VND		-
					-

TOTAL EXPENSES **2,150,000**

Claimed by: **Date:**

(Claimant) **Le Thi Lan Huong** 24-Mar-16

Checked by:

Accountant

Approved by:

Director

CONSORTIUM AGREEMENT

[HATCH! STARTUP INCUBATION]

THIS AGREEMENT is made on June 20th, 2016

BETWEEN

HATCH! VENTURES, a project under the management of Alpine Limited Company, whose registered office is at *15/150, Group 3, Kim Hoa, Phuong Lien, Dong Da, Hanoi.*

AND ***Viet Youth Entrepreneurs***, whose registered office is at *106/8 Nguyen Van Cu, Nguyen Cu Trinh Ward, District 1, Ho Chi Minh City;*

AND ***Augmented Ventures*****,** as Consulting Partner**,** whose registered office is at *HATCH! NEST, To 14, 14th floor, 195 Building, 195 Doi Can, Ba Dinh, Hanoi;*

(hereinafter referred to individually as a 'Party', collectively or in groups as 'Parties')

A. The Parties to this Agreement wish to undertake a project entitled "HATCH! STARTUP INCUBATOR" by HATCH! VENTURES, Viet Youth Entrepreneurs and AUGMENTED VENTURES.

B. The Parties intend to carry out a project of work which is described in Annex 1 [attached] (hereinafter referred to as the 'Project Activities').

This Agreement sets out the details of the relationship between the Parties.

It is hereby agreed as follows:

1. Purpose of the Consortium

The purpose of the Consortium is to carry out the Project and to produce Results as described in Annex 1 [Appendix 1 – file attached]

2. Commencement and duration

The Consortium was formed and the Project commenced with an effective date of May 1st, 2016, and the Project has a duration of eight (08) months, unless otherwise agreed in writing by the Parties.

3. Project resources

The total funding for the Project is as in Annex 2 [Appendix 3 – file attached] and the budget shall be apportioned between the Parties in accordance with the schedule detailed in Annex 3 [Appendix 5 – file attached].

4. Project management

4.1 Identification

The Parties agree that the Project lead is HATCH! VENTURES.

The Parties agree that the Project will be managed by:

Ms. Vu Anh Ngoc ('Project Manager') Email: | Phone:

The Project Manager will report to a group established by the Consortium and made up of four (04) people ('the Management Board') .

Mr. Pham Quoc Dat, Project Director, Email: | Phone:

Ms. Vu Anh Ngoc, Project Manager, Email: | Phone:

Mr. Aaron Everhart, Strategic Advisor, Email: | Phone:

Mr. Csaba Bundik, Strategic Advisor, Email: | Phone:

4.2 Responsibilities of the Project Manager

The Project Manager will have responsibility for the day-to-day management of the Project, with the Management Board being concerned with overall direction and collaboration. The Parties agree that the Project Manager will have the following responsibilities:

- Plan, Manage, Implement and Ensure the progress and results of the program
- Develop and maintain a variety of records and reports related to assigned programs, including financial reports, portfolio and program results
- Assist in developing and monitoring program budget
- Manage the communications of the program internally among the management board, executive team and the startups in portfolio; externally to public.

4.3 Responsibilities and activities of the Management Board

- The Management Board which shall be composed of one duly authorized representative of each Party.
- The Management Board shall be responsible for the delivery of the project outcomes and to this end will keep the project plan, and progress towards meeting it, under review
- The Management Board will meet at least once per month. Additional meetings may be called by two or more Parties or on the advice of the Project Manager. The Management Board may choose to take advice from third parties, as is required. Meetings of the Management Board will operate under the following rules:

i. Project Manager will notify Management Board members of the dates of meetings and outline agenda with at least two- (02) day notice

ii. Each Management Board member will have one vote. However, a member may not vote on matters concerning a dispute with the Consortium where the member is the subject of the dispute

iii. Management Board members may nominate a representative to attend meetings and vote on their behalf

iv. Decisions will be taken on the basis of a majority vote of those attending and eligible to vote

v. The minimum number of voting members required for meetings is three (03)

4.4 Responsibilities of the Parties

Each Party undertakes to use all reasonable endeavors to:

i. Perform on time the tasks and work packages assigned to it under the schedules shown in Annex 1 [Appendix 1 – file attached];

ii. Participate actively with other Parties where necessary;

iii. Promptly notify the Project Manager of any delay in performance;

iv. Prepare and present reports as required.

4.5 Changes in membership of the Consortium

Institutions may be invited to join the Consortium only by the unanimous decision of the Management Board and on the condition that the new institution becomes a Party to this Agreement. A Party may withdraw from the Consortium only in the event of irremediable breach of any Clause in this Agreement and with the unanimous agreement of the remaining Parties. In the event of withdrawal or expulsion, the remaining members of the Consortium will only be liable to meet the cost of any work undertaken up to the point at which an institution ceases to be a member of the Consortium. In all cases, the Consortium reserves the right to acquire (both in physical form and in the form of assignment to it of any relevant Intellectual Property Rights) any work produced as a result of the Project.

5. Data management

5.1 Data collection

In the course of the Project, each party is involved in the collection of data. Each Party agrees to ensure that all data submitted to the Project Manager are accompanied by documentation detailing the origin of the data, together with any necessary ethical consent.

5.2 Data maintenance

[Project Manager] hereby undertakes to maintain the Project Data for the duration of the Project. This period is subject to extension if the Management Board so decides.

6. Confidentiality

Each Party hereby undertakes to the other Party that it shall procure that its employees and agents shall:

a. keep confidential all information of a confidential nature (whether written or oral) concerning this agreement and the business affairs of any other Party that it shall have obtained or received as a result of the discussions leading up to or entering into or performance of this agreement (the 'Information');

b. not without the prior written consent of the relevant other Party disclose the Information, either in whole or in part, to any other person save those of its employees, agents and sub-contractors involved in the implementation who have a need to know the same for the performance of their duties; and

c. to use the Information solely in connection with the implementation of the Project and not otherwise for its own benefit or the benefit of any third party.

The provisions a, b and c above shall not apply to the whole or any part of the Information to the extent that it can be shown by the receiving Party to be:

i. known to the receiving Party prior to the date of this agreement and not obtained directly or indirectly from any other Party; or

ii. obtained from a third party who lawfully possesses such Information which has not been obtained in breach of a duty of confidence owed to any Party by any person; or

iii. in the public domain in the form in which it is possessed by any other Party other than as a result of a breach of a duty of confidence owed to such other Party by any person; or

iv. required to be disclosed by legal process, law or regulatory authority.

Each Party hereby undertakes to the other Party to make all relevant employees, agents and sub-contracts aware of the confidentiality of the Information and provisions of this Clause 6 and without prejudice to the generality of the foregoing to ensure compliance by such employees, agents and sub-contractors with the provisions of this Clause 6.

7. Intellectual property

7.1 IPR warranties

Each Party shall obtain the necessary assignments of Intellectual Property Rights or licences from all staff, agents, or sub-contractors involved in the development and production of the Deliverables on its behalf. Each Party warrants to the other Parties that it is the owner of the Intellectual Property Rights in the Deliverables, or that it is duly licensed to use the Deliverables, and that the use of the content of the Deliverables as contemplated in this Agreement does not infringe any Intellectual Property Rights or other proprietary or rights of any natural or legal person.

7.2 Background IPR

All Background IPR used in connection with this Agreement shall remain the property of the Party introducing the same or any other third parties. Each Party shall take responsibility for ensuring that all necessary permissions have been sought to use Background IPR.

7.3 Accuracy

Each Party shall use reasonable endeavors to ensure the accuracy of any information or materials that it supplies to the other Parties under this clause and shall promptly correct any error there in of which it is notified. The donating Party will provide no warranties to recipient Parties in respect of the information and materials, and the recipient Parties shall be entirely responsible for the use to which they put such information and materials.

7.4 Marking

The Parties agree that all Deliverables and Products shall be clearly marked identifying that the copyright is owned by HATCH! VENTURES. The Parties agree that the Management Board will produce a suitable form of words acknowledging the involvement of the Parties and the ownership of the copyright, which shall appear on all copies of the Deliverables and Products.

7.3 User rights

Each Party hereby grants to the other Parties a non-exclusive indefinite free license to use the Deliverables and Products for the purposes of carrying out the Project and for knowledge sharing purposes during the Project and after the end of the Project. The Parties hereby agree to grant to each other and to third parties such non-exclusive licenses as are necessary to

enable the exploitation of the Deliverables and the development and creation of Products in accordance with the provisions of this Agreement.

8. Publication and press releases

Procedures for publications and press releases relating to the Project shall be agreed between the Parties through the Management Board.

9. Liability

The work associated with the Project will be carried out by each Party in accordance with the highest standards, and reasonable endeavors will be made to achieve the degree of reliability and accuracy appropriate to work of this kind. However, no Party has control over the use to which other Parties may put the results of the work, and each Party will therefore be deemed to have satisfied itself in every respect as to the suitability and fitness of the work for any particular purpose or application. To the extent permitted by law, no Party, its servants or agents accept any liability, however caused, arising from any error or inaccuracy in any opinion, advice, report or deliverable arising from this work nor for any resulting damage, loss expenses or claim, except to the extent that such can be shown to be caused by the wilful negligence of the Party.

10. Miscellaneous

Assignment: No party will be entitled to assign this Agreement nor all or any of their rights and obligations hereunder without the prior written consent of the others.

Disputes/arbitration: All disputes of differences which will any time hereafter arise between the Parties in respect of the construction or effect of this Agreement or the rights, duties and liabilities of the parties hereunder, or any matter of event connected with or arising out of the Project, will be referred in the first instance to the Management Board. If the Management Board is unable to resolve the dispute, it shall select an independent third party to act as arbitrator.

AGREED BY THE PARTIES through their authorized signatories

For and on behalf of [HATCH! VENTURES]

.....Date: .....Name: .....

For and on behalf of [AUGMENTED VENTURES]

.....Date: .....Name: .....

For and on behalf of [VIET YOUTH ENTREPRENEURS]

.....Date: .....Name: .....

IPP

5. MANAGEMENT

PROGRESS REPORT

IPP

Submitted to: _____

Submitted by: _____

Date: _____

Period: _____

[from the previous reimbursement to the current, e.g. "*from 11 May to 15 Jul, 2017*"]

OBJECTIVES OF THE PROJECT

1.1
1.2
1.3
1.4

HIGHLIGHT ACHIEVEMENTS UP TO DATE

[Provide summary here]

PROGRESS ON PLANNED ACTIVITIES

Activity	Responsibility	Progress up to date
1. Activity 1		
2. Activity 2		
3. Activity 3		

Confirmed by:

Full name: _____

Signature: _____

QUARTERLY REPORT

PROJECT NAME	
COMPANY NAME	
IPP2 PROJECT CODE	

Reporting of period from		to	

I. PROJECT PROGRESS

1. **Achievement of the project's milestones** and planned work phases: Steps taken, results obtained and comparison of the outcomes with the whole Project Plan.

Activity	Results (Indicators)	Update
Activity 1		
Activity 2		
Activity 3		

2. **The use of project resources:** The use of internal human resources and the use of external expertise and services based on the financial reporting.

3. **Encountered problems and needs for changes to the plans:** Problems that have arisen in the project, as well as reasons for revision of project plan, schedule or budget.

II. BUSINESS AND CAPACITY DEVELOPMENT

4. **Collaboration and networking:** The increase in collaboration partnerships and networks in Vietnam and internationally.

5. **Growth and scaling-up outlook:** The achieved growth and scaling up of the organization. Also, the internal and external factors that may affect growth and scaling up in the next months and in the long-term.

6. **Development of innovation capabilities and knowledge:** New knowledge and skills acquired by the organization (from training, external expertise, new staff, etc), and summary of new patents or licenses (if any).

7. **New operations:** Describe what operations have you started during the reporting period (such as prototype development, production design, production, sales and marketing, investor search, partner search, product distribution, etc).

8. **Numerical details about your activities and growth during the reporting period of your project. If the question is not relevant regarding the reporting period, leave the answer empty.**

Partnership	
How many new potential investors have you met?	
How many new potential partners have you met?	
Sales growth	
How much have you generated revenue (VND)?	
How much revenue from outside of Vietnam?	
Profitability growth	
How much have you made profit?	

Capital growth	
How much have you added to your capital?	
What is the source of new capital?	
Staff growth	
How many new full time employees have you hired?	
How many new part time employees have you hired?	
Market growth	
How many new clients have you acquired?	
How many of these clients are foreign?	

III. MESSAGE TO IPP2

Give any ideas, comments or requests to IPP2 regarding the next project period or any other subjects.

IPP2 program is partly funded by Finland's international development funds. If you suspect the misuse of the funds through IPP, please tell about above or directly to the Ministry for Foreign Affairs of Finland at https://vaarinkayttoilmoitus.fi/

Prepared by:

Signature	
Full name	
Date	

FINAL COMPLETION REPORT

PROJECT NAME	
COMPANY NAME	
IPP2 PROJECT CODE	

Reporting of period from		to	

You have reported about most the following issues already once or more times. IPP asks you to give a summary of the ***whole project life time*** *with this final report from the start of IPP's grant into the last date of generating project costs for IPP's reimbursement*

PROJECT HISTORY

What did you have in the beginning and in the end of the project (stage of the company, product/service, team, etc.)?

PROJECT STATUS AND ACHIEVEMENTS

Tell about the current status of project related business model, networking, team performance, learning outcomes and highlights and key success factors of the project: awards, revenue, clients acquired, employment, export, new capital, etc?

Achievement of the project's milestones: Results obtained and comparison of the outcomes with the Project Plan?

The use of project resources: The use of internal human resources and the use of external expertise and services based on the financial reporting.

Encountered problems and changes happened in the project: Problems that have arisen in the project, as well as reasons for revisions of in the project plan, schedule or budget.

Collaboration and networking: The increase in collaboration partnerships and networks in Vietnam and internationally.

Growth and scaling-up outlook: The achieved growth and scaling up of the organization. Also, the internal and external factors that may affect growth and scaling up in the long-term.

Development of innovation capabilities and knowledge: New knowledge and skills acquired by the organization (from training, external expertise, new staff, etc), and summary of new patents or licenses (if any).

New operations: Describe what operations have you started during the project (such as prototype development, production design, production, sales and marketing, investor search, partner search, product distribution, etc).

Numerical details about your activities and growth during the project and because of the product or service developed in the project. If question is not relevant, leave the answer empty.

Partnership	
How many new potential investors have you met?	
How many new potential partners have you met?	

Sales growth	
How much have you generated revenue (VND)?	
How much revenue from outside of Vietnam?	
Profitability growth	
How much have you made profit?	
Capital growth	
How much have you added to your capital?	
What is the source of new capital?	
Staff growth	
How many new full time employees have you hired?	
How many new part time employees have you hired?	
Market growth	
How many new clients have you acquired?	
How many of these clients are foreign?	

FUTURE

What will be the main goals for you in 2016 - 2017 based on the things you developed in this project?.

MESSAGE TO IPP2

Give any ideas, comments or requests to IPP2.

IPP2 program is partly funded by Finland's international development funds. If you suspect the misuse of the funds through IPP, please tell about above or directly to the Ministry for Foreign Affairs of Finland at https://vaarinkayttoilmoitus.fi/

SIGNING OF THE REPORT:

Signature of the authorized leader of the company	
Full name	
Date	

ORGANIZATION NAME:
PROJECT CODE NUMBER:
PROJECT NAME:

REQUEST FOR REIMBURSEMENT

No.	Cost Items	Total Project Budget	Reimburse-ment this time	Total Accumulated reimbursement to date	Balance of Project Budget	% of Total	Remarks
1	**Salary and staff benefits**						
1.1	Person 1						
1.2	Person 2						
1.3	Person 3						
1.4	Person 4						
1.5	Person 5						
2	**Other costs**						
2.1	IPP Accelerator Programme (IAP)						
2.2	Travel cost for non IAP						
2.3	Consulting services						
2.4	Training						
2.5	Others						
	Total						

Total Reimbursement of Project Cost: 70% equals to _____

Amount in words: _____

Details bank account information:

Bank account name: _____
Bank account number: _____
At Bank _____
Address of Bank: _____

Date ...../...../.....

Requested by

Project's accountant (if any) (Representative of the Beneficiary)

Date...../...../.....

Reviewed by IPP's financial team **Approved by IPP Management**

CTA **PD**

BUDGET REVISION FOLLOW-UP

ORGANIZATION NAME:
PROJECT CODE NUMBER:
PROJECT NAME:

No.	Cost Items	Original Budget (As the contract signed)	1st Revised Budget	2nd Revised Budget	3rd Revised Budget	Remarks
I	**Salary and staff benefits**					
II	**Other costs**					
1	IPP Accelerator Programme (IAP)					
2	Travel cost for non IAP					
3	Consulting services					
4	Training					
5	Marketing cost					
6	Others					
	Total					

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc
-----o0o-----

BIÊN BẢN NGHIỆM THU VÀ THANH LÝ HỢP ĐỒNG TIỂU DỰ ÁN

Các căn cứ thực hiện:

- Hiệp định giữa Chính phủ nước Cộng hoà xã hội chủ nghĩa Việt Nam và Chính phủ nước Cộng hoà Phần Lan về hợp tác trong Chương trình Đối tác đổi mới sáng tạo ký kết ngày 06/3/2014;

- Văn kiện khung Chương trình và Báo cáo khởi động của IPP2;

- Các văn bản của IPP2: Hướng dẫn Quản lý tổng hợp; Hướng dẫn quản lý tiểu dự án; Hướng dẫn về hoàn chi tài chính cho các tiểu dự án; and

*- Hợp đồng số .... ngày ..../...../201... được ký kết giữa Ban Quản lý Chương trình Đối tác Đổi mới Sáng tạo Việt Nam – Phần Lan giai đoạn II (viết tắt là IPP2) và [Tên Công ty] để thực hiện tiểu dự án **[Tên dự án];***

Hôm nay, ngày ... tháng .... năm 2016 tại Văn phòng IPP2, chúng tôi gồm:

Bên A: BQL DA Đối tác đổi mới sáng tạo Việt Nam – Phần Lan Giai đoạn II (IPP2)
Bà Trần Thị Thu Hương – Giám đốc Chương trình
Ông Lauri Laakso – Cố vấn trưởng
Địa chỉ: Phòng 1502, Toà nhà Thăng Long, số 98A phố Ngụy Như Kon Tum, quận Thanh Xuân, Hà Nội, Việt Nam.
Điện thoại: + 84 4 39393982
Fax: +84 4 39387047
E-mail: info@ipp.vn

THE SOCIAL REPUBLIC OF VIETNAM
Independence – Freedom – Happiness
---o0o---

MINUTES OF ACCEPTANCE AND CONTRACT LIQUIDATION OF SUBPROJECT

Based on:

- Agreement between the Government of Socialist Republic of Vietnam and the Government of the Republic of Finland on the Co-operation in Innovation Partnership Programme dated 6th March 2014;

- Programme Framework Document and Inception Report of the IPP2;

- IPP2 Integrated Management Guideline; Guidelines for Subproject Management; and Guidelines on Financial Reimbursement for Sub-projects;

*- Contract for implementation of Subproject No .... signed on ....., 201.... between the Vietnam - Finland Innovation Partnership Programme, Phase II (hereafter IPP2) and [Company Name] to implement the sub-project **[Project name];***

Today, on 15th April, 2016 at IPP2 Office, we are:

Party A : The Innovation Partnership Programme Phase II (IPP2)
Ms. Tran Thi Thu Huong – Programme Director
Mr. Lauri Laakso – Chief Technical Advisor
Address: Suite 1502, Thang Long Tower, 98A Nguy Nhu Kon Tum Street, Thanh Xuan District, Hanoi, Vietnam
Tel.: + 84 4 39393982
Fax: +84 4 39387047
E-mail: info@ipp.vn

và

Bên B:

Đại diện bởi:

Chức danh:

Địa chỉ:

Điện thoại:

Căn cứ vào thỏa thuận chung, hai bên tiến hành thanh lý hợp đồng số …. với các nội dung như sau:

Điều 1: Phần thực hiện:

Bên B đã hoàn thành dự án với các nội dung được yêu cầu theo điều 2 của hợp đồng

Điều 2: Phần tài chính:

Tổng giá trị hợp đồng đã ký với IPP2:….. **VND**

Giá trị IPP2 đồng ý nghiệm thu và tài trợ: …..**VND**

Kể từ ngày các nghĩa vụ tài chính được hoàn thành, hợp đồng số …. được thanh lý. Quyền, nghĩa vụ của hai bên đã thực hiện đầy đủ và sẽ chấm dứt mà không có vướng mắc hay tranh chấp gì.

Biên bản nghiệm thu và thanh lý này được làm thành 2 bản gốc, trong đó bên A giữ 1 bản gốc, bên B giữ 1 bản gốc, có giá trị pháp lý như nhau. Tiếng Anh là ngôn ngữ gốc.

Kí tại Hà Nội, ngày …. tháng ….. năm 201…

and

Party B:

Represented by:

Title:

Address:

Tel:

Upon mutual agreement, both two parties agree to liquidate the contract … as following:

Article 1: Implementation

Party B has completed the subproject pursuant to the article 2 of the contract

Article 2: Disbursement

Contract value signed: **VND**…

Total accepted amount sponsored by IPP2: **VND**….

Once all financial obligations are fulfilled by the two parties, the contract number …… expires without any dispute.

This Minutes of Acceptance and contract liquidation has been drawn up in 2 originals, of which party A shall keep 1 original, party B shall keep 1 original with the same validity. The English version is the defining original.

Signed in Hanoi on, date … month … year 201….

Party A		**Party B**
Chief Technical Advisor	**Director**	**Director**
Cố vấn trưởng	***Giám đốc***	***Giám đốc***
Lauri Laakso	**Trần Thị Thu Hương**	