التعاون الألماني
DEUTSCHE ZUSAMMENARBEIT

Co-funded by the European Union

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Implemented by:

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

In coordination with:

Matching Fund GIZ Syria

TVET and Employment Promotion Programme in Syria (STEP)

Call for Applications for Development Partnerships with the Private Sector

Concept Note

For companies based in the EU & Switzerland

Name of the lead organization:

Title of the project:

1. Information to Applicant(s)

GIZ Syria is launching a Matching Fund aiming at skills development and employment promotion. Under the Programme “TVET and Employment Promotion in Syria”. We aim to establish partnerships with companies from the European Union and Switzerland and pool our expertise and resources to develop innovative joint initiatives.

The Syria Technical and Vocational Education and Training (TVET) and Employment Promotion Programme (STEP) is a four-year initiative running from 2026 to 2030. The programme is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), with financial contributions from the European Union (EU) and the Swiss Agency for Development and Cooperation (SDC). STEP contributes to Syria’s economic recovery by promoting employment, strengthening workforce skills and fostering closer cooperation between the private sector and vocational education and training institutions.

The Call invites companies established in the **European Union or in Switzerland** to propose initiatives that address concrete business and labour-market needs in Syria while generating measurable development benefits.

The proposed partnerships are expected to **combine the participating company's business interests with development objectives**, including skills and workforce development, improvement of working conditions, skills and knowledge transfer. Particular emphasis is placed on initiatives that establish meaningful and sustainable cooperation between European and Syrian companies and/or public vocational education and training providers. It would be particularly advantageous if the proposed project addresses the needs of vulnerable population groups and incorporates elements that foster social cohesion and peacebuilding, alongside its core focus on skills development and employment promotion.

To be eligible to apply under the Integrated Development Partnerships with the Private Sector (IDPP) scheme, **applicants established in an EU Member State or in Switzerland must have a minimum annual turnover of EUR 100,000**, at least **five employees** and at **least two years of operational activity at the time of application**. Applicants must be legally registered and actively operating in their country of establishment.

This document represents the Concept Note (CN) template with which potential partners can apply for support for the Competitive Fund Scheme.
After submission of the CN, each project idea will be assessed based on the eligibility criteria provided. Following this review, project concepts will be shortlisted, and applicants will be invited to submit a full technical proposal, MoU and budget.

Before completing this template and submitting your Concept Note (CN), please carefully read the accompanying Application Guidelines. They explain the eligibility requirements, funding conditions and application process for the Matching Fund and provide guidance on preparing your application.

Please complete each section of this template by entering your responses in the grey fields provided. Text can only be entered in these fields, which have character limits (including spaces) as indicated in each section. Follow the instructions provided and keep your responses clear and concise. If you have any questions, please refer to the FAQ section of the Application Guidelines or contact us directly at syria-private-sector@giz.de

2. Identification of the Applicant(s)

2.1 Lead applicant	
Title of the proposed project	
Lead company name	
Legal form of lead company (type): *Indicate the legal form of your organization (e.g., Ltd, LLC, cooperative etc.).*	
Profile of lead company: Please briefly indicate your areas of expertise and services (max. 500 characters)	
Number of employees	permanent: temporary:
Homepage lead company (website)	
Date of establishment (MM/YYYY)	
Lead company physical address. P.O. Box	
Contact person (Name)	
Contact person (E-Mail address)	
Contact person (Phone number)	
Total estimated budget of the proposed project in EUR	EUR
Applicant and consortium partner contribution (min. 50%)	EUR
Requested contribution via GIZ for the proposed project (max 50%)	EUR
Proposed start date of the proposed project (MM/YYYY)	
Total duration of project (max. 30 months)	months

2.2 Financial data of lead applicant			
	2023	**2024**	**2025**
Annual turnover (EUR)			
Number of staff in the company			

Can the applicant provide financial statements or equivalent independently verified financial documentation for the required period?	☐ Yes ☐ No

2.3 Consortium partners (if applicable)	
Name of consortium partner organization I	
Contact of consortium partner organization I (E-Mail and Phone)	
Name of consortium partner organization II	
Contact of consortium partner organization II (E-Mail and Phone)	
Name of consortium partner organization III	
Contact of consortium partner organization III (E-Mail and Phone)	

3. Background and problem statement

Describe the specific problem or skills gap your project aims to address. Explain the needs of the target beneficiaries and the relevant labour-market context. (max. 1500 characters).

4. Project description

Provide a description of your proposed project (max. 3000 characters). Include the goal, vocational training and education relevance, envisaged employment effects (beyond your own company), target markets (local, regional, global), key activities, including capacity building approaches (inclusive and gender sensitive), geographical scope, scale of intervention (no. of men, women and youth), and expected outcomes.

5. Objectives of the proposed project

List up to three main objectives of the project (max. 350 characters for each). Objectives should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

Objective 1	
Objective 2	
Objective 3	

6. Project inclusiveness and gender empowerment rationale

Please describe, among others, how the proposed project will strengthen women and youth in access to resources, to education, to business opportunities & linkages, investment-related decision making and finance (max. 1000 characters).

7. Expected project outcomes

Please list the expected project outcomes and potential impacts below. Please refer to the guidelines (max. 1500 characters).

8. Budget and contributions

Please specify here a summary of the budget equivalent in Euro (EUR), including the requested contribution from GIZ, the contribution of the lead applicant and, if applicable, contributions by consortium partners. Contribution from GIZ can be max 50%. Budget for **equipment** should **not be higher than 30%** of total costs.

Budget category	Lead Applicant contribution (in Euro)	Other consortium partners contribution (in Euro)	Contribution requested via GIZ (in Euro)	Total cost (in Euro)
Applicants' staff costs	EUR	EUR	EUR	EUR
Service providers' and external expert costs	EUR	EUR	EUR	EUR
Travel cost (for staff and external experts)	EUR	EUR	EUR	EUR
Equipment (max 30% of total cost) (e.g., energy supply, processing, irrigation, warehouse)[2]	EUR	EUR	EUR	EUR
Other costs (Training & other items e.g., demo farming inputs)	EUR	EUR	EUR	EUR
Audit	EUR	EUR	EUR	EUR
Total cost	EUR	EUR	EUR	EUR

9. Support History:

Has the lead organization or one consortium partner ever benefitted from support (in the form of grants, loans or equity) of another EU-funded program, including blended finance vehicles financed by the EU?

☐ Yes ☐ No

If yes, please describe the support received:

10. Declaration

I hereby declare that the information provided in this concept note is accurate and complete to the best of my knowledge.

Date / Name (without signature, sent electronically)

Additional documents are to be attached to your Concept Note:

- Proof of legal registration of the company or other official document confirming its legal existence
- At least one recent document demonstrating active business operations, such as a customer invoice, purchase order or contract, business bank statement, tax document, or payroll/social security record, where applicable