



**USAID**  
FROM THE AMERICAN PEOPLE

# Tunisia JOBS

Jobs, Opportunities & Business Success



## User's Manual

### For the Agriculture Sector Assistance Application

# General Company Information

In this section, you will be asked to fill in general information relating to the company applying for the assistance.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

## General Company Information



Company Name: *	<input type="text" value="Société Agrimed"/>
Year of Establishment of the Company: *	<input type="text" value="2019"/>
Phone: *	<input type="text" value="12 345 678"/>
Email: *	<input type="text" value="Agrimed@gmail.com"/>
Street line 1:	<input type="text" value="Zone Industrielle Les Terres"/>
Street line 2:	<input type="text"/>
City or Governorate: *	<input type="text" value="Mahdia"/>
Zip Code:	<input type="text" value="4040"/>
Country: *	<input type="text" value="Tunisia"/>
Longitude:	<input type="text" value="35.50254440002868"/>
Latitude:	<input type="text" value="11.04501202587545"/>
Website:	<input type="text"/>
Sector:	<input type="text" value="Agriculture, forestry and fishing"/>
Sub-Sector:	<input type="text"/>

## Company Owner

Name: *	<input type="text" value="Foulen Ben Foulen"/>
Gender: *	<input type="text" value="Male"/>
Position: *	<input type="text" value="CEO"/>
Mobile: *	<input type="text" value="12 345 678"/>
Email: *	<input type="text" value="fbenfoulen@gmail.com"/>

## Company Capital Structure

Legal Entity: *	<input type="text" value="Company"/>
-----------------	--------------------------------------

## Business Company Group

Is the company part of a company group?	<input type="text" value="No"/>
Name of Group:	<input type="text"/>
List all Companies in Group:	<input type="text"/>

## Legal Documents

National register of enterprises (RNE) *	<input type="text" value="Choose File RNE.pdf"/>
--	--

✓ Submit

Cancel



# Company Contact Person

In this section, you will be asked to fill in information about the person filling the application (an authorized representative of the company).

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Company Contact Person

Company Contact

Name: \*

Foulen Ben Foulen

Gender: \*

Male

Position: \*

CEO

Mobile: \*

12 345 678

Email: \*

fbenfoulen@gmail.com

Submit

Cancel



## General Questions

In this section, you will be asked to respond to general questions about the company and assistance proposal.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

General Questions

The company is free from involvement in criminal activity, corruption, etc. \*

Select an ans▼

The company is free from negative environmental, labor, and social issues \*

Select an ans▼

The proposed activity will not result in negative impacts to the environment \*

Select an ans▼

The company is committed to sharing data on sales and jobs \*

Select an ans▼

✓Submit

Cancel

## Management Background

In this section, you will be asked to describe the company's management.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Management Background

Introduce the company's management and/or owner, including educational background, professional and industry experience, and vision. \*

...

✓Submit

Cancel

# Professional References

In this section, you will be asked to provide information for professional references. These could include current or former clients, chamber of commerce, and/or local officials. **JOBS may contact these references as part of the application review process.**

Please enter a minimum of three references. Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

# Activity & Market Information

In this section, you will be asked to describe the company's products and services, main competitors, and current and potential buyers.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Professional References

Please enter a minimum of three references.

Reference :

Name & Organization	Zayd Ellafi	Mega Pharma
Relationship to the Company	Client	
Telephone & Email	12345678	zellafi@xyz.com

Reference :

X

Name & Organization	Selma Louzir	Pro Fibres
Relationship to the Company	Supplier	
Telephone & Email	12345678	slouzir@abc.com

Reference :

X

Name & Organization	Menyar Bouzid	QualiExcel
Relationship to the Company	Client	
Telephone & Email	12345678	mbouzid@def.com

Add Reference

Submit

Cancel

Activity & Market Information

Products / Services

Principal Products /Services \*

ABC  
DEF  
GHI

Competitors

Main Competitors \*

ABC  
DEF  
GHI

Main Domestic Buyers

Main Buyers \*

JKL  
MNO

Main International Buyers

Main Buyers \*

PQR  
STU

Submit

Cancel

# Certifications, Grades & Standards

In this section, you will be asked to describe the certifications, grades and standards the company holds.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

# Financial Information

In this section, you will be asked to enter financial information about the company.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Certifications, Grades & Standards

Environmental Management (if applicable)

Attach signed document on compliance with standard specifications for environmental management by the National Agency of Environmental Protection (ANPE/Agence Nationale de Protection de L'Environnement)

ANPE Certification

Choose File

No file chosen

Waste Management (if applicable)

Attach signed document on compliance with standard specifications for waste management by the National Agency of Waste Management (ANGED/Agence Nationale de Gestion des Déchets)

ANGED Certification

Choose File

No file chosen

Certification, Grades & Standards :

Certifications, Grades & Standards

Description

Choose File

Choose File

No file chosen

Add Certification

Submit

Cancel

Financial Information

Documents to be Attached for 2019

Balance sheet (if applicable):

Choose File

No file chosen

Income statement (if applicable):

Choose File

No file chosen

Cash flow statement (Optional):

Choose File

No file chosen

Documents to be Attached for 2020

Balance sheet (Required): \*

Choose File

No file chosen

Income statement (Required): \*

Choose File

No file chosen

Cash flow statement (Optional):

Choose File

No file chosen

Documents to be Attached for 2021

Balance sheet (Required): \*

Choose File

No file chosen

Income statement (Required): \*

Choose File

No file chosen

Cash flow statement (Optional):

Choose File

No file chosen

Submit

Cancel

# Fiscal Documentation

In this section, you will be asked to attach fiscal documentation.

Once the documents are attached, review them carefully and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Fiscal Documentation

Annual income tax declaration (2019) (if applicable)

Choose File No file chosen

Annual income tax declaration (2020) (Required) \*

Choose File No file chosen

Annual income tax declaration (2021) (Required) \*

Choose File No file chosen

Submit

Cancel

# Employment Information

In this section, you will be asked to enter employment information about the company.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Employment Information

General Information

Working hours per week: (40 hr. or 48 hr.) \*

Select an ans

Does the company employ primarily women and youth (ages 18-25)? \*

Select an ans

Does the company employ persons with disabilities? \*

Select an ans

Total Employees

Period	Male	Female
2019		
2020		
2021		

Social Security Declaration

Please enter Social Security Declarations for the last 4 quarters.

Second quarter declaration 2021 (Required) \*

Choose File No file chosen

Third quarter declaration 2021 (Required) \*

Choose File No file chosen

Fourth quarter declaration 2021 (Required) \*

Choose File No file chosen

First quarter declaration 2022 (Required) \*

Choose File No file chosen

Submit

Cancel



# Activity Description

In this section, you will be asked to enter activity description about the company.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

## Activity Description



### Activity Description

#### 1- Current Situation

Describe company activity & commercial context. (Up to 200 words) \*

...



#### 2- Opportunities for growth or improvement

Describe current or potential opportunities for growth or company improvements, including details related to the market, products, customers, etc. (Up to 200 words) \*

...



#### 3- Obstacles / Challenges

Describe challenges company faces in growing and creating jobs. (Up to 200 words) \*

...



#### 4- Support Requested

Describe the requested support to overcome challenges or seize opportunities. (Up to 200 words) \*

...



Describe how your project will impact the following:

Quantitative criteria (sales, jobs, additional members for cooperatives, exports & finance leveraged) \*

...



Social / intangible consideration (women, youth, underserved regions, etc...) \*

...



Result of Funding (state the expected impact from the activity)

What will be the increase in sales in 2022/2023 as a result of the activity? \*

How many of your current employees will you be able to sustain or keep in 2022/2023 as a result of the activity? \*

How many new employees will you be able to hire in 2022/2023 as a result of the activity? \*

Will the activity enable the company to access additional means of financing? \*

If yes, what is the source, and how much is expected?

Source

Select an answer



Value (TND)

✓ Submit

Cancel



## Estimated Budget

In this section, you will be asked to enter details on the estimated costs associated with the company's assistance proposal.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Estimated Budget (TND)

Please remember that assistance recipients must be capable of contributing at least 50% of the cost of the total activity.

Expense Category

Expert Consulting

Name

Description & Technical Specifications

Unit and Rate

Units

Rate

Total Cost

0.0

Notes

Add Another Expense

Submit

Cancel

## Signing & Certification

In this section, you will be asked to certify that the information submitted in the application is true and correct. You will be asked to digitally sign the application.

Please enter the information, review it carefully, and click on submit when this section is complete.

**CAUTION:** You will not be able to go back and change this information, so please review it carefully before submitting.

Signing & Certification

Thank you for completing all the application sections.

Prior to submitting your application for review, please sign the following certification statement: "I hereby declare that the information provided in this application is true and correct."

Signature (Please type full name): \*

Position: \*

Submit

Cancel

If you have any questions,  
please submit to [grants@tunisiajobs.org](mailto:grants@tunisiajobs.org)



**Tunisia JOBS**  
Jobs, Opportunities & Business Success