

Call for Applications for admission into KIRDI KIEP Business Incubation and Innovation Support Programme

Dear Applicant,

The Kenya Industry and Entrepreneurship Project (KIEP) is an initiative that is being implemented by the Ministry of Investments, Trade and Industry (MITI), with support from the World Bank Group. The objective of the project is to increase innovation and productivity in select private sector firms in Kenya thus strengthening the private sector. The role of KIRDI in the project is to focus on strengthening the managerial and technical capabilities within Kenyan MSMEs and innovators to enhance their competitiveness for local and international market opportunities

Kenya Industrial Research and Development Institute (KIRDI) is a State Corporation under Ministry of Investments, Trade and Industry (MITI), and is mandated to undertake research, development and innovation in industrial and allied technologies and disseminate research findings to support industrial development. The technologies developed are transferred to Micro, Small and Medium Enterprises as well as Large Industries to enhance their competitiveness and productivity.

Under the KIEP project, the KIRDI Incubator is currently accepting applications from entrepreneurs and Innovators based in Kenya to participate in the project. The project is targeting the following Sectors **Agro-processing, Engineering, ICT and Digital technologies, Leather, Textile, Energy, Chemical Products (cosmetics/soaps/animal feed), Ceramics and Environment** among others. The Entrepreneurs / Innovators in the various technologies will be offered in-house (physical) incubation at KIRDI facilities located in the following areas Nairobi, Kisumu, Migori, Kisii, Uasin Gishu, Bungoma, Garissa and Kilifi; and/ or virtually (at manufacturer's own premises).

To be eligible for admission into the project, you are required to respond to the questionnaire on the link below. All the information collected through this questionnaire will be treated with confidentiality and will only be used for the purpose of implementing the KIRDI-KIEP Project and such information will not be shared with any third parties. The Youth, Women and Persons living With Disability (PWD) are encouraged to apply.

To download the application form, click on this link: https://kirdi.go.ke/sites/default/files/2023-10/KIEP%20SMES%20selection%20tool_2.pdf or <https://forms.gle/FMJQrJUbpADbsG5P9>. The Application Form should be filled, signed and emailed to kiep_project@kirdi.go.ke or hand delivered to KIRDI-KIEP Secretariat office in KIRDI Block E based in South C on or before Thursday, **16th November 2023** by 5pm, EAT.

**COORDINATOR, KIRDI - KIEP SECRETARIAT OFFICE,
KIRDI BLOCK E, NAIROBI SOUTH C**

Section A: General Information

Applicant name: _____

ID No/Passport No.: _____

Age in years (tick appropriate) [18-35] [36-45] [46-55] [56-65] [over 65]

What is your level of education? [Primary] [Secondary] [Tertiary (college & university)]

Gender: Male Female

County: _____

Are you living with disability (PWD): Yes No

Phone Number: _____

Postal Address: _____

Email Address: _____

Alternative contact mobile cell number: _____

Section B: Business Profile

Type of Organization:

CBO Self Help Group Cooperative Society Sole Proprietor/ Limited Company

Is your Business/ Organization Registered? Yes No

Business/Organization Name: _____

Year of Registration: _____ Registration No.: _____

Postal Address: _____ Phone Number: _____

Physical Address: _____

Sector of operation:

Agro-processing Engineering Leather Textile Energy Chemical Products

(cosmetics/soaps/animal feed) Ceramics Environment ICT/ Digital Technologies

Any other (specify) _____

Give a brief description of the enterprise (Products/services offered, scale of operations)

How many owners does the business have? (List below)

S/No	Name	Gender		Shareholders (below 35yrs)	Disability status (Yes/No)
		Male	Female		
1					
2					
3					
4					
5					

How many employees does the enterprise have? _____; Please give a break down below,

Male _____ Female _____ Youth (Below 35 years) _____ PWD _____

Have you received technical / managerial support from other organizations? Yes No

What is your current production capacity:

What is your target production capacity:

Have you or your staff been trained on product processing/development? Yes No

How did you acquire your skills in your trade?

[Still learning] [Self-taught] [Apprenticeship] [Technical Training]

Section C: Product Details

Are you making any products, yes No

Are any of the products certified by KEBS, yes No

Where do you sell your product(s)/service?

Local markets and Kiosks/dukas Supermarkets Farm gate

Regional (East Africa/Africa) Online platforms Family/Friends

Others (please provide more details) _____

What is your estimated annual sales revenue category? (tick (v) appropriate)

S/No	Revenue Levels	Tick
1.	Annual turnover of up to KSH 200,000	
2.	Annual sales turnover of between KSH 200,001 and KSH 500,000	
3.	Annual sales turnover of between KSH 500,001 – KSHS 1,000,000	
4.	Above KSHS 1,000,000	

What challenges are you facing in your enterprise (tick (v) where applicable)

S/No	Issues	Tick	S/No	Issues	Tick
1.	Developing standard products ready for certification		2.	Product branding and labeling according to KEBS requirements	
3.	Access to routine product testing & Product quality		4.	Compliance with public health requirements	
5.	Technical expertise		6.	Food handlers' certificate (food processors only)	
7.	Production premise		8.	Implementing occupation health and safety (OSHA)	
9.	Access to production equipment		10.	NEMA requirements	
11.	Product diversification / development		12.	Counterfeits	
13.	Acquiring KEBS certification		14.	Tax information	
15.	Good manufacturing practices		16.	Any other, list them	

Do you have any ideas or innovations in your area of interest that you would like to commercialize? Yes No

If yes, tick (✓) appropriately in the table below:

	Innovation Type	Tick	Innovation Level	
			Ideation	Prototype
1.	Product Innovation			
2.	Process			
3.	Technology innovation			

Area of Innovation:

Agro-processing Engineering Leather Textile Energy Chemical Products (cosmetics/soaps/animal feed) Natural Products Ceramics Environment ICT and Digital Technologies Any other (specify) _____

Briefly describe your innovation indicated above _____

Which of the following incubation technology areas are you interested in? tick (✓) one:

Sr. No.:	Name of Technology	Tick One
1.	Honey processing	
2.	Fruit and vegetable processing	
3.	Implementation of HACCP for food manufacturers	
4.	Edible oils processing	
5.	Processing of nuts	
6.	Baking technology	
7.	Dairy technology	
8.	Meat and fish processing	
9.	Mushroom production	
10.	Sanitary pad production	
11.	PPEs branding	
12.	Leather and leather goods	
13.	Light engineering, tool design and fabrication	
14.	Reverse Engineering/Computer aided design/ computer aided manufacture	
15.	Design and fabrication of equipment (such as hospital beds, honey processing equipment, juice processing equipment, peanut roasters and solar driers)	
16.	Design and fabrication of energy efficient jikos (improved jikos)	
17.	Extraction of essential oils	
18.	Animal feeds ration formulation	
19.	Production of herbal animal feed supplements	

	Sanitizers (hand sanitizers / toilet seat sanitizers)	
20.	Cosmetics (creams/lotion/hair care products/nail care products/petroleum jelly/body butters / body oils/lip care/cosmetic seed or fruit oils/ serums/deodorants)	
21.	Detergents (hair shampoo/handwash/multipurpose/floor cleaner/toilet disinfectant/dishwash/kitchen degreaser/carpet cleaning/upholstery/shower gel/Bottle washing / Dairy cleaning).	
22.	Paints production / Inks production	
23.	Clay products and assorted ceramics	
24.	Briquettes production technology and other Biomass technology	
25.	Cleaner production guidelines for SMEs in the renewable energy sector	
26.	ICT and Digital Technologies	

Choose your preferred incubation facility

	Region	Please tick
1.	Nairobi	
2.	Kisumu	
3.	Kisii	
4.	Uasin Gishu (Eldoret)	
5.	Migori	
6.	Bungoma (Malakisi)	
7.	Garissa	
8.	Kilifi (Malindi)	
9.	Virtual (own premises, please specify location/County)	

How did you find out about the Program? Radio/TV Newspaper Friend Baraza
 S social media KIRDI Website

Others (Please specify) _____

What do you expect to achieve by participating in this programme?

Section D: Declaration by Applicant

I certify that the information provided here is true and complete to the best of my knowledge, and hereby submit the entry form having read and understood the participation rules and procedures for the programme as per the call/advertisement.

Full Name: _____

Date: _____

Signature: _____

Section E: For Official Use Only

Received by:

Name: _____

Date: _____

Designation: _____

Centre: _____

Signature: _____

Stamp