

## Business Incubation Programme: Guidelines

### SOS Business Incubation Centre (SBIC)

#### 1. Introduction

The SOS Business Incubation Programme is a structured support initiative designed for aspiring entrepreneurs and start-up teams within the SOS Children's Villages Nepal's ecosystem. The programme is implemented through the SOS Business Incubation Centre (SBIC) with the objective of promoting entrepreneurship and economic empowerment among young people.

The programme provides participants with access to shared physical and digital infrastructure, business coaching, business planning support, mentoring and networking opportunities to help them develop, refine and grow viable business ideas.

Through this initiative, SOS Children's Villages Nepal aims to strengthen entrepreneurial capacity among young people and support them in becoming economically active and self-reliant citizens.

#### 2. Objective of the programme

The Business Incubation Programme aims to:

- Encourage and support innovative business ideas among young people
- Strengthen participants' entrepreneurial knowledge, skills and mindset
- Provide a platform for business development, mentorship and networking
- Promote youth-led enterprises that contribute to sustainable livelihoods and employment generation

#### 3. Eligibility criteria

Applicants must fulfil the following eligibility requirements:

- Must have completed +2 or above
- Must belong to the SOS Children's Villages Nepal's ecosystem, including:
  - Small Group Homes/ Supervised Independent Living
  - Family Strengthening Programmes
  - Employment and Entrepreneurship Training programmes
- Young people integrated into society may also apply, subject to the programme's selection criteria

#### 4. Participation modality

- Applicants may apply individually or as a team
- Selected participants will be enrolled in the Business Incubation Programme conducted at the SOS Business Incubation Centre (SBIC), Koteshwor, Kathmandu
- The programme will cover only learning-related costs
- Participants shall bear all other expenses, including but not limited to:
  - Transportation
  - Accommodation
  - Other personal expenses

#### 5. Required documents

Interested and eligible applicants must submit the following documents:

##### Mandatory documents

- Copy of Nepali Citizenship Certificate
- Copy of Academic Certificate (+2 or above)
- Business Plan
- Proof of affiliation with SOS Children's Villages Nepal

### **Additional documents**

- PAN Number (*mandatory after selection*)
- Business Registration Certificate (*if applicable*)

### **For team applications**

- Above-mentioned documents of all team members
- Team details, including team composition and roles

Incomplete applications or missing documents may result in disqualification from the selection process.

### **6. Selection consideration**

Applications will be reviewed based on:

- Fulfilment of the eligibility criteria
- Completeness of the required documents
- Quality, relevance and feasibility of the proposed business idea or plan
- Alignment of the applicant(s) with the objectives of the programme

**Only shortlisted applicants may be contacted for further review, discussion, or participation in the next stage of the selection process.**

### **7. Code of conduct**

All selected participants are expected to maintain a high standard of professionalism, commitment and responsible conduct throughout the duration of the programme.

#### **Participants must:**

- Attend all sessions regularly and on time
- Actively engage in all training, mentoring, and incubation activities
- Utilise the available resources and facilities responsibly and effectively
- Maintain respectful and professional behaviour with mentors, facilitators, staff and fellow participants
- Refrain from engaging in political discussions or activities within the programme environment
- Protect and preserve the physical and digital infrastructure provided by SBIC
- Uphold safeguarding principles by ensuring a safe and inclusive environment for all participants and by reporting any concerns or incidents appropriately
- Not leave or discontinue participation in the programme without a valid reason and prior communication
- Submit progress reports or updates as required by the programme

**Failure to comply with the above-mentioned code of conduct may lead to review, suspension or discontinuation of participation in the programme.**

### **8. Important notes**

- Participation in the programme does not automatically guarantee financial support, seed funding, or investment, unless specifically recommended by the programme.
- Submission of false or misleading information may result in disqualification.
- Selected applicants must comply with all programme requirements and administrative procedures as communicated by SBIC.

### **9. Contact for further information**

For further information regarding the Business Incubation Programme, please contact:

**SOS Business Incubation Centre**  
Koteshwor, Kathmandu  
Contact number: 01-5970428