

Statement of Work (SOW) for Business Incubation Centre

Project Title: Commerce Contributes – Empowering Innovation for All

Project Overview:

The project involves establishing and operating a business incubation center at Bahhaudin Zakariya University to support entrepreneurship and innovation among students, faculty, and local startups. The center will provide a collaborative environment, resources, and services to help entrepreneurs develop and grow their businesses.

➤ Scope of Work:

1. Infrastructure Setup:

Establish a physical space for the incubation center (approx. 2,000 sq. ft.)

Furnish the space with necessary equipment, furniture, and amenities

Set up IT infrastructure, including internet connectivity and software

2. Program Development:

Develop and implement a comprehensive incubation program for startups

Design and deliver workshops, training sessions, and mentorship programs

Establish partnerships with industry partners, investors, and other stakeholders

3. Services and Support:

- Provide business planning and strategy support
- Offer access to market research and industry insights
- Facilitate networking opportunities and connections
- Provide guidance on funding and investment opportunities

4. Operations and Management:

- Hire and manage a team of incubation center staff
- Develop and implement policies and procedures for the center
- Manage the center's budget and finances

➤ Timeline:

Phase 1 (0-3 months): Establish infrastructure, hire staff, and develop programs

Phase 2 (3-6 months): Launch incubation program, onboard first cohort of startups

Phase 3 (6-12 months): Continue program delivery, evaluate progress, and plan for future growth

➤ Roles and Responsibilities:

Project Manager: Amal responsible for overall project management and coordination

Incubation Centre Manager: [Name], responsible for day-to-day operations and program delivery

Mentors and Advisors: Faculty/ teams, providing guidance and support to startups

➤ **Deliverables:**

Incubation Program: A comprehensive program for startups, including workshops, training sessions, and mentorship

Business Planning Support: Assistance with business planning and strategy development for startups

Networking Opportunities: Regular networking events and connections with industry partners and investors

Progress Reports: Quarterly reports on center progress, startup success stories, and program evaluation

➤ **Acceptance Criteria:**

Centre Launch: Successful launch of the incubation center and onboarding of first cohort of startups

Program Delivery: Delivery of incubation program, including workshops, training sessions, and mentorship

Startup Satisfaction: Positive feedback from startups on center services and support

➤ **Budget and Payment Terms:**

Total Budget: 100000

Payment Schedule: According to need