**ANNEX 1: SUBMISSION FORMAT**

DATE

To: uncdf.rfa@uncdf.org

To the attention of the United Nations Capital Development Fund

Dear UNCDF

With this letter I, [name and surname], in my capacity as legal representative of [legal name of the organization], with [Registration number], legally registered at [address of the company registration] hereby would like to submit our application to the Request for Application: “Demand Research For Migrant Remittances”.

In so doing, we hereby declare as follows:

1. all the information and statements made in this concept note are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. we have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern;
3. we are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
4. we are not involved in any type of manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons;
5. we are not involved in any manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment;
6. we are not involved in the replica weapons marketed to children;
7. we are not involved in the manufacture, sale or distribution of tobacco or tobacco products;
8. we are not involved in the manufacture, sale and distribution of pornography;
9. we are not involved in the manufacture, sale or distribution of substances subject to international bans or phase-outs, and wildlife or products regulated under the CITES;
10. we are not involved in gambling including casinos, betting etc. (excluding lotteries with charitable objectives);
11. we are not involved in any violation of human rights or complicity in human rights violations;
12. we do not use or tolerate any type of forced or compulsory labour or any type of child labour;
13. we have fulfilled all the obligations relating to the payment of social security contributions or obligations relating to the payment of taxes in accordance with legal provisions in force in the country of incorporation;

Additionally, we confirm that we meet the **eligibility criteria** outlined in the main RFA document and have the documents available to confirm our eligibility.

We confirm that if our submission were to be selected, we are ready to share the following information during the due diligence stage. The information required includes:

1. Outline of governance and executive management structure and members
2. Relevant documentary evidence and support on the business model/policy and mandate of our company/entity including among others certificate of registration, audited financial statements, certificate of compliance with the tax authorities and any other documentary evidence that might be requested by UNCDF.
3. Relevant and prompt inputs to the preparation of the full documentation for submission to the Investment Committee, and signature of the Performance-based Agreement.

Should we be selected as a partner, we commit to endeavour towards successful outcomes of the project upholding the integrity of the proposed idea and desired impact, and at a minimum commit the following:

1. Allocating staff time to assure implementation, oversight, supervision of the project
2. Allocating the required operational costs associated with the implementation of the project
3. Assuring participation to regular progress meeting with UNCDF

Finally, we fully understand and recognize that UNCDF is not bound to accept this application, that we shall bear all costs associated with its preparation and submission, and that UNCDF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Checklist of documents submitted with this letter:

* Annex I Submission letter duly signed
* Annex II: Application Form (Word)
* Annex III Budget of the Intervention
* Most recent audited financial statements and/or management accounts for 2019 (PDF)
* Legal documentation and certificate of incorporation/registration of the applicant (PDF)
* CVs of the team involved in the project

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this letter with your corporate seal, if available]*

**Annex II**: Submission From

**SECTION 1:** GENERAL APPLICANT’S INFORMATION

|  |  |
| --- | --- |
| Name of your Organization (legal name) |   |
| e-mail |   |
| Phone number |   |
|  |
| Provide name and surname of the legal representative |   |
| email of the legal representative |   |
| Phone number of the legal representative |   |
|  |
| Year of Incorporation of your Organization |   |
| Country of incorporation |  |
| Address of the registered office (s) of your organization |   |
| Address of the Operational headquarters (if different from the Registered office |   |
| Type of Entity / Legal Status  |   |
|  |
| Website URL |   |
| Social Media URL (Facebook) |   |
| LinkedIn |  |
| YouTube |  |
| Instagram |  |
| Other |  |
|  |
| Number of employees |   |
| Percentage of female employees |  |

**SECTION 2:** SPECIFIC EXPERIENCE FOR THE ASSIGNMENT (max 5 pages)

Description and value of top five grants or contracts relevant to the scope of this RFA for the past five years. Provide the following information for each (max 1 page per project up to 5 projects), please duplicate the below table

|  |  |
| --- | --- |
| **Name of the project** |  |
| **Grant/contract value (USD)** |  | **Website if applicable** |
| **Target Country(ies)** |  | **Implementation Period** |  |
|  |
| **Name of the Client/funder** |  |
| **References contact details**  | **name,** | **position** | **phone number email** |
|  |  |  |
|  |
| **Description of the approach/methodology** |  |
| **Key outputs/deliverables produced** |  |
| **Key Performance Indicators/ Targets** |  |
|  |
| **Names of the staff that participated in the assignment** |  |  |  |
| **Knowledge product production and dissemination strategy of the assignment**  |  |

**SECTION 3:** Description of the organization and strategy towards demand-side customer research, data analytics and human-centric design technical support (max 3 pages)

* Brief outline of mandate including vision and mission;
* Specific experience in demand-side customer research, data analytics and human centric design;
* Experience of conducting multi-country, multilingual research projects;
* Experience of working with financial institutions;
* Experience of developing and delivering toolkits focused on Human Centric Design for financial services in general and migration and remittances in particular.

**SECTION 4:** APPROACH AND IMPLEMENTATION PLAN (max 8 pages)

**Approach to the results required**

Provide a detailed description of the approach you plan to develop, including (but not limited to) the proposed data analytics, Lean Data Survey, Qualitative Behavioral Research approach, research tools, sampling frames and criteria, staffing and project organization, timelines, dependencies, and proposed outline for the HCD toolkit.

**Implementation timelines**

Submit a workplan indicating detailed sequence of activities and expected dates of execution for each deliverable.

**Risks/mitigation measures**

Describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

|  |  |  |  |
| --- | --- | --- | --- |
| Description of risk | Likelihood | Impact | Mitigation measure |
|  |  |  |  |

**Technical and quality assurance review mechanisms**

Provide details of internal technical and quality assurance review mechanisms.

**Reporting and monitoring**

Provide a brief description of the mechanisms proposed for this project for reporting to UNCDF and partners, including a reporting schedule (also reflected in the project schedule).

**SECTION 5:** PERSONNEL (max 2 pages, excluding annexes)

**Management structure**

Describe the overall management approach toward planning and implementing this result. Include an organization chart for the management of the project describing the relationship, roles and responsibilities of key positions and designations.

**Staff time allocation**

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement.

(Note: Substitution of key personnel once the grant has been awarded will be subject to the written approval of UNCDF. No increase in grant will be considered as a result of any substitution.)

**Qualifications of key personnel** (include CVs in annexes)

CVs should demonstrate qualifications in areas relevant to the results to be produced. In addition to CVs, submit a summary for key personnel (managerial and technical) in the following format.

|  |  |
| --- | --- |
| Name |  |
| Position for this contract |  |
| Nationality |  |
| Contact information |  |
| Countries of work experience |  |
| Language skills |  |
| Educational and other qualifications |  |
| Summary of Experience: *Highlight experience in the region and on similar projects.*  |
| Relevant experience (from most recent): |
| **Period: from – to** | **Name of organization/project/activity, if applicable:** | **Job title and activities undertaken/description of actual role performed:** |
| *e.g. June 2015-January 2016* |  |  |
| *etc.* |  |  |
| *etc.*  |  |  |
| **Reference 1 (min 3)** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference 2** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference 3** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Declaration:**I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed Technical Assistance Agreement. I also understand that any willful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the nominated team leader/member Date signed |

**SECTION 6:** PROPOSED BUDGET ALLOCATION (max 3 pages, preferably Excel sheet)

Provide budget allocation in the following suggested or similar format as outlined in Annex 3

**SECTION 7:** Attachments

Please do not forget your attachments

Attached are copies of original documents of:

[ ]  Certified financial statements for the past 3 years (in English or French)

[ ] Certificate of registration

[ ]  Complete resumes of all team members involved in assignment

[ ]  Electronic copies and hyperlinks where available of studies, knowledge products produced under similar assignments and list of dissemination channels