**ANNEX 1: SUBMISSION FORMAT**

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: “title of the RFA

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;

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

* •Our entity is incorporated and registered according to the rules of [country of incorporation];
* Our entity is incorporated and registered according to the rules of country of incorporation];;
* Our entity is operating in country of incorporation/operations]; for at least 3 years;
* Our entity is not to in a state of repair or to has not been the subject of bankruptcy, liquidation, judicial settlement, safeguarding, cessation of activity or any other similar situation resulting from a similar procedure;
* Our entity or any of our staff or member of the board of directors is included in the United Nations financial sanctions lists, particularly in the fight against the financing of terrorism and against attacks on international peace and security[[1]](#footnote-1);
* Our entity has fulfilled all obligations relating to the payment of social security contributions or obligations relating to the payment of taxes according to the legal provisions in country of incorporation];

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 Format duly signed
* Annex II: Technical Proposal
* Annex III Budget of the Intervention
* Most recent audited financial statements and/or management accounts for 2020,2019,2018 (PDF)
* Legal documentation and certificate of incorporation/registration of the applicant (PDF)

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]*

1. <https://www.un.org/securitycouncil/content/un-sc-consolidated-list> [↑](#footnote-ref-1)