**ANNEX 1: SUBMISSION FORMAT**

[insert: *Location*]

*[insert: Date*

To: Ruth Goodwin-Groen, Managing Director, Better Than Cash Alliance

Dear Madam,

We, the undersigned, hereby apply for **Scaling responsible digital payments in Indonesia’s cocoa sector** in accordance with your Request for Application dated [*insert: Date*] and our Application. We are hereby submitting our Application, which includes the Technical Proposal including proposed budget allocation.

We hereby declare that:

1. All the information and statements made in this Application are true, and we accept that any misrepresentation contained in it may lead to our disqualification; and
2. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern.

We confirm that we have read, understood, and hereby accept the duties and responsibilities required of us in this RFA, and the standard language of UNCDF’s Performance-Based Agreements, including the requirements regarding the public good nature of the outputs to be produced (see Annex 2 for a sample of our legal language in this regard). Therefore, if our application is accepted, we will be ready to sign and accept the legal language, without modification, of the UNCDF grant agreement (performance-based) by 1 March2021.

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.

We remain,

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

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| **ANNEX I: TECHNICAL PROPOSAL** (30 pages maximum of Application)**SECTION 1: APPLICANT INFORMATION**  |

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| 1. Applicant’s Legal Name:
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| 1. Type of Organization (e.g. commercial for-profit firm, educational, non-profit, etc.):
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| 1. In case of Joint Venture (JV), legal name of each party:
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| 1. Actual or intended Country/ies of Registration/Operation:
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| 1. Year of Registration:
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| 1. Countries of Operation
 | 1. No. of staff in each Country
 | 1. Years of Operation in each Country
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| 1. Legal Address/es in Country/ies of Registration/Operation:
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| 1. Value and Description of most relevant three (3) Grants or Contracts for the past five (5) years:

 Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of results produced/activities undertaken: References, contact details: Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of results produced/activities undertaken: References, contact details: Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of results produced/activities undertaken: References, contact details: |
| 1. Applicant’s Authorized Representative Information

 Name:  Address:  Telephone/Fax numbers:  Email address:  |
| 1. Are you on the UN Ineligibility List? ☐ YES or ☐ NO
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| 1. Attached are copies of original documents of:

☐ Financial statements for the past two years ☐ Letter from the applicant organization’s Executive Director, CEO, or Board, expressing its commitment to the execution of and participation in this process☐ Complete CVs of all the team members involved in the assignment☐ Staff time allocation spreadsheet per result ☐ Electronic copies and hyperlinks, where available, of studies and knowledge products produced under similar assignments and a list of dissemination channels ☐ Proposed budget allocation.  |

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| **SECTION 2: SPECIFIC EXPERIENCE FOR THE ASSIGNMENT** |

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| 1. Please describe your organization’s experience of similar projects/studies; research, analytical, and field implementation capacities with experience working in the cocoa or agricultural sector, including engagement of private sector companies (business analysis, cost benefit, etc.). For each one, please describe the following (maximum half a page per project):
* Name of the project:
* Client/Funder and contact details (if applicable):
* Grant/Contract value:
* Description of the **approach/methodology**:
* Types of **outputs**/**deliverables** produced/activities undertaken:
* Tools you used to conduct the project (e.g., stakeholder analysis, cost–benefit analysis, roadmap to implement proposed recommendations, metrics/indicators, etc.):
* Time it took you to complete the assignment:
* Number of people and names of the staff who participated in the assignment:
* Knowledge product production and dissemination strategy of the assignment:
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| 1. Please describe your organization’s experience in analyzing the financial habits, behaviors, and challenges faced by low-income populations to access financial services, especially women and digital financial services product design to identify suitable solutions and develop practical recommendations to be implemented for the adoption of digital financial services (maximum 1 page). Please include examples from the cocoa or agriculture sector where appropriate.
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| 1. Please describe your organization’s experience in designing, managing, and delivering research-based analysis and drafting recommendations for multiple stakeholders in digital financial services. Experience from Indonesia and in developing products and/or services or developing business plans for FSPs will be considered a plus (maximum 1 page).
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| 1. Please describe your organization’s experience in access to financial services in Indonesia, including previous projects and contacts on digital financial solutions, and your strategy to ensure the presence of one team member in the selected states throughout the project (maximum 1 page).
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| 1. Please describe your organization’s experience of knowledge product production, packaging, and dissemination (maximum 1 page).
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| **SECTION 3: APPROACH AND IMPLEMENTATION PLAN (10 pages maximum)** |

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| 1. **Approach to the Results Required**

Please provide a **detailed** description of the **approach/methodology** **including sample size** for how the organization/firm **will achieve project outputs and deliverables**, keeping in mind the appropriateness to local conditions and project environment. In particular, it should describe approach/ methodology to complete the survey of smallholder famers, as well as business stakeholders. Please include any proposed changes to the scope of work in this RFA. |
| 1. **Technical Quality Assurance Review Mechanisms**

The methodology shall also include details of the applicant’s internal technical and quality assurance review mechanisms. |
| 1. **Implementation Timelines**

The Applicant shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing, specifying timelines and time devoted to each result.  |
| 1. **Sub-grantees**

Explain whether any work would be delegated, to whom, what percentage of the work, the rationale for such, and the roles of the proposed sub-grantees. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  |
| 1. **Risks/Mitigation Measures**

Please describe the potential risks for the implementation of this project that may impact the achievement, timely completion, or quality of expected results. Describe measures that will be put in place to mitigate these risks. |
| 1. **Reporting and Monitoring**

Please provide a brief description of the reporting mechanisms proposed for this project to UNCDF and its partners, including a reporting schedule (also reflected in Gantt chart). |
| 1. **Other**

Any other comments or information regarding the project approach and methodology that will be adopted. |

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| **SECTION 4: PERSONNEL** |

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| 1. **Management Structure**

Describe the overall management approach towards planning and implementing this result. Include an organization chart for the management of the project, describing the relationship of key positions and designations. |
| 1. **Staff Time Allocation**

Provide a spreadsheet to show the activities of each staff member and the time allocated for their involvement. (Note: *This spreadsheet is crucial, and no substitution of personnel will be tolerated once the grant has been awarded except in extreme circumstances and with the written approval of UNCDF. If substitution is unavoidable, it will be with a person who, in the opinion of the UNCDF’s Digital Finance Specialist, is at least as experienced as the person being replaced, and subject to the approval of UNCDF. No increase in the grant will be considered as a result of any substitution.)* |
| 1. **Qualifications of key personnel**

Provide the CVs for key personnel (Team Leader, Managerial, Technical and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas most relevant to the results to be produced. CVs must be no longer than 2 pages per person. Please include the details and declaration within the CV as per Annex 2. |