**ANNEX 1: SUBMISSION FORMAT**

[insert location]

[insert date]

To: Carlos Escrivá Gil, Programme Analyst, UNCDF

Dear Sir

We, the undersigned, hereby apply for [insert RFA title] in accordance with your Request for Application dated [insert date] and our Application. We are hereby submitting our Application, as per the model below.

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 (PBA), including the requirements regarding the public good nature of the outputs to be produced.

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:

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

1. Applicant’s legal name
2. Type of organization (e.g. commercial for‑profit firm, educational, non-profit)
3. In case of joint venture (JV), legal name of each party
4. Actual or intended country/ies of registration/operation
5. Year of registration
6. Countries of operation/number of staff in each country/years of operation in each country
7. Legal address/es in country/ies of registration/operation
8. Applicant’s authorized representative information

* Name:
* Address:
* Telephone number:
* Email address:

1. Are you on the UN ineligibility list?  YES or  NO
2. Attached are copies of original documents of:

Financial statements for the past 2 years (in English or French)

Letter from the applicant organization’s executive director, CEO, or board, expressing its commitment to the execution and participation in this process

Complete resumes of all team members involved in assignment

Staff time allocation spreadsheet per result

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

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

1. 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):

* Name of project (website if applicable)
* Date/period of activity
* Status or date completed
* Location
* Client/funder
* Grant/contract value (USD)
* Description of the approach/methodology
* Types of outputs/deliverables produced
* Results of project for client, if known
* Number of people and names of the staff that participated in the assignment
* Knowledge product production and dissemination strategy of the assignment:
* References, contact details (name, position, phone number, email)

**SECTION 3:** Description of the organization and strategy towards DFS (max 3 pages)

* Brief outline of mandate including vision and mission
* Specific link with the DFS industry
* Key performance indicators, e.g. number of courses delivered, number of participants per year

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

**Approach to the results required**

Provide a detailed description of the curriculum and delivery approach.

**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. Describe any travel/missions/field visits planned for this assignment indicating team member participation and duration.

(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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of effort (LOE)** | | **# Days** | **Cost** | **Total** |
| Team member #1 | | .. days |  |  |
| Team member #2 | | .. days |  |  |
| ….. | | .. days |  |  |
|  | | | Sub-total LOE | **USD …** |
| **Travel/mission/other budget** | | | **Cost** | **Total** |
| Travel/mission #1 | | |  |  |
| Travel/mission #2 | | |  |  |
| Other (describe) | | |  |  |
|  |  | | Sub-total travel |  |
|  | | | **Total** | **USD …** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # of tranches | % of total loan/grant | Amount (USD) | Estimated date of execution | Disbursement conditions for payment execution |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total budget | |  |  |  |