**ANNEX 1: SUBMISSION FORMAT**

[insert: *Location*]

*[insert: Date*

To: Ivana Damjanov, Technical Specialist, UNCDF Tanzania

Dear Madam:

 We, the undersigned, hereby apply for Kigoma Joint Program on Agriculture: Scaling Up access to Finance in the Kigoma Region in accordance with your Request for Application dated 11/28/2019 and our Application. We are hereby submitting our Application, which includes the Technical Proposal and Financial Proposal.

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 (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 XXX.

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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| **SECTION 1: GENERAL APPLICANT’S INFORMATION** |
| 1. Applicant’s Legal Name:  |
| 2. Type of Organization (e.g. commercial for profit firm, educational, non-profit etc):  |
| 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 | 7. No. of staff in each Country | 8.Years of Operation in each Country |
| 9. Legal Address/es in Country/ies of Registration/Operation:  |
| 10. Value and Description of Top three (3) Grants or Contracts relevant to the scope of this RFA 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: |
| 11. Latest Credit Rating (if any)  |
| 12. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.  |
| 13. Applicant’s Authorized Representative Information Name:  Address:  Telephone/Fax numbers:  Email Address:  |
| 14. Are you in the UN Ineligibility List? ☐ YES or ☐ NO |
| 15. Attached are copies of original documents of: ☐ Audited financial statements for the past 2 years duly certified by a public accountant☐Letter from the applicant organization’s executive director, CEO, or board, expressing its commitment to the execution and participation in this process.☐Complete CVs of all the team members involved in the assignment☐ Staff time allocation spreadsheet per activity ☐Evidence of similar applications produced under similar assignments (this can be links in a website, for example).  |
| **SECTION 2: SPECIFIC EXPERIENCE FOR THE ASSIGNEMENT.**  |
| 2.1. Please describe your organization’s experience in producing similar projects. For each, make sure you describe the following (maximum 2 pages per project):  Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Dates and location of the project:  Description of the approach/methodology: Types of outputs produced/activities undertaken: Tools used or developed (dashboards, maps, etc.): Project results (if known): Time it took you to complete the assignment: 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:  |
| 2.2. Please describe your organization’s experience in understanding the needs of and challenges faced by smallholder farmers in Tanzania. (maximum 1 page) |
| 2.3. Please describe your organization’s experience creating complementary tools/activities to increase impact of videos (maximum 1 page) |
| 2.4. Please describe your organization’s experience measuring impact (maximum 1 page) |
| **SECTION 3: APPROACH AND IMPLEMENTATION PLAN (maximum 10 pages)** |
| 3.1. Approach to the Results Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve project outputs, keeping in mind the appropriateness to local conditions and project environment.3.2. Approach to Partnership with UNCDF and field-based Partners:The applicant must provide a detailed description of the applicant will plan, implement and deliver the overall project in partnership with UNCDF and field-based partners. The applicant should describe how they will take the lead role in ensuring that there is sufficient and ongoing communication, both virtually and in person. This section should highlight the support necessary from UNCDF and local partners.3.3. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the applicant’s internal technical and quality assurance review mechanisms.3.4 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, person responsible, and time devoted to each activity. 3.5. Sub-grantees: Explain whether any work would be delegated, to whom, how much 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. 3.6. Risks / Mitigation Measures: Please 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. Given the sensitivity of refugee data, the applicant should consult and consider and address issues around data privacy and security specifically for this group.3.7. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to (and ongoing communication with) UNCDF and partners, including a reporting schedule (also reflected in Gantt chart). 3.8 Other: Any other comments or information regarding the project approach and methodology that will be adopted. |
| **SECTION 4: PERSONNEL** |
| 4.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations along with information on the roles and structure of any sub-grantees, contractors, or other critical relationships.4.2 Staff Time Allocation: Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her 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, is at least as experienced as the person being replaced, and subject to the approval of UNCDF. No increase in costs will be considered as a result of any substitution.)*4.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the results to be produced. In **addition to the CVs**, please submit a summary for each person 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 activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:** |
| *e.g. June 2004-January 2005* |  |  |
| *Etc.* |  |  |
| *Etc.*  |  |  |
| **Reference no.1 (minimum of 3):** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.2** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.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 grant agreement. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Nominated Team Leader/Member Date Signed |
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| **SECTION 5: BUDGET PROPOSAL** |
| Please provide budget allocation in the following suggested or similar format:1. **Summary of costs**

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

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