

ANNEX II: SUBMISSION FORMAT

[insert: Location]

[insert: Date]

To: Carlos ESCRIVA GIL, Operations Lead, UNCDF

Dear Sir/Madam:

We, the undersigned, hereby apply for *Global Mentorship Platform and Grant Operations and Management* 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:

- a) 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
- b) 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 January 30th 2019.

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]

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 / No. of staff in each Country / Years of Operation in each Country
7. Legal Address/es in Country/ies of Registration/Operation
8. Description and value of top three grants or contracts relevant to the scope of this RFA for the past five years. Provide the following information for each of them.
 - Name of the project (website if applicable):
 - Date, location:
 - Client/Funder (if applicable):
 - Grant/Contract value in USD:
 - Types of results produced/activities undertaken:
 - References, contact details (name, position, email, phone number):
9. Applicant's Authorized Representative Information
 - Name:
 - Address:
 - Telephone/Fax numbers:
 - Email Address:
10. Are you in the UN Ineligibility List? YES or NO
11. Attached are copies of original documents of:
 - Financial statements for the past 2 years (in English)
 - 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 the team members involved in the 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

12. Please describe your organization's experience in producing **similar** retainership engagement. For each one, make sure you describe the following (maximum 2 pages per project):
 - Name of the project (website if applicable):
 - Client/Funder (if applicable):
 - Grant/Contract value:
 - Description of the **approach/methodology**:
 - Types of **outputs/deliverables** produced and activities undertaken:

- Tools used to manage the platform (if any)
- 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):

13. Please describe your organization's experience in managing the retainership contracts with individuals with specialized skills. (maximum 1 page)

SECTION 3: APPROACH AND IMPLEMENTATION PLAN (15 pages maximum)

14. Approach to the Results Required

Please provide a detailed description of the approach/methodology for how the platform would be deployed and implemented in context of cohorts

15. Implementation Timelines

The applicant shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of phases, activities that will be undertaken and their corresponding timing, specifying timelines, responsibility, and time devoted to each result (where applicable)

16. 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.

17. Technical Quality Assurance Review Mechanisms

The methodology shall also include details of the applicant's internal technical and quality assurance review mechanisms.

18. Reporting and Monitoring

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

19. 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. (if applicable)

SECTION 4: PERSONNEL

20. 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.

21. Staff Time Allocation

Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. Please describe any travel/missions/field visits planned for this assignment indicating team member participation and duration.

22. Qualifications of Key Personnel

Provide the CVs for key personnel (Team Leader, Managerial, Technical experts 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: <i>Highlight experience in the region and on similar projects.</i>		
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:
<i>e.g. June 2015-January 2016</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>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.</p>		
<hr/> Signature of the Nominated Team Leader/Member		<hr/> Date Signed

SECTION 5: PROPOSED BUDGET ALLOCATION

Please provide budget allocation in the following suggested formats:

23. Summary of costs

(Table 1 is described in the RFA as well)

Table 1

Costs (USD Indicative)						
Total Cost	One Time	YEARLY RECURRENT COSTS				
		2019	2020	2021	2022	2023

The budget should include all fixed and recurring costs for the procurement, deployment and operation of the platform (and all its modules) for a period of 5 years. The budget shall be expressed in US Dollars.

Please note:

- One-Time costs should include all setup costs related to deploying, configuring and migrating data as per UNCDF & BoZ's requirements. Yearly recurring costs should include all ongoing costs, including maintenance and licenses
- It is anticipated the one-time costs and yearly recurring costs for the first 2 years will be borne by UNCDF. It is anticipated costs after the first 2 years (2021 and onwards) will be covered by BoZ based on a letter of commitment from BoZ to UNCDF dated 30 November 2018.
- UNCDF will sign a Performance Based Agreement for the first two years of the project. It is expected that the BoZ and the grantee will sign as separate agreement for years 3-5 of the project.

Table 2

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/mission #1			
	Travel/mission #2			
	Other (describe)			
			Sub-Total Travel	
			Total	USD ...