**APENDIX 1**

**APPLICATION FORM for selection of Implementing Partner**

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| **Instruction to Applicants & Assessing Eligibility** | |
| Please complete every section of the following form, being as concise as possible. The submission must not exceed **THIRTY** pages. Feel free to re-size the boxes as needed so you can focus on the most critical elements of your concept.  Please use the following naming convention for your application form:  Organisation Name\_Application Form \_YYYY MM DD.  Your application will only be considered if you meet the eligibility criteria. Please tick all the relevant aspects of eligibility and sign the statement to confirm that you are eligible. Incorrect reporting may result in automatic disqualification.  The text should be of the following font and size: Arial Size 10. | |
| **Eligibility Statement** | **Document provided as evidence** |
| Legal form/entity/organization registration status  And if foreign entity, must provide consortium partnership with Pakistani entity as lead. | Attested copies of registration certificate. |
| Certificates confirming the tax status.  Government entities should provide a no-objection-letter from their superordinate department instead; | Attested copies of the tax status certificate. |
| Income Statements, Accounts, Tax returns to provide proof of annual turnover for the past 3 years  In case of government entities, records of the last three years of audit para made and resolved under public audit must be submitted instead. | Audited income or financial statements or attested income tax returns showing the turnover. |
| Evidence of relevant experience (completed projects or projects that are in the mature stage of similar nature). While this is not strictly required, it is strongly encouraged to provide documents showing the experience and capacity of the applicants in delivering projects for poverty alleviation. | Project briefs of relevant experience. |
| Provide three reference checks and project completion letters | Names of three references along with project completion certificates. |
| Agreement to share full information for lesson learning  A simple statement on organization letterhead stating the following: “We {Organisation Name} have no objection to sharing all data, evidence, and project details and beneficiary details with UNIDO and PAIDAR to undertake monitoring, evaluation, and learning activity. The data generated as part of the grant funding remains a joint property of UNIDO and our organization and may be used for research work, case studies, or other non-commercial activity” | Signed letter on letterhead. |
| If the application is based on a consortium of organisations, a formal agreement between the organisations highlighting the lead entity needs to be provided. | Consortium agreement on stamp paper PKR 100RS. |
| Affidavit on PKR 50RS Stamp paper stating the following statement:  “We {Organization name} certify that we have never been blacklisted by any government, non-government, private or bi-lateral/multi-lateral financial institution} nor we are under any such investigation or litigation relating to fraud or improper conduct.  Further, we agree to notify UNIDO promptly in the event that {Organization name} becomes subject of investigation or litigation relating to fraud or improper conduct during the term of Declarant’s contract or agreement with UNIDO.” | Affidavit on PKR 50 stamp paper signed and attested |
| By signing and submitting the grant the application that applicants agree that they will have to meet the following conditions for their projects to be considered:   1. All activities will be delivered in the PAIDAR districts including Thatta, Sujawal, Badin, Tharparkar, and Larkana 2. The project design ensures that no single beneficiary will receive grants in excess of 10,000€ 3. No amount of grant fund is being expensed against technical support or training 4. There is no retro-active financing (i.e., grant must not cover activities that have already been financed or concluded) 5. The final beneficiary will be identifiable and there is a mechanism in place to track the money that has gone to the beneficiaries and the use of the same. | By signing and submitting the grant application, the Organisation agrees that they follow all five statements. If false or non-compliance is identified then UNIDO/PAIDR reserves the right to refuse the application without review. |
| If the applicant is non-compliant with any of the eligibility criteria the application may not be considered for funding.  Signed by the Applicant & Official Stamp | |

We encourage you to do the following as you prepare your application:

* Work closely with your partners and potential beneficiaries to develop clear contours of your proposal
* Read the Terms of Reference and the Call for Proposals carefully
* This application form is aligned with the call for proposal document on micro grants, in case of any incongruence between the application form and the call for proposal document on micro grants the call for proposal document will supersede.
* Review the FAQs
* You may request clarification on the Call for Proposal or this application form by sending an email to. All requests for clarification will be published (on an anonymized basis) and responses thereto on the FAQ.
* Supplement the narrative with quantitative targets where they exist so that the reviewers can understand the scope and scale of your project, as well as its likely impact.

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| **SECTION 1: KEY DATA** | | | | |
| **NAME OF LEAD APPLYING ORGANISATION** | | | | |
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| **PILOT PROJECT NAME (for branding purposes)** | | | | |
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| **TOTAL COST OF THE PROJECT (PKR) [[1]](#footnote-1)** | | | **EXCHANGE RATE USED for EURO (PLEASE INCLUDE DATE AND REFERENCE)** | |
|  | | | Kindly use an official bank exchange rate and date the exchange rate and the source. | |
| **GRANT AMOUNT BEING APPLIED FOR (PKR)** | | | **EXCHANGE RATE USED FOR EURO (PLEASE INCLUDE DATE AND REFERENCE)** | |
|  | | | Kindly use an official bank exchange rate and date the exchange rate and the source. | |
| **APPLICANT’S CONTRIBUTION (PKR)[[2]](#footnote-2)** | | |  | |
| In-kind contribution | | |  | |
| In-cash contribution | | |  | |
| **PROPOSED START DATE** | | **PROPOSED COMPLETION DATE** | | **PROPOSED DURATION (IN MONTHS)** |
| MM/DD/YY | | MM/DD/YY | |  |
| **KEY PARTNERS INVOLVED IN IMPLEMENTATION/DELIVERY** | | | | |
|  | **PARTNER NAME** | | **ADDRESS** | |
| **1** |  | |  | |
| **2** |  | |  | |
| **3** |  | |  | |
| **4** |  | |  | |
| *Are you or any of your project partners already involved in projects being supported by any other donor organization or financing institution, or are you making this proposal concurrently to any other such organizations? (Please provide details of projects and current status)* | | | | |
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| **STATEMENT** | NAME |
| **I hereby verify the following:**   * The information and proposals set out in this application are correct at the time of submission, and my organisation is committed to implementing this pilot project fully if awarded a grant; * The named Project Manager will have a clearly defined remit to manage this pilot project effectively, and have support of my organisation’s leadership; * My organisation is committed to providing progress reports to UNIDO/PAIDAR as required; * I/We will abide by the policy directions and rules of the government in regard to observing security protocols & interactions with stakeholders and communities during the project implementation. |  |
| DESIGNATION |
|  |
| DATE |
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| SIGNATURES |
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| **SECTION 3: ORGANISATION PROFILE** | | | | | |
| **ORGANIZATION NAME** | | | | **REGISTRATION NO.** | |
|  | | | |  | |
| **CONTACT (NAME AND POSITION)** | | | | | |
|  | | | | | |
| **EMAIL** | | | **TELEPHONE** | | |
|  | | |  | | |
| **ADDRESS** | | | | **WEBSITE** | |
|  | | | |  | |
| **SECONDARY CONTACT (NAME AND POSITION)** | | | | | |
|  | | | | | |
| **EMAIL** | | | **TELEPHONE** | | |
|  | | |  | | |
| **BANK ACCOUNT DETAILS** | | | | | |
| **Account Number** | | **Account Title** | | | |
|  | |  | | | |
| **Branch Address** | | | | | |
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| **STATUS OF ORGANISATION** *(Public Sector, Semi-Autonomous, Autonomous, Academic Institution, District Government, TMA, Private Sector, CSO, NGO, Rural Support, Trust, Other)* | | | | | |
|  | | | | | |
| Date of Inception/Registration | Nature of Work | | No. of Full time Paid Staff | | No. of Volunteers |
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| Mission Statement | | | | Target population *(girls, disabled, etc.)* | |
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| Geographic Area Served/Worked In | | | Major Funding Sources | | |
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| List of Officers/Board of Directors | | | Financial Statements and Audit Reports (Past 3 Financial Years) | | |
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| **CURRENT PROGRAMMES AND INTERVENTIONS:** If relevant, describe your existing interventions that demonstrate your experience of working in reducing poverty or generating income opportunities for the poor. What is/was the funding amount? Who is the donor, project duration and start and end dates?  What were the challenges/lessons learned from these interventions and what were the key findings? | | | | | |
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| **SECTION 4: DESCRIPTION OF THE PROJECT** |
| **SUMMARY DESCRIPTION OF YOUR PROJECT: Include** a clear objective, purpose, and scope of the project with a short narrative on what is the idea of the proposed project. Cleary state what the program will achieve at the end of the grant. Also state the district in which the project will be implemented. |
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| **WHY IS YOUR PILOT PROJECT NEEDED AND WHAT WILL IT SOLVE?** What research or fieldwork have you undertaken that supports the need and workability of the proposed project? Is there evidence of similar projects tested before, what evidence do you have that the project idea will work? What is the problem that your project idea will solve/ |
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| **SET OUT YOUR APPROACH FOR DELIVERY Provide a clear description on activities to deliver the project specifically covering;** (i) How will the project identify the micro beneficiaries; (ii) what will be the nature of activities that the micro-beneficiaries will undertake using the grant; (iii) How will this money be transferred to the Micro beneficiaries; (iv) what will ensure that the grant money is used only to support the planned and allowed activities; (v) How will the project ensure expected outputs, outcomes and results?; (How will double financing or retroactive-financing be avoided and checked? Provide a comprehensive timeline and approach to how the project will be implemented, this will include an initial period of planning, design, testing, reworking, re-testing, and implementing. |
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| **DEFINITION OF SUCCESS** What will be the “change” as a result of this intervention? Please provide a detailed theory of change and input, output, and outcome maps and how this will result in the intended outcomes of the project? Flow chart of the whole change process from conception to conclusion. |
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| **INNOVATION:** Why do you believe your project is innovative? Is there a new approach or hypothesis that your project will test? Has it been executed elsewhere (at the national, regional or international level)? What kind of evidence did you use for the development of your proposal (e.g., project experience, formal evaluations, scientific studies)? |
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| **WOMEN AND YOUTH EMPOWERMENT:** Does your project take into account the specific challenges faced by women and youth with regards to economic activities and access to finance? How does your project focus on addressing such challenges faced by women and youth? How do you expect your project to result in empowerment of women and youth, or supporting women and youth-led economic activities? |
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| **SUSTAINABLE DEVELOPMENT:** Does your project take into consideration sustainable development challenges faced by the poor women and men in the five target districts? Does your project specifically target to address any of the Sustainable Development Goals - If yes, how? Does your project intend to support businesses to adapt to climate change, improvement their material or energy efficiency, or reduce their waste? Does your project specifically support business with significant social and/or environmental co-benefits – if yes, how? |
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| **SCALE OF DIRECT AND INDIRECT OUTPUT AND IMPACT?** Cleary explain and define the key outputs and impact and the quantum of output and impact; for example, how many beneficiaries, how many businesses, how many will be sustained, how much income and employment generation? Also, state how the project will contribute towards the Sustainable Development Goals and the outcome of the Sindh Poverty Reduction Strategy? |

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| **WHO ARE THE BENEFICIARIES OF YOUR PROJECT?** Define your target group of beneficiaries (gender disaggregated). How will your project improve outcomes for beneficiaries? What approaches will you use to ensure accountability and inclusivity of marginalised and vulnerable groups? How many people (gender disaggregated) will benefit directly and indirectly because of this – it may be explained as an extension of your proposed theory of change. How will you ensure that beneficiaries are unique? |
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| **KNOWLEDGE GENERATION:** How will you ensure that learnings and data from the project are captured and presented? Outline your monitoring, evaluation, and learning (MEL) approach and how frequently the data will be collected, and how will it be presented. How can external monitoring be integrated into your proposed MEL plan. |
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| **TECHNICAL ASSISTANCE REQUIREMENTS:** To effectively achieve the objectives of this proposal what kind of technical assistance (e.g., trainings, mentoring, analyses, etc.) will be required?What are the key challenges you would like to address through this technical assistance?Who will provide the technical assistance, i.e. whether the main applicant will be in position to provide the technical assistance or a partner institution of the applicating consortium? Indicate the estimated budget needed for delivery of the technical assistance. Please note that upon successful award of the grant to the implementing partner, PAIDAR may separately contract the implementing partner or its identified partner for providing technical assistance to final beneficiaries along with the grants. |
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| **SECTION 5: SUSTAINABILITY, SCALE-UP & COMMUNICATIONS** |
| **Outline your sustainability strategy. How will you ensure that the micro beneficiaries continue to sustain their business activity as a result of the grant support? Please explain how these aspects are included in your MEL plan.** |
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| **How will you approach scalability or replication of the project in other districts?** |
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| **Present your communication and branding approach and strategy, and explain how you will disseminate and share results?** |
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| **SECTION 6: IMPLEMENTATION WORKPLAN** | | |
| **Provide a detailed costed quarterly work plan for implementing the project (this can be attached as an Excel sheet)** | | |
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| **Provide a narrative summary of the work plan that you have provided above** | | |
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| **What are the names, experience and track record of the Project Manager and other key project personnel? *(Brief CV’s of the key people should be provided in the appendices)?*** | | |
| **Name** | **Experience** | **Track Record** |
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| **How will the organization provide oversight and administrative support to deliver the project?** | | |
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| **What governance, accounting and monitoring systems will be put into place? Explain how such systems will ensure transparency as well as propriety and fiduciary controls in the handling of grant funds? Outline the roles and responsibilities of the key people involved.** | | |
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| **SECTION 7: RISKS** |
| **What are the risks that may delay or reduce the effectiveness of this project and what are your contingency plans for dealing with these risks? Include a risk matrix along with mitigation strategies.** |
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| **SECTION 8: FINANCIAL INFORMATION** | | | | |
| **SUMMARISE HERE KEY INFORMATION TAKEN FROM THE DETAILED FINANCIAL PROPOSAL THAT YOU PREPARE REGARDING PROJECT FINANCES.** | | | | |
| **SUMMARY OF FUNDING REQUIREMENTS** | **YEAR 1** | **YEAR2** | **YEAR 3** | **TOTAL** |
| PKR | PKR | PKR | PKR |
| Grant Requested from PAIDAR (A) |  |  |  |  |
| Funding from Lead Organisation – (a) |  |  |  |  |
| Funding from Other Sources – (b) |  |  |  |  |
| Total Own Funding (a+b=B) |  |  |  |  |
| Total Funding (A+B) |  |  |  |  |

The detailed financial proposal should provide quarterly fund requirements listed against each of the activities clearly stating the money going to beneficiaries, management cost and their split and own costs and share of grant and where it will be spent and used. Please be as detailed as possible.

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|  | **Input/Activity** | **Output** | **MoV** |
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The output indicators can be based on the following non-exhaustive list:

**Output Indicators**

1. Value of assets provided to beneficiaries segregated by gender and income class.
2. Number of existing small enterprises supported (gender disaggregated)
3. Number of new start-up enterprises supported (gender disaggregated)
4. Number of business plans developed
5. Number of measures taken to improve productivity, quality and compliance, or other enterprise development measures
6. Rupee (EUR) increase in economic activity of the enterprise as a result of the grant
7. Number of effective networks (joint working of enterprises) established between supported enterprises

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| **Evaluation and Outcomes:** Each project should contribute to certain outcomes, please provide how you will evaluate and report against outcomes. An long-list of intended outcomes is provided below. |
| 1. Number of new employment created per beneficiary as a result of grant (gender disaggregated) 2. % increase in overall revenue of beneficiaries (gender disaggregated) 3. % increase in gross income of beneficiaries as a result of the grant (measured against baseline income) beneficiaries (gender disaggregated) 4. Number of actors developing new products 5. Number of new standards adopted or implemented 6. Number of new technologies adopted 7. Number of new SMEs (formal or informal) linked to new value chains 8. Number of SMEs that have increased productivity 9. % of beneficiaries who are able to sustain these additional incomes beyond the grant financing (measured during and post individual grants) beneficiaries (gender disaggregated) 10. % increase of household spend on food, health, education, sanitation, and other basic services beneficiaries (gender disaggregated) 11. Acquisition of productive assets as a result of the grant (measured against benchmark) beneficiaries (gender disaggregated). |

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| **REFERENCES** *(At least Three recent References)* | |
| **Reference 1: NAME** | **Email/Telephone** |
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| **Designation** | **Organisation** |
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| **Affiliations** | **Address** |
|  |  |
| **Reference 2: NAME** | **Email/Telephone** |
|  |  |
| **Designation** | **Organisation** |
|  |  |
| **Affiliations** | **Address** |
|  |  |
| **Reference 3: NAME** | **Email/Telephone** |
|  |  |
| **Designation** | **Organisation** |
|  |  |
| **Affiliations** | **Address** |
|  |  |

1. Upon receipt of the grant proposal, the corresponding grant amount will be computed in EUR currency and reserved within the PAIDAR programme budget for the specified purpose. The grant award contract will also be denominated in EUR, confirming the allocation of the specified funds. [↑](#footnote-ref-1)
2. At minimum, an in-kind contribution of 20% of the requested grant amount is required. [↑](#footnote-ref-2)