**Main Application guidance document**

**You are invited to use this word document as a guide to prepare your technical submission Main application section.**

**Once you have filled this document offline, you can “copy / paste” its contents on each section of the plug-and-play platform for this UNCDF TOR.**

**When doing copy/paste, please Clean the format as per image below:**



**----**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Type of Organization  | * Government Entity
* National Government
* Local Government
* Government-owned entity
* Non- Profit/NGO/CSO/CBO
* National/Local NGO/CSO/CBO
* International NGO
* Private Entity
* Corporation
* Sole Proprietorship
* Limited Liability
* Others [pls specify] \_\_\_\_\_\_\_\_\_\_\_\_
 |
| Geographical Footprints  | * Global
* Regional
* National
* Sub-National
 |
| List of Country Presence  |  |
| Mission / Vision Statement  |  |
| Key Officials (List from Board of Directors to Senior Management) up to 10 |

|  |  |  |
| --- | --- | --- |
| Name | Function | Email  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| List of Top 5 Major Clients  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Client | Description of Engagement | Implementation Period (from mm/yyyy to mm/yyyy) | Value in US$ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |

**\* Please provide the following indicators:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2022** | **2023** | **2024** |
| **Paid up capital in $US** |  |  |  |
| **Capital Adequacy Ratio (CAR) in %** |  |  |  |
| **Non-performing loan ratio (PAR 30)** |  |  |  |
| **# of users of digital services** |  |  |  |
| **Volume of transactions on digital channels related services in $** |  |  |  |

**\*if indicators are not applicable for your type of business/organization, please type N/A** |
| **SECTION 2: TRACK RECORD OF SIMILAR WORK**  |
| Describe your track record for similar projects in the past by providing the relevant information below. You may include up to 10 most relevant projects in the past 1 to 3 years

|  |  |
| --- | --- |
| Name of the project |  |
| Partner organization(s) |  |
| Grant/contract value (USD) |  |
| Implementation Period mm/yy to mm/yy |  |
| Target Country(ies) |  |
| References contact details | Full Name - Designation - Contact Details (Email and Phone No.) |
| Brief Description of the work  |  |
| Key results/outcomes achieved after completion  |  |

(Please replicate the above table to add more of your previous projects/clients) |
| **SECTION 3: DESCRIPTION OF PROPOSED SOLUTION**  |
| 3.1 Briefly narrate in your own words your understanding of the requirements of this TOR  |
|

|  |  |
| --- | --- |
| Describe the proposed solution* Provide a high-level overview
* Explain how it works and include process maps and technical requirements, if applicable
 |  |
| Explain how will the proposed solution address the development challenges and achieve the target outcomes/results cited in the TOR |  |
| **Value Addition:**Describe additional development impacts beyond the scope of the project. This may include strengthening institutional capacities, supporting community-based initiatives, and experimenting with innovative solutions. |  |
| **Gender Perspective:** Applicants should explain how the market scoping activities will capture the specific financial challenges faced by women-led MSMEs and how the prototypes developed will address those barriers. |  |
| **Sustainability**Explain how can the proposed solution be made sustainable long after the implementation of the grant |  |
| **Results Management:**Applicants should provide a narrative in the description of the proposed solution, detailing how results will be measured, tracked, and reported. |  |

 |
| 3.3 Describe the Quality Assurance Mechanisms that will be put in place to ensure the successful achievement of outcomes/results.  |
| 3.4 Implementation Timelines: Submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing, specifying timelines, entities responsible and their role. Please include among the activities the frequency and timing of reporting of status to UNCDF.  |
| 3.5. Sub-Grantees: Explain if 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. Especially in the case of consortiums, give special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  |
|  |
| **SECTION 4: RISK ASSESSMENT AND RISK MANAGEMENT**  |
| Provide a comprehensive set of potential risks that are foreseen while delivering on the target results/outcomes as well as the risk mitigation measures that will be put in place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Risk** | **Likelihood of Occurrence**  | **Impact**  | **Management / Mitigation Measures that Will be in Place** |
| *1.* |  | LowMediumHigh |  |  |
| *2.* |  |  |  |  |
| *3* |  |  |  |  |
| *4* |  |  |  |  |

 |
| **SECTION 5: PERSONNEL** |
| 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. Attach the CV of the key personnel that will be leading the activities and working directly with UNCDF and all other stakeholders.  |
| **SECTION 6: BUDGET AND RESOURCES PLAN**  |