**Annex 2: Applicant Information Template for Low-Value Grant Project**

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| Date:  |
| From: [Applicants name], on behalf of [Organisations Name]To: United Nations Development Programme in Papua New GuineaDear Mr Wagener,After studying and reviewing the specifications and all documents related to the application, I, the undersigned, agree to carry out the works under the Project "Support to GBV and/or SARV crisis response, education and/or prevention activities in Papua New Guinea" and submit the attached application documents.If UNDP accepts our application, we undertake to perform the work strictly following the work schedule.We agree to adhere to the deadline for the application after opening the tender applications and confirm the assumption of these obligations during this period. |
| 1. **Information on the Applicant:**
 |
| * 1. Name of Organisation:
 |  |
| * 1. Registration number:
 |  |
| * 1. Date of registration:
 |  |
| * 1. Legal address:
 |  |
| * 1. Postal address:
 |  |
| * 1. Main contact
 | Name: |
| Position: |
| Telephone Number: |
| Fax: |
| Email: |
| * 1. Additional Contact:
 | Name: |
| Position: |
| Telephone Number: |
| Fax: |
| Email: |
| * 1. What is the organisations mission?
 |  |
| * 1. Please give a brief description of the history and experience of the organisation
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| * 1. **Management (Board) of the non-governmental organisation / Key persons in the organisation**
 |
| No. | Name | Profession | Function | Years of Experience |
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| * 1. **Please describe the funding sources you have at the moment:**
 |
| SR. NO.  | Funding Source: | Currency: | Amount: |
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| * 1. Banking Information:
 | Name of account holder:  |
| Bank name: |
| Bank division name: |
| Account No: |
| Bank address: |
| 1. **Low value grant project information**
 |  |
| 1. **Name of the project**
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| 1. **Location:**
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| 1. **Budget:**
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| 1. **Project context:** *In this section, you shall give a brief overview of the problem that your organisation is trying to solve as part of this low-value grant project. If possible, provide clear statistical data and indicators of the problem. Why is your Project necessary, timely? Who needs it? This section should be only 1-2 paragraphs. We are already convinced that GBV and SARV are a problem. We only want to know about the specific issues that this Project seeks to address.*
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|  |
| **5. Project summary:** *Please explain in only 1-2 paragraphs what you hope to achieve through the Project. This information will be published on the National GBV Secretariat website, so it should simply and clearly capture what you aim to deliver with the funding if you are successful.* |
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| 1. **Expected project results:** *Please list and describe all expected results of the application. Results must reflect the concrete change that might happen due to low-value grant project implementation, be specific, measurable, and sustainable.*
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| **7 Project objective, outputs and activities:** *In this section, you shall provide a clear and detailed description of what you hope to deliver through the Project. Please be very clear and practical. You can use bullet points if that is easier. Be very specific about the activities, and if possible, include targets on the expected number of people that will direct or indirectly benefit from each activity, If the application envisages partnerships with other organisation s, please describe the role of partners and the scope of cooperation.*  |
| * Project Objective:
* Output 1:
* Activity 1.1: xxxxx
* Activity 1.2: xxxx
* Output 2: [if necessary]
* Activity 2.1: [if necessary]
 |
| **8. Project team:** *Please list the team members (including any consultants) you want to involve in the implementation of the low-value grant project (please attach relevant CVs)* |
| * Team Leader: Name, years of experience, 1-paragraph summary of expertise, role in the project
* Team Member 1: Name, years of experience, 1-paragraph summary of expertise, role in the project
* Team Member 2: Name, years of experience, 1-paragraph summary of expertise, role in the project
 |
| **9 Expertise in addressing GBV or SARV** *Please explain your expertise in the field of GBV and/or SARV. We want to understand your expertise and why your organisation is well-positioned to accountably spend the requested funding to assist GBV or SARV survivors or engaging in GBV/SARV prevention or education. Please explain your organisations’ experience, community connections, government partnerships, and/or provide any other information that will convince UNDP that you are well-qualified to deliver the Project.* |
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| **10 Previous experience implementing similar projects:** *Please provide information on whether you have implemented similar projects previously. If so, what did you do and what were the results? Please provide any feedback from other development partners with whom you have worked, including contact details for referees that UNDP can speak with.*  |
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| **11. Partnerships with relevant local government and non-government bodies:** *Please explain how you work with provincial, district or local government bodies, including police FSVUs or local health services. Please also explain whether you work with your provincial GBV focal point, secretariat or Action Committee, and if so, how. Please explain any other partnerships you have developed to maximise the impact of your GBV or SARV work.*  |
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| 1. **12 Risks:** *Please provide an overview of possible risks that may jeopardize the implementation of the application and its success, as well as your action plan on risks mitigation.*
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| 1. **13 Monitoring and evaluation:** *Describe how the application will be monitored and evaluated. How will the quality of completed tasks, accountability, and transparency of the allocated budget be ensured?*
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| 1. **General Declarations: The proposer should review the below declarations, and if any are true, they should provide information on these cases (Answer Yes or No)**
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| * 1. The proposer confirms that the organisation is not suspended, debarred, or otherwise identified as ineligible by any European Union, UN Organisation , the World Bank Group, or any other international Organisation .
 |  |
| * 1. The proposer confirms that the organisation has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and has no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.
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| * 1. The proposer confirms that the organisation's non-performance of a contract did not occur due to contractor default for the last three years.
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| * 1. The proposer confirms that the organisation has had no consistent court/arbitral award decisions against the Bidder for the last three years.
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| * 1. The proposer confirms that the organisation that no conflicts of interest exist with UNDP or the Project Team.
 |  |
| **Declarations of commitment by the CEO: The proposer should review the below declarations, and if any are true, they should provide information on these cases (Answer Yes or No)** |
| I declare the intention of (the name of organisation) to fight corruption and, in particular, declare that any offer, gift, payment, remuneration, or benefit of any kind that is considered an illegal act or corrupt practice was not and should not be directly or indirectly associated with any person related to the execution of this Contract. Any action of this kind is a sufficient reason to justify the termination of this Contract and gives UNDP the right to demand full compensation for its effective contribution. |
| I confirm that (the name of organisation) as a whole refrains from the incitement of violence or hatred and from discrimination based on race, age, ethnic origin, gender, sexual orientation, gender identity, disability, or religion. Such an obligation covers all the activities carried out by the organisation, including those beyond the scope of this Contract. Any violation of the above obligation justifies the immediate termination of this Contract and gives UNDP the right to demand full compensation for its effective contribution. |
| I, the undersigned, hereby confirm that the information provided in this form is true and complete. I understand that false or misleading information in this statement will lead to its rejection. |
| **Full name of the head of the applicant organisation:** |  |
| **Signature of the head of the applicant organisation:** |  |
| **Date:** |  |

**Annex 3: Low-Value Grant Project Workplan and Budget**

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| **Workplan & Budget**  | **Month** | **Budget Item** | **Budget Amount** |
| **Output (result) 1: xxxxx** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |  |
| **Activity 1.1:** Example xxxxxxx | X |  | X |  |  |  |  |  |  |  |  |  | Personnel | 5000 |
| Travel |  |
| Venue costs |  |
| ??? |  |
| ??? |  |
| **Activity 1.2:** Example xxxxxxx |  |  |  | X |  |  | X |  |  |  |  |  |  |  |
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| **Output (result) 2:**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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[Government Letter Head]

**Appendix 4: Letter of Endorsement by Government**

[Date of Endorsement Letter]

To: The UNDP Grants Evaluation Committee

Subject: Endorsement for [Title of Project]

In my capacity as the designated authority for the [Government authority name] in [Province, District or Local level government], I confirm that the (Organisation Name) project proposal is following the government's (select provincial, district or local) priorities in implementing this [GBV or SARV project].

Accordingly, I am pleased to endorse the above project proposal for support through the DFCDR funds which are being managed and disbursed by UNDP.

Sincerely,

[Name of Designated Government Official]

[Position/Title in Government]