

LETTER OF INVITATION-LOI
Reference No. 2000002859

Dear Sir/Madam,

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency. It is dedicated to eradicating poverty and hunger in rural areas of developing countries. IFAD provides low-interest loans and grants to developing countries to finance innovative agricultural and rural development programmes and projects. For more information on IFAD, please visit: <http://www.ifad.org>.

IFAD has prepared a Concept Note, for a grant under its Global/Regional Grants Programme. In this regard, we would like to inform you of the possibility for your organization to participate in the selection process, by filling out the Design Document Template provided. Your proposal will eventually be considered as part of a selection process, and will compete with other proposals for IFAD grant resources. Please note that all submissions received will be evaluated against pre-determined criteria. The following documents are part of this Invitation:

- Grant Concept Note
- Grant Design Document Template to be used for your submission (with Annexes)
- Applicants' self-certification of eligibility for IFAD grant financing
- General Provisions Applicable to IFAD Grant Agreements
- Evaluation methodology and criteria for the review of the submissions
- Project Description: Additional Information

Additional documents for online consultation:

- IFAD Financial Management and Administration Manual:
<https://www.ifad.org/en/document-detail/asset/39637251>
- IFAD Handbook for Financial Reporting and Auditing of IFAD-financed Projects:
<https://www.ifad.org/en/document-detail/asset/39641638>
- IFAD FM e-Learning module:
<https://www.ifad.org/en/web/knowledge/publication/asset/39631355>

For more information on IFAD's grant programme, please visit:

<https://www.ifad.org/en/grants-design-and-management>

For specific information in relation to this application process, please visit:

<https://www.ifad.org/en/web/latest/news-detail/asset/41192622>

Your submission in pdf format should include:

1. A Project proposal, submitted using the grant Design Document Template. The proposal must be aligned with the Concept Note and Additional Information provided;
2. Applicants' self-certification of eligibility for IFAD grant financing, duly filled in; and
3. A brief institutional profile, detailing experience in the priority area and specific theme outlined in the Grant Concept Note, experience with / access to making travel and visa arrangements, as well as the region/country(ies) where the grant would be implemented.

Kindly note that the deadline for submitting your application is 22 July 2019 (by 23:59 CET). Proposals submitted after this deadline will be considered ineligible. Kindly note that cset-fm@ifad.org mail-box is available for you to request clarifications up until 12 July 2019. Any request for clarification will be answered within the subsequent 2 working days.

The only allowed communication channel between the applicants and IFAD is the cset-fm@ifad.org mailbox.

To the extent eligible institutions deem it appropriate to partner with other institutions, they may do so. In this case, only the applicant institution shall be responsible for achieving the project objectives and outcomes, producing the expected outputs, the overall project management, financial and technical reporting to IFAD, while the partner institution(s) will be sub-contracted by the proponent. In case of applicants partnering with other organizations, a single application must be submitted to IFAD for consideration, clearly indicating the lead agency and the names of all collaborating partners. The recipient may choose to sub-contract any part of the services under this agreement to a person or entity. The lead recipient shall be fully responsible and liable for the delivery of the services performed by them or on their behalf.

The preparation of the proposal shall be by, and at the expense of your organization. IFAD shall not reimburse any costs incurred by you in the preparation of the proposal, site visit, collection of information, oral presentation, or for any subsequent discussions, clarifications, and negotiations related to this Invitation to Submit applications, whatever the outcome of the Invitation may be, including the case of no award. IFAD reserves the right to annul the selection process at any time without thereby incurring any liability to the applicant. This Invitation does not commit or obligate IFAD to award a grant. In addition, please be advised that should your proposal be accepted, this does not guarantee IFAD support. The proposal would then need to be further developed and it will subsequently undergo a rigorous approval process, which closely examines technical, financial and legal aspects.

By submitting a proposal, applicants agree to abide to all conditions set forth by IFAD.

Proposals must be submitted to cset-fm@ifad.org