## Applicants' self-certification of eligibility for IFAD grant financing

[Name and title of the Authorised Representative], as a legal representative of [Name of prospective Recipient Institution], in relation with [Title of the Grant Proposal], (the “Project”), submitted on [date] in response to the [call for proposal/competitive selection process] [reference or date of the competitive call] declare the following (if applicable, please check the box):

* No staff[[1]](#footnote-2) involved in the proposed Project and/or their immediate family members[[2]](#footnote-3), have a financial interest in the proposed Project[[3]](#footnote-4).
* No staff involved in the proposed Project and/or their immediate family members received assistance from an IFAD employee to prepare the grant proposal (i.e. IFAD consultants or staff members) which might lead to actual or perceived preferential treatment[[4]](#footnote-5)
* No staff involved in the proposed Project have immediate family members working for or at IFAD (i.e. IFAD consultants or staff members)[[5]](#footnote-6)
* No staff involved in the proposed Project and/or their immediate family members, nor [Name of prospective Recipient Institution], improperly benefit,[[6]](#footnote-7) directly or indirectly, from an association with IFAD or with an enterprise or organization that, directly or indirectly, engages in business with IFAD[[7]](#footnote-8)
* No staff involved in the proposed Project, nor [Name of prospective Recipient Institution], have ever been investigated, sanctioned for and/or convicted [[8]](#footnote-9) of fraud, corruption, collusion, obstruction,coercionor a related wrongdoing[[9]](#footnote-10)[[10]](#footnote-11)
* No staff involved in the proposed Project, nor [Name of prospective Recipient Institution], have ever been investigated, sanctioned for and/or convicted of sexual harassment, sexual exploitation and/or abuse[[11]](#footnote-12)
* [Name of prospective Recipient] will inform IFAD of any material changes to the information provided above in the course of carrying out their duties under the Grant Agreement
* [Name of prospective Recipient] staff involved in the proposed Project are also required to provide IFAD, at all times, with any information and documentation IFAD may require in order to monitor actual, potential or perceived conflicts of interest or in connection with the certifications made herein

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| --- | --- | --- |
| Name/Title/Role | Organization | Description of potential conflicts of interest |
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* To have read and accepted the Project Concept Note, the Grant Design Document template and the project Budget.
* To have read and accepted the [IFAD Policy on Sexual Harassment, Sexual Exploitation and Abuse](https://www.ifad.org/documents/38711624/40738358/SEA_e_web.pdf/85275c4d-8e3f-4df0-9ed8-cebaacfab128)
* To have read and accepted the [IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations](https://www.ifad.org/documents/38711624/40189363/fraudpolicy_eb86_e.pdf/e2ae80aa-e423-4d7c-a582-c01c1917b427)
* To have read and accepted IFAD’s Standard Grant Agreement Template, which include the General Provisions applicable to IFAD Grant Agreements[[12]](#footnote-13).
* To have read and accepted the provisions of the [IFAD Handbook for Financial Reporting and Auditing of IFAD-financed Projects](https://www.ifad.org/documents/38711624/39421009/IFAD+Handbook+for+Financial+Reporting+and+Auditing+of+IFAD-Financed+Projects/133b165d-15c7-4f79-8217-aef95b79dd67).
* If selected as Recipient, [Name of prospective Recipient] would be in the position to comply with the following legal requirements[[13]](#footnote-14):
  1. Provide evidence of legal registration in an IFAD Member State, not older than 90 days
  2. Provide evidence of legal status and capacity of [Name of prospective Recipient] to enter into the Grant Agreement, accept the Grant and carry out the Project as well as evidence of the authority of the person who will sign the Grant Agreement on behalf of the Recipient
* If selected as Recipient, [Name of prospective Recipient] would be in the position to provide Audited Financial Statements for the previous two years, signed and dated on Auditor’s letterhead.[[14]](#footnote-15)
* If selected as recipient, [Name of prospective Recipient] would be in the position to comply with the following procurement requirements:
  1. To share with IFAD the most updated version of [Name of prospective Recipient]'s Procurement Guidelines. If the recipient does not have its own procedures, to use IFAD’s Procurement Guidelines or other procedures acceptable to IFAD.
  2. To prepare and share a Procurement Plan where goods and services worth more than US$ 200,000 are to be procured under the Project.

[Recipient Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, title and date]

1. The term “staff” includes board members, staff and consultants of the Prospective Recipient. [↑](#footnote-ref-2)
2. The term “immediate family member” includes parents, spouses/domestic partners and children, mother, father, son, daughter, sister, brother, grandmother, grandfather, granddaughter, grandson, aunt, uncle, niece, nephew, first cousin, mother-in-law, father-in-law, stepmother, step-father, son-in-law, daughter-in-law, step-son, step-daughter, brother-in-law, sister-in-law, step-brother, and step-sister, as well as other relatives living in the same household as the person working for the Prospective Recipient. [↑](#footnote-ref-3)
3. If **Yes**, please provide detailed explanation in writing. For example, the name and title/role of the person having a financial interest and describe the type of financial interest involved. If the financial interest relates to a role held in an organization, please provide the name of the organization, the role held at the organization (e.g., employee, consultant, Board member) and the dates during which the role was held. If the financial interest relates to an ownership interest, please specify the nature and amount of the interest owned, the duration for which the interest has been held and any other relevant information. [↑](#footnote-ref-4)
4. If **Yes**, please provide the name and title/role of the person having received assistance; and the name, position and Division/Department of the IFAD employee having provided assistance. Please also specify the type/nature of assistance provided and the dates/occasions at which assistance was provided. This type of assistance includes, for example, potentially unfair support in competitive selection processes. [↑](#footnote-ref-5)
5. If **Yes**, please provide name and title/role of the person working for [Prospective Recipient]; and the name, position and Division/Department of the family member working for or at IFAD. Please also specify the nature of the familial relationship (e.g., spouse, domestic partner, parent, sibling, niece, nephew, father, mother, brother, sister-in-law). [↑](#footnote-ref-6)
6. The term “benefit” is to be understood broadly and includes the gaining of any type of advantage, financial or non-financial. A non-financial advantage may include receiving potentially helpful information or designing the Project in a way that only a specific entity associated with the Recipient is capable of performing it. [↑](#footnote-ref-7)
7. If **Yes**, please provide name and the title/role of the person benefitting and specify how the person benefits. If the person benefits from an association with an enterprise or organization engaging in business with IFAD, please further provide the name of the enterprise or organization and specify what type of engagement the enterprise or organization has with IFAD. [↑](#footnote-ref-8)
8. The term “sanction” refers to criminal convictions as well as civil and administrative sanctions, including sanctions such as conditional non-debarment or letters of reprimand. [↑](#footnote-ref-9)
9. The term “related wrongdoing” includes obstructive practices, such as witness intimidation or evidence tampering, and other sanctionable practices, such as theft or embezzlement, as may be applicable [↑](#footnote-ref-10)
10. If **Yes**, please provide detailed explanation in writing. [↑](#footnote-ref-11)
11. If **Yes**, please provide detailed explanation in writing [↑](#footnote-ref-12)
12. The Standard Grant Agreement Template is available on IFAD website. In case the Bidder is part of the United Nations System, the declaration above is to be construed as referring to the applicable template. [↑](#footnote-ref-13)
13. United Nations agencies, MDBs and CGIAR Institutions are exempted from this obligation. [↑](#footnote-ref-14)
14. United Nations agencies, MDBs and CGIAR Institutions are exempted from this obligation. [↑](#footnote-ref-15)