

**International Fund for Agricultural Development**

 **Financing Facility for Remittances**

**National Call for Proposals 2020 (CfP20)**

**Remittances in times of crisis**

**Guidelines**

**Template 1 – Self-certification of eligibility**

**for IFAD grant financing**

**Please fill out this Template 1 and email along with Template 2 to the email address indicated in the General Guidelines document**

**https://www.ifad.org/en/prime-africa**

**December 2020**

**Self-certification of eligibility for IFAD grant financing**

*Fill out the wording highlighted in yellow with your organization details, check the relevant boxes and* ***sign at the bottom of the last page of this self-certification.***

 [Name and title of the Authorised Representative], as a legal representative of [Name of Grant Applicant Institution], declares the following (If **confirmed**, please check the box):

* No staff[[1]](#footnote-1) involved in the proposed Project and/or their immediate family members[[2]](#footnote-2), have a financial interest in the proposed Project[[3]](#footnote-3)
* 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-4)
* No staff involved in the proposed Project have immediate family members working for or at IFAD (as IFAD consultants or staff members)[[5]](#footnote-5)
* No staff involved in the proposed Project, nor [Name of Grant Applicant Institution], have ever been investigated, sanctioned for and/or convicted [[6]](#footnote-6) of fraud, corruption, collusion, obstruction,coercionor a related wrongdoing[[7]](#footnote-7)[[8]](#footnote-8)
* No staff involved in the proposed Project, nor [Name of Grant Applicant Institution], have ever been investigated, sanctioned for and/or convicted of sexual harassment, sexual exploitation and/or abuse[[9]](#footnote-9)
* No staff involved in the proposed Project and/or their immediate family members, nor [Name of Grant Applicant Institution], improperly benefit ,[[10]](#footnote-10) directly or indirectly, from an association with IFAD or with an enterprise or organization that, directly or indirectly, engages in business with IFAD.[[11]](#footnote-11)
* [Name of Grant Applicant Institution] 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 Grant Applicant Institution] 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

|  |  |  |
| --- | --- | --- |
| Name/Title/Role | Organization | Description of potential conflicts of interest |
|  |  |  |
|  |  |  |
|  |  |  |

The Applicant Institution has:

* 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)
* 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)
* 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%2BHandbook%2Bfor%2BFinancial%2BReporting%2Band%2BAuditing%2Bof%2BIFAD-Financed%2BProjects/133b165d-15c7-4f79-8217-aef95b79dd67)

The Grant Applicant shall, if selected:

* Comply with the following legal requirements[[12]](#footnote-12):
	1. Provide evidence of legal registration in an IFAD Member State, not older than 90 days from date of submission
	2. Provide evidence of legal status and capacity of [Name of Grant Applicant Institution] 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 Grant applicant
* Provide Audited Financial Statements for the previous two years, signed and dated on Auditor’s letterhead.[[13]](#footnote-13)
* Comply with the following procurement requirements:
	1. Share with IFAD the most updated version of [Name of Grant Applicant Institution]'s Procurement Guidelines. If the grant applicant does not have its own procedures, it shall use IFAD’s Procurement Guidelines or other procedures acceptable to IFAD.
	2. Prepare and share with IFAD a Procurement Plan where goods and services worth more than US$ 200,000 are to be procured under the Project.

[Grant applicant Name]

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

[Name, title and date]

Only in case the grant applicant is a private sector company, please provide the following additional information

**A. Company profile**

Please provide the information listed below, and attach any related documents or provide the appropriate internet links.

1. Name of company and business address, including telephone, e-mail address or fax and web address if available.
2. Year established (include predecessor companies and year(s) established if appropriate).
3. Type of ownership, legal status of the company, and country where company is legally established.
4. If private or closely held company, provide list of shareholders and the percentage of their ownership.
5. List of directors and principal officers (e.g. president, chief executive officer, chief financial officer, vice-president(s), secretary and treasurer).
6. If grant applicant is a subsidiary, indicate if grant Applicant is a wholly-owned or partially owned subsidiary. Provide the information requested in items 1 through 5 above for the grant Applicant’s parent company(ies).
7. Project manager’s name, title, address, telephone, e-mail or fax.
8. Vision statement of the grant applicant, including shared objectives with IFAD.

**B. Company business practices**

B1. Provide verifiable basic summary information on the company’s history, objectives and size/coverage of its operations, and any other information/ documents that would help in assessing the company’s economic, financial, social and environmental standards including a copy of the prior year’s annual report, if available.

B2. In addition, respond to the following questions:

1. Is the company legally registered and does it meet all the legal requirements to operate as a private business and to implement the activities listed in the grant concept note/grant design document? Please provide a copy of the company’s registration.
2. Are there are any legal cases or lawsuits currently pending against the company? Has the company been the object of legal proceedings during the last seven years?
3. Does the company have environmental and social policies in place for the communities where it works, and a good record in terms of practising social and environmental standards?
4. Is the company compliant with the Guidelines on Cooperation between the United Nations and the Business Sector or the Global Compact's ten principles?
5. If the company has worked with farmers, please provide contact information for the farmer organizations with which it has dealt.
6. Is the company up to date on social security payments for all of its employees? Please provide verifiable evidence.
7. Does the company have appropriate health and safety standards? Please provide verifiable evidence.
8. Please provide a summary of the company's governance structure.
1. The term “staff” includes board members, staff and consultants of the Prospective Grant applicant. [↑](#footnote-ref-1)
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 Grant applicant. [↑](#footnote-ref-2)
3. If **not able to confirm**, 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-3)
4. If **not able to confirm**, 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-4)
5. If **not able to confirm**, please provide name and title/role of the person working for [Prospective Grant applicant]; 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-5)
6. 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-6)
7. 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-7)
8. If **not able to confirm**, please provide detailed explanation in writing. [↑](#footnote-ref-8)
9. If **not able to confirm**, please provide detailed explanation in writing [↑](#footnote-ref-9)
10. 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 Grant applicant is capable of performing it. [↑](#footnote-ref-10)
11. If **not able to confirm**, 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-11)
12. United Nations agencies, MDBs and CGIAR Institutions are exempted from this obligation. [↑](#footnote-ref-12)
13. United Nations agencies, MDBs and CGIAR Institutions are exempted from this obligation. [↑](#footnote-ref-13)