

Ufficio di Yangon

Project AID 11450

Request for Expression of Interest

Subject: “Gender mainstreaming and women economic empowerment in Chin State and neighboring”

Component of the Project:

“GEWE-IT: Gender Equality and support to women micro-business in Chin State and neighboring areas– AID 11450”

ANNEX A - ADMINISTRATIVE FORMS

Please complete the following self-declarations with accurate and reliable information.

All documents of the present Annex A shall be signed, stamped, and included in the Expression of Interest envelope

Please be reminded that all documents must be written in English. Documents in other languages will not be considered. Wherever the original documents are in Myanmar Language, an English translation must be attached.

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1 CSO Information and details of Contact Person

CSO OFFICIAL NAME (*National denomination and its translation in EN, if existing*):

ABBREVIATION:

LEGAL FORM, ORGANISATION TYPE: CSO Yes/Not

CERTIFICATE OF REGISTRATION NUMBER

(*Registration of the CSO as Domestic Association in compliance with the Association Registration Law n. 2014*):

PLACE OF REGISTRATION (City, Country):

DATE OF REGISTRATION:

PROTOCOL NUMBER AND DATE OF A CONFIRMATION LETTER ISSUED BY THE INTERNAL REVENUE DEPARTMENT (in case the CSO claims to be exempted from the payment of tax) **OR** THE COMMERCIAL TAX REGISTRATION CERTIFICATE (KATHAKHA 2) AND A SAMPLE OF THE KATHAKHA 31

ADDRESS OF HEAD OFFICE (Country, City, Postcode E-Mail, Phone):

CONTACT PERSON (for this Expression of Interest)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

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DATE	SIGNATURE OF AUTHORISED REPRESENTATIVE	STAMP



2 ECONOMIC AND FINANCIAL CAPACITY¹

Please complete the following table of financial data based on your annual accounts. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation, which is judged necessary, may also be provided.

Financial data	2015 MMK	2016 MMK	2017 MMK	Average ² MMK
Annual turnover, excluding this contract ³				

CSOs may give evidence of the Annual turnover by providing information on their economic and financial capacities through:

- Bank account statement for the last 3 years (or for the most recent year in which the bank statement is available);
- A summary table presenting on a yearly base the number of contracts and related amount in MMK that the CSOs have managed during the last 3 years;

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¹ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

² Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

³ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the organization (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

3 FACT SHEET: SPECIFIC EXPERIENCE OF THE ORGANIZATION

Please fill in the table below with the following information related to the last 3 years of activity of the CSO. In case of a CSO established less than 3 years ago, please attach any other document proving the CSO's key staff members have at least 3 years of experience.

If possible, please attach also **reference letters** of good performance signed by donors (or similar organization).

N.	Name and short description of the Project	Sector of intervention <i>(e.g. gender mainstreaming, TVET, women economic empowerment, etc.)</i>	Area of intervention <i>(e.g. Mindat township, etc)</i>	Duration <i>(total duration from – to)</i>	Organization funding the Project	Relevant Tasks and assignments

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4 SELF DECLARATION

Please sign, date and stamp this document for submission within the Expression of Interest Envelope.

As person in power of attorney, I declare that my Organization is not in any of the following categories:

- a. bankrupt, or being wound up, or having its affairs administered by the courts, or entered into an arrangement with creditors, or suspended its business activities, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- c. the organisation, or persons having power of attorney, or decision making, or control over them have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- d. guilty of severe professional misconduct proven by any means which the contracting authority can justify;
- e. the organisation, or persons having powers of attorney, or decision making or control over them, have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in criminal organization, money laundering or any other illegal activity;
- f. not in compliance with its obligations relating to the payment of social security contributions, or payment of taxes in accordance with the legal provisions of Myanmar;
- g. is not affiliated to any criminal organisation (In case of awarding, the Contracting Authority reserves the right to verify that the information provided is reliable and true, also through the diplomatic channels, before proceeding with the signature of the Contract)

Signed on behalf of the candidate organisation

Name	
Signature	
Date	



5 DESCRIPTION OF THE CSO AND ITS STAFF

- Please provide a brief description of the CSO:

	Description
Background	
Vision and Mission	
Working Sectors	

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- Please provide a brief summary of the CSO providing the number of fixed employees, professional and administrative staff as well as consultants or volunteers;

Personel	Year 2016		Year 2017		Current year 2018	
	Overall number of staff	Fields of experience	Overall number of staff	Fields of experience	Overall number of staff	Fields of experience
CSO Permanent staff	<i>[e.g. 10 CSO members]</i>	<i>[e.g. 1 manager, 1 accountant, 6 trainers etc]</i>				
Other staff (e.g consultants, volunteers etc)	<i>[e.g. 1 consultant, 3 volunteers]</i>	<i>[e.g. 1 education consultant, 3 volunteers for teaching activities]</i>				
Total						

If possible please provide a description of the staff with indication of experience and job description, including a CV

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6 CONCEPT NOTE PROPOSAL

Please provide your concept note and description of your project idea using the template provided below.

For the development of the concept note CSOs can consider an hypothetical duration of the activities of 12 months and a hypothetical budget of Euro 100.000.

Please consider that the proposed concept note will be used to evaluate the CSOs expertise and knowledge of the local context.

The concept note should be composed of no more than two pages covering the following topics:

1. Project Summary
<i>[Insert a 1 paragraph summary of the project idea highlighting the target area, proposed target groups of beneficiaries, strategy and expected results. Write this section after you have completed all other sections of the concept note]</i>
2. Problem
<i>[Briefly describe the problem being addressed by the project idea and the relevance to the component of interest (i.e. relevance to Component 1 – Gender mainstreaming or Component 2 – Women economic empowerment)]</i>
3. Target Area & Target Beneficiaries
<i>[Briefly describe the geographic target area and the target groups of beneficiaries who will benefit from the implementation of the project idea]</i>
4. Goal

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[Insert the goal of the project idea]

5. Outcomes

[insert the list of possible expected outcomes by the proposed project idea]

a. Insert outcome 1

b. Insert outcome 2

6. Approach

[Briefly describe the overall approach that you will use to implement the project ideas and to solve the problem. If the approach is something that has been used before by your organisation also refer to the previous experiences and why you think these could be beneficial for the proposed project idea]

7. Monitoring and evaluation

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[Briefly describe how you will measure results. If possible list the key indicators that you would refer to to monitor the implementation of the project idea]

8. Sustainability

[Briefly describe how the activities of the project idea will be sustained in the long term]

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