

Service Provider of Small Grants Preparation and Implementation in Alaungdaw Kathapa National Park and Nat Mataung National Park in Myanmar: Small Grants Programme by the ASEAN Centre for Biodiversity	Deadline 14 May 2019 24:00h Myanmar Time
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Country: Myanmar

Ref-N°: Prequalification

Ref.: National Competitive Bidding

Programme Executing Agency (PEA):

ASEAN Centre for Biodiversity

Programme Implementation Agency (PIA): NWCD

Project measures: Project Implementation

Requested services: Assistance of the PEA in the following tasks:

- **Grant preparation:** Administer the launching and call for proposals based on thematic areas identified by the ACB SGP; technical assistance to local NGOs in proposal development and in uploading proposals on the ACB SGP Grants Management and Monitoring System (GraMMS), facilitate design and formulation of projects at the community/park level (multi-stakeholder workshops to prioritize action and potential areas for collaboration between stakeholders);
- **Grant selection:** bundle and pre-screen projects into a cohesive portfolio that supports the objectives of the overall programme for bio-diversity conservation in the selected site; assist in conducting the administrative review of proposals, receiving proposals and screening them vis-à-vis the management plan for the AHP; support the substantive review of proposals; assist in identifying capacity building and handholding needs for grant implementation;
- **Grant implementation:** receive and disburse funds to grantees (as per PMM Fund flow mechanisms), request progress-based payments from ACB; ensure grantees' compliance to provisions and conditions of the Programme Management Manual (PMM) and the specific project grant agreements; provide limited

technical backstopping during the implementation of biodiversity conservation projects and livelihood development in the two of four selected AHPs namely, Alaungdaw Kathapa National Park (AKNP); and Nat Mataung National Park (NMNP); monitor progress & financial management; grant performance report for submission to ACB; assist in progress reporting to NSC and ACB; review progress and project technical and financial completion reports, certify that compliance to the requirements and/or conditions for approval of fund release, and assist in certificate of completion;

- **Grant Accounting and Reporting:** grant performance report for submission to ACB SGP and NWCD; reviewing and compiling progress reports and project completion reports - both technical and financial;

This prequalification for grant making services will be guided by the latest version of Chapter 11 of the „Small Grants Programme Management Manual Myanmar” (downloadable at

https://aseanbiodiversity.org/key_programme/small-grants-programme/ on the Resources tab).

It is foreseen to assign the services to an independent service provider with proven experience in the sector and the country. Further information is available in the annex and through the Assistant Chief Technical Adviser (+95 944 8016 358) in Myanmar.



KfW



Development Cooperation between the ASEAN Centre for Biodiversity and Germany
"Small Grants Programme I by the ASEAN Centre for Biodiversity co-financed by the Federal Republic of Germany through KfW"

"Service Provider of Small Grants Preparation and Implementation in Alaungdaw Kathapa National Park and Nat Mataung National Park in Myanmar"

CALL FOR EXPRESSION OF INTEREST

ASEAN Centre for Biodiversity

INVITATION FOR EXPRESSION OF INTEREST

1. The ASEAN Centre for Biodiversity (ACB) based in Los Banos, Philippines hereby invites eligible and qualified independent service providers to submit a prequalification document for services required.
2. PEA: The ACB, as prime recipient of the German financial support, is Programme Executing Agency (PEA) and Grant Authority of the SGP.
3. PIA: The Nature and Wildlife Conservation Division (NWCD) of the Ministry of Natural Resources and Environment Conservation (MoNREC) is the Programme Implementing Agency (PIA) and host of the National Working Team.
4. The SGP overall objective is to contribute to biodiversity protection and management of natural resources in the ASEAN region. The SGP goals are 1) to improve biodiversity protection in line with the interest of local population directly dependent on selected AHPs and adjacent areas; (2) to improve the livelihood of local communities directly dependent on selected AHPs or adjacent areas; and (3) to strengthen the role of ACB in promoting biodiversity protection among the ASEAN member states.
5. The Small Grants Programme (SGP) follows an open approach and will invite eligible grantees such as international and local NGOs, community organizations and park administrations to propose Small Grants and/or Small Grants packages for AHPs. The SGP will be implemented and organized in a three tier delivery structure:
 - AHP site based Planning and Implementation;
 - National Programme Coordination and Selection of Small Grants;
 - Regional Programme Coordination and Final Approval of Small Grants.
6. The principal policy document ruling grant application, selection, and implementation is the Programme Management Manual (PMM). The Procurement of goods and services shall be carried out in accordance with Annex 11 of the KfW approved PMM¹, and the KfW Procurement Guidelines². The PMM is approved by KfW and NWCD and thus the cornerstone for planning and implementation processes.

The SGP supports a co-management approach for government-managed protected area landscapes and adjacent areas through multi-level co-management as a means to link protected area officials with the local stakeholders.

This approach highlights eight thematic fields of protected area management, introduces the concept of establishing protected area working groups, and proposes linking the core zone and the buffer zone agendas, comprising key landscape stakeholders. Eligible interventions / investments fall into eight categories, namely (i) General park management (co-management), (ii) Wildlife research and monitoring; (iii) Law enforcement; (iv) Habitat and species management; (v) Community outreach and conservation awareness; (vi) Community development; (vii) Ecotourism; and (viii) Policy Grants (for NWCD only).

These Thematic areas constitute the principal eligible interventions, for which grants would be available.

7. Services are to be provided by a team comprising of, at minimum, a Chief Grant Manager, accountant, livelihood and conservation specialists and various other national (local) and international experts, and other professional and administrative support staff. Efficient management and backstopping services³ shall be made available.

The requested services of the successful Organisations comprise:

- **Grant preparation:** Administer the launching and call for proposals based on thematic areas identified by the ACB SGP; technical assistance to local NGOs in proposal development and in

¹ Approved: 22 January 2019; downloadable at https://aseanbiodiversity.org/key_programme/small-grants-programme/ on the Resources tab

²Downloadable at: <https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications-Videos/Publication-series/General-publications-guidelines/>

³ Personnel in permanent employ, and always available to monitor the works and provide back-up services from the home office

- uploading proposals on the ACB SGP Grant Management and Monitoring System (GraMMS), facilitate design and formulation of projects at the community / park level (multi-stakeholder workshops to prioritize action and potential areas for collaboration between stakeholders);
- **Grant selection:** bundle and pre-screen projects into a cohesive national grant portfolio that supports the objectives of the overall programme for bio-diversity conservation; assist the Assistant Chief Technical Advisor (ACTA) in conducting the administrative review of proposals, receiving proposals, and screening them vis-à-vis the management plan for the AHP; support the National Working Team in the substantive review of proposals;
 - **Grant implementation:** receive funds from ACB and disbursement of funds to grantees (as per PMM Fund flow mechanisms) and requesting progress-based payments from ACB; assist in identifying capacity building and handholding needs for grant implementation; ensure grantees' compliance to provisions and conditions of the Programme Management Manual (PMM) and the specific project grant agreements; provide technical backstopping during the implementation of biodiversity conservation projects and livelihood development in two of the four selected AHPs namely, Alaungdaw Kathapa National Park (AKNP) and Nat Mataung National Park (NMNP); monitor progress & financial management through independent visits of a sample of projects; prepare quarterly grant performance report for submission to ACB SGP; compiling progress report for submission to the National Steering Committee, and to ACB; review progress and project completion reports - both technical and financial - submitted by the grantees and certify that compliance to the requirements and/or conditions for approval of project fund release to grantee, and certificate of completion;
 - **Grant Accounting and Reporting:** grant performance report for submission to ACB SGP and NWCD; compiling progress report on progress or submission to the National Steering Committee, and ACB; review progress and project completion reports - both technical and financial;
8. Eligibility:
- Eligibility is limited to nongovernment organizations and other civil society applicants with substantial experience in biodiversity conservation, sustainable development, livelihood support, and / or capacity building.
 - International and national private and for profit firms, including consultant groups, as members of civil society, are eligible to apply as part of an association or consortium as described below.
 - Eligible service providers can consist of a single entity or a consortium of eligible entities, i.e. (i) a national civil society / non-government organization registered at national level or (ii) a consortium of non-governmental organizations led by a national NGO/CSO which are active in conservation and livelihood development and legally registered in Myanmar.
 - If a consortium is submitting a proposal, then one organization must be clearly identified as the lead. The lead organization will have final responsibility for submitting the consolidated proposal, and if successful, will be responsible for leading implementation, reporting to the SGP, receiving and disbursing funds, and coordinating the other members of the consortium.
 - Organisations, which are not currently holding or are not lawfully permitted in opening international currency bank-accounts cannot be considered and thus are excluded
9. Eligible organisations are free to associate themselves with other organisations to ensure that all required knowledge and experience are available to them.
10. All cost for obtaining information/data and preparation/submission of the prequalification document etc. in relation with the prequalification or the subsequent proposal shall be borne by the organisations.
11. At any time, the PEA, either at its own initiative or in response to clarifications requested by an interested consultant, may clarify this invitation. Such information shall be sent in writing by fax or e-mail to all parties, which have informed PEA about their participation. The PEA's response to a request for clarification shall not disclose information which might give an unfair advantage. Any modification to issued Tender Documents shall be introduced in the form of an addendum to the Tender Documents. All clarifications and addenda of Tender Documents shall be in writing. They shall be sent simultaneously to each recipient of the original Tender Documents or published in the same medium as

the tender notice in sufficient time to enable potential Applicants/Bidders to take appropriate action, which means no later than ten (10) calendar days prior to the submission deadline as per Article 12 below.

12. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite technical and financial proposals from these consultants.
13. The prequalification document in English language shall have the following structure and content, and shall be presented in the same sequence as shown below:
 - (i) Cover Letter
 - (ii) Declaration of submitting a proposal if being short-listed
 - (iii) Declaration of Undertaking
 - (iv) Presentation of the organisation / association
 - (v) In case of association, the intended arrangement among the cooperating organisations,
 - (vi) Legal registration in Myanmar
 - (vii) Audit reports
 - (viii) List of personnel available for delivering the envisaged services

Sample formats of points (ii) to (viii) are attached as Annexes of this Call.

Interested organisations / consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized by the reduction of five (5) points from the below Evaluation Grid's Section 2.4.

The PEA understands "Surplus of information" as material not related to or asked for in Article 13 and the respective forms and formats as presented in the Annexes.

14. The prequalification proposal shall be submitted in one original and two copies to ACB Small Grants Programme Myanmar c/o MERN Yangon⁴ latest by the date indicated in the advertisement. A softcopy (in PDF format) shall also be submitted to the Assistant Chief Technical Adviser (mern.myanmar@gmail.com) and the SGP Coordinator (cadejesus@aseanbiodiversity.org).
15. The evaluation procedure for the prequalification process will, in accordance with Chapter 11 of the latest version of the „Programme Management Manual for SGP Myanmar“ (https://aseanbiodiversity.org/key_programme/small-grants-programme/), following the KfW Procurement Guidelines. Only capable firms which have submitted the necessary statements satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
1. Evidence of relevant experience gained by proponents during the past three years⁵ <i>(min. of 2 max of 6 projects, experience of the organization / consortium)</i>	45
1.1 Proven experience in handling similar projects in Myanmar (Fields of experience: developing, evaluating, disbursing, handling and/or and managing project grant funds, financial management and accounting, FOREX account operations, monitoring technical and financial progress of project implementation, annual audit reports ⁶ , reporting in Myanmar and English language, etc.)	20

⁴ c/o Mr. Aung Thant Zin, Myanmar Environment Rehabilitation – Conservation Network (MERN) Building- 208/209, Room - 3B, Sabal Marga Street, Hantharyeikmon Housing, Ward-5, Sinmalaik, Kamaryut Township, Yangon, MYANMAR / Tel. # +95 9 33608339, +95 9 448016358

⁵ Please use ANNEX 3 Table 6

⁶ Please provide audit reports, which cover turnover, liquidity, and procedural issues such as segregation of responsibilities. Cash-flow in terms of receipts over expenditure will be considered as well as annual turnover. As the selection process aims at non-for-profit organisations for the lead, profitability is not a point of consideration.

1.2	Proven experience under various working-conditions in-country (Fields of experience: planning and implementing biodiversity conservation and livelihood projects in various places and sites, Protected Area Management, involvement in ASEAN Heritage Parks, etc.)	5
1.3	Proven experience with working-conditions in Myanmar preferably in the same sector (Fields of experience: Working experience at country and site levels: FD, NWCD, park-managements, local authorities, and stakeholders working in AHP areas and with NGOs, CBOs, local communities and stakeholders, etc.)	20
2.	Suitability for this specific project (<i>experience of the available experts</i>)	55
2.1	Assessment of available technical expertise specific to this project (refer to the listed key personnel ⁷)	20
2.2	Assessment of the personnel structure in regard to the tasks expected (additional personnel / permanent and non-permanent)	15
2.3	Quantitative assessment of the key personnel in permanent employment and always available to monitor the works and provide back-up services from the home office.	10
2.4	Form of the application documents: Are they complete, concise and related to the project?	10

16. After having completed the evaluation of the prequalification documents, a short-list consisting of the five highest ranked organisations or less scoring a minimum of 70 points will be established. Short-listed organisations will be invited to submit a technical and financial proposal in a prescribed format; firms not pre-qualified will be informed accordingly.
17. Please note ACB as PEA and contracting authority is not bound to select any organisation.
18. The preparation and the submission of the prequalification document is the responsibility of the applicant, and no relief or consideration can be given for errors and omissions
19. After opening the prequalification documents until preparation of the short-list of the qualified organisations, no communication of any type shall be entertained unless called for by ACB.

⁷ As per Point 7 in the main body of text

Annex 1**Sample Format: Declaration of Submitting a Proposal**

Organisation Name

Date

Address

Xxx

Xxx

Declaration of Submitting a Proposal

Appointment of a **"Service Provider of Small Grants Preparation and Implementation in Alaungdaw Kathapa National Park and Nat Mataung National Park in Myanmar"**

We hereby declare our intention to submit a technical and financial proposal for the above stated project in case of being shortlisted.

This commitment is subject to the details of the tender documentation in terms of technical and financial practicability.

Signature of Organisation

(Signed by person mandated)

Annex 2**Declaration of Undertaking**

Reference name of the Application:

Eoi SGP 1 MMR SP II/2019⁸

To PEA:

ASEAN Centre for Biodiversity (SGP)

1. We recognise and accept that KfW only finances projects of the Project Executing Agency ("PEA")⁹ subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
 - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
 - 2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
 - 2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (*in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction*);
 - 2.4) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the PEA's country;
 - 2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (*in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking*

⁸ Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW's "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries"

⁹ The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Service

supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction); or

- 2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.
3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:
 - 3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;
 - 3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;
 - 3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;
 - 3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;
 - 3.5) in the case of procurement of Works, Plant or Goods:
 - i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;
4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.
6. In the context of the Tender Process and performance of the corresponding Contract:
 - 6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;
 - 6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and
 - 6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International

Labour Organisation¹⁰ (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project.
8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of¹¹: _____

Signature(s):

Dated:

¹⁰ In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination

¹¹ In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder

Annex 3**Presentation of the organisation / association**

1. Organizational Profile		
1.1 Organization information	Organization Name	
	Acronym	
	Category of Organization ¹²	
	Postal Address	
	Telephone number: (fixed and mobile) Country code + city code + number	
	Fax number: Country code + city code + number	
	Website	
1.2 Head of the Organisation	Name, Surname	
	Function	
	Email	
	Telephone number: (fixed and mobile) Country code + city code + number	
1.3 Contact person (if different from 1.2)	Name, Surname	
	Function	
	Email	
	Telephone number: (fixed and mobile) Country code + city code + number	

¹² Choose between: National NGO (NGO); International NGO (INGO); Academic/Research Institution; Community Based Organisation (CBO); Foundation; Other (please specify)

2. Financial and Administrative Capacity on Grants Project Management		
2.1 Annual budget	Size of annual budget (previous year)	
	Source of core funds or income	
	Main funding partners/ donors	
2.2 Core staff	<i>Outline of number, names, education and key functions of core organisation staff in the field of Financial Management and Administration</i>	
2.3 Similar projects carried out / services provided	<i>Please name projects carried out and financial/administrative services provided by your organisation similar to those introduced in the Invitation under Point 7. Please specify these projects and services in the table provided in Table 6 – Experiences</i>	
2.4 Any other information demonstrating financial capacity	<i>E.g. results of previous capacity assessments if available (such as but not limited to the annual audit)</i>	

3. Technical Capacity on Grants Project Development in the required fields of expertise	
3.1 Organization's mandate, sector area and geographic coverage / priorities	<i>Outline the organisation's mandate, field of work and geographic coverage</i>
3.2 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organisation on biodiversity conservation, protected area management, livelihood development, project cycle management. Identify specialists available to deliver the required services and attach short CVs</i>
3.3 Similar projects carried out / services provided	<i>Please name projects carried out and technical services provided by your organisation similar to those introduced in the Invitation under Point 7. Please specify these projects and services in the table provided in Table 6 – Experiences</i>
3.4 Key results achieved over the past 5 years	<i>Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area</i>

4. Site (AHP, PA) level experience, presence and community relations	
4.1 Ongoing and closed programmes in biodiversity conservation, protected area management and livelihood development	<i>Outline of type / scope of ongoing programmes in the SGP area (the AHPs). Outline of type / scope of ongoing programmes in and around other PAs</i>
4.2 Knowledge of the local context	<i>Outline of presence and community relations in the proposed programme location(s) (the AHPs)</i>
4.3 Existing networks	<i>Outline of ongoing collaborations with national and international institutions, NGOs, CBOs, and local communities at national, regional and site level</i>

5. Experience of working with partner agencies, specifically with MoNREC, NWCD and park wardens

Programme/project title	Total budget	Funding Source	Start-End dates	Key results achieved
1.				
2.				
3.				

6. Relevant Project Experience (min 2 - max 6)

Project Title:		Brief Description:			Services Provided:		
Start / End dates	Name of Client	Total Value (EUR)	Source of funding	Proportion carried out by organization	No of Staff provided	Partners	

Project Title:		Brief Description:			Services Provided:		
Start / End dates	Name of Client	Total Value (EUR)	Source of funding	Proportion carried out by organization	No of Staff provided	Partners	

Project Title:		Brief Description:			Services Provided:		
Start / End dates	Name of Client	Total Value (EUR)	Source of funding	Proportion carried out by organization	No of Staff provided	Partners	

Project Title:		Brief Description:			Services Provided:		
Start / End dates	Name of Client	Total Value (EUR)	Source of funding	Proportion carried out by organization	No of Staff provided	Partners	

Project Title:		Brief Description:			Services Provided:		
Start / End dates	Name of Client	Total Value (EUR)	Source of funding	Proportion carried out by organization	No of Staff provided	Partners	

I declare, as an official representative of the above-named organization, that the information provided in this Call for Expression of Interest is complete and accurate, and I understand that it is subject to ACB's verification.

Signature

Name and designation of the duly authorized partner representative

Name of the partner organization

Date

Annex 4 – Association

In case of association, the intended arrangement among the cooperating organisations, nominating the lead and including letters of intent of partnering organisations (fax copy of such letter of intent is sufficient).

Sample Format: Declaration of Association by Lead Organisation**TO WHOM IT MAY CONCERN****Place, Date****DECLARATION OF ASSOCIATION**

Subject: Small Grants Programme by the ASEAN Centre for Biodiversity: “Service Provider of Small Grants Preparation and Implementation in Alaungdaw Kathapa National Park and Nat Mataung National Park in Myanmar”

We, the undersigned, herewith declare that <Name of the Lead Organisation>, represented by <Name of the organisation’s authorised representative> is prepared to execute the above services for the "Small Grants Programme by the ASEAN Centre for Biodiversity" in Association with

- <Name and address of the partnering organisation>;

<Name of the organisation> is the lead partner of the Association and will assume overall responsibility to ensure that contractual obligations are satisfactorily met in terms of deliverables and timelines of project outputs.

<Name of the Lead organisation>

<Signature of authorised Representative>

Sample Format: Declaration of Association by Associated Organisation

TO WHOM IT MAY CONCERN

Place, Date

DECLARATION OF ASSOCIATION

Subject: Small Grants Programme by the ASEAN Centre for Biodiversity: "Service Provider of Small Grants Preparation and Implementation in Alaungdaw Kathapa National Park and Nat Mataung National Park in Myanmar"

We, the undersigned herewith declare that <Name of the associated organisation, address, Name and position of the authorised representative> is prepared to execute the above services for the "Small Grants Programme by the ASEAN Centre for Biodiversity" in association with the <Name of the Lead Organisation>.

<Name of the Lead Organisation> will be lead partner of the Association and will assume overall responsibility to ensure that contractual obligations are satisfactorily met in terms of deliverables and timelines of project outputs.

<Name of the associated organisation>

<Signature of authorised Representative>

Annex 5 – Proof of Legal registration in Myanmar

Please provide copies of the official registration documents and relevant letters

Annex 6 – Financial Capability and Audit reports

Please provide audit reports

Annex 7 – List of personnel available for delivering the envisaged services

List all key personnel¹³ available for delivering the envisaged services with information about education, professional experience, regional experience, years with organisations, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the organisations' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal that belongs to or has a long-term cooperation with the organisations gets more points.

List of personnel available for delivering the envisaged services	
Proposed Position	
Name	
Education and languages	
professional experience	
regional experience	
years with organisations	
specific project-related experience	
experience in similar posts	

¹³ As per Point 7 in the main body of text