

02 June 2021

## **LETTER OF INVITATION-LOI**

### **Submission of Bids**

### **Reference No**

Dear Sir/Madam,

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/index.htm>.

IFAD has prepared a Concept Note, for a grant under its Global/Regional Grants Programme. In this regard, your organization is hereby invited to submit a bid, by filling out the template Design Document provided. Your proposal will 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 to Submit Bids:

- This Letter of Invitation
- The Grant Concept Note
- The Design Document Template to be used for your submission
- Bidders' 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
- Evaluation methodology and criteria for the review of the submissions (attachment 3)
- Proof of 8% of total proposal cost in cash contribution per country (through submission of a letter of commitment)

Your submission per country will include:

1. Project proposal, submitted using the grant Design Document template;
2. Bidders' 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, and in the region/country(ies) where the grant would be implemented.

Kindly note that an email address ([agribusiness\\_grant@ifad.org](mailto:agribusiness_grant@ifad.org)) is made available for you to request clarifications during the first 2 weeks of the submission period i.e., up until **15<sup>th</sup> June 2021 at 23.59 CEST**. The responses to questions will be posted in the FAQ section of the website.

To the extent eligible institutions deem it appropriate to partner with other institutions, they can 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 Bids, 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 rigorous approval processes, which closely examine technical, financial and legal aspects.

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

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

<http://www.ifad.org/operations/grants/index.htm>

Please acknowledge receipt of this Invitation to Submit Bids and confirm your participation. Kindly note that the deadline for submitting your application is the **10<sup>th</sup> July 2021 at 23.59 CEST**. Proposals submitted after this deadline will be considered ineligible. Please note that requests for clarifications related to the bidding process can be sent to [agribusiness\\_grant@ifad.org](mailto:agribusiness_grant@ifad.org) by **15<sup>th</sup> June 2021**. IFAD will not address requests for clarifications received after this deadline.