



The DaNa Facility

Application Guidelines

Launch of grant funding window:

Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar

Deadline for concept note submission:

Friday, 5 October 2018; 1700 Yangon Time

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1. Introduction and background

This document is written for organisations interested in applying for funding under a new DaNa Facility grant window titled: *Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar*

1.1 What is the DaNa Facility?

The DaNa Facility is funded by the UK Department for International Development (DFID). Its aim is to support Myanmar in the pursuit of inclusive and transformative economic growth. Taking its name from the Myanmar word for ‘prosperity’, the DaNa Facility is assisting the Government of Myanmar in achieving a more people-centred approach to inclusive and sustainable economic development.¹

The DaNa Facility’s goal is to stimulate a competitive private sector and create productive jobs that lead to improved incomes and inclusive opportunities for Myanmar’s poor and disadvantaged men and women, especially in marginal and conflict-affected states and regions.

1.2 How does the DaNa Facility work?

To promote inclusive economic growth, DaNa Facility works with partners and technical advisers in the following ways:

- Identifies and addresses constraints and obstacles to inclusive growth within target sectors and value chains that have the potential to be economically transformative. Initial focus sectors include: i) garments and textiles; ii) agribusiness; and iii) financial inclusion.
- Provides technical expertise across four thematic ‘pillars’ of inclusive growth: i) trade and competitiveness; ii) financial sector deepening; iii) economic policy, legal and regulatory reforms; and iv) inclusive and responsible business.
- Encourages interventions that impact: i) national policy and regulatory issues at the ‘macro’ level; ii) sectoral issues and sub-national institutions at the ‘meso’ level; and iii) specific firms and projects at the ‘micro-level.’
- Ensures the following cross-cutting issues are addressed across all interventions: i) inclusion of women ii) inclusion of disadvantaged groups; iii) sensitivity to potential conflict by taking a ‘do no harm’ approach; and iv) responsible environmental management practices.

Within its target sectors, DaNa Facility will support activities to create jobs and make opportunities accessible to the poor and other disadvantaged groups. The DaNa Facility’s interventions aim to promote inclusive and responsible business practices through inclusive value chains, decent work standards, or policy dialogue/reforms, as well as through addressing the constraints that currently limit employment, business opportunities and market access. All proposals should indicate how the proposed activities feed into or contribute to the objectives of the DaNa Facility as guided by the application templates.

¹ See the 12-point Economic Policy of the Union of Myanmar issued by the Government in late July 2016.

1.4 Who is managing the DaNa Facility?

The DaNa Facility is managed by DAI Europe, in collaboration with KPMG. The DaNa Facility's office is in Yangon. Questions may be directed to info@danafacility.com. More information is at <http://www.danafacility.com/>.

2. Purpose of grant window

2.1 Background

The DaNa Facility's focus on Inclusive Business (IB), and the low level of market activity in impact investing, creates a compelling rationale for DaNa Facility to facilitate more impact investing. To explore the potential and better understand the IB market in Myanmar and make policy recommendations on enhancing IB investments, DaNa Facility commissioned a market assessment of IB that commenced in October 2017.

Impact investing and IB can address key challenges facing Myanmar's changing economy. Myanmar's economy requires an adequate business climate for private sector development that is still emerging. Several new laws and regulations have made the economy more liberal (e.g. the 2016 Myanmar Investment Law and the 2017 Myanmar Companies Act), unleashed potential entrepreneurship, and inspired a new private sector that may drive dynamic growth. Businesses are eager to seize market opportunities to start new enterprises or become more innovative in existing mainstream companies. The business community has also set up new networks for peer learning, and there is a desire for business and society to benefit through innovation. Social entrepreneurship is also emerging, especially among young business-oriented people. In this climate, IB is becoming a new avenue for entrepreneurs to position their businesses in contrast to older models while improving society and simultaneously earning profits for shareholders.

Upon the request of the Directorate of Investment and Company Registration (DICA), under the Ministry of Planning and Finance (MoPF) and as Secretariat to the Myanmar Investment Commission (MIC), the DaNa Facility created a "Draft Framework for Inclusive Business Support in Myanmar" to identify practical steps to stimulate inclusive business and impact investing. The Framework includes eight recommendations:

1. Establish an IB/social enterprise/impact investment steering group.
2. Broaden awareness of IB and related branding.
3. Provide technical assistance for IB business development and impact
4. Set up IB support desks in various agencies.
5. Set up an IB accreditation or certification system.
6. Prioritise IB in industrial policies and incorporate into incentive structures.
7. Strengthen demand for IB products through public procurement.
8. Establish an IB and social enterprise investment fund (an impact investing

The Impact Investing Ecosystem

Impact investing in Myanmar is growing, albeit from a very low base. Among active impact investors, only a handful are actively pursuing IB related investments, with the majority supporting NGO-driven social enterprises or investing in technology-based start-ups. The Global Impact Investment Network

(GIIN) estimates that by 2016 in Myanmar only about \$56 million in impact investing had been committed. Many impact investors serve the market from outside (especially from Singapore, India, and Thailand), because they do not see enough potential business to commit to opening an office. Others have not even assessed the market carefully because of the lack of success stories that might encourage them to do more intensive due diligence. Impact investors particularly emphasise the small numbers of viable project proposals generating sufficient social impact to justify a true impact investment.

The DaNa Facility proposes to use the GIIN definition of impacting investing: *“Impact investing refers to investments made into companies, organisations, and funds with the intention to generate a measurable, beneficial social or environmental impact alongside a financial return.”* Impact investing, then, has a double bottom line.

Impact investing, however, need not be exclusively focused on IB, but can support commercial as well as social enterprises, and even non-profit activities. Where deal flow is identified as a critical constraint, as in Myanmar, it is important to be flexible as to business model. The approach to supporting Impact Investing in Myanmar includes an ecosystem development approach, raising awareness about impact investing, facilitating the creation of investable impact opportunities, and opening new avenues for impact investment.

While assessing Myanmar’s business environment and the institutions that may support the impact investing/IB agenda, the DaNa Facility IB market assessment study made several key findings. First, impact investors seriously struggle to generate investment pipelines and would benefit from the growth of the IB concept; investors could benefit from good investment cases and investment risks could be shared through an IB fund for co-investing in accredited IB cases. Further, business incubators mostly work with social enterprises and start-ups in the tech space, or as consultants for mainstream business. However, there are few such opportunities specifically for IB. The DaNa Facility aims to expand these opportunities via this solicitation.

2.2 Focus of this request

The DaNa Facility is seeking applications from specialist organisations for projects to develop the ecosystem for IB and Impact Investing through an integrated set of activities. DaNa Facility is looking to support the incubation/acceleration of IB business models and focus on stimulating opportunities for enterprises in the following areas: Inclusive Business, Fintech, AgTech, and health and education. Projects will support promising business teams to develop – or further develop – their business plans and obtain funding.

2.3 Eligible grant partners

Profile of the applicant

The applicant should be able to demonstrate specialist experience and capability in the following areas:

- Significant experience working with enterprises (including start-ups) in Myanmar via established incubation and/or acceleration programmes;

- Demonstrated capacity to manage incubation and/or acceleration programmes evidenced by a track record in helping to launch successful enterprises;
- Experience working with enterprises in at least two of the following DaNa Facility's Priority Thematic Areas:
 - ✓ Inclusive Business
 - ✓ Fintech (financial technology)
 - ✓ AgTech (agricultural technology)
 - ✓ Health
 - ✓ Education
- Capacity to facilitate angel or early-stage investment in enterprises that participate in their programmes;
- Willingness to expand business development activities outside of Yangon.

In addition to being able to demonstrate technical specialisation according to the criteria above, the applicant must meet the following requirements:

- Established in Myanmar, i.e. legally registered as an organisation with the appropriate authorities;
- Maintain an office or operating platform in Myanmar;
- Possess sufficient financial standing and strong financial accounting systems, including the ability to manage external funds;
- Previous experience in the geographical area of proposed activities or able to demonstrate capacity to operate in the area (especially if proposing activities outside of Yangon);
- The selected applicant/s must be able to pass a vetting and due diligence process conducted by DaNa Facility.

2.4 What kind of projects are we looking for?

Grant funding will support developing the ecosystem for IB and Impact Investing in Myanmar. Successful applicants will be Myanmar-based firms or organisations specialising in incubation/acceleration of Start-ups and/or Business Development Services ("Ecosystem Developers")

The projects will carry out business development services, including but not limited to, incubation and acceleration activities for enterprises that fall under the DaNa Facility's Priority Thematic Areas.

In addition, the Ecosystem Developer(s) may be asked to provide advice to DaNa Facility on how to expand the broader set of ecosystem development activities outside of Yangon, as well as how to most effectively incorporate excluded groups, e.g., IDPs, disabled people, in similar ecosystem development activities.

The proposed projects should include the following **core activities**:

1. Incubate and/or accelerate a minimum of ten (10) enterprises that fall under at least one DaNa Facility Priority Thematic Area;
2. Provide advice and a detailed concept note to DaNa Facility on how to expand the IB ecosystem development activities outside of Yangon, and if possible, develop a plan for implementation of said activities (to be separately funded).

The proposed projects should deliver the following **key outputs**:

- Ten enterprises whose activities fall within the DaNa Facility Priority Thematic Areas generating revenue post-incubation / acceleration stage.
- An implementation plan for expanding activities into regional centres, outside of Yangon.
- Detailed recommendations for DaNa Facility of how to most effectively support business development services for excluded populations.

Timing and location of projects

Projects will be carried out in Yangon and other parts of Myanmar over 12 months, from approximately 1 January 2019 through 31 December 2019, final dates to be confirmed.

3. Funding arrangements

Applicants are advised to develop grant budgets realistically, in keeping with the nature of the challenge being addressed, as well as the applicant's internal capacity to implement the project successfully.

Where capacity may be limited, prospective applicants are encouraged to consider developing consortia that bring the requisite core skills to the proposed project.

Projects may involve expansion of existing operations or new initiatives. Each application will be expected to clearly justify the level of funding that is requested in terms of the anticipated impact and value.

The DaNa Facility strongly encourages co-funding as much as possible. This may be in the form of cash or in-kind investments (e.g. time of staff that is not allocated to the grant budget).

The DaNa Facility may award one or more grants in this funding round, depending on the quality of applications.

4. Application and selection process

4.1 Main steps in the process

This grant call for Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar has a 'two-step' application and selection process:

- Step 1: Concept note
- Step 2: Full proposal

The first step involves submitting a concept note of no more than 10 pages to allow the DaNa Facility team to carry out an initial assessment and shortlist applications against set criteria to ensure strong organisational capability, understandings and approach to delivering the project, as well as value for money with proposed budgets. The concept note, which may be presented in either Myanmar or English language, is designed to challenge applicants to present their project in a convincing way that

differentiates them from others. Concept notes will be evaluated by the DaNa Facility Grants Committee and successful applicants will be invited to proceed to the second step of the process.

Applicants moving to the second step will receive guidance from the DaNa Facility team on how to prepare full proposals, which will be in English. The Grants Committee will review and assess proposals and rank recommended projects for funding as follows:

1. **Suitable for funding:** Applications will proceed directly to the due diligence stage, where organisational capacity and other requirements will be verified – and final grant details negotiated. Proposals in this category will require very minimal revisions.
2. **Potentially suitable for funding:** Applications will be provided with feedback on improving their proposals, and invited to amend and re-submit their applications.
3. **Not approved for funding:** Applicants will receive written feedback as to why they were not successful.

Proposals under category 1 and 2 are not guaranteed funding, as all final approvals are subject to organisational due diligence, negotiation of the grant award and final client approval.

4.2 Grants Committee

The DaNa Facility Grants Committee consists of specialists who bring experience in social and economic empowerment and inclusive growth, private sector development and general development in the Myanmar context.

4.3 Key dates

Date	Activity
14 September 2018	<ul style="list-style-type: none"> • Call for proposals launched via the DaNa Facility website
21 September 2018	<ul style="list-style-type: none"> • Last day for questions from applicants • Responses to questions will be posted publicly on the DaNa Facility website
5 October 2018	<ul style="list-style-type: none"> • Deadline for concept note submission (step 1)
17 October 2018	<ul style="list-style-type: none"> • Successful applicants notified, and full proposal development period commences (step 2)
14 November	<ul style="list-style-type: none"> • Deadline for full proposals submission
28 November	<ul style="list-style-type: none"> • Successful applicants notified
December 2018	<ul style="list-style-type: none"> • Due Diligence and Contracting
January 2019	<ul style="list-style-type: none"> • Projects launch

5. Step 1: Concept note

5.1 Template and submission

Concept Note

The concept note must be presented in Myanmar or English language as indicated in section 4.1 above. The guidelines on how to complete this template are provided below.

The concept note template (found in Annex 1) consists of the following sections:

Concept Note Section	Notes
A. Administrative details	Includes acceptance of terms and conditions
B. Eligibility criteria	Needs to address criteria in 5.2 below
C. Summary of project concept	Needs to address criteria in 5.3 below
D. Details of project concept	Needs to address criteria in 5.3 below
E. Capacity to implement project concept	Needs to address criteria in 5.3 below
Concept Note Appendices	Notes
Appendix A: Terms and conditions	See Annexes
Appendix B: Registration organisation	See Annexes
Appendix C: Commitment to Implement	See Annexes

Submission and queries

The completed concept note should be submitted to: applications@danafacility.com

All questions should be directed to: info@danafacility.com. Questions or enquiries cannot be made over the phone or in person. The final date for queries is 19 September 2018. Responses to all questions will be posted on the DaNa Facility website shortly thereafter.

5.2 Eligibility Criteria

In completing Section B of the Concept Note template, the applicant must address all three of the following eligibility criteria and provide relevant supporting documentation:

Criteria	Description
1. Confirm alignment of proposal with purpose of grant window	Proposed projects <u>must</u> clearly and directly respond to stated purpose of the grant window, and must pertain to the required activities and outputs (see Section 2 above)
2. Confirm legal status of organisations	Applicants are required to provide evidence of the legal status of their organisations. This is to be provided in Appendix B. <ul style="list-style-type: none"> • Lead partner (contracting entity) – Proof of registration as: a) a legal Myanmar firm or organisation entity; or b) a similar international entity with the legal ability to operate in Myanmar. • Business partners or consortium members, if relevant: Certificate of registration as: a) legal business entity in Myanmar; or b) an international legal entity with the ability to operate in Myanmar.
3. Confirm partnership arrangements	Applications must include a “ <i>Commitment to Implement</i> ” to justify and support any proposed partnership arrangements. This letter must contain signatures from authorised representatives of each participating organisation (See Annex C).

5.3 Selection Criteria

The selection criteria should be addressed when completing the main part of the concept note template (sections C, D and E). All sections should highlight the innovative aspects of the concept. The criteria and weightings are detailed below.

Criteria and weighting	Guiding notes
<p>1. Institutional capacity and past performance (30%)</p>	<ul style="list-style-type: none"> • Describe your organisation, including your legal status, brief history of operations, current funding sources, governance structure, list of organisational partners (local and international) with whom you are working. • Describe your past experience in supporting the incubation/acceleration of enterprises that fall within DaNa Facility’s Priority Thematic Areas, indicating any specialisation in specific thematic areas. • Describe your capacity to provide business development services programme(s), with particular emphasis on business incubation, pre-acceleration, and/or acceleration activities. Provide any available data on results (wherever possible disaggregated by gender), including, inter alia, number of start-ups or other enterprises that have been supported through your programmes, number of start-ups and other enterprises that have received funding from your organisation, and the number of start-ups and other enterprises that you have worked with that have received funding from other funding providers. • Describe your capacity to support the incubation/acceleration of enterprises that involve the significant participation/inclusion of IDPs, and other excluded segments of the Myanmar population. Indicate key issues and challenges that you would expect to encounter in reaching out to these groups, and how you might address those challenges, or advise the DaNa Facility on how to address these challenges. • If you have consortium partners, explain how they complement the capacity of the applicant. • Provide short profiles of key personnel who would be involved in delivering the project (e.g. a few sentences on 2-5 key personnel).
<p>2. Approach and methodology (30%)</p>	<ul style="list-style-type: none"> • Share your understanding of the problem of a lack of investable businesses (particularly those that fall within the DaNa Facility Priority Thematic Areas) and explain your overall approach to develop solutions to overcome this problem. • Outline the specific activities you would undertake to identify and support--via incubation and/or acceleration type programmes--enterprises in DaNa Facility’s priority thematic areas. Provide timelines for these activities. Note, the maximum project duration is 12 months. • If relevant, explain your interest in, and any plans for, expanding your current operations outside of Yangon. Please provide details of any current programming outside of Yangon that you are carrying out.

Criteria and weighting	Guiding notes
	<ul style="list-style-type: none"> • Highlight key risks and assumptions and how will you manage them. • Outline how sustainability will be achieved.
3. Results and learning (10%)	<ul style="list-style-type: none"> • What results do you expect to achieve? • Outline results and how they align with the objectives of the grant window. See section 1 for general background and section 2 for key activities and outputs. The DaNa Facility is looking for tangible and significant results. A mix of quantitative and qualitative results is expected. As appropriate, quantify: a) number of disadvantaged people that may benefit directly or indirectly; and b) any changes in income or livelihoods expected for disadvantaged people. • The DaNa Facility places a high value on capturing and sharing learning from each project to disseminate lessons and improve performance of all projects. Explain very briefly any measure that will support this.
4. Proposed budget (20%)	<ul style="list-style-type: none"> • Budget table: estimate showing the cost of all activities, broken into component costs, and estimate for the cost of incubation/acceleration of 10 enterprises over the course of 12 months. This should be a very succinct table. • Narrative: highlight how your proposal offers value for money, including any cash or in-kind co-funding offered. <p>The proposed budget, covering both bullets above, should be a page in total.</p>
5. Cross-cutting issues (10%)	<ul style="list-style-type: none"> • Briefly explain how you will address issues of gender and social inclusion? All DaNa Facility supported work is expected to address issues of gender and social inclusion. This section is to briefly highlight how your project will support gender/social inclusion². • How will you address issues of environmental sustainability? Some projects may include a direct focus on environment-related activities. At a minimum, all projects are expected to demonstrate that they have considered potential negative impacts of their projects on the environment³ and have identified measures to avoid them. • How will you address issues of conflict sensitivity? The UK Government recognises Myanmar as a conflict-affected country. The DaNa Facility sees inclusive economic development as important for the future stability of the country. Some projects and business that you expect to

² Gender and social inclusion covers explicit and implicit forms of discrimination based on gender, poverty, age, physical abilities, geographic location and experience of conflict, religion and ethnicity, etc.

³ For example, environmental impacts can relate to air, water, soil, fisheries, forest, biodiversity, waste, climate impacts and vulnerability, etc.

Criteria and weighting	Guiding notes
	support may involve a direct focus on issues of conflict sensitivity. All projects are expected to demonstrate an understanding of the country context and how the project will deal with existing conflicts and underlying tensions. At a minimum, projects are expected to demonstrate how they will “do no harm” in a conflict sensitive environment.

5.4 Selection Process

All concept notes will be first screened against the **eligibility** criteria before they are assessed by the Grants Committee against the **selection** criteria. The Grants Committee will meet to discuss the concept notes, approaches for achieving a strategic portfolio balance, and agree on a final list to be recommended for the second step of the application process.

6. Step 2: Full Proposal

6.1 Development of proposal

Applicants invited to the second step of the process will have four weeks to prepare a full proposal, in English. Applicants will be requested to pay particular attention to feedback received on their concept note from the Grants Committee. At this stage, detailed project budgets will be prepared with the identification of quarterly payment forecasts, workplans and fully developed risk matrices and results plans.

The focus of this second step is on how the applicant plans to implement the project, and particularly examines:

- Does the applicant have a practical project plan for achieving results and managing risks?
- Does the applicant have the right experience, expertise and processes to manage the project efficient and effectively?
- Does the applicant have a sound project budget that is justified?
- Does the proposal represent value for money?

A template for the full proposal will be provided by the DaNa Facility and will include the following elements:

Document Name	Description
1. Project Proposal	<p>Main Proposal: Maximum of 25 pages (excluding annexes) that builds on concept note, meets the same selection criteria and addresses feedback from the Grants Committee.</p> <p>Annexes:</p> <ul style="list-style-type: none"> • Certification of acceptance of Terms and Conditions • Budget and budget narrative • Workplan • Project results plan (monitoring, evaluation and learning should be addressed in the main body of your proposal)

	<ul style="list-style-type: none"> • Risk matrix • CVs of key personnel (including project leader and finance manager) • Updated Commitment to Implement letter
2. Project budget and narrative	<p>Budget:</p> <ul style="list-style-type: none"> • Template will allow for unit cost analysis, forecasting and co-funding details. • Narrative with explanations of budget details as required, and presentation of value for money. <p>Note, grants are expected to be in a cost-reimbursable format.</p>

6.2 Selection process

All second step proposals will be reviewed and assessed by members of the Grants Committee. The Grants Committee will meet to discuss the proposals and classify them as follows:

1. Suitable for funding
2. Potentially suitable for funding
3. Not approved for funding

7. Due diligence and grant award

7.1 Due diligence

Before proceeding to the grant award process, due diligence will be undertaken in accordance with DFID requirements.⁴ The due diligence assesses potential grantees' ability to meet minimum criteria for financial management and organisational capacity, and covers:

- Governance, risk management and internal controls;
- Financial status, procurement and financial management;
- Programmatic capability and readiness to deliver; and
- Oversight and management of other implementing partners.

As a part of the due diligence process, any business implementing partners will also be vetted in accordance with DFID's requirements for engaging with organisations and corporate entities.

The due diligence team will contact lead organisations and consult with the personnel responsible for financial, programmatic and organisational oversight responsibilities for the grant. Due diligence findings will determine final grant decisions and overall grant conditions, even if a proposal has received provisional approval.

⁴ DFID's requirements are outlined in the DFID 'Smart Rules' and other documents, and are regularly updated.

7.2 Grant award

The grant agreement will be executed between the lead applicant and DAI Myanmar, represented by the DaNa Facility team. Once the project proposal has been reviewed by DFID, DAI Myanmar will conduct final grant contract negotiations, whereupon the lead organisation will be provided with a grant agreement template containing standard terms and conditions. The grant agreement will also include the final agreed project proposal and budget, and specify the requirements for obtaining disbursements and reporting on progress.

The grant conditions will be explained to all successful organisations at an induction workshop, to be held shortly after notification of selection. The workshop(s) will also provide an opportunity for the DaNa Facility team to present their latest thinking on economic empowerment issues, for discussion on issues such as innovation and results measurement.

8. Annex 1: Concept Note

8.1 Concept Note Template

Concept Note	
DaNa Facility grant window: <i>Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar</i>	
Part A: Administrative Details	
A.1 Representative details (Lead organisation)	Name of organisation: Name of representative: Position of representative: Phone: Email:
A.2 Certification: Acceptance of Terms & Conditions	<input type="checkbox"/> On behalf of the lead organisation responsible for submitting this concept note, I confirm that the terms and conditions for applying under this grant window (Annex A) have been read and are accepted.
Part B: Eligibility requirements	
B.1. Confirm alignment of proposal with purpose of grant window	<input type="checkbox"/> Confirm that your proposal is to deliver a project that directly addresses the purpose of the grant window, including activities and outputs, as described in section 2.
B.2 (i) Lead organisation Registration status	<input type="checkbox"/> Confirmation of legal registration status of lead organisation (registration documents for verification to be attached at Annex B) Details Name of organisation: Address: Contact Name: Contact Position: Contact Phone: Contact Email: Years of operation: Years of operation in Myanmar: Annual revenue/turnover: Number of employees: Describe Core business:
B.2 (ii) Partner organisation Registration status <i>[add or delete as needed depending on number of partners]</i>	<input type="checkbox"/> Confirmation of legal registration status of partner organisation (registration documents for verification to be attached at Annex B) Details Name of organisation: Address:

	Contact Name: Contact Position: Contact Phone: Contact Email: Years of operation: Years of operation in Myanmar: Annual revenue/turnover: Number of employees: Describe Core business: Ownership structure (if for-profit entity): Names of shareholders (if for-profit entity):
B.3 Commitment to Implement	<input type="checkbox"/> Certification of Commitment to Implement (template letter in Annex C to be completed and attached).
Part C: Summary of project concept	
C.1 Project Name	
C.2 Project location(s)	
C.3 Expected duration (maximum of 12 months)	
C.4 Estimated budget, noting any co-funded amount (GBP)	
C.5 Grant amount requested (GBP)	
C.6 Grant amount as % total project budget	
C.7 Project Summary (up to 100 words)	
Part D: Details of project concept	
D.1 Institutional capacity and past performance	
D.2 Approach and methodology	
D.3 Results and learning	
D.4 Proposed budget	

D.5 Cross-cutting issues

8.2 Concept Note Appendix A: Terms and Conditions

Note: Applicants are requested to read and submit this signed form with their application:

The DaNa Facility is managed by DAI, on behalf of the UK Government's Department for International Development (DFID). The DaNa Facility is managing a two-step selection process for awarding grants under the grant window for *Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar*. This form covers the first step in the process, the concept note stage. Applicants successful at this step will be invited to submit full proposals in the second step of the process. Only applicants successful in the second step will be eligible for grant funding. In this first stage, concept notes are assessed and selected on the basis of the DaNa Facility's eligibility and selection criteria.

The eligibility criteria are as follows:

1. Proposed projects must clearly and directly respond to stated purpose of the grant window, and must pertain to the required activities and outputs
2. Legal status: Evidence that the lead organisation (contracting entity) is a legally registered and legally able to operate in Myanmar.
3. Partnership arrangements: A "Commitment to Implement" letter has been provided to confirm arrangements between organisations that have agreed to work together to implement the proposed project. (Applicants proposing to enact the project without any partner organisations need not submit this form.)

The selection criteria are as follows:

1. Institutional capacity and past performance (30%)
2. Approach and methodology (30%)
3. Results and learning (10%)
4. Proposed budget (20%)
5. Cross-cutting issues (10%)

The Grants Committee will review and score concept notes, and select the short-list of projects according to following categories:

- Approved – applicant to be invited to submit full proposal.
- Not approved.

Applicants are requested to note and understand the following:

1. This grant window for *Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar* is a competition and not all applicants will receive funding. Please think about your application carefully, take note of the selection criteria, and demonstrate clearly why your project merits DaNa Facility's grant funding support. Funding is not guaranteed.
2. The DaNa Facility will not reimburse any costs expended by applicants in relation to submission of a concept note/proposal/application.

3. The DaNa Facility will acknowledge all applications received and provide standard notice of acceptance/rejection to all applicants.

Confidentiality Clause

The DaNa Facility agrees to regard as confidential all information attached to the concept note, and any additional information stemming from subsequent stages of the project approval process, that is not in the public domain. Only the DaNa Facility (and its staff and consultants), its consortium partners, and DFID (the funder of the DaNa Facility and the grant window), will have access to applications without prior permission.

By signing below, I acknowledge that I have read and understand the terms of the grant window outlined above:

Signature	Title and organisation	Date

8.3 Concept Note Appendix B: Application organisation registration documents

Note: Applicants are requested to attach:

- Registration document for lead organisation (which must be legally registered and able to legally operate in Myanmar)
- Registration documents for any partner organisations

8.4 Concept Note Appendix C: “Commitment to Implement” letter

Commitment to Implement:

DaNa Facility grant window for *Support for Impact Investing and Inclusive Business Ecosystem Development in Myanmar*

Note: The purpose of the *Commitment to Implement letter* is to formalise the commitment of each organisation to work together to implement the grant-funded project. The letter does **not** need to specify any particular legal arrangements for doing this, such as a legal partnership or joint venture, nor clarify legal liabilities of each party, though such legal responsibilities may be defined as appropriate.

Summary of Project Details	
Title: Project: Location: Results: Funding (GBP): Duration (months)	

Lead organisation: Confirmation of commitment	
Organisation Details	Name: Address: Legal Status:
Role	
Other comments	
Representative Details	Name: Position: Contact Number: Contact Email:
Commitment	I confirm that I have the authority to represent _____ and that we are committed to working with _____ to implement _____ project in the role outlined above. Further we commit to transparency in implementation and for our learning from the project to be captured and disseminated for public consumption.
Signed	
Date	

Partner organisation: Confirmation of commitment <i>[add or delete as needed depending on number of partners]</i>	
Organisation Details	Name: Address: Legal Status:
Role	
Other comments	

Representative Details	Name: Position: Contact Number: Contact Email:
Commitment	I confirm that I have the authority to represent _____ and that we are committed to working with _____ to implement _____ project in the role outlined above. Further we commit to transparency in implementation and for our learning from the project to be captured and disseminated for public consumption.
Signed	
Date	