



The DaNa Facility

Application Guidelines

Launch of grant funding window, 11 May 2020:

Myanmar: COVID-19 Challenge Fund

Contents

1.	Introduction and background	1
1.1	What is the DaNa Facility?	1
1.2	How does the DaNa Facility work?	1
1.4	Who is managing the DaNa Facility?	2
2.	Purpose of grant window	2
2.1	Background	2
2.2	Focus of this request.....	3
2.3	Eligible grant partners.....	3
2.4	What kind of projects are we looking for?	3
3.	Funding arrangements	4
4.	Application and selection process	5
4.1	Main steps in the process	5
4.2	Key dates.....	6
5.	Step 1: Expression of Interest	6
5.1	Template and submission	6
5.2	Eligibility Criteria	6
5.3	Selection Criteria.....	7
5.4	Selection Process	8
6.	Step 2: Full Proposal	9
6.1	Development of proposal	9
6.2	Selection process	9
7.	Due diligence and grant award	10
7.1	Due diligence.....	10
7.2	Grant award	10
8.	Annex 1: Expression of Interest	11
8.1	Expression of Interest Template	11
8.2	Expression of Interest Appendix A: Terms and Conditions.....	13
8.3	Expression of Interest Appendix B: Application organisation registration documents.....	15
8.4	Expression of Interest Appendix C: “Commitment to Implement” letter	16

1. Introduction and background

This document is written for organisations interested in applying for funding under a new DaNa Facility grant window titled: *Myanmar: COVID-19 Challenge Fund*.

The DaNa team sees strong potential in using a “challenge fund” modality to mobilise the capacity and ingenuity of fintech and technology-savvy firms to support direct, firm-level responses to challenges posed by COVID-19 and the transition to a post-COVID-19 economic environment. The government has expressed strong support for the challenge fund and recognised DaNa’s current grants as innovative and impactful for local businesses and beneficiaries. The DaNa Facility proposes organising and managing a COVID-19 Challenge Fund (“CCF”) focused on solving COVID-19-related service delivery challenges, particularly for MSMEs, poor households, farmers, financial services providers, protective equipment, hygiene and medical supplies, and telemedicine. Grant funding complements the ongoing technical assistance DaNa Facility has been effectively providing to the government for four years, including the ‘COVID-19 Myanmar: Developing an Economic Assessment and Strategy’ technical assistance. Grant financing allows DaNa to have a greater impact and directly respond to the government’s request to revive local businesses, helping them recover from the pandemic.

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.

The DaNa Facility has been developing and implementing a range of activities in response to the COVID-19 pandemic, including this Challenge Fund.

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.

¹ See the 12-point Economic Policy of the Union of Myanmar issued by the Government in late July 2016. And the Myanmar Sustainable Development Plan launched in August 2018.

- 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.’ The DaNa Facility stresses flexibility in response to contextual challenges such as COVID-19.
- 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. Interventions aim to promote inclusive and responsible business practices through inclusive value chains, decent work standards, or policy dialogue/reforms, access to appropriate financial services, 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 DaNa Facility’s objectives as guided by the application templates.

1.4 Who is managing the DaNa Facility?

The DaNa Facility is managed by DAI Europe. The DaNa Facility’s office is in Yangon. Questions may be directed to info@danafacility.com. More information can be found at <http://www.danafacility.com/>.

2. Purpose of grant window

2.1 Background

As policymakers and commentators around the globe are coming to understand, the COVID-19 pandemic represents a short-term, extraneous shock that is impacting supply of goods and services, as well as demand. The pandemic is unrelated to a country’s, region’s or city’s economic activity, other than the fact that the spread of COVID-19 has been accelerated by globalization, the ease and frequency of international travel, relatively open borders, and other factors. For Myanmar, the most appropriate analogy to the coronavirus pandemic is Cyclone Nargis, another once-in-a-century natural event. Like Nargis, the coronavirus epidemic is revealing fundamental strengths and weaknesses in the economy.

The Government of Myanmar has announced the “COVID-19 Economic Relief Plan” (CERP) which seeks to mitigate the economic impacts posed by COVID-19, while establishing foundations that will facilitate Myanmar’s rapid and sustainable economic recovery. The CERP lays out a series of goals, and the one most relevant for the DaNa Facility is: **Goal 2: Ease the Impact on the Private Sector through Improvements to Investment, Trade & Banking Sectors**. This Goal recognizes that businesses are being seriously affected by the crisis, but also that businesses can be a critical part of the solution both in the immediate term and to facilitate a sustainable transition in a post-COVID-19 world.

We believe that the achievement of the ambitious CERP goals can be facilitated by financial technology in many cases. In particular, the government will likely require substantial assistance to design and deliver the programmes and specific activities referred to in general terms in the CERP. The DaNa Facility proposes a “challenge fund” modality to mobilize the capacity and ingenuity of the fintech and innovative community and to expand production of protective equipment, hygiene and medical supplies, and telemedicine to help operationalise key parts of the CERP.

COVID-19 Myanmar: Developing an Economic Assessment and Strategy. The DaNa Facility, International Trade Center, and United Nations Capital Development Fund, are implementing an ambitious technical assistance project to assist the government in responding to the real sector impacts of the COVID-19 crisis. In addition to regularly advising the Economic Remedy Committee on COVID-19 impacts and policy directions, the technical assistance team is also interacting closely with the Ministry of Planning, Finance and Industry (MoPFI) on the ambitious goals of the CERP, as well as the SME Center on enterprise-related issues. The COVID-19 Challenge Fund was formally proposed to these institutions in the inception report of the technical assistance project.

2.2 Focus of this request

The DaNa Facility is seeking applications from enterprises for projects or initiatives that demonstrate innovative, on-the-ground responses to COVID-19-related economic challenges. Solutions must address COVID-19 responses defined by the applicants themselves that fit within the broad spectrum of activities laid out in 2.4 below. Grants approved under the Challenge Fund will support promising initiatives to rapidly develop and implement their COVID-19 response activities.

2.3 Eligible grant partners

Profile of the applicant

The applicant should be able to demonstrate specialist experience and capability in the proposed areas of their project.

In addition to this technical specialization, 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;
- Possess prior 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);
- 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?

The CCF will be focused on solving service COVID-19-related delivery challenges, particularly for MSMEs, poor households, farmers, financial services and telemedicine providers, producing protective equipment, hygiene and medical supplies.

The CCF comprises **a grant window of £500,000 to support 5 to 10 innovative projects that can support implementation of activities in response to COVID-19, as well as supporting the ecosystem for inclusive business and impact investing in Myanmar.**

Indicative Types of Activities

1. Innovative private sector goods and services to support the COVID-19 health response: medical care, protective equipment, hygiene and medical supplies, and telemedicine. This could include ideas from Myanmar companies, or ideas innovated outside Myanmar that require adapting to the local context. It could include innovative ideas to identify and communicate locations where outbreaks of COVID-19 occur. It could also include working with Government to reach remote and vulnerable populations, such as those in rural areas or migrant workers overseas with official information and updates.
2. Adapting business models: supporting MSMEs to develop new approaches or change their business operations to deliver and reach clients online through digital commerce (goods and services), particularly where there is a strong inclusion case.
3. Innovative finance: including mobile banking for poor households to facilitate receipt of cash grants from Government, invoice financing, and other fintech products for MSMEs. This also supports Goal #2 of the CERP (identifying and pre-qualifying MSMEs qualifying for loan guarantees, via apps or other digital means, and potentially in cooperation/partnership with an MFI, bank, or cooperative); Identifying low-income households that qualify for direct cash grants; facilitating account opening and e-KYC for the same households in order to receive cash grants electronically. These solutions would directly support COVID-19 related financial challenges faced by businesses and households.
4. Supporting priority businesses (including agricultural businesses, factories and markets) to continue to operate by adapting the workplace and delivery models including hygiene and safety measures with large employment as a priority (technical assistance or smaller grants).
5. Reaching last mile and poor people (inclusive business models) to ensure they remain integrated into markets (focus on food, hygiene, health). Ideas could include using business distribution networks in rural Myanmar to deliver more goods and services including health information, products and services.

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

- An implementation plan for carrying out the COVID-19 response activities, with some preference for activities in regional centres, outside of Yangon.
- Details on how to measure the concrete results of the COVID-19 response activities, while not hindering rapid implementation.

Timing and location of projects

Projects will be carried out in Yangon and other parts of Myanmar ideally over six months, from May to October, with final dates to be confirmed.

3. Funding arrangements

The DaNa Facility will open a grant window of £500,000 to support 5 to 10 innovative projects that can implement activities under CERP goals #2, #4, and #5. Proposals must support rapid delivery of innovations, with an average of £50,000 per grant (smaller or larger grants will be considered with a

maximum of £100,000), with a co-investment or contribution required by the business. No more than 50% of the grant funds for each award will be disbursed based on actual expenses, with the remainder (or percentage thereof) disbursed upon achieving pre-agreed result indicators responding directly to the real sector impacts of the COVID-19 crisis.

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

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).

4. Application and selection process

4.1 Main steps in the process

This grant call for COVID-19 Challenge Fund to support COVID-19 response activities has a 'two-step' application and selection process:

- Step 1: Expression of Interest
- Step 2: Full proposal

The first step involves submitting an Expression of Interest of no more than 5 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 Expression of Interest, 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. Expressions of Interest will be evaluated by the DaNa Facility 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 DaNa Facility 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. **Not approved for funding:** Applicants will receive written feedback as to why they were not successful.

Expressions of Interest and full proposals will be reviewed on a rolling basis. 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 Key dates

Date	Activity
11 May 2020	<ul style="list-style-type: none">Call for Expressions of Interest launched via the DaNa Facility website
25 May 2020	<ul style="list-style-type: none">Last day for questions from applicants

5. Step 1: Expression of Interest

5.1 Template and submission

Expression of Interest

The Expression of Interest 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 Expression of Interest template (found in Annex 1) consists of the following sections:

Expression of Interest 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
Expression of Interest 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 Expression of Interest 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 25 May 2020. Responses to all questions will be posted on the DaNa Facility website shortly thereafter.

5.2 Eligibility Criteria

In completing Section B of the Expression of Interest 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	Proposed projects <u>must</u> clearly and directly respond to the stated purpose of the grant window, and must pertain to the required activities and outputs (see Section 2 above)

purpose of grant window	
2. Confirm legal status of organisations	<p>Applicants are required to provide evidence of the legal status of their organisations. This is to be provided in Appendix B.</p> <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 Expression of Interest 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
1. Institutional capacity and past performance (30%)	<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 capacity to provide COVID-19 response services. • 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).
2. Approach and methodology (30%)	<ul style="list-style-type: none"> • Outline the specific activities you would undertake to deliver the COVID-19 response activities. Provide timelines for these activities. Note, the ideal project duration is 6 months. • If possible, explain your interest in, and any plans for, expanding COVID-19 response activities outside of Yangon. Please provide details of any current activities outside of Yangon that you are carrying out. • Highlight key risks and assumptions and how will you manage them.
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 to address COVID-19 challenges. 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

Criteria and weighting	Guiding notes
	<p>expected. As appropriate, quantify: a) number of disadvantaged people/MSMEs that may benefit directly or indirectly; and b) any changes in income or livelihoods expected for disadvantaged people.</p> <ul style="list-style-type: none"> 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.
<p>4. Proposed budget (20%)</p>	<ul style="list-style-type: none"> Budget table: estimate showing the cost of all activities, over the duration of the project. 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 two pages in total.</p>
<p>5. Cross-cutting issues (10%)</p>	<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 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 Expressions of Interest will be first screened against the **eligibility** criteria before they are assessed against the **selection** criteria. The DaNa Facility will meet internally to discuss the Expressions of

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.

Interest, 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 prepare a full proposal in English. Applicants will be requested to pay particular attention to feedback received on their Expression of Interest. At this stage, detailed project budgets will be prepared, along with workplans and fully developed risk matrices and results plans.

The focus of this second step is showing 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 efficiently and effectively?
- Does the applicant have a sound project budget that is justified?
- Does the proposal represent good 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 10 pages (excluding annexes) that builds on the Expression of Interest, meets the same selection criteria and addresses feedback from the DaNa Facility.</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) • Risk matrix • CVs of key personnel • 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.

6.2 Selection process

All second step proposals will be reviewed, assessed and classified 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.

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.

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

8. Annex 1: Expression of Interest

8.1 Expression of Interest Template

Expression of Interest	
DaNa Facility grant window: <i>Myanmar COVID-19 Challenge Fund</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 Expression of Interest, 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 6 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 Expression of Interest 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 *Myanmar COVID-19 Challenge Fund*. This form covers the first step in the process, the Expression of Interest 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, Expressions of Interest 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 firm.)

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 DaNa Facility will review and score Expressions of Interest, 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 *Myanmar COVID-19 Challenge Fund* 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 an Expression of Interest/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 Expression of Interest, 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 Expression of Interest 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 Expression of Interest Appendix C: “Commitment to Implement” letter

Commitment to Implement:

DaNa Facility grant window for *Myanmar COVID-19 Challenge Fund*.

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	