ANNEX 1: DECLARATIONS

# Proposal submission declaration

**Submission date:** [insert the submission date]

**Subject:** Proposal for [insert the title of the grant/funding] in [name of country/city], CFP document ref. no. PRO LGPN 04-2024, dated 15 October 2024

We, the undersigned, declare that:

* 1. We have examined and have no reservations regarding the proposal documents, including any amendments thereto.
  2. We propose to implement the grant support project activities in conformity with the proposal documents, including the conditions provided in the instrument for agreement.
  3. We are willing to sign the agreement, using the relevant template provided in the Call for Proposals (CFP) document, along with the “General and Particular Conditions” of the instrument for agreement, without departure, qualification, amendment, limitation or exclusion, if we are selected as a result of this grant/funding process.
  4. We have no conflict of interest regarding any activity that, if we are selected for this grant/funding, would result in a conflict of interest with UNOPS.
  5. There is no judgement or pending legal action against us that could impair our operations in the foreseeable future.
  6. Our entity confirms that we, the applicant, and the consortium members (if any) identified have not been associated or involved in any way, directly or indirectly, with the preparation of the requirements and/or other documents used as a part of this grant/funding process.
  7. We embrace the principles of the [United Nations Supplier Code of Conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct), given that it originates from the core values of the Charter of the United Nations. We will observe the highest standards of ethics as required by UNOPS during the entire grant/funding process, as well as during any agreement that may result from this grant/funding process.
  8. We agree to respect the [Universal Declaration of Human Rights](https://www.un.org/en/about-us/universal-declaration-of-human-rights) and the [Principles of Partnership](https://unpartnerportalcso.zendesk.com/hc/en-us/article_attachments/360017914034/Principles_of_Partnership.pdf), endorsed by the Global Humanitarian Platform on 12 July 2007.
  9. We, nor the consortium members (if any), responsible for any part of any agreement that may result from this grant/funding process, have not been declared ineligible by UNOPS or in accordance with Article 1, “Applicant Eligibility”, of the [Instructions to Applicants](https://content.unops.org/service-Line-Documents/Infrastructure/Grant-Support-Call-for-Proposals-Instructions-to-Applicants_EN.pdf).
  10. We understand that UNOPS is not bound to accept the proposal evaluated based on the evaluation methodology provided in the CFP document or any other proposal that UNOPS may receive.

I, the undersigned, certify that I am duly authorised by [insert name of applicant] to sign this proposal and bind [insert name of applicant] should UNOPS accept this proposal:

| **Name:** |  | **Date:** |  |
| --- | --- | --- | --- |
| **Title:** |  | **Signature:** |  |

[Stamp this form with the official stamp of the applicant]

# Eligibility declaration

**Submission date:** [insert the submission date]

**Subject:** Proposal for [insert the title of the grant/funding] in [name of country/city], CFP ref. No. PRO LGPN 04-2024, dated 15 October 2024

| **Ref.** | **Critical area** | **Response** | **Comments** |
| --- | --- | --- | --- |
| **1** | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future; | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **2** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **3** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **4** | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a Implementing Partner that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **5** | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this grant/funding process and any agreement that may be awarded as a result of this process? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **6** | Does the entity or individual have a conflict of interest, as provided in the [Instructions to Applicants](https://content.unops.org/service-Line-Documents/Infrastructure/Grant-Support-Call-for-Proposals-Instructions-to-Applicants_EN.pdf), Article 3 “Conflict of Interest”, that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **7** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organisation; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **8** | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **9** | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **10** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | Select | [If the response is ‘Yes’, provide an explanation here.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this application.

I understand that engagement in any of the above critical areas does not automatically result in exclusion from this grant/funding process.

| **Name:** |  |
| --- | --- |
| **Title** |  |
| **Date:** |  |
| **Signature** |  |

**C. DECLARATION OF DUTIES AND RESPONSIBILITIES**

For the performance of administrative and financial duties within the project

I, the undersigned, as the applicant for the project titled [Insert Project Title], submitted for funding consideration under [Insert CFP Name], hereby declare that, in the event the project is approved, I will engage appropriate personnel to carry out the administrative and financial duties in accordance with the following principles:

1. Engagement of Qualified Personnel

I commit to engaging administrative and financial officers who are familiar with the project's objectives, scope, and expected outcomes, and who will be fully dedicated to performing their duties in compliance with the grant agreement and relevant laws.

1. Documentation Collection and Management

I will ensure that the engaged personnel responsibly collect and manage all necessary documentation for cost justification, including but not limited to:

* Invoices and bills
* Travel logs and expense reports
* Salary slips and other payroll-related documents that prove the fulfillment of legal obligations

1. Diligence and Adherence to Deadlines

I guarantee that the administrative and financial officers will work diligently, efficiently, and in adherence to set deadlines to ensure the accuracy and completeness of all financial and administrative obligations of the project.

1. Ensuring Compliance

Engaged personnel will be required to adhere to all grant agreement guidelines and ensure that all activities are in compliance with funding requirements, relevant laws, and regulations.

1. Reporting and Collaboration

I will ensure that the officers regularly report on their activities and collaborate with the project team to align all administrative and financial aspects with the project's objectives.

By signing this declaration, I confirm that I will take responsibility for engaging individuals who will effectively and efficiently perform the administrative and financial duties and that I will ensure their commitment and professionalism throughout the project's duration.

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IZJAVA O DUŽNOSTIMA I ODGOVORNOSTIMA

Za obavljanje administrativnih i finansijskih poslova u okviru projekta

Ja, dole potpisani/a, kao aplikant za projekat pod nazivom [Unesite naziv projekta], koji je podnet na razmatranje za finansiranje u okviru [Unesite naziv poziva za predloge], izjavljujem da ću, ukoliko projekat bude odobren, angažovati odgovarajuće osobe zadužene za obavljanje administrativnih i finansijskih poslova u skladu sa sledećim principima:

1. Angažovanje stručnog kadra

Obavezujem se da ću angažovati administrativne i finansijske službenike koji su upoznati sa ciljevima, obimom i očekivanim rezultatima projekta i koji će biti u potpunosti posvećeni obavljanju svojih dužnosti u skladu sa ugovorom o grantu i relevantnim zakonima.

1. Prikupljanje i vođenje dokumentacije

Osiguraću da angažovani službenici odgovorno prikupljaju i vode svu potrebnu dokumentaciju za opravdanje troškova, uključujući, ali ne ograničavajući se na:

* Račune i fakture
* Putne dnevnike i izveštaje o troškovima
* Platne listove (obracune zarada) i ostale dokumente vezane za isplate zarada kojim se dokazuje izvrsenje zakonskih obaveza

1. Savesnost i poštovanje rokova

Garantujem da će administrativni i finansijski službenici raditi savesno, efikasno i u skladu sa postavljenim rokovima, kako bi se osigurala preciznost i potpunost finansijskih i administrativnih obaveza projekta.

1. Osiguravanje usklađenosti

Angažovani službenici će biti dužni da se pridržavaju svih smernica ugovora o grantu i osiguraju da su sve aktivnosti usklađene sa zahtevima finansiranja, relevantnim zakonima i propisima.

1. Izveštavanje i saradnja

Osiguraću da službenici redovno izveštavaju o svojim aktivnostima, te da sarađuju sa projektnim timom kako bi svi administrativni i finansijski aspekti bili u skladu sa ciljevima projekta.

Ovom izjavom potvrđujem da ću preuzeti odgovornost za angažovanje osoba koje će efikasno i efektivno obavljati administrativne i finansijske poslove i da ću osigurati njihovu posvećenost i profesionalizam tokom celog trajanja projekta.

Ime aplikanta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Naziv projekta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potpis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_