# Annex A - applicant declaration

**Call for Concept Notes** **rEF. No. XXX/22**

The undersigned [insert name of the signatory of this form], representing the following legal entity [or entities in the case of a Consortium]:

* Full official name
* Official legal form
* Statutory registration number
* Full official address

Authorized to represent the organization / the Consortium (“the Applicant”), hereby submits the concept note for a Sub-Project with a duration of XX months and an estimated budget of EUR/USD/LOCAL CURRENCY XXX,XXX, aimed at implementing the Sub-Project on the terms laid down in the enclosed application.

The undersigned certifies that the information contained in this application is correct and complete.

## DECLARATION OF HONOUR

The undersigned [insert name of the signatory of this form], authorized legal representative of the organization / the Consortium, declares that the Applicant:

1. Is eligible to be considered for funding in accordance with the minimum requirements set out in the specific Call for Concept Notes;
2. Has the required financial and operational capacity to carry out the proposed Sub-Project;
3. Has not received any other funding to carry out the same activities or to finance the same costs which are the subject of this Call for Concept Notes;
4. Has acknowledged and accepted the terms and conditions outlined in the sample Sub-Project Agreement published on the IDLO website.

Further, the Applicant declares that it does not fall in any of the following grounds for exclusion:

1. The Applicant is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. The Applicant nor any persons having powers of representation, decision making or control over the Applicant have been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
3. The Applicant nor any persons having powers of representation, decision making or control over it have been the subject of a final judgment or a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour or trafficking in human beings or any other illegal activity detrimental to the interests or reputation of IDLO, its Member Parties or its donors;
4. The Applicant nor any persons having powers of representation, decision making or control over it have been the subject of a final judgement or of a final administrative decision for an irregularity affecting the financial interest of IDLO, its Member Parties or its donors;
5. The Applicant has not been the subject of a final judgement or of a final administrative decision establishing that it has created an entity under a different jurisdiction with the intention to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
6. The Applicant has not been created with the intention described in point v) above as established by a final judgment or a final administrative decision;
7. The Applicant is not guilty of misrepresentation in supplying the information required as a condition of participation in this Call for Concept Notes or fail to supply this information;
8. The Applicant regularly employs its employees, if applicable, and any person involved in the execution of the work to be performed under the present Call for Concept Notes according to national laws to which it is subject. The Applicant fully complies with laws and regulations in force also in terms of social security and labour law;
9. The Applicant has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award or the execution of the contract;
10. The Applicant has fulfilled all its legal obligations with regards to tax declarations and payments in its home country and must supply all the requisite certificates to that effect.

**The Applicant** **may be subject to rejection from this process and to exclusion if any statement or information provided as a condition for participating in this process prove to be false.**

Full Name Date Signature