

UN ROAD SAFETY FUND CALL FOR PROPOSALS 2019

APPLICATION FORM

Read the [Application Guidelines](#) carefully before filling in the Application Form. Do not modify the form's original format. Modified forms will not be accepted. Submission deadline is 6 Dec. 2019 (23:59 CET)

1. COVER PAGE

Project title	<i>Improvement of driver licensing system in Lao People's Democratic Republic</i>
Implementation organization(s)	Department of Transport, Ministry of Public Works and Transport (MOPT), Lao People's Democratic Republic
Participating UN Organization(s)	United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
Other partner(s)	Asian Institute of Transport Development (AITD), India Malaysia Institute of Road Safety Research (MIROS)
Beneficiary country(ies)	<i>Lao People's Democratic Republic</i>
Country category	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Low-Income <input checked="" type="checkbox"/> Middle-Income </div> <div> <i>indicate % of total cost: _____</i> <i>indicate % of total cost: _____</i> </div> </div>
Total budget including co-financing (in USD)	<i>620,000 including 50,000 co-financing (in-kind) from ESCAP</i>
Budget to be funded by UNRSF (in USD)	<i>570,000</i>
Estimated start date	<i>1 August 2020</i>
Estimated end date	<i>31 January 2022</i> <i>Amended to 31 January 2023</i> <i>Amended to 31 December 2023</i>
Duration (in months)	<i>18 months, 30 months</i> <i>Amended to 41 months</i> <i>(11-month extension this time)</i>
Project Amendment	<p>While work on the project continues, the implementation of the project has progressed slower than planned. All the activities indicated in the Project document have been delayed due to the following reasons:</p> <p>a) The imposition of travel bans and other measures to mitigate the spread of COVID-19 pandemic in Lao PDR further impacted the project as full closure of the driving schools did not allow necessary</p>

	<p>stakeholder consultation until March 2022. Furthermore, data collection related travel to the southern provinces of the country was not possible due to the restrictions which was imposed until March 2022.</p> <p>b) The Letter of Agreement (LoA) which was signed between ESCAP and the Implementing Partner, requires six studies to be conducted by the Implementing Partner prior to initiation of the procurement of an international consulting firm for the IT consultancy service. This was a part of due diligence in the project implementation. However, due to delay in the Government procedures to hire an independent consultant and for the independent consultant to conduct the required studies took more than one year to complete the process.</p> <p>c) Additionally, it took much longer than it had been anticipated obtaining the Government approval for the procurement process and to short-list six international joint venture companies in accordance with the Government procedure for further consideration. In early September 2022, Request for Proposals were invited to the short-listed joint ventures and in early October 2022, the proposals submitted by the short-listed joint venture companies were under review by the Implementing Partner. The selected consulting firm is scheduled to be on-board by the end of December 2022.</p>
Primary contact person <i>Name, title, e-mail and telephone</i>	Mr. Ishtiaque Ahmed Sustainable Transport Section, UN ESCAP ahmed200@un.org; Tel: +66 2288 1435
Submitted by	Mr. Weimin Ren Director, Transport Division, UN ESCAP [REDACTED] [REDACTED] [REDACTED]

2. EXECUTIVE SUMMARY

Provide a summary of the project by including the following: background and problem statement, proposed solution and approach, its intended impact, linkages/synergies with ongoing initiatives, implementation arrangements and finally possible scale-up/replication and noteworthy innovations (max 750 words).

Deaths and injuries due to road traffic crashes are a major challenge to sustainable development globally. Over 60 per cent of the global annual 1.35 million road traffic deaths occur in Asia and the Pacific, and the worst affected among them are the low- and middle-income countries.

Lao People's Democratic Republic has seen a surge in deaths and serious injuries as a result of road traffic crashes. Some 1,120 people were killed (equivalent 16.6 deaths per 100,000 population) on the roads in the country in 2016, according to WHO estimates. Road traffic injury was the leading cause of death in Lao People's Democratic Republic for 5-14-year old children and the second highest cause of deaths for 15-49-year olds. Furthermore, road traffic injury is the leading cause of disability in the country.

The country's road crash data has revealed that most of the road traffic crashes were results of reckless and careless driving. National road safety experts also identified that drivers were insufficiently educated and tested for key criteria like road safety awareness or skills obtaining driver licenses.

Against this background, the project will use the "safe system approach" to improve the driver licensing system nationwide, including introducing new standard curriculum and safety-based training materials for all 30 driving schools across the country; improved testing requirements; and an online application and testing system. Doing so will significantly contribute to a reduction in reckless driving as well as an improvement in the overall driving behaviours, thus avoiding a significant number of traffic crashes and deaths. International good practices and the relevant UN conventions will be followed as references during the development of the system. Through this project, new drivers will be educated with improved knowledge of road safety and tested prior to issuance of a driver license. It is estimated that at least 500 lives will be saved each year in the long run.

Over the last decade, Lao People's Democratic Republic had no national or international interventions related to improvement of driver licensing system due to high cost of the development and implementation and unavailability of the resources. The project is a priority area of the draft Road Safety Action Plan-2025 which was developed under the funding of the World Bank.

In the implementation of the project, ESCAP as the Participating UN Organization (PUNO) will guide the design of the project and coordinate its implementation. It will also provide technical and expert support to the lead implementing partner on the ground, the Department of Transport, Ministry of Public Works and Transport of Lao People's Democratic Republic, the national authority in charge of management of driver licensing. The Department of Transport will work in coordination and consultation with local stakeholders. Other organizations such as the Asian Institute of Transport Development (AITD, based in India) and Malaysia Institute of Road Safety Research (MIROS, the ASEAN Road Safety Centre) will provide expert and technical inputs, leveraging their expertise in other developing countries and the ASEAN subregion, respectively.

It is anticipated that the success of this project and its results, as well as the lessons learnt will be further replicated in other ESCAP member States, in particular those in the ASEAN region, which face the similar challenges.

3. PROJECT DESCRIPTION

3.1 PROBLEM STATEMENT

Explain how this project addresses a core road safety problem in the beneficiary country(ies) through the following questions: "what is the problem", "why does this problem exist?", "what effects does this problem have in terms of road fatalities and injuries?", "who is affected by the problem (including vulnerable groups such as children and women)?", and "why do beneficiary country(ies) need help in solving this problem?" (max 500 words).

Over the last decade, Lao People's Democratic Republic has seen a steady rise in its population, which has increased by about 20 per cent from 6.0 million in 2008 to 7.2 million in 2018. Over the same time period there has been a rapid escalation in the number of registered motor vehicles that have increased nearly 2.7 times: from about 768 thousand in 2008 to about 2.1 million in 2018.

At the same time, the country saw a surge in deaths and serious injuries as a result of motor vehicle crashes. Some 1,120 people were killed (equivalent 16.6 deaths per 100,000 population) on the roads in the country in 2016 according to WHO estimates.¹ Road traffic injury was the leading cause of death in Lao People's Democratic Republic for 5-14-year-old children and the second highest cause of deaths for 15-49-year-old age group. Furthermore, road traffic injury is the leading cause of disability in the country. With the national population continuing to rise, the situation is feared to worsen.

National data has shown that majority of road traffic crashes were results of reckless and careless driving. Between 2015-2018, 56 per cent of traffic citations issued by the law enforcement agencies were for speeding, careless and reckless driving. Furthermore, drivers are insufficiently educated, trained and tested for road safety awareness and skills prior to issuance of driver licenses. The testing and licensing requirements and processes are also not effective enough to ensure new drivers meet important safety criteria

Over the last 10 years, no interventions were implemented in Lao People's Democratic Republic to improve the driver licensing system, including due to the high costs for development and operation and scarce budget and resources in the country.

Against this background, this project is expected to improve the behaviours of drivers to drive safely through better training and testing in the process of licensing and ensure competency of drivers when issuing driving licenses. It is expected that Lao People's Democratic Republic will see improvement in safe and appropriate driving, and thus a significant reduction in number of road traffic crashes resulting serious injuries and fatalities. It is anticipated that lives of children and younger adults will be saved providing important benefits to the country.

3.2 PAST, ONGOING AND PLANNED PROJECTS

List the past, ongoing and planned projects that have been designed to address this or related problem(s). Justify the need for this project by explaining their gaps and shortcomings, as well as potential synergies with the proposed project (max 500 words).

There is no ongoing or planned project to address the existing challenge of a weak driver licensing system in Lao People's Democratic Republic. There was no mentionable project in the past 10 years. With support of the World Bank, Lao People's Democratic Republic prepared a draft Road Safety Action Plan for a period up to 2025. This proposed project aligns with one of the priority areas within the Action Plan.

3.3 PROJECT OBJECTIVE

¹ See <https://www.who.int/publications-detail/global-status-report-on-road-safety-2018>

In one sentence, state the objective (i.e., the overall intention) to be achieved at the end of the defined period through this proposed project.

To reduce road traffic crashes, injuries and fatalities in Lao People's Democratic Republic through improved road safety awareness and knowledge of all new drivers and introducing an online driver licensing system.

3.4 PROJECT STRATEGY AND RESULTS

Explain the overall project approach and strategy. List expected project results (i.e., expected outcomes and outputs). These results must be measurable and directly derive from project activities. Highlight population target groups as well as any innovative approaches. Briefly describe the implementation plan coherent with proposed activities with estimated time schedule (max 800 words).

The project will leverage the knowledge and experience from good road safety performance countries to improve the training of drivers with inclusion of safety education in addition to regular training of driving skills, incorporate safety education in testing requirements and develop online application and testing system to ensure compliance.

The project will follow the safe system approach to improve road safety in Lao People's Democratic Republic. The road safety related UN Conventions will be considered in the development of the documents and systems.

It is expected that the project will deliver new standard curriculum and safety-based training materials to all driving schools across the country, updated testing requirements to the driving licensing offices and online application and testing system. The new standard curriculum will be developed in consideration of the safe system approach of road safety and towards increasing road safety skills and knowledge of the drivers, resulting in a behavioural change of the drivers.

The curriculum, materials and online application and testing system will be applied to Savannaket Province as a pilot. Based on the experience and outcomes from the pilot and trial applications, the developed systems will be finalized and further applied throughout the country.

PROJECT OBJECTIVE:

To reduce road traffic crashes, injuries and fatalities in Lao People's Democratic Republic through improved road safety awareness and knowledge of all new drivers and introducing an online driver licensing system.

Expected outcome 1

New drivers have improved road safety awareness and knowledge through a new driving school curriculum in driver license trainings, and improved regulations for driver licensing

Output 1.1 New driver licensing training curriculum developed and approved by the Department of Transport

~~April 2021~~

March 2023

Output 1.2 The regulations related to driving licensing system have been reviewed and improved and approved by the Department of Transport

~~July 2021~~

March 2023

Expected outcome 2

An online application process for driver licensing and an online driving license testing system are in place, and relevant stakeholders know how to use and implement the new system

Output 2.1 An online application process for driver licensing and an online driver license testing system are in place

~~July 2021~~

July 2023

Output 2.2 Driver licensing relevant staff in the Department of Transport are trained as trainers (TOT) and become capable to have a trial run of the developed systems in one province (pilot programme)

~~September 2021~~

August 2023

Output 2.3 The newly developed on-line systems are finalized (based on pilot) and made available nationwide at the provincial level

~~November 2021~~

October 2023

Output 2.4 Relevant stakeholders in driver licensing process are well informed through knowledge exchange workshops and seminars

~~January 2022~~

December 2023

The project will be implemented by the Government authority in charge of management of driving licenses and oversight of driving schools, thereby confirming, the Government ownership and support to the project. The target group is all new drivers in the country.

The implementation plan is shown below:

3.5 COMPARATIVE ADVANTAGE

Describe your comparative advantage relative to other actors. Use key results and lessons learned from other projects that you have implemented to explain how you have added value so far. What is the unique solution that is being proposed by your organization? (max 500 words).

The Department of Transport, Ministry of Public Works and Transport is the national authority in charge of road traffic legislation and driving license management. It manages provincial offices for issuance of driving licenses and is an oversight authority of the driver training schools. All the project activities will be under the responsibilities of the Department as the lead implementing partner.

Established in 1947, ESCAP is the highest United Nations intergovernmental body on sustainable social, economic and environmental development in the Asia-Pacific region. With its long experience, as well as multi-dimensional and holistic approach, ESCAP is ideally placed to implement the project. ESCAP has implemented road safety projects in the developing countries in the region, including the early harvest United Nations Road Safety Fund project in the Philippines. Furthermore, ESCAP has a long and strong partnership with Lao People's Democratic Republic, supporting its development in through several means and thematic areas. ESCAP can also leverage its knowledge sharing networks and support future replication of the project in other similar developing countries or countries with similar needs in the region.

The Asian Institute of Transport Development (AITD) is an independent, not-for-profit organization devoted to capacity building, non-partisan research and regional cooperation in infrastructure sector with special focus on transport, trade and logistics. The Institute aims at promoting balanced, efficient, equitable and sustainable development and enjoys a special consultative status at the United Nations Economic and Social Council.² AITD will share its knowledge and experiences on road safety from other developing countries and contexts.

The Malaysia Institute of Road Safety Research (MIROS), which is the ASEAN Road Safety Centre will share its knowledge and subregional experiences from neighbouring countries and contexts.

3.6 CONSISTENCY WITH GLOBAL FRAMEWORK PLAN OF ACTION FOR ROAD SAFETY

I. Indicate the following:

- ☒ Road Safety Management
- ☒ Safe User
- ☐ Safe Vehicle
- ☐ Safe Road
- ☐ Post-Crash Response

II. Shade the relevant cell(s) of the figure below in gray to indicate which aspects the project will focus on:

² See <https://www.un.org/press/en/2002/NGO451.doc.htm>

Pillar \ Area	Legislation	Enforcement	Education	Technology	International Regulatory Support
	Road safety management				
Safe user	Traffic rules Drivers Cyclists Pedestrians	Lawful behavior ensured by police and inspectors	Awareness raising, training and examination	Supportive technology and equipment, rules reminders	UN RS legal instruments and resolutions, WP.1, SC.1, WP.15
Safe vehicle	Rules and standards for admission of vehicles to traffic	Certification and inspections by qualified inspectors	Awareness raising for users, training for inspectors	Supportive technology and equipment, compliance reminders	UN RS legal instruments and resolutions, WP.1, WP.29
Safe road	Standards for design, construction, maintenance and signage	Audit, assessment and inspection by qualified teams	Awareness raising for road managers, users, and for inspectors	Forgiving and self-explaining road design, intelligent road systems	UN RS legal instruments and resolutions, int. standards WP.1, SC.1
Effective post-crash response	Standards for data collection post-crash response and investigation	Oversight of rescue services, investigators investigating crashes	First aid and rescue service training, investigators training	Supportive technology and equipment	Consolidated resolution, int. standards, WP.1, SC.1

III. Explain how this project integrates the safety system principles and provides sustainable solutions to the root causes of the problem (max 300 words)

This project is directly related to Road Safety Management and the Pillar “safe users” and areas of “enforcement”, “education” and “technology”. The project focuses integration of safety awareness and skills in training and testing of drivers into the licensing process and the use of online application and testing to ensure effective compliance as an important sub-system of the overall national road safety system.

3.7 BENEFICIARY GOVERNMENT(S) ENDORSEMENT

Please confirm, if the project was requested and/or discussed with beneficiary government(s). If there is an explicit request or endorsement by the beneficiary government(s), please attach to the application

- ☒ Received
☐ Under discussion
☐ Comments: _____

3.8 EXPECTED IMPACT

Outline the likely quantitative impact of this project in the immediately following project conclusion and in the long-term towards reducing road fatalities and serious injuries.

IMMEDIATE IMPACT:

In the short-term, new drivers will have improved road safety awareness and knowledge through access to a new driving school curriculum in driver license trainings and improved regulations for driver licensing. The driver licensing system will be improved through the improved regulations in place. An

online application process for driver licensing and an online driver license testing system will be in place and the relevant driver licensing staff in the Department of Transport will be trained to become trainers. The newly developed online systems will be available nationwide at the provincial level by the end of the project. The relevant stakeholders will be consulted as well as trained through knowledge exchange events, helping improve awareness.

POTENTIAL LONG-TERM IMPACT:

In the long run, the project will be able to reduce road traffic crashes and fatalities in Lao People's Democratic Republic as a result of improved road safety awareness and knowledge among all new drivers through better training, as well as introducing an online driver licensing system. New trainee drivers will have improved road safety awareness and knowledge through access to a new driving school curriculum in driver license trainings and improved regulations for driver licensing and thus will have improved driving skills and road safety knowledge.

Targeted number of lives saved: 500 lives a year (50 per cent reduction) based on number of fatalities 5 years baseline statistics 2014-2018.

Targeted number of injuries avoided: 4,700 (50 per cent reduction) based on number of injuries 5 years baseline statistics 2014-2018.

Other targeted road safety impact(s) (please describe):

3.9 REPLICATION AND SCALE-UP

Describe how the project intends to sustain any achievements beyond the completion of the project. Specify the arrangements to scale-up and replicate results, as relevant (max 500 words).

As the outputs of this project will be improved training and licensing system for drivers in the country, the developed systems will continue to operate after completion of the project. Along with its active participation at ESCAP events and intergovernmental processes, Lao People's Democratic Republic is a member of the ASEAN Multi-sector Road Safety Special Working Group as well as of the ADB road safety group. Through these forums, the country will be able to share the experience from this project with other ASEAN and Asia-Pacific countries that are facing similar challenges in road safety.

To help further institutionalize project the results, the project will ensure that key technical information and training curriculums are embedded within the Department of Transport policies and practices so that these are utilized by the relevant stakeholders in long term.

The project will also be utilized to develop case studies to be shared with countries throughout the region by ESCAP, and more broadly through the UN Road Safety Fund Secretariat to encourage adoption of similar best practice approaches.

3.10 INDICATIVE BUDGET

See Annex I of Application Guidelines for description of UNDG budget categories

Object of expenditure		Notes	Requested from UNRSF (US\$)	Co-financing (US\$)
1.	Staff and other personnel costs	*ESCAP-consultants for the stakeholder workshop (5,000), for evaluation (10,000) and **co-financing- (in-kind) ESCAP staff time	15,000*	48,000**

2.	Supplies, commodities, materials	Computer laptop, Internet rental, Maintenance equipment and servers		
3.	Equipment, vehicles and furniture including depreciation	Equipment and furniture in the office		
4.	Contractual services	Printing -3000	3,000	
5.	Travel	10,000 (Total 6 person-trips to Lao PDR including 2-person trips by AITD and MIROS specialists and 2-person trips for promoting the project in international events by ESCAP staff) Consultant's travel 3,000	13,000	
6.	Transfers and grants counterparts	ESCAP grant to Lao People's Democratic Republic	500,000	
7.	General operating and other direct costs		1,710	2,000
Total project direct costs			532,710	
8.	Indirect support costs (7%)		37,290	
Grand total			570,000	50,000

4. PROJECT MANAGEMENT

4.3 RISK ASSESSMENT MATRIX

Please specify the key risks that can threaten the achievement of results through the chosen strategy and its assumptions. Describe how project risks will be mitigated, especially how potential adverse operational, social and environmental impacts will be avoided where possible and otherwise managed. Complete the table using the Risk Scoring Table in Annex II of Application Guidelines). Add additional rows, as needed.

Risk Assessment Matrix					
Key Risk	Likelihood (2-5, see Annex II in Guidelines)	Impact (1-5 see Annex II in Guidelines)	Score (L x I)	Control/Mitigation Measure ³	Mitigation Timeline
Scarcity of fully competent consultants	3	3	9	The Department of Transport will seek assistance of relevant organizations to recommend potential consultants and apply due diligence to select consultants	1-3 months
Governance risk	3	3	9	The civil society in Lao People's Democratic Republic will be involved from the beginning of the project for stakeholder consultation and feedback.	3-15 months
COVID-19 Pandemic risk	2	3	6	The Department of Transport will arrange alternate work modalities including virtual internal meetings and virtual stakeholder consultations.	1-12 months

3.3 MONITORING AND EVALUATION

In this section please outline the project's monitoring and evaluation plans. Provide information on when monitoring and evaluation will occur. Specify the type of evaluation that will take place.

The project will undertake monitoring and evaluation (M&E) activities in line with the requirements of UN Road Safety Fund and ESCAP Monitoring and Evaluation Policy and Guidelines 2017.

Specifically, the project will conduct the following ESCAP M&E activities:

- An internal monitoring system will be created. This will include: (1) a detailed workplan to be developed at the project inception that outlines the key activities, milestones, deadlines and responsibilities, (2) a budget implementation tracker, and (3) a methodology to measure the indicators.
- Periodic collection of monitoring data, including through a questionnaire for each capacity building activity (meeting and other events) to obtain feedback from participants on the relevance, effectiveness and efficiency of the project activities.
- An independent evaluation at the end of the project will be conducted in line with ESCAP M&E Policy and Guidelines. The evaluation will be conducted by an external consultant to assess the result achievements and performance of the project. A total budget of \$10,000 will be allocated to hire an independent consultant for this purpose for two work months. The evaluation will be designed and conducted in line with the United Nations norms and standards for evaluation.

³ Where risk factors are scored "high" or "very high" (score 9 to 25), mitigation measures must be addressed through actions that are planned and costed in the project budget, with immediate actions for risks scored at "Very High" (score 20 to 25).

In line with the Standard Memorandum of Understanding for the United Nations Road Safety Trust Fund using Pass-Through Fund Management the following reports will be submitted by ESCAP to the UN RSF secretariat:

- Financial report to the UN RSF Annual financial report as of 31 December of each year with respect to the funds disbursed to be provided by 30 April of the following year.
- Certified final financial statements and final financial reports to be provided no later than five months after the end of the calendar year in which the financial closure of the activities occurs.
- Narrative report to the UN RSF Annual narrative progress reports as of 31 December of each year to be submitted by 31 March of the following year. Final narrative reports, after completion of the activities in the approved programmatic document, to be provided no later than 30 April after the end of the calendar year in which the operational closure of the activities occurs.

4.1 IMPLEMENTATION ARRANGEMENTS

Explain roles and responsibilities of the parties involved in governing and managing the project, for example, the number of full-time and part-time staff. Outline any governance mechanisms that will be utilized or established.

Implementation at the national level will be carried out by the Department of Transport, Ministry of Public Works and Transport, Lao People's Democratic Republic. The Department is the lead agency for road safety and has responsibilities for vehicle registration and driver licensing, as well as the Provincial Departments of Public Works and Transport. Staff of the department will conduct data collection, surveys and analysis.

ESCAP will serve as the Participating UN Organization (PUNO) towards implementation of the project in collaboration with the implementing partner, which is the Department of Transport.

The Asian Institute of Transport Development (AITD) and Malaysia Institute of Road Safety Research (MIROS, the ASEAN Road Safety Centre), will be involved in knowledge sharing and jointly organizing a stakeholder workshop in Lao People's Democratic Republic.

4.2 PARTNERSHIPS

Specify the roles of implementation partners in the project and how they will be engaged. Will the project utilize the existing cooperation platform(s) to achieve and sustain results?

ESCAP will work with the Department of Transport, Ministry of Public Works and Transport, Lao People's Democratic Republic to implement the project. In this regard, ESCAP (subject to approval of its Grants Committee) will sign a Letter of Agreement (LoA) with the Government of Lao People's Democratic Republic towards implementation of the project.

ESCAP will also collaborate with AITD and the MIROS towards sharing of the knowledge as well as jointly organizing a stakeholder workshop. AITD and MIROS will not have any financial involvement in this project but will contribute their expert knowledge and advisory services to the project, such as through participation in key events and inputs to relevant documents. Their participations in the workshop will be funded by ESCAP.

The Department of Transport will also engage local civil society organizations, for example, local driver training schools and other private sector entities subject to approval of the Government.

Driver training schools across Lao People's Democratic Republic will be the partners and will be engaged for educating and training in terms of theory and practical for all drivers before applying for driver licenses.

5. STATEMENT OF COMPLIANCE

The undersigned certifies, following diligent inquiry, as follows:

1. Project Personnel⁴ have not engaged in any activity which would violate Sections III (Special Provisions Regarding Financing of Terrorism) or VII (Fraud, Corruption and Unethical Behaviour) of the Fund MOU, nor do there exist any circumstances which could reasonably be perceived to present a potential or actual conflict of interest⁵ on the part of the Applicant or its Implementing Partner(s), or any contractors, vendors or suppliers.
2. The Project (including related projects within a larger project or programme) shall not directly or indirectly (e.g., through Implementing Partners or third parties) engage or provide financial or personal benefit to, whether individually or by corporate ownership, participation or benefit, members of the Fund's governing bodies.
3. The Project (including related projects within a larger project or programme) is not currently engaged, nor shall it engage, in any relationship or arrangement, financial or otherwise, which may constitute a conflict of interest or a violation of Sections III or VII of the Fund MOU.
4. In managing and implementing Project activities, Project Personnel shall not seek or receive instructions from any Government or from any other authority external to the Applicant except as otherwise provided in the Project Documents and Governing Agreements.
5. It has disclosed all pertinent facts surrounding Project Personnel, and any relationship or arrangement, financial or otherwise, which may constitute a conflict of interest or a violation of the Fund MOU Sections III and VII [Attachment 1].
6. It has disclosed all complementary funding received, pledged or sought with respect to Project activities in item V. of the Project Proposal.

[Signature Block of Executive Officer or designate]

Attachment 1: Disclosure of Pertinent Facts

6. PROJECT SUBMISSION

⁴ "Project Personnel" shall mean any person or entity employed or engaged in any capacity with respect to the Project, including without limitation, employees, interns, volunteers, contractors, or vendors, whether engaged directly or through third parties including Implementing Partners.

⁵ "Conflict of interest" shall refer to circumstances where, by act or omission, a party's private interests or those of his or her family members, such as outside professional relationships or personal financial assets, interfere or appear to interfere with the proper performance of his or her professional functions or obligations to the contracting organization.

ARE ALL THE FOLLOWING ELEMENTS INCLUDED AND COMPLETED IN YOUR APPLICATION?

Section 1. Proposal Cover Page	<input checked="" type="checkbox"/> Yes
Section 2. Executive Summary	<input checked="" type="checkbox"/> Yes
Section 3. Project Description	<input checked="" type="checkbox"/> Yes
Section 4. Project Management	<input checked="" type="checkbox"/> Yes
Section 5: Statement of Compliance	<input checked="" type="checkbox"/> Yes
Letters of support from national counterparts	<input checked="" type="checkbox"/> Yes
Any other annexes (depending on application)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A