**APPLICATION FORM**

### Overview Information

|  |  |
| --- | --- |
| Name of the lead applicant: |  |
| Legal status of the lead applicant:[[1]](#footnote-2) |  |
| Name of proposed Digital Innovation HUB (DIH) (full name and abbreviation): |  |
| Number and names of partners that are actively involved in the proposal: |  |
| Area of specialisation of the proposed DIH:[[2]](#footnote-3) |  |

### Information on the Lead Applicant and Partners

|  |  |  |
| --- | --- | --- |
| Name of the lead applicant: |  | |
| Type of organisation | PROFIT | NONPROFIT |
| Address of the lead applicant: |  | |
| Date of incorporation: |  | |
| Primary business activities of Lead applicant |  | |
| Primary business activities of partners within the consortium: |  | |
| Contact person of the consortium (Name, last name and position; e-mail): |  | |
| Phone: |  | |
| Webpage of Lead applicant: |  | |
| Did the lead applicant already implement projects with some or all consortium partners in the proposal as part of a consortium? If Yes, please name up to 3 examples | No  Yes  Project title:  Partners:  Main funding:  Duration:  Project title:  Partners:  Main funding:  Duration:  Project title:  Partners:  Main funding:  Duration: | |
| Is the (lead) applicant or any of the consortium partners linked financially or personally with the DTC Nigeria project or GIZ Nigeria? | No  Yes (please describe below) | |
| Are there any potential conflicts of interest? Please refer to Section 15 of the “Application Guideline” for Conflict-of-Interest Definition. | No  Yes (please describe below) | |
| Are you currently receiving public funding or are you supported by any other international development cooperation partner? | No  Yes (please describe below) | |

### Consortium Information

|  |  |
| --- | --- |
| **Consortium Partner 1** | |
| Name: |  |
| Address: |  |
| Webpage: |  |
| Contact person (Name, last name, position, e-mail): |  |

|  |  |
| --- | --- |
| **Consortium Partner 2** | |
| Name: |  |
| Address: |  |
| Webpage: |  |
| Contact person (Name, last name, position, e-mail): |  |

|  |  |
| --- | --- |
| **Consortium Partner 3** | |
| Name: |  |
| Address: |  |
| Webpage: |  |
| Contact person (Name, last name, position, e-mail): |  |

|  |  |
| --- | --- |
| **Consortium Partner 4**[[3]](#footnote-4) | |
| Name: |  |
| Address: |  |
| Webpage: |  |
| Contact person (Name, last name, position, e-mail): |  |

*The DTC Nigeria project must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The project will not be held responsible in the event that it cannot contact an applicant.*

#### APPLICATION

#### General description of proposed Digital Innovation Hub

|  |  |  |
| --- | --- | --- |
| Name of proposed Digital innovation hub (DIH): |  | |
| Mission of proposed DIH: |  | |
| Vision of proposed DIH: |  | |
| Focus sector(s) of operation of proposed DIH: |  | |
| Technological focus of proposed DIH:  *(Several options can be selected)* | Additive manufacturing  Advanced or high-performance computing  Artificial intelligence  Big data, data analytics, data handling  Cloud computing  Communication networks  Cyber physical systems  Cyber security  Distributed ledger technology  Gamification  Industrial biotechnology  Interaction technologies  Internet of things  Internet services  Laser based manufacturing  Logistics  Automation | Micro/nano electronics  Mobility & Location based technologies  Nanotechnology  New media technologies  Organic and large area electronics  Photonics and imaging technologies  Quantum Computing  Robotics  Screens and display technologies  Sensory systems  Simulation, modelling and digital twins  Software as a service and service architectures  Virtual, augmented and extended reality  Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Target group / potential clients of services of proposed DIH: |  | |
| Main services provided by proposed DIH:  *(Several options can be selected)* | Community building  Skills, training, education  Strategy development  Ecosystem learning  Representation, promotion  Strategic R&D, contract research  Technical support on scale-up  Provision of tech infrastructure | Testing, measuring and validation  Incubator/Accelerator support  Access to finance  Project development  Offering housing  Specialized courses on ecosystem/technology/business, strategy development on topic education  Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Geographic area of activity of proposed DIH: |  | |

#### Context in which proposed DIH will operate

|  |
| --- |
| What is the context in which the proposed DIH will operate in, in terms of:   * set-up of your local innovation ecosystem (incl. gaps and opportunities) * initial situation in targeted sector(s), technological focus, range of services and needs of targeted groups by your proposed DIH * core issues to which proposed DIH will positively contribute. * challenges you are confronted with in order to achieve DIHs full functionality and mandate   (max. 1000 characters). |

#### Relevance

Identify and explain the relevance of your proposed DIH in terms of:

* identified problems/challenges in targeted sectors/area of operation/location/regional contexts,
* relevance to target group / users of services (clearly define and describe the target groups / users of services (profiles, needs, demands) and how the proposed DIH will be relevant to them), and
* relevance to the achievement of the goals of the Call for Proposal and the overarching DTC Nigeria project.

(max. 2000 characters).

#### Short background of proposed DIH

|  |
| --- |
| Please describe the background of your proposed Digital Innovation Hub in terms of:   * The story behind the proposed DIH * Area/Sector of operations and specialization * How will the DIH be organized (formal and legal structure) * Respective roles of the partners, * Years and existing references of previous activities and collaborations between the partners, if any * Already ongoing related services, actions and activities.   (max. 1000 characters). |

#### Relevant experience and current capacities of the applicant and partners

|  |
| --- |
| What are the past and current experiences of applicant and partners as well as current capacities, in terms of:   * Core staff knowledge base/skills set, infrastructures and equipment available for the organization(s) to provide the DIH's services (e.g. knowledge pool, testing and experimentation equipment and infrastructures, educational and dissemination facilities, multimedia equipment, labs, etc.) * Activities, assets, achievements/milestones and main contributions to be channeled towards proposed DIH, in the fostering of the DIH's activities * How do the partners cooperate and complement each other? * Previous experience of applicant and partners in similar initiatives * Cooperation & networking with external resources (experts and institutions) that are complementing missing skills and resources * Cooperation with target group/DIH-service users (MSMEs and others). Where possible, quantify and provide insights (location, sector, technology, etc). * Introduce core team with short professional profile, background, position and experience. * Describe how the proposed DIH will be managed and which of necessary management capacities are in place, and which are missing or need development/upscaling.   (max. 2000 characters). |

#### Role of fully functional DIH

|  |
| --- |
| In relation to described context and capacities of proposed DIH, please describe the specialization of your future fully functional DIH, its array of technological focus and services, and how they align with the four (4) main pillars (groups of services) as defined by AEDIB concept of Digital innovation Hubs, namely:   1. test before invest 2. skills and training 3. support to find investment 4. innovation ecosystem support and networking   Where possible under the 4 main pillars (groups of services), or separately, indicate DIH's contribution to **public benefit**, and especially to:   * Existing policies, strategies and activities, or synergies at local, regional and national levels. * Supporting MSMEs and entrepreneurs in overcoming their financial obstacles in their digital transformation processes. * Digital inclusion and other major societal challenges, such as gender and equal opportunities, environment and green economy, rural development or other social needs and opportunities in DIH and wider.   (max. 2000 characters). |

1. **Set-up and approach to become a fully functional DIH**

|  |
| --- |
| Describe your proposed approach to set up a fully functional Digital Innovation Hub in regard to:   1. Activities related to **organization, legal structure, management, institutionalisation and sustainability of proposed DIH**.   These activities should reflect how the proposed DIH will be organized and how its formal and legal structure will look like. Also, it should be indicated who its members will be, their activities, assets, main contributions expected to the DIH, roles to play in the DIH as organization, in the provision of services, and in the fostering of the DIH's activities. If the proposed DIH is a continuation of an already initiated activity on setting up DIH in Nigeria, explain how these activities are jointly integrating and complementing.   1. Activities related to development **of DIH’s services based on need of MSMEs and other users**. Describe overall knowledge base/skills set, infrastructures and equipment to be used by DIH for the organization and to provide the hub's services, such as knowledge pool, testing and experimentation equipment and infrastructures, educational and dissemination facilities, multimedia equipment, labs, etc. Define how services will be developed/upscaled, what is needed for them to be developed and where it can be sources, as precise as possible. Applicants should also define under which terms these services will be offered to the target group. 2. Communication and dissemination activities related to positioning of DIH as recognizable institution (one-point-of-contact) for support to MSMEs and other users in related digitalization and innovation frame of work. **Describe the communication and dissemination activities** (target groups, main messages, tools, and channels) you will/would perform to promote the DIH's activities and results maximizing their impact by reaching out to target groups and stakeholders, and the use and the benefits the DIH will have for citizens and their communities. Applicants may clarify how they will reach the target groups, relevant stakeholders, policymakers, and the general public, and explain the choice for the communication and dissemination channels. 3. Activities related to **establishment of synergies and complementarities on a level of DIH members, as well as on local, regional, national and international level**. List other relevant players, such as, technology hubs, universities, business incubators, suppliers, and others involved in ‘test before invest' services and/or mechanism of engagement, ‘skills & training' services and/or mechanism of engagement, as well as institutional and financial support by regional/national public and private bodies. Explain collaboration initiatives and agreements of interest established and to be established with others. Please describe how you would involve technology providers, start-ups MSMEs suppliers and other local actors such as investors and training providers to respond to the needs of the target groups. 4. Address any external barriers/obstacles/challenges that may determine the development of your project and limit the achievement of the expected impacts   Outlined activities should set up a realistic roadmap of the DIH's development in the following two (2) years.  It is crucial that the role of all internal and external partners is clearly defined, as well as what is feasible to be completed by the consortium itself with available resources they possess. In addition, it should be outlined where external support and what kind of support is needed from the DTC Nigeria project and other organizations. Elaborate on results that are realistic to be achieved in a 2-year timeframe in terms of digitalization and innovation, and how the activities of DIH will affect the target groups/beneficiaries. Quantify every result possible. Highlight possibilities to expand or upscale the work of proposed DIH in form of replicable practices to be fostered by others, as well as opportunities to influence local policies in the context of digitalization and digital innovations.  (max. 10.000 characters). |

#### Business model of proposed DIH

Describe how does the business model of proposed DIH intends to ensure the overall sustainability of DIH beyond the phase of support coming from the DTC Nigeria project.

Include information on any other fundraising and development approaches, that will be pursued to increase chances of long-term sustainability and functionality of the proposed DIH.

(max. 1000 characters).

#### Pan-African & European collaboration

|  |
| --- |
| What relevant collaboration does the applicant and partners already have or engaging that will be beneficial to the success of its DIH around Africa and/or Europe and how it considers materializing its participation in them.  (max. 1000 characters). |

#### Impact of proposed DIH

|  |  |  |
| --- | --- | --- |
| Indicator | Select answer | If YES, describe how will the impact of proposed DIH manifest. Please quantify/estimate, where possible (max. 300 characters): |
| Number of staff in public institutions trained on topics related to the MSME digitalisation (gender disaggregated) | YES  NO |  |
| Number of industry-specific training or dialogue events on the opportunities offered by innovation and digitisation. | YES  NO |  |
| *Number of MSMEs that took part in industry-specific training or dialogue events on the opportunities offered by innovation and digitisation.* | YES  NO |  |
| Number of MSMEs with improved knowledge of the opportunities offered by innovation and digitisation. | YES  NO |  |
| Number of innovative services provided by DIHs to MSMEs | YES  NO |  |
| Number of MSMEs using services of DIHs | YES  NO |  |
| Number of innovative activities applied by MSMEs through partnerships (number of women involved in joint initiatives/activities) | YES  NO |  |
| Number of innovative measures resulting from cooperation with scientific organisations have been piloted in MSMEs. | YES  NO |  |
| Number of new scientific collaborations between public and private sector organisations have been concluded | YES  NO |  |
| Number of international Research & Development collaboration and partnerships | YES  NO |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date Name of authorised person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp and signature of authorised person

### capacity to manage and implement actions (to be filled by lead applicant)

#### Experience in project realization

|  |  |  |
| --- | --- | --- |
| Year(s) of Experience | Number of Projects completed in the past 5 years | Estimated amount in revenue  (in millions NGN) in the past 5 years |
| Less than 1  1 to 3 years  4 to 7 years  7 years + | 0  1 to 5  6 to 15  16+ | 0 to 50  50 to 100  100 to 1000  1,000+  Unknown |

#### Financing Data

**Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organization, amounts in million NGN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net earnings or equivalent | Total balance sheet | Shareholders’ equity or equivalent | Medium and long-term debt (> 1 year) | Short‑term debt (<1 year) |
| 2017 |  |  |  |  |  |  |
| 2018 |  |  |  |  |  |  |
| 2019 |  |  |  |  |  |  |
| 2020 |  |  |  |  |  |  |
| 2021 |  |  |  |  |  |  |

#### Financing Source(s)

**Please tick the source(s) of the revenues of your organisation and specify the additional information requested**

|  |  |  |
| --- | --- | --- |
| Year  2021 | Source | Percentage (total for a given year must be equal to 100 %) |
| 1. | Sale of goods and/or services |  |
| 2. | Grant/Award (specify) |  |
| 3. | State/ Public Body (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | International Organization(s) (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Private Sector |  |
| 6. | Membership fees |  |
| 7. | Own sources |  |
| 8. | Other (please specify): …………… |  |
| 9 | Total | 100% |

|  |  |  |
| --- | --- | --- |
| Year  2020 | Source | Percentage (total for a given year must be equal to 100 %) |
| 1. | Sale of goods and/or services |  |
| 2. | Grant/Award (specify) |  |
| 3. | State/ Public Body (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | International Organization(s) (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Private Sector |  |
| 6. | Membership fees |  |
| 7. | Own sources |  |
| 8. | Other (please specify): …………… |  |
| 9 | Total | 100% |

|  |  |  |
| --- | --- | --- |
| Year  2019 | Source | Percentage (total for a given year must be equal to 100 %) |
| 1. | Sale of goods and/or services |  |
| 2. | Grant/Award (specify) |  |
| 3. | State/ Public Body (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | International Organization(s) (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Private Sector |  |
| 6. | Membership fees |  |
| 7. | Own sources |  |
| 8. | Other (please specify): …………… |  |
| 9 | Total | 100% |

|  |  |  |
| --- | --- | --- |
| Year  2018 | Source | Percentage (total for a given year must be equal to 100 %) |
| 1. | Sale of goods and/or services |  |
| 2. | Grant/Award (specify) |  |
| 3. | State/ Public Body (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | International Organization(s) (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Private Sector |  |
| 6. | Membership fees |  |
| 7. | Own sources |  |
| 8. | Other (please specify): …………… |  |
| 9 | Total | 100% |

|  |  |  |
| --- | --- | --- |
| Year  2017 | Source | Percentage (total for a given year must be equal to 100 %) |
| 1. | Sale of goods and/or services |  |
| 2. | Grant/Award (specify) |  |
| 3. | State/ Public Body (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | International Organization(s) (specify):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 5. | Private Sector |  |
| 6. | Membership fees |  |
| 7. | Own sources |  |
| 8. | Other (please specify): …………… |  |
| 9 | Total | 100% |

#### Number of Staff (full-time equivalent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualification of staff | Number in 2018 | Number in 2019 | Number in 2020 | Number in 2021 | Current number of staff  (in 2022) |
| University qualification |  |  |  |  |  |
| Two-year college |  |  |  |  |  |
| Secondary school |  |  |  |  |  |
| Skilled staff |  |  |  |  |  |
| Unskilled staff |  |  |  |  |  |
| Other |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

### capacity to manage and implement actions (to be filled by lead applicant)

Section IV of the application form (Partners) must be completed for each partner in the project. You must make as many copies of this table as necessary to create entries for each additional partner.

#### Description of the Partner(s)

|  |  |  |
| --- | --- | --- |
|  | | **Partner 1** |
| |  |  | | --- | --- | | Full name of the organisation: |  | | | |
| Address: |  | |
| Place of registration: | |  |
| Legal status/form:[[4]](#footnote-5) | |  |
| Contact person, position: | |  |
| Telephone number: Country code + city code + number | |  |
| Fax number: Country code + city code + number | |  |
| E-mail: | |  |
| Number of employees: | |  |
| Tax Identification Number | |  |
| Describe previous experience of the partner on similar initiatives (max. 400 characters): | |  |
| Describe history of cooperation with the lead applicant (max. 400 characters): | |  |
| Role of partner in the project (max. 400 characters): | |  |

**Important:**  **This application form must be accompanied by a signed and dated “Declaration of Partners” from each co-applicant.**

### DECLARATION OF PARTNERS

Partner(s) is/are authorizing the lead applicant <indicate name of organisation> to submit this proposal on his/their behalf to Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as well as to be his/their representative in all issues related to this call for proposal.

I/We have read and understood the “Guidelines for Application” of this call for proposal, as well as read and approved content of the proposal submitted to GIZ. I/We undertake to comply with the principles of good partnership practice.

In addition, I/We confirm the following: :

* I/We <indicate> (please indicate “am/are” or “am not/are not”) in conflict of interest with employees of GIZ country office in Abuja;
* I/We <indicate> (please indicate “am/are” or “am not/are not”) in conflict of interest with employees of GIZ project offices in Nigeria;
* I/We <indicate> (please indicate “am/are” or “am not/are not”) in conflict of interest with employees of The DTC Nigeria project.

*Take into account that conflict of interest can arise as a result of economic interests. If there is a conflict of interest in any of above-mentioned categories, please explain:*

<Explain the relationship and potential conflict of interest>

I/We declare that I/we will, without any delay, notify GIZ on any situation that might be considered as conflict of interest or situation that might lead to conflict of interest.

Additionally, I/we declare the following:

* The lead applicant and partners are not associated entities nor are directly linked by ownership.
* Partners in between themselves are not associated entities nor are directly linked by ownership.

|  |  |
| --- | --- |
| Lead Applicant | |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Stamp and signature: |  |
| Date and place: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Partner Applicant 1 | | Partner Applicant 2 | |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Position: |  | Position: |  |
| Stamp and signature: |  | Stamp and signature: |  |
| Date and place: |  | Date and place: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Partner Applicant 3 | | Partner Applicant 4 | |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Position: |  | Position: |  |
| Stamp and signature: |  | Stamp and signature: |  |
| Date and place: |  | Date and place: |  |

### DECLARATION BY THE LEAD APPLICANT

The applicant, represented by the undersigned, being the authorized signatory of the applicant in the context of the present call for proposals, representing all partners in the proposal , hereby declares that:

* The applicant certifies its legal status and the legal status of the partner(s) in accordance with the information provided in this Application form;
* The applicant and the partner(s) have the professional competences and qualifications specified in sections 6 and 7 of the “Guidelines for Application”;
* The applicant undertakes all obligations foreseen in the Application form and undertakes to act in accordance with the principles of good partnership practice;
* The applicant is solely responsible for the preparation, management, and implementation of the proposed activities with the partners and is not acting as an intermediary;
* The applicant and each individual partner will provide all necessary documents during participation in this call for proposal, should they be requested by GIZ.
* **The applicant fulfils all conditions for submission of a proposal, laid down in the “Guidelines for Application”;**
* Before being awarded financial assistance, the lead applicant is required to pass a record of commercial and legal eligibility check, which includes among other things:
  + Documentations for registration and/or incorporation
  + Most recent audited financial statements
  + Copy of audit report for any completed grant contract (if available)
  + Standard operating procedures in respect of
    - Finance and Accounts
    - Internal Control
    - Procurements/Contract award
  + Organisational chart/Hierarchy for the finance and Admin department/Unit
  + Most recent tax clearance certificate/ Tax exemptions
  + Evidence of recently awarded Grant in the last 2 years
  + Documented procedures that show the organisation has capacities to handle possible unintended adverse impacts in the following areas;
    - Environment
    - Climate
    - Conflict and context Sensitivity
    - Human rights
    - Gender Equality
* If decided to be awarded financial assistance, the applicant and all partners accept all contractual obligations as laid down in the offered contract.

The applicant confirms to have understood the “Guidelines for Application”, and has acted in accordance to instruction laid down in the document.

In addition, the applicant confirms the following:

* Applicant <indicate> (please indicate “is” or “is not”) in conflict of interest with employees of GIZ country office in Abuja;
* Applicant <indicate> (please indicate “is” or “is not”) in conflict of interest with employees of GIZ project offices in Nigeria;
* Applicant <indicate> (please indicate “is” or “is not”) in conflict of interest with employees of the DTC Nigeria project.

*Take into account that conflict of interest can arise as a result of economic interests. If there is a conflict of interest in any of above mentioned categories, please explain:*

<Explain the relationship and potential conflict of interest>

The applicant declares that he will, without any delay, notify GIZ GmbH on any situation that might be considered as conflict of interest or situation that might lead to conflict of interest.

Additionally, the applicant declares the following:

* The lead applicant and partners are not associated entities nor are they directly linked by ownership.
* Partners in between themselves are not associated entities nor are they directly linked by ownership.

Signed on behalf of the lead applicant:

|  |  |
| --- | --- |
| Name: |  |
| Organization: |  |
| Position: |  |
| Stamp and signature: |  |
| Date and place: |  |

### CHECKLIST

|  |  |  |
| --- | --- | --- |
| **BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Completed by the Applicant** | |
| **Name of proposed Digital innovation hub: <***indicate name>* |  | |
| **PART 1 – ADMINISTRATIVE COMPLIANCE** | **Yes** | **No** |
| 1. **The correct application form, prepared for this Call for Proposal, has been used.** |  |  |
| 1. **The application form is filled in using word-processing software, digitally readable and in English language** |  |  |
| 1. **The declaration by the lead applicant has been filled in and signed.** |  |  |
| 1. **The Declaration of partner/s has been filled in and signed by each partner** |  |  |
| 1. **Partnership agreement between the lead applicant and all partners in the proposal is signed and stamped by all partners and enclosed** |  |  |
| 1. **Supporting documents as part of the initial package of documentation (see section 14a “Guidelines for Application”) are prepared/obtained and enclosed.** |  |  |
| 1. **The application form and all supporting documents are in electronic form** |  |  |
| **PART 2 – ELIGIBILITY OF THE APPLICANT/DIH** | **Yes** | **No** |
| The proposed (physical) location for the Digital Innovation Hub is in Nigeria |  |  |
| The lead applicant has at least five (5) full time staff collaborators and the partnership consortium overall has at least ten (10) full time staff collaborators |  |  |

1. E.g. non-profit, governmental body, international organisation [↑](#footnote-ref-2)
2. Specialisation in applications and sectors that benefit strongly from the key digital technologies [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. E.g. non-profit, governmental body, international organisation [↑](#footnote-ref-5)