



## **Call for Proposals**

### **Framework**

### **Product Window**

**25 April 2024**

This Framework provides general guidance for all Call for Proposals within SDG Impact Finance Initiative's Product Window. Elements of this Framework may be specified by more detailed documents for each Call for Proposals.

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## Definitions

Capitalized terms used in the Guidelines have the meaning ascribed to them in this Section.

<b>Award</b>	The allocation or granting of a specific amount of funding to selected Candidates based on the evaluation of their Proposals.
<b>Award Notice</b>	Public announcement by SIFI of the CfP results and the Awardees. The Award Notice includes the Candidate's name and the total investment amount awarded by SIFI. Unsuccessful Candidates will remain anonymous.
<b>Awardee</b>	A Candidate selected to receive funding based on the successful submission of their Proposal.
<b>Call for Proposals ("CfP")</b>	Set of documents inviting shortlisted Candidates during CfP Process to submit a Proposal.
<b>Cancellation Notice</b>	Public announcement by SIFI to cancel the CfP Process.
<b>Candidate</b>	Person submitting an EoI/Proposal in a CfP Process.
<b>CfP Documents</b>	Request for Expression of Interest (RfE), CfP, including, potentially a Sideletter as well as any clarifications or amendments issued during the CfP Process.
<b>CfP Launch</b>	The official start of Stage-2, which begins when shortlisted Candidates are invited to submit their Proposals in response to a funding opportunity.
<b>CfP Notice</b>	The official start of Stage-1, which begins with a public announcement that provides information about the funding opportunity, including requirements and submission deadlines. It serves as an invitation for qualified Candidates to submit an expression of interest for evaluation and consideration.
<b>CfP Procedure</b>	Type of procedure (e.g., International Competitive Bidding) undertaken to select Awardees.

<b>CfP Process</b>	Process to select Awardees starting with the publication of a CfP Notice and ending with the Award Notice or Cancellation Notice of the CfP Process.
<b>Declaration of Undertaking</b>	Statement of integrity, eligibility and social and environmental responsibility as per the format provided in this Framework.
<b>e-procurement system</b>	Online platform to which Candidates must upload their EoI/Proposal.
<b>Evaluation Matrix</b>	A scorecard used for evaluating Candidates' EoIs/Proposals. This document serves as the basis for evaluation at each stage and contains the basis for the information presented in the Evaluation Report. The Evaluation Matrix is confidential.
<b>Evaluation Report</b>	Report prepared after each stage and submitted for approval to SIFI. The Evaluation Report is confidential.
<b>Executive Summary</b>	An Executive Summary (Form 1), not exceeding 2 pages, is to be submitted by Candidates in Stage-1 and Stage-2, including the key fund terms.
<b>Expression of Interest ("EoI")</b>	Set of documents submitted by a Candidate during Stage-1 in order to prove eligibility and qualification.
<b>Financial Proposal</b>	An overview on all commercial terms of the underlying fund.
<b>Fund</b>	Impact fund in which SIFI may invest.
<b>Interview</b>	Interviews with Candidates which takes place in Stage-2. The purpose of these Interviews is to enable deeper insights into Candidates' strategies, capabilities, and alignment with SIFI's objectives.
<b>Joint Venture ("JV")</b>	Association with or without a legal personality distinct from that of its members, of more than one Person where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are

jointly and severally liable for any contractual undertaking in the name of the JV.

<b>Key Person</b>	A natural person whose skills, qualifications, knowledge and experience are critical to the success of the proposed Fund, and whose curriculum vitae is considered during the CfP Process.
<b>Minimum Criteria</b>	Minimum requirements that must all be met by the Candidate in order to be eligible for participation in a CfP. Failure to meet a minimum criterion will result in the rejection of its EoI/Proposal.
<b>One-Envelope</b>	Requirement to submit the Technical Proposal and the Financial Proposal in one document / PDF file.
<b>Person</b>	Any natural or legal person.
<b>Proposal</b>	Set of documents submitted by a Candidate during Stage-2 to allow for an in-depth evaluation of the Candidate's application for funding. The Proposal consists of the Technical Proposal and the Financial Proposal.
<b>Request for EoI ("RfE")</b>	Set of documents published in Stage-1 inviting potential Candidates to submit their evidence of eligibility and qualification.
<b>Sanctionable Practice</b>	Any coercive, collusive, corrupt, fraudulent, or obstructive unlawful practice.
<b>Selection Criteria</b>	Criteria based on a point system to evaluate and compare all the EoIs/Proposals submitted by the Candidates.
<b>Sideletter</b>	A legally binding written agreement signed between the SDG Impact Finance Initiative and the Awardee that outlines specific requirements and rights pertaining to SIFI, which go beyond the standard set of legal documents for the Award. Whether a Sideletter is necessary will be determined by SIFI on a case-by-case basis.
<b>Stage-1</b>	First stage of a Two-Stage Selection Process. The purpose of Stage-1 is to verify the eligibility and qualification of Candidates and to identify the most promising Candidates for consideration in Stage-2.

<b>Stage-2</b>	Second stage of a Two-Stage Selection Process. The purpose of Stage-2 is an in-depth evaluation of the most promising Candidates' Proposals to identify the Awardees.
<b>Sub-contractor</b>	A Person to whom the Candidate subcontracts certain tasks.
<b>Technical Proposal</b>	A comprehensive proposal submitted by Candidates that outlines their strategy, team, pipeline, approach, methodology, reporting, etc.
<b>Tender Agent</b>	A Person appointed to manage the CfP Process, facilitating communication between the mandating authority (SIFI) and potential Candidates, and ensuring transparency and fairness throughout the CfP procedure.
<b>Two-Stage Selection</b>	The CfP process is divided into two consecutive stages: Stage-1 and the subsequent Stage-2.

## **(A) Background**

The SDG Impact Finance Initiative (SIFI) is a Swiss non-profit association established in 2021 by the Swiss State Secretariat for Economic Affairs (SECO), the UBS Optimus Foundation, the Credit Suisse Foundation, and the Swiss Agency for Development and Cooperation (SDC). In 2024, the Government of Luxembourg joined the association as a member and the UBS Optimus Foundation and Credit Suisse Foundation merged.

With the UN Sustainable Development Goals (SDGs) funding gap reaching USD 4 trillion annually, this initiative aims to advance the SDGs by mobilizing up to CHF 1 billion in private capital through innovative finance solutions and fostering collaboration between public and private partners. Its objective is to drive measurable progress in ODA-countries, as defined in the OECD's "DAC List of ODA recipients," with a focus on Least-Developed Countries.

Despite the growing interest in impact investing, several barriers hinder impact investors from effectively investing in developing countries. These barriers include: Small deal sizes and high associated deal costs; Cost of sourcing appropriate deals; Unfavorable risk-return profiles; Limited exit options; Lack of standardization – e.g., across social and environmental themes; High set-up costs; Scope for impact washing; Low sophistication and high cost of impact measurement methods; Information mismatch across complex impact investment value chains; Awareness gap with persistent misconceptions (e.g., regarding the scope for commercial returns) constraining the growth of the market.

In order to effectively address these challenges and create an enabling environment for impact investment at the scale required to accelerate progress in addressing the SDGs, SIFI has outlined the following fundamental objectives:

- support the design and development of innovative financial solutions addressing the SDGs through grant and seed funding, community building, and collaboration;
- scale and mainstream new impact investment solutions that contribute to measurable progress in developing countries towards the SDGs by mobilizing new financial capital and strengthening portfolio companies;
- raise awareness, improve framework conditions, and promote quality impact management practices to further enhance impact investment flows.

Philanthropic and public capital, being the most risk-tolerant forms of capital, play a crucial role in testing and developing new financing solutions for SDG investments, catalyzing their adoption before commercial viability. SIFI therefore provides grant and investment support to promising ideas for new financial mechanisms that have the potential to mobilize private

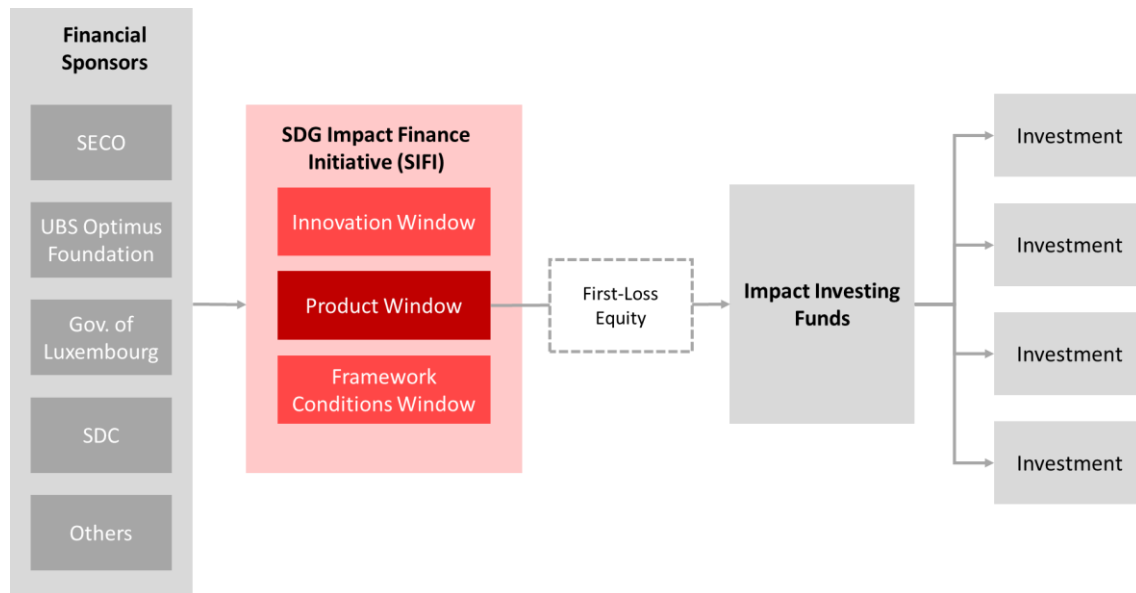


investment at the scale required to accelerate progress on addressing the SDGs. This support will be provided through three windows:

1. Innovation Window: providing grants to design and pilot ideas for new impact financing solutions that address the SDGs.
2. Product Window: providing catalytic finance, such as first-loss investments and guarantees, technical assistance and concessional capital to help enterprises scale up ideas with proof of concept.
3. Framework Conditions Window: providing grants for research and advocacy activities focused on strengthening the enabling environment for blended finance.

This Framework has been designed for the **Product Window**.

Figure 1: Support Structure with Emphasis on Product Window



## **(B) Principles**

The Framework outlines the following fundamental rules of SIFI's CfPs:

- **Fairness:** All eligible Candidates shall be given equal opportunity to participate in the CfP Process;
- **Ethics:** CfP Processes shall be carried out on the basis of ethical principles that adhere to the highest standards of social, environmental, and legal integrity;
- **Competition:** CfP Processes shall be carried out on the basis of competitive bidding. The procedure chosen for a CfP must maximize the number of potential Candidates;
- **Transparency:** The CfP Process shall be thoroughly documented. All parties involved shall have the right to access relevant information, including documentation related to the scope of works, CfP Process, decision-making procedures, and timing;
- **Confidentiality:** All CfP Process-related information is confidential. Only the parties involved shall have access to the relevant information in accordance with their respective right to information;
- **Accountability:** SIFI shall be accountable to its Board, Donors and the General Assembly for the proper use of SIFI funds. It shall respond to reasonable requests for clarification of decision-making procedures and justification for CfP decisions, as well as provide reports on how SIFI funds have been used.

## **(C) Participation**

### **1. Eligibility Criteria**

Candidates (including all members of a JV and proposed or engaged Sub-contractors) shall not be awarded funding if, on the date of submission of their EoI/Proposal or on the intended date of Award, they:

- are not a legally established entity;
- are bankrupt, being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation;
- have been (i) convicted by a final judgement or a final administrative decision or subject to financial sanctions by Switzerland and/or the United Nations and/or the European Union for involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually

controlled by natural or legal Persons which themselves are subject to such convictions or sanctions and/or (ii) convicted by a final court decision or a final administrative decision by a court, authorities in Switzerland or the European Union for Sanctionable Practice during any CfP Process or the performance of any mandate or for an irregularity affecting the mandator's interests, unless they provide supporting information together with their Declaration of Undertaking which shows that this conviction is not relevant in the context of the respective mandate;

- have been subject, within the last five years, to a termination fully settled against them for significant or persistent failure to comply with their legal obligations, unless (i) this termination was challenged and (ii) dispute resolution is still pending or has not confirmed a full settlement against them;
- have not fulfilled applicable fiscal obligations regarding payments of taxes either in the country where they are constituted or in Switzerland;
- are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individuals available on the World Bank's website or that of any other multilateral development bank, and cannot demonstrate with supporting information along with their Declaration of Undertaking that the exclusion is not relevant in the context of the relevant mandate;
- have given a misrepresentation in supplying the information requested as condition of participation in the CfP Process;
- qualify as a development financial institution, multilateral development bank or similar.

## **2. Conflict of Interest**

Candidates (including all members of a JV and proposed or engaged Sub-contractors) are not eligible to participate if they:

- have a business or a family relationship with SIFI's staff involved in the CfP;
- are controlled by or control another Candidate or are under common control with another Candidate, receive or grant subsidies directly or indirectly to or from another Candidate, have the same legal representative as another Candidate, maintain direct or indirect contacts with another Candidate which allow them to have or give access to information contained in the respective Eols or Proposals, to influence them or influence the decisions of SIFI.

### **3. Sanctionable Practice**

SIFI reserves the right to take any appropriate action to check for ethical standards and to reject a Proposal for Award if, during the CfP Process, the recommended Candidate for the Award has engaged in Sanctionable Practices, either directly or through an agent, with the intention of being awarded the funding.

### **4. Environmental, Social and Governance Standards**

SIFI requires that Candidates adhere to international best-practice environmental, social, and governance (ESG) standards within their operations. In this context, Candidates shall adhere (as a minimum) to the International Finance Corporation's Performance Standards (IFC PS) and the International Labour Organization's (ILO) Fundamental Conventions.

### **5. Declaration of Undertaking**

The Awardee (including all JV partners) shall observe the highest standard of ethics and respect of ESG standards during the CfP Process and thereafter. SIFI requires Candidates to provide a duly signed Declaration of Undertaking as part of this CfP Process as well as a Sideletter. If the Declaration of Undertaking is not provided or if a Candidate fails to comply with the included declarations or commitments, SIFI reserves the right to reject the EoI/Proposal of such a Candidate, or to terminate the Award.

## **(D) Process**

### **1. CfP Procedure**

All CfP Processes are subject to International Competitive Bidding (ICB) as a standard procedure. This involves internationally publishing the CfP Notice to attract entities globally to participate in the CfP Process.

### **2. Evaluation Method**

All CfP Processes follow the Quality and Cost-Based Selection (QCBS) method attributing 50 % weight to the Technical Proposal, 10 % to the Financial Proposal and 40 % to the Interviews unless otherwise specified for the respective CfP.

### **3. Selection Process**

All CfP Process shall follow a Two-Stage Selection Process.

In Stage-1 Candidates are invited to submit an EoI. The EoI submitted by the Candidates will be evaluated based on the qualification criteria defined in the Request for Expression of

Interest (RfE) through a preliminary assessment. These qualification criteria will comprise Selection Criteria and Minimum Criteria. The most-promising Candidates from Stage-1 are shortlisted for Stage-2.

In Stage-2 the shortlisted Candidates are invited to submit a Proposal. Both the Technical Proposal and the Financial Proposal submitted by the Candidates will be evaluated based on the qualification criteria defined in the Call for Proposals. Once the Proposals have been evaluated, Candidates may be invited to an Interview during which they will have the opportunity to present their proposal.

All costs related to the preparation of EoIs and Proposals shall be borne by the Candidate.

#### **4. Submission Format**

All CfP Processes shall follow a one-Envelope submission process. This requires Candidates to submit their Technical Proposal and their Financial Proposal in one single document (pdf).

#### **5. Award Volume and Minimum Funding Requirement**

SIFI may allocate the full amount in a CfP Process to one selected Candidate or split it among several selected Candidates. Therefore, the Candidate shall mention in its EoI and its Proposal the minimum amount required from SIFI in CHF in order to be viable (i.e. the candidate may indicate a minimum amount to be received from SIFI if selected).

### **(E) Preparation of EoIs and Proposals**

#### **1. Language**

EoIs and Proposals shall be prepared in the English language. The same requirement applies to the Fund's legal documents between SIFI and the Awardee, which shall be signed and binding in the English language only.

#### **2. Joint Ventures**

The Candidate has the option to form a Joint Venture (JV) with national and/or international entities to enhance their qualifications and capabilities, either under an existing JV Agreement or with the intent to enter into such an agreement supported by the Declarations of Association. In the case of a JV, all members shall be jointly and severally liable for the execution of the contract.

If the Candidate is a JV, the Candidate shall nominate an authorized representative who will have the authority to conduct all business on behalf of the Candidate and all its members. This authority extends to the Stage-1 process, Stage-2 process (if the Candidate submits a Proposal), and across the lifetime of the Award. The authorization shall be in the form of a written power of attorney.

The Candidate may engage Sub-contractors, whose relationships with the Candidate are contractual, and who are not held jointly and severally liable for the execution of the contract. Sub-contractors shall not be engaged by multiple Candidates.

The Candidate shall ensure that its staff, Joint Venture members, Sub-contractors, agents (declared or not), service providers, suppliers and/or their employees meet the requirements on eligibility and conflict of interest as established hereunder.

The Candidate, including individual members of any JV, may submit more than one EoI/Proposal by proposing different funds under the same Candidate's name. However, the Candidate is required to submit a separate EoI/Proposal for each proposed fund.

### **3. Key Persons**

With the submission of the Proposal, the Candidate confirms the unrestricted availability of the proposed Key Persons in accordance with the requirements defined in the CfP Documents in the case of Award. After finalization of the evaluation and before Award or any pre-award discussions, whichever is first, SIFI shall request the Candidate proposed for Award to confirm the availability of the proposed Key Persons.

Should any of the proposed Key Persons become unavailable during the initial Proposal validity period for duly justified reasons beyond the control of the Candidate (e.g., accident or sickness), the Candidate shall propose an alternative expert with an equal or better qualification. If the replacement Key Person's qualification is not equal or better than the qualification of the initially-proposed person, the Proposal shall be rejected. If an extension of the Proposal validity period becomes necessary, Candidates shall be requested to reconfirm the availability of the Key Persons along with their response to the extension request by SIFI. At this stage Candidates shall be allowed to propose replacement Key Person(s) without justification. The replacement Key Person(s) shall have equal or better qualifications otherwise the Proposal shall be rejected.

#### **4. Fund Structure and SIFI's role**

Candidates are required to submit a diagram illustrating the inflow of SIFI capital, investment tranches (e.g. proportional split between senior and junior tranche, or between first loss equity and commercial equity) and expected returns. This diagram is mandatory for any structured fund to provide a clear understanding of the fund's structure and the strategic use of SIFI capital. Non-structured funds shall explicitly mention that they are non-structured.

#### **5. Additionality**

Additionality is a very important principle for SIFI. Candidates must clearly demonstrate, explain and justify (i) how their fund is additional and (ii) how SIFI's funding is additional in terms of:

- **Impact Creation:** Candidates are required to outline their methodology for generating impact that would not have been achieved without the fund's intervention, using a Theory of Change (ToC) and impact Key Performance Indicators (KPIs) aligned with the SDGs. The ToC shall explain the causal pathways through which project activities will lead to desired outcomes, and describe the financial and non-financial activities done to create impact with their fund (e.g. active ownership, technical assistance). Additionally, the identified KPIs shall enable quantifiable measurement of progress towards SDG-related impact areas.
- **Private Sector Mobilization:** SIFI's main objective is to mobilize the private sector to finance the SDGs. Therefore, the Candidates shall explain the extent to which SIFI investment mobilizes private financing that would not have come to market in the absence of the fund. This shall be provided through a methodology detailing how the Candidate aims to mobilize private sector investors. Such a methodology shall include (but not limited to) the fundraising strategy, the types of investors approached, the role of the private and public investors in the fund. If applicable/possible the methodology shall also include the track-record of the Candidate with private sector investor mobilization in earlier funds.

### **(F) Submission**

#### **1. E-procurement system**

SIFI uses an online e-procurement system that allows Candidates to electronically submit their documents. The platform will not allow EoIs/Proposals to be submitted after the

submission deadline. Delivery via physical means or email will not be considered. It is recommended to upload the documents well ahead of the deadline to avoid last-minute technical difficulties.

Candidates are requested to select a contact person and should communicate the following information to the Tender Agent via email at least 14 calendar days prior to the submission deadline:

Candidate Name (full legal name)	
Main Contact Person Name	
Main Contact Person Email Address	
Main Contact Person Phone Number	

After all Candidates have designated their main contact persons, the Tender Agent will proceed to register these individuals with the e-procurement provider. Approximately one (1) week before the submission deadline, the Main Contact Person of all Candidates will receive an email containing the login information necessary for uploading their EoI/Proposals. Only the designated Main Contact Person will be registered with the e-procurement provider and can upload the documents into the e-procurement platform. It is recommended that the contact person familiarizes him-/herself with the e-procurement system before the deadline.

## **2. Deadlines**

To provide sufficient time for Candidates to prepare their EoIs/Proposals, the minimum time periods for submission shall be as follows:

- The time for EoI preparation is 30 calendar days;
- The time for preparing the Technical and Financial Proposal is 45 calendar days.

In exceptional circumstances, the minimum time for the preparation of an EoI or Proposal may be increased – for instance, in the event that intensive clarifications or amendments are necessary, an extension to the deadline may be granted. Such extensions will be applicable to all Candidates.

EoIs/Proposals received after the submission deadline shall be rejected unless the late submission was due to events of force majeure, such as natural disasters. Late submission caused by technical issues are not considered as events of force majeure.



## **(G) Evaluation**

### **1. Stage-1 Evaluation**

The preliminary examination aims to verify the eligibility of the Candidates and the substantial completeness of EoIs/Proposals, as required by the CfP Documents, before proceeding with the detailed evaluation. EoIs/Proposals from non-eligible Candidates or those that are not substantially complete will be disqualified.

Following the preliminary examination, the next step is the evaluation of the Candidate's EoI. The evaluation will be conducted using an Evaluation Matrix which contains the criteria outlined in the Stage-1-document. EoIs are considered qualified if they achieve at least a score of 70 points out of 100.

The evaluation of the EoIs focuses solely on the respective Candidate and shall not take into account any qualifications of its subsidiaries, parent entities, affiliates or any other Person different from the Candidate, unless they are associated in the form of a JV with joint and several liability, or as a Sub-contractor as described below. In exceptional cases, a Candidate with an insufficient financial track record, such as a start-up, can demonstrate its financial qualification by presenting a legally binding letter of comfort from a financially sound parent company (to be provided as evidence).

The qualification of Sub-contractors is generally considered. In case the qualification of a Sub-contractor shall be considered, the Candidate must include the relevant performance of the Sub-contractor in their EoI/Proposal.

### **2. Stage-2 Evaluation**

Around five Candidates with the highest ranking in Stage-1 will be invited to Stage-2. The evaluation of the Candidate's Technical and Financial Proposal will be conducted using an Evaluation Matrix which contains the criteria outlined in the Stage-2-document.

The evaluation of Technical Proposals aims to assess the extent to which the Proposal fulfills the criteria specified in the CfP Documents. Technical Proposals are considered qualified if they achieve at least a score of 70 points out of 100.

The evaluation of the Financial Proposal aims to ensure a reasonable price-product-alignment. Candidates shall provide all commercial terms of the underlying fund, including a comprehensive list of the fund's expenses and a detailed breakdown from the Candidate concerned. If the Candidate fails to provide satisfactory answers to the request for

clarification or if the detailed breakdown reveals inconsistencies between the Technical Proposal and the Financial Proposal, leading to reasonable doubts about the Candidate's ability to deliver the required performance on the proposed terms, the Proposal in question will be rejected.

The evaluation of Interviews aims to gain deeper insights into Candidates' strategies, capabilities, and alignment with SIFI's objectives. Each interview shall last approximately one hour, including a brief presentation of the Proposal and a question-and-answer session. The Interviews will be recorded.

The overall score in Stage-2 will be calculated by summing all points in the Technical Proposal, the Financial Proposal and the Interview. The Investment Committee has the full discretion to change the ranking of Candidates by overruling the score in the Evaluation Matrix. The Investment Committee recommends a ranking of Candidates and funding allocation to the Executive Board which takes the ultimate decision.

### **3. Scoring System**

The scoring system for the evaluation of Eols/Proposals is based on Minimum Criteria and Selection Criteria.

Minimum Criteria are requirements that must be met by the Candidates. If a Candidate fails to meet one Minimum Criterion, its Eol/Proposal will be disqualified. Candidates have to confirm that they fulfil the Minimum Criteria in Stage-1 and must re-confirm this at Stage-2. If a candidate no longer meets the minimum criteria in Stage-2, they will be disqualified.

Selection Criteria serve to grade the Candidates who fulfil all Minimum Criteria. The Selection Criteria are based on a point (scorecard) system to evaluate, rank and compare all the Eols/Proposals submitted by all qualifying Candidates.

## **(H) Communication**

### **1. General**

Correspondence between SIFI (represented by the Tender Agent) and (potential) Candidates throughout the various stages of the CfP Process shall be in writing only.

### **2. Confidentiality**

SIFI will handle information concerning the examination, clarification, and evaluation of Eols/Proposals in a manner that prevents disclosure of their contents to any other (potential) Candidate or unauthorized parties. This confidentiality will be maintained until SIFI

communicates the results of the evaluation of Eols/Proposals. However, while information related to the results will be disclosed, the contents of Eols/Proposals will remain confidential.

### **3. Publication**

SIFI shall publish the key information (i.e., Framework, Stage-1 document, Stage-2 document, Award Notice, Cancellation Notice) about the CfP Process on its website (primary source). Information about SIFI's CfP Process may also be published on other media and platforms. The information published on SIFI website will prevail in case of any discrepancies.

### **4. Clarifications**

Candidates may submit requests for clarifications regarding the CfP Documents during Stage-1 and Stage-2 up to 14 calendar days before the submission deadlines. All clarification requests must be submitted in writing and sent by email to the Tender Agent. SIFI's responses to clarification requests will be communicated in writing. Responses will be shared simultaneously by email with all registered Candidates and may be published on SIFI's website. Inquiries by Candidates submitted less than 14 calendar days before the submission deadline or not provided in writing by email to the Tender Agent will be disregarded.

To facilitate the examination, evaluation, and comparison of Eols/Proposals, SIFI may, at its discretion, request clarifications from Candidates and provide them with a reasonable time to respond. Clarifications submitted by a Candidate that are not in response to a request from SIFI will not be considered. Requests for clarification and the corresponding responses from SIFI and the Candidate must be provided in writing. No changes, including voluntary price adjustments or modifications to the substance of the Proposal, shall be requested, except for the correction of arithmetic errors identified by SIFI during the evaluation of the Proposals, in accordance with the CfP Documents.

### **5. Stage-1 Results to Candidates**

SIFI will notify the shortlisted Candidates at the end of Stage-1 about the results and invite them to submit their Proposals within Stage-2. Candidates who have not been shortlisted shall also be notified. SIFI will not publicly publish the names the Candidates in Stage-1; neither of the shortlisted Candidates, nor of the unsuccessful Candidates (which will stay anonymous). Candidates shall be aware that they may not be able to request the full investment available from SIFI, and they may have to accept the minimum amount required from SIFI in CHF in

order to be viable. SIFI remains free to allocate the amount of the investment (i.e. SIFI remains free to allocate the investment amount at its own discretion).

## **6. Stage-2 Due Diligence Process**

Before entering in pre-award discussions, a due diligence process shall be conducted. This stage includes reviewing all the information submitted in Form 10, Form 11, and Form 12. These documents provide important insights into the Candidates. This process shall ensure accuracy and transparency, aligning with SIFI's objectives and standards, while mitigating risks. Shortlisted candidates and successive final awardees will have to complete further operational due diligence checks in line with SIFIs Risk Framework. Any investment decision from SIFI will be contingent upon the successful completion of all due diligence and legal review and documentation.

## **7. Stage-2 Pre-Award Discussions**

Discussions may be held with the highest-ranked Candidates after the final Proposal evaluation, prior and after to the Award Notice. Pre-award discussions are not legally binding. Any outcome of the discussions should be integrated into the Sideletter or another legally binding agreement. In the case of failure of the pre-award discussions with one of the highest-ranked Candidate, the SDG Impact Finance Initiative may enter into pre-award discussions with the next ranked Candidate.

## **8. Stage-2 Results to Candidates**

Upon completion of the pre-award discussions at the end of Stage-2, SIFI will inform all shortlisted Candidates in writing about the results of the CfP Process. The information sent to the Candidates shall include the names of the Awardees (including all JV members and Sub-contractors, if any) and the amounts awarded.

Candidates shall be aware that the actual SIFI investment and contracting are subject to finalization satisfactory operational Due Diligence.

## **9. Stage-2 Publication**

Upon completion of the CfP Process, SIFI will publish the results on its website and on other media and platforms as deemed necessary. SIFI will only publish the names of the final Awardees, i.e. all non-successful Candidates within Stage-2 will stay anonymous.

## **10. Debriefing**

After the publication of the results of the CfP Process (or the cancellation of the CfP Process) in Stage-2, unsuccessful Candidates may make a written request to SIFI for a debriefing. A timely and meaningful debriefing will be provided to the Candidate, explaining the reasons why the Proposal was not selected. The debriefing will not include any confidential information, such as details about other Candidates' Proposal content. No debriefings are provided in Stage-1.

## **11. Cancellation**

SIFI reserves the right to accept or reject any EoI/Proposal, to cancel the Stage-1 and/or Stage-2 procedure, and to reject all EoIs/Proposals at any time, without incurring any liability to the Candidates.

### **(I) Miscellaneous**

#### **1. Tender Agent**

A Tender Agent may conduct the entire Tender Process on behalf of SIFI.

#### **2. Decision Process**

Stage-1: The Tender Agent evaluates all EoIs and establishes a ranking of the Candidates, recommending the highest-ranked candidates to proceed to Stage-2. SIFI Secretariat validates the selection and submits it to the funders for their non-objection.

Stage-2: The Tender Agent evaluates all Proposals and establishes a ranking of the Candidates. An independent Investment Committee (IC) reviews the proposals and builds its independent evaluation on the analysis and evaluation of the Tender Agent. The resulting ranking from the IC can confirm or differentiate from the ranking proposed by the Tender Agent. The IC then makes an allocation recommendation to the Executive Board (EB) which takes the Award decision. The EB has the ultimate authority to make the final decision.

#### **3. Decision Validity**

The Award Notice and the first disbursement from SIFI to the Awardee shall take place within 12 months of the Award Notice. Failure to meet this timeline may result in the Awardee forfeiting their right to SIFI investment and necessitating reapplication in the next CfP.

**(J) Forms**

#	Description	Stage at which to be submitted
Form 1	Executive Summary	Stage-1 and again in Stage-2
Form 2	Declaration of Undertaking	Stage-1
Form 3	Declaration of Tax Conformity	Stage-1
Form 4	Sample Declaration on Conflict of Interest	Stage-1
Form 5	Sample Declaration of Association	Stage-1
Form 6	Power of Attorney	Stage-1
Form 7	Stage-2 Eligibility Confirmation	Stage-2
Form 8	Submission Form	Stage-2
Form 9	Financial Form	Stage-2
Form 10	Pre-Screening Checklist	Stage-2
Form 11	Due Diligence Checklist	Stage-2
Form 12	Self-Declaration Form	Stage-2

## Form 1 – Executive Summary

*[Candidates shall provide all of the following information in the form provided. If some information is not available, Candidates shall specify "NA". This Executive Summary shall not be longer than two pages.]*

Fund Manager Information	
Fund Manager Name (full legal name and legal form)	[...]
HQ Address	[...]
Website	[...]
Fund Information	
Fund Name (full legal name and legal form)	[...]
Fund Domicile	[...]
Fund Asset Class	<i>[e.g. PE, VC, PD, guarantees, ...]</i>
Fund Structure	<i>[e.g. proportional split between senior and junior tranche, or between first loss equity and commercial equity]</i>
(Target) Fund Size/Hard Cap and Fund Currency	[...]
Commitment/Current Fund Size in Fund Currency	[...]
Fundraising Status as per today and Outlook	[...]
Fund Lifetime in years	[...]
(Target) Region	[...]
(Target) Sector	[...]
(Target) SDGs	[...]
(Target) First close date	[...]
(Target) Final close date	[...]
ESG Standards (IFC PS, ILO etc.)	[...]
GP commitment in %	[...]
Desired amount requested from SIFI in CHF	[...]
Minimum amount acceptable from SIFI in CHF	[...]
(Target) Total Expense Ratio in Year 5	[...]
Management Fee	[...]
Performance Fee	<i>[e.g. carry/hurdle or other]</i>
Profit Contribution Margin (PCM)	[...]
Intended use of SIFI funding	<i>[e.g. explanation of how the Candidate intends to use SIFI funding, e.g. FL tranche]</i>
Problem being addressed and Fund Strategy	<i>[including explicit problem targeted, investment approach and investment instruments]</i>
Confirmation to fulfil all Minimum Criteria	<i>[Yes or No]</i>

## Form 2 – Declaration of Undertaking

We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Sub-contractors, nor any of our major shareholders are in any of the following situations:

- being bankrupt, wound up or ceasing activities, having our activities administered by courts, having entered into receivership, reorganization or being in any analogous situation;
- convicted by a final judgement or a final administrative decision or subject to financial sanctions by Switzerland and/or the United Nations and/or the European Union for involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
- having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in Switzerland for Sanctionable Practice in connection with a CfP Process or for an irregularity affecting the mandator's interests (in the event of such a conviction, the Candidate shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this legal agreement and that adequate compliance measures have been taken in reaction);
- having been subject, within the past five years to a mandate termination fully settled for significant or persistent failure to comply with our mandate obligations during such performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
- not having fulfilled the applicable fiscal obligations with regard to the payment of taxes at the respective tax residence and in Switzerland (*Candidates must submit a fully completed and legally countersigned declaration of tax conformity in addition to the Declaration of Undertaking at the time of Award. This shall become an integral part of the mandate. Failure to submit may result in exclusion from the awarding procedure*);
- being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (*in the event of such exclusion, the Candidate shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this mandate and that adequate compliance measures have been taken in reaction*); or
- being guilty of misrepresentation in supplying the information required as a condition of participation in the CfP.

We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Sub-contractors under the mandate, nor any of our major shareholders are in any of the following situations of conflict of interest:

- being an Affiliate controlled by SIFI or a shareholder controlling SIFI, unless the stemming conflict of interest has been brought to the attention of SIFI and resolved to its satisfaction;
- having a business or family relationship with a SIFI's staff involved in the CfP Process or the supervision of the resulting mandate, unless the stemming conflict of interest has been brought to the attention of SIFI and resolved to its satisfaction;
- being controlled by or controlling another Candidate, or being under common control with another Candidate, or receiving from or granting subsidies directly or indirectly to another Candidate, having the same legal representative as another Candidate, maintaining direct or indirect contacts with another Candidate which allows us to have or give access to information contained in the respective Eols or Proposals, influencing them or influencing decisions of SIFI;
- being engaged in an activity, which, by its nature, may be in conflict with the assignments that we would carry out for SIFI;

If we are a state-owned entity, and compete in a CfP Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations. We undertake to bring to the attention of SIFI, any change in situation with regard to the points here above.



In the context of this CfP Process and thereafter:

- neither we, nor any of the members of our Joint Venture or any of our Sub-contractors under the mandate have engaged or will engage in any Sanctionable Practice during the CfP Process and in the case of being awarded the mandate will engage in any Sanctionable Practice during the performance of the mandate;
- neither we, nor any of the members of our Joint Venture or any of our Sub-contractors under the mandate shall acquire or supply any equipment nor operate in any sectors under an embargo of Switzerland and/or the United Nations and/or the European Union;
- we and any of the members of our Joint Venture and any of our Sub-contractors under the mandate commit to comply with and ensuring that our Sub-contractors and major suppliers under the mandate comply with international environmental and labor standards, consistent with laws and regulations applicable in the country of implementation of the mandate and the fundamental conventions of the International Labour Organisation<sup>1</sup> (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by SIFI and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

In the case of being awarded the mandate, we, as well as all members of our Joint Venture partners and Sub-contractors under the mandate will, (i) upon request, provide information relating to the CfP Process and the performance of the mandate and (ii) permit SIFI or an agent appointed by SIFI, to inspect the respective accounts, records and documents, to permit on the spot checks and to ensure access to sites and the respective fund.

In the case of being awarded the mandate, we, as well as all our Joint Venture partners and Sub-contractors under the mandate undertake to preserve above mentioned records and documents in accordance with Applicable Law, but in any case, for at least six years from the date of fulfillment or termination of the mandate. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with Applicable Law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the CfP Process and the performance of the mandate are stored and processed according to the Applicable Law by SIFI.

\_\_\_\_\_ (Name of the Candidate)<sup>2</sup>  
 \_\_\_\_\_ (Name of the Candidate's representative)  
 \_\_\_\_\_ (Title of the Candidate's representative)  
 \_\_\_\_\_ (Place)  
 \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Signature)

<sup>1</sup> In case ILO conventions have not been fully ratified or implemented in the SDG Impact Finance Initiative's country the Candidate/Fund shall, to the satisfaction of the SDG Impact Finance Initiative, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organizations and e) non-discrimination.

<sup>2</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

### Form 3 – Declaration of Tax Conformity

I hereby confirm that:

1. I am authorized to make this declaration on behalf of *[name of the company]*;
2. the company properly pays all taxes in accordance with the tax laws of the country in which the company is domiciled;
3. the company is not currently nor has been in the past involved in any legal proceedings concerning the taxation of the company;
4. the company will duly pay all taxes that may arise;
5. all information and statements provided in advance are complete, accurate in terms of content and currently correct.

\_\_\_\_\_ (Name of the Candidate)<sup>3</sup>  
\_\_\_\_\_ (Name of the Candidate's representative)  
\_\_\_\_\_ (Title of the Candidate's representative)  
\_\_\_\_\_ (Place)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Signature)

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<sup>3</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

### Form 4 – Declaration on Conflict of Interest

We hereby declare that we are an independent firm and we, nor any member of the JV in which we are member, nor any Sub-contractors listed below have a conflict of interest as per Product Window Framework.

We hereby declare that in the event of being prequalified by SIFI, we intend submit a Proposal, subject to the details of the tender documents.

*[Insert the following text if the EoI includes one or several Sub-contractors, whose qualifications should be considered by SIFI in Stage-1:]*

“We request that the qualifications of the following Sub-contractor(s) shall be considered by SIFI in Stage-1,

*[List Sub-contractors here]*

If short-listed, we undertake to submit a Proposal that includes all of the above Sub-contractors.”]

\_\_\_\_\_ (Name of the Candidate)<sup>4</sup>  
\_\_\_\_\_ (Name of the Candidate’s representative)  
\_\_\_\_\_ (Title of the Candidate’s representative)  
\_\_\_\_\_ (Place)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Signature)

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<sup>4</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

## Form 5 – Declaration of Association

We hereby declare our intent to associate with the following firms for the purpose of forming a Joint Venture:

*[Insert the names of the other JV members here]*

*[Insert the name of the leading member]* shall be the leading member.

We hereby confirm that we have not associated with any other firms for the purposes of this assignment and that we will not submit an EoI separately from the firms listed above. Further, we understand that if a Candidate appears as an associate in more than one EoI, all EoIs in which the Candidate appears shall be disqualified. In the event that this JV is awarded a contract, we shall perform the services in the composition and in the form of cooperation described above.

\_\_\_\_\_ (Name of the Candidate)<sup>5</sup>  
\_\_\_\_\_ (Name of the Candidate's representative)  
\_\_\_\_\_ (Title of the Candidate's representative)  
\_\_\_\_\_ (Place)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Signature)

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<sup>5</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

## **Form 6 – Power of Attorney**

The Candidate shall provide a power of attorney authorizing the representative designated to submit the EoI/Proposal on behalf of the Candidate. This representative shall have the authority to conduct all business on behalf of the Candidate and all its members (if the Candidate is a joint venture). If the Candidate is a joint venture, the power of attorney shall be provided by the lead member nominated in the Declarations of Association. There is no standard form for the power of attorney prescribed by SIFI.

## Form 7 – Stage-2 Eligibility Confirmation

*[Insert one of the two options, as applicable:*

“We hereby certify that the information provided in our EoI during Stage-1, demonstrating our ability to meet the eligibility, qualification requirements and the fulfil of all minimum criteria, did not changed since the time of Stage-1.”

*or*

“We hereby certify that the information provided in our EoI during Stage-1, demonstrating our ability to meet the eligibility, qualification requirements and the fulfil of all minimum criteria, did changed since the time of Stage-1. The changes are described on page [x] in our Technical Proposal.”]

*[Mark the form(s), containing changes in the eligibility and qualification information and attach the form(s) including the actual information and data to the Proposal.]*

- Declaration on Conflict of Interest and of Submitting a Proposal
- Declaration of Association
- Executive Summary

*[Insert the following option:*

“We certify that we agree not to receive the full investment amount from SIFI. Instead, we agree to receive only the minimum amount we have requested from SIFI.”]

\_\_\_\_\_ (Name of the Candidate)<sup>6</sup>  
\_\_\_\_\_ (Name of the Candidate’s representative)  
\_\_\_\_\_ (Title of the Candidate’s representative)  
\_\_\_\_\_ (Place)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Signature)

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<sup>6</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

## Form 8 – Submission Form

We, the undersigned, offer to provide asset management services for *[Insert title of assignment]* in accordance with your Call for Proposals dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and the Financial Proposal in the very same document / pdf.

*[If the Candidate is a Joint Venture, insert the following: “We are submitting our Proposal in a Joint Venture between: [Insert a list with full name and the legal address of each member, and indicate the lead member]. We have attached a copy [insert: “of our letter of intent to form a Joint Venture” or, if a JV is already formed, “the relevant information of the existing JV agreement”] signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said Joint Venture.”*

or

*If the Candidate’s Proposal includes Sub-contractors, insert the following: “We are submitting our Proposal with the following firms as Sub-contractors: [Insert a list with full name and address of each Sub-contractor.”]*

We hereby declare that:

- All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by SIFI.
- Our Proposal shall be valid and remain binding upon us for the period of time specified in the RfE.
- We have no conflict of interest in accordance with Section (C)2.
- We undertake to negotiate a Sideletter on the basis of the proposed Key Persons. We accept that the substitution of Key Persons for reasons other than those stated in Section (E)3. may lead to the termination of Sideletter negotiations.
- Our Proposal is binding upon us and subject to any modifications resulting from the Sideletter negotiations.

We undertake, if our Proposal is accepted and the Sideletter is signed, to initiate the services no later than the date indicated in the RfE.

We understand that SIFI is not bound to accept any Proposal that SIFI receives.

\_\_\_\_\_ (Name of the Candidate)<sup>7</sup>  
 \_\_\_\_\_ (Name of the Candidate’s representative)  
 \_\_\_\_\_ (Title of the Candidate’s representative)  
 \_\_\_\_\_ (Place)  
 \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Signature)

*[For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

<sup>7</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.

## Form 9 – Financial Form

We offer to provide the asset management services in accordance with your Call for Proposals and our Technical Proposal.

Our attached Financial Proposal includes all key commercial terms of the underlying fund, including the fund terms specified.

Our Financial Summary shall be considered binding upon us subject to the modifications resulting from Sideletter negotiations, up to expiration of the validity period of the Proposal.

We understand that SIFI is not bound to accept any Proposal received.

Commercial Terms	
Fund Currency	[...]
Total Expense Ratio (TER) in Year 1, Year 5 and Year 10	[...]
Expected or Net Internal Rate of Return (IRR)	[...]
Management Fee	[...]
Performance Fees (Carry/Hurdle or else)	[...]
Direct Operating Expenses	[...]
Any other costs and expenses	[...]
Profit Contribution Margin (PCM)	[...]
Any other relevant information on commercial terms	[...]

\_\_\_\_\_ (Name of the Candidate)<sup>8</sup>  
\_\_\_\_\_ (Name of the Candidate's representative)  
\_\_\_\_\_ (Title of the Candidate's representative)  
\_\_\_\_\_ (Place)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Signature)

*[For a JV, either all members shall sign or only the leading member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

<sup>8</sup> In the case of a JV, insert the name of the JV. The representative who will sign on behalf of the Candidate shall attach a power of attorney from the Candidate and the JV partners.



## Form 10 – Pre-Screening Checklist

Basic Information	
Organization name	Registered name of organization
Legal address	
Domicile	
Internet address	
Main contact	
Legal & Organisation	
Legal structure	<input type="checkbox"/> bilateral or multilateral development organisation, UN agency (known, regulated donor of internationally accepted good standing, reputation and in non-Critical Country jurisdiction) <input type="checkbox"/> Government <input type="checkbox"/> Foundation <input type="checkbox"/> Bank or Insurance Company <input type="checkbox"/> Other Private Sector Company <input type="checkbox"/> Other .....
Date established	
Jurisdiction	Place of registration/oversight organization
Registered authority	
Key representatives	Directors, trustees, founders, owners, management, etc. PEP: <input type="checkbox"/> no <input type="checkbox"/> yes
Purpose of organization	<input type="checkbox"/> Commercial <input type="checkbox"/> not-for-profit <input type="checkbox"/> Financial intermediary
Purpose of commercial or not-for-profit activity	
Sector	Sectors Critical sectors: <input type="checkbox"/> No <input type="checkbox"/> Yes
Main countries of activities	Countries Critical countries: <input type="checkbox"/> No <input type="checkbox"/> Yes
Main source of funds	Fundraising, commercial activities, etc.
Risks	
PEP	<input type="checkbox"/> No <input type="checkbox"/> Yes
The organization has religious, political, commercial or ideological interests that are contradictory to the interests of SIFI	<input type="checkbox"/> No <input type="checkbox"/> Yes
ESG Risk	<input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high
Have any public concerns been raised about the organization or its activities?	<input type="checkbox"/> No <input type="checkbox"/> Yes

## Form 11 – Due Diligence Checklist

<b>Legal &amp; Organization</b>	
List of subsidiaries	
Shareholders	For non-listed companies
Supervisory body or license	
<b>Financial review</b>	
Track-record of portfolios	
<b>KYC / AML (investment vehicles only)</b>	
The organization has policies in place to address AML/KYC issues	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details of any other processes or systems, or any planned policies, to address AML/KYC
The organization conducts mandatory training of the staff in relation to anti-money laundering/ combating the financing of terrorism (AML/CFT) risks	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details of any other measures to ensure staff understand the management of AML/CFT risks
<b>Reputational</b>	
Are there existing natural or legal persons who exercise control over the organization by other discernible means?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details
Have any public concerns been raised about the organization or its activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: what was the nature of the concerns and how long ago were they raised? Did the police or a regulator investigate the concerns? What was the outcome?
Would any adverse publicity about the organization have a damaging effect on SIFI?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details
PEP: Does the organization hold (or has it held) a prominent/ leading public position; or is any representative of the organization a close family member of, or closely associated with such an individual and therefore qualifies as a PEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details
Sanctions: Does the organization or any other person closely associated with the organization have any business connections to sanctioned countries/regions (other than the nationality of individuals)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it known or reasonably suspected that the organization is or has been involved in criminal or terrorist activities, or supports criminal or terrorist organizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Conflict of interest</b>	
Does the organization have any conflicts of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details
The organization has measures in place to address conflicts of interest	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach. If no, please provide rationale if any
<b>Documents to be added:</b>	
<input type="checkbox"/>	Annual report of the last 2 years (audited financial statements; exception – newly established entities)
<input type="checkbox"/>	Proof of existence (for newly created company – Certificate of Incorporation; for existing company – Certificate of Good Standing, Extract from the Commercial Register)
<input type="checkbox"/>	Certificate of good standing
<input type="checkbox"/>	Memorandum and Articles of Association
<input type="checkbox"/>	Proof of Directors (for newly created company – Appointment of 1st directors (Minutes of Meeting); for existing company – Certificate of Incumbency / Current Appointment Report)
<input type="checkbox"/>	Statutes (for newly created company – Articles of Incorporation; for existing company – Memorandum & Articles of Association & By-Laws)
<input type="checkbox"/>	Authorized signatory list
<input type="checkbox"/>	CVs of key persons
<input type="checkbox"/>	Copy of the proposal budget or financial model of the investment vehicle
<b>Documents to be added: Investment Vehicles</b>	
<input type="checkbox"/>	Pitch-deck of investment vehicle
<input type="checkbox"/>	PPP and subscription documents

## Form 12 – Self-Declaration Form

The Fund Manager will declare the following information. Deliberately providing false or misleading information on this form may result in administrative sanctions (incl. penalties) as well as withdrawal from the contract and recovery of payments made.

Litigations and lawsuits: Has the organization been involved in litigations and/or lawsuits in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Liquidity: Is your financial liquidity solid?	<input type="checkbox"/> Yes, and if possible, provide bank statement <input type="checkbox"/> No, please specify
Corruption: Has the organization been involved in cases of corruption in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Tax fraud: Has the organization been involved in cases of tax fraud in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Antitrust: Has the organization been involved in anti-trust related disputes in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Supplier issues: Has the organization been involved in cases of supplier issues in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Human rights issues: Has the organization been involved in cases of human rights issues in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Health and environment: Has the organization been involved in cases of health and environmental damages?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No
Sexual abuse and harassment: Has the organization been involved in cases of sexual abuse and harassment in the last 10 years?	<input type="checkbox"/> Yes, please specify <input type="checkbox"/> No