

9th of May, 2023

Dear Sir/Madam,

**Invitation to apply for grant funding under the Transforming Energy Access (“TEA”) programme
for TEA Health and Safety Support Service Design Phase**

The Carbon Trust as delivery lead for the research consortium of the Transforming Energy Access (TEA) programme, is looking to procure the services of a consultant with experience in Health & Safety (H&S) more broadly, and specifically in off-grid or informal clean energy access projects (or a consortium with these collective skills).

Aligned to our overarching ambition to support a safer and more inclusive clean energy access sector, the consultant(s) will seek to identify opportunities within the exiting TEA portfolio to better deliver off-grid energy access solutions in a way that promotes and encourages H&S best practice, thus reducing the likelihood of accidents and injuries.

In adopting recommended practices from the outputs of this work, we anticipate TEA project delivery to improve, including in terms of safety, customer, beneficiary, and employee experience and ultimately leading to a more positive profile of the companies involved in TEA projects which will help to drive sales / and reduce operational costs (e.g., from lower/attainable insurance, reduced sick days, etc.).

The maximum budget for this project is up to £75,000 (although scoring will consider value for money and absolute cost criteria), and it is envisaged that the work will be undertaken over 6-month period from contracting. Please read the Project Scope (Schedule 1) attached to this document.

The Request for Applications (RFA) consists of the following documents:

- Description of RFA (this document);
- Form of Application (Schedule 2);
- Grant Price Calculation Sheet (Excel template).

Should your application be successful, an Offer of Grant letter, the Project Scope (including your project plan and tender submission), and our Offer of Grant Conditions will form the grant agreement for “TEA Health and Safety Support Service Design Phase” (the “**Grant Agreement**”) between you and the Carbon Trust.

Unless informed to the contrary, please send RFA and all communications by email to the following email address: gabrielle.coeuille@carbontrust.com

THE CARBON TRUST

Level 5, Arbor, 255 Blackfriars Road, London SE1 9AX, UK

T: +44 (0)20 7170 7000 F: +44 (0)20 7170 7020 E: info@carbontrust.com www.carbontrust.com

The Carbon Trust (registered no. 04190230) is a private company limited by guarantee, registered in England and Wales at Level 5, Arbor, 255 Blackfriars Road, London SE1 9AX, UK



RFAs must be submitted by the extended deadline of July 5th 2023. Any RFAs received after this date will be deemed non-compliant. Your RFA must consist of the following, the contents of which are described below:

- Tender Submission (PDF) – template not provided;
- Signed Form of Application (PDF) – template provided;
- Grant Price Calculation Sheet – template provided.

The timeline for this procurement process is as follows:

| | |
|---|--------------|
| RFA opens | 9 May 2023 |
| Deadline for clarification questions: | 22 May 2023 |
| Clarification Document published ¹ : | 25 May 2023 |
| Submission of full application: | 5 July 2023 |
| Successful Application announcement: | 14 July 2023 |
| Envisaged Grant award date: | 18 Aug 2023 |

Please email any clarification questions, including questions about the timing of the RFA, to gabrielle.coeuille@carbontrust.com any time before 17:00 BST 22 May 2023. The complete set of questions and all answers will be published in the Clarification Document on the Carbon Trust and TEA websites by 25 May 2023, and will hence be visible to all potential applicants.

For information about the TEA platform, please see the [TEA website](#):

We look forward to receiving your application.

Yours sincerely,

Gabrielle Coeuille

For and on behalf of

THE CARBON TRUST

¹ A Clarification Document will not be published if no clarification questions are received in relation to this RFA.

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**INVITATION TO APPLY FOR GRANT FUNDING
FCDO TRANSFORMING ENERGY ACCESS (“TEA”) PROGRAMME**

-FOR -

**Transforming Energy Access (TEA) – TEA Health and Safety
Support Service Design Phase**

Introduction

- 1.1 This Request for Applications (“RFA”) has been prepared by the Carbon Trust for the purpose of inviting proposals and applications in respect of Transforming Energy Access (TEA) – Market Mechanisms to Support Extreme Poor Communities Research Project under the FCDO’s Transforming Energy Access (“TEA”) programme.
- 1.2 The process will be conducted in a manner that ensures applications are evaluated fairly to determine the best value for money.
- 1.3 This RFA comprises:-
 - (1) this RFA;
 - (2) the Project Scope;
 - (3) the Offer of Grant Conditions and letter.

2 The Scope

- 2.1 The Carbon Trust as delivery lead for the research consortium of the Transforming Energy Access (TEA) programme, is looking to procure the services of a consultant with experience in Health & Safety (H&S) more broadly, and specifically in off-grid or informal clean energy access projects (or a consortium with these collective skills). Aligned to our overarching ambition to support a safer and more inclusive clean energy access sector, the consultant(s) will seek to identify opportunities within the exiting TEA portfolio to better deliver off-grid energy access solutions in a way that promotes and encourages H&S best practice, thus reducing the likelihood of accidents and injuries. These objectives of the project are more particularly described in the Project Scope set out in Schedule 1 to this RFA.
- 2.2 The agree to fund the relevant project will be a grant agreement, with budgets approved annual if applicable. The anticipated commencement date for the project is 18 August, 2023.
- 2.3 The Carbon Trust places importance on value for money and an approach to providing the Services which will deliver cost and time saving efficiencies for the Carbon Trust.
- 2.4 The funding for this project will be made by way of grant under the TEA programme, funded by the FCDO and managed by the Carbon Trust. The grant agreement will reference and flow down FCDO’s grant terms and conditions, due diligence pre-requisites and claims verification requirements. All payments of funding will be made in arrears (on a quarterly basis) for eligible and approved expenses incurred.

3 Instructions to Applicants

- 3.1 Please read the instructions relating to the application process. Failure to comply with them or to return any of the required documents or information by the due date and time may invalidate your application.

4 Questions about this RFA

- 4.1 The Carbon Trust’s **Point of Contact for all communications is Gabrielle Coeuille at gabrielle.coeuille@carbontrust.com**. All questions relating to this RFA must be submitted by email to the Point of Contact. Please insert **TEA_HS_082023** in the email title line for all communications. This is the contract reference.
- 4.2 All questions must be submitted no later than 17.00 hours on 22 May 2023 (British Summer Time). Questions submitted after this deadline are unlikely to be answered.
- 4.3 Questions may include queries relating to the Project Scope, the Offer of Grant Conditions or if you have difficulty in providing the information requested. Questions should clearly reference the paragraph in the document to which the question relates. To the extent possible, questions should be aggregated and sent in one email rather than individually in separate emails.

5 Answers to Applicants’ Questions

- 5.1 Answers to questions will be circulated by email to all applicants, other than those who have made a “no application” notification (see Item 9). The Carbon Trust expects to circulate all answers on 25 May 2023, but may circulate some or all answers before or after this date if the Carbon Trust considers this to be appropriate. All questions (which will be anonymised) and answers will be circulated to all applicants.

6 Clarifications made or required by the Carbon Trust

- 6.1 In addition to answering questions from applicants, the Carbon Trust may also, in its discretion, issue further clarifications at any time if it considers this to be appropriate.
- 6.2 The Carbon Trust may also (in its absolute discretion) request clarification during the evaluation phase of any aspect of an applicant's application. Applicants are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

7 Submission of variant applications

- 7.1 Variant applications will be considered. However, any variant must be submitted in addition to a standard application. All variants must meet the minimum requirements as set out in this RFA (including in the Project Scope). The Carbon Trust may exercise absolute discretion in respect of its consideration of variant applications and the award of a grant based upon a variant application.
- 7.2 Limited variations from the requested scope of work will be considered where they can be shown to demonstrably add additional value and insight to the overarching output ambition of the project. Considerations of this what is considered to be 'additional value' will be made wholly at the Carbon Trust's discretion.

8 Pre-Application Briefing

- 8.1 N/A

9 No Application Notification

- 9.1 If you decide not to submit an application, please inform us of this (ideally including your reasons) by email to the Point of Contact (see Item 4.1) by the extended deadline of 5 July 2023.

10 Structure of Application

- 10.1 Your application must explain how you will meet the Carbon Trust's requirements as described in the Project Scope. You must also provide the other information and documentation required by this RFA, including the signed Form of Application contained in Schedule 2. Your application (excluding signed Form of Application) should be no longer than 20 pages long including and staff resumes or references.

11 Cost and Budget

- 11.1 [Please complete the Grant Pricing in the template provided, breaking down the costs by work package (Scope of Work) and in labour/expense costs (Finance Forecast).
- 11.2 All funding budgets must be stated in sterling and exclude VAT. As this work is to be delivered as part of a grant service undertaken by the Carbon Trust, we would not envisage bidders to charge VAT for the delivery of the scope of services. A full breakdown of prices and rates must be given. Applicants must state whether the prices include or exclude any expenses or other charges and what those charges and expenses will be.
- 11.3 All prices and day rates must remain fixed for the duration of the contract. The Carbon Trust would expect to see discounts for volume or in the event of contract extensions.

12 Intellectual property

- 12.1 All intellectual property rights in this RFA and all material provided by the Carbon Trust to applicants in connection with this RFA shall be and remain the property of the Carbon Trust.
- 12.2 The intellectual property in all deliverables shall be owned by the grant recipient as set out further in the Grant Conditions. No third-party intellectual property shall be included in any deliverable without the Carbon Trust's prior written consent.

13 Anti-Bribery

- 13.1 The Carbon Trust requires full compliance with the Bribery Act 2010. All applicants must be familiar with and comply with all applicable law.

14 Conflicts of Interest

- 14.1 Applicants are required to declare in their proposals any conflict or potential conflict of interest and provide clear details of their plan for managing this. It is possible that there may be

circumstances where the Carbon Trust (in its absolute discretion) considers that such a conflict or potential conflict of interest would not be manageable or acceptable. In which case, the Carbon Trust may reject the application.

15 Confidentiality

- 15.1 Applicants must treat all information supplied in connection with this RFA as strictly confidential. Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be published, reproduced, copied, distributed, or disclosed to any person other than in confidence to the recipient's advisers nor used for any purpose other than consideration by the recipient of whether or not to submit an application.
- 15.2 By receiving and reviewing this RFA and/or by submitting an application the applicant agrees that it has a binding obligation to preserve the confidentiality of all such information.
- 15.3 This RFA and its accompanying documents shall remain the property of the Carbon Trust and must be returned promptly (without retaining any copies or reproductions) on demand.

16 Interviews and Site Visits

- 16.1 There are no in person interviews or site visits envisaged as part of the delivery of this service however all meetings and workshop outputs specified within the Main Project Outputs section of Schedule 1: Project Scope, are expected to be delivered in person at the Carbon Trust's London office and with travel and accommodation costs covered by the consultant within the proposed delivery budget.

17 Evaluation of Applications

- 17.1 Applications will be evaluated on the basis of the following criteria:

| Criteria | Weighting |
|--|-----------|
| <p>Proposed approach:</p> <ul style="list-style-type: none"> • In the tender submission, Applicants are required to provide a clear and detailed description of how they plan to deliver the work for this project. • The description should include an initial overview of the approach followed by a description of how each Work Package and task will be delivered. • Applicants need to justify how their proposed approach meets the objectives of the Project. <p>Project management:</p> <ul style="list-style-type: none"> • Applicants are required to describe how they will manage the Project utilizing appropriate resources and describe how they will work with the various stakeholders to get information. | 30% |
| <p>Sector knowledge and experience in research and writing research reports:</p> <ul style="list-style-type: none"> • In the tender submission, Applicants should elaborate on experience of the criteria described (see Schedule 1) and explain how these past experiences are relevant for this application. • In addition, Applicants should provide at least two examples (with reference to specific roles, responsibilities, and activities the Applicant undertook) of previous work (e.g. health and safety services or large programme delivery with a strong health and safety focus within an international/development context or the equivalent/similar through consortium applications) which illustrates the Applicant's skills, capabilities, and experience in all of these areas (Applicants may wish to make reference to submitted examples of previous work for other clients). | 30% |

| | |
|--|-----|
| <ul style="list-style-type: none"> Applicants are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Tender Submission Document. | |
| <p>Staff skills:</p> <ul style="list-style-type: none"> Applicants are required to provide CVs/Resumes for any key personnel who will be involved with this Grant Agreement together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of the proposed staff working on this Project. Applicants should elaborate on the most relevant skills of the key personnel that will be involved in the Project. Please include an example of similar work performed by the proposed staff members, explaining how this is relevant to the Approach to Work. | 25% |
| <p>Grant price:</p> <ul style="list-style-type: none"> In the Grant Price Calculation Sheet, Applicants are required to provide day rates for all staff grades and to input the days involved in each Work Package. In the Grant Price Calculation Sheet, Applicants are required to provide a cost breakdown by Work Package in the Scope of Work tab, and day rates of personnel completing the work as specified in section 5 and all expenses need to be detailed in the Finance Forecast tab. <ul style="list-style-type: none"> Applicants are required to specify expected expenses separate from the estimated budget for each Work Package. The Grant Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Applicant). Expenses should be included within the Grant Price Calculation Sheet. Applicants will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Grant Agreement and provide an outline plan of work. | 15% |

18 Scoring Matrix for technical and quality criteria

18.1 Applications will be scored in relation to non-pricing criteria on the basis of the following matrix.

| | |
|---|---|
| 0 | Completely fails to meet required standard or does not provide a proposal. |
| 1 | Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals. |
| 2 | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| 3 | Proposal meets the required standard in most material respects but is lacking or inconsistent in others. |
| 4 | Proposal meets the required standard in all material respects. |
| 5 | Proposal meets the required standard in all material respects and exceeds some or all the major requirements. |

19 Cessation of Procurement or Alteration of Process

- 19.1 The Carbon Trust reserves the right to terminate this process or to change any aspect of the application process at any time.
- 19.2 The Carbon Trust is not bound in any way to accept the lowest budget or any application. Unless any applicant makes a formal statement in its application to the contrary, the Carbon Trust reserves the right to accept an application either in whole or in part. The Carbon Trust reserves the right to accept more than one application.
- 19.3 You will not be entitled to claim from the Carbon Trust any costs or expenses which you may incur in preparing your application or in respect of the application process. This applies whether or not your application is successful and regardless of whether or not the application process is changed, the process is terminated or a grant is awarded.
- 19.4 Nothing in this RFA or any other communication made between the Carbon Trust and/or its representatives and any person shall constitute an agreement, contract or representation (except for a formal award of grant made in writing by the Carbon Trust). Receipt by the applicant of this RFA does not imply the existence of an agreement or commitment by or with the Carbon Trust for any purpose and applicants should note that this RFA may not result in the award of any grant funding.

20 Applicants Should Note

- 20.1 The information contained in this RFA and the supporting documents, and in any related written or oral communication, is believed to be correct at the time of issue or making but the Carbon Trust will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. The information given by the Carbon Trust does not purport to be all inclusive or to include all the information that an applicant may require.
- 20.2 Applicants should note that, in the event an application is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that application may be rejected.
- 20.3 The Carbon Trust may in its discretion exclude applicants that specify an intention to negotiate the Conditions of Grant. Notwithstanding this, any proposed amendments must be submitted in your application. Adjustments not expressly set out in precise form in applications will not be considered.
- 20.4 It is the responsibility of applicants to obtain at their own expense all additional information necessary for the preparation of their application. No claims of insufficient knowledge will be accepted.

21 Instructions for Return of Applications

- 21.1 Applicants including prices must remain open for acceptance until 90 days after the closing date.
- 21.2 You must submit your application in PDF and Excel format via email to Gabrielle Coeuille at gabrielle.coeuille@carbontrust.com (contact referred to in Item 4.1). Applications must be received by the Carbon Trust **by no later than 17.00 BST, on the extended deadline of 5 July 2023**. It is your responsibility to ensure that your application is delivered no later than the appointed time.
- 21.3 Late applications will not be considered unless the Carbon Trust, in its sole discretion, decides to do so and is satisfied that the delay was caused by reasons outside of your control.

22 Unsuccessful Applications

- 22.1 Applicants will be informed if they have been unsuccessful following a final decision to award to the grant to the successful applicant(s).

23 Summary of Application Process Timetable

23.1 Set out below is a summary of the timetable that applies to this procurement. The Carbon Trust reserves the right to alter this timetable by notice to applicants.

| Description | Date (and, if applicable, time) |
|---|---------------------------------|
| This RFA issued | 9 May 2023 |
| Deadline for receipt of queries from Applicants | 22 May 2023 |
| Date for Carbon Trust's response to queries | 25 May 2023 |
| Non-application notification deadline | 5 July 2023 |
| RFA deadline | 5 July 2023 |
| Successful and unsuccessful Applicants notified | 14 June 2023 |
| Start date of contract | 18 August 2023 |

24 Checklist of documents to be included

24.1 You are required to include the following documents in your application:

- Tender Submission (PDF) – template not provided (maximum 20 pages);
- Signed Form of Application (PDF) – template provided;
- Grant Price Calculation Sheet – template provided.

Schedule 1: Project Scope

TEA Scale Up Project Scope : Market Mechanisms to Support Extreme Poor Communities Research Project

Project title: TEA Health and Safety Support Service Design Phase

Project dates: August 2023 – February 2024 (6 months)

Budget: up to £75,000

Introduction to TEA:

The [Transforming Energy Access \(TEA\)](#) platform is a research and innovation platform, funded by UK aid, supporting the technologies, business models and skills needed to enable an inclusive clean energy transition and achieve SDG 7: Ensure access to affordable, reliable, sustainable and modern energy for all. TEA works via partnerships to support emerging clean energy generation technologies, productive appliances, smart networks, energy storage and more. It increases access to clean, modern energy services for people and enterprises in sub-Saharan Africa, South Asia and the Indo-Pacific, improving their lives, creating jobs and boosting green economic opportunities.

Rationale and scope of work:

The Carbon Trust as delivery lead for the research consortium of the Transforming Energy Access (TEA) programme, is looking to procure the services of a consultant with experience in Health & Safety (H&S) more broadly, and specifically in off-grid or informal clean energy access projects (or a consortium with these collective skills).

Aligned to our overarching ambition to support a safer and more inclusive clean energy access sector, the consultant(s) will seek to identify opportunities within the existing TEA portfolio to better deliver off-grid energy access solutions in a way that promotes and encourages H&S best practice, thus reducing the likelihood of accidents and injuries.

In adopting recommended practices from the outputs of this work, we anticipate TEA project delivery to improve, including in terms of safety, customer, beneficiary, and employee experience and ultimately leading to a more positive profile of the companies involved in TEA projects which will help to drive sales / and reduce operational costs (e.g., from lower/attainable insurance, reduced sick days, etc.)

Suggested delivery approach:

Although the Carbon Trust welcomes original value adding proposals for how best to support this service, we would initially propose the following scope of work be included in the tender submission:

1. With guidance from the TEA research consortium, establish a steering group of between 5 and 10 key stakeholders who could support the design and delivery of H&S activity within the TEA portfolio with a view to increasing industry wide performance.
2. Undertake a literature/state of the sector review of what existing H&S support offerings and services are available to energy project developers working within the global south (with a particular focus upon free/open platform offerings). Identify any existing research or literature undertaken with respect to disadvantaged groups specific vulnerability to health

- and safety issues (e.g. women, young people, disabled and the extreme poor). Review these services in terms of their relevance and benefit to beneficiaries within the TEA programme.
3. Develop a preliminary framework for evaluating H&S risks across TEA that covers different areas of safety such as occupational or process H&S, or different causes of accidents related to people, processes, plants, and equipment.
 4. Undertake a portfolio wide risk review of activities undertaken within the TEA programme to create a heat map of risk activity areas and a baseline of existing H&S practices, (average, best and worst). Identify and characterise inclusivity specific aspects that pertain to H&S practices and higher risk groups. As part of this process, organise a workshop (with Carbon Trust communications support) to get feedback from TEA delivery partners and H&S experts.
 5. Interview key beneficiary companies and stakeholders (anonymously) to identify:
 - a. What experience of H&S incidents are they aware of and what lessons were learned from these experiences?
 - b. What potential support services and offerings they believe would help to increase their H&S practice (aligned to activity 2 as a non-exhaustive list) and how likely they would be to utilise this support.
 6. With support from the TEA research consortium and its immediate delivery partners, ideate a long list of H&S practices, terms, and conditions, and longer-term support services which could be further developed and implemented at a later stage of delivery. Example support services could include:
 - a. H&S Technical Assistance support (e.g. training) for beneficiary companies or indeed first or second tier delivery partners (training of trainers) within the portfolio.
 - b. Workshops on H&S aspects for different sectors (e.g., mini-grids, productive use, cooking, electric vehicles, etc.).
 - c. Community best practice platforms for sharing experiences and understandings.
 - d. Toolkits for implementing H&S on sites for project development, construction, and operations.
 - e. Country level guidance on H&S requirements and responsibilities.
 - f. Integrating H&S elements into existing TEA projects e.g. training beneficiaries to make H&S checks and raise awareness of H&S, designing technology pilots focused on H&S.
 7. Broadly categorise these potential support mechanisms (through RAG scoring or other) with respect to likely impact, implementation budget, inclusivity focus, and implementation timeframe.
 8. Report back to the Carbon Trust and a wider select group of key stakeholders through a H&S workshop with recommendations on best practice options for a range of budgets to support an increase in H&S uptake within the programme.

Suggested main project outputs:

1. Kick off meeting (and mins) for initial select H&S steering group.
2. Literature review findings report on H&S services available to beneficiary companies and energy access sector actors operating in Africa and beyond, as well as qualitative review of appropriateness of support options.
3. Categorized 'Heat Map' of TEA beneficiary companies activities H&S risks and baseline of current H&S practices.
4. Meeting mins for of programme wide H&S review workshop (pertaining to task 4)

5. Scored long-list of measures to reduce H&S risk and improve risk mitigation, including potential options for ongoing TEA H&S support service offerings².
6. Anonymised findings report of HSE incidents identified within the TEA and wider energy access sector as well as lessons learned.
7. Overarching findings report of recommended H&S measures, procedures, and support services with regards to the energy access sector more broadly, with specific recommendations that could be implemented by TEA with indicative implementation budgets.
8. Presentation of findings through a wider sector H&S workshop (and shareable summary report) including agreed recommendations

Suggested project timeline:

| | |
|-----------------------|---|
| July 2023 | Output 1: Project kick off meeting w/c 19th July (Review of Deliverables) |
| August 2023 | Contracting to be completed by August 18th |
| September 2023 | Output 2 Due |
| October 2023 | Output 3 and 4 Due |
| December 2023 | Draft Review of Outputs 5, 6, 7 and 8 Due |
| February 2023 | Outputs 5, 6, 7 and 8 Due |

² Note, it is currently envisaged that the consultant shall be eligible to bid for future H&S support services work recommended from this study however all material produced as part of this study should be made publicly available to ensure transparency and lack of conflict.

Schedule 2: Form of Application

TO: The Carbon Trust

DATE: [Applicant to insert date]

PROVISION OF: [xxxxxx]

We [applicant to insert name(s)] the undersigned, having examined the RFA and all other schedules, do hereby apply as specified in those documents and in accordance with the attached documentation to the Carbon Trust in accordance with the Contract described in the RFA.

If this offer is accepted, we will execute such documents in the form of the Contract within 10 days of being requested to do so.

We agree, with the intention that we should be legally bound, to comply with the provisions on confidentiality set out in the RFA.

We further undertake by submitting this application to the Carbon Trust that:-

- the amount of this Application has not been calculated by agreement or arrangement with any person other than the Carbon Trust or been communicated to any third party prior to the submission of this application.
- we accept the terms and conditions contained within the RFA (including the Transforming Energy Access Conditions of Contract) and agree that they shall (in unamended form) constitute the terms and conditions of the Contract.
- Our Application including prices shall remain open for acceptance for 90 days.

We confirm that the signatory of this Form of Application has all requisite authority to sign this document and we confirm that we have complied with all the requirements of the RFA.

Signature.....

Name.....

Position.....

For and on behalf of

[NAME OF APPLICANT]