

**ANNEXURE - 1****Summary of Process of Grant origination, appraisal, approval and tentative timelines**

<b>Process</b>	<b>Responsibility</b>	<b>Timeline</b>
<b>Call for Application/Eoi</b>	Local & National Newspaper ( Window-3)	As and when required following the MSPs
<b>Receipt of EOI /Application</b>	DPMU /SPMU for W3 and	2week after solicitation notice
<b>Desk Review and short-listing of EOI</b>	Supply chain team at DPMU with DCIC	One week after receipt of EOI
<b>Field verification *</b>	DPMU SC Team + DCIC / Committee assigned by DC	One week after short-listing of EOI
<b>Call for Full Proposal</b>	SPMU with support from DPMU Supply chain team	Immediately after field verification
<b>Technical support for proposal development</b>	SC Team with Private service providers / DCIC for Window-3	Immediately after call for proposal.
<b>Receipt of Full Investment Proposal</b>	DPMU /SPMU for Window-3	One month of call for proposal
<b>Evaluation and recommendation</b>	DCIC / Committee assigned by DC	Two weeks of receipt of full proposal
<b>Appraisal, Compliance check and Recommendation</b>	CSIC / SPMU for Window 3	One weeks of receipt of full proposal
<b>Approval, Contract and Fund Release</b>	PD/SPMU for Window 3	

**\* If the proposed investment is found not feasible regarding technical, financial, business or managerial perspective during desk review, field verification, or evaluation, SPMU will immediately notify the applicant for the rejection of proposed investment.**

## Template for Concept Note Proposal for Window 3

Note: This template is provided as a sample and could be modified to reflect actual needs and application.

**Name of the Applicant/organization :**

**Address:**

**Project Title :**

**Project Location :**

- **Main concept and idea**  
Answering the question in summary on (1) What is the main issue to be addressed and (2) Why is the proponent or is the partnership the best organization to address this? And (3) What are the major results?
- **Situational Analysis**  
Sector description and present status
- **Brief profile of entity/organization (present status), their experience, roles and responsibilities with regards to the Supply Chain**  
Existing arrangement (production, collection, processing marketing, enabling, service provider as applicable), including - volume, locations, price determination mechanism, demand and supply and inward and forward marketing
- **Objectives and description of the investment**  
Description of the investment in terms of objectives and specific interventions
- **Relevance for SC upgrading in the way it addresses SC specific constraints**  
Explanation on the relevance of the investments in terms of critical constraints
- **Implementation arrangement and Role and Responsibility of entity/partnership**
  - Description on main implementing partner and collaborating stakeholders
  - Implementation arrangement including role and responsibility of collaborating stakeholders
- **Cost Estimate**  
Detailed budget with activities and cost schedule

**Cost Estimate Table (tentative)**

No .	Deliverable	Activity & Input Description	Unit	No Units	Unit Cost	Total	Remarks
1	[Deliverable 1]	[Activity 1]					
		[Activity 2]					
		...					
		n					
2	[Deliverable 2]	[Activity 1]					
	...	...					
n	n	n					
					<b>Total Budget</b>	[total budget]	

- **Cost Sharing Mechanism (Public Private Partnership)**  
Source of fund (including contribution from project and applicant entity)

- **Implementation/Investment Schedule (Timelines)**  
Implementation and Investment Schedule

N°	Deliverables (D-...)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
1	[Deliverable 1]												
2	...												
...	...												
n	n												

- **Expected result**
  - Direct outcomes from the interventions as compared with SC constraints
  - Impact on value chain actors including project beneficiaries in terms of enhancement of production, value addition, marketing, enabling environment and service provision
  - Catalyzing effect on SC actors including the employment and income generation for project beneficiaries
  - Replication potential
- **Sustainability e.g. how will it be sustained after project intervention stops**
  - Identified risks and risk mitigation measures
  - Ownership
  - Technical and economic viability of product, technology or service

## Template for Investment Proposal for Window 3

<b>1. General Information (Sub-Project)</b>	
<b>Name of the project:</b>	
<b>Project Period :</b>	<b>From ..... to.....</b>
<b>Estimated Total Budget (Rs.):</b>	

<b>2. General Information (Applicant Organization)</b>	
Name of the Applicant Organization	
Mailing Address	
Mailing Address (Factory – if applicable)	
Office Phone Numbers	
Name of the Head of Organization	
Name of the Contact Person	
Cell number of the Contact Person	
Email	
Website (if available)	

<b>3. Organization's Profile</b> (Provide brief profile of your organization focusing following points):	
Brief history of organization	
Organization structure	
Existing infrastructure, facilities, equipments etc.	
Human resources	
Product and Services, target market, market share, competitors	
Past experience	
Annual turnover for each of last 3 years and approximate profit	
Estimated value of company asset	
Strength and core competencies	

<b>4. Situational Analysis</b>	
Description on present situation of proposed value chain in terms of:	
Specification of product and services,	
Quality of product, potentiality for quality improvement and value addition,	
Market analysis - demand and supply situation, market trend, market growth potentials,	
Potentiality for up-scaling and market expansion,	
Opportunities and constraints in the proposed value chain,	
Proposed measures to address those opportunities and constraints.	

## 5. Present Status of Organisation's Involvement in the Proposed Value Chain

**A. Please mention how many years you have been in the business of proposed value chain. Describe organization's involvement in following functions (as relevant):**

- Production: *Locations, area of cultivation, annual production, cost of production, production process etc.*
- Collection/storage: *Locations, annual turnover, collection process, storage facility, operational cost, storage capacity and capacity utilization.*
- Processing: *Locations, technology used, processing facilities, tools and equipment's, materials used, processing process, processing cost, final products, quantity processed and quantity produced, value added to final product.*
- Marketing: *Target market, marketing channel, means of transportation, marketing cost etc.*
- Other functions (if any).

**B. Volume of the commodities transacted during last 3 years (commodity wise in case of multiple commodities)**

Commodity	Year 1 (BS.....) Kg/ctl./ton	Year 2 (BS.....) Kg/ctl./ton	Year 3 (BS.....) Kg/ctl./ton

**C. Last 3 Years Turnover (in Rupees)**

Commodity	Year 1 (BS.....) Rs.	Year 2 (BS.....) Rs.	Year 3 (BS.....) Rs.

**D. Organization's involvement in identified commodities in respect to district and suppliers (traders, wholesalers, middlemen, cooperatives, producer groups). Give Last year transaction.**

Commodity	Quantity (Kg/Ton)	Average price paid (per Kg.)		Buying from (districts/suppliers)
		Purchase Price (per Kg.)	At location (farmers' field, local collection centre, factory gate etc.)	

**E. Last year's sales record of identified commodities**

Commodity	Quantity (Kg/Ton)	Average sale price (Per Kg)	Product description (raw, semi-processed, processed/ value added)	Market description

Note: *Please mention if you have been already engaged in contract with producer groups/cooperatives/traders etc. Also attach the necessary documents of such contract, if available.*

## 6. Proposed Sub-Project Description

### A. Describe the proposed Sub-project focusing on following aspects:

- 1) Technical specifications of the product and services
- 2) Description of the production/processing and/or marketing process
- 3) Technology being used
- 4) Required Infrastructure facilities (existing or how to acquire) and their specification
- 5) Required Equipment and machineries (existing or how to acquire) and their specifications
- 6) Installed capacity and utilization of installed capacity
- 7) Required Raw materials (quantity and quality, and how to acquire)
- 8) Required man power (numbers & skills, and how to acquire)
- 9) Quality control mechanism
- 10) Plan for continuous improvement and value addition
- 11) Others, if any.

### B. Estimated requirement of commodity from the project districts for coming years (commodity wise in case of multiple commodities) Year 1 (.....)

Commodity	Quantity	Required Quality/ Specification	Average Price willing to pay per kg. (Rs)		Purchase from (Specify Dist/VDC/Ward No./Name of Groups & Coops)
			Price per Kg. (Rs)	At location (e.g. farmers field, local collection center, factory gate)	

### Year 2 (.....)

Commodity	Quantity	Required Quality/ Specification	Average Price willing to pay per kg. (Rs)		Purchase from (Specify Dist/VDC/Ward No./Name of Groups & Coops)
			Price per Kg. (Rs)	At location (e.g. farmers field, local collection center, factory gate)	

### Year 3 (.....)

Commodity	Quantity	Required Quality/ Specification	Average Price willing to pay per kg. (Rs)		Purchase from (Specify Dist/VDC/Ward No./Name of Groups & Coops)
			Price per Kg. (Rs)	At location (e.g. farmers field, local collection center, factory gate)	

### C. Sales forecast for coming three years

#### Year 1 (.....)

Commodity	Quantity (Kg/Ton)	Sale price (Per Kg)	Product description (raw, semi-processed, processed/ value added)	Market description

**Year 2 (.....)**

Commodity	Quantity (Kg/Ton)	Sale price (Per Kg)	Product description (raw, semi-processed, processed/ value added)	Market description

**Year 3 (.....)**

Commodity	Quantity (Kg/Ton)	Sale price (Per Kg)	Product description (raw, semi-processed, processed/ value added)	Market description

#### 7. Technical Viability of Proposed Sub-project

Provide a description - how the proposed sub-project is technically viable - addressing following issues:

- Relevancy of technological package in line with the objectives and problems to be addressed.
- Appropriateness of technology (production, postharvest and processing etc.) from the perspective of: geographical location, seed (variety) and breed, natural resources.
- Inclusion of technological interventions envisaged in intervention strategy of selected value chain in line with Value chain development and Inclusive business approach.
- Complete information about the technology especially for structures, tools and equipments, packaging materials etc. according to the nature of the sub-project (Design, specification, capacity, competitive price/cost estimate etc.).
- Logical order of technical activities in crop calendar and work plan.
- Logical build up for yield estimate, market promotion, income generation within proposed time frame
- Additional technical assistance/expertise required and how will this be secured

#### 8. Commercial Viability of Proposed Sub-Project

Provide a detail description on how the proposed sub-project is likely to be commercially viable from a financial, operational and market perspective.

A. Provide Financial projection of proposed sub-project for coming three years:

- Profit & Loss Projection
- Cash Flows
- Projected Balance Sheet

B. Describe your marketing strategy under proposed sub-project, focussing on following points:

- Target market - Local, National, International, Niche market etc.
- Marketing Mix – Product, Price, Place, Promotion, Position, Procedure, Post Sale
- Competitor and your competing strategy (price, quality, product differentiation, location, niche marketing, contractual arrangements and embedded services etc.)
- Demand and supply projection for coming three years and your organisations expected market share.
- Others, if any.

C. Long term vision for the sustainability of proposed sub-project.

- Market growth potentials and your organisation's strategy for coping with market trend
- Profitability
- Impact of policy change by the government and your organisation's strategy for coping with the changes.
- Others, if any.

#### 9. Management and Financial Capacity to Implement Proposed Sub-project

Provide detail description on your organisation's management and financial capacity, focussing on following points:

- Management structure, skills and experiences of firm/company
- Human & physical resources management (available skills, experience and support arrangements) for sub-project
- Sub-project management, implementation arrangement and institutional support
- Monitoring & evaluation mechanism
- Present financial status (with past three years transaction) and arrangement of financial resources for sub-project investment
- Risk identification and risk management strategy for proposed sub-project

#### 10. Anticipated Impact on Target Beneficiaries

Provide description on how the proposed sub-project brings positive impact on project target beneficiaries, focussing on following points.

- Number of household covered (producer, processor, traders etc.)
- Inclusion of poor, women and other minorities.
- Additional income to beneficiary households.
- Benefit sharing mechanisms.
- Possibilities for up-scaling.

#### 11. Sub-Project Budget & Implementation Schedule

A. Provide a detail activity list and budget estimate in INR.

##### Sub-Project Activities and Budget Estimates

S. No.	Activities	Unit	Per Unit Cost	Qty	Total Cost	Organisation's Contribution	HVAP Contribution
	Total (Rs.)						



**B. Provide a budget breakdown by years****Budget Break down by Year**

S. No.	Activities	Total Cost	Budget Breakdown by Year		
			Year 1 (.....)	Year 2 (.....)	Year 3 (.....)
	Total (Rs.)				

**C. Provide a detail implementation plan of the sub-project.****Implementation Plan**

S. No.	Activities	Total Cost	Implementation timeframe
	Total (Rs.)		

**D. Crop Calendar (as applicable)****Crop Calendar**

S. No.	Commodities	Months											
	Total (Rs.)												

**12. Attachments**

Please attach any relevant documents to support your statement above.

**Mandatory**

1. Quotation and specification of goods and services of value of Rs. 300,000 or more to be procured by sub-project fund.
2. Past three years audited balance sheet, income statement and cash flow statement – where audited accounts are not available, applicant shall provide all necessary document for project to be able to make an assessment of the financial performance of the applicant

**Optional (as relevant)**

3. Contract agreement with (producer groups, cooperative, market partners, purchasers)

Signed on behalf of applicant organization: ..... Date: .....

Name: ..... Position: .....

Official Stamp

## Evaluation Sheet Template for Window 3

## ANNEXURE - 4

Content	Weight age of Sub-criteria	Full mark
<b>Technical Viability</b>		<b>20</b>
Relevancy of technological package in line with the objectives and problems to be addressed. Appropriateness of technology (production, postharvest and processing etc.) from the perspective of: geographical location, seed (variety) and breed, natural resources.	<b>7</b>	
Inclusion of technological interventions envisaged in intervention strategy of selected value chain in line with Value chain development and Inclusive business approach.	<b>5</b>	
Complete information about the technology especially for structures, tools and equipment's, packaging materials etc. according to the nature of the sub-project (Design, specification, capacity, competitive price/cost estimate etc.).	<b>4</b>	
Logical order of technical activities in crop calendar and work plan. Logical build up for yield estimate, market promotion, income generation within proposed time frame	<b>2</b>	
Overall assessment of sub-projects in line with technical parts.	<b>2</b>	
<b>Commercial Viability</b>		<b>30</b>
Profitability/Return on Investment/Net Return	<b>10</b>	
Market potential (demand & supply) and market linkage plan.	<b>10</b>	
Sustainability (contractual arrangements, buy-back guarantee, embedded services etc.)	<b>10</b>	
<b>Management and Financial Capacity</b>		<b>20</b>
Management structure, skills and experiences of firm/company	<b>3</b>	
Human & physical resources management (available skills, experience and support arrangements) for sub-project	<b>4</b>	
Sub-project management, implementation arrangement and institutional support	<b>4</b>	
Monitoring & evaluation mechanism	<b>3</b>	
Present financial status ( with past three years transaction) and/or arrangement of financial resources for sub-project investment	<b>4</b>	
Risk management strategy for sub-project	<b>2</b>	
<b>Impact on target beneficiaries</b>		<b>30</b>
Number of household covered (producer, processor, traders etc.)	<b>5</b>	
Inclusion of poor, women and other minorities	<b>8</b>	
Additional income to beneficiary households	<b>8</b>	
Benefit sharing mechanisms	<b>5</b>	
Possibilities for up-scaling	<b>4</b>	
	<b>Total</b>	<b>100</b>

## TEMPLATE FOR GRANT AGREEMENT

### A. Introduction

This Grant Agreement has been made on ..... between the Accelerating Inclusive Supply Chain Development for Producers/Service Providers (hereinafter referred to as “MLAMP”), and ..... (hereinafter referred to as “Grant Recipient”). As per this Agreement, MBMA-MLAMP will make available fund to the Grant Recipient under Supply Chain Fund / Sector Development Facility for the purpose of..... (sub-project name) on the conditions specified in following articles.

Collectively, MBMA-MLAMP and Grant Recipient shall be referred to herewith as “the Parties”.

### B. Effectiveness of this Agreement

This Agreement will be effective during the period mentioned below:

Agreement Commencement Date: .....	Agreement Completion Date: .....
---------------------------------------	-------------------------------------

### C. Matching Fund Contribution

The total fund approved for this Sub-Project is INR..... (in words .....). The breakdown of matching fund contribution by MBMA-MLAMP and Grant Recipient will be as below:

#### Project Cost Contribution

Contribution from	Contribution Amount (INR)	Percentage	Contribution Amount in Words
MBMA-MLAMP Grant			
Grant Recipient			
Other (Banks/FIs)			

Detail budget breakdown by activities has been given in **Table 1 – Grant Application Cost Table [cost estimate table]**.

### D. Project Purpose

#### 1. Implementation Arrangement

- a. The Grant Recipient shall coordinate with all the stakeholders/ other partners and arrange to implement the sub-project as per the timeframe as specified in approved grant proposal and implementation schedule.
- b. MBMA-MLAMP will reimburse the grant fund as per actual cost incurred following the mode of payment under article I.
- c. The Grant Recipient shall ensure proper custody and use of all the cash and non-cash resources like machineries/equipment, tools and facilities created by Sub-Project investment.

- d. The Grant Recipient shall prepare a public notice board (hording board) and put at the visible sub project site showing duration, sources and uses of fund and other important sub-project information.

## 2. Right and Responsibilities

- a. In carrying-out/performing the sub-project activities, the Grant Recipient and the personnel employed by the Grant Recipient will:
  - i. Exercise the degree of skill, care, and diligence reasonably expected by MBMA-MLAMP and in accordance with the agreed Sub-Project implementation schedule.
  - ii. Comply with all provisions of all statutes, regulations and rules of Government of Nepal, local bodies or public authorities and any professional codes of conduct or practice that may be applicable to the Sub-Project.
  - iii. Observe the MBMA-MLAMP reasonable directives in relation to the Sub-Project.
  - iv. Comply with reasonable directives from MBMA-MLAMP or its representatives to support achieve the objectives of Project's Gender and Social Inclusion Strategy.
  - v. Be reasonably available for consultation with the MBMA-MLAMP or its representative during the terms of this agreement on the conduct and progress of the Sub-Project.
  - vi. Assist MBMA-MLAMP authorized personnel to verify field and factory activities and collect project monitoring data.
- b. MBMA-MLAMP or its representatives and component coordinator or technical person assigned by MBMA-MLAMP shall have the right to monitor the Sub-Project activities and provide feedback for further improvement.
- c. The Grant Recipient shall make available employees or agents with knowledge of the project to respond to questions from MBMA-MLAMP or its representative.
- d. The Grant Recipient will give access to MBMA-MLAMP or its representative as well as any service providers/consultants hired by the Project to the premises or the sites at which the Sub-Project is being carried out to inspect the progress of the Sub-Project and the equipment, services and goods acquired following a reasonable notice from MBMA-MLAMP or its representative (at least 1 days prior to the inspection date).
- e. The Grant Recipient will ensure the implementation of the Sub-Project under satisfactory performance conditions and make best efforts to achieve the objectives and fulfil all other obligations as detailed in this Agreement.
- f. The Grant Recipient will be responsible for proper use of grant fund in accordance with this Agreement as well the Sector Development Facility Guidelines in effect. In case the grant fund is, totally or partially, improperly used and declared ineligible, the recipient will be responsible for immediate replenishment of the grant account with the respective amount.
- g. The Grant Recipient will promptly notify the MBMA-MLAMP of any significant difficulties encountered or foreseen by the Grant Recipient.
- h. If the Sub-Project performance indicates that the Project objectives are not likely to be achieved, are superseded, or may be achieved by another preferred route, the MBMA-MLAMP will give the Grant Recipient written instructions for improvement within specified time frame. The recommendations for improvement shall be addressed by the Grant Recipient within the specified time frame and reported back to MBMA-MLAMP.

## E. General Conditions

1. Funds provided by MBMA-MLAMP under this agreement are to be used by the Grant Recipient exclusively in support of this sub-project.
2. The Grant Recipient is not allowed for budget transfer between the budget lines of more than 5% of approved budget limit in each budget line without advance approval from MBMA-MLAMP. In no circumstance the total budget limit can be exceeded without written amendment to this grant agreement.

3. If, after the completion of the sub-project, there are unspent funds under this Agreement, the Grant Recipient shall return such unspent funds to MBMA-MLAMP.
4. The personnel assigned by the Grant Recipient and the implementing partner for the operations and management of the Sub-Project shall not be considered as staff members of MBMA-MLAMP and shall not be entitled to any privilege, immunity, compensation or reimbursement by MBMA-MLAMP.
5. MBMA-MLAMP will not be held responsible for any accident, illness, loss or damage, which may occur during the implementation of Sub-Project.
6. The use of the official emblem and name of MBMA-MLAMP on any publication, document or paper prepared for publicly dissemination is prohibited without prior written approval from MBMA-MLAMP.
7. Neither the Grant Recipient nor their personnel shall communicate to any other person or entity any confidential information made known to them by MBMA-MLAMP in the course of the performance of their obligations under the terms of this Agreement nor shall they use this information to private or company advantage. This provision shall continue to exist even after the expiration or termination of this Agreement.
8. Neither the Grant Recipient nor its personnel shall be allowed to incur any commitment or expense on behalf of MBMA-MLAMP.
9. The Grant Agreement shall be governed by laws of the Government of Meghalaya.
10. Procurement of land and second-hand equipment is not allowed through this fund.

#### **F. Termination of Agreement**

The Agreement will continue to exist until the date specified in Article B of this agreement unless terminated earlier in following conditions.

1. MBMA-MLAMP shall have the right to terminate this Agreement, by giving written notice of 30 days to Grant Recipient, if it considers that the continued implementation of the Agreement is impossible or impractical because of:
  - a. unforeseen causes beyond the control of MBMA-MLAMP, or
  - b. in the event of a default or delay on the part of the Grant Recipient.
2. Similarly, if the Grant Recipient considers that it cannot continue the implementation of Sub-Project because of unforeseen cause beyond its control, the Grant Recipient shall submit a written request in advance of 30 days to MBMA-MLAMP to terminate the Agreement. In such case MBMA-MLAMP can terminate the agreement, if it finds the request is reasonable.
3. In the event of the termination of Grant Agreement because of the Grant Recipient's non-compliance or partial compliance with the terms of this Agreement, it will refund to MBMA-MLAMP any payment already received in respect of activities that have not been performed by the Grant Recipient to a standard considered acceptable to MBMA-MLAMP.
4. In the event of termination by MBMA-MLAMP for unforeseen causes beyond its control, MBMA-MLAMP shall complete all eligible payments, which may be due up to the effective date of termination.

#### **G. Extension of Agreement**

1. If delays in the implementation of Sub-Project activities are likely because of unforeseen causes beyond the control of the Grant Recipient, the Grant Recipient may request, in well advance, for time extension with full justification.
2. MBMA-MLAMP shall have the right to extend the duration of this agreement if it considers that the justification given by the Grant Recipient is valid and the likely delays cannot be avoided.

#### **H. Reporting Arrangement**

1. The Grant Recipient shall submit implementation progress reports as per following schedule:
  - a. Monthly Progress Report (to be submitted 5 days after the end of the month)
  - b. Quarterly Progress Report (to be submitted 15 days after the end of the quarter)
  - c. Implementation progress report – to be included with each grant instalment request.
  - d. Sub Project Completion Report – Within 30 days of final completion of sub-project activities.
2. In all the reports as scheduled above, the Grant Recipient shall include all the activities completed as of reporting date, financial statement (including sources and uses of fund) and social and economic outcome/ impact of sub-project along with the data, model, diagrams, photographs and other related documents aligned with sub-project implementation schedule.

#### **I. Mode of Payment**

1. MBMA-MLAMP will reimburse the Grant Fund as per following schedule. The number of instalment can be increased or decreased, depending on the progress in implementation milestone.

Sl.No.	Payment Schedule	Payment/Reimbursement amount	Performance Indicator

2. Implementation of the payment schedule will depend on the:
  - a. Satisfactory performance as per sub-project implementation milestones.
  - b. Submission of implementation Progress Report
  - c. Field verification report by Inclusive Supply Chain & Enterprise Team of SPMU-MLAMP.

#### **J. Settlement of Disputes**

Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, interpretation, validity, performance or termination, shall be settled amicably by the Parties through mutual understanding. If the Parties are unable to reach agreement, the dispute shall be referred to and finally resolved by arbitration in the nodal implementation agency in the state (Planning Department) in accordance with the Arbitration Rules of the Government of Meghalaya (1) being in force at the time of commencement of arbitration and by reference in this clause the GOM Rules are deemed to be incorporated as part of this contract. MBMA-MLAMP and the Grant Recipient agree to be bound by any arbitration award rendered in accordance with the above, as the final adjudication of any such dispute.

#### **K. Force Majeure**

Neither the Grant Recipient nor the MBMA-MLAMP will be responsible to the other party for delay or failure in performance of any of the obligations imposed by this Agreement when such failure is occasioned by unforeseen disasters, natural calamities, civil unrest like riot, war, strikes, labor disturbance, court order or Government interference, natural genetic variations of any living matters or by clause of like or unlike nature beyond the reasonable control and without the fault or negligence of either of the Grant Recipient or the MBMA-MLAMP.

## L. Amendments

Any amendments to this Agreement shall be effected only on the basis of written mutual consent by

**Signed on behalf of the Meghalaya Livelihood and  
Access to Market Project:**

Signature:.....

Name:.....

Project Director, MLAMP

**Signed on behalf of Grant Recipient:**

Signature: .....

Name: .....

Designation: .....

Organisation: .....

both the Parties.

### Witnesses:

1. Name: ..... Signature: .....  
Address: .....

*(1) GOM, Meghalaya Micro & Small Enterprise Facilitation Council Rules*

2. Name: ..... Signature .....  
Address: .....

### Contact Address of Grant Recipient:

.....

Telephone No. ....

Fax: .....

E-mail: .....

### Detailed Banking instructions of Grant Recipient:

Account name: .....Account number: .....

Bank address: .....