**FROM: TO:**

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| --- | --- |
| ***Name*** | **Jane Kabubo-Mariara** |
| ***Title/position*** | **Executive Director** |
| ***Department/unit*** | **N/A** |
| ***Institution (e.g. ministry)*** | **Partnership for Economic Policy** |
| ***City, Country*** | **Nairobi, Kenya** |
| *Tel:* | Tel: +254(20) 8632681 |
| *Email:* | Email: [director@pep-net.org](mailto:director@pep-net.org) or [pep-nairobi@pep-net.org](mailto:pep-nairobi@pep-net.org) |

**SUBJECT: Validation of project proposal** “*Title of proposal* ”

Dear Prof. Mariara,

With this letter, I wish to confirm that, based on my personal experience and knowledge of the current priorities and mandate of the *“Institution (e.g. Ministry)”,* the objectives (listed below) stated in the project proposal “*Title of proposal*” are indeed aligned with these priorities and shall contribute to informing policy advisory and decision processes within the Government of “*Country*”.

The objectives in question are:

* *Objective 1*
* *Objective 2 (if any)*
* *Etc.*

I am aware also that the following staff/members of the “*Department/Unit or Institution”* contributed to drafting the project proposal jointly with a team of local researchers.

* *“Name, title/position”*
* *“Name, title/position”*

I am aware and in agreement that if the project were to be selected for support, these staff/members would have to be made available to achieve a series of deliverables, including in-person participation in events abroad, some of which may last up to a full business week.

Therefore, even though my institution is not officially involved directly in this initiative, I, as the head of that institution, hereby confirm that I am fully supportive and in agreement with its implementation.

Shall you have any concerns or queries regarding the above, you may contact *me (or any relevant designated party – please provide name and title/position)* by email at *“email address”*

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
| Name |  | Date |