**GRIEVANCE REDRESSAL TEMPLATE**

**THE GLOBAL DEVELOPMENT AWARDS COMPETITION**

1. **Complainant’s information:** This information must be provided. The identity of complainants will be kept confidential if they request so. Anonymous complaints will not be accepted.

|  |  |
| --- | --- |
| 1. Name: | (Mr., Ms., Mrs., or Other salutation)  Click or tap here to enter text. |
| 1. Address: | Click or tap here to enter text. |
| 1. Phone: | Click or tap here to enter text. |
| 1. E-mail: | Click or tap here to enter text. |

1. Is there a representative making this complaint on behalf of the complainant(s)?

Yes No

1. Contact info if different from above: Click or tap here to enter text.
2. Request for confidentiality: Yes No
3. Risk of retaliation: Yes No
4. **Project Information:**
5. Project name (and project number if known): Click or tap here to enter text.
6. Project location (Country, Province, City, etc.): Click or tap here to enter text.
7. **The Complaint:**
8. What harm do you believe the GDN-financed project caused or is likely to cause to you?

Click or tap here to enter text.

1. Please include any other information that you consider relevant.

Click or tap here to enter text.

1. **Previous Efforts to Resolve the Complaint:**
2. Have you raised your complaint with the grievance mechanism of the project? Yes No
3. Was there any action taken? Yes No
4. How do you wish to see the complaint resolved?

Click or tap here to enter text.

1. **Signature:** *You may print the form and sign it. Alternatively, you may click in the box below and add a photo of your signature if you prefer.*

****



**Date:** DD/MM/YYYY

Complaints may be submitted by e-mail to [awards@gdn.int](mailto:awards@gdn.int%20)  with a copy to [tdemers@gdn.int](mailto:tdemers@gdn.int) and [fobino@gdn.int](mailto:fobino@gdn.int)

**Note:**

* Please attach supporting documents, if available.
* If you have any difficulty in completing the form, please contact [awards@gdn.int](mailto:awards@gdn.int)