



EEP

ENERGY AND ENVIRONMENT PARTNERSHIP PROGRAMME WITH SOUTHERN AND EASTERN AFRICA

*A Programme Funded by the Governments of Finland
and Austria and Hosted by the Development Bank of
Southern Africa*

SECOND CALL FOR PROPOSALS

27 September – 20 October 2010 13h00

[GUIDELINES FOR PROJECT PROFILE APPLICATION](#)



Austrian



Development Cooperation



GUIDELINES FOR PROJECT PROFILE APPLICATION: 2ND CALL FOR PROPOSALS

A. ELIGIBILITY OF APPLICATION

I. Eligible Applicants

Eligible EEP applicants include private companies, public institutions, research organisations, educational institutions, Non Governmental Organisations (NGOs), Community-Based Organisations, Not-for-Profit Organisations and Cooperative Organisation are all eligible to apply for EEP's project financing. An applicant should be registered with the appropriate registration body in your country of operation.

II. Type of Project Activities

The proposed projects must be engaged in one or a combination of the following activities:

- Pre-feasibility Study
- Feasibility Study
- Pilot Project
- Demonstration Project

Although Strategic Framework Studies, Capacity Building/Training, Policy Development Studies and Market Surveys are important, these are outside the scope of the current Call for Proposals (CFP) and therefore should not be submitted, otherwise they would be disqualified.

III. Sector/Technical Focus

The technical and sector focus of the proposed projects must include at least one or a combination of the following technologies or sectors:

- Biomass: improved woody biomass, improved cookstoves, improved charcoaling, power generation, etc
- Bio-fuels: bio-diesel, bio-ethanol, etc
- Biogas: for direct gas use, for power generation
- Energy Efficiency/Conservation
- Geothermal
- Hydroelectric power (up to 10MW)
- Solar – Photovoltaic (off-grid, grid-connected, mini-grid), Solar Water Heating (SWH), Concentrating Solar Power (CSP)
- Waste-to-Energy
- Wind
- Multi-Energy Solutions
- Rural Energy Solutions or Electrification

IV. Geographic Coverage

The projects must be implemented in at least one of the following Southern and Eastern African Partner Countries: Botswana, Kenya, Mozambique, Namibia, South Africa, Swaziland and Tanzania.

Projects that are implemented in more than one of these countries are considered **Regional** projects.

V. Duration

The project implementation period shall not extend beyond 30 November 2012.

VI. Funding Amount and Mechanism

The EEP contribution is a non-reimbursable grant principally aimed at supplementing applicants' own funding. Project developer co-funding contribution is therefore a key requirement for eligibility for EEP funding for all applicants since that demonstrates commitment, ownership and sustainability of the project. Although there is no prescribed form and quantum of project developer's own contribution, the acceptable form and quantum will depend on the type of organisation of the applicant. For example, the requirement for a private sector company with resources will be obviously higher than an NGO with limited resources. The EEP contribution to the project is up to a maximum of EUR 200,000 depending on the type of project. The budget allocation for the First Call for Proposals was about 2.2 million Euros and the total budget for the EEP Programme for the first phase from 2010 to 2012 is 9.5 million Euros including programme administration. It should be noted that the EEP funds should be considered as "seed money" to support concrete and sustainable projects. All disbursements will be based on actual costs incurred.

IX. Project Partners

It is advisable that projects include partners from both Beneficiary Partner Countries and technology supplying countries that would enhance technology transfer as one key objectives of the EEP Programme. Efforts are being made to assist project developers in partnering with companies in the donor countries (Finland and Austria) and all EEP stakeholders will be informed when that assistance becomes available.

B. RULES FOR PROPOSALS SUBMISSION

There are two options for submitting the project profile proposal to the EEP Regional Coordination Office (RCO):

- **Through Email:** The application form is completed and submitted to the RCO through the email address eeep@dbsa.org or
- **Through EEP Website:** The applicant first registers online at the EEP website (www.eepafrica.org). The application form and guidelines can then be downloaded, if not already available to the applicant through the announcement of the Call for Proposals. The application form is then filled in electronically offline after which the completed electronic form can be submitted online.
- Applicants are also encouraged to **register** on the EEP website even if your submission was sent by email. This would ensure that you get a quick response to your submission as well as getting informed about future EEP programmes and documents. If you have submitted the proposal through email, please do not submit it again through the website but only register at the website.

Applications received online through the EEP website will have a shorter response turnaround time than email applications, as acknowledgement of receipt will be automated in the online method of application.

The following rules will strictly apply:

- a. Proposals received by the RCO and copied to the National Coordinator will be considered to be in their final form. Revisions, corrections, additions or any other changes on the proposal will not be allowed after the proposals are received.
- b. Proposals must strictly follow the prescribed application form format. Proposals that are not completed with all necessary information or are prepared using a different format and/or exceeding the prescribed number of words will be automatically disqualified.
- c. No additional attachment to the prescribed application form will be considered in the evaluation process.
- d. All proposals will receive an acknowledgement message within 10 working days of the submission. If you have not received such a confirmation message, please inform EEP S&EA on eep@dbsa.org.
- e. Where in difficulty submitting your proposal through the EEP website or through your own email system, please contact your National Coordinator for assistance in perhaps using their email system or internet for submission. The contact details of the National Coordinators have been listed below for your perusal. Whatever the means you use to submit your proposal to the RCO, it is important to copy or inform your National Coordinator for cross-checking with the RCO regarding the number of submissions received.
- f. The **deadline** for submission of the project profile note is **20 October 2010 13h00 South African Time**. Any proposal received after this time will not be considered and any emails or telephone calls received regarding such late applications will not be responded to.

EEP National Coordinators

Botswana

Mr. Boiki Mabowe
bmabowe@gov.bw
Tel: +267 (364) 0205

Kenya

Mr. Isaac Kiva
isaac_kiva@yahoo.com
Tel: +254 (20) 341749

Mozambique

Mr. António Saíde
aos@me.gov.mz
Tel: +258 (21) 35 76 30

Namibia

Mr. Noddy Hipangelwa
nhipangelwa@mme.gov.na
Tel: +264 (61) 284 8169

South Africa

Ms. Noma Qase
nomawethu.qase@energy.gov.za
Tel: +27 (12) 444 4105

Swaziland

Mr. Bongani Thusi
bonganithusi@yahoo.com
Tel: +268 (404) 6244

Tanzania

Mr. Noel Mwakabungu
jmwakabungu@yahoo.co.uk
Tel: +255 (656) 916502

Zambia

Mr Israel Phiri
iphiri@zamnet.zm
Tel: +260 21 125 5184

EEP Regional Coordination Office

Ms. Phili Mlotshwa (administrator)
eep@dbsa.org
Tel: +27 (11) 256 3452

C. PROJECT PROPOSAL EVALUATION AND APPROVAL PROCESS

In the first instance, only Project Profiles must be submitted to the RCO for evaluation. Thereafter, applicants whose Profiles would be pre-selected by the EEP Steering Committee (SC) will be invited to submit a Full Proposal for final technical evaluation. Further to a positive feedback from the evaluation of the Full Proposal, a contract will be signed between the Ministry for Foreign Affairs of Finland (MFA) and the project developer for the implementation to start. The process of evaluations and approvals following the Project Profile submission is detailed below.

I. Screening of Project Profiles

The evaluation process starts with a screening of all the submitted Project Profiles by the Regional Coordination Office (RCO) before submitting the eligible ones to the National Coordination (NC) and Technical Evaluation Team for their evaluation. This high level screening will be check compliance of the submissions with the eligibility and submission rules outlined in these Guidelines as well as the criteria below:

- **Innovative:** how the idea is different from the current approaches in terms of improved simplicity, increased affordability, application of advanced technology(ies) and creative partnerships
- **Sustainable:** the proposal addresses issues of organizational capacity building, environmental sensitivity, local support, community participation, clear ownership, etc.
- **Replicable and scalable:** The extent to which the project can be transferred or replicated elsewhere in or outside the country particularly the Eastern and Southern Africa region; Clear indication of the potential to be applied at large scale.
- **Risks are known:** Potential risks to successful project execution are clearly identified and the required mitigation measures are proposed.
- **Realistic:** Project outputs and results are clear and they do have impact on increasing access to modern, affordable and reliable energy services

II. Evaluation of Project Profile

- The National Coordination Team (NC) pre-evaluates the Project Profiles by ranking them against each country's policy priorities, strategies and legislation. The resulting projects ranking is then sent to the Steering Committee (SC) through the RCO to be considered for funding.
- The Technical Evaluation Team (TET) evaluates the Project Profile against the preset EEP Project Evaluation Criteria and gives technical evaluation scores and recommendations for shortlisted projects. These scores and recommendations are then sent to the SC for approval consideration.
- The Technical Evaluation may also suggest some modifications for the project idea, technology, work plan, partnership, management or budget.
- The Project Profiles with evaluations of the TET and NC are then sent for the Steering Committee Approval through the RCO.

III. Project Profile Approval at the Steering Committee

The EEP Steering Committee (SC) is made up of the National Coordinators and the donor representatives. At the Steering Committee meeting, it is the National Coordinator that presents the Project Profiles of his or her country to the members by providing the basis for their ranking. In case of a regional project, the Project Profile can be presented by one of the National Coordinators involved or the Regional Director of the RCO. The SC makes project approval decisions based on a consideration of both the rankings of the National Coordinators and the technical evaluation reports. The approval of the Project Profile, indicating the amount of allocated funds, may include conditions or recommendations to be incorporated in the Project Proposal.

IV. Feedback to Project Proponents after Approval of Projects by Steering Committee

After the first round of Steering Committee provisional approval of projects, all applicants will be notified of the status of their application. Should the project profile not be approved, the proponents will receive notification thereof and encouraged to resubmit during the next call for proposals.

V. Full Proposal Development and Final Evaluation

Based on the recommendations of the Steering Committee, the Project Proponent is asked to develop and submit a Full Project Proposal within 6 weeks according to specified guidelines. The Full Proposals are then sent by the RCO for final Technical Evaluation to especially ensure compliance with the SC recommendations. Expenses covered by EEP Funding Contribution should be the follow:

- Technical services and consultancies on the project
- Travel expenses on the project
- Equipment and materials for the project
- Project execution expenses
- Project promotion
- Auditing
- Dissemination of project information

VI. Contracting and Start up of Project Execution

The final approval will be done by the Ministry for Foreign Affairs of Finland (MFA). Once approved and ratified by the partners, the Project Proposal turns into the document that governs the execution of the Project. A contract will be cosigned by the MFA and the lead partner and the RCO will facilitate the process. All the documents prepared and included in the Project Proposal will enter into force upon signature between the parties. The project activities should start within three months from this time. All disbursements are undertaken based on delivery of project milestones except in special cases where upfront payment can be justified.

The RCO will supervise and monitor the execution of the projects with the assistance of the National Coordination, where possible.