**Annex 1**

**18 February 2021**

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**Terms of Reference**

**UNIDO/GEF PROJECT –Sustainable Energy Initiative for Industries in Pakistan**

**Renewable Energy Investment projects support for SME's in industrial Sector**

**ANNEX 1: TEMPLATE FOR SUBMISSION OF PROPOSAL**

PART 1: OVERVIEW

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| * 1. Project Title:
 | *(full title of project )* |
| * 1. Name of Applicant:
 | *Name of Applicant*      Full Contact Details:  |
| 1.3 Type of Applicant and full address |      *(please select or specify)** Private, public or public-private company
* Individual project developer/investor (registered as company)
* Governmental institution (e.g. ministry, utility, electrification agency, municipality)
* NGO or cooperative
 |
| 1.4 Grant Category (applied for )  | 250 kW and above | 500 kW and above | 1MW and above |
| 1.5 Investment CostTotal Project Cost (a+b+c) | UNIDO/GEF Grant requested (a) | Applicant’s own Co financing (b) | Co-financing from other partners/ Bank Loan (if applicable)(c) |
|       US$ |       US$ |       US$ |       US$ |
| 100% |       in % of total |       in % of total |       in % of total |
| **1.6 Organization and Project Overview**Briefly provide information on applicant organization and project execution partner, highlighting the following:* Organizational history and management hierarchy
* Business category and products manufactured.
* Undertaking that organization is not under any litigation in the court of Law, in respect to any regulatory and legal dispute and have no outstanding obligatory issues under prevailing national laws.
* Have sound financial standing to undertake the proposed project with support of available incremental grant.

Briefly provide project main highlights indicating the following : * Type of RE Technology ( Solar PV, Biomass, Waste to energy or any other
* Project application (On grid / Off Grid / hybrid or any other application,
* Actual Rated Capacity (KW)
* Captive Power generation with or without spill over to grid / B2B Sales
 |
| 1.7 Project implementation duration     Months |

1.8 Main project concept:

* Briefly provide (NOT MORE THAN ONE PAGE) the main project concept, highlighting its key features and rationale for the project.

This shall include:

* Problem and Need Analysis i.e. key issues faced by organization that would resolve
* How the proposed project/ solution could address those issues
* What are key expected results and benefits
* What key activities(**including any Innovative approaches / measures**) will be undertaken to achieve expected results,
* Other indirect/cross cutting benefits of the project
* Readiness level to undertake the project implementation, indicating any formal provisional approval from top management to execute project based on prepared feasibility. In any particular case, where secure of all requisite agreements/NOC is necessary, adequate information/plan with evidence documents be provided for meeting the requirements.

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**PART 2: DETAILED PROJECT INFORMATION**

* 1. Relevance of Project
* Demonstrate the relevance of the proposed project to the objectives of the UNIDO/GEF project (as highlighted in ToR) and its application in industrial sector(explain technical and commercial viability supporting high replication potential through advantages such as clean energy generation, energy savings and reduction in GHG emission, improvements in Energy Performance etc)
* Demonstrate that the project is in line with the national priorities (such as Renewable energy policy, poverty reduction, social development) and energy legislation.

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* 1. Project Specific Objective(s) and its Impact
* Highlight WHAT specific objectives will be achieved through implementation of the proposed project /solution and HOW (e.g. to comply with international buyers requirement to reduce GHG emissions by fossil fuel replacement, etc)
* Demonstrate the positive impact of the project regarding social, economic and environmental sustainable development and propose quantifiable indicators to measure these achievements i.e. (amount of energy savings per annum , GHG emissions reduction per annum , percentage increase in income generation / productivity)

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* 1. Project Results (Outputs)
* Provide a list of expected outputs the project will deliver after successful implementation of the Project. These outputs should be generally be the main deliverables of the project and should be quantified as measurable outputs such as clean energy generated annually in KWh , energy savings in KWh, reduction in GHG emissions ( Tons of CO2 annually)

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| 1.      2.      3.       |

2.4 Main Project Activities

* List the main activities needed for achieving the main project results described in 2.3 and indicate when they would be completed and who would be responsible preferably through Gantt chart separately as Annexure to this Proposal in similar tabular format:

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| **Main activities**  | **Duration** | **Responsible partner** |
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2.5Feasibility and Efficiency of the Project

* Demonstrate the general feasibility and overall efficiency of the proposed project/ Solution. The techno economic feasibility of the project should depict:
* The project builds on a reliable technology, or replicates a proven energy service delivery model and/or technology. Note: **Detailed technical specifications of the project and relevant product/ equipment data sheets should be included as annexures.**
* Assessment of Renewable Energy resource potential/availability of feedstock ( in case of biomass, waste to energy and any other consumable resource)
* Provide detailed technical design of the project and calculations of the period of useful life of equipment, anticipated energy yield per annum, energy savings potential per year and CO2 emission reduction
* Adequate set up/ resources required for smooth operation (technical, management, financial).
* Economic Model/ Cost benefit analysis of the proposed project/ solution including calculations of Net present Value (NPV), payback period, Internal Rate of Return (IRR), Levelized cost of Energy ( LCOE)
* Identification of any Technology related risks and proposed mitigation measures
* Applicant and its partners/ sub-contractors relevant experience, expertise, technical capacity to implement project **( resumes of project team members of applicant and its partners/ sub-contractors needs to be provided as annexure**)
* Proof of Availability of financial resources to finance the project i.e. company financial statement, balance sheet, proof of any external financing/ bank lending ( if applicable)
* Proof of commitment from higher management / decision makers (Board resolution, commitment letter from higher management should be attached as annexure)
* Specify anykey lessons learned from other comparable or similar nature projects and activities implemented earlier

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2.6 Final Beneficiaries

* Describe the main stakeholders directly involved or concerned during project implementation and the final beneficiaries (any other enterprise/communities etc) which are benefiting from the project results.

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2.7 Project Sustainability and potential for scaling-up or replication at Industrial level

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* Explain how sustainability will be secured after completion of the project:
* How project will continue to bring expected outputs and results during its projected useful life of infrastructure and equipment and beyond.
* Show that there is adequate ownership of the project by the beneficiary and/ or major stakeholders in terms of ensuring smooth operation and maintaining and managing the constructed infrastructure and installed equipment at site.
* How financial sustainability will be ensured (such as sources of revenue for covering all future operating and maintenance costs, etc.)
* Explain how the proposed project/ solution has potential for scaling up or could be replicated at industrial sites (Supported demonstration projects shall have a good potential for replication and should lead to commercialization and widespread technology deployment. You may list down activities that could result in replication of proposed project/ solution at industrial level)

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2.8 Innovation, learning and dissemination

* Describe the main innovation or any value addition through the proposed project. Highlight the innovative approaches/ solutions, value added services and technologies which the project will work with.
* How the lessons learnt will be captured and disseminated such as within business group and sister companies and beyond.

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2.9 Risk analysis

* Describe the risk factors that are associated with implementation, completion and sustainability of the project. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures/ preventive actions to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

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| **Main risk factors** | **Mitigating measures** |
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2.10 Monitoring and Evaluation (M&E)

* Describe the Monitoring &Evaluation mechanism of proposed project during implementation phase in order to effectively track and monitor the progress of project related activities hence keeping the project aligned with completion timeline.

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PART 3: FINANCIAL INFORMATION

3.1 Total eligible direct project costs and requested UNIDO/GEF grant amount: (in US$)

* Provide a detailed budget breakdown of the total eligible direct project costs and funding structure as indicated in the example below.
* Provide a realistic justification of the incremental cost to be supported by Grant and its utilization.
* Give a realistic overview on the co-funding from different partners. It should be noted that major cost items should be supported by documentary evidence such as quotations etc.
* UNIDO reserves the right to reject proposed costs if they are not be supported by documentary evidence especially for cases where costs are shown abnormally higher than acceptable ranges considering the current market valuations.

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| **Funding Structure of Project (UNIDO/GEF Grant and Co-financing)** |
| Budget Items | UNIDO/GEF Grant ((US$) (a) | Applicant Co financing ((US$) (b)  | Total Costs (US$)( a+b) | GEF/UNIDO Grant in % of total costs |
| A. Personnel Costs |  |  |  |  |
| B. Transportation |  |  |  |  |
| C. Equipment and Supplies |  |  |  |  |
| D. Services  |  |  |  |  |
| E. Training |  |  |  |  |
| F. Other Costs |  |  |  |  |
| G. Monitoring &Evaluation  |  |  |  |  |
| **Total Direct Eligible Costs (US$)** |  |  |  |  |

**\*UNIDO/GEF funding is mainly to support the equipment component of this tender**

**PART 4: APPLICANT INFORMATION**

4.1 Applicant and partners

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| Name of Partner | Type of Organization  | Legal Registration No. | Contact Person | Full Post Address | E-mail Address | Office and Mobile Phone (add country code) | Year of Establishment  |
| **Applicant** |       |       |       |       |       |       |       |
| **Partner 1** |       |       |       |       |       |       |       |
| **Partner 2** |       |       |       |       |       |       |       |

4.2 Type of partnership

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| Select one (mark with “x”):  | **“Private – Private”** |  |
|  | **“Private – Public”** |  |
|  | **“Public – Public”** |  |

4.3 Experience / expertise of project team:

Highlight experience / expertise of relevance to the proposed project /( detailed CV must be included as annexes)

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| **Project team** | **Name of Expert(s)**  | **Relevant Experience and Education** |
| **Lead applicant**  |  |  |
| **Partner 1** |  |  |
| **Partner 2** |  |  |

PART 5: CERTIFICATION BY LEAD APPLICANT

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| **Signature:**  |  |
| **Name:**  |  |
| **Position in organization:**  |  |
| **Date and Location:**  |  |
| **Organizational Stamp of Lead Applicant** |  |