



FIRST CALL FOR PROPOSALS






I. Introduction

From 15 October to 31 December 2009, EEP Mekong First Call for Proposals was launched. During this period, the Embassy of Finland conducted a series of "Information Days" in the four Mekong partner countries providing briefing to prospective project applicants on EEP Mekong, the programme components, and more importantly, on how to prepare project proposals using EEP Mekong prescribed format. At the end of the call period, proposals were received from project developers in the Mekong region in co-operation with the donor countries.

II. Response to the First Call of Proposals

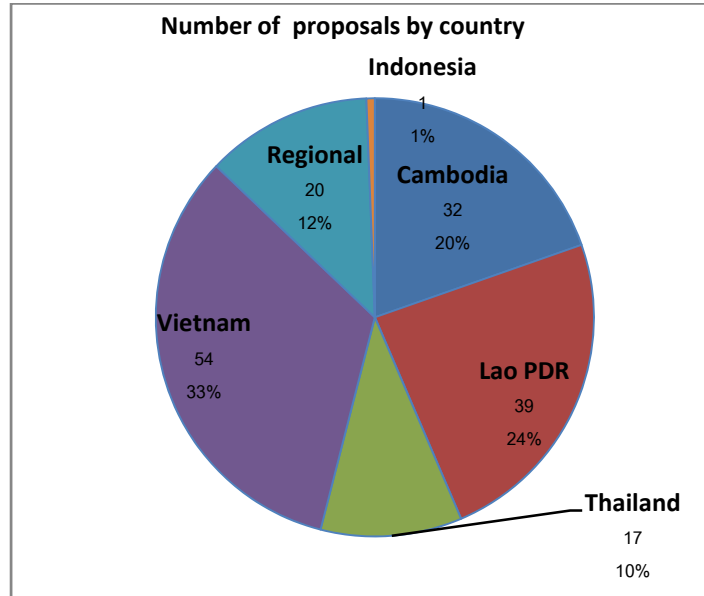
A. Number of proposals received

The response to the first Call for Proposals was extremely positive. Although few proposals were received in the first few weeks after the call was launched, 89 % of the proposals were received in December 2009. On 31 December alone, 52 proposals (32% of total) were received. Some proposals that were sent in December were only received in early January. All in all, a total of 162 proposals were received as a response to the First Call. Proposals were submitted by a wide-range of applicants, including the following:

-  National ministries/local authorities
-  Universities/research institutes (from the Mekong region and Finland)
-  NGOs
-  Private companies/consultants
-  Charitable organisations

B. Proposals by Country

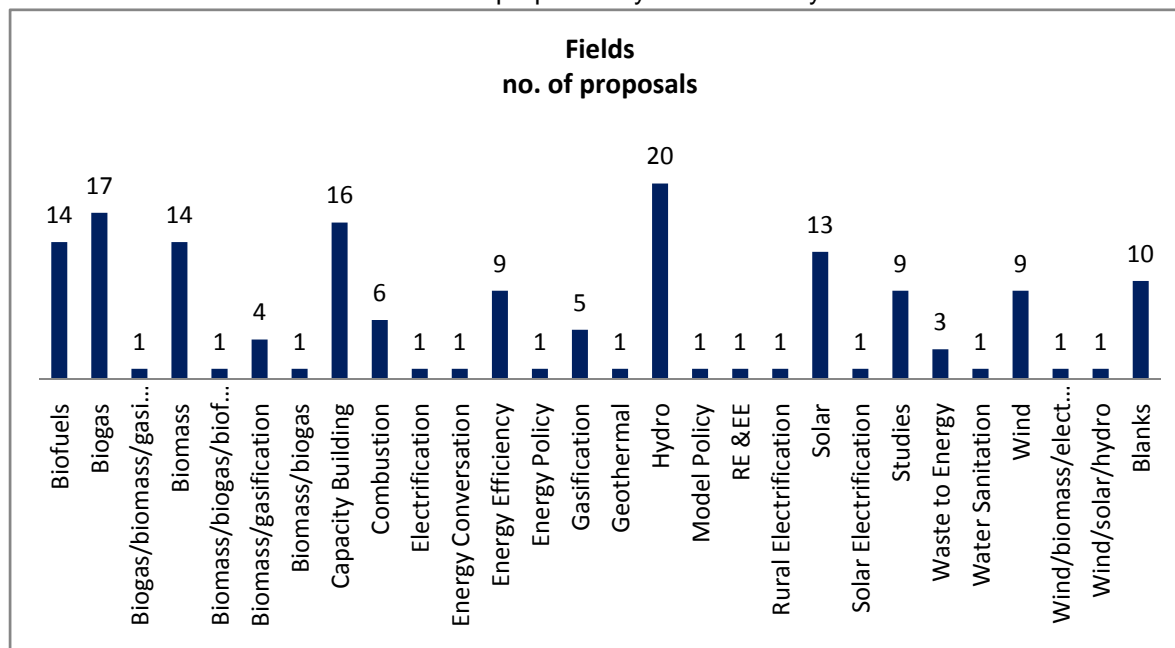
The chart below shows the breakdown of proposals submitted from each of the partner countries.



As seen from the above chart, Vietnam submitted the highest number of proposals, i.e. 54, accounting for 33% of the total. Lao PDR submitted 39 proposals, or 24%, Cambodia 32 or 20% and Thailand 17 or 10%. 20 proposals or 12% were classified as “Regional” as they were submitted by applicants from at least 2 partner countries or would be implemented in more than one partner countries. One proposal was received from Indonesia but was considered ineligible as Indonesia is not a partner in EEP Mekong.

C. Proposals by Field

The chart below shows the distribution of proposals by field of activity.



Overall, the call reflected strong interest among proponents to develop projects in a wide variety of field of activities, including biomass, biogas, bio-fuel, hydro, solar, wind and in some cases, the combination of two or more RE applications. The highest number of proposals was in hydro, followed by biogas. However, if all biomass-related projects are combined, including biomass gasification and combustion, biomass constitutes the largest field of activity. The high number of capacity building proposals indicates that there is a strong need for this activity in the region.

It should be noted that the 10 proposals classified as "Blanks" fell into non-priority fields.

III. The Evaluation Process

A. Sorting out the proposals: matching titles with identification numbers and country of origin

As soon as a proposal was received by the Embassy, it was given an identification number reflecting the date, month, year and a number indicating that it is the first (or second, 3rd, etc) proposal received on that day. For example, the second proposal received on 20 December 2009 would receive the following identification number: PPF 20120902. If it came from Vietnam, an initial V would be added before PPF to indicate its country of origin. Thus the proposal's identification number would be: V-PPF 20120902.

B. Initial Screening: Compliance and Relevance Tests

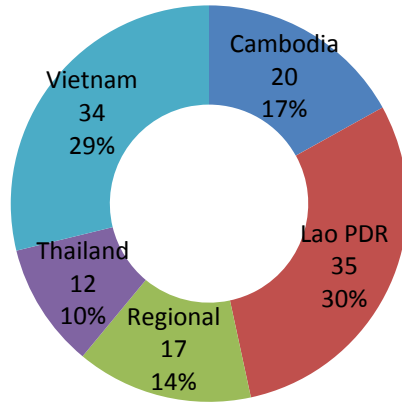
- **Compliance:** The RCU and Embassy teams conducted the initial screening of the proposals to determine their compliance based on the following criteria:
 - EEP Mekong Format is used
 - Amount of financing requested is within limit (euro 500,000)
 - Objectives of EEP Mekong are met
 - Country of origin is one of the partner countries
- **Relevance:** Aside from the Compliance test, proposals were also screened by the NCUs of each partner country to determine their relevance to each country. In evaluating the relevance of the proposals, the NCUs based their decision on the following guideline questions:
 - How relevant is the proposal to the **objectives** and one or more of the **priorities** of the call for proposals?
 - How relevant to the particular **needs and constraints** of the target country/countries or region(s) is the proposal (including the avoidance of duplication and synergy with other on-going initiatives)?
 - How clearly defined and strategically chosen are those involved (final beneficiaries, target groups, intermediaries? Have their needs been clearly defined and does the proposal address them appropriately?

The results of the Compliance and Relevance tests are shown in the following table:

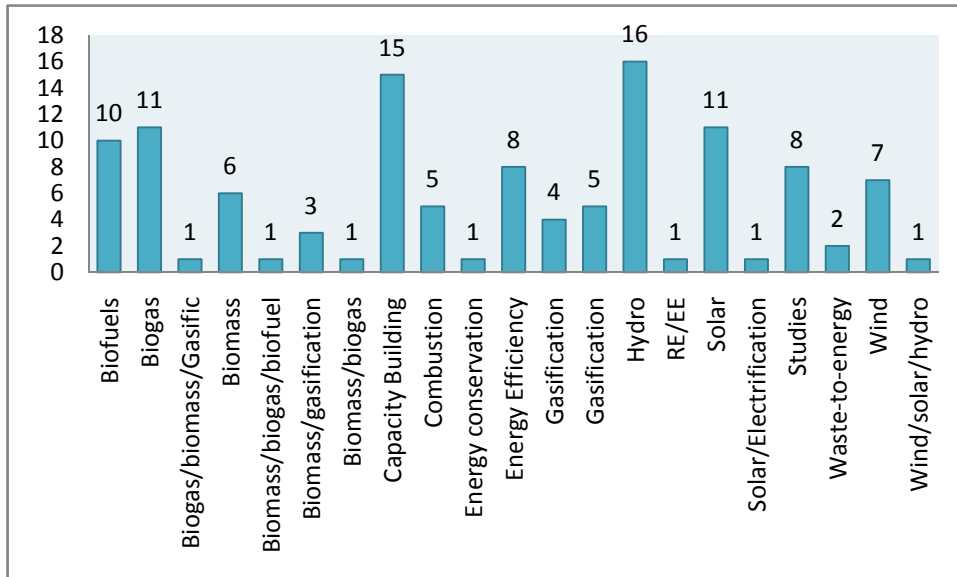
FIRST SCREENING RESULTS				
COUNTRY	TOTAL NUMBER OF RECEIVED PROPOSALS	NUMBER OF COMPLIANT PROPOSALS	NUMBER OF RELEVANT PROPOSALS	NUMBER OF REMAINING PROPOSALS FOR EVALUATION
CAMBODIA	32	27	20	20
LAO PDR	39	35	35	35
REGIONAL	20	17	17	17
THAILAND	17	14	12	12
VIETNAM	54	46	34	34
INDONESIA	1	-	-	-
TOTAL NUMBER OF PROPOSALS	163	139	118	118

Number of Evaluated Proposals by Country

Number of Evaluated Proposals by Country



Number of Evaluated Proposals by Field



C. Appointment of the Evaluation Team

With the initial screening of proposals completed, the next logical step in the evaluation process was the appointment of the members of the Evaluation Team.

It has been decided that each proposal must be evaluated by three evaluators, thus a total of **354 man-hours is required** for the evaluation.

D. Regional and Finnish evaluators were appointed to perform the task. It was made sure that no evaluator was involved in any of the project of this call. **Evaluation of the Proposals**

I. Evaluation Guidelines

In evaluating the project proposals, the evaluators used the Partnership Evaluation Grid. To ensure objectivity and consistency, guide questions were incorporated in the grid. Proposals were evaluated in the following areas:

- ❖ Resources, Partnership and Management: to assess the proponents' experience, resources (both human and financial) as well as arrangement with partners and authorities (20% of total score).
- ❖ Methodology and level of Technical Innovation: a key area in evaluating the proposal is to determine the soundness, quality and appropriateness of the technical aspects of the project (40 %).
- ❖ Sustainability and replicability: the proposed project's sustainability and impacts on energy, income, gender and other issues are assessed in this section (20%).
- ❖ Budget and cost effectiveness: the proposal's budget, the cost estimate and sources of financing are assessed to determine whether the proposed cost estimate is sensible and justifiable. The project's source of financing to ensure its completion is also determined (20%).

II. Scoring the proposals

As shown in the Evaluation Grid, there are specific questions on each of the four areas of the proposals being evaluated. Each question corresponds to a certain number of points, ranging from 0 point to a maximum of 10 points (in certain areas such as co-operation with donor countries). Evaluators were free to give fraction of scores. The scores are then summed for each of the grid sub-section and shown on EEP Mekong Evaluation Scoring Sheet.

IV. Evaluation Results

Out of the 118 proposals that were evaluated, nine proposals were pre-selected to receive EEP funds by the Steering Committee during a meeting on 3-4 May. The identification numbers of these proposals, their country of origin and field of activity are shown in the table below:

Identification Number	Country of Origin	Field of Activity
PPF31120940	Vietnam	Biomass
PPF18120903	Cambodia	Energy Conservation
PPF30120915	Lao PDR	Capacity Building
PPF30120913	Vietnam	Energy Efficiency
PPF31120914	Thailand	Bio fuel
PPF23120904	Lao PDR	Capacity Building
PPF31120925	Cambodia	Solar
PPF23120907	Lao PDR	Hydro
PPF02120901	Cambodia	Energy Efficiency

V. Next Stage

After the Steering Committee's selection of proposals to receive funding from EEP, the following milestones will have to be accomplished before funds from EEP can be disbursed:

Milestone	To be performed by	Schedule
Submission of Full Project Proposals	Project Proponent	15 June 2010
Evaluation of Full Project Proposals	Evaluation Team	18 – 30 June 2010
Preparation of Financing Contract Document	RCU/Project Proponents	July – August 2010
Contracting	MFA/Project Proponents	July – August 2010

Partnership Project Evaluation Grid

	Max Score	
Resources, Partnership and Management	20	
Methodology and level of technical innovation	40	
Sustainability and replicability	20	
Budget and cost-effectiveness	20	
Total	100	

Section	Maximum Score	Project Score	Remarks
1. Resources, Partnership and Management	20		
<p>1.1 The applicant and partners have sufficient experience of project management.</p> <ul style="list-style-type: none"> • <i>The applicant/partners have project experience within the respective country/region/location (2.5 points)</i> • <i>The applicant/partners have experience in identical or similar activities (nature, type, size, complexity, sector). (2.5 points)</i> 	5		
<p>1.2 The applicant and partners have sufficient technical expertise.</p> <p><i>At least one of the partners has sufficient experience in the energy sector</i></p>	5		
<p>1.3 There is a good balance between partners and proposed activities. The partners' level of involvement and participation in the action is appropriate.</p> <ul style="list-style-type: none"> • <i>There are clear arrangements between applicant and partner (and target group). The management responsibilities and the financial contributions are clearly and properly defined between the applicant and the partner. (3 points)</i> • <i>The project includes market sector partners. (2 points)</i> 	5		

<p>1.4 The applicant and partners have sufficient management capacity (including staff, equipment and ability to handle the budget for the action).</p> <ul style="list-style-type: none"> • <i>The management structure and system are adequate. (1 point)</i> • <i>The number, qualifications and expertise of staff are adequate. (2 points)</i> • <i>Links to local/national authorities responsible for management and administration of services related to the project are established (1 point)</i> • <i>Arrangements are made in the project for capacity building for national/local authorities, whose participation is necessary for project success (1 point)</i> 	5		
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2. Methodology and level of technical innovation	40		
<p>2.1 The proposed activities are appropriate, practical, and consistent with the objectives and expected results.</p> <ul style="list-style-type: none"> • <i>The technology is appropriate to solve the identified problems. (1 point)</i> • <i>The activities effectively address the specific objectives. (1 point)</i> • <i>The project builds on a proven energy service delivery model. (1 point)</i> • <i>The local/public authorities responsible for the sectors are supporting the project activities. (1 point)</i> • <i>The project operation is properly set-up (technical, management, financial). (1 point)</i> • <i>The project is innovative. (3 points)</i> • <i>The chosen approach, methodology and work plan are adequate to achieve the objectives of the proposed project. (2 points)</i> 	10		
<p>2.2 The overall design of the action is coherent.</p> <ul style="list-style-type: none"> • <i>The proposed work plan is realistic and logically structured. (1 point)</i> • <i>The identified problems are adequately analyzed. (1 point)</i> • <i>Risks are clearly defined and proper mitigation measures are proposed. (1 point)</i> • <i>The project includes a monitoring and evaluation (M&E) scheme, based on internationally recognised - practices.(1 point)</i> 	5		

<ul style="list-style-type: none"> • <i>The project evaluation scheme includes monitoring of downstream development outcomes and impacts. (1 point)</i> 			
<p>2.3 The action plan is feasible and the proposal contains objectively verifiable indicators for the outcome of the action.</p> <ul style="list-style-type: none"> • <i>The action plan is clear and feasible (1 point)</i> • <i>The proposal contains indicators for energy services, for upstream economic impact, for downstream results, outcomes, and impact. (1 point)</i> • <i>The proposal's M&E scheme is sound. It is based on internationally recognised M&E methodologies. (1 point)</i> • <i>The time frame is realistic. (1 point)</i> • <i>Proper institutional responsibilities and arrangements are in place. (1 point)</i> 	5		
<p>2.4 The proposed project enhance co-operation between local project developers and donor countries. (10 points if there is participation from Nordic countries; 0 if none)</p>	10		
<p>2.5 The proposed project includes technology/know-how transfer. (10 points if project is first of its kind in the country/region; 5 points if not first but with some degree of innovation; 0 if not first and no innovation).</p>	10		

<p>3. Sustainability, replicability and dissemination plan</p>	20		
<p>3.1. The proposal project is likely to have multiplier effects</p> <ul style="list-style-type: none"> • <i>There are expected multiplier effects due to improved access to energy (1 point) and income generation (1 point) (total: 2 points)</i> • <i>There are expected multiplier effects such as financial leverage and/or scaling up (1 point)</i> • <i>There are expected multiplying effects through the creation of revolving funds (1 point)</i> • <i>The project has demonstrative effects serving as model for replication. (1 point)</i> 	5		

<p>3.2 Economic sustainability: The project has positive impact on the local and national economy.</p> <ul style="list-style-type: none"> • <i>The expected results indicate a potential for an economically and socially sustainable operation. (2 points)</i> • <i>Local energy resources are used. (1 point)</i> • <i>The project is expected to have macro-economic impacts (balance of payments; national or local public authority tax revenues; demand for local capital (1 point)</i> • <i>Attention is given to affordability. (1 point)</i> 	5		
<p>3.3 Social sustainability, ownership and environmental sustainability</p> <ul style="list-style-type: none"> • <i>The project is sustainable and there is potential for replication. (1 point)</i> • <i>The action contributes to creating or strengthening institutions and organisations which allow the activities to continue beyond the action. There is local “ownership” of the project. (0.5 point)</i> • <i>The institutional framework can be replicated in other regions/countries. (0.5 point)</i> • <i>The local social acceptability criteria are addressed. (0.5 point)</i> • <i>The project will likely contribute to creation/strengthening of an adequate policy framework: (improved legislation). (0.5 point)</i> • <i>The specific impact on gender is taken into account, notably health impact, or time used for energy related household tasks. (0.5 point)</i> • <i>There is a specific impact on socially disfavoured or isolated groups. (0.5 point)</i> • <i>Food safety issues are addressed. (0.5 point)</i> • <i>There are predicted positive impacts on the environment. (0.5 point)</i> • <i>There are predicted positive impacts on -climate change of the project.(0.5 point)</i> • <i>The action takes into account rational use of energy services. (0.5 point)</i> • <i>The project design includes monitoring of environmental impact assessment. (0.5 point)</i> • <i>The primary energy supply is sustainable. (0.5 point)</i> 	7		
<p>3.4 Dissemination plan</p> <ul style="list-style-type: none"> • <i>There is a plan to disseminate the project results.(2 points)</i> • <i>The key target groups for dissemination are</i> 	3		

<i>identified. (1 point)</i>			
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4. Budget and cost-effectiveness	20		
<p>4.1 The ratio between the estimated costs and the expected results satisfactory.</p> <ul style="list-style-type: none"> • <i>The activities and expected results justify the proposed budget (3 points)</i> • <i>The expected results meet the project's general objective(s). (2 points)</i> • <i>The project costs are properly estimated and the resources for investment are clearly identified (2 points)</i> • <i>The project is making use of local financing. (local contributions) (3 points)</i> 	10		
<p>4.2 The applicant have stable and sufficient sources of finance</p> <ul style="list-style-type: none"> • <i>The proponent's contribution to the total project cost is appropriate (5 points)</i> • <i>Other confirmed sources of financing are identified. (5 points)</i> 	10		
Maximum total score	100		

EEP Mekong - Project Evaluation Score Sheet

Project number:

Evaluator:	Maximum Score	Project Score	Remarks
1. Resources, Partnership and Management	20		
1.1. Experience of project management	5		
1.2. Technical Expertise	5		
1.3. Balance between partners	5		
1.4. Management capacity	5		
2. Methodology and level of technical innovation	40		
2.1. Appropriateness of activities/consistency with EEP objectives	10		
2.2. Coherence of overall action design	5		
2.3. Feasibility of action plan/clear OVIs	5		
2.4. Cooperation between Mekong and donor country	10		
2.5. Technology transfer	10		
3. Sustainability and replicability	20		
3.1. Multiplier effect	5		
3.2. Economic sustainability	5		
3.3. Social/environmental sustainability & ownership	7		
3.4. Dissemination plan	3		
4. Budget and cost-effectiveness	20		
4.1. Estimated cost/expected results ratio	10		
4.2. Applicant financial resources	10		
Maximum Total Score	100		

Evaluator's General Conclusion/Recommendation

Project recommended for EEP Funding

YES

NO

Items to be further elaborated in Full PDD

Suggested improvements for next call resubmission

Recommendations regarding budget (co-financing)