

## **GUIDELINES FOR THE SECOND CALL FOR PROPOSALS**

**Guidelines for the Second Call for Proposals are as follows:**

### **I. Eligible Applicants**

Eligible applicants include NGOs, private companies, public institutions, research organisations and educational institutions are all eligible to apply for EEP's project financing.

The following types of organisations are not eligible for EEP financing:

- Multilateral institutions
- Development agencies
- Trust funds

### **II. Type of Project Activities**

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

- Capacity Building/Training
- Policy Development Study
- Pre-feasibility Study
- Feasibility Study
- Pilot Project
- Demonstration Project
- Strategic Study

### **III. Technical Focus**

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

- Biomass
- Bio-fuels
- Biogas
- Energy Efficiency/Conservation
- Geothermal
- Hydro power
- Solar
- Waste-to-Energy
- Wind

### **IV. Geographic Coverage**

The proposed projects must be implemented in at least one of the following Mekong Partner Countries:

- Cambodia
- Lao PDR
- Thailand
- Vietnam

Projects that are implemented in more than one of the Mekong Partner Countries are considered **Regional** projects.

**V. Duration**

The project implementation period shall not be longer than until 30 November 2012.

**VI. Funding Mechanism**

The EEP contribution is principally aimed to supplement applicants' own funding as a non-reimbursable grant. Project Developer co-funding contributions will affect positively on the approval of the project proposals. The EEP contribution to the project could be a maximum of EUR 200,000 depending on the type of the project. The total budget for phase 1 of the programme is EUR 7.9 million.

**Please note that Under EC Regulation 1998/2006 (De Minimis Aid Regulation), the support provided is a de minimis aid.**

**The proponents are responsible for ensuring that the de minimis aid does not exceed the maximum limit. If any of the project partners received de minimis aid during the current and last two fiscal years, they should contact Regional Coordination Unit (RCU) before submitting the proposal.**

**VII. Bio- fuel proposals**

Bio-fuel proposals must be for projects that produce for domestic consumption only. Proposals on bio-fuel projects that plan to export all or part of their production will be disqualified.

**VIII. Hydro power proposals**

Hydropower proposals must be for projects of 10MW or less.

**IX. Project Partners**

It is advisable that project s include partners from both Mekong Partner Countries and the donor community. (Donor community include: Finland, Sweden, Denmark, Norway and Iceland). The minimum number of partners is two (lead partner and at least another partner).

## X. Submission Rules

a. All proposals should be submitted on-line. Proposals submitted on-line will be copied automatically to the relevant National Coordination Unit (NCU) and to RCU.

b. Instructions for on-line submission:

1. Applicants must register on line (follow the prompts). One user ID is required per application. Applicants who wish to submit more than one proposal must register again and provide a new user ID for each proposal application. Follow this link

[www.eepmekong.org/eep\\_projects/second\\_call.php#ref1](http://www.eepmekong.org/eep_projects/second_call.php#ref1) to register or visit [www.eepmekong.org](http://www.eepmekong.org)

2. After registration, log-in to the control panel and follow the prompts.

3. When filling the form, do not use commas for any numbers (example: 10000, not 10,000).

4. The total project cost and total financing in part 3 must be equal and must be the same as the total project cost provided in part 1 of the proposal. Fill all the required fields which are marked with red asterisks (\*). If these requirements are not fulfilled, the proposal cannot be submitted.

5. To save the partially completed draft proposal: Click **Save Form**

at the bottom of the page.

6. To retrieve the saved draft proposal: Log-in by entering the registered User Name and password. After logging-in, the Control Panel will ask three questions: 1) Submit a new proposal or edit the saved one; 2) Proceed to submit saved proposal; 3) Log-out. Click (1) to edit the saved proposal.

7. After completing a proposal, click either **Save Form**

to review and edit the proposal at a later time; or click

**Save and proceed to Submission**

When the "Save and proceed to submission" button is clicked, a confirmation page will be shown on the screen.

Click **Submit Form** to submit the proposal. Otherwise,

proceed to edit the draft proposal. **Note: if “Submit Form” button is clicked, the proposal is considered submitted in its final form and can no longer be edited.**

8. After the “**Submit Form**” button is clicked, the following message will appear: “*You have successfully submitted your project proposal form*”. You will be automatically re-directed to the Confirmation Page. Click 

<b>Print Form</b>
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 on top of the page.

Print a copy of the proposal sign it and send it to the relevant NCU or to RCU for regional projects as instructed in item 9 below.

9. **The deadline for on-line submission and sending a hard copy of the proposal is 15 October 2010. A hard copy of the signed proposals must be sent by courier to the relevant NCU or to RCU (for Regional projects) on or before this date. Proposals submitted/sent after 15 October 2010 will not be accepted.**

- c. Proposals received by the NCUs and RCU 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.
- d. If there are problems regarding on-line submission, please contact the RCU for assistance.

The addresses of the NCUs and RCU are shown below:

Cambodia:

Mr. Toch Sovanna, Director  
Department of Energy Technique  
Ministry of Industry, Mines and Energy  
#45 Preah Norodom Boulevard, Phnom Penh  
Cambodia

E-mail: [tsovanna@hotmail.com](mailto:tsovanna@hotmail.com)

Lao PDR:

Mr. Anousak Phongsavath, Director  
Rural Electrification Division  
Department of Electricity, Nong Bone Road, Vientiane  
Lao PDR

E-mail: [anousak\\_pv@yahoo.com](mailto:anousak_pv@yahoo.com)

Thailand:

Mr. Rangsana Sarochawikasit, Executive Director  
Energy Research Bureau  
Department of Alternative Energy Development and Efficiency  
17 Rama 1 Rd., Pathumwan, Bangkok 10330  
Thailand

E-mail: [rsan@dede.go.th](mailto:rsan@dede.go.th)

Vietnam:

Mr. Le Tuan Phong, Deputy Director  
Department of Energy, Ministry of Industry and Trade  
54 Hai Ba Trung Str., Hoan Kiem District  
Hanoi, Vietnam

E-mail: [phonglt@moit.gov.vn](mailto:phonglt@moit.gov.vn)

Mrs. Pham Huong Giang

E-mail: [GiangPH@moit.gov.vn](mailto:GiangPH@moit.gov.vn)

RCU

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