

GUIDELINES FOR EEP MEKONG THIRD CALL FOR PROPOSALS (e-submission)

Guidelines for EEP Mekong Third Call for Proposals are as follows:

I. Eligible Applicants

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

The following activities are not included in the 3rd Call for Proposals:

- Policy Development Study
- Strategic Study

For projects to be implemented in Thailand, the Project Activities for the 3rd call are limited to Pilot and Demonstration Projects

III. Technical Focus

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

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

- Hybrid (a combination of one or more technical focuses)

For projects implemented in Thailand, the Technical Focuses for the 3rd call are limited to Biomass, Biofuels, Waste-to-Energy, Hydro power and Solar (PV and /or thermal).

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 15 months as the project must be completed by 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. Biofuel proposals

Biofuel proposals must be for projects that produce for domestic consumption only. Proposals on biofuel 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 10 MW or less.

IX. Project Partners

It is advisable that projects 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), to the National Technical Expert (NTE) 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. Use this link http://eepmekong.org/eep_projects/third_call.php to register or visit 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 of the proposal must be the same as the total project cost provided in Part 1. 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 message will be shown on the screen. Click 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 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 11 March 2011. A hard copy of the signed proposals must be sent by courier to the relevant NCU (for National Projects) or to RCU (for Regional projects) on or before this date. Proposals submitted/sent after 11 March 2011 at 16:00 hrs (Bangkok time) will not be accepted.**

- c. Proposals received by the NCUs/NTEs 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 questions/problems regarding on-line submission, please contact the RCU for assistance or the National Technical Experts (NTEs) of Cambodia, Lao PDR and Vietnam.

The contact details of RCU and the NCU/NTEs of Cambodia, Lao PDR and Vietnam are shown below:

Cambodia:

NTE

Mr. Mony Thourk
Department of Energy Technique
Ministry of Industry, Mines and Energy

#45 Preah Norodom Boulevard, Phnom Penh
Cambodia
E-mail: thourkmony@yahoo.com

NCU

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

Lao PDR:

NTE

Mr. Bounnhang Phengsouvanh
Department of Electricity
Ministry of Energy and Mines
Nong Bone Road, Vientiane
Lao PDR
E-mail: pbounnhang@yahoo.com

NCU

Mr. Anousak Phongsavath, Director
Rural Electrification Division
Department of Electricity, Nong Bone Road, Vientiane
Lao PDR
E-mail: anousak_pv@yahoo.com

Thailand:

NCU

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

Vietnam:

NTE

Dr. Nguyen Anh Tuan

Institute of Energy, Ministry of Industry and Trade
54 Hai Ba Trung Str., Hoan Kiem District
Hanoi, Vietnam
E-mail: tuanguyen.icd@gmail.com

NCU

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

Mrs. Pham Huong Giang
E-mail: GiangPH@moit.gov.vn

RCU

Dr. Ludovic Lacrosse, Chief Technical Advisor
Regional Coordination Unit (RCU)
AIT CC, Room 130-132, Asian Institute of Technology
58 Moo 9 Km 42, Paholyothin Highway,
Klong Luang, Pathumthani 12120
Thailand
E-mail: eepmekong@eepmekong.org