



Guidelines for Preparation of Concept Note

1st Call for Proposal, EEP Mekong Phase 2

These notes are provided as a guide for preparation and submission of a CONCEPT NOTE for participation in EEP Mekong funded projects on Clean Energy.

The guidelines have been designed to be as inclusive as possible. Accordingly, dependent on the type of project Concept Note and its development status, not all aspects of the guidelines will always be relevant. Project Developers should attempt to provide available information to relevant areas in as much detail as possible / appropriate and available at the time of submission. Project Developers may choose to provide any additional information that they consider useful and not covered in this template. The template is meant as a guideline only and need not be adopted; Project Developers shall use the Concept Note format and structure as shown on the EEP Mekong website and provide the information according to the requirements of their project. The Proposal may be submitted on its own or with a complete Business Plan.

The emphasis of the Concept Note should be on the presentation of a concise and credible plan that can be quickly and easily interpreted by readers who are not familiar with the project, enabling them to form an initial opinion as to whether the project is bankable / has investment potential and may be suitable for further consideration / further development work / support and advice from EEP Mekong. Based on the appraisal of the Concept Note EEP Mekong may offer to provide support and advice to Developers to further develop their project and structure the financing proposal for introduction to investors / financiers.

1. PROJECT OVERVIEW

1.1 to 1.7 Introduce the project with regards to the technological focus (solar, biomass, energy, efficiency etc.), application of the technology, and geographical location.

The eligible technologies include: Biomass, Hydro power (up to 10 MW), Energy Efficiency/Conservation, Biofuels*, Solar (PV and thermal), Waste-to-Energy, Biogas, Wind, and Hybrid (a combination of one or more technical focuses).

* using input material which is non-food based only and final product (biofuel) is not for export, only for domestic consumption

1.8 Summarize key features and main project concept: Briefly describe and explain the



key features and main concept (project idea)/essence/rationale for the project and its coherence with national development plan on sustainable energy. This should explain how it will address the identified problems, how the project will generate its main benefits, what the benefits are, who the beneficiaries are, how the benefits will be sustained and the potential for replication, growth and other multiplier effects. Explain clearly how the project works, why it is important and what the key features are.

The project impact on energy and environment and on local socio-economic development should also be emphasized.

2. PROJECT INFORMATION

2.1 Problem identification/analysis: (maximum 200 words)

The problem analysis should identify negative aspects faced by target groups and beneficiaries of a given situation, establishing the cause and effect relationship between the observed problems. Identify what prioritized list of problems or barriers need to be addressed / overcome by this project (including financial). These identified problems would determine what the project objectives should be.

2.2 Project overall objective and outcomes: (maximum 100 words)

These are defined as follows:

- **Output:** Products and services delivered. Completed product of a specific activity.
- **Outcome:** An outcome represents a specific result a project is intended to achieve. An outcome can also be defined as the specific objective of a project. An outcome is not what the program actually produced itself (the output), but the consequences of those products, services, or assistance.

2.3 Business Plan: (maximum 300 words)

Describe the growth potential, details of production means (sources of raw material, machinery, equipment, labor force and expertise), marketing strategy (distribution, promotion, and pricing), analysis of supply and demand (market size), etc.

Provide a realistic business plan to scale-up and/or replicate the project without donor support after the EEP grant is fully utilised during its whole lifespan.

2.4 Development impacts: (maximum 200 words)

Social economic benefits to the target population including ethnic groups, poor households,



women, female-headed households and other disadvantaged groups in terms of job/livelihood creation, reducing poverty, improvements of living standards etc.) and climate change mitigation (i.e. CO2 emission reductions).

2.5 Main outputs and activities: (maximum 300 words)

Please list the main activities needed to produce the project outputs and main outcomes and impact (as above). Check that the activities are practical, realistic, feasible and coherent. Is the action plan clear and feasible?

2.6 Beneficiaries: (maximum 150 words)

“Beneficiaries” refers to the people benefiting from the energy provided by the project. Describe who are the main beneficiaries and target groups, and how will the project address their needs.

2.7 Sustainability, replicability and scalability: (maximum 100 words)

What is the potential for spread/scaling-up? What measures will be put in place to ensure the sustainability of the project.

2.8 Innovation: (maximum 100 words)

Highlight what new business concepts/models and partnerships the project is expected to develop, and how lessons learnt will be recorded and disseminated.

2.9 Risk Analysis

What are the risk factors that will affect the implementation, completion and sustainability of this EEP component of the project? These factors should include financial, environmental, social, economic, political and others, as applicable within the boundaries of this EEP supported project and not beyond that. Name the main risks identified, including the level of probability (“High” or “Low”), as well as the proposed mitigation measures.

2.10 Implementation Plan (maximum 200 words)

Describe roughly the project implementation plan.

3. FINANCIAL INFORMATION

3.1 Total project cost and financing: (in Euro)

This section should provide a breakdown of estimated costs (result based). Only include eligible expenditures as defined in the Guidelines for Execution.

This information should include description and cost of Consultancies and Equipment.



3.2 Sources of financing

Describe the sources indicate if the contribution is in-kind or cash Amount of financing.
If there is in-kind contribution, please provide basis of valuation in the box provided below.

3.3 Financial Management (maximum 100 words)

Describe briefly how the project will ensure transparency, accountability and sound financial management.

3.4 Additionality of EEP funding (maximum 100 words)

Explain why the EEP funds are needed for the project, and if the project would be implemented without it.

3.5 Results Based Financing plan (maximum 100 words)

Identify the milestones and/or results that would trigger the disbursements of financial incentives when these are achieved.

4. APPLICANT INFORMATION

4.1 Applicant and partners

Include the basic information about the lead applicant and the partners.

A signed partnership commitment letter (Memorandum Of Understanding) must be attached.

4.2 Background of applicant and partners: (maximum 50 words per partner)

Provide a brief introduction of the Lead Applicant and Partner(s), including: Nature of Operations/number of employees, year the company was established, branches (if applicable): Private Business, Government Agency, Private Research, Public Research, Government Enterprise, Private University/Public University, NGO, Charitable Organisation.

For private companies provide business registration numbers from the Trade Register of the country of origin.

Describe the type of partnership agreed between the partners.

4.3 Financial information

To be provided by Lead Applicant only.

a) Private business: 2013-2014 audited financial information including the following: sales/turnover, net profit after tax, total assets, total liabilities, paid-up capital (in Euro).

b) NGOs or Sector Associations: provide information on main sources and amounts of funding support (in Euro).



Include authorized Auditor's Reports from required years.

4.4 Experience / expertise: (maximum 50 words per partner)

Highlight experience / expertise of relevance to the proposed project.

4.5 Reference Project

List references of project with prior project experience relevant to the proposal and similar to its size? (only basic information, from the past 5 years, maximum 10 and one page each reference) Include a description of these projects as an annex using the template provided, and specify if the projects are completed or on-going.

4.6 Project Team

Introduce the proposed project team and their backgrounds (*maximum 50 words each member*) and their role in the project.

NOTES:

1. The guidelines provide listed sections that we will look out for and expect. Nonetheless, deviations and additions are allowed and encouraged
2. Be factual and realistic. Quantify your claims and proposals where possible.
3. Applications have to be submitted online at the EEP Mekong portal using the electronic application format.
4. Applicants must provide its business registration reference in its country of origin.
5. Once completed the Concept Note form on line, print a copy, and send it signed as an attachment.
6. Attachments required:
 - Attachment 1. Partnerships commitment letter (Memorandum Of Understanding)
 - Attachment 2. Business/Trade Registration of private company in country of origin
 - Attachment 3. Auditor's Reports from past three years
 - Attachment 4. Certificate of taxes and other legal financial obligations paid
 - Attachment 5. Description of prior projects experience relevant to the proposal (use the project reference form).
 - Attachment 6. Signed and scanned copy of the Concept Note