

The ECOWAS Renewable Energy Facility (EREF) for peri-urban and rural areas

Execution of Action Line-2 of the ECOWAS/UEMOA White Paper on Energy Access

2011 CALL FOR PROPOSALS



Guidelines and Background (update Nov. 2011)

**Deadline for Concept Note Submissions:
31 May to 31 July 2011, 23.00, GMT**

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1 Introduction

The following guidelines provide interested applicants with all information on the 2011 Call for Proposals of the ECOWAS Renewable Energy Facility (EREF).

2 Background

The ECOWAS Renewable Energy Facility (EREF) was launched in May 2011 and is managed by the Secretariat of the ECOWAS Regional Centre for Renewable Energy and Energy Efficiency (ECREEE) based in Praia, Cape Verde. In the initial stage, the EREF provides grant co-funding for small and medium sized renewable energy and energy efficiency (RE&EE) projects and businesses in rural and peri-urban areas.

The Facility is established with initial support of the Austrian Development Cooperation (ADC), the Spanish Agency for International Development Cooperation (AECID) and technical assistance of the United Nations Industrial Development Organization (UNIDO). **The Facility is open to other donor partners and is seeking further support for future call for proposals.** A detailed description of the background of the Facility can be found in the EREF project document. The EREF is part of the annual work plans of ECREEE and fully integrated in its governance structure.

2.1 What is the EREF

The EREF is a seed fund which is managed under the leadership of the ECREEE Secretariat (ECREEE-SEC) in coordination with its National Focal Institutions (NFIs). The Facility provides non-reimbursable grants through regular demand driven competitive call for proposals. During its first phase of operation (2011 to 2015), the EREF will test and sharpen its funding policy and find its comparative advantage in the West African market. In the second phase (2015 to 2020) the EREF will broaden its portfolio of financial instruments and support schemes (e.g. micro credits).

2.2 Relevance of the EREF

With the Facility, ECREEE contributes to the achievement of the UN Millennium Development Goals (MDGs), the UN Goal on Universal Access to Clean, Affordable Energy by 2030 and the international agreements to reduce GHG emissions to keep the global average temperature rise below two degrees Celsius. The Facility can also be seen

as ECOWAS contribution to the 2012 International Year of Sustainable Energy for All.

The EREF refers directly to the objectives and action plan of the ECOWAS/UEMOA White Paper on Energy Access in Peri-urban and Rural Areas. The policy document foresees that at least 20% of new investments in electricity generation in rural and peri-urban areas should originate from renewable sources. Action line 2 on investment promotion foresees the establishment of an RE&EE investment and innovation fund which raises funding for at least 200 demonstration projects and support local manufacturing and service companies. The EREF also contributes to Result Area 7 of the ECREEE Business Plan which aims at business and investment promotion.

The EREF responds to the urgent need for additional RE&EE investments in peri-urban and rural areas of West Africa and the lack of national financing instruments and limited international donor support. Most of the financing available at international levels is not exclusively focused on small and medium sized renewable energy solutions in rural and peri-urban areas.

The proposal for the EREF is aligned with the Paris Declaration on Aid Effectiveness which calls for a strengthening of local ownership, capacities and increased use of local country systems to implement development aid. ECREEE has the official ECOWAS mandate and a comparative advantage in the area of RE&EE in West Africa. The experience accumulated through the management of the EREF will further strengthen the capacities of the ECREEE Secretariat and create synergies to the annual work plans of the Centre. Best practices and lessons learned from the executed EREF projects will be disseminated through the ECREEE network and the ECOWAS Renewable Energy Observatory (EREO). In the second phase, the experiences and lessons learned from the EREF will be transferred to the ECOWAS countries which should lead to the adoption of national financing mechanisms.

The Facility creates a win-win situation and opens up opportunities for North-South and South-South technology and knowledge transfer. Regular forums on different RE&EE aspects, services and technologies will create an enabling business environment and a cooperative platform between technology companies and institutions of other continents and West African counterparts. The proposed EREF is also aligned with the objectives of the Africa-EU Energy Partnership (AEEP) and the

priority activities of the Africa-EU Renewable Energy Cooperation Programme.

2.3 Objectives, Results and Beneficiaries of the EREF

The **overall objective** of the Facility is to contribute to the sustainable development in rural and peri-urban areas of West Africa through increased deployment and usage of reliable and affordable RE&EE technologies and services. The **specific objective** of the EREF is to create a favourable investment and business environment which leads to accelerated deployment and use of RE&EE technologies and services in peri-urban and rural areas of West Africa.

EREF activities will **result in the mitigation of existing financial barriers** for the development and execution of small- and medium sized RE&EE investments and businesses. The capacities, knowledge base and market access ability of local RE&EE technology and service companies will be enhanced. Networking, knowledge exchange and awareness raising on RE&EE business opportunities in peri-urban and rural areas will be facilitated.

The **Direct Beneficiaries** of the EREF are project developers, companies and institutions directly involved in the execution of projects funded by EREF. The **Final Beneficiaries** are the energy end-users particularly in peri-urban and rural areas benefiting from modern, reliable and affordable energy services and finally also the global community through the reduction of GHG emissions.



2.4 EREF Governance Structure

The EREF is managed by the ECREEE Secretariat and governed by the ECREEE Executive Board (EB) and a special Evaluation Committee (EC). Detailed information on the governance structure can be found in the EREF project document.

The **Executive Board (EB)** of ECREEE provides strategic guidance, releases the global annual budget to the EREF and ensures synergies to the other activities of ECREEE. The funds released to the EREF are subject to the approval by the Executive Board and are part of the annual work plans of ECREEE. The Executive Board of ECREEE meets on an annual basis. Further information on the composition and structure of the Board can be found in the ECREEE brochure.

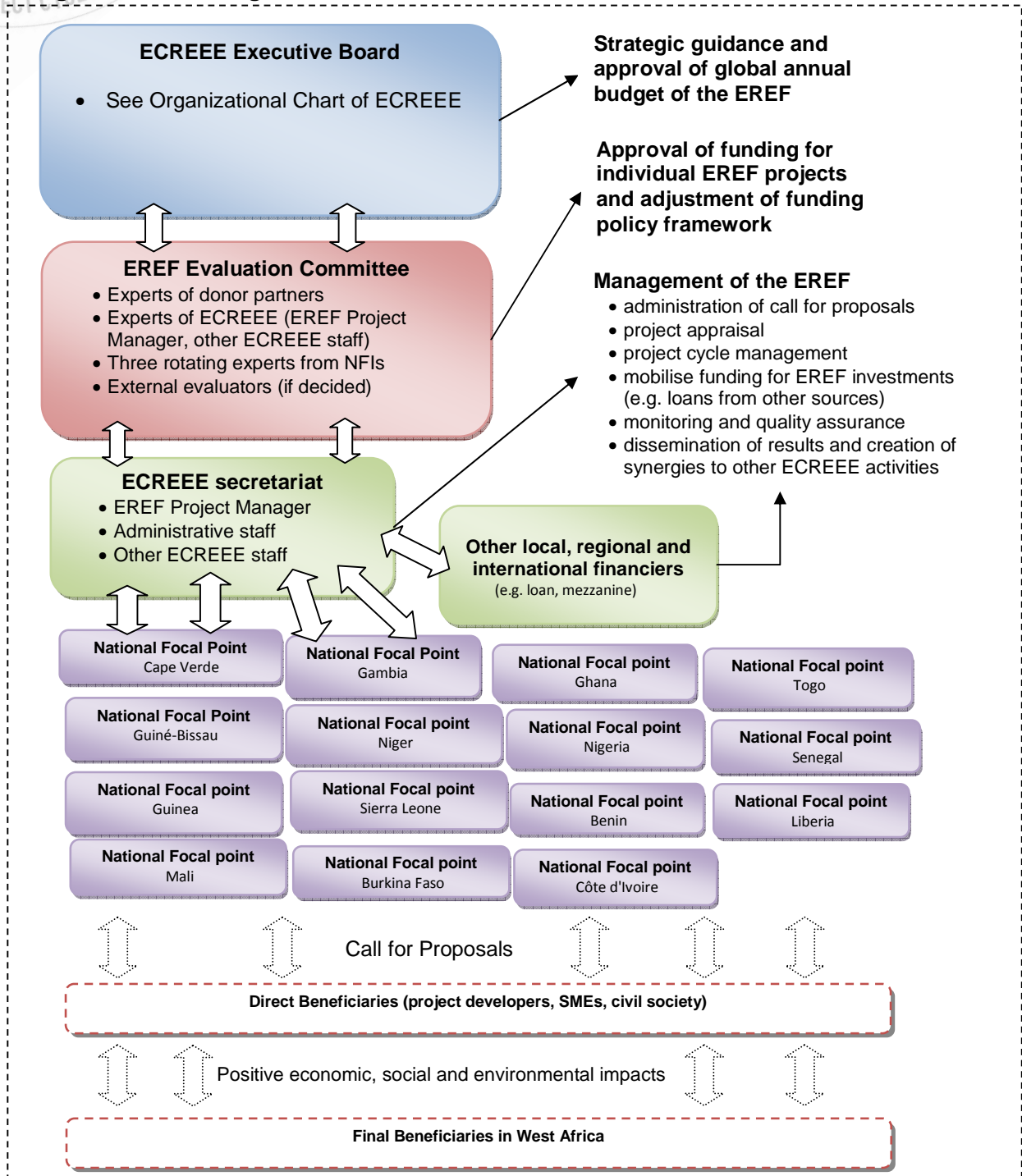
The **Evaluation Committee (EC)** of ECREEE meets usually after the second stage of the application process of an EREF call for proposals. The Committee approves the grant funding to the individual EREF projects on the basis of the recommendations of the EREF project management team and adjusts the funding policy for the next call. The Evaluation Committee consists of the donor partners, ECREEE staff and three rotating experts from the National Focal Institutions (the contact list of the NFIs is available at: www.ecreee.org).

The specialized **EREF project management team** is based at the ECREEE Secretariat in Praia, Cape Verde. ECREEE in cooperation with the National Focal Institutions (NFIs) is responsible for the day to day management and administration of the EREF project cycle.





Figure 1.1 EREF Organizational Structure





3 General Eligibility Criteria for the 2011 Call for Proposals

The following sections describe the EREF funding policy. Project proposals submitted to the 2011 Call shall be in line with the eligibility criteria regarding geographic and technical focus as well as type of activity. Projects outside the scope will be rejected.

3.1 Eligible Geographic Focus:

Project proposals with the following geographical focus are eligible:

- **ECOWAS country projects:** Benin, Burkina Faso, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo;

- **ECOWAS regional projects:** Projects executed in more than one country or with positive regional impacts have more priority. The EREF can support regional projects in neighboring countries if at least one ECOWAS country is included.
- The focus of the EREF is primarily but not exclusively focused on projects in peri-urban and rural areas. Proposed projects in urban areas should demonstrate their relevance for rural and peri-urban areas.

Eligible Countries	Eligible Applicants	Eligible Technical Solutions <i>(projects usually cover more than one option)</i>
<ul style="list-style-type: none"> • Benin • Burkina Faso • Cape Verde • Cote D'Ivoire • Gambia • Ghana • Guinea • Guinea-Bissau • Liberia • Mali • Niger • Nigeria • Senegal • Sierra Leone • Togo • Regional <i>(covers more than one country listed above)</i> 	<ul style="list-style-type: none"> • Government institutions (ministries, electrification agencies, municipalities) • Private, public or public-private companies (e.g. SMEs, ESCOs, utilities) • Individual consultants and project developers (registered as company) • Universities, schools, research centres, • NGOs and cooperatives 	<p>Renewable Energy:</p> <ul style="list-style-type: none"> • Renewable Energy (multi-focus) • Biomass (e.g. improved stoves for cooking, power generation) • Bio-fuels (e.g. Biodiesel, Bioethanol) • Biogas • Waste-to-Energy • Geothermal Energy • Hydroelectric Power (medium, small, micro, pico) • PV (e.g. grid/off-grid, SHS, lighting, pumping, desalination) • Solar thermal (water heating, CSP, cooling, process heat, solar cooking and drying) • Wind Energy (e.g. off/on-grid, on- and off-shore, small and large, water pumping, desalination etc.) • Wave, tidal and ocean thermal • Hybrids (indicate sources) • Mini-Grids • Storage systems (batteries, hydrogen) <p>Energy Efficiency:</p> <ul style="list-style-type: none"> • Sustainable transport • Efficient appliances • Building efficiency • Cleaner production • Transmission • Energy conservation and management <p>Other focus:</p> <ul style="list-style-type: none"> • LPG for cooking



3.2 Eligible Applicants

Proposals can be submitted by one applicant or a group of partners led by a lead applicant. ECREEE will sign the Grant Contract for Co-funded Projects only with the lead applicant (contracting party). Lead applicants and their partners which directly benefit from EREF grants and are involved in project execution are referred as “Direct Beneficiaries”. The consumers in rural and peri-urban areas who benefit from better access to reliable and affordable energy services are the “Final Beneficiaries” of the EREF projects. The following applicants are eligible to submit project proposals:

- Private or public-private companies (e.g. SMEs, ESCOs), individual consultants and project developers, governmental institutions (e.g. ministries, utilities, rural electrification agencies), municipalities, universities, research centers, NGOs, grassroots organizations or cooperatives.
- Multilateral organizations and bilateral development agencies and trust funds are not eligible but can be partners or co-financers in proposed projects;
- **Applicants of non-ECOWAS nationality or legal status must have a West African partner** and need to demonstrate the added value created locally (e.g. through job creation, technology and know-how transfer, sustainability); international applicants with a local branch in West Africa have to prove that they employ local staff in the project implementation;

Applicants shall meet the minimum requirements described below. The mentioned documents must be submitted at latest with the full project proposal. These criteria can be considered as knock-out criteria:

- A minimum of 3 years of existence and experience of the (lead) applicant in the field. The relevant section in the project proposal template should be filled. Particularly the strength of the CVs of experts who will work on the project will be considered. The applicant should provide CVs of the offered project team and a profile of the company/organization.
- Applicants should have at least some experience with the implementation of similar

projects in Sub Sahara Africa or other developing countries.

- The applicant shall be registered as a legal Entity authorized to enter into contracts for provision of services and goods. Applications of individuals cannot be supported. As a proof, the applicant should provide a certified copy of Certificate of Incorporation or other documents setting forth the legal basis.
- Applicants should provide a copy of relevant licenses, authorizations and quality standards, where applicable, enabling the applicant to perform the required services/work required; include quality standards if applied;
- Applicants have to agree to the terms and conditions of the ECREEE’s Grant Contract for Co-Funded Projects; The visibility guidelines for co-funded ECREEE projects shall be implemented.
- In the case of an initial advance payment the successful applicant may submit a bank guarantee which covers the first payment before the effective date of the contract.
- The latest audited copy of the Financial Statement shall be provided. Companies shall meet the following financial criteria:
 - Profit Margin ratio or Return on Assets Ratio should be in excess of 1%
 - A solvency ratio (ratio of current assets to current liabilities) of more than 1 is required.
 - The average annual turnover for the past 3 years (or for whatever period of the time the bidder has been in the business for, if it has not yet reached 3 years) should be at least four times more than anticipated value of the contract.
 - The impact of any pending claims, arbitration and other pending legal action should not exceed 50% of total of the bidder.

3.3 Eligible Technologies

The following technology solutions are eligible:

- All appropriate and sustainable renewable energy and energy efficiency technologies.
- This includes also partly renewable energy based hybrid systems and mini-grids.

- Small hydro power projects should not exceed a capacity of 10 MW.
- Biofuel projects are only supported for sustainable local use.
- Liquid Petroleum Gas (LPG) cooking projects are eligible due to their high relevance for low-income population groups.

3.4 Eligible Activities: The EREF Financing Windows

Project proposals submitted to the 2011 EREF-Call shall be in the scope of Financing Window-1 on Investment Promotion or Financing Window-2 on Business Development. Proposals out of the scope will be rejected during appraisal.

3.4.1 Financing Window 1: Investment Promotion

This window supports investment promotion activities for small and medium-sized RE and related EE projects in peri-urban and rural areas. The EREF (...)

- is co-funding pre-investment phase activities such as strategic studies (e.g. potential studies), (pre-) feasibility studies, resource measurements, financial project structuring (incl. CDM preparation), social and environmental impact studies.
- is co-funding the installation and execution of small-scale pro-poor RE&EE pilot programs and projects in rural communities with potential for regional scaling-up in West Africa (e.g. solar home systems, improved stoves). Projects should particularly target poor communities, social institutions (e.g. clinics, health posts, schools) and promote productive uses.
- is not able to co-fund bigger investments but will assist to mobilize tailored funding from other sources (e.g. loans, mezzanine, carbon finance). In this regard ECREEE maintains a network of financing partners (e.g. AfDB, EBID, World Bank).

3.4.2 Financing Window 2: Business Development:

This financing window targets West African small- and medium sized enterprises (e.g. SMEs, ESCOs) which are either located in rural and peri-urban areas or offer important solutions for these final



beneficiaries (e.g. SHP, improved stoves, lighting). The EREF (...)

- co-funds business development (e.g. co-funding of business plans, market studies, business models, supply chains) and capacity building projects (e.g. targeted business trainings, manuals and guides for RE&EE start-ups, tools).
- co-funds the establishment of north-south and south-south RE&EE business to business partnerships which lead to technology and know-how transfer.

3.4.3 Financing Window 3: Innovative Loan Financing Instruments:

A feasibility study on innovative loan financing instruments tailored for small and medium scale RE&EE solutions will be conducted (e.g. micro-credits). Interested consultants should send their "expressions of interest" to ECREEE. Call for proposals under this window will be started in the second operational phase of the EREF from 2015.

4 EREF Application Conditions

4.1 Application Languages:

Proposals shall be submitted in one of the three official ECOWAS languages (English, French, Portuguese).

4.2 Maximum number of proposals:

It is eligible to submit a maximum of two proposals as applicant and to participate in two proposals as implementing partner per call of the EREF.

4.3 Maximum duration of projects:

EREF projects shall be implemented over a maximum duration of 24 months.

4.4 EREF Grant Amount:

- Applicants and their partners shall note that EREF grant donations are of non-commercial nature. The provided **grants can under no circumstances result in a profit for applicants and partners during implementation** and it must be limited to the amount required to balance income and expenditure for the project activities. Profit in the case of grant is defined as a surplus of receipts over the costs incurred by the Beneficiary when the request is made for the



final payment. Participation under commercial conditions in the execution of grant projects is restricted to subcontractors.

- **Co-funding contributions from applicants and partners are a key requirement** for the eligibility of EREF funding since that is an indicator for the commitment, ownership and sustainability of the project. The EREF makes available non-reimbursable grants to supplement the available co-funding to help projects to reach break even. The co-funding shall be documented by the applicants with signed partner agreement(s), letters of commitment and/or co-funding letters.
- The first call of the EREF **provides a maximum Grant Amount of 50.000 EUR and a minimum of 5.000 EUR per project** (can be increased only in exceptional cases). The amount will be increase in future call if sufficient funds are available.
- The eligible **EREF Grant Amount** is **determined project by project individually but shall not exceed 75% of the total eligible direct project costs for companies and non-profit private applicants, and 90% for public institutions. The grant may not be less than 25% of the total project costs.** Applicants shall justify why the grant amount is needed and why it brings added value to the project (see relevant section in the project proposal template). Projects which mobilize more co-funding from other sources are rated better in the appraisal process.

4.4.1 Eligible costs

The applicant has to **provide a realistic and cost-effective budget on the overall project costs to which the EREF contributes** (total eligible costs of the project). The applicant suggests specific activities to be co-funded by the EREF which can be easily separated and identified. Only "eligible costs" can be taken into account for the EREF Grant. The categories of costs considered as eligible and non-eligible are indicated in the excel budget breakdown (can be downloaded from the website). The proposed eligible costs to be covered by the EREF grant amount shall be included in the budget breakdown:

- Note that the eligible costs must be based on real cost based on supporting documents (e.g.

bills, time sheets, except for subsistence costs and indirect costs).

- The **indirect costs** (administrative overhead) incurred in carrying out the action may be eligible for flat-rate funding **fixed at a maximum of 10% of the total eligible direct costs** (total EREF grant amount). Such costs must be included in the budget.
- **In-kind contributions are not considered as actual expenditure nor as eligible costs and cannot be counted as co-funding.** The cost of staff assigned to the project are not a contribution in-kind and can be treated as co-funding in the budget.
- The proposed rates for personnel costs shall be in line with local and international market rates. Travel costs are eligible and shall be included in the budget. Only economy flights are eligible for EREF funding. The proposed daily travel allowances shall be in line with local and international practices and the conditions of the Daily Subsistence Allowance System of ECOWAS.

4.4.2 Ineligible costs:

The following costs are not eligible:

- Proposals concerning only or mainly with individual grants for participation in workshops, study tours, seminars and conferences;
- individual scholarships for studies or trainings; these activities may form part of a project proposal only if they are an integral part of a larger process and only consume a limited share of the project resources.
- EREF is not providing support for the preparation of EREF proposals;
- debts and provisions for losses or debts; interest owed; currency exchange losses;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;



5 Application and Selection Process

The 2011 Call for Proposals of the EREF has the following mile-stones:

Milestones of 2011 Call for Proposals (may be modified)	From	To
Adjustments of EREF funding policy and Announcement of Call	Done	Done
Preparation and Submission of EREF Concept Notes (8 weeks)	31 May 2011	31 July 2011
Promotion & information activities of ECREEE and its NFIs	31 May 2011	31 July 2011
Confirmation of receipt of concept note by ECREEE	15 August 2011	15 August 2011
Appraisal and administrative check of concept notes by ECREEE & NFIs – Written response to applicants on the appraisal results	August 2011	September 2011
Submission of Full Proposals and requested documentation to ECREEE by post and e-mail	November 2011	February 2012
Appraisal of proposals by ECREEE and approval by the EREF Evaluation Committee	depending on submission date	depending on submission date
Notification of award (award letter, denial, waiting list) and signature of ECREEE grant contract	January 2012	March 2012
Implementation, monitoring and evaluation		Max. 24 months

5.1 The Two-Stage Application Process

Applications are prepared according to the provided EREF templates and forms which can be downloaded electronically from the EREF website <http://eref.ecreee.org> (e.g. project proposal template, excel budget sheet, stakeholder form). Applicants should check regularly for updates during the application process. In a later stage an electronic online application and project cycle management system will be established by ECREEE.

The call has a **two-stage application and selection process**. Interested applicants and partners submit Concept Notes in the first stage. If the Concept Note is evaluated positively the successful applicants are invited to prepare a full project proposal.

For Concept Notes the applicants fill out only the requested sections from part 1 to 5 (see project proposal template). It is not necessary to fill in the annexes of the template and to provide most of the supportive documents. Complete Concept Notes consist of the documents described below

and shall be sent electronically (in .doc format) to ECREEE and the concerned National Focal Institution (see list of contact e-mails):

1. *Signed Concept Note with completed sections from part 1 to part 5*
2. *Filled out stakeholder identification form for applicant and identified partners*
3. *Copy of Certificate of Incorporation or official registration document of the applicant*

The Concept Note shall be sent at latest by 31 July 2011, 23:00, GMT. It is recommended that applicants activate the “confirmation of receipt” option in their e-mail programs to be sure that the application was received. E-mails should be kept below five Megabyte. For identification purposes ECREEE registers all received Concept Notes with an EREF Project ID.

Successful applicants of the first application stage continue to work on the already submitted concept note and prepare the full project proposal. All



requested information from part 1 to part 5 including the annexes (1 to 5) shall be completed in detail and supportive documents shall be attached. Signed partner agreement(s), letters of commitment and/or co-funding letters confirming the contributions of each partner to the project and according to the budget breakdown shall be attached to the full proposal (Annex 5). The full proposal shall be consistent with the approved concept note and the requested Grant Amount shall be not higher. Full Proposals consist of the following documents and are sent in hard-copy and electronically to the ECREEE Secretariat (see post and e-mail addresses):

1. Signed full project proposal including annexes (budget breakdown excel sheet, logical framework, time frame, include photos of project site if possible)
2. Signed partner agreement(s), letters of commitment and/or co-funding letters
3. Filled out stakeholder identification forms for applicant and all partners

4. Copy of Certificate of Incorporation or official registration document of the applicant
5. Copy of relevant licenses, authorizations and quality standards of the applicant
6. CVs of project team of the applicant and partners
7. Copy of latest audited financial statement of applicant

The sealed and stamped envelope contains the complete application (including documentation) in original and one copy. The envelope bears the title “EREF 2011 Call” and the EREF Project ID. If it is not possible to send the application by e-mail the envelope contains a CD with all electronic files.

Full application must be submitted by registered mail, private courier service or by hand-delivery at latest by 29 February 2012 evidenced by date of dispatch. Hand-deliveries must be received at latest at 16.00 Cape Verdean time.

EREF Contacts for Submissions

(Questions may be sent in writing by e-mail to the ECREEE Secretariat in English, French or Portuguese)

ECREEE Secretariat	E-Mail: renfacility@ecreee.org , Tel: +238 2604630, +238 2624608 Achada Santo Antonio, C.P. 288, Praia, Santiago, Cape Verde		
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Cape Verde	cape-verde@ecreee.org	Mali	mali@ecreee.org
Cote D'Ivoire	cote-divoire@ecreee.org	Niger	niger@ecreee.org
Gambia	gambia@ecreee.org	Nigeria	nigeria@ecreee.org
Ghana	ghana@ecreee.org	Senegal	senegal@ecreee.org
Guinea	guinea@ecreee.org	Sierra Leone	sierra-leone@ecreee.org
Guinea-Bissau	guinea-bissau@ecreee.org	Togo	togo@ecreee.org

(detailed contact information of the NFIs can be found at: www.ecreee.org)

5.2 Project Appraisal and Approval

ECREEE evaluates the concept notes and full proposals in cooperation with its National Focal Institutions (NFIs) situated in all ECOWAS Countries and according to the established criteria explained in each section of the project proposal templates (see descriptions). The technical appraisal may suggest modifications for the project idea, work plan, management or budget. The EREF appraisal team will try to keep a balance between countries and technologies.

The successfully evaluated full proposals will be ranked according to their scores and **submitted to the EREF Evaluation Committee (EC) for approval.** The Evaluation Committee meets physically and approves the project proposals and the grant amounts. **The EREF appraisal team evaluates proposals according to the following criteria:**

- Relevance of Project
- Overall Project Objective(s) and Impact
- Specific Objectives and Effectiveness
- Feasibility and Efficiency of Project
- Capacity and experience of applicant & partners and the proposed project team



- Sustainability and potential for regional replication or scaling-up
- Innovation, learning and dissemination

The **following proposals will be rejected outright:**

- Incomplete, not-signed applications or submitted after the application deadline
- Applications by individuals
- Applications which request significantly higher resources than the maximum ceiling
- Applications which do not meet the eligibility criteria
- Full proposals which do not reflect the content and budget of the approved Concept Note

6 EREF Project Cycle Management

6.1 Contracting

After the approval by the EREF Evaluation Committee the successful applicants will be notified and the **ECREEE Grant Contract for Co-Funded Projects** (can be downloaded from the website) will

be signed by ECREEE and the (lead-)applicant (the Grant Beneficiary). Further details on the general conditions can be found in the contract template.

Before the signing of the contract the following information shall be provided:

- The Grant Beneficiary may open a **separate bank account** and communicate the details to ECREEE before the conclusion of the contract.
- In case that ECREEE provides an **advance payment the Beneficiary may provide a bank guarantee** which covers the amount of the payment and is valid until the Beneficiary is able to justify the spending of the advance payment (see provisions on progress reports).
- Before project execution can start the Beneficiary shall **provide all required documentation to ECREEE** (e.g. partner agreement(s), co-funding letters) that the total financing amount has been mobilized.

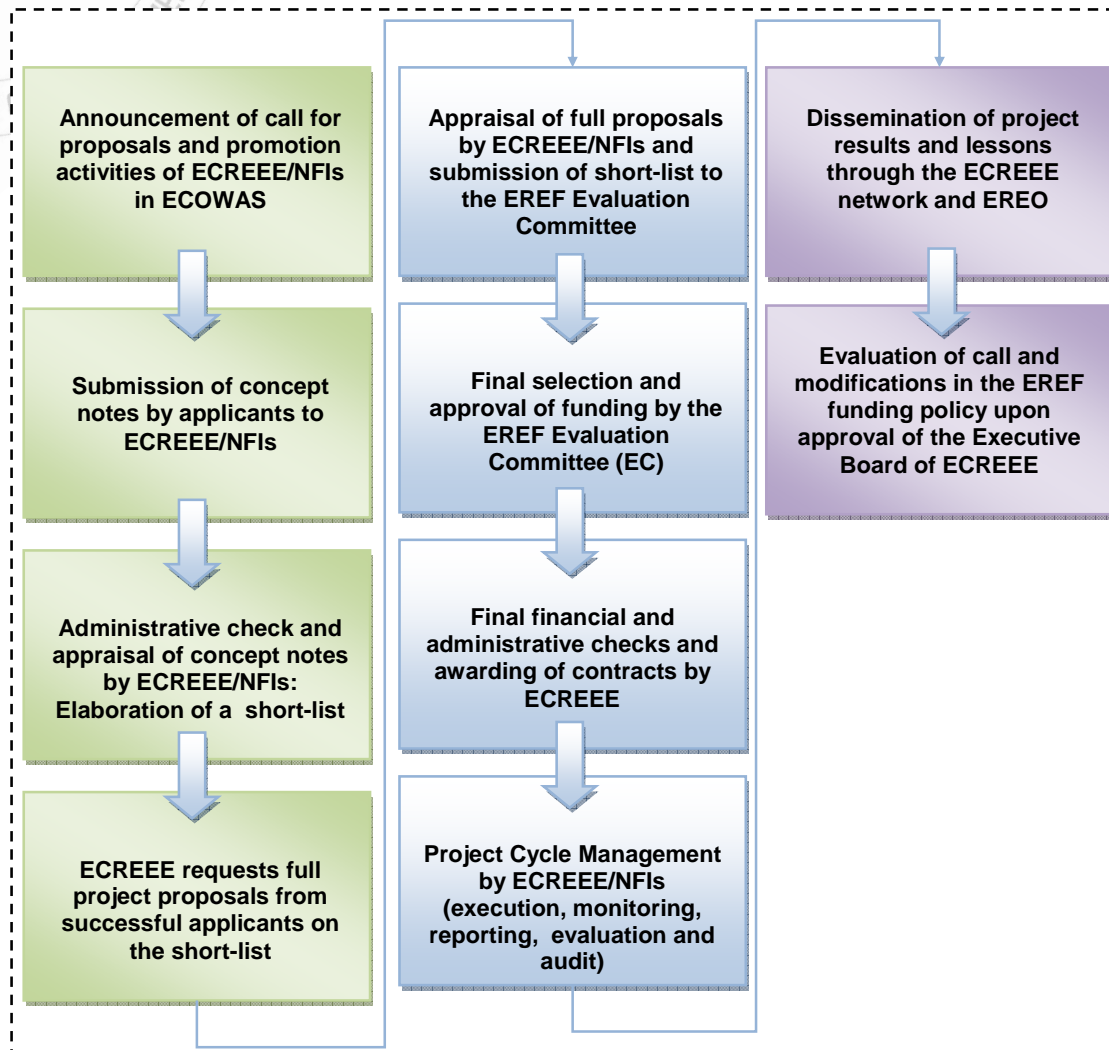
Regional Centre for Renewable Energy and Energy Efficiency
Centre Régional pour les Énergies Renouvelables et l'Efficacité Énergétique
Centro Regional para Energías Renovables e Eficiencia Energética
www.ecreee.org

Green business is good business
many opportunities in West Africa
can be explored with ECREEE

ECREEE
seizing new opportunities



Figure 1.2 The EREF Project Management Cycle (max. 24 months)



6.2 Execution, Monitoring and Evaluation

- **Project implementation shall start immediately after the signing of the contract** according to the activity schedule in the project document. If an extension of the project duration or budget modifications are required, a written request for the same must be sent by the Beneficiary to ECREEE by using the “*template for extension of project duration and budget relocation*” and stating the reasons thereof. Approved EREF Grant Amounts to projects cannot be increased during implementation.
- ECREEE and its **EREF project team monitors the project progress and ensures effective**

project cycle management for the provided grants. After the effective date ECREEE will execute payments to the Beneficiary according to the payment schedule set out in the annex of the signed contract. Further payments are released by ECREEE in accordance with the payment schedule and on the basis of written progress reports provided by the Beneficiary.

- The **progress reports and the final report are provided by the Beneficiary** according to the reporting schedule in the annex of the contract. Progress reports shall be sent not later than 30 days after completion of the project period and the final report shall not be submitted later than 60 days after termination of the project activities. Further payments can be only done on the basis of positively



evaluated progress reports. For short-term projects (e.g. feasibility studies, trainings) a final report will be sufficient, in longer term projects mid-term reports shall be provided.

- For the written progress reports (either in English, French or Portuguese) the Beneficiary will use the available ECREEE template (can be downloaded from the website). The reports shall have a section on the general project progress and a separate financial section on the implementation progress of the Grant Amount and the overall project. The financial section shall include (as attachments) copies of invoices/receipts or time records for personnel costs and a bank statement of the account. The copies must be legible, particularly regarding such information as delivery date, recipient, reference to the Project, due amount and currency used. In addition to the electronic version of the financial documentation, the original invoices shall be sent to the ECREEE Secretariat by post.
- ECREEE shall have the right to supervise the progress of the project throughout the entire contractual duration and reserves the right to carry out monitoring visits at any time agreed with the Beneficiary upon reasonable notice being given. The visits will be done either by the ECREEE Secretariat, the respective National Focal Institution (NFIs) or monitoring consultants. The Beneficiary shall keep records and documentation necessary for verifying whether the funds have been used according to the requirements of the Contract and its annexes.
- Since the Grant Amount provided by the EREF is relatively small (max. 50.000 EUR) usually no external project evaluation and audit will be undertaken. The submission and evaluation of

the final report is considered as sufficient. However, ECREEE reserves the right to request an external evaluation or audit for some of the EREF projects. The costs will be covered by a separate evaluation and audit budget of ECREEE and do not have to be included into the project budget. The selection of evaluators and auditors is subject to approval by ECREEE. Usually the evaluation will occur immediately after completion of project outputs. Project Impact Assessments and Audits will be undertaken at a time communicated to the Beneficiary two weeks in advance.

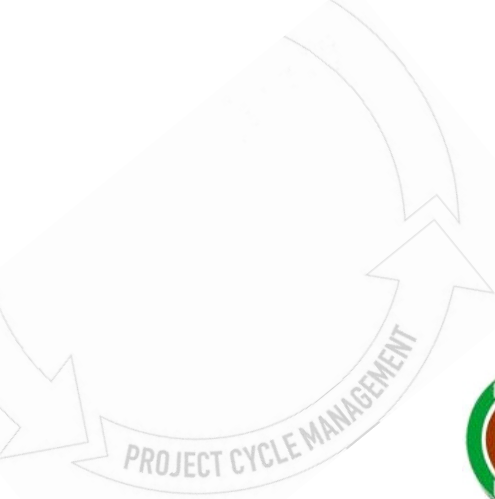
- During implementation the Beneficiary shall procure the necessary goods and services guided by cost efficiency and economy and in accordance with the ECOWAS/ECREEE tender code (can be downloaded from the website). Further information can be found in the ECREEE grant contract template.
- To ensure synergy, consistency and acknowledgement of ECREEE support among all EREF-supported projects, any project documentation such as reports, publications or other related media created in a distributable format must be produced in conjunction with and following the templates as laid out in the ECREEE Visibility and Communication Guidelines (can be downloaded from the website). Drafts of such material shall be approved by ECREEE before dissemination. In case of demonstration projects a signboard with the ECREEE logo will be installed. Unless there are exceptional reasons ECREEE has the unlimited right to publish all project materials and results through the ECOWAS Renewable Energy Observatory (EREO).

**Deadline for Concept Note Submissions:
31 May to 31 July 2011, 23.00, GMT**

Further questions can be directed in written form to:

ECREEE Secretariat
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