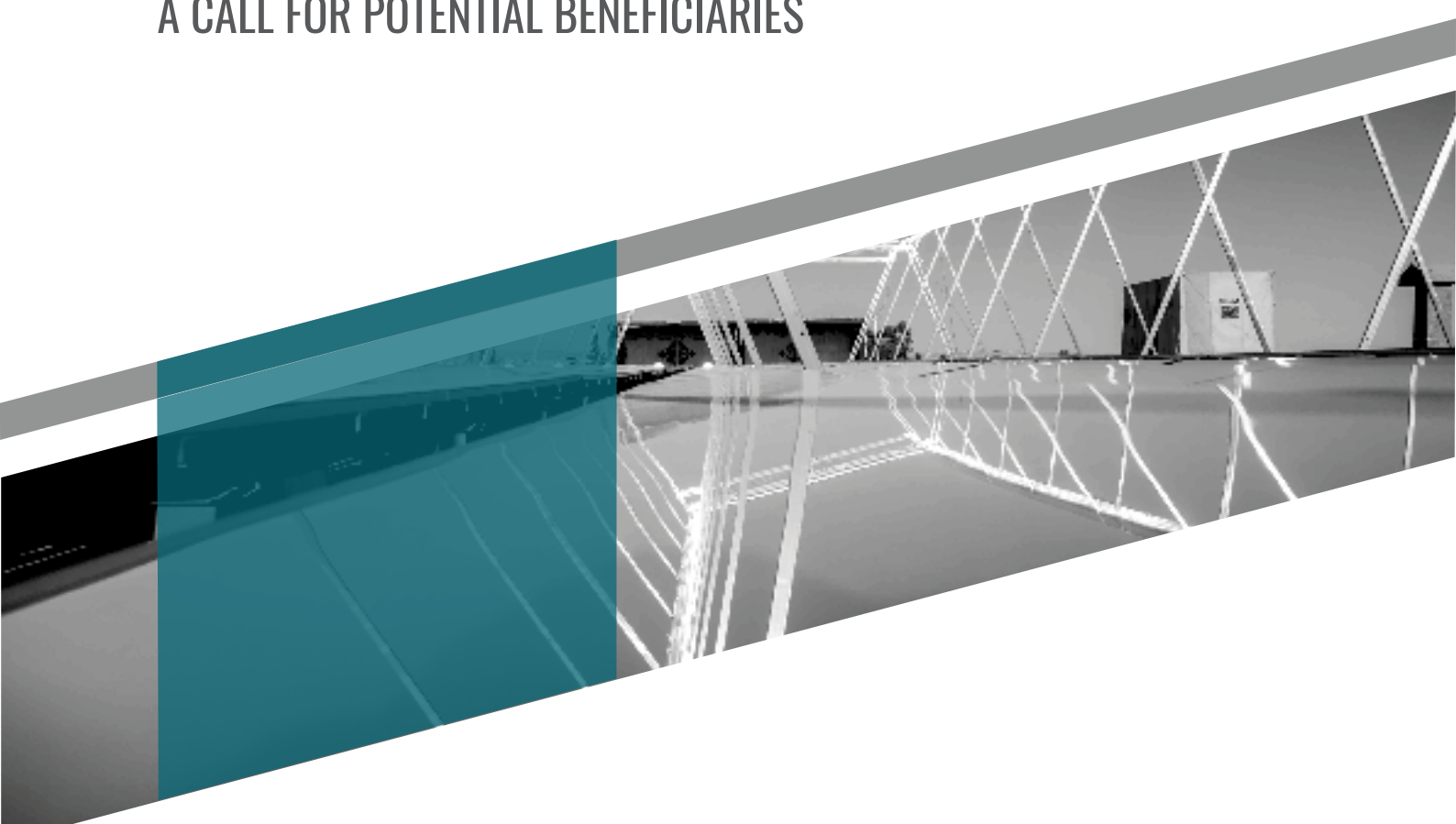




# APPLICATION FORM

## FOR THE INSTALLATION OF RENEWABLE ENERGY & ENERGY EFFICIENCY SYSTEMS IN THE LEBANESE INDUSTRIAL SECTOR: A CALL FOR POTENTIAL BENEFICIARIES



EU Funded UNDP-CEDRO 5 Project

Deadline: 30 October 2020

Date: July 2020

The United Nations Development Programme, in partnership with the Ministry of Energy and Water and the European Union, has initiated the implementation of the CEDRO 5 project, which is funded through the European Union. The CEDRO 5 project is implemented in cooperation with the Association of Lebanese Industrialists (ALI), The Lebanon Green Building Council (LGBC), and the International Renewable Energy Credits (I-REC) Institution.

The European Union (EU) is encouraging innovation and entrepreneurship in Lebanon to support a clean energy transition. The overall aim of the EU is to address job creation and growth in support of Lebanon's economy, in line with the first priority sector of the Single Support Framework for EU Support to Lebanon (2017-2020), while supporting Climate Change Mitigation in Lebanon. The specific objective is to promote innovation, entrepreneurship and job creation in support of Lebanon's clean energy transition and Nationally Determined Contributions (NDCs) for the energy sector. The EU proposes the gradual shift towards a clean energy transition (gradual phasing out from fossil fuels by switching to renewable energy sources) and circular economy principles, paving the way for (1) tapping into the potential for green jobs and growth (in particular in the energy sector), (2) alleviating financial and economic burden of the current energy system on the various sectors and sub-sectors of Lebanon, (3) facilitating access to financing, and (4) improving the linkages amongst green entrepreneurship, small-and-medium sized enterprises (SMEs), industries and research/technology centers.

The CEDRO 5 project aims at working on several activities to achieve the objectives outlined above. In particular, the project aims at enhancing innovation, entrepreneurship and research (Activity 1), assisting in technology transfer and the creation of new value chains in the renewable energy and energy efficiency sector (Activity 2), supporting and initiating enabling policy (Activity 3), training and capacity building (Activity 4), and targeting effective awareness initiatives on RE and EE (Activity 5).

This call for beneficiaries targets the selection of industrial facilities for the implementation of several pilot projects in energy efficiency and renewable energy. The CEDRO 5 project seeks to support the selected beneficiaries through technical assistance and partial grant funding towards sustainable energy interventions particularly related to (1) solar photovoltaic (PV) systems with energy storage, variable drive gensets, and advanced energy management techniques, (2) solar thermal systems, (3) biogas, and (4) energy efficiency applications.

This activity is undertaken with the support of the Lebanese Center for Energy Conservation (LCEC) and the Lebanon Energy Efficiency and Renewable Energy Finance Facility (LEEREFF).

The deadline to submit your application is on the **30<sup>th</sup> of October 2020 at 12:00 pm.**

Kindly submit a hard copy of your application form with all related documents to the below addresses:

**UNDP CEDRO Office**  
**Centre Ville, 1341 SAL Bld. 5<sup>th</sup> Floor**  
**Howayek Street, Beirut, Lebanon**  
**Tel. 01-981944**

**ALI Office**  
**CCIAB Bldg, 5<sup>th</sup> floor**  
**Justinien Street, Sanayeh, Beirut, Lebanon**  
**Tel. 01-350280**

or alternatively send the filled application form and supporting documents\* to [hassan.harajli@undp.org](mailto:hassan.harajli@undp.org) and/or [ali@ali.org.lb](mailto:ali@ali.org.lb)

\*Please note that the attached documents should not exceed 30MB

# 1. INTRODUCTION

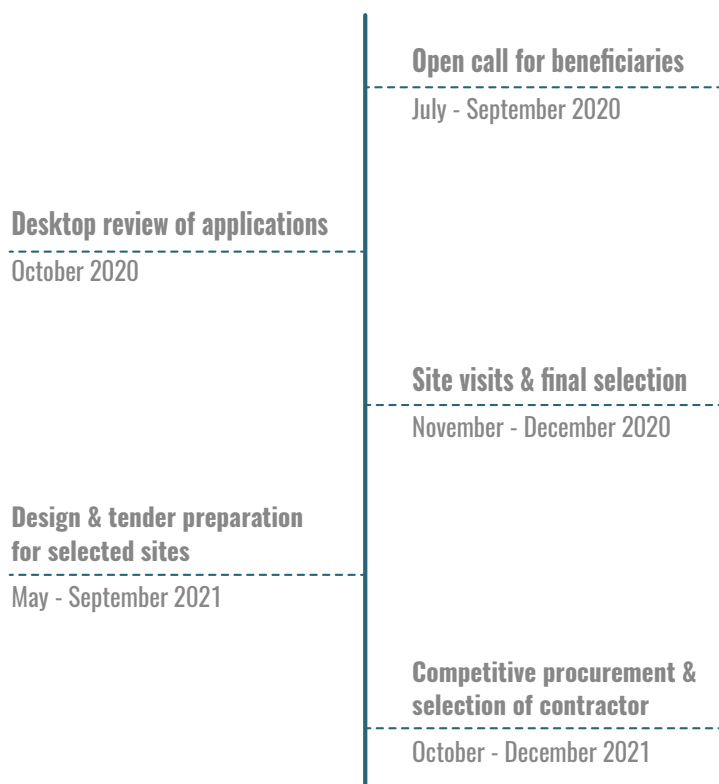
This call for beneficiaries is intended for Lebanese industrial institutions that can assist in the sustainable energy transition of Lebanon through the implementation of renewable energy and/or energy efficiency applications within their respective facilities. In particular, the EU Funded CEDRO 5 project aims to demonstrate the following technologies:

Tech. No.	Specific technology / service	Brief description of technology intervention
1	Solar PV advancement	CEDRO 5 is aiming at installing at least 2 solar PV systems with capacities ranging from 100 – 150 kWp each. The intervention includes the introduction of variable speed gensets that are able to better function with RE sources, advanced solar storage technologies (Li-ion), and advanced monitoring and control strategies that optimize the operation of solar PV with diesel gensets
2	Solar thermal: Solar heat Flat / Evacuated tubes	The project will demonstrate either a flat or evacuated tube solar hot water system for an industrial process. The maximum heat requirement is not expected to exceed 100°C.
	Solar thermal: Solar heat Small Parabolic trough / linear Fresnel	The project will demonstrate either a small parabolic trough or linear Fresnel system for an industrial process. The maximum heat requirement is not expected to exceed 200°C.
	Solar thermal: Solar heat Large Parabolic trough / linear fresnel	The project will demonstrate either a large parabolic trough or linear Fresnel system for an industrial process. The maximum heat requirement is not expected to exceed 250°C.
3	Biogas	The demonstration of 2 biogas systems from animal farms and/or slaughterhouses, from agro-food industry or the commercial sector such as supermarkets, caterers...
4	Energy efficiency for industry	A combination of energy efficiency activities in 3 separate industrial sites are targeted. A set of projects with medium to long term payback period would be targeted (e.g. heat recovery, absorption chillers, energy metering and control...).

For more information on the technologies targeted and indicated above, kindly refer to Annex 1 of this application form, in specific:

Annex	Intervention
A1.1	Solar PV
A1.2	Solar thermal: Solar heat / evacuated tubes
	Medium-Scale Solar thermal: Solar heat Small Parabolic trough / linear fresnel
	Large-Scale Solar thermal: Solar heat Large Parabolic trough / linear fresnel
A1.3	Biogas
A1.4	Energy efficiency in industry

## PROJECT PROCESS & TIMELINE



The project follows a competitive process along all its value chain. This beneficiary application form will set the stage for the competitive selection of industrial facilities. When the facilities are selected, the next stage will be to procure consultancy services to do the full design of the selected technology per selected beneficiary. Then a competitive process for a contractor/supplier of technology will take place.

The timeline of the project is shown in the figure up to the point where financing will be required to be raised by the selected beneficiary.

**It is expected that the co-financing will not be requested until Quarter Q3 or Q4 of 2021.**

Implementation of works will not happen until the full required co-financing is secured.

Implementation of site works is expected to begin in Q1/Q2 of 2022 and take between 8 – 12 months to complete depending on technology.

## 2. APPLICATION FORM FOR ALL APPLICANTS

### 2.1 Name of Beneficiary, type and contact details

Kindly fill the below application form in relation to your institution (for all applicants):

1	Name of Beneficiary	
2	Address	
3	Web address (if present) of Beneficiary	
4	GPS coordinates	
5	Name of contact person	
6	Email	
7	Phone number	
8	Association of Lebanese Industrialists (ALI) membership number (if available)	
9	Brief description of the Beneficiary (if available please attach company brochure and/or catalogue)	
10	Number of Employees	
11	Working hours/schedule	
12	Reference bank (kindly indicate the bank(s) that your institution usually conducts its business through)	
13	Type of Intervention requested (The applicant may apply to more than one technology type that they consider to have significant impact in lowering their energy demand reducing Greenhouse gases (GHGs), however only 1 intervention per owner will be implemented. The CEDRO 5 team will select the most preferred intervention per applicant after careful due diligence) (Please tick the relevant box)	<input type="checkbox"/> Solar PV (for small industries with demand for electricity of not more than 1,000,000 kWh /yr) <input type="checkbox"/> Solar thermal: Solar heat / evacuated tubes (for industries with low heat temperature demand) <input type="checkbox"/> Solar thermal: Solar heat Small Parabolic trough / linear fresnel (for industries with high heat temperature demand) <input type="checkbox"/> Solar thermal: Solar heat Large Parabolic trough / linea Fresnel (for industries with high heat temperature demand) <input type="checkbox"/> Biogas <input type="checkbox"/> Energy efficiency in industry

## 2.2 Pre-requisite or obligatory criteria (for all applicants)

The below are obligatory criteria. In order to be eligible for shortlisting for the pilot demonstration projects, the below criteria must ALL be met. Failure to succeed in one criterion will lead to direct elimination. The industrial &/or commercial applicants are, hitherto, referred to as the Beneficiary.

No.	Obligation	Description	Required documentation to attach with application form (if any)	Check (✓) if documents included in application and/or if you agree to the requirement
1	Industrial Beneficiary (hence-forth the Beneficiary)	The applicant Beneficiary must be fully and legally registered in Lebanon.	Please see Annex 2 for list of required documents according to Beneficiary applying	
2	Financial balance of Beneficiary is sustainable	Beneficiary must demonstrate the soundness of its financial standing and indicate its working capital and prospective long-term profitability.	<ul style="list-style-type: none"> <li>- Audited financial statements for the past 3 years or since the company establishment date if less than 3 years</li> <li>Quick ratio for the past three years based on official/audited financial statements. The formula for the QR (Quick ratio) is as follows: (Current Assets - Inventories) / Current Liabilities.</li> <li>- The UNDP reserves the right to request other financial performance indicators to gauge beneficiary's long-term financial sustainability.</li> </ul>	
3	Legally sound	The Beneficiary must not be in any legal dispute that threatens its viability.	<ul style="list-style-type: none"> <li>- All information regarding any past and current litigation during the last five (5) years, in which the Beneficiary is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> </ul>	

4	Signed commitment letter	The Beneficiary must sign a commitment letter to the UNDP. In this letter, the Beneficiary will commit to maintaining the Renewable Energy (RE) and/or the Energy Efficiency (EE) system effectively, commit not to sell or remove the system unless the entire institution is changing location or status, and will allow the UNDP to obtain any operational data on the performance of the system through specifically installed data loggers as well as data for a socio-economic impact study of the system.	- Annex 3 provides the commitment letter to be signed by the selection beneficiary	<input type="checkbox"/>
5	RE/EE system must be insured	The RE/EE system must be insured against accidental damage and theft, at least for the first year of operation. The cost of this insurance must be accrued by the Beneficiary.	- Insurance commitment part of the commitment letter as per Annex 3	<input type="checkbox"/>
6	1 project per owner	Only one project is allowed per owner or group of owners.	- The owner may submit more than one application, yet only one application per owner will be selected.	<input type="checkbox"/>
7	Site access	Access to the site by UNDP and ALI engineers and UNDP consultants/contractors/partners and donors is mandatory, both to validate application form values, and for future implementation and monitoring of the project.	- UNDP and ALI engineers will undertake site visits for short-listed sites to validate access among other necessary information to complete evaluation of files and to later implement & monitor the project.	<input type="checkbox"/>
8	Maintenance	Presence of a strong maintenance team (including Beneficiary manager) is a pre-requisite for the installation of the system.  It is preferable that the selected beneficiary signs a maintenance contract with the contractor/installer of the renewable energy system. This maintenance contract has to come after the expiry of the 2-year (post project commissioning) performance guarantee that is provided for by the winning contractor/installer to the UNDP.	- CV(s) of Beneficiary/Facility manager and maintenance team to be attached. - Commitment to sign a maintenance contract for the contractor/installer of the installed renewable energy system once the 2-year guarantee available expires, subject to fair terms & conditions presented by the contractor/installer in this contract. Please see Annex 3 (Commitment Letter).	<input type="checkbox"/>

9	Ownership/lease	The Beneficiary must have ownership of the building/ complex or have a long-term lease that is at least 10 years valid at the time of this application form submission date.	<ul style="list-style-type: none"> <li>- If ownership; Ownership certificate.</li> <li>- If long-term lease; copy of lease agreement.</li> </ul>	<input type="checkbox"/>
10	Member of ALI	The Beneficiary must be a member (or apply to become a member) of the Association of Lebanese Industrialists (ALI) for a period of at least 3 years	- Beneficiary must indicate membership of ALI number or number of application ID verifying submission to become member of ALI.	<input type="checkbox"/>
11	UNDP due diligence	The Beneficiary that is selected must complete and be cleared as per UNDP's due diligence policy for private sector partners by completing the risk assessment tool	- UNDP will share the risk assessment template with the selected beneficiary.	<input type="checkbox"/>
12	Energy Efficiency measures	<p>The CEDRO 5 project will implement a comprehensive energy audit of the selected Beneficiary site. The cost-effective recommendation measures of this audit (defined here to have a payback period of 3 years or less, and defined not to cost the applicant more than 10% of the energy bill the applicant has paid/pays per year – taking the last fiscal year as reference – or a period of 1 year when this data was most recently available) must be implemented (or committed to be implemented) by the project implementation to the installation of the solar PV system (or is already implemented by the Beneficiary).</p> <p>CEDRO 5 may undertake a pinch analysis (for some cases/facilities) as part of the energy audit and integrate the findings of this analysis in the recommended measures to lower the demand for energy first.</p>	<ul style="list-style-type: none"> <li>- Only the cost-effective measures, defined as having a payback period of 3 years or less, are mandatory to be carried out subject to the total expense on these measures not totaling more than 10% of the last annual energy bill of the applicant.</li> <li>- A signed commitment letter by the Beneficiary managers /owners committing to the implementation of the said measures within a year. See Commitment Letter template (Annex 3).</li> </ul>	<input type="checkbox"/>



# 3. SOLAR PV INTERVENTION

## (Obligatory and Scoring Evaluation Forms)

### 3.1 Solar PV Pre-requisite or obligatory criteria

The below table indicates the obligatory criteria required to be considered for the solar PV intervention.

No.	Obligation	Description	Required documentation to attach with application form (if any)	Check (✓) if documents included in application and/or if you agree to the requirement
1	Space, shading, and security	The Beneficiary must have adequate non-shaded and vacant roof or adjacent land space to cater for the PV system that is south facing and not hindered by any near-by obstacles. The minimum amount of space required and conditions are set in Annex 1.1, attached to this application form. Also, the Beneficiary must have a viable security team to ensure that the installed system (in all its components) is safeguarded from theft.	<ul style="list-style-type: none"> <li>- GPS coordinates of Beneficiary</li> <li>- Schematic of roof (if available)</li> <li>- See Annex 1.1 for space area requirements for solar PV.</li> </ul>	<input type="checkbox"/>
2	EDL connection and power consumption	The Beneficiary must be connected to the national utility EDL and pays its dues to EDL regularly.	<ul style="list-style-type: none"> <li>- Copy of at least last year's EDL electricity and diesel bills.</li> <li>- Information on the present diesel gensets (data sheets).</li> <li>- If Beneficiary is short-listed, an enquiry with EDL concerning the institution's payment of electricity bills will be verified.</li> </ul>	<input type="checkbox"/>

3	Power consumption threshold	Given that this intervention will look into energy storage or variable drive gensets, the energy consumption of the Beneficiary should not exceed 1,000,000 kWh per year.	- Copy of at least 3 years of EDL electricity and diesel bills if possible (if not, 1 year minimum is required)	<input type="checkbox"/>
4	Electrical connection	Given the need for connection to both available networks (EDL and Backup generation) and the sensitivity of the equipment, the facility should have a detailed Single Line Diagram (SLD) and the proper protections (Earthing and ground).	<ul style="list-style-type: none"> <li>- SLD of the facility clearly showing the interconnections of both networks.</li> <li>- Connection types for both EDL and Backup generation (mono / three phase).</li> <li>- Type of Earthing and Grounding available for each of the network and the generators (if available).</li> </ul>	<input type="checkbox"/>
5	Co-Financing	The UNDP will provide overall project management, technical assistance, procurement support, communication support and partial grant financing. The UNDP will charge an 8% facilities and administration (F&A) fee for the co-financing that must be transferred through/to the UNDP is US dollars.	<ul style="list-style-type: none"> <li>- See Annex 1.1 for minimum co-financing rate required for solar PV intervention.</li> <li>- A standard cost-sharing agreement between the selected beneficiary/ Beneficiary and the UNDP must be signed. Please see Annex 4 for the cost-sharing agreement template.</li> </ul>	<input type="checkbox"/>

### 3.2 Solar PV: Additional requirement/obtainable points for ranking

The points below are highly desirable and are graded accordingly to determine the ranking order and prioritizing the sites.

No.	Requisite	Definition	Points obtainable	Please check (✓) if documents included in application and/or if there is an acceptance of the requirement (if no willingness please leave empty)															
1	Changing back-up generation	Willingness to replace existing diesel self-generator with variable speed drive genset or more appropriate generator size to allow the maximum PV penetration – signed commitment (within same commitment letter in Annex 3 by beneficiary to replace at least 1 diesel generator).	30 points	<input type="checkbox"/>															
2	Co-financing	<p>The CEDRO 5 project will only co-finance up to 23.7% of the total project costs, while the remaining 76.3% must be obtained from the selected beneficiary.</p> <p>The higher the willingness to co-finance the project by the beneficiary the higher the chance for the Beneficiary to be selected.</p> <p>Soft loan programs are available that may be used by the beneficiaries to secure their respective co-financing amount.</p> <p>(Please see Annex 1.1 for expected costs of this project).</p>	<p>Zero (0) points for 76.3% co-financing (obligatory) for current Beneficiary selection. Additional co-financing commitment, if any please tick:</p> <table border="1"> <thead> <tr> <th></th> <th>Co-financing (%)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>76.3</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>80</td> <td>50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>90</td> <td>100</td> </tr> <tr> <td><input type="checkbox"/></td> <td>100*</td> <td>150</td> </tr> </tbody> </table> <p>* Technical assistance, procurement and quality control</p>		Co-financing (%)	Points	<input type="checkbox"/>	76.3	0	<input type="checkbox"/>	80	50	<input type="checkbox"/>	90	100	<input type="checkbox"/>	100*	150	<input type="checkbox"/>
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<input type="checkbox"/>	76.3	0																	
<input type="checkbox"/>	80	50																	
<input type="checkbox"/>	90	100																	
<input type="checkbox"/>	100*	150																	

3	Replicability	<p>The main aim of the solar PV pilot projects is to demonstrate advanced energy storage, variable speed gensets, and/ or advanced control and monitoring techniques. The beneficiaries selected must have the ability to showcase the importance and effectiveness of the above objectives.</p>	<p>Comparative assessment: all applicants to be graded on normalized scale from 0 to 100 (with 0 being the Beneficiary with the lowest compatibility with objectives and 100 the Beneficiary with the highest compatibility)</p>	<input type="checkbox"/>															
4	Awareness raising	<p>Willingness to assist the UNDP in awareness raising on the benefits of energy efficiency and renewable energy. This requires access to site by various groups such as School and University students and researchers. The above will be mentioned within the commitment letter (Annex 3)</p>	20 points	<input type="checkbox"/>															
5	Advanced energy efficiency (EE) measures implementation	Signed commitment to carry out EE measures with a payback period beyond 3 years	<table border="1"> <thead> <tr> <th></th> <th>Payback period of EE</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Up to 4</td> <td>30</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 5</td> <td>50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 6</td> <td>70</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 7</td> <td>100</td> </tr> </tbody> </table>		Payback period of EE	Points	<input type="checkbox"/>	Up to 4	30	<input type="checkbox"/>	Up to 5	50	<input type="checkbox"/>	Up to 6	70	<input type="checkbox"/>	Up to 7	100	<input type="checkbox"/>
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6	Quality certificate, environmental compliance certificates, energy audit undertaken (in the past 3 years)..	ISO certification or similar, accreditations, awards (national and/or international)	50 points	<input type="checkbox"/>															
		<b>Maximum Total points obtainable</b>	450 points																

# 4. SOLAR THERMAL INTERVENTIONS

## (Obligatory and Scoring Evaluation Forms)

### 4.1 Solar thermal pre-requisite or obligatory criteria

The below table indicates the obligatory criteria required to be considered for the solar PV intervention.

No.	Obligation	Description	Required documentation to attach with application form (if any)	Check (✓) if documents included in application and/or if you agree to the requirement
1	Space, shading, and security	The Beneficiary must have adequate non-shaded and vacant roof or adjacent land space to cater for the Solar thermal system that is south facing and not hindered by any near-by obstacles. The minimum amount of space required and conditions are set in Annex 1.1, attached to this application form. Also, the Beneficiary must have a viable security team to ensure that the installed system (in all its components) is safeguarded from theft.	<ul style="list-style-type: none"> <li>- GPS coordinates of Beneficiary</li> <li>- Schematic of roof (if available)</li> <li>- See Annex 1.2 for space area requirements for solar thermal systems.</li> </ul>	<input type="checkbox"/>
2	EDL connection and power consumption	The Beneficiary must be connected to the national utility EDL and pays its dues to EDL regularly.	<ul style="list-style-type: none"> <li>- Copy of at least last year's EDL electricity and diesel bills.</li> <li>- Information on the present diesel gensets (data sheets).</li> <li>- If Beneficiary is short-listed, an enquiry with EDL concerning the institution's payment of electricity bills will follow (unless it has a concession).</li> </ul>	<input type="checkbox"/>

3	Heat demand	<p>The Beneficiary must have a substantial heat demand for its processes and/or for steam generation.</p> <p>Three systems are targeted to deliver heat demand of;</p> <p>(1) up to 100 degrees Celsius,  (2) up to 200 degrees Celsius,  and;  (3) up to 250 degrees Celsius.</p>	<ul style="list-style-type: none"> <li>- Copy of at least last year's fuel purchases for heat and/or steam generation of the Beneficiary.</li> <li>- A copy/list and description of all the equipment and/or processes that are operated in the Beneficiary and that require heat must be submitted with the application form.</li> <li>- Any schematic of the current heat generation processes at the Beneficiary to be submitted.</li> <li>- Any energy audit or assessment undertaken (if any)</li> </ul>	<input type="checkbox"/>
4	Co-Financing	<p>The UNDP will provide overall project management, technical assistance and partial (minority) grant financing. The UNDP will charge an 8% facilities and administration (F&amp;A) fees for the co-financing that must be transferred to the UNDP.</p>	<ul style="list-style-type: none"> <li>- See Annex 1.2 for minimum co-financing rate required for solar thermal interventions, per intervention type.</li> <li>- A standard cost-sharing agreement between the selected beneficiary/ Beneficiary and the UNDP must be signed.</li> </ul>	<input type="checkbox"/>

## 4.2 Solar Thermal: Additional requirement/obtainable points for ranking

The points below are highly desirable and are graded accordingly to determine the ranking order and prioritizing the sites.

No.	Requisite	Definition	Points obtainable	Please check (✓) if documents included in application and/or if there is an acceptance of the requirement (if no willingness please leave empty)																																	
1	Co-financing	<p>The CEDRO 5 project will only co-finance up to 45.5% of the total project costs. The remaining 54.5% must be obtained from the beneficiary themselves.</p> <p>The higher the willingness to co-finance the project by the beneficiary the higher the chance for the Beneficiary to be selected.</p> <p>Soft loan programs are available that may be used by the beneficiaries to secure their respective co-financing.</p> <p>(Please see Annex 1.2 for expected costs of this project).</p>	<p>Zero (0) points for 54.5% co-financing (obligatory) for current Beneficiary selection. Additional co-financing commitment, if any (please tick):</p> <table border="1"> <thead> <tr> <th></th> <th>Co-financing rate (%)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>54.5</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>60</td> <td>40</td> </tr> <tr> <td><input type="checkbox"/></td> <td>65</td> <td>60</td> </tr> <tr> <td><input type="checkbox"/></td> <td>70</td> <td>80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>75</td> <td>100</td> </tr> <tr> <td><input type="checkbox"/></td> <td>80</td> <td>120</td> </tr> <tr> <td><input type="checkbox"/></td> <td>85</td> <td>140</td> </tr> <tr> <td><input type="checkbox"/></td> <td>90</td> <td>160</td> </tr> <tr> <td><input type="checkbox"/></td> <td>95</td> <td>180</td> </tr> <tr> <td><input type="checkbox"/></td> <td>100*</td> <td>200</td> </tr> </tbody> </table> <p>* Technical assistance, procurement and quality control</p>		Co-financing rate (%)	Points	<input type="checkbox"/>	54.5	0	<input type="checkbox"/>	60	40	<input type="checkbox"/>	65	60	<input type="checkbox"/>	70	80	<input type="checkbox"/>	75	100	<input type="checkbox"/>	80	120	<input type="checkbox"/>	85	140	<input type="checkbox"/>	90	160	<input type="checkbox"/>	95	180	<input type="checkbox"/>	100*	200	<input type="checkbox"/>
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2	Direct Normal Irradiance (DNI)	<p>The beneficiary Beneficiary is located in a geographical area in Lebanon with higher DNI. GPS coordinates of the Beneficiary is required, as per application form Section 2.1.</p>	<p>Comparative assessment: all applicants to be graded on normalized scale from 0 to 100 (with 0 being the Beneficiary with the lowest DNI and 100 the Beneficiary with the highest DNI)</p>	<input type="checkbox"/>																																	

3	Awareness raising	Willingness to assist the UNDP in awareness raising on the benefits of energy efficiency and renewable energy. This requires access to site by various groups such as School and University students and researchers. The above will be mentioned within the commitment letter.	20 points	<input type="checkbox"/>															
4	Advanced energy efficiency (EE) measures implementation	Signed commitment to carry out EE measures with a payback period beyond 3 years.	<table border="1"> <thead> <tr> <th></th> <th>Payback period of EE</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Up to 4</td> <td>30</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 5</td> <td>50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 6</td> <td>70</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 7</td> <td>100</td> </tr> </tbody> </table>		Payback period of EE	Points	<input type="checkbox"/>	Up to 4	30	<input type="checkbox"/>	Up to 5	50	<input type="checkbox"/>	Up to 6	70	<input type="checkbox"/>	Up to 7	100	<input type="checkbox"/>
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5	Quality certificate, environmental compliance certificates, energy audit undertaken (in the past 3 years)	ISO certification or similar, accreditations, awards (national and/or international)	30 points	<input type="checkbox"/>															
		<b>Maximum Total points obtainable</b>	450 points																



# 5. BIOGAS INTERVENTIONS

## (Obligatory and Scoring Evaluation Forms)

### 5.1 Biogas: Pre-requisite or obligatory criteria

The below table indicates the obligatory criteria required to be considered for the biogas interventions.

No.	Obligation	Description	Required documentation to attach with application form (if any)	Check (✓) if documents included in application and/or if you agree to the requirement
1	Space	The Beneficiary must have adequate and vacant land area to cater for the biogas digester and process. The minimum amount of space required, and conditions are set in Annex 1.3, attached to this application form. Also, the Beneficiary must have a viable security team to ensure that the installed system (in all components) is safeguarded from theft.	<ul style="list-style-type: none"> <li>- GPS coordinates of Beneficiary (if available)</li> <li>- Schematic of the whole Beneficiary that includes the location of proposed land, the location of the feedstock and the location of the diesel generator.</li> </ul>	<input type="checkbox"/>
2	Electricity demand	The Beneficiary must be connected to the national utility EDL and pays its dues to EDL regularly.	<ul style="list-style-type: none"> <li>- Copy of at least last year's EDL electricity and diesel bills.</li> <li>- Information on the present diesel gensets present (data sheets).</li> <li>- Alternative sources of electricity: solar PV (kWp); battery (V, Ah); or other please specify</li> </ul>	<input type="checkbox"/>

3	Heat demand	The Beneficiary must have demand for heating (and/or steam) in its processes.	<ul style="list-style-type: none"> <li>- Copy of at least last year's fuel purchases for heat and/or steam generation of the Beneficiary.</li> <li>- A copy/list and description of all the equipment and/or processes that are operated in the Beneficiary and that require the heat demand must be submitted with the application form.</li> <li>- Any schematic of the current heat generation processes at the Beneficiary to be submitted.</li> <li>- Any energy audit or assessment undertaken (if any)</li> </ul>	<input type="checkbox"/>
4	Feedstock	Availability of sufficient quantity of biogas feedstock is required for this project	- Description of feedstock available (Please see Annex 1.3 on description of possible feedstock options)	<input type="checkbox"/>
5	Co-Financing	The UNDP will provide overall project management, technical assistance and partial (minority) grant financing. The UNDP will charge an 8% facilities and administration (F&A) fees for the co-financing that must be transferred to the UNDP.	<ul style="list-style-type: none"> <li>- See Annex 1.3 for minimum co-financing rate required for biogas interventions</li> <li>- A standard Cost-sharing agreement between the selected beneficiary/ Beneficiary and the UNDP must be signed.</li> </ul>	<input type="checkbox"/>

## 5.2 Biogas: Additional requirement/obtainable points for ranking

The points below are highly desirable and are graded accordingly to determine the ranking order and prioritizing the sites for the biogas interventions.

No.	Requisite	Definition	Points obtainable	Please check (✓) if documents included in application and/or if there is an acceptance of the requirement (if no willingness please leave empty)																																	
1	Co-financing	<p>The CEDRO 5 project will only co-finance up to 45.5% of the total project costs. The remaining 54.5% must be obtained from the selected beneficiary.</p> <p>The higher the willingness to co-finance the project by the beneficiary the higher the chance for the Beneficiary to be selected.</p> <p>Soft loan programs are available that may be used by the beneficiaries to secure their respective co-financing.</p> <p>(Please see Annex 1.3 for expected costs of this project).</p>	<p>Zero (0) points for 54.5% co-financing (obligatory) for current Beneficiary selection. Additional co-financing commitment, if any (please tick);</p> <table border="1" data-bbox="868 983 1166 1594"> <thead> <tr> <th></th> <th>Co-financing rate (%)</th> <th>Points</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>54.5</td><td>0</td></tr> <tr><td><input type="checkbox"/></td><td>60</td><td>40</td></tr> <tr><td><input type="checkbox"/></td><td>65</td><td>60</td></tr> <tr><td><input type="checkbox"/></td><td>70</td><td>80</td></tr> <tr><td><input type="checkbox"/></td><td>75</td><td>100</td></tr> <tr><td><input type="checkbox"/></td><td>80</td><td>120</td></tr> <tr><td><input type="checkbox"/></td><td>85</td><td>140</td></tr> <tr><td><input type="checkbox"/></td><td>90</td><td>160</td></tr> <tr><td><input type="checkbox"/></td><td>95</td><td>180</td></tr> <tr><td><input type="checkbox"/></td><td>100*</td><td>200</td></tr> </tbody> </table> <p>* Technical assistance, procurement and quality control</p>		Co-financing rate (%)	Points	<input type="checkbox"/>	54.5	0	<input type="checkbox"/>	60	40	<input type="checkbox"/>	65	60	<input type="checkbox"/>	70	80	<input type="checkbox"/>	75	100	<input type="checkbox"/>	80	120	<input type="checkbox"/>	85	140	<input type="checkbox"/>	90	160	<input type="checkbox"/>	95	180	<input type="checkbox"/>	100*	200	<input type="checkbox"/>
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2	Additional feedstock availability	Availability of additional accessible feedstock from surrounding area of Beneficiary for co-digestion potential	50 points	<input type="checkbox"/>															
3	Financial Feasibility	The proposed solution capital cost and operation cost and how they compare to the facilities current cost of energy supply and waste disposal.	Comparative assessment of Payback period and net-present values: all applicants to be graded on normalized scale from 0 to 50 (with 0 being the Beneficiary with the lowest financial feasibility and 50 the Beneficiary with the highest financial feasibility)	<input type="checkbox"/>															
4	Awareness raising & capacity building	Willingness to assist the UNDP in awareness raising on the benefits of biogas electricity and heat applications. This requires access to site by various groups such as School and University students and researchers. The above will be mentioned within the commitment letter.	30 points	<input type="checkbox"/>															
5	Advanced energy efficiency measures implementation	Signed commitment to carry out EE measures with a payback period beyond 3 years.	<table border="1"> <thead> <tr> <th></th> <th>Payback period of EE</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Up to 4</td> <td>30</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 5</td> <td>50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 6</td> <td>70</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Up to 7</td> <td>100</td> </tr> </tbody> </table>		Payback period of EE	Points	<input type="checkbox"/>	Up to 4	30	<input type="checkbox"/>	Up to 5	50	<input type="checkbox"/>	Up to 6	70	<input type="checkbox"/>	Up to 7	100	<input type="checkbox"/>
	Payback period of EE	Points																	
<input type="checkbox"/>	Up to 4	30																	
<input type="checkbox"/>	Up to 5	50																	
<input type="checkbox"/>	Up to 6	70																	
<input type="checkbox"/>	Up to 7	100																	
6	Quality certificate, environmental compliance certificates.	ISO certification or similar, accreditations, awards (national and/or international)	30 points	<input type="checkbox"/>															
		<b>Maximum Total points obtainable</b>	460 points																

# 6. ENERGY EFFICIENCY (EE) APPLICATIONS

## (Obligatory and Scoring Evaluation Forms)

### 6.1 EE applications: Pre-requisite or obligatory criteria

The below table indicates the obligatory criteria required to be considered for the EE applications in industry.

No.	Obligation	Description	Required documentation to attach with application form (if any)	Check (✓) if documents included in application and/or if you agree to the requirement
1	Industrial Beneficiary with EE intervention replicability potential	The interventions in energy efficiency in the selected industrial Beneficiary must have replicability potential, i.e., the intervention must not be exclusive to the Beneficiary.	<ul style="list-style-type: none"> <li>- A copy/list and description of all the equipment and/or processes that are operated in the Beneficiary and that require the energy and electricity demand must be submitted with the application form.</li> <li>- Kindly check Annex 1.4 for a list of energy efficiency applications envisioned under this intervention</li> </ul>	<input type="checkbox"/>
2	Heat demand	The Beneficiary must require heat demand for its processes and/or for steam generation.	<ul style="list-style-type: none"> <li>- Copy of at least last year's fuel purchases for heat and/or steam generation of the Beneficiary.</li> <li>- A copy/list and description of all the equipment and/or processes that are operated in the Beneficiary and that require heat must be submitted with the application form.</li> <li>- Any schematic of the current heat generation processes at the Beneficiary to be submitted.</li> <li>- Any energy audit or assessment undertaken (if any)</li> </ul>	<input type="checkbox"/>
3	Co-Financing	The UNDP will provide overall project management, technical assistance and partial (minority) grant financing. The UNDP will charge an 8% facilities and administration (F&A) fees for the co-financing that must be transferred to the UNDP.	<ul style="list-style-type: none"> <li>- See Annex 1.4 for minimum co-financing rate required for EE interventions, per intervention type.</li> <li>- A standard Cost-sharing agreement between the selected beneficiary/ Beneficiary and the UNDP must be signed.</li> </ul>	<input type="checkbox"/>

## 6.2 EE: Additional requirement/obtainable points for ranking

The points below are highly desirable and are graded accordingly to determine the ranking order and prioritizing the sites for EE interventions.

No.	Requisite	Definition	Points obtainable	Please check (✓) if documents included in application and/ or if there is an acceptance of the requirement (if no willingness please leave empty)																											
1	Co-financing	<p>The CEDRO 5 project will only co-finance up to 34.6% of the total project costs.</p> <p>The higher the willingness to co-finance the project by the beneficiary the higher the chance for the Beneficiary to be selected.</p> <p>Soft loan programs are available that may be used by the beneficiaries to secure their respective co-financing.</p> <p>(Please see Annex 1.4 for expected costs of this project).</p>	<p>Zero (0) points for 65.4% co-financing (obligatory) for current Beneficiary selection. Additional co-financing commitment, if any (please tick);</p> <table border="1"> <thead> <tr> <th></th> <th>Co-financing (%)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>65.4</td> <td>0</td> </tr> <tr> <td><input type="checkbox"/></td> <td>70</td> <td>50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>75</td> <td>80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>80</td> <td>120</td> </tr> <tr> <td><input type="checkbox"/></td> <td>85</td> <td>140</td> </tr> <tr> <td><input type="checkbox"/></td> <td>90</td> <td>160</td> </tr> <tr> <td><input type="checkbox"/></td> <td>95</td> <td>180</td> </tr> <tr> <td><input type="checkbox"/></td> <td>100*</td> <td>200</td> </tr> </tbody> </table> <p>* Technical assistance, procurement and quality control</p>		Co-financing (%)	Points	<input type="checkbox"/>	65.4	0	<input type="checkbox"/>	70	50	<input type="checkbox"/>	75	80	<input type="checkbox"/>	80	120	<input type="checkbox"/>	85	140	<input type="checkbox"/>	90	160	<input type="checkbox"/>	95	180	<input type="checkbox"/>	100*	200	<input type="checkbox"/>
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2	Awareness raising & capacity building	<p>Willingness to assist the UNDP in awareness raising on the benefits of EE applications in industry. This requires access to site by various groups such as School and University students and researchers. The above will be mentioned within the commitment letter.</p>	20 points	<input type="checkbox"/>																											
3	Quality certificate, environmental compliance certificates.	<p>ISO certification or similar, accreditations, awards (national and/or international)</p>	30 points	<input type="checkbox"/>																											
		<b>Maximum Total points obtainable</b>	250 points																												

## 7. CONTACT AND DEAD-LINE FOR SUBMISSION

Any clarification and/or question, kindly contact the EU funded UNDP-CEDRO 5 Project on before the deadline by at least 10 working days.

@undp.org

Kindly send the application within working hours (weekdays from 9.00 am to 4.30 pm) to the UNDP CEDRO Office; Centre Ville, 1341 SAL Bld. 5<sup>th</sup> Floor, Howayek Street, Beirut, Lebanon or alternatively send the filled application form and supporting documents to @undp.org

The deadline for receiving applications is .

Please fill the general application form (Section 2) and the applicable section(s) (Sections 3, 4, 5, and/or 6) that your Beneficiary is interested in, with all supporting documents and submit in a closed envelope.

## Annex 1. Technology Information Sheets

A1.1 Solar PV with advanced storage	
<b>Description</b>	<p>Solar photovoltaic systems are well established in Lebanon. In the commercial sector, these systems work parallel to the utility grid, when there is power, reducing the need (and thereby cost) for (of) utility power, and in parallel to the diesel genset when power is off, reducing the need (and thereby cost) for (of) diesel fuel consumption.</p> <p>This project aims to push further the boundaries of this technology by introducing a combination of (1) advanced storage systems, (2) variable speed gensets, and/or (3) advanced monitoring and energy management systems that will further show-case the full potential of solar PV as a means to reduce energy costs and enhance sustainability.</p> <p>Lithium-ion battery storage can provide a robust method for storing electricity, enabling the beneficiary to completely turn off the diesel gensets at certain times during the week (e.g. weekend when only partial load is required). Variable speed gensets can allow a reduction in the fuel use in gensets, and allow for more penetration of solar PV electricity. Advanced monitoring and control strategies optimizes the use of the diesel genset, battery storage (if present and/or installed), and the solar PV, to ensure maximum cost reductions.</p>
<b>Space requirement</b>	<p>Every 1 kWp solar PV system requires 10 m<sup>2</sup> (as a general value).</p> <p>All vacant space must be south-facing, and non-shaded. The Beneficiary must also have legal ownership of this space (either through long-term rent agreement or direct ownership). Eligible sites can be easily accessible building roofs (proof of its structural capacity to hold the system should be provided), car parks, or any open space adjacent to building (non-shaded and south facing). The sites must also be accessible and able to withstand an added load/weight that comes with the solar installation.</p>
<b>Costs &amp; co-financing</b>	<p>The costs of the solar PV with advanced storage, variable drive genset and/or advanced control and energy management techniques will be site and technology dependent.</p> <p>The CEDRO 5 project aims for the installation of 100 – 150 kWp system. The total cost of each of the actual implementations must not exceed 220,000 Euros, of which the EU CEDRO 5 project will finance 52,140 Euros, and the beneficiary is to secure the remaining 167,860 Euros via soft loans (unless co-financing rate stated otherwise in Section 3.2)</p> <p>The target for any implementation would be to ensure a positive cash flow for the beneficiary and a payback period not exceeding 5 years.</p>



## A1.2 Solar thermal applications

### Description

Industrial heat applications are numerous. They range from drying (requiring heat temperature of between 30 – 90°C), heat treatment (requiring heat temperature of between 40 – 60°C), cooking, drying, washing, boiler feed water and pasteurizing (requiring heat temperature of between 60 – 220°C), boiling (requiring heat temperature of between 95 – 105°C), sterilizing (requiring heat temperature of between 110 – 120°C), bleaching (requiring heat temperature of between 130 – 150°C), distillation (100 – 200°C), among many others.

Solar thermal technology comes in various types, from the common stationary flat-plates or evacuated tubes to the concentrated types that provide higher temperature gradients. The aim of this technology is to lower the use of diesel for heating in the industrial application(s), allowing for significant cost savings.

### Space requirement

As a general value, every 1kWth of solar thermal capacity requires 2 m<sup>2</sup> of aperture/area.

All vacant space must be non-shaded. For the stationary technology (flat-plate or evacuated tube), it is optimal for a south facing position of the panels. The Beneficiary must also have legal ownership of this space (either through long-term rent agreement or direct ownership).

### Costs & co-financing

The turnkey costs of the system will not exceed 830 Euros/kWth for the stationary solar thermal, while the medium-scale concentrated solar thermal application will not exceed 900 Euros/kWth and the larger-scale targeted application will not cost more than 940 Euros/kWth. The exact size and costs of the selected systems would be difficult to estimate at this point, however, as a ballpark value, we expect the following;

Technology	Exp. Capacity	Total Cost (Euro)	Cost for Beneficiary (Euros)*
Stationary solar thermal (ST)	Up to 300 kWth	250,000	136,250
Medium-scale concentrated ST	Up to 500 kWth	450,000	245,250
Large-scale concentrated ST	Up to 800 kWth	750,000	408,750

\* Or as per identified co-financing requested (see Section 4.2).

The target for any implementation would be to ensure a positive cash flow for the beneficiary and a payback period not exceeding 5 years.

## A1.3 Biogas

### Description

Biogas system can manage a variety of organic waste such as animal by-products, vegetables by-product, biowaste from households, industrial and commercial waste and energy crops. The waste is processed to different uses such as liquid fuel, heat, gas, electricity and digestates. The types of technology are dependent on the characteristics of the feedstock (quality, quantity, dry matter content etc.), the intended energy use and incentives, transportation conditions, the end-use of the digestate, the operator skills and knowledge and the financial and space availability. Digester of biogas systems are categorized depending on the dry matter content as follows:

- (1) Wet continuous (dry matter content 5-20%);
- (2) dry continuous digestion (dry matter content 15-40%);
- (3) Dry batch digestion (dry matter content 25-50%).

### Feedstock

Type of Feedstock	Description of Feedstock (type of animals; number of heads; current disposal of waste; current use of waste (in \$), if any)	Quantity of Feedstock (tons/year; l/year)	Dry Matter Content (%)
1. Animal Manure	- Type of Animal: - Number of Heads: - Current disposal of waste (method, quantity and price): - Current use of waste (method, quantity and price):	- Winter: - Summer:	
2. Agricultural Waste	- Type of Crop: - Current disposal of waste (method, quantity and price): - Current use of waste (method, quantity and price):	- Winter: - Summer:	
3. Commercial/Industrial Waste	- Type of Waste: - Current disposal of waste (method, quantity and price): - Current use of waste (method, quantity and price):	- Winter: - Summer:	
4. Sorted Household Organic Waste	- Number of Homes: - Transportation Cost:	- Winter: - Summer:	
5. Other, please specify (lactoserum, slaughterhouse waste, etc.)	Current disposal of waste (method, quantity and price): - Current use of waste (method, quantity and price):	- Winter: - Summer:	

### Space requirement

Digester Volume (m<sup>3</sup>) = Daily feed (l/day) x Retention time (Assume 40 days) = L / 1000 = m<sup>3</sup>  
 Space requirement = Digester Volume (m<sup>3</sup>) / Depth (Assume 4 m) = (m<sup>2</sup>)  
 Distance to closest electric connection: m  
 Distance to closest water connection: m  
 Distance to closest wastewater connection: m  
 Distance to closest road: m  
 Distance to groundwater table: m  
 Depth of groundwater table: m  
 Please provide the General Plan of whole Beneficiary.

### Costs & co-financing

Technology	Exp. Capacity	Total Cost (Euro)	Cost for Beneficiary (Euros)
Biogas System	Up to 40 kW	270,000	147,150*

\* Subject to co-finance rate as specified in Section 5.2

#### A1.4 Energy Efficiency for Industry

<b>Description</b>	<p>Energy efficiency measures in industry is a vast field with many applications. Applications of energy efficiency can target cooling systems, refrigeration, boilers and network, and many others. Implementations such as variable frequency drives for refrigeration, pressurized condensate recovery systems, exhaust heat recovery, heat exchangers, power factor correction and voltage stabilizers are among the many energy efficiency applications that can be considered.</p>
<b>Space requirement</b>	<p>No particular space requirement is foreseen in this application.</p>
<b>Costs &amp; co-financing</b>	<p>It is difficult to estimate what the costs of the application will be beforehand.</p> <p>The target applications must not exceed 215,000 Euros each.</p> <p>The co-financing required from the beneficiary is to be approximately 140,610 Euros (subject to the co-financing rate as specified in Section 6.2).</p> <p>The target for any implementation would be to ensure a positive cash flow for the beneficiary and a payback period not exceeding 5 years.</p>

## Annex 2. Required Beneficiary establishment paperwork

	English	Arabic
<input type="checkbox"/>	Copy of company by-laws	نسخة عن نظام الشركة المسجل لدى السجل التجاري
<input type="checkbox"/>	Certificate of Incorporation	نسخة عن شهادة التسجيل في السجل التجاري
<input type="checkbox"/>	Commercial Circular	نسخة عن الإذاعة التجارية
<input type="checkbox"/>	Certificate of Registration with the Ministry of Finance	نسخة عن شهادة التسجيل لدى وزارة المالية
<input type="checkbox"/>	Certificate of Registration for VAT	نسخة عن شهادة تسجيل في الضريبة على القيمة المضافة (بحال التسجيل)
<input type="checkbox"/>	Industrial registration certificate	صورة عن رخصة إنشاء واستثمار مؤسسة صناعية (للمؤسسات الصناعية فقط)

### Annex 3. Commitment letter template

[name of organization]

[Date]

Letter of commitment to EU funded UNDP CEDRO 5 Project

Dear Sir/Madam,

This is to certify that we, [name of organization], commit to the following:

1. We will well operate and properly maintain the [technology application type selected] that will be installed on our premises for the duration of the life-time of the installed system;
2. We will commit to sign a maintenance contract between us and the contractor/installer of the ( renewable energy system) once the 2-year guarantee available expires, subject to fair terms & conditions presented by the contractor/installer in this contract.
3. We commit to provide an insurance for the installed renewable energy system, against accidental physical damage or theft, for at least 1 year for the time of the system's commissioning.
4. We commit to replace at least one of our diesel generators if it deems necessary for the optimal installation of the solar PV system (for application of solar PV only)
5. We will commit to implement the cost-effective energy efficiency measures as identified through the EU funded UNDP-CEDRO 5 project's energy audit recommendations, defined as those recommendations that have a simple payback period equal to or less than 3 years, and subject to the costs of investments not exceeding 10% of the total fuel bill (for the combined energy & electricity loads) in any given year, taking the last fiscal year as a point of reference;
6. We will commit to assist the CEDRO 5 project in raising awareness and building technical capacity on the installed [technology application type selected]. This would be in the form of allowing access to the UNDP team and to other students, consultants and staff to the installation itself and to the data logged from this installation.

You can contact me for further details at the following:

[email]

[mobile telephone]

[skype address, if available]

Yours sincerely

[Name and affiliation]

## Annex 4. Cost-sharing agreement template

THIRD-PARTY COST-SHARING AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND [NAME OF CONTRIBUTOR - CSO/PRIVATE SECTOR/NGOs]

(THE DONOR)

### NOTE FOR FILLING IN THIS AGREEMENT HOW TO USE THIS AGREEMENT

This agreement should be used when the donor is a Foundation, private sector company or a CSO that provides a contribution of \$100,000 and above. Please note that we need to go through the due diligence process before entering into an agreement with the private sector. In several provisions throughout the agreement, you must choose in a consistent manner between references to either Programme or Project. Please choose the right one and delete the other one throughout the document.

In paragraph 2 of Article III (Administration and Reporting) you must choose between the reporting applicable to agreements of a foreseen duration of one year or less and those applicable to agreements of a foreseen duration of more than one year. This depends on the length of the project. Please delete the paragraph that is not relevant for the agreement.

Please delete this note and the footnotes after completing this document. Any proposed deviation to this agreement template must be cleared before signature by the Director of the Legal Support Office (LSO/BoM). In such a case, please highlight all of the deviations to [claudio.lema-pose@undp.org](mailto:claudio.lema-pose@undp.org) in LSO/BoM, along with any background information regarding the deviations. In addition, please send a completed Clearance Slip for signature.

### NOTES FOR ENSURING COMPLIANCE WITH IPSAS

1. Schedule of payment: the agreement must specify a specific date for the release of each tranche in the schedule of payments and the currency of the UNDP bank account should be the same as the currency of the contribution. Conditions to the schedule of payments are not acceptable.
2. Inform the Donor to send UNDP an email to [contributions@undp.org](mailto:contributions@undp.org) when the contribution has been sent, with the information as provided under Article 1 (b).
3. The Agreement enters into force on the day of the last signature.

DELETE THIS PAGE WHEN THE AGREEMENT HAS BEEN COMPLETED

**THIRD-PARTY COST-SHARING AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND [NAME OF CONTRIBUTOR - CSO/PRIVATE SECTOR/NGOs]**

**(THE DONOR)**

WHEREAS the Donor hereby agrees to contribute funds to UNDP on a cost-sharing basis (hereinafter referred to as “the Contribution”) for the implementation of [Programme/Project title] (hereinafter referred to as “the Programme/ Project”), as described in the Project document [Project no. and title], in [programme country], and submitted to the Donor for information. Add the Donor’s reference, if any.

WHEREAS UNDP is prepared to receive and administer the contribution for the implementation of the programme/project, WHEREAS the Government of [programme country] has been duly informed of the contribution of the Donor to the programme/project, WHEREAS UNDP shall designate an Implementing Partner for the implementation of the programme/project (hereinafter referred to as the “Implementing Partner”),

NOW THEREFORE, UNDP and the Donor hereby agree as follows:

**Article I. The Contribution**

1. (a) The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of (amount in [stated currency] ). The Contribution shall be deposited in the [bank and bank account<sup>1</sup>],

**Schedule of payments<sup>2</sup>**  
[insert specific date]

**Amount**  
[specify amount]

<sup>1</sup> Please note that the currency of the bank account should be the same as the currency of the contribution

<sup>2</sup> It is recommended that country offices negotiate the number of installments to ensure at least six months’ anticipated disbursements are funded with each installment. This will make processing of contributions and reporting more efficient for the country offices

(b) The Donor will inform UNDP when the Contribution is paid via an e-mail message with remittance information to [contributions@undp.org](mailto:contributions@undp.org), providing the following information: donor's name, UNDP country office, [Project no. and title], donor reference (if available). This information should also be included in the bank remittance advice when funds are remitted to UNDP.

[The following paragraph should be included only in the event that the contribution is not in US dollars]<sup>3</sup>

N. B. [The following paragraph should be included only in the event that the contribution is not in US dollars, otherwise, please delete this provision]

2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Donor with a view to determining whether any further financing could be provided by the Donor. Should such further financing not be available, the assistance to be provided to the [Programme/Project] may be reduced, suspended or terminated by UNDP.

3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of programme/project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules, policies and procedures of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.

## **Article II. Utilization of the Contribution**

1. The implementation of the responsibilities of UNDP and of the Implementing Partner pursuant to this Agreement and the programme/project document shall be dependent on receipt by UNDP of the contribution in accordance with the schedule of payment as set out in Article I, Paragraph 1, above.
2. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the Donor on a timely basis a supplementary estimate showing the further financing that will be necessary. The Donor shall use its best endeavours to obtain the additional funds required.
3. If the payments referred to in Article I, paragraph 1, above are not received in accordance with the payment schedule, or if the additional financing required in accordance with Paragraph 2 above is not forthcoming from the Donor or other sources, the assistance to be provided to the programme/project under this Agreement may be reduced, suspended or terminated by UNDP.
4. Any interest revenue attributable to the Contribution shall be credited to UNDP Account, retained by UNDP and shall be utilized in accordance with established UNDP procedures.

<sup>3</sup> Please delete this sentence before signing



### Article III. Administration and Reporting

1. [Programme/Project] management and expenditures shall be governed by the rules, regulations, policies and procedures of UNDP and, where applicable, the rules, regulations, policies and procedures of the Implementing Partner.

2. UNDP shall provide to the Donor the following reports in accordance with UNDP accounting and reporting procedures.

2.1 For Agreements of one year or less, please add the following clauses:

(a) From the country office (or relevant unit at Headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing programme/project activities and impact of activities as well as provisional financial data;

(b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December to be submitted no later than 30 June of the following year;

(c) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the programme/project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the project.

2.2 For agreements of more than one year [please add the following clauses]

(a) From the country office (or relevant unit at Headquarters in the case of regional and global projects) an annual status of programme/project progress for the duration of the Agreement, as well as the latest available approved budget.

(b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.

(c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of the Agreement, a final report summarizing programme/project activities and impact of activities as well as provisional financial data.

(d) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the programme/project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the project.

3. If special circumstances so warrant, UNDP may provide more frequent reporting at the expense of the Donor. The specific nature and frequency of this reporting shall be specified in an annex of the Agreement.

### Article IV. Administrative and Support Services

1. In accordance with the decisions, policies and procedures of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the Contribution shall be charged a fee equal to 8%. Furthermore, as long as they are unequivocally linked to the Project, all direct costs of implementation, including the costs of Implementing Partner, will be identified in the [Programme/Project] budget against a relevant budget line and borne by the [Programme/Project] accordingly.

2. The aggregate of the amounts budgeted for the programme/project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the programme/project under this Agreement as well as funds which may be available to the programme/project for programme/project costs and for support costs under other sources of financing.

## Article V. Evaluation

All UNDP Programmes and Projects are evaluated in accordance with UNDP Evaluation Policy. UNDP and the Government of [insert the programme country] in consultation with other stakeholders will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a Project including an evaluation of its Contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

## Article VI. Equipment

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

## Article VII. Auditing

The Contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP. Should the annual Audit Report of the UN Board of Auditors to its governing body contain observations relevant to the Contribution, such information shall be made available to the Donor by the country office.

## Article VIII. Advertisement of the contribution

1. The Donor shall not use the UNDP name or emblem, or any abbreviation thereof, in connection with its business or otherwise without the express prior written approval of UNDP in each case. In no event will authorization be granted for commercial purposes, or for use in any manner that suggests an endorsement by UNDP of [...], its products or services.
2. The Donor acknowledges that it is familiar with UNDP's ideals and objectives and recognizes that its name and emblem may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status, reputation and neutrality of UNDP.
3. The Donor may make representations to its shareholders and internal budget officials as required about the fact of the contribution to UNDP. Any other use of the UNDP name or emblem, and any other form of recognition or acknowledgement of the contribution of the Donor are subject to consultations between the Parties, and the prior written agreement of UNDP.
4. UNDP will report on the contribution to its Executive Board in accordance with its regular procedures regarding contributions from private donors. Other forms of recognition and acknowledgement of the contribution are subject to consultations between the Parties, but the manner of such recognition and acknowledgement shall be determined at the sole discretion of UNDP.

## Article IX. Completion of the Agreement

1. UNDP shall notify the Donor when all activities relating to the [Programme/Project] have been completed in accordance with the Prodoc.
2. Notwithstanding the completion of the [Programme/Project], UNDP shall continue to hold unutilized funds from the Contribution until all commitments and liabilities incurred in implementation

of the [Programme/Project] have been satisfied and [Programme/Project] activities brought to an orderly conclusion.

**3.** If the unutilized funds prove insufficient to meet such commitments and liabilities, UNDP shall notify the Donor and consult with the Donor on the manner in which such commitments and liabilities may be satisfied.

**4.** In cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Donor.

#### Article X. Termination of the Agreement

**1.** This Agreement may be terminated by UNDP or by the Donor after consultations between the Donor, UNDP and the programme country Government, and provided that the funds from the Contribution already received are, together with other funds available to the [Programme/Project], sufficient to meet all commitments and liabilities incurred in the implementation of the [Programme/Project]. This Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate this Agreement.

**2.** Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold unutilized funds until all commitments and liabilities incurred in the implementation of all or the part of the [Programme/Project] have been satisfied and [Programme/Project] activities brought to an orderly conclusion.

**3.** In cases where this agreement is terminated before Project completion any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Donor.

#### Article XI: Notice

Any notice or correspondence between UNDP and the Donor will be addressed as follows:

(a) To the Donor:

Address:

(b) Upon receipt of funds, UNDP shall send an electronic receipt to the Donor email address provided below as confirmation that the remitted funds have been received by UNDP

Donor email address:

Attention:

(c) To UNDP: Name, Position

Address: United Nations Development Programme

## Article XII. Amendment of the Agreement

This Agreement may be amended through an exchange of letters between the Donor and UNDP. The letters exchanged to this effect shall become an integral part of this Agreement.

## Article XIII. Settlement of Disputes

1. The parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this agreement or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with UNCITRAL Conciliation Rules then obtaining, or according to such procedure as may be agreed between the parties.

2. Any dispute, controversy or claim between the Parties arising out of or relating to this agreement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within (60) sixty days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## Article XIV- Privileges and Immunities

Nothing in this agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNDP.

## Article XV. Entry Into Force

This Agreement shall enter into force upon the signature of this Agreement by the parties hereto, on the date of the last signature.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the Donor:

(Name)

(Title)

(Date)

For the United Nations Development Programme:

(Name)

(Title)

(Date)