# ANNEX F: TEMPLATE FOR PROJECT PROPOSAL

**FOR**

# ECOWAS WOMEN’S BUSINESS FUND

# WOMEN’S ECONOMIC EMPOWERMENT THROUGH ENERGY FOR PRODUCTIVE USES

***Note****: Applicants shall prepare their proposals in accordance with the ECOW-GEN Facility Concept note available at* [*www.ecowgen.ecreee.org*](http://www.ecowgen.ecreee.org)*.*

PART 1: OVERVIEW

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| --- | --- | --- | --- | --- | --- | --- |
| * 1. Project Title: | *(full title and subtitle of project)* | | | | | |
| * 1. ECOW-GEN Project ID | *To be filled by ECREEE* | | | | | |
| * 1. 1 Name of Applicant: | *Name of Applicant* | | | | | |
| 1.3.2 Type of Applicant | *(please select or specify)*   * Government MDAs; * NGOs and CSOs (international and local) * Women and Community-based groups and associations (including youth organizations); * Entrepreneurs/private sector * Academia and research institutions | | | | | |
| 1.4.1 Total Project Cost | 1.4.2 ECOW-GEN Grant requested | 1.4.3 Applicant’s own funding | | | 1.4.4 Co-funding of partners | |
| Euro | Euro | Euro | | | Euro | |
| 100% | in % of total | in % of total | | | in % of total | |
| 1.5.1 Facility Component  (*select to which ECOW-GEN Facility component applies)* | ECOWAS Women’s Business Fund  Women’s Economic Empowerment through Energy for Productive Uses | | 1.5.2 Project Duration  *(max. 24 months)* | | | months |
| 1.6.1 Country(ies) covered  (select country(ies) and population group(s) targeted – delete the rest) | * Benin * Burkina Faso * Cape Verde * Cote D’Ivoire * Gambia * Ghana * Guinea * Guinea-Bissau * Liberia * Mali * Niger * Nigeria * Senegal * Sierra Leone * Togo * Regional *(covers more than one countries listed above)* | | | **1.6.2 Name of specific location including GIS coordinates if possible:** | | |
| (region/city/village)  *(GIS coordinates – Google earth or others)* | | |
| **1.6.3 Targeted population group(s):** | | |
| - in rural areas  - in peri-urban areas  - in urban area  - in regional impact | | |
| 1.7 Project Focus |  | | | | | |

1.8 Key features and main project concept:

* Describe the key features and main concept (project idea or business idea) and rationale for the project.
* Demonstrate how the project is within the priority areas of the grant facility, contributes to the development of the local population, and is a priority of the authority.
* Demonstrate that the project is feasible and viable.
* Summaries should include: the baseline analysis, Gender Impact Assessment (GIA) and Environmental Impact Assessment (EIA),

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*Outline the strengths, weakness, threats and opportunities (SWOT) relating to the propose project*

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| Strengths | Weaknesses |
| Opportunities | Threats |

PART 2: PROJECT INFORMATION

* 1. Baseline Analysis and Relevance of Project
* *Describe in detailed the baseline analysis: the existing energy - gender problems, the needs and constraints in the target country (ies) or region(s) in general and of the target groups/final beneficiary groups of the project in particular*
* *Describe the linkages between the current energy-gender situation and social, economic and environmental problems (e.g. health, education, productivity, income) in rural and peri-urban areas*
* *Demonstrate the additionality of the project; describe other ongoing efforts (by national authorities or development partners) and how this project complements or supplements.*

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* 1. Gender Impact Assessment (GIA)
* *Describe in detail results from the GIA (see Annex B of concept note).*

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* 1. Overall Project Objective(s) and Impact
* *State the overall objective of the project and demonstrate how this objective will resolve the problems described in the baseline analysis & GIA.*

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* *In the table below outline the positive impact of the project regarding social, economic and environmental sustainable development and describe the expected positive short-term and long-term benefits in general and for the target groups/final beneficiary groups of the project in particular ( See section 5 “Eligibility Criteria – Project Priority Criteria” in Concept Note)*
* *Be specific and quantify results as much as possible as indicated in the table below.*
* *Modify or complete the table as needed.*

Table: Impact Indicators of Project

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| --- | --- | --- | --- | --- |
| **Classification of Impact** | **Impact Indicator** | **Measurement Method (Quantitative)** | **Unit** | **Expected Project Impact** |
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* 1. Specific Objectives and Effectiveness
* *Prepare a list of specific objectives to be reached to overcome the identified problems and contribute to the overall objective. This represents the central focus of the whole project which should be achieved after finalization. Measureable indicators should be provided to verify the achievement of the objectives (according to the indicator table in 2.2).*
* *Demonstrate that the most promising, cost-effective and feasible strategy alternative was selected to achieve the overall objective. The rationale of the strategy is logic and realistic. A “with and without project” scenario has been analysed. The proposed technology is the better alternative in relation to others.*

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* 1. Project Results (Outputs)
* *Provide a list of expected results and final products the project will deliver after successful completion of the foreseen activities described in 2.5. In other words, describe the main things produced by the project for each of the main sets of activities. These outputs should be within the control of the project and should generally be the main deliverables of the project. Specific and measurable quantitative indicators of achievement of the outputs should be provided as much as possible.*

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| **Key result indicator** | **Baseline** | **Target** | **Means of verification** | **Sampling frequency** | **Location (target groups)** |
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* 1. Main Project Activities
* *List the main activities needed for achieving the main project results described in 2.4 and indicate when they would be completed (see time and expert deployment schedule in annex 2) and who would be responsible. Ensure that the activities are practical, realistic, feasible and coherent. Ensure that the action plan is clear and feasible.*

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| **Results** | **Main activities (extend as needed)** | **Expected time of completion** | **Responsible party** |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 2.1 |  |  |  |
| 3.1 |  |  |  |
| 4.1 |  |  |  |
| 5.1 |  |  |  |
| 6.1 |  |  |  |

* 1. Market and Economic Studies
* *Present the results of the market analysis conducted. Provide information on the current and expected Market size for your project’s products; Market trends and expected Market growth rate; Market profitability (are you target customers willing and able to pay for the services or products); present your likely distribution channels; and key success factors;*
* *Demonstrate the economic efficiency of the project, present results from the cost –benefit analysis (CBA) of the project; demonstrate that the economic benefits and returns are attractive (i.e. any effect which results in an increase in desired goods and services available for society is a positive effect (benefit) and any effect which results in a reduction in quantity and/or quality of goods and services available for other uses (including environmental effects such as reduction in air quality or forest depletion) is a negative effect (cost). Increases or decreases can relate to either or both quantity and quality of goods and services. The goal is to identify all the effects of the project on society).*

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* 1. Financial Analysis
* *Demonstrate that the applicants and its partners have sufficient management capacity and stable financial sources of finance to implement the project. The applicant and the partners have sufficient management capacity: adequacy of staff (number, qualifications, and expertise), adequacy of the management information system and controlling (to be described also in 4.4).*
* *Demonstrate the feasibility and the efficiency of the project’s business plan. A realistic and achievable implementation strategy and effective division of labour between the partners is chosen. The activities proposed are appropriate, practical, and consistent with the specific objectives and expected results of the project. Describe the role of the various actors and stakeholders (applicant, (local) partner(s), target groups, local authorities, etc.), their added value and the reasons for which these roles have been assigned to them. The lead applicant and partners have established links to local/national authorities responsible for management and administration of services implicated in the project.*
* *The technical feasibility of the project is shown. The project builds on a reliable technology, or replicates a proven energy service delivery model and/or technology. The energy resources/feedstock is available in a long-term view.*
* *Present results of the financial analysis (attach excel sheet of cash flow and internal rate of return)*

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* 1. Stakeholders Analysis and Engagement Plan
* *Describe the main target groups directly involved or concerned during project design and implementation and the final beneficiaries which will benefit direct and indirectly from the project results. Demonstrate that the benefitting community/target group is in support of the project.*
* *Describe how the stakeholders (direct and indirect) will be engaged throughout the project’s development.*
* *Include a Stakeholder Map and a Stakeholder Engagement Plan*

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* 1. Sustainability and Potential for regional replication or scaling-up
* *Explain how sustainability will be secured after completion of the project. As much as possible local capacities are applied during the project implementation. International applicants need either a branch in the respective country or must have a local implementing partner. Projects without local implementing partners will be rejected. Companies with international branches have to prove the engagement of local staff during project implementation.*
* *All potential users should have adequate access to benefits and delivered services during and after the project. All technical studies produced by the project relevant for knowledge sharing and capacity building will be published on the ECOW-GENetwork* [*www.ecowgen.ecree.org*](http://www.ecowgen.ecree.org)

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* 1. Risk analysis
* *Describe the risk factors that will affect the implementation, completion and sustainability of the project. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, technical, implementation, economic and social risks.*

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| **Risk type** | **Risk** | **Impact on project’s objectives** | **Impact level (High, Medium, Low)** | **Probability (High, Medium, Low)** | **Mitigation strategy** |
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* 1. Monitoring and evaluation (M&E) Plan
* *In line with Annex 1, List the M&E activities that will be needed to track and report on the progress of the project by identifying problems and providing timely remedy for such problems.*

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| **Type of M & E activity** | **Responsible parties** | **Budget (EUR)** | **Time frame** |
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| **TOTAL indicative cost** | |  | |

PART 3: FINANCIAL INFORMATION

3.1 Total eligible direct project costs and requested ECOW-GEN grant amount: (in Euro)

* *Provide a detailed budget breakdown of the total eligible direct project costs and funding structure as indicated in the example below. Give a realistic overview on the co-funding from different partners. Projects with a higher co-funding rate will be rated better during appraisal. Use the provided excel budget breakdown sheet for in-detail calculations. Attach the excel sheet as annex 3 to the full project proposal.*
* *The maximum grant amount provided by ECREEE is 50.000 EUR (fifty thousand Euros) per project. ECOW-GEN shall co-fund projects with a 30% contribution of total direct eligible project costs.*

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| **Total Eligible Direct Costs (all activities)** | | | | **Indicative Budget Schedule** | | | |  |  |
| **Budget Items** | **Costs** | **% of total costs** | | **Year 1** | | **Year 2** | |  |  |
| **A. Personnel Costs** | € |  | | € | | € | |  |  |
| **B. Travel and Subsistence** | € |  | | € | | € | |  |  |
| **C. Equipment and Supplies** | € |  | | € | | € | |  |  |
| **D. Services** | € |  | | € | | € | |  |  |
| **E. Workshops and Training** | € |  | | € | | € | |  |  |
| **F. Other Costs** | € |  | | € | | € | |  |  |
| **G. Evaluation & Audit** | € |  | | - € | | € | |  |  |
| **H. Contingency Reserve (5%)** | € |  | | - € | | € | |  |  |
| **Subtotal Direct Eligible Costs** | **€** | **100%** | | **€** | | **€** | |  |  |
| *Administrative Costs (max. 10%)* | € |  | | € | | € | |  |  |
| **Total Costs** | **€** |  | | **€** | | **€** | |  |  |
|  |  |  | |  | |  | |  |  |
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| **Funding Structure of Project (ECOW-GEN Grant and Co-Funding)** | | | | | | | | | |
| **Budget Items** | **ECOW-GEN** | | **Applicant** | | **Partner 1** | **Partner 2** | **Funding Gap** | | **ECOW-GEN co-funding in %** |
| **A. Personnel Costs** | € | | € | | - € | - € | - € | | % |
| **B. Travel and Subsistence** | - € | | € | | - € | - € | - € | | % |
| **C. Equipment and Supplies** | € | | € | | - € | - € | - € | | % |
| **D. Services** | € | | € | | - € | - € | - € | | % |
| **E. Workshops and Training** | € | | € | | - € | - € | - € | | % |
| **F. Other Costs** | - € | | € | | - € | - € | - € | | % |
| **G. Evaluation & Audit** | - € | | € | | - € | - € | - € | | % |
| **H. Contingency Reserve (5%)** | € | | € | | - € | - € | - € | | % |
| **Subtotal Direct Eligible Costs** | **€** | | **€** | | **- €** | **- €** | **- €** | |  |
| *Administrative Costs (max. 10%)* | € | | € | | - € | - € |  | |  |
| **Total Costs** | **€** | | **€** | | **- €** | **- €** | - € | | **%** |

PART 4: APPLICANT INFORMATION

* *A minimum of 3 years of existence of the (lead) applicant is expected. The greater the number of years of existence the better it is. Signed partner agreement(s), letters of co-funding commitment confirming the contributions of each partner to the project and according to the budget breakdown shall be attached to the full proposal (See Annex 3). Indicate the type of organization of all project partners.*

4.1 Applicant and partners

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Partner** | **Type of Organization** | **Legal Registration No.** | **Contact Person** | **Full Post Address** | **E-mail Address** | **Office and Mobile Phone** *(add country code)* | **Year of Establishment** |
| **Applicant** |  |  |  |  |  |  |  |
| **Partner 1** |  |  |  |  |  |  |  |
| **Partner 2** |  |  |  |  |  |  |  |
| **Partner 3** |  |  |  |  |  |  |  |

4.2 Type of partnership

|  |  |  |
| --- | --- | --- |
| Select one (mark with “x”): | **“Private – Private”** |  |
|  | **“Private – Public”** |  |
|  | **“Public – Public”** |  |

4.3 Capacity and Experience of Applicant and Partners

* *Provide a brief description of the capacity and experience of the Lead Applicant and Partner(s) to execute the project. Types of projects undertaken, management experience, nature of operations, number of employees, branches (if applicable, experience of companies and particularly of the engaged project team).*

Lead Applicant (specify name):

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Partner 1 - (please specify name):

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Partner 2 - (please specify name):

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Partner 3 - (please specify name):

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4.4 Experience / expertise of project team:

*Highlight experience / expertise of relevance to the proposed project /*

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| **Project team** | **Name of Expert(s)** | **Relevant Experience and Education** |
| **Lead applicant** |  |  |
| **Partner 1** |  |  |
| **Partner 2** |  |  |
| **Partner 3** |  |  |
| **Partner 4** |  |  |

(Please send also CVs)

PART 5: CERTIFICATION BY LEAD APPLICANT

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| **Signature:** |  |
| **Name:** |  |
| **Position in organization:** |  |
| **Date and Location:** |  |

**Organizational Stamp of Lead Applicant:**

## Annex 1: Logical Framework Matrix

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|  | **Intervention logic** | **Indicators**  *Describe the objectives of the action in an (objectively) verifiable and measurable manner. Define how and based on what evidence the actual occurrence of a planned change can be observed or measured.* | **Sources of Verification**  *Are documents, statistics, reports and other sources of information, that allow checking the indicators* | **Assumptions/ Risks**  *Are external factors that lie outside the control of the project management? Nevertheless they might have an (even decisive) influence on project success.* |
| **Overall Objective** | 1. |  |  |  |
| **Specific Objectives** | 1. | *Which indicators clearly show that the objectives have been achieved?* |  |  |
| **Project Results** | 1.  2.  3.  4.  5. | *What are the indicators to measure whether and to which extent the results have been achieved?* |  |  |
| **Activities**  *Tasks that need to be carried out in* | **Ad expected result 1 (define responsible partner to implement)**  1.1  1.2  1.3  **Ad expected result 2 (define responsible partner to implement)**  2.1  2.2  2.3 | **Means**  *What are the means required to implement these activities (e.g. personnel, equipment, studies, supplies)?* | **Costs**  *What are the costs of the activities and how they are classified (budget breakdown)* |  |

## Annex 2: Time and Expert Deployment Schedule

*Complete and modify the excel sheet according to your needs and copy and paste the graph into the Full Project Proposal as below*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **Expected Result 1:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expected Result 2:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expected Result 3:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expected Result 4:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expected Result 5:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Working Days per Month (w/month)** | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| **Name of Experts/Consultant** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| External Consultant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Duration of Services in w/days** | **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| External Consultant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total (in w/days)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Annex 3: Co-finance Commitment Letter Template

## {Letterhead}

## Mr. Mahama Kappiah

Executive Director

ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)   
Praia, Cabo Verde

**Subject: Co-financing Commitment**

By this letter, we wish to inform the Executive Director of ECREEE that (Applicant) will be committing a co-funding of xx EUR ( xx EUR cash and xx EUR in-kind), representing x% of the total project cost, towards the implementation of (project title).

This is to complement the requested grant amount of xx EUR from the ECOW-GEN Facility.

Yours Sincerely,

Signature:

Name:

## Annex No. 4) Attach Budget Breakdown Excel File

## Annex No. 5) Attach Photos from the Project Site (if available)