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| **National Climate Change and Environment Fund (FONERWA)** |
| **Full Project Document (PD)**  **GUIDANCE NOTE** *(August 8th 2013 version)* |

**WHAT IS A PD?**

The **Project Document (PD)** is the final application to FONERWA for financial or technical assistance. The PD will provide the Fund Manager and the Technical and Managing Committees with a comprehensive understanding of your project, and how it fits into the broader context of Rwanda’s environmental and climate change strategies.

**HOW DO I COMPLETE THE FORM?**

**All submissions must meet the following basic requirements** **or** **they will be returned without consideration:**

**Read Carefully!**

1. All submissions must be completed using Calibri font size 12.
2. All submissions must have a completed Cover Sheet (see below).
3. There is a 35 page limit for the PD form excluding Annexes.
4. Do not alter the formatting of this form.

**All submissions must include the following documents:**

1. CVs for all key project personnel.
2. A detailed work plan for the project together with a logframe matrix that links activities
3. A project Cost Benefit Analysis spreadsheet

**In addition submissions must include the following where these are available:**

1. A feasibility or pre-feasibility study
2. Any other supporting documents, such as verification of Rwandan Registration (for private companies and CSOs), letters confirming financing from other sources (if applicable), environmental impact assessments, etc.

Please follow the instructions on the following pages and complete all the requested information, even if the response is duplicated elsewhere.

**HOW WILL THE PD BE ASSESSED?**

The Fund Manager will assess each PD against **four technical appraisal criteria**:

1. **Value for Money:**
   1. Does the project demonstrate value for money?
      * 1. Economy: The right inputs have been identified to deliver the required outputs and will be procured cost effectively.
        2. Efficiency: Operational costs are appropriate given the benefits. The benefits exceed the costs; the project will deliver a positive Net Present Value (NPV) and Benefit Cost Ratio.
        3. Effectiveness: The project contributes to one (or more) of FONERWA’s core objectives.
2. **Desirability:** 
   1. Does the project conform with:
      1. National, and
      2. Sectoral strategies related to environment, climate change, and economic development?
   2. Will the benefits of the project be sustained after the lifetime of the project activities?
   3. Does the project support strategic economic activities and/or poverty reduction?
   4. Will the project result in skills development and/or technology transfer?
   5. What is the degree of risk that the objectives of the project are not met?
   6. Does the project demonstrate additionality?
3. **Viability:** 
   1. Does the project implementer have sufficient experience to execute the project?
   2. Have the project management arrangements been confirmed?
   3. Is an appropriate Monitoring and Evaluation (M&E) framework in place?
   4. Have stakeholders been consulted and involved in the project formulation?
4. **Capacity to Leverage Additional Resources**:
   1. Does the project satisfy the criteria for international climate change or environment financing facilities, and is the project likely to attract additional international funding?
   2. Does the project proposal demonstrate the project has potential for income generation?
   3. Is the project likely to attract private sector investment?

**WHAT HAPPENS AFTER I SUBMIT THE PD?**

The Fund Manager will use the following decision tree to determine how to respond to PDs:

Does the total project cost exceed US$10mn?

Has a feasibility study been conducted?

Does the project meet minimum technical appraisal criteria?

The PD is forwarded to the FMC, which will determine whether the project receives funding.

The PD is considered ineligible for FONERWA financing.

Does the project meet minimum technical appraisal criteria?

The PD is forwarded to the FMC, which will determine whether the project receives funding for a feasibility study and further proposal development.

The PD is returned to the project promoter for additional information and/or clarification.

Does the project meet minimum technical appraisal requirements?

The PD is forwarded to the FMC, which will determine whether the project receives funding.

The PD is returned to the project promoter for additional information and/or clarification.

YES

YES

NO

NO

NO

NO

NO

YES

YES

YES

Each sub-criteria associated with Desirability, Viability and Capacity to Leverage Additional Resources will receive a score between zero and ten (0-10), and the criteria will be weighted as follows: Value for Money (40%), Desirability (20%), Viability (20%), Capacity to Leverage Additional Resources (20%). Value for Money is weighted more heavily than Desirability, Viability and Capacity to Leverage Additional Resources, to stress the importance of financing projects with tangible, identifiable results. The criteria related to Feasibility are simple yes/no answers that will determine whether the project is eligible for direct financing by FONERWA or whether the project will be competing for financing to conduct a feasibility study and further proposal development.

**All PDs will be ranked** by the Fund Manager according to their scores, shortlisted based on available financial resources and forwarded to the FONERWA Technical Committee for review. The Fund Manager will also provide an assessment of whether the minimum technical appraisal requirements have been met (at least 60/100). The Technical Committee will conduct a brief audit of the technical appraisal prepared by the Fund Manager, and then conduct a **Strategic Appraisal** of the shortlisted PDs. The Strategic Appraisal will be an in-depth review of the project’s desirability and a prioritisation of the PDs based on the knowledge of the technical committee members. The Technical Committee will then determine the ranking for projects forwarded to the Fund Managing Committee (FMC).

If the project is considered to have met the minimum technical appraisal requirements, then the Technical Committee will forward the PD to the FMC for final decision. For projects with a total cost exceeding US$10mn, the FMC will only be able to provide project financing if the project applicant has conducted a feasibility study. If a feasibility study has not yet been conducted, then the FMC will determine whether to grant the project applicant financing to conduct a feasibility study and grant further proposal development support. If the total project cost does not exceed US$10mn, then the FMC will determine whether to provide financing for the project regardless of whether a feasibility study has been conducted.

If the Technical Committee does not feel that the project meets the minimum technical appraisal requirements, then the project will be returned to the promoter for more information and/or clarification. If a project has already had a feasibility study conducted, and the technical committee still does not feel that the project meets the minimum technical appraisal criteria, then the project is NOT eligible for resubmission.

**WHEN WILL I FIND OUT THE RESULT OF THE ASSESSMENT?**

Prior to PD submission to the FONERWA Managing Committee, assessment of the PD will require a maximum of 1 month (21 working days) following receipt. The Managing Committee will then have the final decision on all PDs. The results of the FMC meeting will be available within 10 working days of each quarterly meeting. The Secretariat will provide you with dates of quarterly meetings.

**HOW CAN I GET HELP WITH MY FULL PROPOSAL?**

**Do not hesitate to contact the Fund Manager’s office if you have any questions**. Providing advice and support for proposal development is one of the primary responsibilities of the Fund Manager.

Tel: +250 252 580 769

Email: [info@fonerwa.org](mailto:info@fonerwa.org)

**WHO CAN I CONTACT IF I AM DISSATISFIED WITH THE PROCESS?**

If you have suggestions to improve the PD appraisal process, or if you would like to challenge the results of the assessment, email the FONERWA Managing Committee:

Email:[info@fonerwa.org](mailto:info@fonerwa.org)

**Email title: FOR THE ATTENTION OF THE FONERWA Managing Committee (FMC)**

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| **National Climate Change and Environment Fund (FONERWA)** |
| **Full Project Document (PD)**  **COVER SHEET**  (Attach this sheet to the front of your submission. *Please do not exceed one A4 side of paper.*) |

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| **Project Title** |  |
| **Project Summary**  *(In 75 words or less please summarise what your project intends to achieve and how)* |  |
| **Anticipated Start Date**  *(DD/MM/YYYY*) |  |
| **Project Duration** (*in months*) |  |
| **Funding Requested** (*RWF*) |  |
| **Name of Lead Organisation** |  |
| **Type of Organisation**, *which best describes the Lead Organisation*  (please *select only one box*) | Government Institution |
| Non-Governmental Organisation (NGO) |
| Private Sector Enterprise |
| Academic Institution |
| Other (*please specify*) |
| **Partner Institutions** |  |
| **Full Office Address** |  |
| **Website Address**  *(if applicable)* |  |
| **Contact Person** (*the person who will have ultimate responsibility and be accountable for delivering this project*) | **Name:** **Position:**  **Email: Tel:** |

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| **For Internal Purposes Only:***To be Completed by the Fund Manager* | | |
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| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | PD Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Comments Sent: \_\_\_\_\_\_\_\_\_\_\_\_ | | PPD Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Feasibility Study? (Y/N) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Thematic Financing Window: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| FONERWA Entry Point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Technical Appraisal** **Score:** \_\_\_\_\_\_ **Rank:** \_\_\_\_\_ | | |
| **National Climate Change and Environment Fund (FONERWA)**  **Full Project Document (PD)**  (Please provide a complete answer to each question, even if the answer is duplicated elsewhere. This PD should not exceed 35 sides of A4 size paper.) | | |

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| **SECTION 1: INFORMATION ABOUT THE APPLICANT** | |
| **Q 1.1** | **What** is the Lead organisation's total number of full-time employees? |
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| **Q 1.2** | **What** is your organisation's experience of managing similar projects or activities (*please explain why you think your organisation and partners are capable of managing the project*)? |
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| **Q 1.3** | **List** the name, position, and email of key personnel involved in the project, such as the project executive, project manager, and core technical staff. (Provide a CV for each of the key personnel as an attachment to this PD) |
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| **Q 1.4** | **Lead Organisational Finances. Provide a copy of these** from the most recent audited annual accounts (income and expenditure statement & balance sheet in RWF, as well as the main sources of funding) as an attachment to this PD. |
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| **SECTION 2: INFORMATION ABOUT THE PROJECT** | |
| **Q 2.1** | **Why** is the project needed (*clearly state the problem this project will address and the evidence base for its justification. Where possible, refer to international, national and/or sectoral strategies.*) ? |
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| **Q 2.2** | **What** change is this project intended to achieve (*state specific objectives, expected results/impact and long-term legacy. To address the core environment and climate change objectives of the project, it would be helpful to refer to national and sectoral climate change and environment objectives. Provide measurable indicators, within a log-frame matrix*. *In addition, make a note of the expected impacts on employment and poverty reduction, as well knowledge and technological transfer*.)? |
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| **Q 2.3** | **How** will the project objectives be achieved (*include a detailed Work Plan as an appendix highlighting key deliverables and activities and responsibilities. Clearly describe the approach and methodology to be followed and the sequence of activities planned.*)? |
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| **Q 2.4** | **How** does the project address cross-cutting issues such as gender and youth? |
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| **Q 2.5** | **Who** are the stakeholders affected by the problem, and who are the stakeholders influential in solving the problem? How have they been incorporated and involved in project design and delivery? |
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| **Q 2.6** | **How** will the benefits of the project be sustained after FONERWA funding comes to an end? |
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| **Q 2.7** | **What** is the scope for income generation from the project? |
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| **Q 2.8** | **Preparation:** Has a feasibility or pre-feasibility study been conducted (*If yes, then please attach a copy to this PD*)? |
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| **Q 2.9** | **Preparation:** Are there any outstanding regulatory or legal requirements that need to be met before the project can proceed (*access to land, planning consent, use of new technologies*)? |
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| **Q 2.10** | **Preparation:** Has an Environmental Impact Assessment been conducted for the project (*If yes, then please attach a copy to this PD*)? |
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| **Q 2.11** | **How** will the performance of the project be monitored and evaluated (*both during and after the project*)? |
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| **Q 2.12** | **How** will you involve the beneficiaries and other stakeholders in monitoring and evaluation? |
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| **Q 2.13** | **Which** Output from the FONERWA's overarching M&E framework will be contributed to in the project's M&E Framework (*if possible* ***choose an indicator*** *from FONERWA's M&E framework)?* |
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| **Q 2.14** | **Lesson Learnin**g: Please explain how the learning from this project will be disseminated and shared during (and at the end) of the project, and to whom this information will target (*e.g. Project stakeholders and others outside the project*) |
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| **Q 2.15** | **Risk Management:** Please outline the main risks to the successful delivery of this project indicating whether they are high, medium or low. If the risks are outside your direct control, how will the project be designed to address them? |
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| **Q 2.16** | **Risk Management:** What specific risks, if any, does your project pose to the environment, people or institutions affected by the project and how will these be managed and mitigated? |
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| **SECTION 3: PROJECT BUDGET AND VALUE FOR MONEY** | |
| **Q 3.1** | **What** is the total cost of the project (*RWF; provide total cost for each year of the project disaggregated by capital and recurrent expenditure*)? |
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| **Q 3.2** | **What** is the total amount requested from FONERWA (RWF; *provide financing needs for each year of the project*)? |
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| **Q 3.3** | **List** all other sources of funding. Note whether the status of other funding sources (*i.e. Whether the money has been approved or is awaiting authorisation*) |
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| **Q 3.4** | **Additionality:** Explain why the project cannot be fully financed by other sources than FONERWA? |
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| **Q 3.5** | **What** non-financial support is needed to implement the project? What is the best way for FONERWA to deliver this support? |
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| **Q 3.6** | **Value for Money (Economy):**   1. Briefly describe how the required inputs have been identified and how the GoR procurement procedures will be used to ensure they are obtained cost effectively 2. Provide identified unit cost measures or selected project outputs? (Please see VfM guidelines on how to determine these. Further guidance from the FONERWA Secretariat is available) |
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| **Q 3.7** | **Value for Money (Efficiency):**   1. Briefly explain how the provision and operation of project inputs produce the expected outputs 2. What is the Net Present Value (NPV) and benefit cost ratio for this project (Please see VfM guidelines on how to determine these measures. Further guidance from the FONERWA Secretariat is available)? |
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| **Q 3.8** | **Value for Money (Effectiveness):**  How does your project demonstrate effectiveness:  - How will it show the outputs meet the project objectives?  - Which indicators will you measure to demonstrate effectiveness? |
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**ATTACH ANNEXES HERE TO THE PD APPLICATION** *– these can be accepted as separate files but clearly organise and identify the annexes so they are easy to refer to.*