

# REPIC

Renewable Energy &  
Energy Efficiency  
Promotion in  
International  
Cooperation



Interdepartmental Platform for  
Renewable Energy and Energy Efficiency  
Promotion in International Cooperation

## Guidelines for Projects



Schweizerische Eidgenossenschaft  
Confédération suisse  
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**Swiss State Secretariat for Economic Affairs SECO**

**Swiss Agency for Development and Cooperation SDC**

**Swiss Federal Office for the Environment FOEN**

**Swiss Federal Office of Energy SFOE**

# Guidelines for Projects

The present guidelines describe the objectives and activities of the interdepartmental platform for the promotion of renewable energy and energy efficiency in international cooperation – (REPIC Renewable Energy and Energy Efficiency Promotion in International Cooperation) – a joint initiative of the Swiss State Secretariat for Economic Affairs (SECO), the Swiss Agency for Development and Cooperation (SDC), the Swiss Federal Office for the Environment (FOEN) as well as the Swiss Federal Office of Energy (SFOE). The guidelines describe the procedures and the criteria for formulation of projects related to the REPIC Platform.

## Secretariat and Coordination

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# 1. Introduction

## What is the REPIC-Platform?

The Swiss State Secretariat for Economic Affairs (SECO), the Swiss Agency for Development and Cooperation (SDC), the Swiss Federal Office for the Environment (FOEN) and the Swiss Federal Office of Energy (SFOE) have been operating the interdepartmental platform for the promotion of renewable energy and energy efficiency in international cooperation since 2004. The REPIC-Platform contributes to the implementation of global climate protection agreements and to a sustainable energy supply in developing and transition countries, as well as in Switzerland, and represents an important part in the implementation of the Swiss policy for sustainable development on the international level. The REPIC-Platform thereby represents an important contribution to the creation of a coherent policy and strategy in Switzerland, for the promotion of renewable energy and energy efficiency in international cooperation.

## Mission of the REPIC-Platform

The mission of the REPIC-Platform is the coordination and strengthening of the Swiss federal activities as the basis of a common strategy for the promotion of renewable energy and energy efficiency in international cooperation. Furthermore, the REPIC-Platform is expected to lead to new strategic partnerships with private enterprises and the Swiss civil society in order to contribute to the deployment of renewable energy and energy efficiency systems and technologies in developing and transition countries.

## Strategy of the REPIC-Platform

REPIC is designed to be a market oriented service centre for the promotion of renewable energy and energy efficiency in international cooperation. Taking existing experiences into account, this platform should make new concrete renewable energy and/or energy efficiency projects with increasing participation of Swiss companies and organisations possible. For this purpose, REPIC will build up a network of information and awareness among interested parties, facilitate the exchange of experience between different stakeholders and promote the knowledge of local conditions and project opportunities. In order to realise promising renewable energy projects, the REPIC-Platform can contribute to the initial financing of such projects. Moreover, through the REPIC-Platform, the participation in international networks is enhanced.

The first phase of REPIC ended in 2007. The four federal offices decided to extend the experience of REPIC by another three years and beyond renewable energy including as well as energy efficiency issues. The activities of the platform are defined by a steering committee composed of representatives of the four governmental agencies. The activities are implemented by a secretariat.

## 2. Specific objectives and expected results

Based on the mission of the REPIC-Platform, the concrete objectives, their activities and expected results are specified as follows:

<b>Objective</b>	<b>1. Information and awareness of stakeholders</b>
<b>Activities</b>	Regular meetings, workshops and information meetings with the different stakeholders; analysis of experiences and formulation of best practice; partnerships for the promotion and deployment of renewable energy and energy efficiency in an international context; formulation of common strategies and positions on the subject of renewable energy in international cooperation; establishment of a central contact point for interested parties.
<b>Result</b>	The stakeholders in the context of the platform are informed about international promotion initiatives and programmes, about the activities of the Swiss stakeholders as well as the international experiences in the area of renewable energy and energy efficiency in international cooperation. Institutions and stakeholders in developing and transition countries are being covered by the information activities at the project level.

<b>Objective</b>	<b>2. Project promotion and realisation</b>
<b>Activities</b>	Deployment of available technologies, products and know-how from Switzerland, evaluation of project proposals; support of pilot and demonstration projects; consulting facility for company cooperation; access to markets; start-up financing and co-financing of international cooperation projects: networking within programmes for the promotion of small and medium-sized enterprises (SME) in developing and transition countries.
<b>Result</b>	Small and medium-sized enterprises as well as non governmental organisations are engaged successfully in concrete projects in the area of renewable energy and energy efficiency in developing and transition countries based on the supporting measures of this platform.

<b>Objective</b>	<b>3. Contribution to international networks</b>
<b>Activities</b>	Membership in international bodies; active participation in international networks, coordination of the Swiss contribution in selected initiatives (for example GEF, CDM, Follow up activities on WSSD Johannesburg, especially Johannesburg Renewable Energy Coalition JREC); Swiss contribution and leading activities in selected networks (for example IEA PVPS); networking of local stakeholders; establishment and promotion of a Swiss user network of the platform.
<b>Result</b>	The REPIC-Platform and its representatives are recognised members in relevant international networks. They make a substantial and sustainable contribution to the networks by their best practice activities in area of renewable energy and energy efficiency.

<b>Objective</b>	<b>4. Coordination and quality control</b>
<b>Activities</b>	Discussion and consensus finding regarding the measures for the promotion of renewable energy and energy efficiency in international cooperation; coordination of Swiss activities; formulation of Swiss positions in international initiatives; backstopping for the participating government agencies; controlling and quality control of the realised projects and measures.
<b>Result</b>	The platform operates an efficient coordination of the participating governmental agencies and supports the quality control of projects and measures. It thereby strengthens the political and strategic coherence of the Swiss activities for the promotion of renewable energy and energy efficiency in international cooperation.

### 3. Principles

The main principle for the activities and projects within the REPIC-Platform is the appropriate embedment in the local context and the sustainable durable impact,. Therefore, partnerships with local stakeholders and a demand driven approach are important key features of REPIC supported activities. The participation of local stakeholders is of central importance (ownership). The REPIC-Platform seeks to remove existing barriers in order to promote technology transfer of renewable energy and energy efficiency in developing and transition countries.

For a sustainable deployment of renewable energy and energy efficiency, socio-economical aspects like the creation of energy services (basic needs, health services, economic development), the improvement of the local infrastructure, the creation or promotion of marketing and financial structures are of particular relevance.

The REPIC-Platform gives priority to proven technologies. Nevertheless, the utilisation of technologies which are in a pilot stage for locally adapted solutions can also be taken into account. The platform emphasises the focus on the economic viability in a given context.

The potential and the effect of the projects within the REPIC-Platform should be quantified as far as possible in terms of technical, socio-economical and environmental parameters.

### 4. Measures

The REPIC-Platform comprises different measures for the promotion of renewable energy in international cooperation. They can be summarised as follows:

- Informative measures: measures, which concern the information about promotion of renewable energy and energy efficiency in international cooperation.
- Proactive measures: measures, which are initiated by the REPIC-Platform in order to achieve its objectives.
- Reactive measures: measures, which respond to project initiatives from outside and support them within the possibilities of the REPIC-Platform.

According to its objectives, the REPIC-Platform gives preference to project proposals which are realistic, sustainable, and market oriented. The measures proposed by the REPIC-Platform have the objective to reduce risks and transaction costs of these approaches at pre-

competitive stages. A special emphasis will be made on non-technical aspects. The platform focuses on the following project categories:

- Feasibility Studies
- Technical Project Proposals
- Pilot projects (technical and economical)
- Infrastructure oriented projects
- Measures for education and quality control
- Establishment of market structures
- Financing models
- Events and information activities

The measures of the REPIC-Platform are subsidiary to national and international promotion instruments which already exist. The foreseen measures are meant to support the cited instruments, especially in the area of finance (project lines of the governmental agencies involved, SOFI, mixed credits, WB, IFC, GEF, and similar) and climate policy instruments (Kyoto-mechanisms). Furthermore, the measures of the REPIC-Platform are expected to create synergies between activities from the private sector and the civil society.

The following renewable energy technologies represent key priorities for REPIC:

- Small hydro power
- Solar energy (thermal and photovoltaic)
- Wind energy
- Biomass
- Geothermal energy

In addition to the renewable energies, REPIC can support energy efficiency technologies. Within the REPIC-Platform energy efficiency is generally understood as a reduction of an amount of energy necessary to cover specific energy needs.

## 5. Financial Aspects

In addition to information, networking and consulting activities, the REPIC-Platform, can provide financial support to concrete projects. Funding decisions are taken on the basis of a defined set of evaluation criteria (see chapter 6).

The REPIC support is meant to be subsidiary to existing national and international mechanisms and instruments. This means, that the REPIC-Platform can offer support especially in the areas and project phases, which are otherwise not covered, or only partially covered, by the existing mechanisms. In this sense, financial contributions of the REPIC-Platform are seen primarily as accompanying measures for the quality assurance of proposals, for the reduction of transaction costs of projects in an international context, as well as start-up financing for larger projects. As a general rule, an appropriate own contribution and / or funding through third parties has to be made, which should amount to at least 50% of the total eligible project costs.

For the period 2007 – 2010, the REPIC-Platform has at its disposal a budget of approximately CHF 2'500'000. As an order of magnitude and depending on the type of project, funding can vary from CHF 50'000 for small/simple projects to CHF 150'000 for bigger/more complex projects.

## 6. Criteria for Projects

There are strategic, economical and operational criteria for the support of projects within the REPIC-Platform.

### Strategic Criteria

#### Initial Situation and Framework Conditions

- Is the initial situation of the intended project sufficiently described?  
(for example: energy supply, resources, competences, and demand)
- Are the framework conditions sufficiently described?  
(for example: energy policy, environmental policy, industry, market, and prices)
- Is the situation of existing international cooperation sufficiently described?  
(for example: existing projects, contacts with international organisations)

#### Strategy and Approach

- Is the proposed strategy clearly recognisable and understandable?
- Is the approach of the project demand oriented?
- Is the project embedded in the local context (partnerships)?
- Is the project seeking international support?

#### Sustainability

- Is the sustainability in the project given in terms of economic relevance, social consequences, environment, etc.?
- Are measures proposed for a sustainable impact?

#### Objectives

- Are the objectives clearly defined?
- Do the objectives meet local needs?

#### Reference to Climate Policy Goals

- Is there a relationship to climate policy goals?
- Are climate policy instruments being used?

#### Target Region SDC / SECO

- Is the project within a priority country of SDC and/or SECO?

### Economic Criteria

#### Economical Aspects

- What is the economic viability of the project?
- Are added values created?  
(e.g. economic development, environment, security, social consequences, etc.)
- Are there alternative solutions with similar benefits and results?

#### Potential for Replication

- Is the solution adequate for the local context?
- Is there a potential for replication?
- Are measures being proposed for deployment?

### Impact

- What is the expected economic impact of the project?
- What is the expected socio-economic impact?

### Reduction of Barriers

- Are barriers being reduced with this project?
- Are other experiences being taken into account adequately?

### Opportunities and Risks

- What are the economic opportunities of the project?
- What are the economic risks of the project?

## **Operational Criteria**

### Technical Solution

- Is the technical solution according to the state of the art?
- Are technical risks to be expected?
- Are there experiences from similar projects and are they being taken into account?
- Are there technical standards and guidelines which are of importance?
- What is the reference to Swiss products and Swiss know-how?

### Project Organisation and Partnerships

- Is the project clearly structured (milestones) and organised?
- Are the partners competent?
- Are the responsibilities clearly defined?

### Work Plan

- Is there a coherent work plan?
- How is the project being realised?
- Is there a concrete, realistic time plan?

### Expected Results

- How is the project success being defined?
- Are quantitative results being defined?
- How are the results being measured?
- Are the expected results realistic?

### Budget and Financing

- Is the proposed budget adequate?
- How is the financing of the project planned / secured?
- Is there an adequate share of proper funding?

### Monitoring and Evaluation

- Is there going to be monitoring and how?
- Is there going to be an evaluation and how?
- Is there a long term control of success?

## 7. Application Procedure for Project Proposals

The application for project proposals to the REPIC-Platform usually follows a two-stage procedure. A *project outline* provides the basic information, on which the REPIC-Platform decides on whether or not it can consider this project for support.

The decision to consider a project for support is made by the REPIC steering group. With the decision of acceptance for consideration, first recommendations for required changes of the project proposal are given.

For the decision of a financial contribution by the REPIC-Platform, a *project proposal* has to be elaborated. The decision of support by the REPIC-Platform will be communicated and justified in a written form and is definite. The terms and conditions for the support of a project by the REPIC-Platform will be determined in a contract. The project documents are to be sent to the REPIC secretariat. REPIC relevant proposals sent to the different governmental agencies involved will be transmitted to the REPIC secretariat.

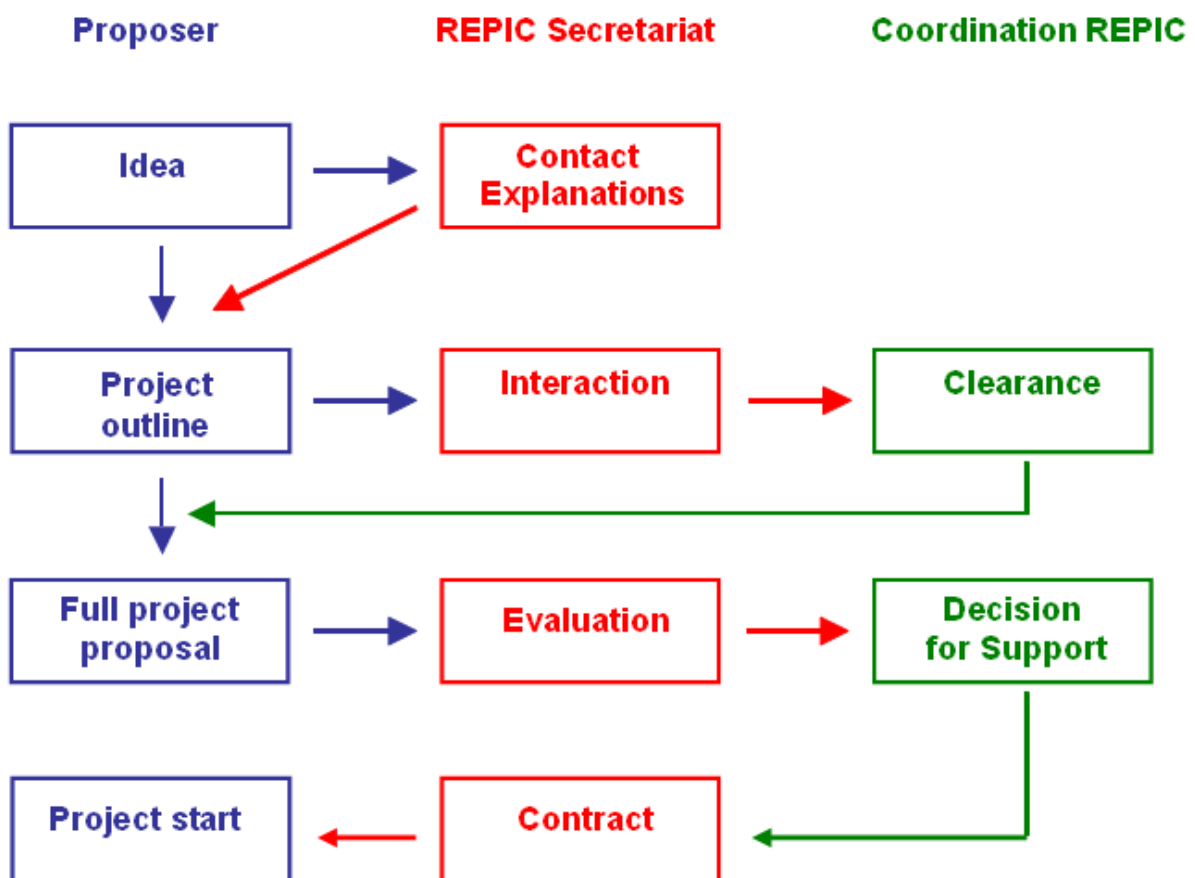


Figure 1: Application procedure

### Project Outline

The project outline contains information which is necessary for a first evaluation by the REPIC-Platform. Based on this project outline, a decision of consideration or non-consideration for support by the REPIC-Platform will be taken. In order to be considered for support by the REPIC-Platform, the project outline shows how it contributes to achieve the strategic objectives of the REPIC-Platform and present high chances for success. The project outline should not exceed 5 pages. The form of the project outline is free, but should contain the following information:

- Summary
- Project subject within the REPIC objectives
- Starting point and framework conditions
- Objectives
- Expected results
- Description of partners
- Budget and foreseen financing
- Time frame

For the evaluation of the project outline, the strategic and economic criteria will prevail (see chapter 6).

### **Project Proposal**

The project proposal is the basis for the evaluation and the decision of support by the REPIC-Platform. The project proposal has to lay out convincingly that the proposal is in agreement with the objectives of the REPIC-Platform and that there is a measurable, promising implementation plan. The project proposal must be filled in the REPIC proposal form (annex) and should normally not exceed 15 pages. The following contents should be described:

- Administrative information
- Summary (max. 1 page)
- Project subject within the REPIC objectives
- Starting point and framework conditions
- Technical solution
- Objectives
- Economic viability
- Expected quantifiable results
- Working plan and milestones
- Description of partners and competences / project organisation
- Duration and time frame
- Budget
- Financing
- Risks and opportunities
- Control of success / Monitoring
- Implementation Plan / Dissemination Potential

For the evaluation of the project proposal, all applicable criteria will be assessed (see chapter 6).

## 8. Important Addresses

Swiss State Secretariat for Economic Affairs - SECO  
Effingerstrasse 1, CH - 3003 Bern  
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## 9. Glossary

CDM: Clean Development Mechanism, <http://cdm.unfccc.int>

GEF: Global Environmental Facility, [www.gefweb.org](http://www.gefweb.org)

IEA PVPS: International Energy Agency Photovoltaic Power Systems Programme, [www.iea-pvps.org](http://www.iea-pvps.org)

IFC: International Finance Corporation, [www.ifc.org](http://www.ifc.org)

REPIC: Renewable Energy & Energy Efficiency Promotion in International Cooperation, [www.repic.ch](http://www.repic.ch)

WSSD: World Summit on Sustainable Development, [www.iied.org/wssd](http://www.iied.org/wssd)

## Annex – Form

### Project Proposal for REPIC

The proposal must be sent to the REPIC Secretariat, c/o NET Nowak Energy & Technology Ltd., Waldweg 8, CH-1717 St. Ursen, Switzerland; properly completed, signed and dated.

#### Project identification

(Please leave these fields empty. To be completed by REPIC.)

Project number:	Field:
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1. Project profile (Please fill in all fields below.)

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project title: \_\_\_\_\_

Five key words about the project objective: \_\_\_\_\_

\_\_\_\_\_

Short description of the project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project time frame: from: \_\_\_\_\_ to: \_\_\_\_\_

Project total cost: \_\_\_\_\_

Expected REPIC contribution: \_\_\_\_\_

## 2. Contents

Please use supplementary sheets and proceed according to the following points:

- 2.1 Summary (max. 1 page)
- 2.2 Project subject within the REPIC objectives  
*describe the project subject within the REPIC objectives*
- 2.3 Starting point and framework conditions  
*describe the energy situation of the country (supply, demand, market, policy, stakeholders, ...) as well as the framework conditions for projects with renewable energies, make reference to important activities or similar ones in the field of the international cooperation (bilateral and multilateral) and identify the corresponding stakeholders.*
- 2.4 Technical solution  
*describe the considered technical solution, mention similar known projects and their known success and/or failures.*
- 2.5 Objectives (quantify where possible)  
*describe the planned objectives in a specific, quantified, realistic and time-bound approach.*
- 2.6 Economic viability  
*describe the economic viability of the considered technical solution taking the situation and the demand in the country in consideration*
- 2.7 Expected quantifiable results  
*describe the expected results in a quantified form (situation at the end of the project and beyond)*
- 2.8 Work plan and milestones  
*describe the planned activities and milestones*
- 2.9 Description of partners and competences / project organisation  
(if possible join CV's and/or project references)  
*describe partners and competences of each stakeholder as well as the way the project is organised, add relevant documents which underpin the cooperation (letters, MoU's, etc.)*
- 2.10 Duration and time frame
- 2.11 Budget; specify VAT, if necessary  
*describe the budget according to the activities foreseen in the working plan*
- 2.12 Financing  
*describe the project financing (own financing, other requested and/or assured financing)*
- 2.13 Opportunities and risks  
*describe the known opportunities and risks*
- 2.14 Control of success / Monitoring  
*describe how, during the project duration, it is foreseen to operate the control of success and how, after the end of the project, will be executed the monitoring in the medium and in the long term*
- 2.15 Implementation plan / Dissemination potential  
*describe how the project will contribute to a more widespread deployment, who and how will be the private and/or public investors, how the project can be replicated*

## 3. Other comments, place, date and signature

(at the end of the document; for consortium, one signature per delegate)