

# REPIC

**Renewable Energy &  
Energy Efficiency  
Promotion in  
International  
Cooperation**



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

## **Guidelines for Projects** **REPIC Phase III**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

**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

REPIC Platform  
c/o NET Nowak Energy & Technology Ltd.  
Waldweg 8, CH - 1717 St. Ursen  
Tel. +41 26 494 00 30 / Fax: +41 26 494 00 34

**Contact:** [info@repic.ch](mailto:info@repic.ch); **Homepage:** [www.repic.ch](http://www.repic.ch)

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## 1. REPIC Platform Basis

### 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 makes important contributions towards the implementation of Switzerland's coherent policy and strategy in promoting renewable energies and energy efficiency through international cooperation. It contributes to the implementation of global climate protection agreements and promotes sustainable energy supply in developing and transitioning countries, as well as in Switzerland. It is a valuable asset in implementing Swiss policy for the promotion of sustainable development on a global scale.

### Mission of the REPIC Platform

The REPIC platform's primary goal is to strengthen and coordinate Swiss federal activities on coherent renewable energies and energy efficiency promotion and dissemination within developing and transitioning 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 possible, with increasing participation of Swiss companies and organisations. 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 REPIC Platform's first phase ran from 2004 to 2007. During the REPIC Platform's second phase, from 2007 to 2010, the platform was broadened to include energy efficiency along with renewable energies. Following the second phase's conclusion at the end of 2010, the four Swiss Federal Offices granted a 3 year extension, for a third phase, until year end 2013. Based on the experience gained during phases I and II, the third phase shall give more weight to implementation relevance, as well as multiplying project promotion and realization.

The activities of the platform are defined by a steering committee composed of representatives from the four governmental Offices. The activities are implemented by a secretariat.

### Specific Objectives and Expected Results

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

<b>Objective</b>	<p><b>Project Promotion and Realisation:</b>                  Successful realisation and multiplication of practical and sustainable RE/EE projects in developing and transitioning countries.</p>
<b>Result</b>	<ol style="list-style-type: none"> <li>1) KMUs and NGOs have successfully implemented RE/EE specific projects in developing and transitioning countries, based on the Platform's accompanying measures.</li> <li>2) REPIC funded RE/EE projects shall continue to be more broadly supported as follow-up projects.</li> </ol>
<b>Activities</b>	<ul style="list-style-type: none"> <li>– Advice for corporate cooperation, market access, funding and co-financing for international cooperation.</li> <li>– Support for pilot and demonstration projects, as well as from projects to implementation with available technologies, products and know-how from Switzerland.</li> <li>– Exchanging experiences and needs with investors.</li> <li>– Active indirect support to implementation projects and multiplication projects through accompaniment and guidance to funding sources through the REPIC network (international, private and public supporters, e.g., DEZA, SECO, other bilateral donors, IFIs funds, carbon market)</li> </ul>

<b>Objective</b>	<p><b>Network, Information and Communication:</b>                  Successful information and communication transfer as well as intensified network contacts and partnerships, nationally and internationally, in order to disseminate RE/EE systems in developing and transitioning countries.</p>
<b>Result</b>	<ol style="list-style-type: none"> <li>1) Actors are well informed on Swiss activities, international support programmes and RE/EE experiences within international cooperation.</li> <li>2) Institutions and actors are involved in developing and transitioning countries through information activities at the project level.</li> <li>3) REPIC and its actors are active, recognized members in relevant international networks and contribute their RE/EE experiences.</li> </ol>
<b>Activities</b>	<ul style="list-style-type: none"> <li>– Provide a central contact point for the actors.</li> <li>– Regular meetings, workshops and information events with the actors and participation in relevant RE/EE workshops, conventions and conferences.</li> <li>– Intensification and support to network contacts at the national level (the Confederation, the private sector, NGOs, relief agencies) concerning RE/EE in international cooperation.</li> <li>– Intensification of network contacts at the international level, participation in international committees, active participation in international networks (e.g., REEEP) and support from partnerships to the support and dissemination on renewable energies in the international context.</li> <li>– Experience review and analysis and “best practice.”</li> <li>– Coordination of Swiss contributions in selected initiatives.</li> </ul>

<b>Objective</b>	<b>Coordination and Quality Control:</b> Efficient coordination and quality assurance of renewable energies and energy efficiency support activities in developing and transitioning countries.
<b>Result</b>	1) The coordination of the involved Federal Offices supporting RE/EE in international cooperation proceeds efficiently. The quality of projects and measures is assured.
<b>Activities</b>	<ul style="list-style-type: none"> <li>– Formulation of Swiss positions on international initiatives.</li> <li>– Backstopping for the involved Federal Offices; controlling and quality assurance for implemented projects and measures.</li> <li>– Publication of common strategies and positions on the renewable energies topic within international cooperation.</li> <li>– Discussion and consensus finding in reference to measures for the promotion of renewable energies within international cooperation.</li> <li>– Swiss activities coordination.</li> </ul>

## 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 transitioning countries.

For a sustainable deployment of renewable energy and energy efficiency, **socio-economical aspects** such as the creation of energy services (basic needs, health services and 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 emphasizes 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.

## 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.

## 2. Project Support Principles

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, mixed credits, WB, IFC, GEF, and similar) and climate policy instruments (CDM-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 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.

## 3. Financial Aspects

In addition to information, networking and consulting activities, the REPIC Platform can provide financial support to specific projects. Funding decisions are made 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 2011 – 2013, the REPIC Platform has a budget of approximately CHF 2,000,000 at its disposal. As an order of magnitude and depending on the type of project, funding can vary from CHF 50,000 for small/simple projects to max. CHF 150,000 for larger/more complex projects.

## 4. 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?
- Shall it be noted, what a project's continuation (and implementation) plans will be, following a project's end?

#### Objectives

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

#### Sustainability

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

#### Reference to Climate Policy Goals

- Is there a relationship to climate policy goals?
- Are climate policy instruments being used?
- Are there possibilities for generation of CO2 certificates?

#### 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?

### Impact

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

### Potential for Replication

- Is the solution adequate for the local context?
- Is there a potential for replication?
- Are measures being proposed for deployment? (Approach, Actors, Region)

### Reduction of Barriers

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

### Opportunities and Risks

- What are the economic opportunities of the project?
- What are the economic risks of the project?
- Which socio-economical risks and opportunities does the project offer?

## **Operational Criteria**

### Technical Solution

- Is the technical solution according to the state of the art?
- Are technical risks to be expected? If “yes,” what are they?
- 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?

### 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?

### 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? (Implementation Plan)
- Is there a specific realistic time plan?

### 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?

**Success Control, Monitoring and Evaluation**

- Shall success control be made during the course of project and how shall it be done?
- Is monitoring done throughout the project's duration and how shall it be done (medium and long term)?
- Shall an evaluation be made and how shall it be done?

## 5. 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.

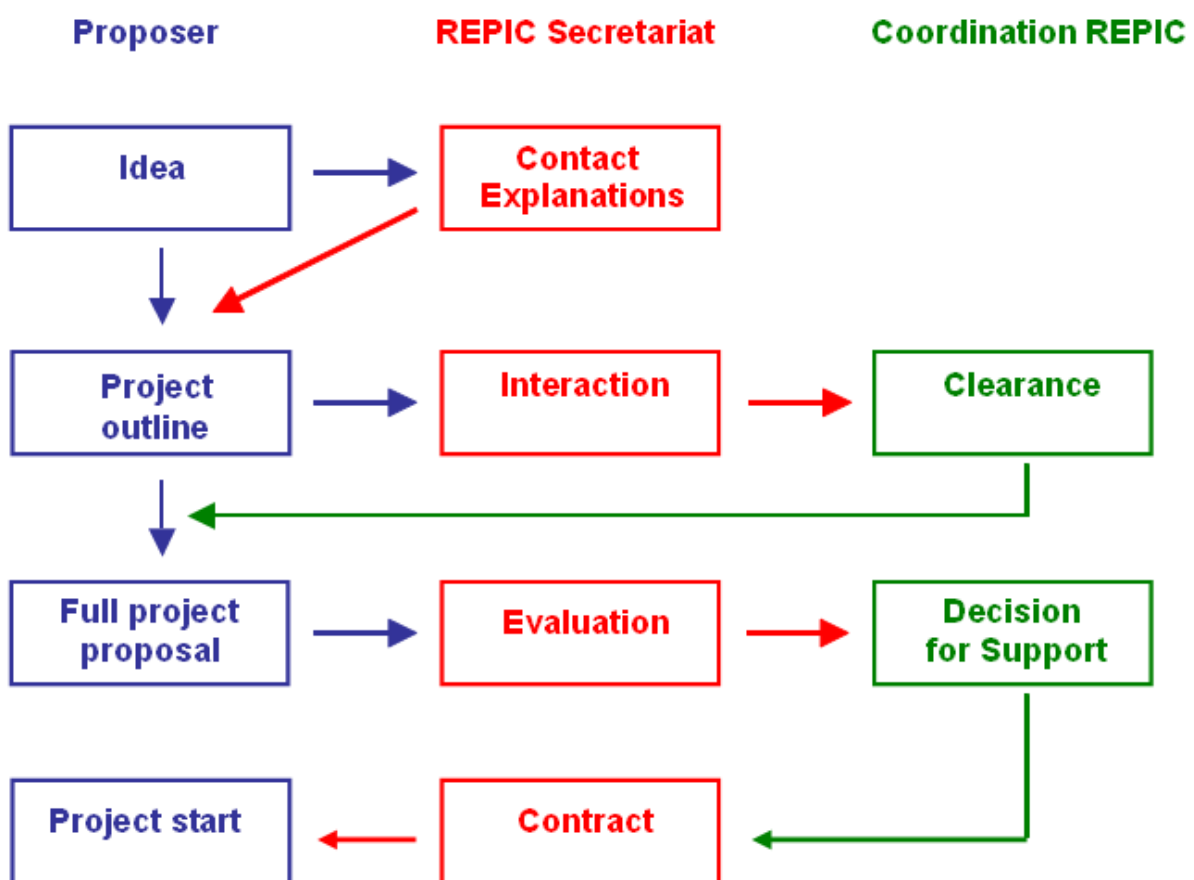


Figure 1: Application procedure

### 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 made. 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 the greatest opportunities for success. For the project outline assessment, please refer to the strategic and economic criteria under chapter 4. The project outline should not exceed 5 pages. It should be submitted according to the project proposal template.

**Project Proposal**

The project proposal is the basis for the evaluation and the decision for support by the REPIC Platform. The project proposal has to convincingly lay out that the proposal is in agreement with the objectives of the REPIC Platform and that there is a measurable, promising implementation plan. For the project outline assessment, please refer to the strategic and economic criteria under chapter 4. The proposal should normally not exceed 15 pages. It should be submitted according to the project proposal template.

## 6. Important Addresses

Swiss State Secretariat for Economic Affairs - SECO  
Effingerstrasse 1, CH - 3003 Bern  
Phone +41 (0)31 322 56 56 / Fax +41 (0)31 322 27 49  
Contact: Stefan Denzler

Swiss Agency for Development and Cooperation - SDC  
Freiburgstrasse 130, CH - 3003 Bern  
Phone +41 (0)31 322 34 75 / Fax +41 (0)31 324 16 91  
Contact: Janine Kuriger

Swiss Federal Office for the Environment - FOEN  
Papiermühlestrasse 172, CH - 3063 Ittigen  
Phone +41 (0)31 322 93 11 / Fax +41 (0)31 322 99 81  
Contact: Daniel Zürcher

Swiss Federal Office of Energy - SFOE  
Worbentalstrasse 32, CH - 3063 Ittigen  
Phone +41 (0)31 322 56 11 / Fax +41 (0)31 323 25 00  
Contact: Lukas Gutzwiller

REPIC Platform Secretariat  
c/o NET Nowak Energy & Technology Ltd.  
Waldweg 8, CH - 1717 St. Ursen  
Phone +41 (0)26 494 00 30 / Fax: +41 (0)26 494 00 34  
Contact: Nadine Guthapfel, Micheline Ndoh Rossier, Stefan Nowak

## 7. 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)