TEMPLATE FOR PROJECT PROPOSAL

# PART 1: OVERVIEW

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| * 1. Project Title:
 |       *(full title and subtitle of project)* |
| * 1. WOCEWA 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)* * Women and Community-based groups and associations (including youth organizations);
* Entrepreneurs/private sector
* Academia and research institutions
* Other organization (specify: -------------------- )
 |
| **1.4.1 Total Project Cost**  | 1.4.2 Grant requested | 1.4.3 Applicant’s own funding | 1.4.4 Co-funding of partners |
|       USD |       USD |       USD |       USD |
|       in % of total |       in % of total |       in % of total |       in % of total |
| 1.5.1 Type of Project  | [ ] **Renewable energy production*** Solar power projects
* Wind power projects.
* Hydropower projects
* Geothermal projects
* Biomass Power projects
* Green hydrogen

[ ]  **Energy Efficiency and conservation*** Efficient light and equipment
* Energy Efficiency in building
* Energy efficiency in industry
* Energy Efficiency in transport

[ ] **Clean Cooking Solutions**  [ ] **Microgrids and off-grids Solutions**[ ] **Clean transportation** * EV charging infrastructure
* Renewable Energy -powered transportation systems

 [ ] **Other (Specify----------------------)**  | 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 country listed above)*
 | **1.6.2 Name of specific location including GIS coordinates if possible:** |
| (region/city/village)*(Geographic Coordinates)* |
| **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 Summary of key features and main project concept:

Briefly describe and explain the key features, main concept, and rationale of the project. This may summarize the core problems, the objectives, and the innovative technology/solutions to address these problems. What key activities will be undertaken to achieve the solutions, how the project will generate its main benefits, what are the benefits, who are the beneficiaries, and how the benefits and results will be sustained or replicated. A reader should be able to understand how the project works, why it is important and what the key features are.

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

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| Strengths | Weaknesses |
| Opportunities | Threats |

# PART 2: PROJECT INFORMATION

### 2.1 Baseline Analysis and Relevance of Project

* *Describe the existing energy and development problems, 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 situation and social, economic and environmental problems (e.g. health, education, productivity, income) in rural and peri-urban areas. Describe the results of the GIA*
* *Demonstrate the relevance of the proposal to the objectives of the request for proposals.*
* Indicate the broad national or regional priorities and goals to which the project contributes (e.g. renewable energy targets, policies, development plans, poverty reduction strategy plans), or the future situation or investments to which the project should eventually lead or contribute.
* Describe the added value of the project by considering synergies to other ongoing projects and avoidance of duplication of activities. Where the action is part of a larger programme, explain how it fits or is coordinated and specify the synergy effects.
* For pilot and demonstration projects, the degree of readiness for replication and scaling-up is expected to be important (see section on sustainability).
* Show the relevance of the project or its results for population groups in peri-urban and rural areas ⁭

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###  2.2 Overall Project Objective(s) and Impact

* *Present the scope and how the project leads to an improvement of the current energy and gender situation, while addressing the interlinked challenges of energy poverty, energy security and climate change mitigation and adaptation. Present how the projects aims at contributing to resolve the problems described in the Baseline analysis.*
* *The project demonstrates a clear positive social, economic, environmental and direct/indirect poverty reduction impact.*
* *Demonstrate the positive impact of the project regarding 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. Be specific and quantify results as much as possible as indicated in the table below.*
* *Propose quantifiable indicators to measure the achievements. Indicate how the action will improve the situation of target groups/beneficiaries.*

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*Provide quantifiable numbers on the expected short-term and long-term impacts of the project as indicated in the table below. Modify or complete the table as needed. Show how the project contributes to sustainable economic, social and environmental development.*

Table: Impact Indicators of Project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification of Impact** | **Impact Indicator** | **Measurement Method (Quantitative)** | **Unit**  | **Expected Project Impact** |
| **Energy related** |   |  |  |   |
|  |  |  |  |   |
|  |  |  |  |   |
| **Economic Sustainability**  |  |  |  |   |
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| **Environmental Sustainability** |  |  |  |   |
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|  |  |  |  |  |
| **Gender equality** |  |  |  |   |
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### 2.3 Specific Objectives and Effectiveness

* *Prepare a list of specific objectives to be reached to overcome the identified problems and contribute to the overall objectives (e.g. installation of solar home systems for a poor community, small hydropower potential study, business plan support and training for energy service companies). 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).*
* *The specific objectives of the project clearly reflect the identified needs of the target groups and final beneficiaries. They are realistic, results-orientated and measurable.*
* *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. In the case of feasibility studies different technology and location options are analysed.*
* *The economic and financial analyses have shown that the best technology alternative was chosen. The alternative was sustainable in economic, social and environmental views. The calculation was done on a lifetime basis. The external environmental costs of fossil fuel-based projects shall be integrated into the analyses (e.g., externalities, carbon price*
* *The need for a grant shall be justified. The program/project cannot be fully financed through loans or micro-credits. The grant makes a difference and the project would not have been implemented without ECREEE support.*
* *The size of the subsidy element (grant) was determined according to available resources of the project partners and/or other donors and co-financiers.*

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### 2.4 Project 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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### 2.5 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. Check whether 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)** | **Responsible partner** |
| 1.1 |  |  |
| 1.2 |  |  |
| 2.1 |  |  |
| 3.1 |  |  |
| 4.1 |  |  |
| 5.1 |  |  |
| 6.1 |  |  |

### 2.6 Feasibility and Efficiency of the Project

* *Demonstrate the general feasibility of the project and the efficiency of the suggested implementation method. 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 (particularly in case of demonstration and investment projects). 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. Enough attention was given to affordability issues, in particular the willingness and ability to pay received sufficient attention. The solution is taking into account the individual situation and characteristics of the energy system of the specific country and/or region rather than replicating prepared concepts. The selected technology will be accepted by the population and can be adapted to the specific country context. The project foresees adequate set up for operation (technical, management, financial). Technical risks are clearly defined and proper mitigation measures are proposed (see section on risk analysis).*
* *The financial feasibility of the project is shown clearly in the budget breakdown in 3.1 and the budget excel sheet in the annex 3. The structure of the project ensures efficient and cost-effective implementation. Co-funding is secured. Signed partner agreement(s), letters of commitment and/or co-funding letters confirming the contributions of each partner to the project and according to the budget breakdown shall be attached to the full proposal (Annex 5). The administrative costs should be reasonable in relation to the overall project budget (max. 10%).*
* *The applicant and its partners have sufficient management capacity and stable financial sources of finance to implement the project. In this regard, applicants and their partners shall meet administrative and financial minimum requirements which are described in detail in the guidelines.* 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).*
* *The project includes a monitoring and evaluation scheme based, if possible, on internationally recognized M&E practices.*
* *Define the major implementation risks and propose mitigation measures (see separate section).*
* *Key lessons from other comparable earlier or ongoing activities are explicitly analysed and incorporated.*

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### 2.7 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.
* How will the project identify and address their needs?
* *How far will the project address the needs of the peri-urban and rural poor, ethnic minorities and women?*

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### 2.8 Sustainability and potential for regional replication or scaling-up

* *The project is promoting social, economic and environmental sustainable development. It is demand driven and not technology or donor driven. The project considers cross-cutting issues such as human and social rights, poverty reduction and gender during implementation.*
* *The cost-effectiveness (CEA) and/or cost benefit analysis (CBA) has shown that in a life cycle perspective the proposed program/project is the most sustainable alternative. Negative and positive social, economic and environmental externalities and their interrelated costs were considered in the selection process of the best technology alternative (such as local pollution and GHG emissions, carbon price, CDM)*
* *Show the multiplier effect of the project. Supported demonstration and investment projects have a good potential for replication and should lead to commercialization and widespread technology deployment. The project should suggest replication activities.*
* *Explain how sustainability will be secured after completion of the project. All potential users should have adequate access to benefits and delivered services during and after the project.*
* *There is adequate ownership of the project by the target group(s) and project partners. The partners bring in substantial co-funding and in-kind support. Once the project achieves the objectives the target group(s) will use the services and will continue to provide and maintain infrastructure. In the case of demonstration and investment projects the operation costs were considered in the financial calculation and are payable by the promoter.*
* *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. In the case of north-south and south-sought partnerships knowledge and technology transfer is ensured.*
* *Constructed infrastructure will be maintained and financed locally as far as possible. The energy resources/feedstock is available locally and the technology will be obtained locally and will be imported only if necessary (necessary procurement will be done locally). The import component is as small as possible. Financial sustainability is ensured (sources of revenue for covering all future operating and maintenance costs, etc.). The finance of the project company is sustainable in a long-term view.*

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### 2.9 Innovation, learning and dissemination

Describe the main innovation in the project idea. Highlight the innovative approaches and technologies which the project will work with, what new ideas, simplicity, increased affordability, creative partnerships, collaboration and understanding the project is expected to develop, and how the lessons learnt will be captured and disseminated (including technology transfer).

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### 2.10 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, 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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### 2.11 Monitoring and evaluation (M&E)

List the M&E that will be needed to track and report on the progress of the project by identifying problems and providing timely remedy for such problems. Please briefly describe the approach to M&E with measurable indicators.

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|  | **INDICATOR** | **DEFINITION****How is it calculated?** | **BASELINE****What is the current value?** | **TARGET****What is the target value?** | **DATA SOURCE** **How will it be measured?** | **FREQUENCY****How often will it be measured?** | **RESPONSIBLE****Who will measure it?** | **REPORTING** **Where will it be reported?** |
| **Goal** |  |  |  |  |  |  |  |  |
| **Outcomes** |  |  |  |  |  |  |  |  |
| **Outputs** |  |  |  |  |  |  |  |  |

# 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. For concept notes it is sufficient to provide the budget estimation as shown below.

The maximum grant amount provided by ECREEE is 40.000 USD (forty thousand Dollars) per project. WOCEWA shall co-fund projects with a minimum of 30% of total direct eligible project costs.

|  |  |
| --- | --- |
| **Total 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** |  |  |  |  |
| Administrative Costs (max. 10%) |  |  |  |  |
| **Total Costs** |  |  |  |  |

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| **Funding Structure of Project (WOCEWAGrant and Co-Funding)** |
| **Budget Items** | **WOCEWA Grant**  | **Applicant**  | **Partner 1** | **Partner 2** | **Funding Gap** | **WOCEWA Grant 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** |  |  |  |  |  |  |

(For Full project proposal please submit the filled excel budget breakdown as annex 3)

# PART 4: APPLICANT INFORMATION

A minimum of 2 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 commitment and/or co-funding letters confirming the contributions of each partner to the project and according to the budget breakdown shall be attached to the full proposal (Annex 5). Indicate the type of organization of all project partners: Private Business, Government Agency, Private Research, Public Research, Government enterprise, Private university/Public university, NGO, charitable organization, Community Based Organization, Cooperative Organization, etc.

### 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”** |  |

### 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

|  |  |
| --- | --- |
| **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***Overarching development objective, i.e. sectoral or guiding objectives of the focus country and ECREEE* | 1. |  |  |  |
| **Specific Objectives***Changes projected by the intervention; the sustainable benefit for the target group/s* | 1. | *Which indicators clearly show that the objectives have been achieved?* |  |  |
| **Project Results***Products and services provided by the intervention in order to achieve the planned changes at the level of the specific objectives.* | 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 order to achieve the expected results envisaged. Please only list the most important and major activities* | **Ad expected result 1 (define responsible partner to implement)**1.11.21.3**Ad expected result 2 (define responsible partner to implement)**2.12.22.3 | **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 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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|  | **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **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. Jean Francis SEMPORE

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 USD ( xx USD cash and xx USD 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 USD from the WOCEWA Grants.

Yours Sincerely,

Signature:

Name:

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

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

## Annex No. 6) Attach signed partner agreement(s), letters of commitment and/or co-funding