

Guidelines for Applications for Assistance from the ITS Ad Hoc Expert Facility (AHEF)

**under the INOGATE Technical Secretariat and Integrated
Programme in support of the Baku Initiative and the Eastern
Partnership energy objectives**

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Abbreviations

The following abbreviations will be used throughout these Guidelines:

AHEF	Ad Hoc Expert Facility
CC	Country Coordinator
EE	Energy Efficiency
EMC	Energy Market Convergence
ITS	INOGATE Technical Secretariat
PC	Partner Country
RE	Renewable Energy
SE	Sustainable Energy
TA	Technical Assistance
ToR	Terms of Reference
WGM	Baku Initiative Working Group Member

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1. Introduction

The present document constitutes the ***Guidelines for Applications for Assistance from the Ad Hoc Expert Facility*** in the framework of the INOGATE Project “INOGATE Technical Secretariat and Integrated Programme in support of the Baku Initiative and the Eastern Partnership energy objectives” hereinafter referred to as “ITS”.

For overall information about the INOGATE ITS, please refer to the website www.inogate.org. Detailed information about the project is available from the secretariat in Kiev upon request.

The ITS "Ad Hoc Expert Facility" (AHEF) is one of the means for providing technical assistance to INOGATE Partner Countries which aims to facilitate the implementation of the Energy Road Map¹ objectives, as agreed at the Energy Ministers' Conference in Astana, Kazakhstan on 30 November 2006.

Through this facility, INOGATE Partner Countries² are able to apply for **technical assistance** that allows for the mobilisation of expert support at short notice. In this way, the facility aims to better respond to the specific needs of the Partner Countries in the following areas:

- Electricity and gas market convergence; and
- Sustainable energy (including Investments in EE and RES);

These guidelines set out:

- The objective and expected results of the AHEF;
- The organisations eligible to apply for assistance under the AHEF;
- The operational procedures for applying and receiving support under the AHEF;
- The specific application form for AHEF.

The criteria that will be used to evaluate the eligibility of the requests for assistance under the AHEF of the ITS project is established below:

- **Relevance to the political framework:** that is, the extent to which the activity is consistent with the energy cooperation objectives between the EU and the Partner Countries (i.e. Astana Energy Road Map, Eastern Partnership, Energy Community, Memoranda of Understanding);
- **Relevance to objective defined by each component of project;** that is, the extent to which the activity is consistent with the objectives that have been defined for the areas of energy market convergence, sustainable energy development;
- **Commitment:** that is, an explicit statement of support from the Partner Country for the intended assistance, including proposals for the tangible measurement of results and benefits for the beneficiaries and the Partner Country and its citizens.

¹ A copy of the Ministerial Declaration and Energy Road Map can be found at the following link: http://www.inogate.org/inogate_programme/inogate_events/ministerial-conferences/2nd-energy-ministerial-conference-astana-30-nov/FINAL_Astana_Conclusions_-_Road_Map_30-11-06_eng.pdf

² The INOGATE Partner Countries eligible for support under the AHEF are: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

The strength of support and commitment by the individual Partner Countries will invariably facilitate further and additional AHEF assistance for follow-on actions;

- **Tangibility:** that is, assistance that contributes directly or indirectly to an improved investment climate in the Partner Countries, the potential for job creation and yielding measurable progress which bring benefits to the citizens of the Partner Countries and support the political framework for the energy dialogue between the EU and the Partner Countries;
- **Regional Perspective:** that is, assistance that benefits several Partner Countries or has the potential to be replicated in other Partner Countries;
- **Alignment/Added value:** that is, the avoidance of any duplication of the intervention in terms of other donor or government-financed initiatives that could result in low value for money, confusion or other problems;
- **Efficiency:** that is, the assessment of the number of working days of expertise required for the specific intervention to achieve the intended results and impact;
- **Sustainability:** Assessment of the extent to which the intended results and impact of the intervention will ensure continued long-term benefits and sustainability after the intervention. This will include proposals as to how the assistance should be followed-up in terms of measures to ensure sustainability;
- **Urgency:** Assessment of the urgency of implementation of the intervention and also its importance as a prerequisite for implementing further actions.

Ensuring visibility of the activities and dissemination of the results of the project is essential for the INOGATE programme. All Beneficiaries of AHEF services are therefore under obligation to consent to publication of the services, which they will be receiving. This means that the individual projects will appear in lists of projects on the INOGATE website and that one page fact-sheets will be developed for all projects with a text confirmed by Beneficiaries. Further, Beneficiaries may be contacted about contributing to case stories or other promotional material being developed about their projects and/or they may be invited to give short oral presentations at conferences, meetings, seminars or workshops so that other Beneficiaries and stakeholders may benefit from the results which have been achieved. No Beneficiary will at any time be asked to reveal confidential business information.

2. Objective and Expected Results of the Ad Hoc Facility

The main purpose of providing assistance in the form of an Ad Hoc Expert Facility is to support INOGATE Partner Countries in progressing towards a greater energy markets' convergence and achievement of sustainable energy objectives set out in the framework of the political dialogue between the EU and Partner Countries.

2.1 Objectives.

The overall objective of the ITS is to contribute to the progress of the INOGATE Partner Countries in the achievement of the Baku Initiative and the Eastern Partnership objectives. The programme will support the reduction of their dependency on fossil fuels and imports, improvement of the security of their energy supply, and climate change overall mitigation. Indeed the final objective of the programme is to **facilitate investments** and to reduce all administrative and legal barriers, which will produce the required results.

The assistance provided by the Ad Hoc Expert Facility of the ITS will be divided in to two areas that will reflect the following major objectives:

Area 1: Electricity and Gas

- Increase integration of the electricity/gas legislation with the EU;
- Reduce losses of the electricity/gas network; and
- Increase trade between EU and the Partner Countries and within the INOGATE region.

Area 2: Sustainable Energy

- Increase local and EU investments in the field of RES/EE.
- Further approximation with EU legislation
- Creation of political commitments towards the promotion of RES/EE

2.2. Results

Each and every assistance provided by the AHEF will be linked to concrete results defined against the objectives of the particular component, and to a baseline and quantified targets ("indicators") that will allow to measure the impact of the particular AHEF and in a wider context of INOGATE: i.e. number and amount of investments realized, jobs created, estimated reduction of transmission losses etc.

The table below comprises the results to be achieved under each area and the associated global indicators of these results.

Each AHEF assignment should support the below mentioned expected overall results and indicators. Applicants must clearly indicate in their Application Form which will be the impact of the implementation of the AHEF assistance by fulfilling the table with the list of indicators. Furthermore, once the assignment is completed beneficiaries will have to report on the evolution of these indicators.

RESULTS	COMPONENT INDICATORS
Area 1 – Electricity and Gas :	
Further approximation of the Partner Countries legislation in the field of energy with that of the EU including further harmonisation of electricity and gas standards	<ul style="list-style-type: none"> • No of primary legislation proposed for adoption • No of secondary legislation proposed for adoption • No of tertiary legislation proposed for adoption • No of standards/codes proposed for adoption • No of Tariff reforms proposed for adoption.
Improved conditions for energy trade in the field of electricity and gas	<ul style="list-style-type: none"> • No of committees, meetings and cooperation agreements between TSOs; • Increased No of publications on electricity and gas data.
Improved efficiency of electricity and gas infrastructures	<ul style="list-style-type: none"> • MWh of energy saved; • m³ of gas saved; • Tonnes GHG reduction/abated.
Area 2 - Sustainable Energy:	
Increased local and EU investments in the field of REE/EE	<ul style="list-style-type: none"> • Number of EE/RES investments; • € invested; • No of jobs created;
Further approximation with EU legislation	<ul style="list-style-type: none"> • No of primary legislation proposed for adoption • No of secondary legislation proposed for adoption • No of tertiary legislation proposed for adoption
Political commitments towards the promotion of RES/EE	Binding political commitments

3. Eligible Applicants

The following organisations from INOGATE Partner Countries are eligible for technical assistance support under the AHEF:

For actions targeting Area 1 – Electricity and Gas Sectors:

- a. Ministries with competence in the energy sector, including any parts thereof;
- b. Energy regulatory authorities;
- c. Companies in charge of transmission (natural gas, and electricity), including network and dispatch operators;
- d. Companies in charge of electricity & gas distribution (supply)
- e. Standardisation, Certification & Accreditation organisations
- f. Consumer protection organisations

For actions targeting Area 2 - Sustainable Energy:

- a. Parliaments
- b. Ministries with competence in natural resources, environmental issues, energy saving and energy efficiency;
- c. Energy saving agencies and authorities;
- d. Energy regulatory authorities;
- e. Energy companies;
- f. Relevant local or regional authorities;
- g. Any other relevant authority;
- h. Energy institutes and universities
- i. ESCOs;
- j. IFIs and Local Finance Institutions;
- k. Enterprises that want to invest in EE or RE
- l. NGOs involved in promoting EE and RE.

With regard to the participation of **Partner Countries from Central Asia** it is important to note that an upcoming initiative under the INOGATE Programme, a Central Asia Regional Sustainable Energy Programme dedicated only to Central Asia is scheduled to begin during 2012. Hence, the ITS will provide assistance only to the Caucasus and Eastern European Regions.

Joint actions – that is similar actions proposed by more than one organisation from two or more Partner Countries – are encouraged and will be given priority as these actions by their nature target improved regional cooperation, a basic and integral element of the INOGATE Programme's mandate.

4. Operational Procedures of the Ad Hoc Expert Facility

4.1 Overview of operational procedures

The overview of the step-by-step procedure to be followed for application, evaluation and approval of the requests is set out below:

Step	Title	Responsible	Description
1	Call for Applications	ITS	ITS issues call for applications to INOGATE Partner Countries. The call for applications will be published on the INOGATE website and disseminated in each partner country. The launch of the call is planned to take place in June 2012. This call for applications will remain open until the project has consumed its budget resources. The closure of the call for applications will be published in the INOGATE website.
2	Submission of applications	PCs	PCs submit their applications for support using the standard application form, included as Appendix 1 of these guidelines, to the ITS team in Kiev or Tbilisi.
3	Evaluation / approval of applications	ITS EC PCs / CCs	Assesses applications and rank them according to transparent and clear evaluation criteria defined in section 4.4 of this document. Evaluation of the received applications will take place periodically. Approval of application. ITS sends to Country Coordinator for “no-objection” on behalf of the Partner Country.
4	Preparation of specific ToR for approved application	ITS	On the conclusion of step 3, the ITS team will draft a methodology and prepare the Terms of Reference (ToR) for each approved application. The ToR will be developed in close cooperation with the applicant(s) from the Partner Country(ies). Each ToR must include a description of the concrete results to be achieved through the AHEF assistance and the follow up actions proposed by the Partner Country in order to guarantee sustainability of the project once the assistance is finished. In addition, the ToRs must if feasible comprise a baseline, which will be used for the purpose of drafting indicators for monitoring of progress during the implementation of the AHEF services. The ITS team will submit to the EC for approval the draft ToR for each approved

	Information to applicant(s)	ITS	<p>application as per Appendix 3 and will specify the specific experts proposed to carry out the assignment and the specific resources to be used.</p> <p>Specifically, the ITS team will:</p> <ul style="list-style-type: none"> • Prepare brief Terms of Reference (ToR) for each application whose successful evaluation has been approved by the EC and PC counterpart. • Select qualified experts that will implement the assignments of the particular projects in line with the requirements, ensuring that the experts proposed respect availability requirements. • Assess the inputs and financial resources needed for the assignment and prepare the budget breakdown. • Submit to the EC Task Manager for approval: <ul style="list-style-type: none"> - Projects' ToR, - Resources and budget breakdown, - CVs of proposed experts - Incidental expenditure request <p>Make sure that prior to sending to the EC, the applicant is informed of the content of the ToR.</p>
5	Approval of ToR	EC	EC approves individual project ToRs.
6	Implementation of ToR	ITS	Implement projects on the basis of agreed ToR by the assigned team of experts.
7	Monitoring of AHEF implementation	ITS	<p>At the start of the AHEF services, the ITS team will review the baseline which was developed in the ToR and up-date where necessary (applies to ToR with baseline).</p> <p>Using the established baseline the ITS team will gather and analyse information concerning the performance of AHEF in line with the baseline and developed indicators.</p> <p>Monitoring for all assignments will be conducted in the following manner:</p> <ol style="list-style-type: none"> a. For AHEF - Mid Term Review. ITS will conduct a mid-term review of the AHEF's operation. This review is currently scheduled to take place in October 2013. b. For AHEF - Final Review. ITS will conduct a final review of the AHEF's results. This review will be included

			<p>in the Final Report of the ITS Project.</p> <p>c. For individual AHEF projects – a final evaluation feedback from stakeholders will be requested in the form of a questionnaire and an acceptance letter to ITS;</p> <p>If a problem is uncovered or suspected, ITS will work with, the EC, the Country Coordinator and/or the relevant PC counterparts to solve the problem as quickly and efficiently as possible.</p>
8	Keeping CCs & WGMs updated	ITS	ITS will on a regular basis keep the CCs & WGMs updated on upcoming AHEF activities and outcome of the activities carried out in their respective countries.

Each of the above steps is explained in more detailed below.

4.2 Step 1: Call for applications

The ITS team will issue a call for applications requesting the submission of applications by eligible organisations from INOGATE Partner Countries.³ The call will be published on the INOGATE web portal and disseminated in each partner country.

The call is expected to take place in June 2012 following the approval of the Inception Report and 2012 Work Programme.

The call for applications will remain open until the project has consumed its available budget. The closure of the call for applications will be announced in the INOGATE website.

4.3 Step 2: Submission of applications

In order to obtain assistance from the AHEF, the applicant from a PC will apply to ITS using the **Application Form** annexed to these Guidelines in **Appendix 1**.

The applications must contain as a minimum the following information:

- Title of the support requested
- Objective
- Short description of the assignment including information on how the activity fits within the existing policy framework.
- Expected deliverables
- Short description of relevant activities and related tasks
- Classification of the assignment (i.e. under electricity and gas OR sustainable energy activities) in line with the indicative list of eligible areas for assistance under the ITS Ad Hoc Expert Facility annexed to these Guidelines in

³ In principle proposals will be selected following a call for proposals. However, should any urgent and well justified request arise outside the submission period the EC/ITS may consider support under exceptional circumstances.

Appendix 2.

- Tangible measurements or indicators of results and benefits for the Partner Country as indicated in the application form.
- Description of how assistance will be followed up and the measures to ensure sustainability
- If the beneficiary organisation is able to provide a co-financing contribution. co-financing for the implementation of the Ad Hoc Expert Facility it should be indicated in the application. Co-financing could include parallel financing of any services, works or supplies necessary for the successful implementation or sustainability of the Ad Expert Facility assistance. Co-financing could also include an in-kind contribution. Examples of in-kind contribution can include a service (local expert assistance for facilitation of the administrative of technical tasks during the implementation of the assignment) or goods (this could include providing any technical equipment necessary for carrying out the tasks that otherwise would have to be rented, or when necessary providing a meeting room or a conference room with equipment, interpretation facilities and/or lunch)

The scope of the work should in principle correspond to smaller Technical Assistance assignments. However, more comprehensive assignments can be financed which will be assessed by ITS on a case-by-case basis.

Applications should be sent **electronically** to the e-mail addresses indicated in Application Form and can be submitted in both English and Russian languages.

ITS will maintain a register of the applications for assistance. The status of applications can be seen in the INOGATE web portal (www.inogate.org).

It is highly recommended that applicants provide a thorough understanding of the background, rationale and expected results of the request in the section “description of the assignment”. This will avoid delays being incurred from the potential need to clarify information on the application form.

4.4 Step 3: Evaluation / approval of applications

ITS will evaluate the applications according to a standard evaluation procedure and a set of criteria as noted in the paragraphs below.

If need be the ITS Project will request the applicant to provide further information for clarification.

It should be noted that the EC / ITS endeavour to combine different proposals (i.e. applications will be bundled if they are regarded as having the same area of assistance) in order to focus on regional activities or to transfer national activities to regional ones, so as to formulate interventions involving more than one country with similar requests and needs. Furthermore, the EC/ITS has the right to modify proposals in order to make them feasible in terms of resource allocation and to better correspond to the objectives of the ITS project.

The evaluation of applications will be carried out in two stages:

Part 1: Evaluation for relevance

The objective of this stage is to filter out the applications that are not within the scope of the ITS project. This means that all applications must correctly reflect:

- The **political framework** of the energy cooperation between the EU and the Partner Countries (i.e. Astana Roadmap, Eastern Partnership, Energy Community, Memoranda of Understanding); and
- The **objectives** defined for each component of the INOGATE project.

The only criterion at this stage is thus:

- **A1 - Relevance:** This implies that key focus will be on assessing the extent to which the application is consistent with the objectives (see above) and expected outputs of the ITS project, as stipulated in its Terms of Reference, as well as the needs of the Partner Countries and the applicant's ability to estimate the expected impact of the AHEF project. This applies also to the size of the requested assistance in the application in the sense that the scope of work scope must correspond to availability of budget.

If an application does not pass the relevance criterion, it will not be further processed. If that is the case the applicant will be informed by the ITS that the application has been rejected on the grounds of non relevance. The applicant may resubmit the application after having reformulated the application to be consistent with the ITS objective.

If an application passes the relevance criterion, then it will undergo the following evaluation procedure as outlined below in Part 2.

Part 2: Evaluation according to specific criteria

Following the evaluation in Part 1, applications will be further evaluated by two separate evaluators, according to the following specific criteria:

- **B1 – Commitment:** This criterion underpins the AHEF in establishing the Partner Country's complete ownership of the assistance provided and its commitment to carry through the results to the widest implementation that may be possible. Based on evidence of follow-through actions, additional AHEF support may be provided to embed and consolidate the successful results achieved by previous assistance. The application will be scored from 0 to 20 for this criterion.
- **B2 – Tangibility:** This is designed to assist both the Partner Country and the ITS configure appropriate criteria that will enable it to properly assess the impact of the assistance in terms of real, measurable and tangible benefits that it provides the beneficiaries and/or the citizens of the Partner Countries. The Partner Countries shall themselves propose practical ways in which such tangible benefits can be monitored, measured and reported. The application will be scored from 0 to 20 for this criterion.
- **B3 - Regional Perspective:** This criterion allows for giving priority to applications that have a regional perspective, namely, assistance that benefits several PCs or has the potential for being replicated in other PCs. Moreover, applications from PCs which can be combined (bundled) will receive a higher score due to the benefits they confer in terms of transferring national activities to regional ones

and also in terms of efficient resource allocation. The application will be scored from 0 to 20 for this criterion.

- **B4 - Added value:** Assessment of any duplication of the intervention in terms of other donor or government-financed initiatives that could result in low value for money, confusion or other problems. Assessment of the extent to which the intervention will add benefit to other EC interventions in the Partner Country/Countries. The application will be scored from 0 to 12 for this criterion.
- **B5 - Efficiency:** Assessment of the number of working days of expertise required for the specific intervention to achieve: results, intended impact, regional cooperation and achieving replicability/adaptability (lessons learned). How will the proposed intervention benefit the organisation(s) and address its/their needs and how will it benefit the society in a wider context? The application will be scored from 0 to 10 for this criterion.
- **B6 - Sustainability:** Assessment of the extent to which the intended results and impact of the intervention will ensure continued long-term benefits and sustainability after the intervention, contribute to a positive environmental impact along with EE and/or use of RE and contribute to ensuring the existence of adequate administrative and technical capacity of beneficiary authorities. The application will be scored from 0 to 10 for this criterion.
- **B7 - Urgency:** Assessment of the urgency of implementation of the intervention and also its importance as a prerequisite for implementing further actions and or supporting on-going activities. The application will be scored from 0 to 8 for this criterion.

Scoring will be made on the basis of the maximum points for each criterion as follows:

Criteria	Maximum points
B1 - Commitment	20
B2 - Tangibility	20
B3 – Regional Perspective	20
B4 - Added value	12
B5 – Efficiency	10
B6 – Sustainability	10
B7 – Urgency	8
TOTAL	100

This score will theoretically range from 0 to 100. Applications receiving **less than 50 points will be rejected.**

The highest scoring applications will be carefully reviewed by the ITS team with a view to providing the maximum possible assistance under the ITS project resources. In this respect, the EC / ITS reserves the right to combine (bundle) similar proposals to achieve the optimal impact for the Partner Countries given the resources available.

The number of projects selected will depend on the budget and the nature of projects proposed.

Having carried out the above evaluation process, the ITS team will provide the evaluation results to the European Commission for approval. The ITS team will submit a copy to relevant EU Delegations with the aim to avoid duplication of efforts by other donors.

Following the approval by the EC, the selected applications will be sent to the Country Coordinators. **Within 15 calendar days** from receipt of the request from ITS, the Country Coordinator will submit a written “no-objection”. Partner Countries have the right to object when a proposed action is not in line with overall national policies. This no-objection will be expressed by use of a simple form to be submitted electronically to the ITS team, with two options: one declaring no objection to the selected projects and the other declaring objection, in which case a clear justification of the reasons for objection has to be provided by the PC at the same time.

If no response is received within these 15 calendar days, it will be deemed that the Partner Country has no objection and the application is approved by default.

4.5 Step 4: Preparation of specific ToR for approved application

On the conclusion of step 3, the ITS team will draft a methodology and prepare the ToR for each approved application. The ToR will be developed in close cooperation with the applicant(s) from the Partner Country(ies).

The ITS team will submit to the EC for approval the **draft ToR** for each approved application as per **Appendix 3** and will specify the specific experts proposed to carry out the assignment and the specific resources to be used. The time period for an AHEF will normally be six months, but may be both shorter and longer. The number of man days for each application will be decided on a project by project basis, with an **indicative maximum number of 50 man days**. However, in case there is a strong commitment to implement follow up actions that will lead to concrete results which require further assistance, the beneficiary may submit a new application to the ITS.

Specifically, the ITS team will:

- Prepare brief ToR for each application whose successful evaluation has been approved by the EC and PC counterpart.
- Select qualified experts that will implement the assignment of the particular projects in line with the requirements, ensuring that the experts proposed respect availability requirements.
- Assess the inputs and financial resources needed for the assignment and prepare the budget breakdown.
- Submit to the EC Task Manager for approval:
 - Projects' ToR,
 - Resources and budget breakdown,
 - CVs of proposed experts
 - Incidental expenditure request

4.6 Step 5: Approval of ToR

Following the approval of the EC of the specific ToR, budget and experts for each project selected, the ITS team will announce the commencement of the specific assistance to the Partner Country's CCs and to the respective PCs stakeholder(s) benefiting from this AHEF support. The activity will also be published on the ITS website (www.inogate.org).

4.7 Step 6: Implementation of ToR

The ITS team will begin implementation of the ToR following the approval of the EC and in close coordination with the applicant organisation(s).

4.8 Step 7: Monitoring of the implementation

The ITS team will gather and analyse information concerning the performance of AHEF. As a minimum, monitoring will be conducted in the following manner:

- a. for AHEF - Mid Term Review. ITS will conduct a mid-term review of the AHEF's operation. This review is currently scheduled to take place in October 2013.
- b. for AHEF - Final Review. ITS will conduct a final review of the AHEF's results. This review will be included in the Final Report of the ITS Project.
- c. for individual AHEF projects – a final evaluation feedback from stakeholders will be requested in the form of a questionnaire and an acceptance letter to ITS;
- d. for individual AHEF projects – information on the results on the assignment and evolution of indicators.

If a problem is uncovered or suspected, ITS will work with the EC, the Country Coordinator and/or the relevant PC counterparts to solve the problem as quickly and efficiently as possible.

4.9 Step 8: Keeping CCs & WGMs updated

The ITS team will keep the respective CCs informed about upcoming calls, planned / agreed activities and outcome of the activities carried out in their respective countries.

A summary of the results will be presented to the members of Baku Initiative Working Groups⁴ 1, 2, 3 and 4.

⁴ Updated lists of all working group members for each country can be found at the following link: http://www.inogate.org/inogate_programme/inogate_network/working-groups-county-coordinators/woking-groups

5. Appendices

Appendix 1: Application Form for ITS's Ad-hoc Expert Facility

<p>APPLICATION FORM</p> <p>for assistance from ITS's Ad-Hoc Expert Facility (AHEF)</p>
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Information: This application form must be used for submitting applications for assistance under the ITS's Ad Hoc Expert Facility (AHEF). Only eligible applicants from INOGATE Partner Countries can apply (see guidelines chapter 3). The indicative list of technical assistance can be viewed in Appendix 2). Applicants can complete this application in either the English or Russian languages. When completed it should not be longer than 10 pages.

With respect to support for Area 2: Sustainable Energy; only the following Partner Countries are eligible to apply: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

With respect to support for Area 1: Electricity and Gas Sectors; all Partner countries are eligible to apply.

1. PARTNER COUNTRY(IES) INVOLVED: (please tick boxes of countries as relevant)

- Armenia
- Azerbaijan
- Belarus
- Georgia
- Kazakhstan
- Kyrgyzstan
- Moldova
- Tajikistan
- Turkmenistan
- Ukraine
- Uzbekistan

2. APPLICANT (use more boxes if more than one applicant):

Name of organisation requesting assistance:	
Name and position of person acting on behalf of organisation:	
Full contact information:	
Complete address	
Telephone	
Fax	
e-mail	
Signature	

3. REQUESTED AREA OF ASSISTANCE⁵ (please tick relevant area)

Electricity and Gas Sectors

Sustainable Energy

4. TITLE OF PROPOSED ASSISTANCE ACTIVITY

--

5. OBJECTIVES OF PROPOSED ASSISTANCE ACTIVITY

--

6. SHORT DESCRIPTION OF PROPOSED WORK, INCLUDING HOW IT FITS IN THE POLICY FRAMEWORK OF THE COUNTRY

--

7. SHORT DESCRIPTION OF PROPOSED EXPECTED DELIVERABLES

--

8. HOW WILL THE ASSISTANCE ADDRESS THE EVALUATION CRITERIA:

B1 – Commitment?

Please provide a statement from the beneficiary organisation as to how the assistance will be utilised by the organisation following the completion of the assistance, how it will conduct follow-up measures and what potential may exist for further assistance based on needs identified from the initial assistance.

B2 – Tangibility?

Please provide a statement from the beneficiary organisation as to how the assistance can be measured in terms of its impact on the real, measurable and tangible benefits that it provides to the beneficiaries and/or the citizens of the Partner Country Please fill in the relevant information on the indicators as included in the attachment.

B3 – Regional Perspective?

Please explain the regional nature/impact of the proposal (e.g. proposal involving several countries, or potential for replicability in other PCs).

B4 – Added value?

Please provide a short description of any other assistance received by other donors on this issue and how it can avoid duplication or how it will add value to other EC interventions.

⁵ For help in understanding the types of assistance under each of the above areas, please refer to Appendix 2: Indicative list of eligible areas for assistance under ITS's Ad hoc Expert Facility

<p>B5 – Efficiency? Please provide an estimate of the number of expert days and the results to be achieved, giving the specific benefits for your organisation(s).</p>
<p>B6 – Sustainability? Please describe how you believe assistance can have longer-term benefits.</p>
<p>B7 – Urgency? Please indicate the urgency for the assistance.</p>

9. CO-FINANCING (INCL.IN-KIND CONTRIBUTION OF GOOD OR SERVICES)
Please indicate if your organisation would be able to provide co-financing. Co-financing could include parallel financing of any services, works or supplies necessary for the successful implementation or sustainability of the assistance. Co-financing could also include in-kind contribution of **goods** (any kind of technical equipment necessary to carry out the tasks that otherwise would have to be rented, or providing a meeting/conference room with equipment, interpretation facilities and/or lunch) or **services** (assistance of a local expert for facilitation of tasks during the implementation of the assignment)

10. WHICH WILL BE THE TANGIBLE RESULTS OF THE IMPLEMENTATION OF THIS APPLICATION:

RESULTS	INDICATORS	IMPACT OF THE APPLICATION (To be completed by the beneficiary)
Area 1 – Electricity and Gas :		
Further approximation of the Partner Countries legislation in the field of energy with that of the EU including further harmonisation of electricity and gas standards	<ul style="list-style-type: none"> • No of primary legislation proposed for adoption • No of secondary legislation proposed for adoption • No of tertiary legislation proposed for adoption • No of standards/codes proposed for adoption • No of Tariff reforms proposed for adoption. 	
Improved conditions for energy trade in the field of electricity and gas	<ul style="list-style-type: none"> • No of committees, meetings and cooperation agreements between TSOs; • Increased No of publications on electricity and gas data. 	
Improved efficiency of electricity and gas infrastructures	<ul style="list-style-type: none"> • MWh of energy saved; • m³ of gas saved; • Tonnes GHG reduction/abated. 	
Area 2 - Sustainable Energy:		

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Increased local and EU investments in the field of REE/EE	<ul style="list-style-type: none"> • Number of EE/RES investments; • € invested; • No of jobs created; 	
Further approximation with EU legislation	<ul style="list-style-type: none"> • No of primary legislation proposed for adoption • No of secondary legislation proposed for adoption • No of tertiary legislation proposed for adoption 	
Political commitments towards the promotion of RES/EE	<ul style="list-style-type: none"> • Binding political commitments 	

You are kindly requested to complete this form and return it by **[date as in call publication notice]** to the following contact points:

- Mr Nikos Tsakalidis - **n.tsakalidis@inogate.org** for Area 1 “Electricity and Gas Sector Market Convergence”;
- Mr Larry Good - **l.good@inogate.org** for Area 2, “Sustainable Energy”; and
- All applications should also be copied to the Team Leader of ITS Mr Kevin McCann - **k.mccann@inogate.org**

Appendix 2: Indicative list of eligible areas for assistance under the ITS Ad hoc Expert Facility

ELECTRICITY AND GAS

	Key area	Indicative Technical Assistance under ITS
EG-1	Development/improvement of Legislative Frameworks	Review/ development of policy/strategy papers, action/reform plans etc.
		Review assistance for the amendment of legislation
		Assistance in developing new laws for the future development of the energy sector on the basis of the relevant EU experience (competition, security of supply, regional integration, etc.)
		Licensing of business activities in the energy sector
EG-2	Harmonisation of electricity & gas standards	Capacity building in NSBs
		Establishment of technical committees
		Support to accreditation and certification centres
		Adoption of standards (support to translation)
EG-3	Development/review of tariff methodologies	Review of tariff methodologies
		Social aspects – affordability assessment
		Assistance to developing new tariff methodologies (Balancing, gas storage, reactive power, etc)
		Cost of service studies
		Renewable energy price promotion schemes
EG-4	Competition promotion and Third Party Access	Introduction of completion and third party access
		Connection & UoS charges
		Connection rules, procedures
		Context of the industry codes
		Planning aspects under competitive energy market environment
EG-5	Establishment of independent regulators	Review of experience with the establishment of independent regulators
		Roles, and duties of the regulatory authorities
		Ensuring independency
		Budget and internal rules and code of practice
EG-6	Energy companies' performance improvement	Metering and data collection
		Improve billing collection rates
		Demand side management
		Reduction of technical & non technical losses
		Safety, Security & Integrity of transmission systems (gas and electricity)
EG-7	Energy market mechanisms	Establishing competitive energy markets
		Domestic and regional energy exchanges
		Market rules & market operators
		Balancing and congestion management
EG-8	Increased Cross-Border Trade	EU Best Practices in Cross Border Trade
		Inter TSO compensation modalities and mechanisms

	Key area	Indicative Technical Assistance under ITS
EG-9	Other	Cross –cutting proposals
		Environmental issues pertinent to energy sector activities

SUSTAINABLE ENERGY

	Key area	Indicative Technical Assistance under ITS
SE-1	Development/improvement of Legislative Frameworks	Development of primary and secondary legislation for energy efficiency
		Development of legislation for energy audits
		Development of connection procedures for renewable energy
		Development of primary and secondary legislation for renewable energy
		Other areas - as per request by the Partner Country
		Development of guidelines on simplification of administrative issues related to RE investments
SE-2	Development of Energy Auditing in the industrial sector	Energy audit programmes implementation
		Formulation of norms and benchmarks for energy audits
		Schemes for certification for energy auditors
		Train-the trainers schemes for energy auditors
		Other areas - as per request by the Partner Country
SE-3	Development of Economic Instruments	Development of support schemes for renewable energy
		Formulation of feed-in tariffs and other support schemes for renewable energy (e.g. guarantees of origin)
		Formulation financial incentives for energy efficiency
		Other areas - as per request by the Partner Country
SE-4	Development of Sustainable Energy Policies and Strategies	Formulation of strategies and action plans for energy efficiency/renewable energy
		Creation of sub-programmes for renewable energy
		Creation of sub-programmes for energy efficiency
		other necessitated areas - as per request by the Partner Country
SE-5	Establishment of Energy Agencies	Supporting the functioning or establishment of energy agencies (e.g. business plan)
		Training needs assessment and of staff of dedicated entities within Ministries
		Best practice schemes on energy agencies
		other necessitated areas - as per request by the Partner Country
SE-6	Determination of potential for energy efficiency / renewable energy	Preliminary studies and assessment of potential for energy efficiency / renewable energy
SE-7	Investment facilitation	Training needs assessment of lenders & borrowers
		Best practice schemes for local banks on credit for EE/RES projects

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		EE/RES project development assistance for borrowers
		Awareness raising for national bodies and administration on RE investment
		Development of alternative financing schemes i.e. leasing
		Other necessitated areas - as per request by the Partner Country

Appendix 3: Structure of AHEF Terms of Reference for specific projects

1. BACKGROUND INFORMATION
 - 1.1 Beneficiary country & benefiting entity
 - 1.2 Project Title
 - 1.3 Related programmes and other donor activities
2. OBJECTIVES & EXPECTED RESULTS
 - 2.1 Overall objectives
 - 2.2 Specific objectives
 - 2.3 Results to be achieved
 - 2.4 Indicators to measure the impact of the assistance
3. ASSUMPTIONS & RISKS
 - 3.1 Assumptions underlying the project intervention
 - 3.2 Risks
4. LOGISTICS AND TIMING
 - 4.1 Location
 - 4.2 Period of execution
5. REQUIREMENTS
 - 5.1 Personnel
 - 5.2 Deliverables
6. BUDGET