

Application Form

ORIO

Facility for Infrastructure Development

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General Information

This application form concerns an application for a grant funded by ORIO, Facility for Infrastructure Development for projects in the field of public infrastructure. The Policy Regulations for the ORIO Grant Facility including its definitions and abbreviations apply to this application.

This application form consists of four parts:

- 1 Applicant's general details
- 2 Main project details
- 3 Declaration
- 4 Appendices

Only fully completed application forms, including all compulsory appendices, will be taken into consideration. The full application must be submitted in **English**.

- **Four copies** (1 original and 3 copies) of the application form, including all appendices, must be submitted in writing during the Call for Proposals period. This can be done by post, courier or in person.
- An electronic copy of:
 1. the application form, including appendix 1 and other relevant information (excluding appendix 2, 3 and 4) (in PDF or Word format);
 2. the financial plan (2.6) (in Excel, please use the cash flow analysis tool available at www.orio.nl).

Both documents must be delivered either on CD-ROM or sent before the end of the Call for Proposals period to orio@info.evd.nl (**max. 1 MB**). The name of the Applicant and the country for which the application is submitted must be clearly mentioned.

- Applications sent solely by fax or e-mail will not be considered.

Delivery address

EVD
ORIO
Juliana van Stolberglaan 148
2595 CL The Hague
The Netherlands

Closing date:

16 November 2009, 17h00 CET

Applications arriving after this date and time will not be considered. The submitter bears sole responsibility for full and timely delivery.

1 Applicant Information

A. Applicant Information¹

Name of the government department	
Address	
Postal code and city	
Country	
P.O. Box	
Postal code and city	
Country	
Name of contact person	
Position	
Telephone number	
Fax number	
E-mail address	
Website	
Main activity and industry	
EVD Programmes: PESP, CROSS, MATRA, G2G	<p><i>Please state whether the central government or another government agency or state owned company in the recipient country is or has been involved as a partner in a PESP, CROSS, MATRA and/or G2G application?</i></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, state <i>title(s) and project number(s)</i> here</p>
FMO and SenterNovem programmes	<p><i>Please state whether the central government or another government agency or state owned company in the recipient country is or has been involved as a partner in an application as part of a Dutch government programme administered by FMO or SenterNovem?</i></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, state <i>title(s) and project number(s)</i> here</p>

¹ The Applicant must be part of the Central Government of the recipient country.

B. Competent Authority² Information (if different from Applicant)

Name of the organisation	
Address	
Postal code and city	
Country	
P.O. Box	
Postal code and city	
Country	
Name of contact person	
Job title	
Telephone number	
Fax number	
E-mail address	
Website	
Date on which the organisation was established	
Main activity and industry	
Number of employees	
EVD Programmes: PESP, CROSS, MATRA, G2G	<p><i>Please state whether your organisation, a subsidiary, an associated or parent organisation is or has been involved as a partner in a PESP, CROSS, MATRA and/or G2G application?</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, state <i>title(s) and project number(s)</i> here</p>
FMO and SenterNovem programmes	<p><i>Please state whether your organisation, a subsidiary, an associated or parent organisation is or has been involved as a partner in an application as part of a Dutch government programme administered by FMO or SenterNovem?</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, state <i>title(s) and project number(s)</i> here</p>

² Competent Authority: The competent authority is the administrative authority, public enterprise or special purpose company that is authorised to possess the public infrastructure in question. The competent authority can differ from one phase of the project to the next and can also be the central government.

2 Main Project Details

Project title	
Project objective	
Project location	
Sector	
Project duration for the Development Phase	mm-yyyy to mm-yyyy
Project duration for the Implementation Phase	mm-yyyy to mm-yyyy
Project duration for the Operation & Maintenance Phase	mm-yyyy to mm-yyyy

	Total amount (EUR 1,000)	Grant %	Grant amount (EUR 1,000)
Development phase			
Implementation phase			
Operation and Maintenance phase			
Total (EUR 1,000):			

Project abstract	<i>Give a brief description of the project. Max. 300 words.</i>
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3 Declaration

Project title: << please mention the project title here >>

The Applicant declares that:

- The Applicant has drawn up this Application truthfully and has enclosed all information and appendices that are needed to evaluate the application; The Applicant has not withheld any information, which may be considered, to the best of Applicant's knowledge, within reason, to influence the assessment of the application;
- The Applicant declares that it has read and fully understood the following documents (see country pages www.orio.nl):
 - The ORIO Grant Facility Policy Rules;
 - Additional ORIO terms and conditions for the current Call for Proposals;
 - OECD Guidelines for Multinational Enterprises;
 - ILO Declaration on Fundamental Principles and Rights at Work;
 - IFC Performance Standards;
 - OECD Arrangement on Officially Supported Export Credits;
 - OECD Good Procurement Practices for Official Development Assistance;
 - OECD Principles and Guidelines to Promote Sustainable Lending Practices in the Provision of Official Export Credits to Low Income Countries;
 - OECD Revised Council Recommendation on Common Approaches on the Environment and Officially Supported Export Credits.
- The Applicant warrants that the Project will be developed, implemented, operated and maintained according to the terms and conditions set out in these documents and that it will impose these terms and conditions, insofar as applicable, on all parties involved in the Project;
- The Applicant will require that its staff and consultants deployed on the Project will not offer to third parties or seek or accept from or be promised by third parties, for themselves or for any other party, any gift, remuneration, compensation or benefit of any kind whatsoever, which could be interpreted as an act of unlawfulness or corruption;
- The Applicant undertakes to carry out the project without delay, as best one can, as soon as the application is accepted, in accordance with laws and regulations applicable to this project.

Signed as true and correct by the authorized representative of the Applicant,

On behalf of the Central Government

Department:

Name:

Job title:

City:

Date:

Signature:

Appendices

- Appendix I: Project Proposal
- Appendix II: Letter of Intent regarding the financing of the non-ORIO portion
- Appendix III: Project references
- Appendix IV: CVs of team members

Appendix I: Project Proposal

Please limit the maximum number of pages of "Appendix 1: Project Proposal" to 30. Other relevant information may be included in additional appendices.

Chapter 1: The Partners

A. Role of the Applicant (Central Government)

Describe the role and involvement of the Applicant in the project. Is the Applicant actively involved in the project? At which stage(s) must the Applicant give approval? If the Applicant is also the Competent Authority, no further explanation is required for this section.

B. Structure and Main Activities of the Competent Authority³

Describe the Competent Authority here. Answer the following questions for this purpose:

- *Which are its main activities?*
- *What type of ownership structure does it have?*
- *Of which government body does the Applicant form part? Who ultimately has control?*
- *Who serves on the management of the organisation and what are their responsibilities?*
- *If the Competent Authority is a government company or a special purpose company, who are the shareholders and what are their respective shares? Who ultimately has control?*
- *Who serves on the Board of Directors of the organisation and what are their responsibilities?*
- *Attach a summary of how the organisation itself is structured and how it fits in the government structure in the case of a government institution;*
- *If the Competent Authority is made up of various parties during different phases of the project, describe its constituent parties in each phase;*
- *Does the competent authority generate revenues other than from the national budget? Please elaborate.*
- *How is funding from the national budget obtained?*
- *If available, please attach the latest annual report.*

C. Interest of the Competent Authority⁴

Describe the Competent Authority's strategic interest in participating in the project. Also explain how the project fits in with the Competent Authority's current core activities. Indicate how the project fits in with the Competent Authority's strategic objectives. If the Competent Authority is made up of various parties during different phases of the project, describe its strategic interest in each phase.

³ Or Applicant if no separate Competent Authority is involved.
⁴ Or Applicant if no separate Competent Authority is involved.

D. Knowledge and Experience

Describe the knowledge and experience that are needed for the project to be successful and the extent to which the Applicant or Competent Authority has such knowledge and experience. Please elaborate on the following:

- *Experience with similar projects in the past;*
- *Experience with similar technology;*
- *Experience working with foreign companies.*

Technical, management, financial and market knowledge as well as international experience are all relevant in this regard. If the Competent Authority does not have this knowledge, explain how it plans to acquire it.

E. Private Initiator

Is there a private initiator involved in the project? If so, provide the name and address of the company, contact person and his/her telephone number, fax number and e-mail address. If the private initiator is made up of a consortium of private parties, provide the name and address of each company concerned and the contact details of the financial secretary.

Also answer the following questions:

- *What is the legal structure of the private initiator?*
- *What are its activities? What products/services does it supply?*
- *How was the project created?*

F. Other Parties

Describe which other parties are involved in the project and their respective roles. If the parties are authorised to represent the central government, the authorisation must be attached to the application.

Chapter 2: The Project

2.1 Project Description

A. Background and Problem Definition

Describe the background of the project. What is the problem? Which solutions are possible? Why does the project offer the best solution in this regard? Is the project for which financing is obtained part of a larger programme? Give a brief description of the location of the project: region, characteristics, actors etc.

B. Objective of the Project

State the short and long-term objectives of the project. Describe these objectives as Specific, Measurable, Acceptable, Realistic and Time-Bound (SMART), as possible.

C. Definition of the Project

ORIO defines a project as follows: A combination of inputs and activities with added value that yield a specific and marketable output in the area of public infrastructure. The project is limited by the smallest, complete productive unit of public infrastructure, physically and technically integrated, that fully utilises the proposed investment and captures all the financial benefits that can be attributed to the investment. A project must consist of new construction and/or renovation and/or expansion of public infrastructure and must comprise its development, implementation and operation.

Describe the project according to this definition. The description of the project costs and revenue must be based on this description. If there are several productive entities, describe each productive entity as a separate project and describe the coherence between the projects with regard to planning and implementation. Also describe how the project depends on existing infrastructure (i.e. a new water treatment plant may depend on the existing transport and distribution network to deliver water to the end-user)

D. Consistency with Country Development Plans

How does the project fit the policy objectives of local and central government? If the country has a Poverty Reduction Strategy Paper (PRSP), please describe how the project is consistent with the PRSP. If the country has a sector strategy, describe how the goals and objectives of the project proposal in line with the goals and targets of the sector strategy. Please refer to the relevant policy documents and decisions. Mention the most relevant donors in the projects' sector.

E. Risks

Type of risk	Description	Chance of risk	Impact	Mitigation

State the risks that may influence the feasibility of the project (technical, financial, organisational, institutional, legal etc.). Use low, medium, high to describe chance of risk and magnitude. Distinguish between risks relating to implementation and risks relating to operation and maintenance. How should risks be mitigated?

2.2 Development Phase

A. Project Partners and Project Team

Indicate which parties (competent authority, private initiator, consultants etc.) are involved in the development phase of the project and what their experience is in the development of similar projects. Substantiate this (in Appendix IV) by means of track records and references for earlier, comparable projects that are not older than five years (at the time of receipt of the application).

Describe the project organisation, the team members, their roles and responsibilities and the decision-making structure. Indicate the expertise and experience of the team members. Attach CVs for key team members (in Appendix IV). If the project partners and/or project team are not yet selected, provide a detailed description of the roles and competencies required to execute the development phase.

B. Objectives of the Operational Plan for the Development Phase

Indicate the objectives of the Operational Plan for the Development Phase. Describe these objectives as Specific, Measurable, Acceptable, Realistic and Time-Bound (SMART), insofar as possible.

C. Results (Output) of the Operational Plan for the Development Phase

In the table below, indicate which results/output must be achieved to develop the project proposal and indicate how these results can be measured by means of verification. Describe these results as Specific, Measurable, Acceptable, Realistic and Time-Bound (SMART), insofar as possible. Refer to the policy regulations chapter 14b sub I for a detailed description of required output in the development phase.

Results (Output)	Means of Verification
1. – Title of result – Start and end date – Budget	1.1. 1.2. 1.3. etc.
2.	2.1. 2.2. 2.3. etc.
3.	3.1. , etc.
4. etc.	4.1. , etc.

D. Activities

Indicate which activities are necessary to achieve the aforementioned results.

E. Timetable

Indicate the lead time for each activity and result in a table "State the total duration". Also indicate the go/no-go moments.

F. Budget

Indicate the costs that are necessary for the Development Phase. Refer to the policy regulations chapter 13c for an overview of eligible costs. Distinguish among the following items in this regard:

- Time spent in source country (rate and man-days);
- Time spent in recipient country (rate and man-days);
- Travel costs (air tickets and accommodation);
- Miscellaneous;
- Third party services.

Link these costs to the activities that will take place.

The EVD may request proof from relevant parties to substantiate items in the budget.

2.3 Implementation Phase

A. Procurement

Describe the procurement method and approach for goods and services, including the partners' division of roles. Will a type of tender procedure (International Competitive Bidding, Limited International Bidding, National Competitive Bidding) be held or will the project be procured by direct negotiations (please take notice of the ORIO procurement rules per country on www.orio.nl)? Which contractual terms and conditions will apply (e.g. FIDIC)?

Will this involve an integrated procurement, in which design and/or implementation and/or exploitation are combined?

B. Investment in the Implementation Phase

- *Broadly indicate which goods and services you will procure in order to carry out the project;*
- *What is the average life cycle of the goods?*
- *Indicate whether construction will be necessary. If so, broadly describe these infrastructure works. Do these works involve renovation or new construction? Are these works included in the ORIO project or are they financed in another way? If so, how? Who is responsible for the construction?*

C. Technology

- *What production method or technology will be used? Is this appropriate for the country and (poor) consumers (if applicable)? Does it comply with local and/or international standards? Is it a mature and proven technology? Describe alternative feasible technologies (if applicable).*

C. Training in the Implementation Phase

- *Describe the training need by indicating which knowledge/skills gaps exist;*
- *Give a broad description of the results (output) and related activities you wish to achieve regarding training in the implementation phase;*
- *What knowledge and/or skills will be taught? At what level is the training course? Distinguish among training to operate the goods, maintain the goods and institutional training;*
- *Who will be trained? How many people will be trained?*
- *Who will provide the training?*
 - *How many hours/days/months will the training take?*

D. Operational Plan in the Implementation Phase

Give a broad description of the results (output) and related activities needed to successfully complete the Implementation Phase. Distinguish between activities that are part of the goods and services and activities that are part of the works. Set out these activities in a broad timetable.

E. Project Management in the Implementation Phase

Outline the project organisation, the team members, their roles and responsibilities and the decision-making structure. Set out the expertise of the team members to the extent it is known.

F. Financing Plan

Indicate how the investment will be financed and by which parties.

2.4 Operation & Maintenance Phase

A. Operation and Maintenance Plan

- Give a broad description of the results (output), including performance indicators, and related activities needed to successfully manage and maintain the project;
- Indicate when testing will take place and which contractual and financial incentives will be used;
- Describe how the management of spare parts and maintenance will be organised.

B. Division of Roles and Staff

Outline the division of roles and decision-making structure with regard to operation and maintenance. Which party will operate the infrastructure and which party will be responsible for maintenance? Set out the expertise of the parties (and people) to the extent it is known.

Is staff available to manage and maintain the infrastructure and do these employees have the appropriate expertise, do employees need to be trained or must new staff be appointed? Is there a staff retention policy?

C. Training in the Operation and Maintenance Phase

- If training is needed in the operation and maintenance phase, give a broad description of the results (output) and related activities;
- Who will be trained? How many people will be trained?
- What knowledge and/or skills will be taught? At what level is the training course? Distinguish among training to operate the goods, maintain the goods and institutional training;
- Who will provide the training?
- How many hours/days/months will the training take?

D. Financial Plan for the Operation and Maintenance Phase

Indicate how the operation and maintenance costs will be financed and by which parties. Does it seem likely, in view of the cash flow under 2.6, that the project will yield sufficient income to finance the costs of investment, operation and replacements? If not, indicate how financial sustainability will be guaranteed. In this case, also include a Letter of Intent from the central government covering these deficits.

2.5 Budget for the Implementation, Operation and Maintenance Phase

A. Project Budget

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Provide an overview of the project costs for the implementation, operation and maintenance phase. Distinguish in this overview among goods, services, construction work, operating capital, taxes and other costs.

Provide an overview of the financing costs.

Provide an overview of the costs for technical assistance and project management.

Provide an overview of the operation and maintenance costs. Also indicate the costs of spare parts.

Distinguish between local and non-local costs.

Link the project costs to the activities that take place within the project.

2.6 Financial Plan

(Please use the cash flow analysis tool available on www.orio.nl for this part. Paste here there completed cash flow tables and conclusions).

Chapter 3: Development Relevance

A. Contribution towards Economic Growth

- Describe the 3 to 6 most important impact factors (both costs and benefits) you consider to have a large economic impact. Please note that these mainly concern national factors. Substantiate why and how you came to this selection and state sources. To find a list with possible impact factors, go to the country list at www.orio.nl and select the country of your choice;
- Please compare the with- and without project scenarios, i.e. describe the impact of the project by elaborating on a (future) situation without the project implemented;
- Give an estimate of the expected impact quantitatively. Substantiate these estimates (e.g. shadow prices) and state references and sources;
- Incorporate the costs and benefits resulting from these factors into an economic costs-benefits model for the anticipated lifecycle of the project;
- Perform a sensitivity analysis and substantiate this analysis;
- Present the estimated economic Internal Rate of Return (eIRR).

B. Private Sector Development

- How will the project stimulate local (SME) productivity (this does not relate to actual involvement of SMEs in the execution of the project, provide this information under C.)? Productivity may increase due to an:
 - increase in efficiency/effectiveness of a company (i.e. access to electricity or water may allow a company to produce its goods more efficiently);
 - increase of total capacity or the number of companies in the region.Please elaborate on both.
- How will the project provide better access for local producers to new and existing markets?
- How will the project strengthen the business climate?

C. Relevance for SMEs

Indicate which percentage of the project budget will directly flow to SME's. Indicate which goods and services will be procured from these SME's. Indicate whether this relates to project partners, subcontractors or suppliers and specify which role they will play in the project. Indicate whether policies are in place to promote SME involvement in the project.

D. Employment and Training

- How many full-time employees will be employed in the implementation and in the operation and maintenance phase of the project? Distinguish in this regard among production workers, administrative staff, technical management, general management, etc;
- What is the percentage of women who will be employed?
- How many people will be trained during the project? Indicate the level of this training.

	Employment and training	Quantity
1	Total number of direct jobs created in implementation phase	
2	Total number of direct jobs created in operation and maintenance phase	
3	Percentage of women who will be employed	%
4	Number of people who have received training	

E. Pro-Poor Effects

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Describe how the poorest population groups will benefit from the economic advantages arising from the project:

- Provide a definition of the poor;
- indicate how many poor people will have access to the goods and services arising from the project (see table below);
- Describe how the project impacts the cost of the services to the poor;
- Describe how the project impacts the reliability of the services to the poor.

Only describe the aspects that are applicable to the project. Substantiate your figures.

	Pro-poor effects	Quantity	Per invested euro
1	Number of poor who will have access to clean drinking water		
2	Number of poor who will have access to sanitation facilities		
3	Number of poor who will have access to irrigated agriculture		
4	Number of poor who will have access to a reliable energy supply		
5	Number of poor whose mobility will greatly increase through access to transport		
6	Number of poor who will have access to telecommunication services		
7	Number of poor who will have access to health care		
8	Number of poor who will have access to education		

F. Social and Environmental Effect

(Consult both the IFC Performance Standards on Social & Environmental Sustainability and the OECD Common Approaches on the Environment and Officially Supported Export Credits for this purpose. These can be downloaded from www.orio.nl.)

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- Describe the (potential) positive and negative environmental and social effects of the project. Specifically describe the environmental and social risks of the project and how these will be contained? The following issues, among others, are all relevant in this regard:
 - Employment terms, working conditions, dealing with dangerous substances and gender issues;
 - Will land be purchased or expropriated for the project? How much land is involved?
 - Have local or indigenous people to be resettled?
 - Will the project obtain an environmental certification? If so, which certificate?
 - How will waste be handled?
 - What is the energy intensity of the project?
 - Will the project have a positive effect on CO₂ emissions and will it contribute towards combating climate change?

- Will the project contribute towards retaining biodiversity?*
- Please indicate if an environmental and/or social impact assessment will be carried out. If yes, what will be the main issues to be assessed? Also give an indication of the expected outcomes;*
- Describe how both the IFC Performance Standards on Social & Environmental Sustainability and the OECD Common Approaches on the Environment and Officially Supported Export Credits will be incorporated in the project.*

Appendix II: Letter of Intent regarding the financing of the non-ORIO portion

Please attach here a Letter of Intent by the central government regarding:

- the financing of the non-ORIO portion;
- the financing of occurring deficits during the economic lifetime of the project.

This letter must have an original signature.

Appendix III: Project references

Please attach here track records and references for earlier projects that are not older than five years as stated in paragraph 2.2 Development Phase: A. Project Partners and Project Team.

Appendix IV: CVs of team members

Please attach CVs for key team members as stated in paragraph 2.2 Development Phase
A. Project Partners and Project Team

