

Proposal Concept Form

1. General information for Applicants

a. Background

The *PHARES* Program (*Programme Haïtien d'Accès des communautés Rurales à l'Energie Solaire*) is launched by the Government of Haiti with the initial support of the funding programs HA-L1140-Improving Electricity Access in Haiti funded by the Inter-American Development Bank (IDB), and TFOA5191-Renewable Energy for All Project funded by SREP funds through the World Bank (WB).

PHARES is developed by the Government of Haiti in close collaboration with the IDB and the WB, and implemented by the Ministère des Travaux Publics, Transports et Communications (MTPTC), through its Energy Cell which is the competent Authority to carry out the Program, the Autorité Nationale de Régulation du Secteur de l'Energie (ANARSE) and the Unité Technique d'Exécution of the Ministère de l'Economie et des Finances (UTE-MEF), as executing agency.

The main objective of *PHARES* is to increase the access of rural and peri-urban communities to solar energy and in particular to provide access to affordable, accessible sustainable and high quality electricity, through sustainable energy services, through mini-grids using renewable energy, storage and conventional generation units (if necessary), developed and operated by private sector operators. In this mix, at least 50% of the energy produced and consumed must be generated from renewable energy sources. The Program provides subsidies to ensure the sustainability of the services provided and access to these services at affordable cost for the users.

b. Process

In the framework of *PHARES*, this call consists of a transparent two-step process for the award of grants and concessions to eligible mini-grid developers for the design, construction and operation of renewable energy mini-grids. This Proposal Concept (PC) form covers the first step of the application process helping *PHARES* to learn more about the Applicant's organization, its partners and the planned project, focusing on its overall concept and objectives. Please note that the submission of a PC form is the first step in applying for funding but it does not guarantee an invitation to submit a Full Proposal or the award of a grant or a concession.

PCs will be evaluated and selected on the basis of the eligibility of Applicants and proposals, according to the criteria announced in the INSTRUCTIONS document and the availability of funds. Only those PCs validated by the evaluation committee will be invited to submit Full Proposals in the second stage of the process, while the *PHARES* team guarantees all Applicants a feedback on their PCs. Successful Applicants at the second stage will receive a grant and a concession.

c. Important information for the Proposal Concept submission stage

Fair and transparent treatment of all Applicants is important to *PHARES*. Please review the information below and check, before submitting your application, the acknowledgement of the terms of the INSTRUCTIONS document and of the PC form as described below.

Applicants should note and understand the following:

- *PHARES* is open to the participation of Applicants who accept the general provisions and specific requirements of the donors, as presented in the INSTRUCTIONS documents.
- The allocation of funds by *PHARES* at the end of the two stage process is competitive and limited to the available budget. Not all proposals are necessarily eligible for funding. Please consider and complete your PC carefully, take note of the selection criteria outlined in the INSTRUCTIONS

document, and clearly demonstrate how your project would not be possible without *PHARES* funding.

- *PHARES* will not reimburse any fees related to the submission of a PC application.
- *PHARES* will acknowledge receipt of all PCs received and will send feedback to all Applicants, who may still submit a revised version of their proposal if it was not selected.
- If a PC is selected to proceed to Step 2, *PHARES* may disclose information about the Applicant(s) (2.1) and location(s) (3.1).
- The fact that a proposal is selected at Step 1 does not imply that *PHARES* accepts the entire content of the PC as valid and final; it is an approval to proceed to Step 2 for the submission of a Full Proposal.
- *PHARES* feature a continuous proposal submission and PCs are accepted on a rolling base, according to the schedule and deadlines indicated in the INSTRUCTIONS document and until available funds are allocated.

d. Guidelines to consider

Applicants are requested to read and review the following guidelines before submitting their PCs:

- Read the INSTRUCTIONS document and all official *PHARES* announcements published by *PHARES* authorities.
- Applicants may include one or more locations in a single PC, indicating their priorities (3.1 et 3.2).
- Applicants should provide answers to all questions to show the maturity of their proposals; “not applicable/not yet developed” may be given in response.
- When indicated, word/character limits must be respected.
- Applicants must explain their answers clearly and fully.
- An application will be considered incomplete if the PC form and/or relevant attachments are not completed and submitted.

2. General information of Applicant(s)

a. Information on lead Applicant

2.1. Applicant name and organization type: (Specify if company, non-profit, association or any other type)
2.2. Organisation structure: (Present ownership, major shareholders and number of employees) (max 50 words)
2.3. Organisation mission: (Present your core business, vision and objectives) (max 50 words)
2.4. General experience of the organization: (Present the general experience of your organization) (max 100 words)
2.5. Specific experience of your organization during the last ten years: (Present your organization’s specific experience in building and/or operating mini-grids, your experience in Haiti and your local track-record) (max 200 words)
2.6. Year and current place of registration:
2.7. Registration number:
2.8. Physical address:
2.9. Website/Social media (if available):

2.10. Name and position of Contact Person (Primary Contact):
2.11. Phone contact:
2.12. Email address:

b. Information on co-applicants*

2.13. Applicant name and organization type: (Specify if company, non-profit, association or any other type)
2.14. Organisation structure: (Present ownership, major shareholders and number of employees) (max 50 words)
2.15. Organisation mission: (Present your core business, vision and objectives) (max 50 words)
2.16. General experience of the organization: (Present the general experience of your organization) (max 100 words)
2.17. Specific experience of your organization during the last ten years: (Present your organization's specific experience in building and/or operating mini-grids, your experience in Haiti and your local track-record) (max 200 words)
2.18. Year and current place of registration:
2.19. Registration number:
2.20. Physical address:
2.21. Website/Social media (if available):
2.22. Name and position of Contact Person (Primary Contact):
2.23. Phone contact:
2.24. Email address:

**add another co-applicant if necessary*

c. Information on complementary evidence of the partners

2.25. Explain the type of partnership and how it will contribute to the implementation of the proposal: (Describe the roles, synergies and responsibilities of each Candidates, the combination of local and international experience and the added value) (max 150 words)

3. Overview of the proposal

3.1. Location(s): (Specify the name of the community(ies), town(s) or village(s) selected, including GPS coordinates if available)
3.2. Classification of priority locations: (List and sort the locations selected above, in order of priority from your perspective, with a manually numbered list, with the highest priority location first)
3.3. Describe the current situation in the above location(s): (Specify population, energy access status, economic and social characteristics, major local problems and challenges). (max 200 words)
3.4. Describe briefly your proposal: (Present your general idea and justification of its need) (max. 150 words)

<p>3.5. Indicate the time required to develop and submit a Full Proposal, if your PC is selected for the second stage of the process: (Specify the exact number of weeks required from the time of validation of your PC)</p>
<p>3.6. Estimated number of clients/connections: (Provide an estimation by location(s) and type of clients: household, commercial, public , industrial, etc.)</p>
<p>3.7. Specific use of energy services: (Specify the specific uses, including facilities of general interest, such as health, water and sanitation, education and productive uses) (max 100 words)</p>
<p>3.8. What are the critical factors for the success of the project? (max. 100 words)</p>

4. Technical aspects

<p>4.1. Provide a general technical description of your proposal: (Explain the resources used, technology and energy mix) (max. 150 words)</p>
<p>4.2. What is the estimated capacity of the system? (Present the output capacity of the mini-grid and the capacity of each component –solar, conventional, etc. in kW)</p>
<p>4.3. What is the estimated annual electricity generation? (Present the generation in MWh/year - note that at least 50% of the energy consumed must come from renewable energy sources)</p>
<p>4.4. What is the estimated level of service of the system? (Explain the level of service in available kW and kWh per type of connection, per month, considering a high quality system)</p>

5. Economic and financial aspects

<p>5.1. Provide a general description of the business plan of your proposal: (max. 150 words)</p>
<p>5.2. If available, estimated upfront global cost (including hard costs and soft costs of project development): (in USD) and comments (50 words)</p>
<p>5.3. If available, expected funding from own resources (excluding grants from other donors): (in USD)</p>
<p>5.4. If available, amount of total subsidy expected from the Program (being necessary to ensure the sustainability of the project considering the delivery of services affordable for the end-users): (in USD)</p>
<p>5.5. Complementary sources of co-financing and estimated amount (including grants from other donors): (Specify: Equity, grants, loans in USD, specifying current status: secured, pending, etc.)</p>
<p>5.6. Expected revenue stream: (Describe, if possible, your billing model and structure, tariffs and fees, sources of expected revenues, etc.) (max 100 words)</p>
<p>5.7. Knowledge of the local market: (Explain your knowledge regarding the capacity and willingness to pay at the local level, the link with the local economy and productive uses, and the maturity of these uses) (max 200 words)</p>

a. Financial overview of lead Applicant

5.8. List the turnover (revenue) for the last three years (in USD)	2016: 2017: 2018:
5.9. List the financial results (net profit) for the last three years (in USD)	2016: 2017: 2018:
5.10. List total assets and liabilities value for the last three years (in USD)	2016: 2017: 2018:

6. Management

6.1. Provide a general timeline for your proposal and explain the phases of development: (Identify phases of development, duration, milestones) (max. 200 words)
6.2. If possible, describe your general plan on construction and operation-maintenance (O&M) of your proposal: (Present ownership rights, resources, construction plan, O&M structure) (max. 200 words)

7. Sustainability, impacts & risks

7.1. Please confirm that you are aware of the general provisions and specific requirements of funders, as presented in the INSTRUCTIONS documents. (YES/NO)
7.2. Describe the general impacts of your proposal: (Explain the general impacts of your proposal at a technical, economic-financial and political level) (max 200 words)
7.3. Describe the specific social impacts of your proposal: (Explain the specific social impacts of your proposal, including aspects related to gender, vulnerable groups, land use and resettlements) (max 150 words)
7.4. Describe the specific environmental impacts of your proposal: (Explain the specific environmental impacts of your proposal, including aspects related to land use, protected areas, hazardous waste and biodiversity) (max 150 words)
7.5. Describe the main risks to the sustainability of your proposal: (Describe the technical, economic-financial, political, social, environmental and other risks) (max 150 words)
7.6. Describe the risk associated to disasters caused by natural phenomena: (Hurricanes, earthquakes, floods) (max 150 words)
7.7. Describe how you plan to address and mitigate the above impacts and risks: (max 200 mots)

8. Local engagement

8.1. Has your proposal been presented and approved by local stakeholders and the community? (Explain if you have ever visited the community or worked remotely. Formal approval or commitment from the local authorities or community is required to justify your response, for example, a letter or agreement with the Municipality) (max 150 words)

8.2. Have you identified land/space available for implementation?

(Specify whether the space is public or private, the estimated area for the power plant, buildings and grid) (max 150 words)

8.3. Describe the benefits that your proposal can bring to the local community.

(A specific reference to the reality of the location(s) and the characteristics of the community(ies) is required) (max 200 words)

8.4. If one or more Applicant(s) is/were present or has worked in the proposed location(s) describe its(their) track record.

(Specify the projects and activities developed in the proposed location(s) and the track record of your presence) (max 200 words)

9. Additional documentation

Please submit the following documents with the PS, within the Odyssey platform:

- Obligatory documentation:
 - Certificate of registration of lead Applicant (in Haiti or in the country of registry);
 - Formal commitment from the local authority or community (e.g. letter or agreement with the Municipality).
- Optional documentation (If available, may be requested later):
 - Preliminary survey, report or study for the proposed project (previous reports/studies);
 - Reports of similar projects completed;
 - Justification/evidence of additional sources of funding;
 - Land title, lease agreement or other consent document with landowners.

10. Confidentiality clause

PHARES undertakes to treat as confidential all information attached to the PC and the subsequent progress of the project that is not in the public domain. Only *PHARES* and its staff, partners (IDB and the World Bank Group), associates and formally contracted support advisors will have access to your proposal without your prior authorization. If a PC is selected to proceed to Step 2, *PHARES* may disclose information on the Applicant(s) (2.1) and the location(s) (3.1).

Please indicate the name, title and Organization of the person representing the Candidate, signatory of the confidentiality clause, general provisions and specific conditions.

- I acknowledge that I have read and understood the INSTRUCTIONS document and the PS form described above and I accept the general provisions as well as the specific conditions of *PHARES*.
- I confirm the validity and accuracy of the answers given to the above PC form.