

ANNEX 2

NCF PRE-QUALIFICATION INSTRUCTIONS

Purpose

The purpose of the Nordic Climate Facility (NCF) pre-qualification is to limit the number of applicants that will submit the final proposal.

The documentation requested in the pre-qualification is limited, hence, reducing the time and costs for the applicant to prepare the proposal for pre-qualification. This should increase the number of applications for pre-qualification.

Furthermore, the applicants selected to submit a final proposal will gain some comfort in knowing that they are participating in a limited contest and can allocate resources accordingly to prepare the final proposal.

Structure

The pre-qualification shall include the following information;

General information	Contact information (including e-mail), general background information on the applicant.
Specific information	References relevant to the proposed project, financial account of the applicant for the past two years.
Project	General description of the proposed project including budget, financing plan, location of the project and time of implementation
Climate impact	Assessment of the environmental impact of the project. With regard to mitigation measures, the direct and indirect reductions of CO ₂ equivalents should be substantiated (at this stage this can be a rough estimation, however, it is important that the methodology used can be understood). Under adaptation proposals should include a description of the urgency and, if applicable, what the results of inaction might lead to.
Development impact	Initial review of the potential quantitative and qualitative measurable indicators relating to the development impact of the

project. This includes i) an estimate of the number of people benefitting from the project, ii) an analysis of how the project is expected to improve the lives of the poor in the concerned low-income country, iii) an appraisal of the sustainability of the project (i.e. the benefits and impacts after the project has finished).

Local partner and Description of local involvement in the project. At commitment minimum, this requires a description of the local partner (including economic situation), and of the length and nature of the partnership between the local and the Nordic actor. The role of the local partner is crucial in achieving successful results, therefore, the more information that can be provided in terms of local contributions, co-financing and involvement the better.

Scope of information

It is expected that the information above shall be presented in a document not longer than **five pages**. Annexes to the document are allowed for references and financial information.

The final proposal will require a more detailed description of the aspects listed above, and in addition, a more detailed specification of the costs including their justifications. In addition to this, the local partner's commitment will be required to be confirmed by a letter of commitment from the local partner. The project should also be approved by the relevant government authorities.

The following aspects of the final proposal will be evaluated: nature and magnitude of problems addressed; link with the climate change question; general approach and justification; innovativeness of approach; country and sector issues; development impact (including cross-cutting issues); expected results and outcome, monitoring and evaluation approach; critical risks and possible controversial aspects; financial and economic aspects; partnership arrangements; and sustainability.

If **significant changes** are made in the final proposal compared to facts/assumptions stated in the pre-qualification documentation, this may render disqualification of the final proposal.

Evaluation

Critical Criteria

All successful applicants need to demonstrate:

Eligibility	Fulfilment of the eligibility criteria as outlined in the letter of invitation
Applicant/partner	The applicant's financial information (or other security) needs to demonstrate sufficient creditworthiness in relation to the proposed NCF allocation, as there must be an ability to repay the grant in case of misuse of funds, which will be a condition in the project agreement.
Climate impact	Climate effects relevant to the purpose of NCF.
Development impact	Development effects relevant to NCF.

Evaluation Criteria

Only those applications that have successfully passed the critical criteria will be evaluated

Experience of Applicant	The applicant must have relevant country and technical/project experience in relation to the country and scope of the project. This will score up to 25 points.
Climate and development	The climate and development impact will be scored. This could score up to 25 points.
Local commitment	Evaluation for the local involvement will score up to 25 points.
NCF share	NCF share of the total project cost. Scoring according to; >90%: 0 points >75-90%: 5 points >60-75%: 10 points >45-60%: 15 points >30-45%: 20 points <30%: 25 points

Selection

Based on the evaluation, a limited number of not more than the 30 highest scoring pre-qualification proposals will be selected by the end of February 2010. The selected pre-qualification applicants will be asked to submit a final proposal by the end of April 2010.