IRENA ADFD
PROJECT FACILITY

Guidelines for Panel of Experts

Fourth Cycle

November 2015

IRENA ADFD PROJECT FACILITY

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Annexes

1. Introduction

The aim of the IRENA/ADFD project facility is to ensure USD 350 million in concessional loans from the Abu Dhabi Fund for Development are allocated over seven annual funding cycles to innovative, transformative, replicable and scalable renewable energy projects that improve energy access and energy security and enable sustainable livelihoods and drive clean energy transition in developing countries. The first project selection cycle commenced in November 2012.

The International Renewable Energy Agency (IRENA) decision A/4/13 "IRENA/ADFD Project Facility – General Principles" guides the implementation of the Facility. The Director-General of IRENA, on the basis of the Secretariat's knowledge of experts in the field and Members and Signatory countries' submission of the names of qualified experts, recommends a list of candidates for the Panel of Experts in each cycle who evaluate the project proposals submitted by the applicants. The Advisory Committee appointed by the IRENA Assembly, establishes the Panel of Experts from this recommended list.

2. Qualifications

The experience and expertise of the experts needs to cover:

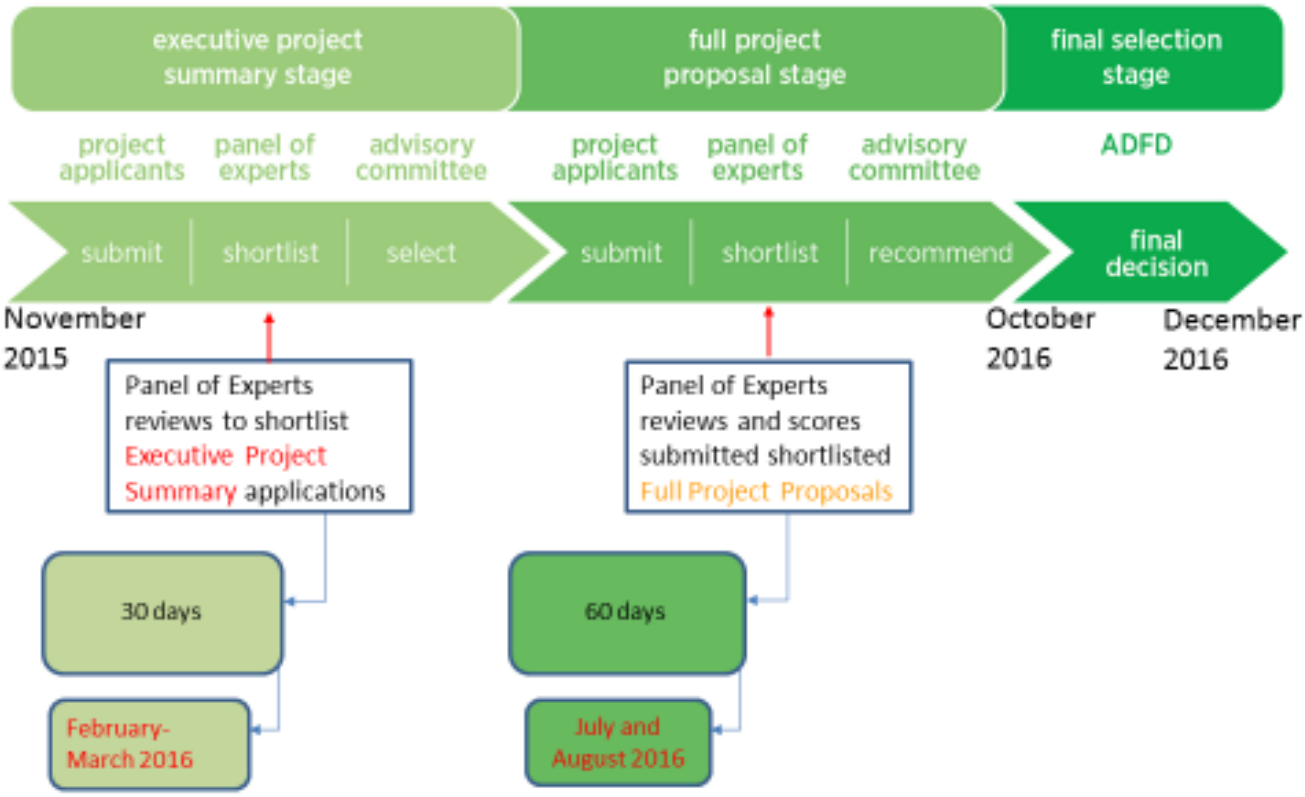
- various renewable energy technologies;
- relevant developing country experience;
- knowledge of procedures and practices of development funds including economic and financial assessment of projects;
- project development, implementation and management;
- project analysis, monitoring and evaluation; and
- technical, commercial and socio-economic impact assessments.

See expert nomination form in Annex 1 for further details of qualifications needed.

3. Selection cycle

There are two stages of project evaluation by the experts. The experts must evaluate projects at the Executive Project Summary stage when summary applications are made. Selected summary applicants are invited to submit a Full Project Proposal. Experts must carry out a close evaluation of the Full Project Proposals that are submitted.

Diagram 1: Timeline for the Panel of Experts



4. Evaluation criteria

The Panel of Experts carries out technical reviews of project proposals based on the following criteria at the Executive Project Summary stage and Full Project Proposal stage. Please see Annex 2 and Annex 3 for details on the evaluation criteria at these respective stages.

Projects must have:

- technical merit, including through appropriate design, management capability, project deliverables;
- economic or commercial viability, including through an appropriate business plan, demonstrated economic feasibility, offtake contracts and co-finance and
- socio-economic and environmental impact, including through achieving development goals e.g. equity, health and gender impacts.

Projects must also:

- be transformative (expected to have a significant positive impact on the energy landscape, society, environment and/or business situation);
- be replicable (show an effective, efficient business model for the given technology that can be replicated, and/or involve a "solid and tested" approach);
- be innovative (e.g., an innovative business model that is financially viable and technically sound);
- improve energy access (expressed in number of people to gain new access to clean energy, new connections to the grid or megawatts added to the power supply);
- address energy security (expressed in terms of how the project contributes to the diversification of energy supply, saving scarce energy resources, or reducing grid outages and/or in the number of people or systems with reduced reliance on traditional biomass, diesel, etc.).

5. Roles and responsibilities

Each expert will be informed once the Panel of Experts is appointed in January 2016.

Appointed experts will be asked to sign a document to declare the following three points:

- Confirm availability in the time period to evaluate projects as indicated in Diagram 1 above.
- Willingness to declare any conflicts of interest on evaluating projects.
- Ensure confidentiality of project information during the process.

The first activity that the IRENA Secretariat will engage the experts on is in the appointment of two Chairs: one from a developing country and one from a developed country.

The Panel will work electronically and meet virtually.

Roles and responsibilities of each expert are set out below at both the Executive Project Summary and Full Project Proposal stage depicted in Diagram 1 above.

Table 1: Tasks for the Panel of Experts

No	Tasks
1	**Conflict of interest check*:** Each expert checks if there is any conflict of interest on any of the projects allocated and informs the Secretariat at adfd@irena.org . Allocation of projects is carried out by geographic and technology experience of that experts.
2	**Experts** score and comment individually on the three main sections of each of the** 20 Executive Project Summaries and around 5 to 6 projects at the Full Project Proposal stage through an online interface that the Secretariat will provide reflecting the rubric in Annex 2 and Annex 3.
3	**Experts view each other's scores and comments on the same projects and convene to discuss and adjust their evaluations if needed**. The purpose of this is to reduce any bias in the scores due to differences between the assessors in terms of their generosity in scoring and their perceptions of the relative merit of each project.
4	**Lead expert*** to add lead Comments** (Joint explanatory statement that covers assessment of three sections – technical, commercial and socioeconomic as well as how the project is replicable, innovative and addresses energy access and how the project can be improved) in consultation with experts scoring that project.
5	**Experts prepare a project shortlist from the scored and ranked list**.
6	**Co-Chairs provide overall report to Advisory Committee** summarizing the lead expert comments on the highest scoring list of shortlisted projects.

* An expert cannot score and/or comment on projects where there is a potential conflict of interest. If such situation arises, another expert from the same region will be asked to assume the responsibilities of the expert.
**At least three experts evaluate each project.
***The lead expert is recommended by the Secretariat for appointment by the Co-Chairs to lead scoring of a particular project that is also scored by several other experts.

6. Feedback loops

- The comments provided by the experts to improve projects will be provided to applicants between the Executive Project Summary and Full Project Proposal stage to help improve proposals.
- Experts will be asked to provide feedback on the evaluation rubric after its use in April and then August 2016 to help to improve it further.

7. Contact points

Please contact the Seleha Lockwood at slockwood@irena.org if you have any questions.

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Annex 1

Expert Nomination form for the Fourth Cycle of the IRENA/ADFD Project Facility

Expert Nomination Form for the Panel of Experts of the IRENA/ADFD Project Facility (plus CV)			
Personal information	**Country Nominating (if applicable)**	**Expert Nominated**	
Salutation			
Country:			
Surname / Family Name:			
First Name / Given Name:			
Institution:			
Division / Department:			
Job Title:			
Email Address:			
Phone:			
Education (highest degree attained and conferring institution):	Not applicable		
Describe and indicate experience and expertise of nominated expert in the five sections below			
1. Mandatory requirements: primary area of expertise and level of experience (minimum 6 years) in technical, socio-economic and environmental and/or financial assessment of projects in developing countries covering various renewable energy technologies.	**Primary area of expertise:**	**Yes/No**	**Specify where applicable (Max 20 words)**
	Technical Assessment		
	Financial Assessment		
	Socio-economic and Environmental Assessment		
	Other		
2. Additional requirements: experience in project development and implementation, management, improving energy access, addressing energy security, project analysis, monitoring and evaluation of projects, co-financing and transformative, replicable and/or innovative renewable energy projects and working with governments in developing countries. Knowledge of procedures/practices of development funds.	Project development and implementation		
	Management		
	Improving energy access		
	Addressing energy security		
	Project analysis		
	Monitoring and evaluation		
	Worked with governments		
	Knowledge of procedures/ practices of development funds		
	Other		
3. Experience in renewable energy technologies.	Solar		
	Wind		
	Hydro		
	Geothermal		
	Biomass		
	Other		
4. Experience in different size and types of projects: (capacity and investment size, on-grid, mini-grid, off-grid).	On-grid (above 5MW)		
	Off-grid or minigrids		
	Other		
5. Experience in geographies and areas.	Country (specify)		
	Region (specify)		
	Rural		
	Urban		
	Peri-urban		
	Other		

Annex 2

Evaluation criteria

	Evaluation by experts (Weights)				**Advisory Committee selection and recommendation**
Applications	**Technical feasibility (40%)**	**Economic/ commercial viability (30%)**	**Socio-economic & environmental benefit (30%)**	**Overall project characteristics**	
Executive Project Summary stage – **applicants submit 12 Nov 2015 to 15 Feb 2016**	-Market summary -Technical specifications -Resource assessment -Management summary	-Project cost -Revenue sources -Business model	-Social, economic & environmental benefits -Stakeholder engagement	-Transformative -Replicable/ scalable -Innovative -Improve energy access -Address energy security	-Geographic spread -Diversity of technologies -Alignment with government priorities
Full Project Proposal stage – **applicants submit early May to end June 2016**	Feasibility study including:				
	-Detailed project design and output -Monitoring and evaluation -Implementation plan and operational arrangements -Risk mitigation measures	-Full economic/financial model -Co-finance agreements	-Job creation -Community income generation -Environmental benefits -Health -Education -Gender empowerment		

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Annex 3

Executive Project Summary stage rubric for the Panel of Experts

February 2015

Expert evaluation considerations

A. On each question of the Executive Project Summary submission, the experts need to agree or disagree according to the following likert scale and to comment on and justify their decision.

Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
○	○	○	○	○

B. On the OVERALL section at the end of each of three sections (Technical merit, Commercial viability, Socio-economic and environmental benefits), the experts need to use the scoring guidelines below and justify this scoring.

0	1	2	3	4	5
○	○	○	○	○	○

Score	Description
5	Excellent and thorough understanding of issues, experience and capability to deliver effectively.
4	Understanding of issues, good level of experience, capability to deliver.
3	Understanding of issues but limited experience and capability to meet all delivery requirements.
2	Insufficient understanding of issues, low level of relevant experience and capability to deliver.
1	Poor understanding of issues, inadequate demonstrations of relevant experience and capability to deliver.
0	Complete failure to understand issues or demonstrate capability to deliver.

Technical merit

- Project objectives are well articulated. (Note: project objectives include indication of outputs and local community beneficiaries.)
- Technology used is applicable and suitable for location and market.
- Technical design is the best setup to utilize the renewable resources available.
- Technical design provides most benefit to the local community.
- Management approach is suitable to ensure project success. (Note: management approach includes level of experience of management, monitoring and evaluation plan for successful operations including relevant stakeholder engagement.)
- Technical design is innovative.
- Technical design is potentially replicable or scalable. (Note: replicable or scalable means the project shows an effective, efficient model for the given technologies that can be replicated or scaled up, and/or involves a solid and tested approach.)

OVERALL: The project is technically feasible.
Explain the main strengths and weaknesses of the project from a technical perspective.

Economic/Commercial viability

- Project costs estimated and broken down appropriately.
- Project is cost-effective in relation to the projected outputs and benefits.
- Revenue plan is adequate to ensure the economic sustainability of the project.
- Business model is innovative.
- Business model is potentially transformative, replicable or scalable. (Note: transformative means is expected to have a significant positive impact beyond the project itself on the energy landscape, society, environment and/or business situation. Replicable or scalable means the project shows an effective, efficient business model for the given technologies that can be replicated or scaled up, and/or involves a solid and tested approach.)

OVERALL: The project is economically feasible.
Explain the main strengths and weaknesses of the project from a commercial perspective.

Socio-economic and environmental benefits

- Stakeholder engagement is appropriate to ensure success of project and sustainable development.
- The local community benefits economically from the project. (Note: economic benefits include income generation, job and business creation.)
- Project is environmentally beneficial. (Note: environmental benefits include CO2 reduction, reduction in particulates, water conservation.)
- Project improves access to energy.
- Project reduces reliance on non-renewable energy resources.
- Project provides social benefits. (Note: social benefits include improvements in health, education and gender empowerment.)
- Socio-economic and environmental benefits are potentially transformative. (Note: transformative means is expected to have a significant positive impact beyond project itself on the energy landscape, society, environment and/or business situation.)

OVERALL: The project has very positive socio-economic and environmental benefits and improves energy access and energy security.
Explain the main strengths and weaknesses of the project from a socio-economic and environmental perspective.

Full Project Proposal stage rubric for the Panel of Experts

25 June 2015

Expert evaluation considerations

Technical merit

Technology type

1. The output (MWh/year) for the technology type in this project is reasonable given the amount of loan requested.

Technology components and specification

2. The list of components for the technology in this project is adequate (all and only the required components are listed).

   The specifications for the list of components in this project are adequate.

Renewable resource

3. The estimated amount of renewable resource available in this project is reasonable.

Project classification

4. The project classification given is suitable for this project (grid connection, centralized/ decentralized).

Project implementation plan

6. The project implementation plan is adequate (reasonable planned start and finish dates for project activities).

Project risks

7. The risks reported are all the risks that can be expected in this project. The mitigation measures for the reported risks in this project are adequate.

Key performance indicators (KPI's)

8. The technical KPI's given are adequate for this project (all significant KPI's are listed). The target values for the given technical KPI's are suitable for this project.

Proof of technical feasibility

9. The full feasibility provided is adequate.

Management capabilities

10. The management capabilities reported for this project are adequate to ensure project success (level of experience/ qualifications for the project management team of country and technology and capability to successfully complete the project).

Monitoring and evaluation

11. The monitoring and evaluation plan for this project is adequate.

OVERALL: The project is technically feasible.
Explain the main strengths and weaknesses of the project from a technical perspective. (Does it have appropriate technology specifications? Is there a reasonable resource assessment? Is it managed by competent project managers and team for successful project completion? Is it potentially transformative or replicable?)

Commercial viability

Loan requested and total project cost

12. The total project cost for this project is adequate. Most of this commercial section could be covered in the full feasibility study.

Levelized cost of energy

13. The levelized cost of energy in this project is reasonable.

Technology costs

14. The detailed technology costs for this project are adequate.

Project costs

15. The detailed other project costs are appropriate.

Content localization

16. The percentage of the total project costs that will be sourced locally for this project is adequate.

Financial model

17. The financial model for this project is detailed and suitable enough.

Internal rate of return (IRR)

18. The IRR for this project is reasonable.

Offtake agreement/revenue sources

19. The offtake agreement/revenue sources for this project are adequate.

Status of co-finance

20. The status of co-finance for this project is reasonable.

Debt to equity ratio

21. The debt to equity ratio in this project is adequate.

Cost of leveraged finance

22. The cost of the debt portion of the leveraged finance in this project is reasonable.

OVERALL: The project is economically feasible.
Explain the main strengths and weaknesses of the project from an economic feasibility perspective. (Is it an adequate economic model? Are the project costs too high and does the business model provide enough revenues for the sustainability of the project? Does the project have an innovative business model?)

Socio-economic and environmental benefits

Stakeholder engagement

23. The level of stakeholder engagement in this project in sustainability aspects (i.e. economic, environmental and social) is great. This point to point 28 may be captured in the KPI table in 29 below.

Economic benefits

24. The economic benefits reported in this project are reasonable. The economic wellbeing of the local community will be greatly enhanced as a result of this project.

Energy access

25. The number of people who will have direct access to the energy output as a result of the project is reasonable.

Energy security

26. This project will significantly improve energy security.

Environmental benefits

27. This project will have substantial environmental benefits.

Health benefits

28. This project will have substantial health benefits.

Key performance indicators (KPIs)

29. The socio-economic and environmental KPIs given are adequate for this project (all significant KPIs are listed).

    The target values for the given socio-economic and environmental KPIs are suitable for this project.

OVERALL: The project has very positive socio-economic and environmental benefits and improves energy access and energy security.
Explain the main strengths and weaknesses of the project from a socio-economic and environmental perspective. (Are there environmental issues with the design? Will the project significantly improve well-being? Is the project innovative and potentially transformative, replicable and/or scalable and will it also improve energy access and address energy security?)