



Nordic Climate Facility (NCF), Third Call for Proposals

LETTER OF INVITATION

2011 Call for Pre-qualification Proposals open from 31 October 2011 to 16 January 2012:

Innovative low-cost climate solutions with a focus on local business development

Background

The Nordic Climate Facility (NCF) promotes the transfer of technology, know-how and innovative ideas between the Nordic countries and low-income countries facing climate change. The aim is to increase low-income countries' abilities to mitigate and adapt to climate change and to contribute to sustainable development and the reduction of poverty. For further information, please see the description of NCF in Annex 1.

Financing can be granted to partnerships between relevant Nordic institutions, organisations, companies, or authorities, and qualified local partners in eligible low-income countries.

NCF is financed by the Nordic Development Fund (NDF) and implemented jointly with the Nordic Environment Finance Corporation (NEFCO).

Key eligibility criteria

Pre-qualification proposals must meet the following key eligibility criteria:

Applicant

Financing may be provided to a partnership between one or several already active institutions, organisations, companies and/or authorities with relevant experience holding a registered place of operations in Denmark, Finland, Iceland, Norway or Sweden ("Applicant") and one or more Local Partners located in an Eligible Country (see below) where the proposed Project is to be implemented. Please refer to Annex 2 for detailed eligibility requirements.

If a joint application is submitted on behalf of more than one Nordic institution, organisation, company and/or authority, one of these Nordic partners must act as the lead partner. The lead partner will be considered to be the Applicant with a key role in the Project implementation.

Eligible Countries

The support is intended for the following countries:

Africa: Benin, Burkina Faso, Cape Verde, Ethiopia, Ghana, Kenya, Malawi, Mozambique, Rwanda, Senegal, Tanzania, Uganda, Zambia, Zimbabwe.

Asia: Bangladesh, Cambodia, Kyrgyz Republic, Lao PDR, Maldives, Mongolia, Nepal, Pakistan, Sri Lanka, Vietnam.

Latin America: Bolivia, Honduras, Nicaragua.

Projects

Project proposals shall address adaptation to or mitigation of climate change, or a combination of both, encourage local business development, demonstrate low life-time costs, have strong development impacts and be sustainable. All results should be verifiable to the extent this is possible. Detailed requirements for proposals are provided in Annex 1.

The financial contribution from NCF ranges from EUR 250,000 to 500,000. The Applicant shall have sufficient financial resources as defined in the Guidelines (Annex 2). The maximum Project implementation period is 24 months.

Selection process

Proposals will be evaluated in two phases: Concept Phase (*i.e.* prequalification phase) and Final Phase. The current invitation calls for pre-qualification proposals for the Concept Phase. The Applicants of Projects selected in the Concept Phase will be asked to submit a full Final Application.

Concept Phase

The Guidelines in Annex 2 outline the purpose and detailed requirements for the Concept Phase, and contain information on the evaluation criteria.

Submission of pre-qualification proposals

Pre-qualification proposals shall be received **no later than 16 January 2012 at 16.00 hrs** Eastern European Time (GMT +2 hrs).¹

Prequalification proposals can be submitted either

- 1) By email to ncf@ndf.fi,

¹ The deadline for submissions from Denmark, Sweden and Norway is 16 January 2012 15:00 hrs local time. The deadline for submissions from Iceland is 16 January 2012 13:00 hrs local time.

or

2) As a hard copy mailed or delivered to:

NCF
c/o Nordic Development Fund (NDF)
Fabianinkatu 34
FI-00171 Helsinki
FINLAND
Postal address: P.O. Box 185, FI-00171, Helsinki, FINLAND

Only one method of submission is allowed to be used; submissions using both methods will be rejected.

The conditions for e-mail submission are:

- Two email attachments: (i) a pdf file including a cover letter, a signed printout of the Excel Template (Annex 3) and a Letter of Responsibility (Annex 4, if applicable); and (ii) a separate Excel file consisting of the completed Template.
- The total maximum size of the two attachments shall be below 10 MB.
- The subject section of the email shall state 'NCF3 prequalification/Name of the Applicant²/Eligible country'.

The conditions for a hard copy submission are:

- Four identical bound copies of the full application including: a cover letter, a signed printout of the Excel template (Annex 3 the Template) and a Letter of Responsibility (Annex 4, if applicable).
- A completed Excel Template file saved on a Compact Disc-Recordable or on a memory stick.

If requested, the Applicant shall provide evidence, satisfactory to NCF, that the prequalification proposal was submitted (email submission) or received (hard copy submission) by 16 January 2012, 16.00 hrs, Eastern European Time (GMT +2 hrs).

All proposals will be registered with a time stamp. It is the responsibility of the Applicant to ensure that the pre-qualification proposal is in accordance with the instructions given and that is submitted (email submission) or received (hard copy submission) within the set timeframe. All documentation shall be in English and all financial information shall be denominated in EUR. Submitted pre-qualification proposals will be considered to be in their final form.

Any pre-qualification proposal submitted or received after 16 January 2012 at 16.00 hrs, Eastern European Time will be rejected.

² If there is more than one proposal from the same Applicant, the Applicant should add a number to the end of the Name of the Applicant

Indication of participation and additional information

All potentially interested Applicants who wish to receive additional information relating to the pre-qualification phase are requested to send an indication confirming their interest to participate by e-mail to: ncf@ndf.fi **no later than 2 December 2011 16.00 hrs**, Eastern European Time (GMT +2 hrs).

An indication of interest is not a requirement to participate. However, any changes or amendments to the pre-qualification process, answers to questions etc. will only be communicated to those who have indicated an interest to participate. Applicants who have not submitted an indication of interest to participate will bear the full risk that their pre-qualification proposals may not meet any amended requirements.

Questions relating to the pre-qualification phase can be submitted until 2 December 2011 16.00 hrs Eastern European Time (GMT +2 hrs) to: ncf@ndf.fi.

All questions will be compiled and answered en bloc. If necessary, answers will be edited to ensure that the identity of the sender cannot be readily identified. All answers will be provided by e-mail to all those who have sent an indication of interest to participate.

Final Application

Only a selected number of Applicants will be invited to present a full project proposal (the Final Application). NDF and NEFCO have no obligation to select any of the submitted pre-qualification proposals for further evaluation.


Any substantial changes in the Final Application in comparison with the pre-qualification proposal may lead to rejection of the Final Application.

NCF reserves the right to amend the pre-qualification phase guidelines as appropriate.

Helsinki, 31 October 2011



Helge Semb
Managing Director
Nordic Development Fund



Magnus Rystedt
Managing Director
Nordic Environment Finance Corporation

- Annex 1: NCF description
- Annex 2: NCF pre-qualification phase guidelines
- Annex 3: Pre-qualification proposal template
- Annex 4: Letter of Responsibility
- Annex 5: Identification and Screening of Climate Projects