SADC Project Preparation Development Facility

Application Checklist

STEP ONE: CONTACT DETAILS	
Name of organisation and address details	Include the name and address of your organisation (town, city, province, country)
Type of organisation	1. *Public entity* 2. *Private entity as party to a PPP (A Mandate Letter or Contract between public and private entities must be attached hereto)*
Organisation's registration number	Include your organisations registration number. This can include, for example, company registration number.
Main contact	Provide the contact details (name, job title, email, cellphone, landline and fax) of the person applying on behalf of the organisation.
Contact details of the organisation	Provide landline telephone, email, facsimile, website, physical address, postal address and website. Please note that this email address will be used for all future correspondence.
STEP TWO: PROJECT INFORMATION	
Project title	Include the title of your project.
Project description	Describe the project in not more than 500 words. The project description should include details on what is to be constructed/ built and how, the problem the project will address as well as a project plan that describes the activities the members will undertake. The project description also includes the location of the project and the length of the project.
Project objective	Describe the objective in not more than 50 words. Project objectives are statements that describe but are not limited to the following: • The intended achievements such as outcomes (not outputs) on the target group in the short and medium term. • How the project will address the needs of the target group. • How will the situation be different as a result of the project? • Whether the project is supported by all stakeholders affected and in what way, are the objectives and outcomes measurable. • Critical success factors.
Proposed Project structure	Present the structure in a diagram format and provide a short description in 200 words or less.
Sector	Choose one of the following: 1. *Transport infrastructure* 2. *Energy infrastructure*

	3. *ICT infrastructure* 4. *Water and Sanitation infrastructure* 5. *Tourism related infrastructure*
Geographical coverage	Choose one of the following 1. *Within the boundaries of SADC Member States; or* 2. *Outside the boundaries of SADC Member States for the benefit of a SADC Member State/s.*
Current Project Stage	Choose one of the following 1. *Project definition* 2. *Pre - Feasibility* 3. *Feasibility Studies* 4. *Advisory Service required to structure the project and mobilise equity loan funding.* **Enabling Environment Activities** Please attach required information for the applicable stage of your project in the project stage. The concept document should cover the following information: General project information (project name, location– town/city and province, country, project background, rationale, objectives,) contextual economic and market assessment.) High level Project description (project activities/ business in the context of the PPDF, total project cost, indicate project status –whether existing or new, etc.) High level institutional information (governance structures, human resources, manpower requirements, stakeholder relations, management (capacity development and institutional strengthening, etc.) High level costs and financing plan. Statement of development impact (goals/ objectives, impact –local, community, national) High level technical information (technology to be applied, alternatives, designs, supporting infrastructure, logistics) Legal information (high level corporate structure/ legal entity under which the project will be operating) **Studies (Pre-feasibility or Feasibility Studies)** Please attach required information for the applicable stage of your project in the project stage. The Pre/ Feasibility Study should cover the following information:

General project information (project name, location– town/city and province, country, project background, rationale, objectives,) contextual economic and Market assessment)

Project description (project activities/business in the context of the PPDF, total project cost, indicate project status–whether existing or new, etc.)

Institutional information (governance structures, human resources, manpower requirements, stakeholder relations, management (capacity development and institutional strengthening, etc.)

Costs and financing plan (funding and capital structure ,capital costs operating costs ,administrative expenses, financial sustainability to be confirmed by the project feasibility)

Statement of development impact (goals /objectives, impact –local, community, national)

Technical information (technology to be applied, alternatives ,designs, supporting infrastructure, logistics)

Legal information (corporate structure/ legal entity under which the project will be operating, corporate documentation ,property and intellectual property ownership, litigation and outstanding clearances, material contracts and agreements, non-disclosures)

Advisory services to structure a project

Please attach required information for the applicable stage of your project in the project stage. The Feasibility Study should cover the following information:

General project information (project name, location– town/city and province, country, project background, rationale, objectives, contextual, economic and market assessment)

Project description (project activities/business in the context of the PPDF, total project cost, indicate project status–whether existing or new, etc.)

Institutional information (governance structures, human resources, manpower requirements, stakeholder relations, management (capacity development and institutional strengthening, etc.)

Costs and financing plan (funding and capital structure, capital costs, operating costs, administrative expenses, financial sustainability to be confirmed by the project feasibility)

Statement of development   impact (goals /objectives, impact –local, community, national)

	<u>Technical information</u> (technology to be applied, alternatives, designs, supporting infrastructure, logistics) <u>Legal information</u> (corporate structure/legal entity under which the project will be operating, corporate documentation, property and intellectual property ownership litigation and outstanding clearances, material contracts and agreements, non-disclosures)
Project Stage for which funding is being applied for	See current stage for definitions 1. *Enabling environment and project definition* 2. *Pre-feasibility* 3. *Feasibility studies to bring a project to bankability* 4. *Advisory services to structure a project (e.g. PPPs, Legal etc.)* and mobilise equity loan funding.
Development impact	The project's expected development impact can be determined by (but not limited to) the following: • Is there sufficient demand for the project (e.g. infrastructure or service) and will the project address this demand and/or is the demand for the project clearly defined in the authorities' development plan? • Is there a proper linkage between the project and the existing infrastructure, including resources? • Project's potential economic viability and affordability in terms of willingness and ability of consumers/ institutions to pay for the service. • Additionality: value added activities within the market chain and/ or improved quality of life, • What will be the primary and secondary long term economic effects of the development intervention, directly and indirectly, intended or unintended? • What will be the estimated economic development impact of the project in terms of economic growth and employment creation on the South African economy? • What is the impact of the project on the needs of the poor?
STEP THREE: PROJECT FUNDING	
Cost to prepare the project	Select the currency and include the total estimated costs of your project for completed and future stages. Indicate the co-funding sources and amounts including own contributions where applicable.
STEP 4: FULL PROJECT BACKGROUND	
TECHNICAL	

(Provide support information up to a maximum of 500 words. Detailed support information should be uploaded under step 5 of the application).

The information should address (but is not limited to) questions such as whether:

- The project is well designed and clear in its conceptual and practical approach.
- The methodology is appropriate and mobilises the right kind of expertise.
- The respective roles and responsibilities among the project partners and team members are clearly defined.
- The work plan is appropriate and realistic with regard to the project goals.
- The project location provides any particular challenges (social/environmental/access to infrastructure).
- The project is dependent on other projects.
- The technology in the project is conventional or untested.
- There is already a robust project information memorandum (PIM) or business case.
- There are more favourable alternative solutions that meet the objective of this project (maintenance, rehabilitation of existing infrastructure etc.).

FINANCIAL

(Describe the financial position of the proposed project up to a maximum of 500 words. Detailed support information should be uploaded under step 5 of the application).

The information should address/ include (but is not limited to) the following:

- What is the size of the investment value of the project?
- A detailed budget for the project with defined milestones.
- Whether the scope of works is itemised per budget line item.
- Whether the cost for project preparation is informed by credible quotations.
- The affordability/ sustainability of the project.
- What are the expected tariffs/ sources of revenue to repay debt etc.?
- Estimated capital costs.
- Any financial analysis done on the project.

ECONOMIC

Describe the economic impacts and benefits of the proposed project up to a maximum of 500 words. Detailed support information should be uploaded under step 5 of the application).

The information should include(but is not limited to):

- Whether there is sufficient demand for the project (e.g. infrastructure or service) and will the project address this demand and/or is the demand for the project clearly defined in the authorities' development plan.

- Whether the project adds value in terms of unlocking economic potential and improvement of user benefits (e.g. are there secondary impacts and/or economic efficiency gains).

- Micro-economic analysis: (describe the return on investment, payback etc., liquidity analysis and sensitivity analysis using some relevant variables etc.)

- Macro-economic analysis (Describe the fundability of the project, economic impact during and post implementation, possible off-takers, power purchase agreements and market risk etc.)

  Whether the project is likely to improve the conditions of life by addressing poverty and unemployment.

INSTITUTIONAL

Describe the Institutional set-up of the proposed project up to a maximum of 500 words). Detailed support information should be uploaded under step 5 of the application).

The information should address (but is not limited to) questions such as whether:

- The project sponsor intends to appoint reputable Transaction Advisors to conduct the project preparation.
- The project will be carried out by the sponsor's internal team only or does the project sponsor lack internal or external capacity support.
- The project sponsor has completed and implemented similar projects before?
- A steering committee has been appointed to oversee the implementation of the project.
- The CVs (educational and professional qualifications) and job specifications of the project manager, directors and other staff, who will be involved in the implementation of the project, has been provided.

ENVIRONMENTAL

Describe the environmental impacts and benefits of the proposed project up to a maximum of 500 words). Detailed support information should be uploaded under step 5 of the application).

The information should address (but is not limited to) the following:

Legislative and regulatory requirements
Please indicate which key environmental legislation will be applicable to the project and if permits/ licences/ approvals have been obtained in terms of the applicable legislation.

Institutional capacity for environmental management
Please indicate your organisation's capacity, skills and experience to implement the project in an environmentally responsible manner. This refers to project planning, implementation, (including construction) project operation as well as undertaking monitoring tasks as may be required by various environmental laws. Highlight where your organisation may lack the required skills.

Mitigation of negative impacts
Please describe the most important negative impacts that your project may have on the natural resources in the area where it will be implemented. Indicate what mitigation measures will be put in place to minimise these negative impacts.

Enhancement of positive impacts
Please describe the most important positive impacts that your project will have on the natural resources of the area. Describe what measures you will put in place to enhance the positive impacts on the natural environment.

STEP 5: SUPPORTING DOCUMENTS

Please upload supporting documentation (where applicable) related to the project such as (but not limited to) the following:

- The letter of application signed by the appropriate authorized signatory of the organisation.
- Locality plan (if not included in the project documents).
- Pre-feasibility studies.
- Project information memorandum.
- Project programme.
- Project financing strategy (including potential sources of financing and equity etc.).
- Project budget and financial model (if available).
- Environmental impact analysis approvals.
- Project team organogram.
- Draft terms of reference for the stage applied for (mandatory).

Documents will have to be in one of the following formats: pdf, doc, xl, txt, csv, ppt, odt, rtf, wpd, zip, rar, jpg, gif, png, bmp, tif, docx, xls, xlsx, pptx and should not exceed 15 MB in size.