

Specifics of the assignment

Enhanced Guidance during the Detailed Preparation Phase for Projects from Call for Projects

The specifics of the assignment are based on the Terms of Reference to contract

1 Objective

The objective of assignment No. under the contract is to provide enhanced guidance to Projects from the Call for Projects during the Detailed Preparation Phase. The expert / expert team shall support the Projects on different matters, e.g. the selection of suitable methodologies for the GHG mitigation calculation or the definition of boundaries for the direct and indirect mitigation potential.

The expert's / expert team's guidance shall give the Projects the chance to check whether their mitigation calculations are in line with commonly agreed methodologies and the Mitigation Action Facility's expectations.

2 Tasks

Based on the Projects' interest to make use of this offer, the exchange between the Projects and the expert / expert team shall be organized as follows:

Task 0 Guidance on Annex 7 GHG Mitigation Potential Template

The expert / expert team shall provide quick guidance to Projects on how to develop Annex 7 GHG mitigation potential template, covering the following topics when guiding the Projects:

- Introduction to Annex 7 GHG mitigation potential template and its purpose
- General principles, definitions and requirements used in Annex 7 GHG mitigation potential
- How to fill out the Annex 7 GHG mitigation potential template. The focus shall be on the following information, which must be included in the Annex:
 - Brief project description (incl. country, sector, scope)
 - Description of the general mitigation potential and the approach for its determination, e.g. incl.:
 - related mitigation technology/intervention in its technical parameters, e.g. size, volume, lifetime and its operational output.
 - project boundary for the mitigation determination
 - Reference to any methodology (e.g. Clean Development Mechanism) to be applied.
 - Description of the business-as-usual (BAU) scenario, or baseline scenario for the project (if different from the BAU, or clarification that the BAU is the baseline). Provision of information and references used for the identification of the BAU (or baseline) and related emissions
 - Description of all sources of project emissions
 - Description of sources of leakage emissions. In case leakage is not considered, provision of related justifications
 - Expectations of uncertainties related to the identification of impacts, the identification of the baseline scenario, baseline emission estimates and the measurement/determination of GHG project emissions

The guidance in Task 0 shall be provided via MS Teams virtual call for each Project at a time. The date and time of the call can be coordinated between the expert / expert team and the Project team by the responsible TSU Desk Officer. In this call, a Q&A session can also be reserved for the Project team'

specific questions on the template, definitions and other aspects that are mentioned in Annex 7 GHG Mitigation Potential Template.

Task 1 Submission of Annex 7

The Project shall provide a draft version of Annex 7 GHG mitigation potential to the TSU Desk Officer, which will be shared with the expert / expert team.

Task 2 Clarification call

Subsequently a call between the expert / expert team, the Project and the TSU will be arranged, in which the Project will take the lead in guiding the expert / expert team through their Annex 7. The Project can also make use of the clarification call to test and discuss further ideas and approaches for the Annex 7 calculations.

On the other hand, during the call the expert / expert team shall address all outstanding issues and questions they have on the filled in Annex 7, to ensure that subsequently their written feedback can be provided.

Task 3 Written feedback

Based on the documents provided as well as the discussions during the clarification call, the expert /expert team shall provide written feedback to the Project covering amongst others the following aspects:

- Selected methodology: Is the methodology suitable and accepted? Have rebound effects and leakages been specified. Has the Project developed a clear and realistic baseline?
- Transparency: Have calculations been made transparent and can they be tracked? Have all variables been described and have assumptions been explained?
- Plausibility: Given the project set-up (this will be discussed during the Clarification Call), is the concept of the calculation plausible, e.g. have all relevant aspects of the project been covered in the calculations and have all subcomponents of a project been included? Have impacts been correctly allocated to the direct or indirect mitigation potential? Has the Project considered some delay in mitigation effects, e.g. due to the time required to set-up the financial mechanism? In general, are the assumptions on the timeline of the mitigation impacts realistic and feasible?
- Recommendations: How can the plausibility and the overall quality of the mitigation calculation be improved, including the need for different source data?

In addition to the written feedback that is provided by the expert / expert team to the Project, the expert / expert team provides a brief summary evaluation to the TSU DEO and mitigation lead on the status of the Annex 7, describing the major concerns, if any and overall evaluation of the quality of the Annex.

Task 4 Concluding Call

The written feedback from Task 3 shall be discussed in a concluding call between the Project, the expert / expert team and the Desk Officer. The Project should work on addressing and including the experts' feedback in an updated Annex 7. In addition, and during the concluding call, the expert / expert team shall agree with the Project on a date in which the Project provides the revised version of Annex 7, incorporating the written feedback (the date shall be in the ad-hoc support period in Task 5).

Task 5 Ad-hoc Support

The expert / expert team can provide an ad-hoc support to the Project team in case they have some further clarifications and/or questions on the written feedback and the content of Annex 7 after the concluding call. For each ad-hoc request the Project team needs to give a notice to the DEO and the expert that they wish to interact with, by stating the topic and issue they want to engage on. The expert/expert team have a lead time of 3 weeks until they engage with the Project team. The engagement can be via email or via call, as deemed appropriate for the request/topic. Requesting ad-hoc support can be done between the end of the concluding call and until 4 weeks prior to the Proposal submission deadline. TSU should confirm the specific date of Proposal submissions for each of the individual Projects under this assignment to the expert / expert team.

Furthermore, and during the ad-hoc support, and based on summary and evaluation under Task 3 and 4, expert / expert team review revised version of Annex 7 and send final feedback and remarks to the Project.

At the end, it should be ensured, to the extent possible, that the final Annex 7 to be submitted with the Proposal maintains high quality and incorporates expert recommendations. This involves a more rigorous follow-up with the project, reducing the reliance on voluntary efforts. The support ends by a confirmation email from the expert / expert team including an update of the brief summary from Task 3 with updated evaluation to TSU DEO and mitigation lead on the status of the Annex 7.

3 Methodology

The tasks will be performed as a desktop-study.

While the expert / expert team shall identify all shortcomings of the calculations to enable the Project to improve the Annex before Proposal submission, two aspects will be important:

- 1) The guidance during the DPP shall not pre-empt the plausibility check after Proposal submission. Aspects of the calculations that the expert / expert team has / have not commented on, shall not be considered as “approved” by the TSU. Rather than performing an in-depth check of the calculations, the guidance during the DPP will concentrate on the general approach to determine the GHG mitigation potential of the Project. The TSU will communicate this also to the Projects.
- 2) In contrary to the Plausibility Check after Proposal submission, all findings of the expert / expert team could still be fixed by the Projects during the remaining time of the DPP. In their written feedback to the Projects, the expert / expert team should keep this in mind. In other words, the expert / expert teams should always include a recommendation on how the findings / shortcomings could be improved. In that regard, the expert / expert team should always differentiate between
 - Actual flaws in the calculation / approach, that should be communicated as such and that inevitably need to be corrected by the Projects; and
 - Recommendations that the Projects could take up to improve the overall quality of the calculations but that are not required to achieve plausibility.

4 Deliverables and timeline

Projects have been selected for DPP from the Call for Projects. It will depend on the individual Projects if and when they will make use of the offer to engage with the expert / expert team during the DPP. To ensure that the expert / expert team has enough lead time to organize their support, each Project will be requested to indicate their interest to collaborate with the experts at least four weeks prior to the submission of the draft Annex 7.

Task / Deliverable (to be performed for several Projects)	Indicative timeline
Task 0 Expert / expert team to provide guidance on developing Annex 7 template	At the beginning of DPP upon agreement
Project to indicate interest and date of Annex 7 submission	At least four weeks before the Project expect the expert team to start their assignment (prior to task 2).
Task 1 Project to submit Annex 7 to DEO. DEO to forward them to the expert / expert team	Within four weeks after the Project indicate interest and date of Annex 7 submission
Task 2 Clarification Call. To be set up by the expert / expert team	Within two weeks after receiving Annex 7
Task 3 Written Feedback from expert / expert team to Project and brief summary on the status of Annex 7 to the TSU DEO	Within a week after the Clarification Call
Task 4 Concluding Call. To be set up by the expert / expert team including agreement on date to submit a revised version of Annex 7 for expert team final review	Within a week after sending out the written feedback
Task 5 Availability of Ad-hoc support including final review of Annex 7 and final confirmation and update summary on the status of Annex 7 to the TSU DEO	If needed, between end of concluding call and four weeks before the Project Proposal submission deadline.

Timelines of the Projects covered under this assignment; from the Call for Projects 2023 are as follows:

Project	State	Proposal Deadline	Submission
name	Started DPP/ In Contracting	Date	
name	Started DPP/ In Contracting	Date	
name	Started DPP/ In Contracting	Date	
name	Started DPP/ In Contracting	Date	
name	Started DPP/ In Contracting	Date	
name	Started DPP/ In Contracting	Date	

5 Specification of work days and allocation to work packages

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Type of Task	Quantity	Expert days per item	Total expert days
Guidance during DPP (tasks 0-4)			
Ad-hoc support (task 5)			
Subtotal			

Days for Team Lead	
Total	

6 Work Plan

Based on this project coordination No. , the expert / expert team shall provide a work plan and price sheet indicating which experts will be working on this assignment.

7 Related Documents

Please note that all related documents provided for this assignment are confidential documents. The expert / expert team shall not share documents unless necessary for completion of the assignment and shall delete the documents after completion of the assignment.