

Specifics of the assignment

Mitigation plausibility check for project Proposal

Work Package: Proposal Assessment

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 the assessment of the mitigation figures of the following Proposal including plausibility and methodological rigor:

Project ID	Full name	Sector	Current deadline for Proposal submission
Name	Name	Energy	Date

2 Tasks

Based on the project's Proposal and suitable other sources of information, the assigned expert / expert team shall conduct a review of the plausibility of the project's mitigation potential.

- Task 1: Kick-off call between the expert / expert team and the project's desk officer at the TSU

The expert / expert team shall participate in a kick-off call with the project's DEO. The call will be organized by the DEO. Purpose of the call is mainly getting to know each other, discussion of the timeline, and in cases discussion on the mitigation potential already took place (e.g. related to DPP conditions) to make the expert / expert team aware of those.

- Task 2: Questions to be clarified with the implementation organization

The expert / expert team shall compile questions to be clarified with the implementation organization. The list of questions shall concern clarifications on information provided in the Proposal and/or requests of missing information required to perform the plausibility check.

The response submitted by the implementation organization needs to be considered in the expert's / expert team's overall report on the plausibility.

Depending on the request for clarification and the project's response, the number of additional documents and clarifications to be reviewed and included in the draft and final report can be of substantial volume.

Please note: This will be the only point in time to engage with the project and ask questions to receive clarification! Therefore, it will be important that the assigned expert / expert team took a diligent look at all provided information.

- Task 3: Feasibility and plausibility check

The aspects below shall be considered for the plausibility check. The list may be extended to cover further areas if deemed necessary.

- a) **Comparison to Outline and DPP stage:** How did the mitigation figures change since the Outline/DPP stage, and why? For the DPP stage only, if expert team provided support under the same framework contract to the project.

- b) **Assumptions:** Are the assumptions clear and plausible? Has the BAU scenario been properly analyzed? Has the timeline of project implementation been considered adequately? Are potential rebound effects identified and appropriately considered? Have figures been correctly allocated to direct and indirect mitigation potential?
- c) **Methodology:** What methodology has been applied and is it appropriate?
- d) **Performance indicators:** Have following performance indicators been calculated?
 - Direct mitigation potential (over project lifetime)
 - Direct mitigation potential (over technology lifetime)
 - Indirect mitigation potential (over project lifetime)
 - Cost-efficiency: t CO₂ / EUR (of project funding)

Can these values be considered plausible? If not, the expert / expert team should identify the core input parameters of the calculations, provide a valuation on their plausibility and if considered not-plausible, appropriate alternative values and sources should be indicated as far as possible in the allocated time budget for this assignment. Also, an assessment of the plausible parameters' impact on the four performance indicators listed above should be provided.

- e) **Sensitivity analysis:** Assessment of the sensitivity of the mitigation figures to key input variables, and suggestions on how to deal with such a sensitivity (if applicable).

The results sheet shall include:

- Overall rating and summary
- Conditions (Requirements) and Recommendations
- Findings and recommendations on the general provision of data
- Findings and recommendations on the approach, methodology and assumptions
- Findings and recommendations on the mitigation figures
- Findings and recommendations on the BAU/Baseline scenario and baseline emissions
- Findings and recommendations on the direct and indirect emission reductions
- Findings and recommendations on the leakage and rebound effects
- Findings and recommendations on the cost effectiveness and other

While b) and c) will be required to answer d) in a proper way, the expert should focus on d).

- Task 4: Recommendations for Implementation

The expert / expert team shall compile recommendations that should be considered for implementation if Donors should approve to the implementation of the project.

In that regard, the expert / expert team should always differentiate between

- Actual flaws in the calculation / approach, that inevitably need to be corrected by the project; and
- Recommendations that the project could take up to improve the overall quality of the calculations but that are not required to achieve plausibility.

- Task 5: Participation in calls

The expert/expert team shall participate in a call with the project's DEO to discuss the findings and recommendations of task 1, 2 and 3, if needed. The expert/expert team might also be requested to participate in a joint call with the implementation organization.

3 Methodology

The tasks will be performed as a desktop-study. Interviews and telephone conferences with relevant stakeholders, e.g. the implementation organization to verify findings of desk review and to clarify open issues identified in the desk review shall be discussed and agreed with the TSU beforehand.

4 Deliverables and timeline

As soon as the TSU received the project proposal, they will be forwarded to the expert / expert team. The proposal is expected by date.

Task / Deliverable	Indicative timeline
To be performed for the project:	
Kick-off Call with the project's desk officer at the TSU (task 1)	
If applicable, list of questions to be clarified with the Implementation Organization (task 2)	
Draft "results sheet" on the plausibility of the proposed project mitigation potential (task 3), including • An executive summary (1/2 - 1 page) including a clear statement on the plausibility of the numbers presented by the project as well as indications how the performance indicators will look if plausible assumptions/ methodology were applied • An assessment of and feedback on the aspects outlined under Task 3. • Recommendations to be considered for the implementation • Excel file with expert's / expert team's calculations and assumptions (if applicable)	
Final "results sheet" (including all elements listed under draft results sheet above), taking into account potential comments by the TSU on the draft version.	

5 Qualification of proposed staff

Project ID	Sector expertise	Country expertise
name	Energy	country

6 Specification of workdays and allocation to work packages

Content removed due to sensitivity

Task	Quantity	Expert item	days per	Total days	expert	Allocation to Work package
Plausibility check						Proposal Assessment
Subtotal						Proposal Assessment
Days for Team Lead						Proposal Assessment
Total						Proposal Assessment

7 Work Plan

Based on this project coordination No., the expert / expert team shall develop a work plan of how to address the above-mentioned tasks. Together with the work plan, the expert / expert team shall provide a filled-out version of the price sheet.

8 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.