**Annex 1: Grant application form for technical assistance for the public sector**

The new phased TA GAF is copied below and the split into stage 1 and 2 together with explanatory text in grey italics.

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| Phase 1 (opens up following pre-notification) |
| Phase 2 (opens up following PG) |

**IDENTITY OF THE PROJECT**

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|  | **Blending facility** | WBIF |  | **Grant code** | *This is the grant code and is communicated to the NIPAC at pre-notification.* *This section is filled in automatically in MIS when the application is submitted.* |
|  | **WBIF approval date** | *This is the date on which the WBIF approves the grant. This section is filled in automatically in MIS.* |  | **Flagship** | *[select flagship]*  *Select the relevant investment flagship from the drop-down list. If the Project does not fall under an investment flagship, select “None” from the drop-down list and justify the application in section 21 - Coherence with the EIP, Growth Plan/RGF, EU policies, and adopted national/sectoral/regional strategies.* |
|  | **WBIF intervention area** | *[select intervention area]*  *Select the intervention area addressed by the Project from the drop-down list.* |  | **CRS-code** | *The OECD purpose code (CRS code) relevant to the Project must be entered in this section. The list of CRS codes is available at* [*http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm*](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm)*.*  *The NIPAC will select the CRS code from the drop-down list available in MIS when it submits the application.* |
|  | **Beneficiary(ies)** | *[select name]*  *Select the name of the Beneficiary from the drop-down list. For regional projects, select all Beneficiaries involved.* | | | |
|  | **Project name** | *Enter the name of the Project financed by the WBIF grant. Please ensure that it is short (maximum 250 characters) and includes the key elements of the Project, such as the infrastructure concerned and location.* |  | **Project code** | *This code is specific to the WBIF MIS database and is either selected (for existing WBIF projects) or generated (for new projects) at the pre-notification stage.* |
|  | **Action/Grant Application name** | *Enter the name of the Action, which must include the key elements of the technical assistance (TA) to be funded with the grant per this structure: Project name (as per section 8) followed by the TA activities to be funded by the WBIF grant requested. For example, “Nis Wastewater Treatment Plant: Feasibility Study, ESIA, Preliminary Design”, where “Nis Wastewater Treatment Plant” is the name of the Project for which the WBIF grant is requested, while “Feasibility Study, ESIA, Preliminary Design” are the activities to be funded by the WBIF TA grant.* | | | |

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|  | **Lead Financial Institution** | *[select name]*  *Select the name of the Lead Financial Institution (LFI) from the drop-down list.* |
|  | **Co-financier(s)** | *[select name]*  *Select the names of other WBIF financial institutions that contribute financial resources to the Project if relevant: AFD, CEB, EBRD, KfW, or WB.* |

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|  | **Type of WBIF contribution** | | **Technical Assistance** | | |
|  | **Total WBIF grant amount (€)** | | *TA amount excl. fee (€)* | | *This is the grant amount without implementation fee for the TA activities funded by the grant. It is the "Grant amount without fees” from section 29.* |
| *TA fee (€)* | | *This is the implementation fee from section 29.* |
| ***Total WBIF grant amount (€)*** | | *This is the “Total WBIF grant amount” from section 29.* |
|  | **Type of WBIF financing source** | *[select source]* |  | **Implementation of TA activities** | ***[MM/YYYY - MM/YYYY]***  *This field is filled in automatically in MIS based on the dates provided in subsection 31.1 - Indicative calendar of the Action.* |

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|  | **Responsible authority of the Beneficiary** | *Indicate the Beneficiary's authority (e.g. Ministry of Finance, Ministry of Environment, Ministry of Transport, etc.) and its relevant department(s) in charge of the Project (e.g. Department for International Financial Cooperation, Department of Water, etc.) Ensure consistency with section 23 - Institutional framework of the Project.* |
|  | **Implementing entity(ies)** | *Indicate the entity(ies) responsible for the implementation of the Project (e.g. public transport company, public utility company in cooperation with the Municipality, transmission system operator, etc.) and specify the nature of the implementing entity, i.e. whether it is public, mixed (include ownership structure), or private.*  *Note that in section 23 - Institutional framework of the Project, all the entities involved must be included, while in the section, only the entity in charge of implementing the Project should be listed.* |

**DESCRIPTION OF THE PROJECT**

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|  | **Description of the Project**  *The following differentiation is made between the Project and the Action in the grant application form:*   * ***Project*** *means the overall investment project.* * ***Action*** *means the part of the project for which the Beneficiary seeks grant financing from the WBIF. An Action comprises a set of activities proposed for financing partly or entirely by the WBIF grant.*   *This section deals with the investment project for which WBIF TA funding is requested (i.e. the Project), not with the activities proposed to be funded by the WBIF grant (i.e. the Action), which must be addressed in section 28.*  *Provide a clear description of the overall Project. The description should be by component or phase if the Project has more than one component or phase. The description should include the Project’s finality and its main components. Ensure that the information is verifiable; therefore, use summary information from the technical documentation developed for the Project (e.g. feasibility study, ESIA study, preliminary/detailed design, etc.) and document the sources. The description may be complemented by maps, explanatory graphs, tables or pictures, which can be included in the application form using the MIS "Pictures" and "Tables" functionalities.*  *This section should provide an overview of the context in which the Project will be developed and a summary of the Project’s scope, including the main outputs envisaged. The current situation and trends in the sector addressed by the Project should be described. This requires defining the needs within the project area in the relevant sector/thematic area. Therefore, the changes to be achieved through the Project should be clear, as well as who is targeted and who will benefit from the Project’s activities. The type of benefits and the final beneficiaries must be quantified as much as possible.*  *(Indicative max 1,000 words)* | | |
|  | * *Complete this section in cooperation with the LFI.* * *Present concisely and coherently all the information required in subsections 19.1, 19.2 and 19.4.* * *Ensure the description focuses on the Project, not the Action for which WBIF grant funding is requested.* * *Ensure that all main (direct and indirect) beneficiaries are identified and described (i.e. those who will benefit from the Project’s implementation).* * *Use and quote official sources of information to justify critical problems/primary deficiencies (see subsection 19.5).* * *Ensure that a map of the Project’s location is included in subsection 19.3.* * *Avoid using jargon and acronyms.* | |
| **19.1** | | **Background and context of the Project** |
| *Provide a short description of the Project’s background, which should include at least an overview of the current situation and trends in the sector the Project addresses. What is needed? How is it justified? Where does the project idea originate from? What are the market failures or suboptimal investment situations which will be addressed, which may be proven to be financially viable but do not give rise to sufficient funding from market sources? Where relevant, describe the avoidance of the potential crowding out of other sources of finance.*  *Market failure is traditionally defined as a situation with an inefficient distribution of goods and services, whereby the individual incentives for rational behaviour do not lead to rational outcomes for the group. It is, therefore, a disequilibrium state in which the rational behaviour of the individual does not lead to a rational behaviour for the group. In these situations, donors can support the beneficiary government in intervening to provide public goods and handling both positive and negative externalities of free market economic activities.*  *Public goods are defined by two distinct aspects: non-excludability and non-rivalrous consumption. “Non-excludability” means that people cannot be excluded from their fruition, while “non-rivalrous” consumption means that the consumption of a good by one person does not reduce the amount available for others. Public goods such as infrastructures, non-toll roads, municipal sewage systems, and energy efficient public buildings are all examples of public goods, along with many others, including well-educated youth. Externalities occur whenever a transaction has a spillover of benefits (positive) or costs (negative) to parties not involved in the original transaction. Thus, a private company’s investment in renewable energy facilities has a positive spillover for the general population in terms of air quality, while a chemical plant’s continued reliance on old technology has a negative spillover effect due to the pollutants it releases into the environment, which could be avoided if the company was to invest in renewing its equipment.*  *While making the argument of how the proposed action intends to create public goods or manage positive and negative externalities, thus addressing a market failure or a suboptimal investment situation, bear in mind that the European Commission remains an economic actor managing scarce resources in pursuing its policy priorities. It is, therefore, important that you carefully qualify and quantify the public goods and externalities that the action intends to create.*  *Describe any other relevant socio-economic implication of the Project, e.g. relevant information on the social and/or market impact that the Project, if implemented, will have, for instance, a significant and sudden rise in utility tariffs, which may be necessary for the sustainability of the sector and of the Project, but which may have important social consequences.*  *Describe what can be taken as reference programmes or projects in the beneficiary economy/region/sector (e.g. similar programmes carried out in the sector of the Project), what are the defining benchmarks of these programmes/projects, and what are the main lessons learnt.*  *Explain the involvement of the private sector if relevant.*  *Maximum length: 3000 characters.* | | |
| **19.2** | | **Needs/demand analysis** |
| *For early-stage projects (pre-feasibility study, feasibility study, ESIA), please provide one paragraph on expected needs / demand that the Project is expected to address.*  *For more advanced stage projects (PD, Design, etc.), please use quantitative (if available) and qualitative data, describe the problems (including gaps, shortcomings, or deficiencies) the Project addresses to demonstrate why the Project is needed. It is paramount to summarise critical infrastructure deficiencies and needs that the Project (or project component/phase) will address and bring to EU standards.*  *Provide a summary of the demand analysis, including the predicted demand growth rate, in line with the results of the Cost-Benefit Analysis (if available). Minimum information required: (i) assumptions and baseline (e.g. traffic in the past, future traffic without the project); (ii) projections and methodology used for selected options (if applicable); (iii) supply-side aspects, including analysis of existing and expected infrastructure developments; and (iv) network effect (if any). Use and document sources to justify the critical issues the Project targets and the demand analysis. Avoid using jargon and acronyms.* | | |
| **19.3** | | **Project map** |
| *Include a map that clearly shows the project area and its context to allow an understanding of the location of the various facilities of the Project. The map should be easy to read, of high-quality, preferably in colour, and have a clear legend.* | | |
| **19.4** | | **Description of the Project** |
| *Please do not repeat information from 19.1. This description must be structured, concise and focused on crucial aspects: main characteristics (technical specifications) and components and/or phases of the Project (if it has more than one component or phase), justification of the Project's scope and size in the context of the demand forecasted, the rationale for options selected concerning climate change and natural disasters risk assessment conducted (as applicable), primary beneficiaries of the Project (e.g. target population served). Indicate cross-border aspects and impacts (if any).*  *If the Project has several phases or components, present those already completed or under implementation and subsequent phases and/or components chronologically.*  *Briefly describe and quantify the beneficiaries of the Project as much as possible, including any vulnerable, disadvantaged, disabled, and gender-sensitive groups.*  *Maximum length: 3000 characters.* | | |
| **19.5** | | **Reference documents** |
| *List all documents used in drafting section 19 (e.g. studies, statistics, strategies, action plan, etc.). Indicate the document title, author, issue date, and URL if available online.* | | |

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|  | **Indicative project status and planning**  *Outline the Project’s current stage and the envisaged timeline. Include the duration, status, and information about completed, ongoing, and future activities. Indicate the last technical documentation completed, briefly comment on any outstanding or ongoing activities, and specify the expected completion date per the instructions below.*  *The most common activities are pre-listed. Where relevant, add activities to the list. In case of activities that are not relevant, state ‘n/a’.*  *The following key aspects should be covered:*   * ***Technical****: status of/planning for the preparation of the masterplan, pre-feasibility study, feasibility study and cost-benefit analysis, environmental and social impact assessment, preliminary and detailed designs, tender documents, etc.;* * ***Administrative****: status of/planning for urban planning, environmental permit, land availability, construction permit, launch of procurement, etc.;* * ***Financial****: status of/planning for loan agreement(s) with the LFI and other IFIs financing the Project (e.g. estimated, under negation, signed, etc.), additional grants, allocation from the national budget, etc.*   *The estimated duration of each activity and the overall period must be realistic, and all the factors that may affect the implementation timetable must be considered.* *It is recommended to consider the following planning principles:*   * *Activities must follow the sequential order of the Project’s development.* * *Sequential activities should not overlap.* * *The duration of procedures (e.g. review, public consultations, and permitting) should align with the periods defined in applicable regulations.* * *The estimated duration of each activity must include a reserve and should not be calculated as the shortest (theoretical) possible duration.* * *The impact of foreseeable periods when the Project will be on hold.* * *The time when institutions involved operate under a different regime (e.g. vacations, public holidays, etc.) or target groups are engaged in other activities (e.g. election campaign, intensive activity season in agriculture, etc.) should be considered.* * *Key stages in the development of the Project should be considered, e.g. securing internal approvals for the Project, securing funding, securing ownership/control of sites, planning permissions, completion of design works, procurement launch, appointment of contractors, start of works on site, construction completion, handover and official opening.* | | | | | |
|  | * *Complete this section in cooperation with the LFI.* * *Ensure that the current stage of the Project reflects its status, e.g. previous stages/phases of the Project are completed and all related conclusions are approved.* * *Planned activities are logically sequenced and can realistically be implemented within the estimated period. Each activity is designed to be implemented within a suitable period. Where possible, activities are executed (partly) in parallel, e.g. tender documents preparation and procurement pre-qualification.* * *Ensure consistency with sections 19 and 31.* | | | | |
| *Note:*  *(a) If already complete, provide the exact date; if only planned, indicate at least month and year.*  *(b) Select one of the following status options in the table:*   * *Completed (C)* * *Work in progress (WIP)* * *Not started (NS)* * *Not applicable (N/A).*   *(c) Describe the current stage and the planning for each activity following the instructions included in the table.* *Additional activities specific to the Project can be added as separate entries (individual rows) in the table.* | | | | | |
| **Activity** | | **Duration(a)** | | **Status(b)** | **Comments(c)** |
| **Start date [MM/YYYY]** | **Completion date**  **[MM/YYYY]** |
| Masterplan and other relevant spatial planning documents | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, results, main conclusions, outstanding issues and/or conditions. Include the title, author and issue date.* |
| Definition of the investment project | | *[insert date]* | *[insert date]* | *[select status]* | *Describe how the Project is a priority for the national authority, e.g. the Project’s position and scoring in the SPP. Justify the application if the Project is not ranked or has a low score in the SPP.* |
| Strategic Environmental Assessment  (if applicable) | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, results, main conclusions, outstanding issues and/or conditions. Include the title, author and issue date if completed.* |
| Pre-feasibility Study | | *[insert date]* | *[insert date]* | *[select status]* | *As above* |
| Conceptual Design | | *[insert date]* | *[insert date]* | *[select status]* | *As above* |
| Feasibility Study (including Cost-Benefit Analysis) | | *[insert date]* | *[insert date]* | *[select status]* | *As above* |
| Environmental and Social Impact Assessment | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, milestones, and decisions stemming from the ESIA procedure leading to development consent (e.g. ESIA screening decision, environmental consent decision). Indicate if the ESIA Study meets the applicable national, EU and LFI requirements.*  *Start date: outset of the application for environmental consent.*  *Completion date: end of the ESIA procedure, including appeals and final decision.* |
| Preliminary Design | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, results/main conclusions, outstanding issues and/or conditions. Include title, author and issue date if completed.* |
| Land ownership | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the legal ownership of the project site(s) and the land for the new investments, land use planning decision(s) concerning the project sites(s), significant risks of delay and pending decisions on land purchase (e.g. expropriations).*  *Land availability is critical for infrastructure development; historically, it has delayed many investment projects. During the design phase, the land's availability must be fully acknowledged, and all related issues must be identified, including estimation of acquisition costs and time required for expropriation procedures (if any).*  *It is common and good practice to consider that a project is mature for co-financing only if the land is already acquired and available because the likelihood of delays in the acquisition plan can be significant, which, in turn, will delay the overall construction period. Such a situation can be avoided only if the land acquisition programme is significantly advanced, or the government has committed to providing unencumbered land.* |
| Detailed Design | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, results/main conclusions, outstanding issues and/or conditions. Include title, author and issue date if completed.* |
| Construction and other statutory permits | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, development consent decision(s) - i.e. construction permit - or expected decisions, and renewals/updates of authorisations/ approvals. If authorisations have yet to be issued, indicate the estimated completion timeframe.* |
| Loan(s) negotiation and signing | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status of loan agreements with the IFIs financing the Project, e.g. estimated, under negotiation, terms agreed, signed, etc.* |
| Preparation of tender dossier(s) | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status and construction contract type (e.g. FIDIC Pink/Red Book, FIDIC Yellow Book, etc.* |
| Procurement for works (per phase/component) | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status, potential delays (e.g. appeals, retendering), contract(s) signature, and type of contract (e.g. FIDIC Red/Pink Book or Yellow Book). If the Project has more than one component and/or phase, describe the status of procurement procedures for each component and/or phase.* |
| Construction of works (per phase/component) | | *[insert date]* | *[insert date]* | *[select status]* | *Short description of the status. If the Project is divided into phases or components, present each phase and/or component separately.*  *If the Project has already started, indicate the current status of implementation of each phase and/or component and describe executed works and the percentage completed.* |

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|  | **Coherence with the EIP, Growth Plan/RGF, EU policies, and adopted national/sectoral/regional strategies** | |
|  | *Consider the following when filling in the sections below:*   * *Ensure that the Project addresses the WBIF blending investment priorities, policy objectives and investment flagships of the EIP.* * *Ensure that the strategic justification of the Project is reliable and relevant.* * *Demonstrate the Project’s compliance with relevant national legislation, EU acquis and policies and other donors’ strategies.* * *Ensure that the Project considers any special needs and responds to challenges related to any forms of discrimination and environmental impact.* * *Ensure correlation between the information included in the SSP and the grant application form (e.g. Project title, total project cost).* |
| **21.1** | **Alignment with the Economic and Investment Plan for the Western Balkans** |
| *If a Project is not a “Flagship (Section 4)”, please confirm if the Project is nevertheless aligned with any of the following EIP priority area(s):[delete the options which are not relevant] “Transport”, “Energy”, “Environment and climate resilience”, “Digital”, “Economic development (incl. private sector, trade and macroeconomic support)”, “Human Development (incl. human capital and youth)”, “Health resilience”, “Migration and Mobility”, “Agriculture, food security and rural development”, “Rule of law, governance and Public administration reform”, “Other”, “Not applicable”.*  *Briefly justify, if applicable, how the Project addresses the WBIF intervention areas, policy objectives and investment flagships of the* [*Economic and Investment Plan for the Western Balkans*](https://ec.europa.eu/neighbourhood-enlargement/system/files/2020-10/communication_on_wb_economic_and_investment_plan_october_2020_en.pdf)*. If not applicable, briefly describe why it would still be justified to support the Project with a WBIF TA grant.*  *[maximum length 700 characters].* | |
| **21.2** | **Alignment with the Growth Plan and the Reform and Growth Facility for the Western Balkans** |
| *If the Project is listed under the indicative list of priority investments under the RGF, indicate it here.*  *If the Project is not included in the indicative list of priority investments under the RGF, briefly justify how the Project addresses the Growth Plan and the Reform and Growth Facility for the Western Balkans. [maximum length 700 characters].*  *If the Project falls outside the scope of the RGF, please indicate “Not applicable, the project is not covered by the RGF but is eligible under the WBIF intervention areas”.* | |
| **21.3** | **Alignment with Green Agenda objectives** |
| *The Project is aligned with the following pillars: [delete the options which are not relevant] (1) climate action, including decarbonisation, energy and mobility, (2) circular economy, addressing in particular waste, recycling, sustainable production and efficient use of resources, (3) biodiversity, aiming to protect and restore the natural wealth of the region, (4) fighting pollution of air, water and soil, (5) sustainable food systems and rural areas, “Not applicable”.*  *Briefly justify how the Project addresses the applicable Green Agenda pillar(s). If none are applicable, please describe briefly why it would still be justified to support the Project with a WBIF TA grant.*  *[maximum length 700 characters]* | |
| **21.4** | **Compliance with adopted national/sectoral/regional strategies** |
| *The Project is compliant with the following adopted national/sectoral/regional strategies: [list all relevant strategies, these could e.g. include]:*   * *the main national/regional policies for the concerned sector or thematic area (including gender equality strategies or action plans), consistency with the national/regional development strategy, sector strategy, action plan and with the country’s Nationally Determined Contributions (NDC), National Energy and Climate Plan, or National Adaptation Plan (NAP).* * *The Project's position in the Single Project Pipeline (SPP).* * *The Project’s priority from the point of view of national and regional institutions (e.g., the Transport Community, the Energy Community, and similar bodies).* * *Coordination/complementarity with related projects (financed by WBIF, national IPA, or other donors/ financiers).]*   *Briefly justify how the Project addresses the adopted national/sectoral/regional strategies.*  *[maximum length 700 characters].* | |

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|  | **Consultations before submission**:   * NIC * IFIs * EU Delegation(s)/Office * Donors * Regional/international organisations * Other stakeholders | *Consultations took place with the following stakeholders [Indicate “Yes” or “No” after each option and date of consultation]:*   * *National Investment Committee (NIC) (or equivalent body): Yes/No; meeting(s) took place on DD/MM/YY.* * *LFI and co-financiers: Yes/No; meeting(s) took place on DD/MM/YY.* * *EU Delegation(s): Yes/No; meeting(s) took place on DD/MM/YY.* * *Geographical unit(s) of DG NEAR: Yes/No; meeting(s) took place on DD/MM/YY.* * *Other donors: Yes/No; meeting(s) took place on DD/MM/YY.* * *International and regional organisations: Yes/No; meeting(s) took place on DD/MM/YY.* * *Other relevant stakeholders (e.g. civil society organisations: Yes/No; meeting(s) took place on DD/MM/YY.*   *From consultations, it can be concluded that: [add main conclusions]* |

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|  | **Institutional framework of the Project** | | |
| **23.1** | **Description of entities involved** | |
| *Present the list of entities involved in the implementation of the project, including:*   * *Beneficiary(ies) authority(ies) (responsible Ministry(ies) and specific department(s)): please indicate* * *Entity that is/will be the beneficiary of the construction permit(s) for the Project: please indicate* * *Implementing agency (or equivalent): please indicate* * *Project Management Unit (PMU)/Project Implementation Unit (PIU) or equivalent: please indicate* * *In case of involvement of a privately-owned company, indicate the contractual structure (e.g. concession, private-public partnerships).* * *Other entities.* | | |
| **23.2** | **Organisational set-up** | |
| *This section should provide a comprehensive account of the organisational structure for implementing the Project and the Action, especially for the Action. It must also clearly present how the activities proposed for WBIF grant funding will be managed, which institutions will provide the required input and support, and which institutions will monitor and approve deliverables.*  *Describe the role (tasks, responsibilities, relations between the different bodies) of the LFI (local/regional offices, sector manager in the Beneficiary), the co-financiers and other entities involved (institutions/authorities of the Beneficiary, implementing entity(ies), other donors, etc.) to demonstrate the exiting capacity for implementing the Project and the Action effectively.*  *Clarify whether the Project involves creating an implementation unit (e.g., a Project Implementation Unit (PIU)) and describe its setup, role, and responsibilities.*  *Indicate if the beneficiary/PIU can define the investment plan, procure and implement the Project, or if additional technical assistance is needed.*  *Provide a brief description of in-country coordination arrangements, including with EU Delegations/Office.*  *If relevant, provide a comprehensive description of the organisational structure for operating the investment project. Include existing institutional structure (e.g. ownership of infrastructures, contractual obligations to the new infrastructure, the evolution of tariffs, etc.)*  *Indicate whether the WBIF contribution will be pooled in a joint Project account with funds from the LFI and other co-financing institutions or whether the WBIF grant will be kept in a separate account.*  *Describe the flow of the WBIF contribution to involved entities down to the final beneficiaries/recipients.*  *Add a chart illustrating the institutional framework of the Project.*  *[This section will be included in the ToR for the TA assignment; please ensure the information provided is exhaustive and complete]* | | |
|  | | * *Complete this section in cooperation with the LFI.* * *Clearly define the specific roles of the institutions involved in the Project.* * *Ensure the institutional aspects of the Project’s implementation are duly described.* * *Include a chart illustrating the institutional framework of the Project.* |

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|  | **Project budget and financing plan**  *For early-stage projects (pre-feasibility study, feasibility study), this information can be kept brief with regard to the Project Budget. For example, for pre-feasibility study applications, cost breakdowns can be limited to the main items; for the other cost components, provide best estimates [if data are unavailable, “not available” will become an option in MIS].*  *For more advanced stage projects, this section should provide the Project Budget (cost breakdown structure) and Financing Sources (sources and corresponding contributions). Include the main cost components of the Project, their description (related activities), and the corresponding amount in the budget matched against sources of funds and their contributions in the financing plan. The costs should not include VAT.*  *The prefilled cost components listed in the grant application form are indicative; their final composition is left to the applicant’s appreciation. The budget should provide a detailed indication of the Project's main costs and budget resources.*  *The costs for works and supplies without contingencies must be listed separately from those for TA for project preparation and implementation. Costs associated with ensuring EU visibility are eligible and can be budgeted. However, rather than being included in a standalone visibility line, visibility costs should be factored into the budget under the relevant activity to which they relate. The budget should also include contingencies. If the Project has more than one component/phase, the costs must be presented by project component and/or phase (i.e. in individual rows as in the table below).*  *The financing plan should contain the actors (i.e. the sources of funds) that provide financing to the Project, the amount of their contribution and the cost components financed by each contribution: WBIF, LFI, co-financiers, Beneficiary’s contribution (national contribution), EU national IPA, other private (e.g. commercial banks) and public financiers (e.g. other donors). Please indicate the type of contributions of each source of funds: investment grant, technical assistance grant, loan, guarantee, equity, interest rate subsidies, or other. Create separate entries (i.e. individual rows in the table) for each source and type of funds (e.g. loan, grant), and differentiate between sovereign and non-sovereign loans and private sector finance.*  *The fields for sums and percentages are filled in automatically in MIS. The “Total project cost” and “Total financing available” must be identical to apply.*  *For infrastructure projects, the feasibility study and preliminary design usually account for about 1–2% of the estimated investment costs (i.e., works, supplies, and contingencies), while the detailed design (with final cost estimates and tender documents) accounts for around 4–5% of the estimated investment costs. Construction supervision adds another 4–5% to the estimated investment.*  *While it is understood that the figures provided in this section are indicative, the applicant should put all the effort into ensuring that the amounts reflect the expected amounts involved in the Project as much as possible.*  *As a rule, the following costs are* ***not eligible:***   * *Costs incurred before the date on which the Contribution Arrangement is signed between the Commission and the Managers of the European Western Balkans Joint Fund. Exceptionally, the grant may be awarded for an Action which has already begun only if the applicant can demonstrate and justify the need to start the Action before the Contribution Arrangement is signed. Retroactive financing is an exception, and such a request will be assessed case-by-case.* * *Expenditure outside the implementation period, as defined in the relevant Contribution Arrangement;* * *Expenditure ineligible under national rules;* * *Cost of purchase of land or buildings; Planning/design (permits) fees;* * *Technical review, check and verification of project design(s) as per national legislation and other activities specific to urban planning and land ownership, e.g. preparation of urban plans and documentation for land expropriation;* * *Communication costs;* * *Debts and debt service charges;* * *Any duties, taxes and charges, including but not limited to value-added tax (VAT), that are recoverable/deductible;* * *Fines, financial penalties, and litigation expenses;* * *Second-hand equipment;* * *Bank charges, cost of guarantees and similar charges;* * *Contributions in kind.* | | | | | | | | |
|  | * *Complete this section in cooperation with the LFI.* * *Include all cost components of the Project in the budget;* * *Present the costs by component and/or phase of the Project in the budget;* * *Duly budget all cost components and keep with thresholds;* * *Ensure that national sources have been secured to cover all non-eligible costs required for timely completion of the technical documentation (e.g. planning/design (permits) fees, the cost for project design review/checks/verification by the revision committee, etc.);* * *Match the cost components with the sources of funds in the financing plan.* | | | | | | | |
| **Indicative total project budget (cost breakdown)** | | | | | | | | |
| **Cost component number** | | **Cost component**  **description** | | **Total costs  (€)**  *(A)* | | **Non-eligible costs (€)(a)**  *(B)* | | **Eligible  costs (€)(a)** *(C)=(A)-(B)* |
| **1** | | **Planning/design (permits) fees** | | *[insert amount]* | | *[insert amount]* | | *[filled automatically in MIS]* |
| **2** | | **Land purchase** | | *[as above]* | | *[as above]* | | *[as above]* |
| **3** | | **Technical assistance for project preparation** (*e.g. masterplan, pre-feasibility study, feasibility study, environmental and social impact assessment, detailed design, tender documents, procurement procedures)* | | *[as above]* | | *[as above]* | | *[as above]* |
| **4** | | **Technical assistance for project implementation** *(e.g. supervision of works, project management)* | | *[as above]* | | *[as above]* | | *[as above]* |
| **5** | | **Works (Building & construction) (b)** | | *[as above]* | | *[as above]* | | *[as above]* |
| *5.1.* | | *Works – Component/Phase 1* | | *[as above]* | | *[as above]* | | *[as above]* |
| *5.2.* | | *Works – Component/ Phase 2* | | *[as above]* | | *[as above]* | | *[as above]* |
| 5.n | | *Works – Component/ Phase n* | | *[as above]* | | *[as above]* | | *[as above]* |
| **6** | | **Supply (Plant & machinery) (b)** | | *[as above]* | | *[as above]* | | *[as above]* |
| *6.1.* | | *Supply – Component/Phase 1* | | *[as above]* | | *[as above]* | | *[as above]* |
| *6.2.* | | *Supply – Component/Phase 2* | | *[as above]* | | *[as above]* | | *[as above]* |
| *6.n* | | *Supply – Component/Phase n* | | *[as above]* | | *[as above]* | | *[as above]* |
| **7** | | **Contingencies(c)** | | *[as above]* | | *[as above]* | | *[as above]* |
| **8** | | **Other** (e.g. project design review/ verification by review committee)(d) | | *[as above]* | | *[as above]* | | *[as above]* |
| **Total Project Costs** | | | | *[filled in automatically in MIS]* | | *[filled in automatically in MIS]* | | *[filled in automatically in MIS]* |
| **Financing plan** | | | | | | | | |
| **Sources of funds** | | | **Cost component(s) financed** | **Amount (€)** | **% / total** | | **Remarks**  (i.e. Code/ Ref. of financing) | |
| National contribution | | | *[insert the number of cost component(s) financed]* | *[insert amount]* | *[filled in automatically in MIS]* | | *[indicate the budget in which the Project is included]* | |
| IFI Loan 1 *[insert IFI name]* | | | *[as above]* | *[as above]* | *[as above]* | | *[indicate if the loan is sovereign or non-sovereign and its status, e.g. estimated, terms agreed upon, signed, etc.]* | |
| IFI Loan 2 *[insert IFI name]* | | | *[as above]* | *[as above]* | *[as above]* | | *[as above]* | |
| Grant amount requested without fees(e)  *[insert the code of the requested WBIF TA grant]* | | | *[as above]* | *[as above]* | *[as above]* | | *[current grant request]* | |
| Other WBIF grant(s) (f)  *[insert grant code]* | | | *[as above]* | *[as above]* | *[as above]* | | *[code/reference number of the financing agreement, financed activities]* | |
| Other grants(f) *[insert donor name]* | | | *[as above]* | *[as above]* | *[as above]* | | *[as above]* | |
| Other sources(f) *[insert source name]* | | | *[as above]* | *[as above]* | *[as above]* | | *[as above]* | |
| … | | | *…* | *..* | *…* | | **…** | |
| **Total Financing available** | | | | *[filled in automatically in MIS]* | *[filled automatically in MIS]* | |  | |
| *(a) Eligible and non-eligible cost categories are listed above.*  *(b) Excluding contingencies. If the project has more than one component or phase, the costs for works and supplies must be broken down by component or phase.*  *(c) Should be taken from the technical documentation developed for the Project and should be at most 10% of the costs for works and supplies net of contingencies. The utilisation of contingency funds during the implementation of the Action needs to be pre-authorised by the European Commission and can also be used to cover other eligible costs, such as negative interest, in accordance with the applicable General conditions.*  *(d) Costs not included under cost components 1-7 should be listed here, e.g. project design review/check/verification by the revision committee. Technical review, check and verification of project design(s) as per the national legislation and other activities specific to urban planning and/or land ownership (e.g. preparation of urban plans, documentation for land expropriation, etc.) fall under the Beneficiary’s responsibility for due diligence and control for project management. These costs are not eligible for WBIF grant support.*  *(e) Must be identical to the “Grant amount without fees” (i.e. grant without implementation fee) from section 29 - WBIF grant amount calculation and justification.*  *(f) Other WBIF grants must be listed as separate entries (i.e. in individual rows) by code. Grants from other donors and funds from other sources must be presented as separate entries (i.e. in individual rows) by donor and source.* | | | | | | | | | |

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| **25** | **Project sustainability**  *This section is not required for TA applications for pre-feasibility study, feasibility study and ESIA. [in this case, please add “Not applicable”]*  *Complete this section in cooperation with the LFI. Describe under which conditions the Project will be sustainable when the grant support expires. Describe any incentives that could be necessary to enhance the sustainability of the Project. Refer to how the Project leads to investment and whether its results can be replicated in other sectors or geographical areas.*  *Describe the Project's sustainability in relation to its economic and financial viability and environmental, social and institutional features.* | | |
|  | *Ensure that this section addresses the following sustainability aspects:*   * *The economic viability of the Project is confirmed with reasonable certainty, i.e. the net benefits are expected to be positive, there are no better ways of achieving the Project’s purpose, and the public financial resources used for the Project are unlikely to be employed better elsewhere.* * *The Project proves to be accessible, i.e. all financing sources are secured, and it will be financially and fiscally sustainable once in operation.* * *Environmental and social impacts are acceptable, or if negative impacts are foreseen, appropriate mitigation measures are proposed.* * *Satisfactory project management arrangements will be put in place to deliver the Project to specifications on time and within budget.* * *Organisational arrangements for the operation of the Project will be adequate for the sustainable delivery of the proposed services.* | |
| Economic/ Financial viability | | *Does the Project guarantee an acceptable economic (and financial, where applicable) return level? Describe future revenue flows expected from the Project, operation and maintenance costs and their expected sources of finance. 🡪 The Project's economic viability is confirmed with reasonable certainty (i.e. net benefits are expected to be positive; there are no better ways of achieving the Project's purpose; the public financial resources used for the Project are unlikely to be better employed elsewhere).* |
| Environmental aspects | | *Has the Project considered the environmental implications so that adverse environmental impacts are avoided or mitigated during its life? Has a public consultation process taken place? 🡪 Environmental and social impacts are acceptable, or where negative impacts are foreseen, appropriate mitigation measures are proposed.* |
| Social aspects | | *Has the Project incorporated mechanisms that guarantee equitable access and continuous distribution of the Project’s benefits? Describe the affordability approach if the Project will generate revenue (e.g., through tariffs, etc.). 🡪 The Project proves to be accessible, meaning that all financing sources are secured; the Project will be financially and fiscally sustainable once in operation.* |
| Institutional aspects | | *Has the Project received the necessary support (both budgetary and institutional) to maintain and operate the facilities over their lifetime? 🡪 Satisfactory project management arrangements will be put in place to deliver the Project to specifications, on time and within budget; organisational arrangements for the operation of the Project will allow for sustainable delivery of the proposed services.* |

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| **26** |  | **Risk assessment**  *This section is not required for TA applications for pre-feasibility study, feasibility study and ESIA. [in this case, please add “Not applicable”]*  *Complete this section in cooperation with the LFI. The project promoters should understand Project implementation risks from the outset (e.g., potential changes to project planning, delays in delivery due to external factors influencing project implementation, difficulties in decision-making, need for additional expertise, etc.). The applicants must provide an assessment of the main potential risks to mitigate the risks to the successful delivery of the Project.*  *Identify the Project related risks and the way these risks will be mitigated. Assess how seriously the identified risks can influence the Project:* ***high (H), medium (M)*** *or* ***low (L).*** *Keep in mind that:*   * *Risks are factors that might hinder the achievement of the desired outcomes and are out of the promoter’s sphere of control.* * *Refer to any impact assessment carried out, including ESIA (if applicable), climate risk and vulnerability assessment, and recommended mitigation measures. If such assessments have not yet been completed but are required, please indicate them and why.* * *Indicate the applicable environmental and social standards/safeguards and provide the URL link to where these can be found.*   *Address the following risk categories:*   * *Political risks: including but not limited to the gap between the legislation and/or standards of the Beneficiary and the EU, pace of convergence, and policy and administration structure changes.* * *Economic risks: describe how macroeconomic conditions or policy changes may affect the Project, energy poverty, etc.* * *Financial risks (this should be linked to both the financing plan and the entities involved in the implementation of the project as detailed in sections 24 and 23): The description should focus on the following elements: lack of funds for co-financing; improper handling of financing requests; payment delays; credit and currency risk of the beneficiaries; risks linked to partner financial institutions (intermediaries); the risk-sharing operations.* * *Social risks, including gender equality and access to education, the risk of creating barriers to the participation of some groups, public opposition, affordability issues, discriminatory reasons, evictions, etc.* * *Environmental risks, including climate change and biodiversity loss, air pollution, and environmental injustice towards minority/vulnerable groups. This section must indicate the applicable environmental and social standards and safeguards that will be applied.* * *Implementation risks, including (i) Planning risks (e.g. the implementation of the Project fails to adhere to the terms of the planning permission or the detailed planning cannot be obtained, or if obtained, can only be implemented at higher costs than initially budgeted; (ii) Technical/design risks (e.g. the quality of the project designs/site investigations is likely to impact on the likelihood of unforeseen problems occurring; the use of non-optimal/obsolete technologies leads to substandard services, etc.); (iii) Procurement risks (e.g. delay in procurement procedures, possible re-tendering, appeals, contractual disputes, etc.); and, (iv) Construction risks (e.g. site unavailability, the construction of physical assets is not completed on time, budget and specification, etc.); v) Risks related to project outputs not leading to intended outcomes and impact.* * *Operation risks: The risk that operating costs vary from the budget, performance standards slip, or services cannot be provided; the demand for a service does not match levels planned, projected or assumed levels; etc.* * *Human rights risks* * *Other risks: Risks that do not fit in the above classification should be described in this subsection (e.g. force majeure, adverse publicity on the construction or operation of the new infrastructure, etc.)*   *(Indicative max 500 words)* | | | | |
| Type of risk | | Description | Risk likelihood | Risk impact | Mitigation measure(s) |
| Political | |  | [select likelihood] | [select impact] |  |
| Economic | |  | [select likelihood] | [select impact] |  |
| Financial | |  | [select likelihood] | [select impact] |  |
| Social | |  | [select likelihood] | [select impact] |  |
| Environmental | |  | [select likelihood] | [select impact] |  |
| Implementation | |  | [select likelihood] | [select impact] |  |
| Operation | |  | [select likelihood] | [select impact] |  |
| Human rights | |  | [select likelihood] | [select impact] |  |
| Other | |  | [select likelihood] | [select impact] |  |

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| **27** | **Addressing climate mitigation and adaptation** | | *This section is not required for TA applications for pre-feasibility study, feasibility study and ESIA [in this case, please add “not applicable”]*  *For advanced stage projects, please complete this section in cooperation with the LFI; the LFI assesses climate finance contributions (mitigation and adaptation). Address the Project’s potential contribution to GHG emissions reduction and/or climate adaption, climate risk assessments conducted, and considerations and measures to improve the Project’s resilience to current and future climate risks. Elaborate on the Project’s alignment with the Paris Agreement and the Beneficiary’s Nationally Determined Contribution (NDC). Include project-specific climate markers (primary/secondary dimension, reduced emissions /carbon footprint).*  *Describe the climate finance components of the Project (if any) for adaptation and/or mitigation. The Rio Markers methodology should be used to determine whether climate change is the principal objective, one of the objectives (significant), or not an objective of the Project. Please consult the OECD guidelines for identifying the Rio markers.[[1]](#footnote-1) Based on its methodology, the LFI may propose a specific percentage of the project budget as a climate change contribution.*  *The information for this section must be adapted to the sector and the maturity of the Project (e.g. pre-feasibility, feasibility study, detailed design, supervision of works, etc.)* | | | |
| **Rio Markers** | ***Mitigation*** | | | ***Adaptation*** | |
| **Project**  **[M€]** | | **WBIF co-financing grant** | ***Project***  **[M€]** | **WBIF co-financing grant** |
| RM0 (no objectives) |  | | □ |  | □ |
| RM1 (significant objective) |  | | □ |  | □ |
| RM2 (the principal objective) |  | | □ |  | □ |

**DESCRIPTION OF THE ACTION**

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| **28** | **Scope of work and results for TA grant activities (the Action)** | |
| **28.1** | **Summary of the scope of work and results for TA grant activities (the Action)** | *Provide a brief description of the TA activities foreseen to be financed by the WBIF grant request and the deliverables. Summarise the content of the deliverables and describe their purpose. Describe the existing project documentation that provides the starting point for the foreseen TA activities and to which extent the findings in these documents can be followed or need to be revisited.*  *Please note the following:*   * *The justification of the Action’s necessity must closely relate to fulfilling the eligibility criteria. Technical review, check and verification of project design(s) as per national legislation and/or other activities specific to urban planning and/or land ownership (e.g. preparation of Urban Plan(s), documentation for land expropriation, etc.) are not eligible. These fall under the Beneficiary's responsibility as part of its due diligence and control for project management.* * *All activities financed by the grant request must be adequately budgeted and justified in section 29.* * *Grants may be used exclusively for the Project and the activities for which they are approved.* * *If relevant, provide for an option analysis to develop the infrastructure through a Public Private Partnership. This requirement does not apply to applications concerning investments in advanced stages of preparation; in these cases, a justification for not conducting an option analysis must be provided.*   *[This section will be relevant for the determination if, according to Annex V (now called Annex IV in the current version) of the Vademecum, approved by the WBIF Steering Committee by written procedure WBIFWP: 010\_27/06/17, a future change in scope will be considered “minor” (and should only be reported by IFIs via the AIR) or “substantial” (requiring an Operational Board opinion, either in a Operational Board meeting or via Written Procedure).]* |
| **28.2** | **Detailed scope of work and results for TA grant activities (the Action)** | *Provide the following information developed at the ToR level with sufficient detail to efficiently monitor the implementation of the activities by the TA-implementation consultant and to have all elements defined to review and approve the quality and timely provision of the (draft) deliverables:*   * *Describe the objective, purpose and expected results of the activities;* * *Describe critical risks that should be considered in implementing the activities;* * *Provide a detailed and precise description of the scope of work of the TA activities financed by the WBIF grant request, list all the deliverables of the activities and summarise their contents;* * *Specify standards, norms, regulations and guidelines applicable to the activities financed by the grant request. Include requirements of the national laws, EU and Financial Institutions. Briefly describe the differences between the national standards, legal provisions and the EU/IFIs rules.* * *Define the required surveys with a cost estimate for the incidental budget;* * *Present the core team, matching required expertise with the activities financed by the grant and, in case of a fee-based TA contract, the indicative number of working days for carrying out the activities;* * *Define the reporting procedures and requirements, including the review and approval process, especially regarding the national requirements.* * *Elaborate on the PPP option analysis, provide cornerstones, opportunities and limitations of a potential PPP approach.*   *[This section will be included in the ToR for the TA assignment; please ensure the information provided is exhaustive and complete.*  *Changes/amendments to the scope of work presented in this section can be made without the need for an Operational Board opinion, provided these are within the boundaries of the scope of work as set out in subsection 28.1.]* | |

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| **29** | **WBIF grant amount calculation and justification**  *List the activities and their corresponding amounts that the WBIF grant will fund. Provide detailed information on the assumptions made in calculating the WBIF grant to ensure that all the activities are feasible in terms of scope, timing, and cost-effectiveness (human and material resources employed).*  *All costs must be duly detailed, eligible and appropriate for the Action. All cost estimates should be based on those of similar projects (financed by IFI loan(s) or donor grants). Specify indicative working days used in calculations.*  *It is essential to list the types of activities to be funded by the WBIF grant, listing the cost categories and their corresponding amounts. For technical assistance, this should include a breakdown of planned activities and corresponding costs. All the costs considered in calculating the WBIF grant should be duly detailed, eligible and appropriate for the Action.*  *Demonstrate that own funding sources are correctly allocated and secured to cover all non-eligible costs required for the timely completion of the technical documentation (e.g. planning/design (permits) fees, costs of technical design review and approval (for example, the state revision committee(s), etc.)*  *In justifying the grant amount, please also consider the needs of the macro-economic situation of the Beneficiary, the economic and financial viability of the Project, the additionality of the WBIF grant, envisaged impacts, affordability concerns, impact on tariffs (e.g. for revenue-generating projects generating by user charges).*  *[This section will be relevant for the determination if, according to Annex V (now called Annex IV in the current version) of the Vademecum, approved by the WBIF Steering Committee by written procedure WBIFWP: 010\_27/06/17, a future change in scope will be considered “minor” (and should only be reported by IFIs via the AIR) or “substantial” (requiring an Operational Board opinion, either in a Operational Board meeting or via Written Procedure).]* | |
| **Type of activity/cost categories** | **Grant amount requested [€]** |
| Pre-feasibility Study |  |
| Feasibility Study including Cost-Benefit Analysis |  |
| Environmental and Social Impact Assessment Study |  |
| Preliminary Design |  |
| Detailed Design |  |
| Preparation of tender dossiers |  |
| Project management assistance (support to PIU) |  |
| Contingencies |  |
| Other |  |
| **Grant without fees** | *[SUM (1:10) filled in automatically in MIS]* |
| Implementation fee | *[filled in automatically in MIS]* |
| **Total WBIF grant amount** | *[filled in automatically in MIS]* |
| *[Justification of the grant amount]* | |

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| **30** | **Additionality of WBIF grant**  *This section deals with the additionality of the WBIF TA grant, i.e., what it will achieve, in terms of benefits or positive results, over and above what would be achieved without the grant. (Grant funding is justified only when significant additionality is shown to the financing itself).*  *Please complete this section in close cooperation with the LFI.*  *For early-stage projects (pre-feasibility study, feasibility study), this section can be kept brief.*  *For advanced stage projects, identify the categories of additionality applicable to the WBIF TA grant. Some types of additionalities are quantifiable, and the applicants should make every effort to quantify the additionality of the grant as far as possible. Others may not be quantifiable and should be addressed qualitatively. Evidence should be provided to support claims of additionality as far as possible.*  *Include also elements that will lead to additional benefits related to cross-cutting aspects, such as the environment, gender equality and equal opportunities, the needs of people with disabilities, the rights of minorities and vulnerable groups, innovation and best practices, etc.* | |
| Economic and financial | *What are the economic benefits of the proposed WBIF TA grant? Why is the proposed grant funding necessary for the Project? What are the financial benefits of the WBIF TA grant to the Project? How will this impact the end beneficiaries?* |
| Project scale | *How will the WBIF TA grant increase the scale of the Project? Will it widen the results of the Project, or will it extend the benefits to more people? (for example, would the WBIF TA grant support more comprehensive studies, covering a broader scale then would be the case if the studies were financed from (limited) other sources.)* |
| Project timing | *In what way does the WBIF TA grant positively affect the timing of the (planning of the) Project?* |
| Project quality and standards | *How will the WBIF TA grant improve the quality of the expected outcomes of the Project? How will the WBIF TA grant improve the Project's chances of success? How will the WBIF TA grant enable the promotion of higher standards, including social and environmental and more substantial social or global public good returns than would otherwise be possible? Does the WBIF TA grant contribute to better address gender equality and equal opportunities, the needs of people with disabilities, and the rights of minorities and/or vulnerable groups?* |
| Innovation | *What innovative aspects could not be generated by or within the target environment of the Project without the WBIF TA grant support? Why is the proposed innovation important?* |
| Sustainability | *Does the WBIF TA grant help support further or parallel activities to ensure that benefits continue beyond the life of the Project? For example, does the WBIF TA grant contribute to structural reforms or support legislative, regulatory, and policy changes? Does the WBIF TA grant enable demonstration effects to other participants in the marketplace?* |
| Other benefits | *Other benefits/positive externalities that the supported Project may realise (or negative externalities avoided) and would not happen without the WBIF TA grant. Are there any significant benefits outside the main/primary objectives of the loan operation that the WBIF TA grant brings?* |

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| **31** | **Indicative calendar of the Action**  *This section should be completed in cooperation with the LFI.*  *Summarise the key milestones of the Action in the form of the year and month of the year during which the milestone is expected to be reached, e.g. 06/2026. The milestones listed in the table in subsection 31.1 are mandatory. Additional milestones specific to the Action can be added without limitations in MIS.*  *Ensure that planned activities of the Action are realistically implementable within the foreseen period and logically sequenced, and each activity is designed to be implemented within a suitable period.* | | |
| **31.1** | **Indicative calendar of the Action** | **Expected start date [MM/YYYY]** | **Expected completion date**  **[MM/YYYY]** |
| TA grant signature |  |  |
| Implementation of TA activities |  |  |
| **31.2** | **Detailed planning of TA activities**   |  |  |  | | --- | --- | --- | | **Indicative calendar of the Action** | **Expected start date [MM/YYYY]** | **Expected completion date**  **[MM/YYYY]** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   *[This section will be included in the ToR for the TA assignment; please ensure the information provided is exhaustive and complete.]* | | |

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| **32** | **Monitoring** | *The Beneficiary and the IFI will monitor the Action efficiently, overseeing with appropriate detail and frequency all relevant implementation elements, including quality, time (progress) and use of resources (budget, working days of experts, incidental cost). The Beneficiary and the IFI will ensure that throughout the Action, the use of resources will be in balance with the progress and the quality of the activities and deliverables.*  *Monitoring will be done in line with the requirements in the ToR concerning the organisation set-up, reporting, meetings and review and approval procedures and all applicable requirements of the EWBJF General Conditions and the IPF conditions of the contract.*  *<Add additional information where relevant>*  *Effective cooperation with the Commission and the relevant EU Delegation (s)/Office will be ensured.* |
| **33** | **Visibility** | The Action will meet the EU visibility requirements for EU-funded external actions. To that end, the implementing partners comply with the instructions given in the 2022 guidance document [Communicating and raising EU visibility: Guidance for external actions](https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en) (or any successor document).  Implementing partners will keep the Commission and the relevant EU Delegation(s)/Office informed of the planning and implementation of specific visibility and communication activities before the implementation.  *In line with requirements set out in the 2022 “Communicating and Raising EU Visibility: Guidance for External Actions”, implementing partners have a general obligation to acknowledge the origin and ensure the visibility of any EU funding received. The costs associated with ensuring EU visibility (emblem and funding statement) count as eligible costs and should be factored into the budget under the relevant activity to which they relate.*  *Beyond ensuring EU visibility by prominently featuring the EU emblem and funding statement on any material and activity which relates to the Project, implementing partners are not required to undertake communication activities. Thus, implementing partners are not required to include a specific budget and communication and visibility plan as part of the grant application form. However, the implementing partners will ensure that the EU is regularly informed sufficiently in advance of any planned communication activity which directly relates to the Project, particularly those activities related to key implementation milestones. Whenever requested by the EU, the recipients of EU funding should support the EU’s own communication actions (e.g. by providing content or supporting access to the Project for campaigns or media actions managed by the EU).*  *The WBIF Communication and Visibility Plan and Guidelines further detail the roles and responsibilities of the WBIF’s main stakeholders.* |

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| **34** | **Contacts**  *Provide contact details for the LFI, representative of the Beneficiary’s authority, reference person in the EU Delegation/Office, co-financier(s), private partner (if applicable), taking into account any restrictions imposed by banking regulations, confidentiality and compliance issues, etc.*  *The drafters of this section (provision of personal data below) confirm that the below listed individuals are aware of the European Commission’s data protection rules, and have seen and are aware of the applicable privacy statement available in this* [*link*](https://ec.europa.eu/dpo-register/detail/DPR-EC-02847.2) *(* [*https://ec.europa.eu/dpo-register/detail/DPR-EC-02847.2*](https://ec.europa.eu/dpo-register/detail/DPR-EC-02847.2)*)* | | | | |
| **Institution** | **Contact person** | **Function** | **Phone** | **Email** |
| Lead Financial Institution |  |  |  |  |
| Beneficiary authority |  |  |  |  |
| EU Delegation/Office |  |  |  |  |
| Co-financier(s) |  |  |  |  |
| Private partner(s) |  |  |  |  |

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| **35** | **Date of submission by the NIPAC** | *This section is filled in automatically in MIS.* | **NIPAC Details** | *This section is filled in automatically in MIS.* |

**Annex 1: Result Framework Template TA**

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| *Please delete this box after filling in the section below.*  The Result Framework constitutes the basis for monitoring and reporting on the Action.  This completed Result Framework (e.g. including baselines/targets) must be presented as “Annex 1 – Result Framework” to the GAF. It must be uploaded under the heading “Upload documents” to MIS when the GAF is submitted:  A blue and white rectangular object with a number  AI-generated content may be incorrect.   * In line with OECD/DAC terminology, the term ‘results’ is understood to cover Outputs, Outcomes (Specific Objectives) and Impact(s) (Overall Objective(s)). For technical assistance (TA) applications, the results are limited to Outputs and Outcomes of the Action funded by the TA grant request. * How to develop the Results chain column:  |  |  | | --- | --- | | The Indicative Result Framework should contain relevant Outputs and Outcomes of the activities funded by the TA grant (e.g. pre-feasibility study, feasibility study, ESIA, designs, etc.)  The Outputs and Outcomes depend on the scope of the Action (TA activities funded by the grant request) and must be defined by the applicant. | | | Outcome(s) | Definition: An Outcome is a short to medium-term change in the behaviour of the target groups and/or effects on the political, social, economic and/or environmental areas targeted by the WBIF Action – the Action will contribute to change at this level (it is under its influence but not direct control). | | How many? There can be both short- and medium-term outcomes. Please try to limit the number of Outcome(s) to 2-3 at the most. | | Please use past participle for the formulation (enhanced, increased, improved, adopted…).  Please avoid using causal links (‘by’, ‘in order to’…). | | Outputs | Definition: Outputs are direct deliverables or benefits of TA activities – under the direct control of the Action. | | Please use past participle for the formulation (strengthened, increased, improved…) | | Outputs are NOT activities. |  * How to draft Indicators: * **Please use indicators that are most relevant and pertinent.** * Please include at least one indicator for each result. Indicators should be formulated to measure progress towards the relevant result. * Indicators should be numbered so that they can be linked to the results they measure (see example in the Result Framework below). * Indicators must start with a unit of measure, either quantitative (‘number of professionals/staff trained’, ‘percentage of’, ‘index’) or qualitative (‘status of’, ‘level of’, ‘extent to which’). Formulation of the indicators must be neutral, i.e. not include elements of the target such as ‘increase’, ‘improvement’, or ‘better’. * Please disaggregate by sex, age and disability status when referring to and counting individuals, by urban/rural location, or any other relevant disaggregation reflecting the mainstreaming issues when relevant and possible. * Each indicator must have one reliable and accessible source of data. (In some cases, more than one source of data per indicator may be needed). * Baselines and targets are mandatory and must always be included. * Avoid repeating indicators for different results. * Please ensure that indicators relevant to the Action are used. * External assumptions * Assumptions are external necessary and positive conditions – not under intervention management or entity control – that must hold in order for the result chain to be valid. They should be formulated based on the context analysis and the risk analysis. |

| **Results** | **Results chain:**  **Main expected results** | **Indicators**  **[At least one indicator per expected result]** | **Unit of measure** | **Baselines**  **(values and years)** | **Current values**  **(Applicable at reporting stage** | **Targets**  **(values and years)** | **Sources of data** | **Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome 1** | 1 (past tense) | 1.1  1.2 | 1.1  1.2 | 1.1  1.2 | 1.1  1.2 | 1.1  1.2 | 1.1  1.2 |  |
| **Outcome 2** | 2 (past tense) | 2.1  2.2 | 2.1  2.2 | 2.1  2.2 | 2.1  2.1 | 2.1  2.2 | 2.1  2.2 |  |
|  | … |  |  |  |  |  |  |  |
| **Output 1 related to Outcome 1** | 1.1 (past tense) | 1.1.1  1.1.2 | 1.1.1  1.1.2 | 1.1.1  1.1.2 | 1.1.1  1.1.2 | 1.1.1  1.1.2 | 1.1.1  1.1.2 |  |
| **Output 2 related to Outcome 1 [and 2, 3… if applicable]** | 1.2 (past tense) | 1.2.1  1.2.2 | 1.2.1  1.2.2 | 1.2.1  1.2.2 | 1.2.1  1.2.2 | 1.2.1  1.2.2 | 1.2.1  1.2.2 |  |
| **Output 1 related to Outcome 2** | 2.1 (past tense) | 2.1.1  2.1.2 | 2.1.1  2.1.2 | 2.1.1  2.1.2 | 2.1.1  2.1.2 | 2.1.1  2.1.2 | 2.1.1  2.1.2 |  |
| **Output 2 related to Outcome 2** | 2.2 (past tense) | 2.2.1  2.2.2 | 2.2.1  2.2.2 | 2.2.1  2.2.2 | 2.2.1  2.2.2 | 2.2.1  2.2.2 | 2.2.1  2.2.2 |  |
|  | … |  |  |  |  |  |  |  |

1. A fuller list of examples, by sector, is available in OECD’s Handbook for climate marking https://www.oecd.org/dac/environment-development/Revised%20climate%20marker%20handbook\_FINAL.pdf [↑](#footnote-ref-1)