

# Frequently Asked Questions – Pawarim Komuniti Full Proposal Form

## 1.0 Pawarim Komuniti requirements, expectations, and support

### 1.1 What is the anticipated timeline after submission of our Full Proposal Form?

Following submission, the Full Proposals will be assessed by the Program's Technical Assessment Panel, which may take up to 3 months. The top-ranked projects will be further shortlisted and unsuccessful submissions will be notified at this point. Successful applicants will be progressed to due diligence checks and approval for funding, in a process that can take up to 4 months. For shortlisted applicants, depending on what their submission includes and whether it meets regulatory requirements, additional reviews may be required, which could introduce delays. Please see the questions below in Section 2.0 on regulatory changes in the Off-Grid Energy sector for information on how these might affect your project timeline.

### 1.2 How do we get an extension to the Full Proposal Form submission date?

Please email us no less than 1 week from the submission date to request an extension. Please indicate why you need an extension.

### 1.3 Can you provide us with Feedback on our EOI?

The program can provide broad feedback on your EOI upon request, and can highlight areas for possible improvement in the Full Proposal.

### 1.4 What support can we expect from the Pawarim Komuniti Team in developing our full proposal?

The Pawarim Komuniti team can support applicants to produce quality proposals. We are happy to answer any questions related to Pawarim Komuniti expectations and clarify any aspect of the Full Proposal Form. Applicants will be ultimately responsible for working with their partner organisations to develop their full proposals (project design, implementation arrangements etc).

### 1.5 Are there limitations on what changes can happen between the EOI stage and the Full Proposal?

There are no limitations to the changes that can be made between the EOI and Full Proposal stages, provided the core aspects of the project remain the same. Pawarim Komuniti will however, require detailed information justifying any major changes. As much as possible, Pawarim Komuniti would like to ensure that the projects are able to deliver their intended outputs, and any significant changes will not change the scope of the original plan.

### 1.6 Have there been any changes to the Pawarim Komuniti grant guidelines?

There have been no changes to date. Please refer to the Pawarim Komuniti website for updates.

### 1.7 Can the Pawarim Komuniti Team help us to secure land title?

While appropriate land title is crucial for the success of a mini-grid project, it is also an extremely sensitive and complex matter. Pawarim Komuniti is not in a position to support applicants in this regard and ideally expects applicants to prove land access rights at the Full Proposal stage, through a verifiable land title.

## 2.0 Impacts of COVID-19

### 2.1 Are there any anticipated changes as a result of COVID19 on the program and timeline?

We understand there will be delays, both to the overall application process as well as to implementation stages, as a result of COVID19. We are flexible to such delays and are willing to work with successful applicants to set a timeline that works for all partners.

### 2.2 Given anticipated travel delays due to COVID-19, would we be allowed to temporarily contract an additional local partner?

Yes, this is fine, however any interim or transition arrangements must be clearly specified in the Full Proposal.

### 2.3 Due to COVID-19 and travel restrictions we are unable to undertake community engagement and discussion with landowners at this time. What are our options?

While the Program requests as much information as possible at this stage, we understand that travel might be restricted and it might not be possible to finalise some details. If this is the case, please specify in as much detail as possible the process you intend on taking in order to finalise the necessary details.

## 3.0 Policy and regulatory compliance

### 3.1 What changes might happen in off-grid electrification regulations?

In PNG, regulation of the energy sector falls within the mandate of the Independent Consumer and Competition Commission (ICCC), for licensing and tariffs and PNG Power Limited (PPL), for technical standards. Currently, there is no regulatory framework specifically guiding the off-grid energy sector in PNG. Any generation, transmission and sale of electricity requires a license, which is managed by the ICCC.

A number of development partners have been working with the ICCC and are in discussions about the future of the regulatory space in the off-grid sector. This could mean a new regulatory framework or code is developed, which developers would need to comply with.

Additionally, in August 2020, the Department of Petroleum and Energy launched the PNG National Energy Policy 2017-2027. The policy sets the intention to establish a new National Energy Authority (NEA) and Energy Regulatory Commission (ENERCOM). With this, the governance of the energy sector, and potential off-grid regulation, will be entirely restructured.

As such, changes are anticipated in both the energy sector regulatory governance, as well as the off-grid regulatory framework in the short to medium term.

### 3.2 What could 'changing regulations' mean for our project and the Program?

While the anticipated changes may occur and regulations are developed or updated, there may be new processes that mini-grid developers will have to follow. This could include a different licence or registration process and might mean that projects will be regulated under the NEA and ENERCOM.

Pawarim Komuniti remains dedicated to working with other development partners, the ICCO and other relevant institutions to ensure projects under the program align and comply with government priorities and requirements.

### 3.3 What is your advice on ownership/liability and O&M of our project given the uncertainties of the regulatory environment? What roles should communities, NGOs IPP etc take in the project?

One possible configuration is that an experienced NGO/company (either local or international applicant) will partner with a local organisation to deliver the project. The experienced NGO/company will transfer relevant knowledge, capacity and skills that ultimately enable the local organisation to maintain the project sustainability and O&M after completion. It is desirable that the local organisation will have endorsement from within the community, as it encourages ownership. There is no single configuration for a perfect project, and each will be assessed on a case by case basis.

## 4.0 Environmental protection

### 4.1 Is there a recommended format for the Initial Environmental Examination (IEE) or Environmental Impact Assessment (EIA)?

The Program does not specify a format or template, as some organisations have their own processes for identifying and managing environmental impacts. For an IEE or EIA at this stage, the Program will require an overview of the main anticipated environmental impacts under your project and any mitigation measures planned. This could be in the form of a table. The Program may be in touch to request further details as required, following your submission.

## 5.0 Monitoring and evaluation

### 5.1 What needs to be in a monitoring and evaluation plan?

The Monitoring plan should be an expansion on Section 3.0 of the form, with details on the key/main development outcomes anticipated and broadly on how they would be measured and tracked/monitored. This could be in the form of a table, including intended outcomes/impacts, indicators, and how success will be measured. Should your application be successful, the Program team will work with you to further develop this into a full Project Logic and Monitoring Plan.

## 6.0 Gender Equity and Social Inclusion (GESI)

### 6.1 What is GESI? What does it mean?

GESI stands for Gender Equity and Social Inclusion. For some its, Gender *Equality* and Social Inclusion.

Gender Equity is ensuring that there is fairness and justice in the distribution of benefits and responsibilities between women and men.

Social Inclusion is ensuring that people/ groups who are socially excluded such as people with disabilities are given equal opportunities to participate in and contribute meaningfully to development and also benefit from these projects/ developments.

### 6.2 How do we ensure GESI is mainstreamed in our project activities? Why is it important?

The Program encourages GESI considerations/elements to be mainstreamed into project activities where possible. Below are two starting points which can guide projects to identify activities which can have GESI elements mainstreamed:

- Identify beneficiaries as women, girls and people with disabilities and other vulnerable people/groups
- Involve women, girls and people with disabilities (where/when possible) to participate in the design, implementation and sustainability of projects

Mainstreaming GESI ensures that projects consider the different needs of women, men, youth and people with disabilities (where relevant) and is beneficial to everyone in the community.

Example: 1) Ensuring that women, girls and people with disabilities are able to participate in trainings/ workshops that are conducted by you. 2) Ensuring that people with a disability are able to reach and operate light switches and power points (accessible).

### 6.3 Are there any resources available?

The Pawarim Komuniti team will provide a GESI Program Logic and a Gender Action Plan template which will guide you on how to mainstream GESI in your project activities. If you require further support, the Program GESI and Safeguards officer will be happy to assist.

## 7.0 Costing

### 7.1 If our project budget has changed, how and where should we indicate and justify these changes in the proposal?

It is expected that there may be budget changes at this stage, since we understand the budget at EOI stage was indicative. This said, at the bottom of the budget table in the Full Proposal Form, there is provision to explain differences from the EOI budget: *“Is this cost estimate different from the EOI? If yes, please clarify:”* – you can choose the way you want to illustrate/narrate these changes, but it should be concise. For small changes (<10%) you might not even have to clarify.

## 8.0 Attachments to the Full Proposal Form

### 8.1 Do you have templates for the attachments requested?

The Program does not have templates for the remainder of the requested attachments, and will accept any similar pre-prepared documents that partner organisations have developed, and/or simple letters/statements/reports that summarise your work or intentions in each area. The Program may be in touch to request further details as required.

Should your application be successful, the Program will conduct due diligence checks that will require some specific additional details building from your submission. This will then be in our standardised formats.

### 8.2 A procurement plan is listed in the attachments. What does this involve?

This should be a brief document outlining the main contractors (if pre-selected), services and products that will need to be procured under the project, how they will be procured, from what service providers, and in what time frame.

### 8.3 What is needed in the attachment for “Project design, load calculations, component selection, specifications or feasibility/detail design”?

This summary document should include a brief overview of the technical design details, however, it does not need to be a comprehensive technical proposal. Please include basic system requirements and components, estimated load and basic design detail.

### 8.4 What is needed in a Gender Action Plan?

Provided by Pawarim Komuniti team upon request, as some organisations have their own plans and policies.

### 8.5 What needs to be in a monitoring plan?

The monitoring plan should be an expansion on Section 3.0 of the form with details on the key/main development outcomes anticipated, and broadly on how they would be measured and tracked/monitored. This could be in the form of a table, including intended outcomes/impacts, indicators, and how success will be measured. Should your application be successful, the Program team will work with you to further develop this into a full Project Logic and Monitoring Plan.

### 8.6 OEP Child Protection Policy (Signed OEP Child Protection Policy code of conduct; and work health and safety statement)

The OEP Child Protection Code of Conduct is available on the Resources section of the Pawarim Komuniti Website, resource item number 5:

<http://pawarimkomuniti.org.pg/resources/>

You will also need to include your own organisation’s Child Protection Policy.

### 8.7 Financial Analysis and Budget and Financial Management Plan

The Financial Analysis and Budget and Financial Management Plan will be accepted in any format that suits the applicant organisation, provided it feeds into and is consistent with the

information provided in Section 6 of the Full Proposal Form. Should the application be successful, further standardised templates will be provided as part of Due Diligence checks. Financial Analysis and Budget and Financial Management Plans provided at the full proposal stage should be simple and clear, and can be provided in Microsoft Excel or Microsoft Word format, or equivalent.

#### 8.8 What is expected from a Co-funding Commitment Letter?

This can be a brief letter from any organisation/partners who are committed to co-funding the project. It should include any key conditions (i.e. whether or not their funding is contingent on successful grant funding from the OEP).

#### 8.9 What should be included in the Land or water entitlement and/or a plan addressing land or water issue?

This should be a statement from landowners confirming support for the intended activities and consent for them to occur on their land. If the landowners group is a partner organisation, a similar letter or signed statement should be included outlining the arrangement between landowners and land use. For hydro projects a similar description of right to water use should be articulated in a short letter or signed statement.

#### 8.10 Is there a recommended format for the IEE or EIA?

The Program does not specify a format or template, as some organisations have their own processes for identifying and managing environmental impacts. For an IEE or EIA at this stage, the Program will require an overview of the main anticipated environmental impacts under your project and any mitigation measures planned. This could be in the form of a table. The Program may be in touch to request further details as required, following your submission.

#### 8.11 What does a partnership agreement need to include?

A partnership agreement is a high-level document outlining the nature of the partnership between two or more organisations. It should include the shared vision, mission or aims, and basic details on how the organisations work together and their respective roles. If you do not have a Partnership agreement in place already, you may submit the Full Proposal Form without it, as long as you agree to provide this should your application be progressed. Please let us know if you will not be submitting a Partnership agreement with your Full Proposal Form, or if you would like guidance on how to develop this agreement.