**ANNEX A – Application Form**

**Energy Efficient Lighting and Appliances in East and Southern Africa (EELA)**

**Request for Expression of Interest (EOI) from energy users and energy service providers for technical and financial support to develop and implement energy efficient lighting and appliances projects in the East African Community (EAC) and Southern African Development Community (SADC) Member State(s)**

Thank you for starting the process for the Expression of Interest (EOI) for the EELA Technical Assistance and Co-Financing Facility.

You must complete all the mandatory fields marked with an asterisk (\*) in order to complete the application process.

The applications can be submitted until 31 December 2021. Applications will be processed on an ongoing basis and applicants will be notified of the outcomes of their applications on a quarterly basis.

All application together with the supporting documents must be submitted to UNIDO using the following e-mail address [eela-facility@unido.org](mailto:eela-facility@unido.org).

For any clarifications or questions regarding the application process, please send an e-mail to Mr. Aymen Ahmed ([A.Ahmed@unido.org](mailto:A.Ahmed@unido.org); CC: [J.Kraus@unido.org](mailto:J.Kraus@unido.org)).

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1. **CONTACT PERSON DETAILS**

First Name\*

|  |
| --- |
|  |

Last Name\*

|  |
| --- |
|  |

Position\*

|  |
| --- |
|  |

E-mail address\*

|  |
| --- |
|  |

Telephone number\*

|  |
| --- |
|  |

1. **ORGANIZATION DETAILS**

Country

|  |
| --- |
|  |

Legal Company Name (Not trade name)\*

|  |
| --- |
|  |

Address\*

|  |
| --- |
|  |

Telephone number\*

|  |
| --- |
|  |

Organization Website\*

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| --- |
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1. **ORGANISATIONAL INFORMATION**

**3.1 Profile of the Organization\***

|  |
| --- |
|  |

*Limit: 250 words*

Provide a brief organizational profile including the following:  
  
1. Main business activity  
2. Main customer type  
3. Types of products and services offered to customers

Do you have any experience with energy efficiency technologies or business?

Yes

No

If you answered ‘Yes’ please provide further details

|  |
| --- |
|  |

**3.2 Management Structure\***

Provide the management structure of your organization.

|  |
| --- |
|  |

*Limit: 100 words*

Required Supporting Documents\*

Please submit the following documents:

* 1. Applicant Declaration - Annex A;
  2. Certificate of Incorporation;
  3. Confirmation of being registered for tax;
  4. Confirmation of having no tax debt;
  5. Organization chart;
  6. Audited Financial Statements of the last two (2) years;
  7. CVs of the key management team;
  8. In case of the EoI being submitted by a consortium provide evidence in the form of a declaration, a power of attorney or a cooperation agreement authorising the applicant to submit the EoI and the Offer (in the form of a Concept Note) and to represent the consortium at all stages of the selection procedure on behalf of the partners jointly submitting an Application.

**3.3 Operational Information\***

|  |  |
| --- | --- |
| **Organization’s Head Office** |  |
| **Number of years of operation** |  |
| **Number of employees** |  |
| **Latest annual turnover (Euros)** |  |
| **Total assets value (Euros)** |  |
| **Countries operating in** |  |

1. **PROJECT INFORMATION\***

**Concept Note\***

Country/Countries where project is to be executed\*

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| --- |
|  |

Sector

|  |
| --- |
|  |

Project implementation location (physical address or GPS coordinates)\*

|  |
| --- |
|  |

Indicate whether on or off-grid

On-grid

Off-grid

Full Project Title\*

|  |
| --- |
|  |

Brief Project Description\*

|  |
| --- |
|  |

*Limit: 250 words*

Upload Concept Note\*\*

Submit Detailed Concept Note\*\* (Optional for Window 1, compulsory for Window 2 and 3)

Please submit your Concept Note along with the Expression of Interest, signed by approved official/s of your Organization with authority to commit the Organization to entering into an agreement with the EELA project in the event of the Application being selected.

Declaration: I herewith confirm that the application and concept note are prepared with full authority of the approved officials of the company.\*

*Confirm by ticking the box*

**Summary Project Information\***

|  |  |
| --- | --- |
| Expected starting date of the project |  |
| Expected project duration (months) |  |
| Total project cost (Euros) |  |
| Funding requested from EELA project (Euros) |  |
| Amount of co-financing to be contributed by Applicant(s) (Euros) |  |
| Business model to be used in the project (if applicable) |  |
| Percentage energy savings per annum |  |
| Cost of energy saved Euros per annum |  |
| Number of people getting access to energy efficient lighting, appliances and services |  |
| Number of jobs created (direct and indirect) |  |
| Greenhouse gas emission mitigation (in t CO2e per year) |  |

1. **DECLARATION & CONFIDENTIALITY**

I herewith confirm that the information stated in this application form is true and correct, to the best of my knowledge, and will advise EELA of any changes to information or circumstances that may impact on this application.\*

This questionnaire is strictly confidential and will be used exclusively by the EELA project. \*

Under no circumstances should this EoI or information contained therein be distributed, reprinted, modified, or reproduced in any form without the written consent of both the ELLA project and Applicant(s).

**Optional - Is there anything important not covered in the above questions that would help us better understand the Expression Of Interest?**

|  |
| --- |
|  |

*Limit: 100 words*

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