



Rijksdienst voor Ondernemend
Nederland

Intake Form DRIVE for government

June 2018

Version 1

Introduction – About this form

Use this form to submit a project to the Netherlands Enterprise Agency (RVO.nl) for co-financing by DRIVE.

If your project is still in an early stage, please fill out a Quick Scan form first (see www.rvo.nl/drive).

The Intake procedure has the goal to assess a potential DRIVE project and the applicant. An Intake procedure is mandatory before you can submit an Application.

Although this is not the formal Application form, please be aware that the information submitted with this Intake form will be used to fully assess the project and your government, as applicant, on all DRIVE criteria. The formal Application form will be submitted by the company that will implement the project as part of the procurement process. It is therefore necessary that the information submitted with this form is as actual, accurate and complete as possible. The information that will be submitted with the Application form should not deviate substantially from the information submitted with this Intake form, unless clear and valid justification for such changes are provided.

RVO.nl will use the information submitted firstly to assess whether the project meets the threshold criteria of the DRIVE programme. If and when this is the case, RVO.nl will assess whether the information provided is sufficiently to start the Intake procedure. The appraisal will start when all information is complete or final. RVO.nl will use the information submitted in the intake phase to assess the project on the substantive criteria of DRIVE. More information on these threshold and substantive criteria, as well as the information requirements can be found in the DRIVE Manual (see: <http://english.rvo.nl/subsidies-programmes/how-apply-drive>)

Not all information has to be complete and final when submitting this form. But the information you provide must be complete as possible and give enough certainty that the information will be complete and final by the date the appraisal should start, in principle not later than four months before the expected publication date of the tender.

RVO.nl will decide whether the provided information is sufficiently to actually start the Intake phase. If not, RVO.nl will inform you which additional information is needed.

Be concise but clear. The more concrete you fill in this Intake form, the better RVO.nl can assess whether your project is fit for DRIVE.

Send this form and the required documents by e-mail to RVO.nl (see email address below).

One of the advisors will contact you as soon as possible.

With a DRIVE contribution companies can offer financial support to local authorities for the execution of public infrastructure projects in one of the DRIVE countries (see: <http://english.rvo.nl/subsidies-programmes/drive/country-list>). The main criteria that will be assessed are Development relevance, Programmatic coherence, International Corporate Social Responsibility, Additionality and desired DRIVE Financial instruments. In this form all criteria are listed that a formal application ultimately has to meet.

To submit this intake form, send the form via email to: klantcontact@rvo.nl.

After sending this form, you will receive an acknowledgement of receipt.

We process your personal information, because this is necessary for registration purposes. Your personal details will not be used for other purposes and will not be kept longer than necessary. For more information: www.rijksoverheid.nl/privacy

Contact information

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E: klantcontact@rvo.nl

Website:

<http://www.rvo.nl/subsidies-regelingen/drive> (Dutch)

<http://english.rvo.nl/subsidies-programmes/development-related-infrastructure-investment-vehicle-drive> (English)

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THE NETHERLANDS**

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1. Contact Details

Applicant

Name of your organisation	
Address	
Country	
Website	
In which sector is your organization active	
Number of employees	
Organisational structure	
Representative contact details	
Initials	
First name (optional)	
Infix	
Surname	
Gender	
Title(s)	
Function:	
Phone:	
Mobile:	
Email:	

Other parties (add more boxes if necessary)

Name of the organization	
Country	
Representative contact details	
Initials	
First name (optional)	
Infix	
Surname	
Gender	
Title(s)	
Function	
Phone	
Mobile	
Email	

2. Threshold Criteria

DRIVE country		
Country:	On DRIVE country list? https://english.rvo.nl/subsidies-programmes/drive/country-list	Yes / No ☐ Least Developed Country ☐ other low income country ☐ Low-Middle Income Country and territories ☐ High-Middle Income Country and territories ☐ Fragile state

Project costs		
Total DRIVE project costs (including financing costs)		Are the costs between EUR 5 mln and EUR 60 mln? Yes/No

Grant percentage	
Total DRIVE eligible project costs:	
Share of DRIVE subsidy in total DRIVE eligible project costs:	
Standard DRIVE subsidy percentage for the country:	

Qualitative and quantitative Operations and Maintenance Plan	
O&M Plan available If yes, annex number:	Yes / No
If no, when will it be available?	Date:
Lifetime project (in years)	
Cash flow analysis over lifetime project available? If yes, annex number:	Yes / No
If no, when will it be available?	Date:

Environmental and Social Impact Assessment (ESIA)	
Project classification according to the IFC performance standards ¹ ?	A / B / C
Justification of project classification	
ESIA available (for A and B projects) or IA for C projects. If yes, annex number: If no, when will it be available?	Yes / No
Name and contact (person) details of local authority involved with ESIA	

¹ <http://www.ifc.org/performancestandards>

Indicate here which topics are covered	1) 2) 3)
--	------------------------

Supervision/inspection:	
Supervision/inspection is arranged:	Yes / No
If yes, arranged by:	
Track record arranging entity:	
Supervisor/inspector: (person or entity, please add details)	
Track record supervisor/inspector:	
Funding supervision/ inspection	
If supervision/inspection is not arranged, how and when will it be arranged?	
Will the funding for the supervision be part of the DRIVE application?	Yes / No

Feasibility Study	
Feasibility study available If yes, annex number: If no, when will it be available?	Yes / No
If yes, indicate here which topics are covered.	1) 2) 3)

Applicant's current and operational International Corporate Social Responsibility (ICSR) policy	
Signed declaration of subscription of OECD guidelines for multinational enterprises attached (see Annex I of this form) If yes, annex number:	Yes / No
Applicant's current and operational ICSR policy attached If yes, annex number:	Yes / No
A report on the performance of this policy is available and attached If yes, annex number:	Yes / No
The ICSR policy has been certified If yes, by which organisation?	Yes / No
If no to any of the questions above , please clarify	

Reputation	
The applicant declares its company, its representatives and its employees are not listed on the World Bank's List of Ineligible Firms & Individuals or likewise lists of other institutional donors.	Yes / No
Signed declaration of integrity (see Annex 2 to this form for model) attached. If yes, annex number:	Yes / No
The applicant declares that the project does not contain activities that are listed in the exclusion list of the Dutch Entrepreneurial Development Bank (FMO)	Yes / No

3. Presentation of the project

Please describe the project's rationale and objectives below.

Project title and country	
Project title	
Country	
Region	
Sector	☐ Food security ☐ Water ☐ Sexual and reproductive health and rights ☐ Climate ☐ Other: (please indicate)

Project rationale	
Background	
What problem does the project aim to address and how? What are the underlying causes?	
Description of the demands that project will meet (services / goods to be provided)	

Project definition:

The definition of infrastructure project is based on the OECD definition: "the smallest complete productive entity, physically and technically integrated, that fully utilizes the proposed investment and captures all financial benefits that can be attributed to the investment." For example: "the project is defined as the development, construction, equipping and subsequent use and maintenance of a regional hospital in city X, country Y".

Please note: In some cases a distinction has to be made between the total infrastructure project and the DRIVE project. The (total) infrastructure project may have a broader scope than the DRIVE project, or the DRIVE project only provides and extension to an existing system. Moreover, the involvement of the applicant may end after implementation, but the project as a whole will still function far beyond that period. Therefore the lifetime of a project must be mentioned.

Generally a DRIVE project will consist of the contract for works, goods or services, and if applicable supervision, and the related financing costs. The DRIVE project may be part of the (total) infrastructure project. If that is the case please specify the costs for the entire project and its individual components. Also specify in what stage each individual project finds itself, which parties are involved, how these different project components have been financed, etc..

Please describe the various project components and their dimensions / amounts / capacities in as much detail as possible. For instance "two water treatment plants with a capacity of XX m3 each." Include all project components, even if not part of the DRIVE transaction. Indicate clearly which components fall under the DRIVE transaction and which do not.

Project definition	
Project components	Part of DRIVE application? (y/n) 1) 2) 3) 4)
DRIVE application	

Baseline and project scenario

Make sure you provide as much quantitative information as possible (e.g. how many people have access, now, in the baseline scenario and in the project scenario, specifying e.g. how many additional patients may be served due to the project or how many patients will profit from improved services)

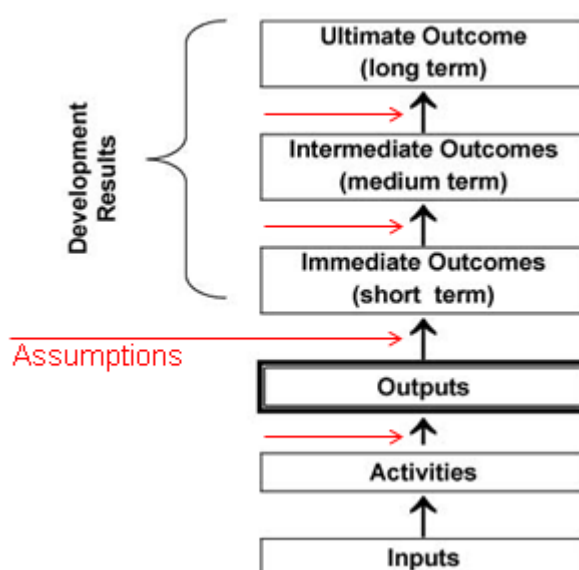
Baseline situation	Describe the current situation in the project area. Who are the end users? What is their (social-economic) position and what is the breakdown between different groups (based on income, gender, age, rural versus urban etc.)? Do end users have access to similar infrastructure or alternatives?
'Without the Project' Scenario	Describe the 'without the project situation', i.e. what would happen if the project were not implemented, not even in another way? Please project this over the lifetime of the project and take into account trends and developments such as e.g. population growth, increased demand, further deterioration of the infrastructure, etc. Clearly describe and explain the assumptions underlying the without project scenario.
'With the Project' Scenario	What is the expected outcome of the project compared to the 'without project' situation? (Amongst others in relation to end users, the different groups, local situation and the private sector)?

Project objectives

Overall objective	
Specific objectives	

Theory of Change or Project Result Chain

Describe and visualize how your project is expected to contribute to its objectives and to the DRIVE policy goals. This can be done by visualising and describing a Theory of Change or Project Result Chain. Providing a Theory of Change is a preferred methodology for the Intake form as it is more comprehensive as a Project Result Chain. A Theory of Change is essentially a comprehensive description and illustration of how and why a desired change is expected to happen in a particular context. It is focused in particular on mapping out or "filling in" what has been described as the "missing middle" between what a program or change initiative does (its activities or interventions) and how these lead to desired goals being achieved. For an example of a Result Chain, please refer to the DRIVE program result chain in the DRIVE manual.



To determine the Theory of Change or Result Chain of your project, please follow these steps:

- 1) Based on the information above:
 - a. define the effects of your project / the desired impact or ultimate outcome² that your project would have on the local economy or community, these effects can be economic, socio-cultural, institutional, environmental, technological or of other types;
 - b. and define the inputs³ and activities⁴ of the project.
- 2) Define the pathways through which your project (inputs and activities) contributes to the desired results/impact: what is the logical way in which your project contributes to its objectives/through which intermediary steps do these results occur? This leads to a description of the outputs⁵ and outcomes⁶ (which may include immediate and intermediate outcomes) of your project. Ideally, these pathways will be based on existing evidence/literature, and/or assumptions will be made explicit. If so, provide these references in the narrative below. Please provide a visualisation of your Theory of Change or Project Result Chain below (incl. inputs, activities, outputs, outcomes and impact), followed by a short explanation/narrative.

Please elaborate:

² Impact is the (positive and negative) long-term effect on identifiable population groups produced by a development intervention, directly or indirectly, intended or unintended. These effects can be economic, socio-cultural, institutional, environmental, technological or of other types. There are usually many factors that influence the impact besides the project.

³ Inputs are the financial, human, material, technological and information resources used for the development intervention

⁴ Activities are the actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilised to produce specific outputs

⁵ Outputs are the products and services which result from the completion of activities within a development intervention

⁶ Outcomes are the intended or achieved short-term effects of an intervention's outputs, usually requiring the collective effort of partners. Outcomes represent changes in development conditions which occur between the completion of outputs and the achievement of impact

Business climate/private sector development (PSD) impact

Based on your Theory of Change/Project Result Chain, identify the main expected effects with regards to private sector development and clearly specify whether effects are direct or indirect. Only mention those effects that are significant and can be assumed reasonable to occur (as a consequence of improved access to the realised infrastructure). Consider e.g. project contributions to:

- Establishment of new businesses;
- Growth of existing businesses;
- Employment (NB: not temporary!)
- Improvements in access to markets;
- Improvements in productivity;
- Improvements in the quality of products / services provided by the private sector;
- Improvements in market opportunities;
- Competition (levels).

Explain underlying assumptions, conditions to be met and other factors that could influence the outcomes (especially for indirect effects).

Main expected PSD/business climate effect	Direct / indirect	Assumptions / conditions / other factors

4. Project organization, implementation and planning

Please elaborate on the project organization during the implementation and operation and maintenance of the project. Please provide organograms in the box below of the implementation as well as the operation phase to clarify the relations between the relations between the organisations.

Organogram implementation phase:

Organogram operation and maintenance phase:

4.1 Government entities

Please complete this section in the boxes below for each government entity for each phase and answer all the following questions. Include all relevant local (tendering) authorities, including the Ministry of Finance and relevant subnational government entities.

- What are the main activities of the government entity?
- To which government body does the government entity belong? Who has ultimate control?
- Summary of how the organisation is structured and how it fits in the government structure.
- If the (tendering) government entity is a government company or a special purpose company, who are the shareholders and what are their respective shares?
- Which party acts as the regulator for the sector? Describe the legal structure of the company involved, what is the legal status?
- Who are the members of the management team and Board of Directors and what are their individual responsibilities? Please provide background information on these people.
- What is the experience of the local (tendering) authority with 1) executing and tendering similar projects in the past, 2) similar technology 3) foreign companies 4) International Corporate Social Responsibility. If the (tendering) local authority does not have this experience or knowledge, explain how it plans to acquire it.

Local authority 1:

Implementation phase:

Operation and maintenance phase:

Local authority 2:

Implementation phase:

Operation and maintenance phase:

4.2 Project organization in the implementation phase

Please describe the roles and responsibilities of all organizations involved in the implementation and operation and maintenance phase. This includes companies, NGO's, Environmental commission/authority, management and supervision (government authorities have been describes under 4.1.1.). Include the team members of the project organization if they have already been selected, and their decision-making structure. Add as many boxes as needed.

Organization 1:

Implementation phase:

Operation and maintenance phase:

Organization 2:

Implementation phase:

Operation and maintenance phase:

4.3 Independent supervision

One of the threshold criteria for DRIVE is that there will be independent supervision of the transaction. If the independent supervisor has already been selected, provide the contact information of this party. Also elaborate on the selection process and key conditions. If this specialist has not yet been selected, please indicate how and when supervision services will be enlisted. Note that in case the future supervision is not (yet) clear at the start of the Intake, this may imply that appraisal cannot yet start and steps need to be taken first by the applicant to ensure information on proper supervision.

The engineer or employer's representative's tasks can be to review the tender documentation and to supervise the implementation of the contract and to issue performance statements when required. Please elaborate on the points below.

- Experience with similar projects in the past;
- Experience with similar technology;
- Experience with working with foreign companies;
- References;
- Experience with issuing performance statements;
- Experience with reporting on performance indicators to stakeholders;
- Technical, management, financial, corporate social responsibility and market knowledge, as well as any international experience.

Please elaborate:

4.4 Monitoring plan

Describe who will be responsible for monitoring of results during project implementation as well as the operation and maintenance phase.

Please elaborate:

4.5 Project installation

How will the equipment be installed, commissioned and inspected? Please indicate what contractual and financial incentives will be used when the test results are positive.

Please elaborate:

4.6 Time planning

Provide a detailed time planning for the implementation of the total infrastructure project. Include key go/no-go moments such as financing, permits, tender, construction etc. If available add a Gantt chart in an annex.

Please elaborate:

5. Budget and financing plan

This chapter is used to describe the project costs, financing, financial sustainability and economic viability. The quantitative aspects can be filled out in the Excel file "Financial Analysis Tool DRIVE" (see: <http://english.rvo.nl/subsidies-programmes/how-apply-drive>). Use active formulas in Excel, so that the data are traceable. Kindly also make sure that all figures presented in the excel file, this Intake form and the studies conducted for the project are consistent. Also, please make sure that all revenues and cost items are presented in constant prices, i.e. not taking into account future inflation. The more qualitative aspects of the budget and financing plan will be described in the Intake form as follows.

All sheets of the excel file have been filled out	Yes / No
If no, which sections have not been answered and why is this information not available?	

5.1 Project costs

The project costs estimates are based on a detailed Bill of Quantities to be filled out in the sheet 'BoQ – Implementations costs' in the Excel file. Please note that DRIVE will also request information regarding the project costs of similar projects in the recipient country or similar countries.

5.2 DRIVE support requested (instruments)

Which financial DRIVE instrument(s) are you applying for? More than one option is possible:

- ☐ Subsidy without repayment obligation:
 - ☐ subsidy for the transaction costs (contract price);
 - ☐ subsidy for financing costs of the local authority (premiums);
- ☐ Guarantee by RVO.nl for a loan to a local authority and/or another institution that lends to the local authority
- ☐ Loan by RVO.nl to the local authority directly and/or to another institution that lends to the local authority

Please note that a guarantee and/or a loan will only be considered if the subsidy without repayment obligation does not lead to complete and concessional financing of the project. Please note that for the part not covered by the DRIVE contribution, residual financing should be secured.

Has an application for credit insurance been submitted?	Yes / No
Please elaborate. If answered yes, provide the amount, credit insurance company/organization, current status, coverage requested, contact details etc. If no, why has the credit insurance not been submitted?	

5.3 Financing of the project investment

This section described the financing of the project investment. Use the sheet 'DRIVE project costs and subsidy' sheet in the same Excel file to fill out the financing of the project. The questions below aim to link the quantitative information filled out in the excel file with qualitative descriptions.

5.3.1 Financing entities involved in the project

Describe the entities involved in the financing of the eligible and non-eligible costs of the project. Make a distinction between (at least) borrower (e.g. Ministry of Finance), owner of the assets (e.g. Ministry of Water), Line Ministry (e.g. Ministry of Health), operator (utility company), guarantor (e.g. Ministry of Finance).

Please elaborate:

5.3.2 Arrangements between these financing entities

Provide information on the arrangements between those entities (e.g. service level agreements, debt service, maintenance, reinvestments, tax exemptions, subsidy arrangements, on lending agreement). If available, provide an organogram, graphically representing the arrangements.

Please elaborate:

5.3.3 Regulatory body and tariff setting

Who sets the tariffs and on what basis? What is the role of the regulatory body in the sector? Are there plans for future tariff adjustments? If available, please provide information on the position of other donors in this respect.

Please elaborate:

5.3.4 Track records owner and operator of assets

Provide historical information based on annual reports on the one hand and a budget forecast on the other hand. Also provide information on the track record of the utility company and the owner of the assets and assess their ability to cover the O&M costs and costs for reinvestments.

Please elaborate:

5.3.5 Main risks and mitigating measures

What are the main financial risks for the project investment? Pay special attention to the financial capacity of the local authority. Especially when the project is financed out of annual budget and not by a commercial loan (possibly covered by an ECA) or another donor.

Please elaborate:

5.4 Financing of O&M phase and financial sustainability

This section deals with the financial revenues and costs after completion of the investment. The applicant is requested to give insight in the revenues and operating costs to be expected during operations of the infrastructure. This section needs to be based on the O&M plan that is to be provided as part of the project documentation and the Operations & Maintenance sheet in the aforementioned excel file. Please note that the operating and maintenance cost are not part of the eligible costs for subsidy, with exception of costs that are part of the contract for the implementation of the project (a possible service or maintenance contract mostly for a limited period of time).

Does the project generate revenues?	Yes / No
If Yes, elaborate how they are derived and how revenues will develop over time.	

Is a letter of commitment available from the Ministry of Finance?	Yes / No
If yes, please attach the letter as Annex to this form. If no, explain why not.	

The applicant needs to show that the entire infrastructure project (i.e. including the non-DRIVE part if applicable) is financially sustainable. The quantitative information should be filled out in the sheet "Financial sustainability". In order for the project to be financially sustainable one of the following two conditions should be met.

- 1) Future project revenues are sufficient to cover the O&M costs once the project is operational, the commercial loan (interest and repayment of instalments), as well as for the replacement of assets needed during the economic lifetime of the project (maximised at 25 years).
- 2) In case the project does not generate revenues, or in case revenues are not sufficient to cover these future expenses, the relevant local authority needs to provide sufficient information that the shortfall will be covered, and how it will be covered.

The financial sustainability analysis should be in accordance with the OECD consensus. Specific conditions and requirements for the financial sustainability analysis thus include:

- The analysis is performed over the economic lifetime of the project (e.g. 20 or 25 years);
- The DRIVE subsidy should be highlighted in the calculations;
- The actual mode of financing of the non-DRIVE part of the project costs should be included in the analysis, including repayment terms, grace period and interest rate if relevant.
- The Accumulated cash flow after 20 or 25 years (ACCF20/25) should be positive;

Summary results Financial Sustainability Analysis		
Item	Amount	Unit
Economic lifetime		Years
Discount rate		% (in real terms)
ACCF		1000 Euro

5.4.1 Sensitivity Analysis

Please describe the results in a qualitative manner what the results are of the sensitivity of the ACCF to the main parameters. Include at least variables 'Lower revenues' and 'Higher costs'.

Please elaborate:

5.4.2 Describe the assumptions made for the financial sustainability analysis

Please elaborate:

5.4.3 Describe the conclusions, main issues and risks

Please elaborate:

5.4.4 Financial sustainability of relevant legal entities

Please provide information on the ownership structure, financial arrangements, financial strength and funding of relevant legal entities. Note that attention should also be paid to the role of the regulator (if applicable), plans for future tariff adjustments and how this may affect the project.

Please elaborate:

5.4.5 Mitigating measures financial sustainability

Please elaborate:

5.4.6 Coverage of deficits

In case of deficits in the Operation & Maintenance as well as an indication how and by which organization these deficits will be financed.

Please elaborate:

5.5 Economic viability

The basis of this analysis should be the with-without project scenario, which has been described in chapter 3.3. When presenting your estimations and calculations, please ensure you provide and clearly explain all assumptions with reference to reliable and recent sources. The economic viability analysis should include at least:

- A quantified description of current situation, the situation without the project (baseline) and the situation with the project, clearly indicating relevant numbers and figures (e.g. how many people / companies, etc.) – this must be based on and consistent with the information provided in 3.3.;
- Main economic benefits (contributions to an improvement in real income and welfare of the beneficiaries); pay special attention to the main indirect benefits relating to private sector development. For all the main economic benefits assess the likelihood that these will occur;
- Please ensure you only take into account incremental benefits, i.e. the benefits attributable to the project (e.g. the number of additional patients that can be served due to the project) and adequately describe the situation without the project (e.g. will patients not be served at all without the project, will they have to travel further (hence incur higher travel costs) or will they go to higher level hospital (hence burdening the referral system);
- Main economic costs reflecting the use of scarce resources (i.e. investments, externalities);
- Quantification of economic costs and benefits;
- "Monetization" of economic costs and benefits and assessment of net economic benefits, e.g. by using willingness to pay concept, value of saved time, value of additional productive life, carbon credit values, etc. If you are unable to quantify and monetize the impacts due to the nature of the project, please provide justified estimations of the expected order of magnitude and direction of effects and impacts. Refer to the socio-economic studies as part of the feasibility study that has been carried out.
- A justification of the investment costs, given the expected impacts, or in other words an indication of how the benefits of the project outweigh the costs.

Quantified direct economic benefits	Assumptions: Benefits:
Quantified indirect economic benefits	Assumptions:
	Benefits:
	Likelihood to occur:
Monetised economic benefits (in EUR)	Assumptions: Benefits (€):
Quantified/monetised economic costs	
Economic viability	

6. Additionality of financial contribution by DRIVE

Please justify the need for DRIVE assistance by providing proof of the additionality of a financial contribution of DRIVE. See the DRIVE Manual for explanation.

☐ No commercial funding available	Rejection letter from bank • Included in annex ... , • Available from local government authority
☐ Country not allowed to borrow on commercial terms based on the IMF's debt sustainability guidelines	Source confirming this status:

7. Development relevance

RVO.nl will assess the proposed project based on its development relevance. Therefore, the following information needs to be provided (see also the DRIVE Manual). Please note that the baseline study and feasibility study, as well as the ESIA should feed into this section. It is also possible to refer to the correct sections within these studies, provided that all questions are answered.

7.1 Contribution to private sector development

The main question to be answered concerns the projects positive contribution to private sector development and inclusive growth. DRIVE seeks to support projects for public infrastructure that have positive impact on private sector development by improving the business climate and contributing to inclusive growth through local entrepreneurship and increased employment and productivity as to enable people to secure the necessities of life. These aspects will be judged based on the answers provided in part III: presentation of the project. Therefore, make sure that the contribution to private sector development and inclusive growth becomes apparent there, based on the analysis presented in the feasibility report.

7.2 Local Commitment

7.2.1 Policy objectives

DRIVE supports projects that are in line with policy objectives of the recipient country or region.

- Describe in detail how the project fits in with the policy objectives of local and central government. If the country has a Poverty Reduction Strategy Paper (PRSP), please describe how the project is consistent with the PRSP.
- If the country has a sector strategy, describe the key features of the sector and the relation between the proposed project and the Government's sector policies and expenditure plans with current/ongoing initiatives and/or priorities of national ministries and agencies in the sector concerned.
- Indicate whether there is a Master Plan or other plan / programme / initiatives which this project is part of, clearly describing the prioritisation of the proposed project within this larger plan.
- Attach relevant policy documents. If available, attach a 'priority letter' of the government (indicate annex numbers in text).

Please elaborate:

7.2.2 End users

DRIVE projects should be based on a thorough needs assessments and meet end user demands so as to ensure local ownership and support for the project. Please base this section on the feasibility study / baseline study and the ESIA where relevant.

Please elaborate:

Accessibility: do all local population groups get access to the proposed infrastructure? What is needed to realise this? Are special facilities or services needed?

Please elaborate:

Affordability: Can all local population groups afford to use the proposed infrastructure? Are subsidies or other measures available for the poor, if necessary?

Please elaborate:

Acceptability: Have end users been involved in project identification and design? Please describe how they were involved and when possible provide references.

Please elaborate:

Awareness: Does the local population know what to expect of the project and are they informed on (sustainable) use of the proposed infrastructure? Are any follow up awareness raising activities foreseen in the project?

Please elaborate:

7.3 Value for Money

Value for Money relates to the optimal use of resources to ensure intended outcomes and implies maximising the impact of each Euro spent to improve the lives of people in DRIVE countries through private sector development.

To assess value for money, several aspects of the project investment need to be explained in some detail, related both directly to the investment and proposed technology and to the impact of the investment: (a) Economy & efficiency; (b) Effectiveness, including of the chosen technology and the project intervention as a whole; and (c) Cost-effectiveness of the overall project: economic viability.

7.3.1 Economy & Efficiency

This aspect will be judged based on the answers provided in chapters 3 and 5.1. regarding Project Costs. Therefore, make sure that the economic comparative analysis with similar projects has been described in sufficient detail.

7.3.2 Effectiveness

Please justify the choice of the chosen technology by answering all questions below.

- Why was this specific technology chosen as the best solution and what are possible alternatives? Why were these alternatives not chosen?
- Is there a substantial price difference between these alternatives? If the chosen solution is more expensive, please justify the additional costs (e.g. in terms of added functionality, specific requirements of local context (outcome of due diligence stake holder analysis), etc.).
- Compliance of the technology with local and/or international standards regarding quality, safety, environment and health;
- Whether the proposed technology, procedure and/or system can be considered “proven” for the circumstances in which it is to be used/applied;
- Sustainability of proposed technology considering local circumstances. Indicate how risks can / will be mitigated.

Please elaborate:

7.3.3 Cost effectiveness / economic viability

This section describes the cost effectiveness of the project by conducting an economic viability analysis based on quantified economic costs and benefits from a wider, welfare perspective. The appraisal of this section will take place in full based on the information provided in chapter 3.3. Therefore, please make sure this section has been described in detail there. Specifically, the economic viability will be appraised based on the quantified description of the current situation and the baseline and project scenario, the main economic costs and benefits (monetized) and a justification of the investment costs.

7.4 Sustainability

All sustainability aspects will be described in chapter 9 regarding Sustainability.

8 Programmatic coherence

The Infrastructure Project should fit into a coherent programmatic approach through focus and synergy.

8.1 Focus

The infrastructure to be built not only contributes to the development of the private sector, but is also supportive to the Dutch spearhead policy in the areas of food security, water and sexual and reproductive health and rights, as well as the Dutch aim to promote climate relevant investments. Please elaborate how the project aligns to these focus areas using the information provided in chapter 3.

Please elaborate

8.2 Synergy

The infrastructure to be built supports and / or builds further on the Dutch agenda for aid, trade and investment, i.e. by joining the initiatives already launched as part of the Dutch development policy. Please describe how the project aligns with existing Dutch initiatives within the target country (or region).

Please elaborate

9 Sustainability

The sustainability of the project will be assessed based on the information provided in the answer below. This includes the technical, ecological, climate and IFC Performance standards assessment of the project as well as the ICSR policy and its implementation of the company who wins the tender. The ICSR policy of the company will be assessed as part of the procurement procedure. The government entity responsible for project implementation is also responsible for compliance of the company that to the sustainability standards

9.1 Project sustainability

9.1.1 The impact assessment

The Environmental and Social Impact Analysis (ESIA) for category A and B and Impact Assessment for Category C projects must be conducted conform national legislation and the IFC performance standards and will be assessed accordingly. An ESIA in line with the IFC requires a screening, baseline studies, impact prediction and evaluation, mitigation, a social and environmental management plan and an environmental impact statement. The process requires consultation with stakeholders identified through a thorough analysis. An IA should provide the rational for the qualification of the impacts and mitigation measures for remaining risks.

The analysis ESIA or IA complies with national legislation	Yes / No
The ESIA or IA is approved by the local environmental authority If so, annex number:	Yes / No
A gap analysis between national legislation and IFC performance standards is available	Yes / No
Environmental and Social Management Plan (ESMP) is available? If so, annex number:	Yes / No
If no to any of the above, please elaborate including names, contact details and references.	

9.1.2 Technical sustainability

Technical sustainability relates to the technical and managerial training needed and foreseen. Please describe the need for training by indicating what knowledge/skills gaps exist for the relevant entities / groups (e.g. the local authority, operator, management and/or maintenance staff, etc.). Give a detailed description of the results (output) and related activities you wish to achieve with the proposed technical assistance and training included in the project. Specifically, make sure you answer the following questions:

- What are the skills and knowledge gaps regarding sustainability, monitoring & evaluation and used technology? Has a training needs assessment taken place or will it be part of the project?
- What knowledge and/or skills will be taught? At what level will the training course be taught? Distinguish among training to operate the goods, maintain the goods and institutional training;
- Who will be trained? How many people will be trained? If available, give a detailed training plan (number of persons to be trained, duration and place of training, level of trainees and number of trainers).
- Who will provide the training?
- Provide training budget, including number of working days for each training course, daily fees, cost of travel etc.

Please elaborate

9.1.3 Institutional & legal sustainability

The institutional & legal sustainability will be assessed based on the information provided in chapter 4.1. up and until 4.5. Please make sure the institutional setting and all organisations involved in the project are described in detail there.

9.1.4 Financial sustainability

The financial sustainability of the project and the legal entities involved in the project's implementation and operation and maintenance will be assessed based on the information provided in Part V Financial Plan.

9.1.5 Ecological sustainability

In order for a project to be sustainable, it should have limited to no direct and/or indirect negative environmental impacts, and if these do occur, mitigation measures need to be foreseen. The environmental context and status of the project context should be clearly described in the table for the IFC performance standards below. The appraisal will take place based on the information provided there.

9.1.6 Climate change issues

Please describe how climate change effects (e.g. increased droughts or floods) may affect the project, including the references used and the underlying assumptions. Please describe the adaptation measures applied in the project and describe how the project contributes to climate change mitigation.

Please elaborate:

- 1) Climate change effects
- 2) Adaptation
- 3) Mitigation

9.1.7 Climate markers score of the project

In case the theme of the project is Climate or climate relevant (e.g. Water), a score should be provided based on climate markers as described in The OECD's 'Handbook on the OECD-DAC Climate Markers'⁷. See the DRIVE Manual for further details.

Score:

Adaptation: ☐ 0 ☐ 1 ☐ 2

Mitigation: ☐ 0 ☐ 1 ☐ 2

⁷ www.oecd.org/dac/stats/48785310.pdf

9.1.8 **Fossil fuels motivation**

In case fossil fuels are part of a project in the field of power supply, an additional motivation should be provided for its need given potential less polluting alternatives with regard to the local context.

Please elaborate

9.1.9 **IFC Performance Standards**

The IFC Performance Standards consist of eight guidance notes, all of which should be explicitly addressed here, possibly with reference to the ESIA or IA. For each of these notes the applicant needs to demonstrate how these standards have been evaluated in the risk analysis (of the ESIA or IA) and what measures have been taken. If this assessment has been conducted in the ESIA, it can be copied into the intake form as well. Furthermore, kindly provide the main risks associated with the project in the light of the IFC Performance Standards.

IFC Guidance note	Potential risks	Prevention / mitigation measures
1. Assessment and management of environmental and social risks and impacts		
2. Labour and working conditions		
3. Resource efficiency and pollution prevention		
4. Community health, safety and security		
5. Land acquisition and involuntary resettlement		
6. Biodiversity conservation and sustainable management of living natural resources		
7. Indigenous people		
8. Cultural heritage		

Please elaborate on the main risks

9.1.10 **Supply chain responsibility**

Please provide an analysis of the project's supply chain. The analysis involves listing the products and services necessary for realisation of the project, referring to possible suppliers if possible (excl. suppliers of gas, diesel, electricity, water, telecom, packing materials or transport) and executing the due diligence supply chain risk analysis⁸. Please make sure all products and all associated risks are described in the table below, using as many table rows as is necessary.

MVO Nederland has developed a tool based on the Guidelines which can be found on the website (www.mvorisicochecker.nl or www.mvorisicochecker.nl/en) to facilitate the supply chain responsibility. Please Note that the tool will yield only general risks and specifications are required.

⁸ <http://www.oecd.org/daf/inv/mne/48004323.pdf>

Child labour: Please note that with regard to child labour RVO.nl applies a special obligation of notification for which defiance will result in a penalty⁹. Accordingly, the applicant is obliged to ensure that all project partners and primer suppliers of the products and services necessary for this project do not use child labour in any of their activities, related or not to this project and to notify RVO.nl in case of non-compliance.

Product or service	Activity proposed	Monitoring/ management
Product 1	Proposed activity to mitigate or avoid risk A for product 1	How is the effect of the activity monitored/managed to ensure risk A is mitigated or avoided
	Proposed activity to mitigate or avoid risk B for product 1	How is the effect of the activity monitored/managed to ensure risk B is mitigated or avoided
Product 2	Proposed activity to mitigate or avoid risk A for product 2	How is the effect of the activity monitored/managed to ensure risk A is mitigated or avoided

⁹ <https://www.rvo.nl/sites/default/files/2015/09/infobladboetewet.pdf>

10 Procurement

To ensure value for money of the goods, works and services purchased with DRIVE support, the procurement of the project must be carried out in a transparent and competitive way, in accordance with the laws of the specific country. The OESO Good Procurement Practices for Official Development Assistance apply as guidance (www.oecd.org). The responsibility for the procurement procedure lies with the local authority. When the quality regarding procurement of the local authority and/or the procurement expert involved is not sufficiently according to RVO.nl, an external procurement expert should be appointed to advise the local authority on the overall procurement cycle, including the planning, tender documents, evaluation and contract negotiation.

If information about the tender procedure is not yet available, please indicate what the Competent Authority's regular approach is for this type of procurement.

10.1 Procurement method

Describe the procurement method and approach for goods and services, including the partners' division of roles. Please specify the following in the box below.

1. Which contracts will be applicable (such as works contract and supervision contract),
2. Specify the type of works contract that will be used (such as construction or design and build)
3. Please describe the tender procedure for the works and supervision contract (such as International Competitive Bidding, Limited International Bidding, National Competitive Bidding) will be used. Please indicate if expression of interest and/or prequalification is applicable.

Please elaborate:

10.2 Standards (bid-evaluation and contracts)

What is expected of the type of evaluation used by procuring entity? How does procuring entity assess criteria as quality, price or cost using a cost-effectiveness approach, technical merit, environmental characteristics and innovative characteristics?

Please elaborate (e.g. tender evaluation based on quality/price)

Is a request for financing included in the tender?

Please elaborate

With regards to contracts, what standards are commonly used in this sector in the country?

Please elaborate (e.g. FIDIC)

10.3 Procurement planning and publication

Please provide information on the time planning for the tender in chapter 4.6. If a Gantt chart is available, include the procurement procedure in it. Moreover, please elaborate on the questions below.

Where, how often and for how long will the tender documents be published?

Please elaborate

If already selected, provide the contact information of the procurement specialist who will be involved in the overall procurement cycle, including the planning, tender documents, evaluation and contract negotiation. Please indicate how and when services of a procurement specialist will be enlisted. Describe the experience and knowledge of the procurement specialist with similar projects and technology, experience working with foreign companies and references.

Please elaborate

11 Monitoring & Evaluation Plan

11.1 Monitoring

Please present your monitoring plan, outlining how monitoring of results will be conducted during project implementation, what mechanisms and systems will be put in place to do so.

Please elaborate:

Project results framework & indicators

The results framework follows the logic of the Theory of Change or Project Results Chain provided in chapter 3. The framework should include indicators, the baseline and target for each indicator as well as the means of verification and the risks and assumptions underlying the successful achievement of the specified targets. These baseline values should be derived from the overall baseline study, which should be part of the feasibility study. The result indicators should be SMART (specific, measurable, achievable, relevant and time - bound) and be formulated at the level of inputs/activities, outputs, outcome, impact and specific sustainability issues.

To fill out the project results framework, please use the excel file " Annex VIII M&E - Project Result Indicators" which can be found at <http://www.rvo.nl/subsidies-regelingen/aanvragen-drive>. Please refer to the first tab of the excel sheet for an instruction, as well as more information on the monitoring process and an explanation of the result chain which describes the results which should be monitored. Also see the DRIVE Manual for more details. Please submit this excel file separately either through email or on a USB-stick.

11.2 Evaluation

If project evaluations / evaluations related to the project are planned, please elaborate on these evaluations below (e.g. commissioned by whom, conducted by whom, purpose, timing, funding, etc.). Please note that RVO.nl will also commission independent evaluators to evaluate the impact of DRIVE projects. About 25% of the projects will be subject to such an impact evaluation. The applicant will be notified before project implementation when it is selected for an evaluation.

Please elaborate

12 Annexes

- I. Signed declaration of subscription of OECD guidelines for multinational enterprises
- II. Signed declaration of integrity
- III. Project planning
- IV. Financing plan (LoI, Letters of Commitment, Guarantees, etc.)
- V. Financial Analysis Tool DRIVE
- VI. Feasibility study
- VII. ESIA / ESMP
- VIII. M&E - Project Result Indicators