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**GCoM Application Guideline**

***January 2023***

**About the Global Covenant of Mayors for Climate and Energy**

The [Global Covenant of Mayors](https://www.globalcovenantofmayors.org/) for Climate and Energy is the largest global alliance gathering over 12,000 local governments and 100+ supporting partners to assist cities in their transition to a low-carbon economy. The Global Covenant of Mayors serves cities and local governments by mobilizing and supporting ambitious, measurable, planned climate and energy action in their communities.

**Rationale for the support to cities’ projects**

The Global Covenant of Mayors for Climate and Energy (GCoM) initiative shall support existing GCoM signatory cities in the pre-feasibility stages of their projects and/or related support work for projects to implement actions from their Climate Action Plans (CAPs). This activity shall add value to GCoM Signatories by addressing a confirmed gap in their implementation journey, providing the necessary elements to accelerate access to climate finance and identify the size of the funding needs, bankability potential and the associated climate and performance metrics.

**Objectives of the Technical Support and target groups**

The objective of this activity is to provide Technical Support to selected cities for the development of **pre-feasibility stages of selected projects** included in their CAPs. At these stages, limited knowledge and availability of resources/capacities have been observed. The purpose of this support is therefore to address these gaps in order to fast track mid-stages of the project development cycle and help cities smooth the process to access to financing for their projects.

**Enabling environment**

**Climate action planning**

**Pre-feasibility stage**

**Project feasibility**

**Project structuring**

**Transaction**

The purpose of the TA support is further to address **bankability gaps early in the process of project development**, by assessing possible options and providing best international practices to fast track match-making with potential sources of finance. For this purpose, the support will also provide guidance to identify the relevant sources and support coordination with relevant stakeholders.

The **contact points for the support shall be the technical practitioners in the city administrations** unless otherwise requested by the cities. The contact points will be working closely with a GCoM team of experts and Regional/National Covenants whenever deemed relevant.

**Launching the support: Call for Applications**

The Technical Support to cities’ projects is opened to GCoM signatory cities (meeting the eligibility criteria and requirements described below). All cities receiving Technical Support are selected through a **competitive process**.

In order to participate in the support, the interested cities shall submit an Application Form (Annex 1) to the GCoM Global Secretariat, with indications on preferred thematic areas for support (see also Type of support below) and further information on the project scope and city’s motivations.

**Eligibility criteria**

The Technical Support is **open to signatory cities in the following Regional/National Covenants**:

1. South Asia
2. East Asia
3. Southeast Asia
4. Eastern Europe & Central Asia, including the Balkans
5. Latin America & the Caribbean
6. Middle East & North Africa, including Turkey

The call is open to municipalities, local authorities or groupings of local authorities with a minimum size of 100 000 inhabitants. In principle, capital cities and metro/larger cities (>1.5 million inhabitants) are to be excluded from the Technical Support, as usually already equipped with technical capacities and resources.

The project submitted can be a single project or bundled project. The **minimum size must be 1 Million Euros in value** (i.e. the total estimated amount of the city’s project or bundled projects).

**Requirements**

Municipalities/Local authorities or groupings of local authorities must:

* Submit an Application Form for Technical Support by filling out the questionnaire (Annex 1) and attach relevant documentation, where possible.
* Agree to assign a city focal point with a dedicated project team for the duration of the project (see also Timeline below). The focal point will be responsible for coordination and communication with the GCoM team.
* Suggest a project with a duration for the Technical Support of more or less 4 months, included and/or aligned with their Climate Action Plan.
* Be a GCoM Signatory and have a Climate Action Plan or be in the process of finalizing one with the GCoM.

**Sectors and projects types**

Projects submitted **shall be infrastructure projects with climate impacts/scopes and/or projects or interventions with potential for investment and bundling leading to tangible climate results**. Soft – projects (ex.: communication/educational campaigns) would be considered eligible for the Technical Support only as part of an integrated project including infrastructures realization. Furthermore, **applications that simultaneously address adaptation and mitigation are encouraged**.

The projects can cover one or multiple sectors. An indicative list of the types of sectors targeted is provided below with specific examples (non-exhaustive).

**Natural resources management, agriculture and biodiversity**:

* Eco-system based adaptation
* Integrated water resources management
* Urban Forestation/reforestation (LULUCF)

**Disaster risk reduction**:

* Infrastructure to adapt to sea level rise and coastal management
* *Soft interventions: Development of early warning systems and related institutional capacity development*

**Transport and urban mobility**:

* Bus Rapid Transit systems
* Vehicle fleet renewal
* Net zero vehicle deployment
* *Soft interventions: Active mode schemes*

**Building energy efficiency and construction**:

* Retrofit of existing buildings
* Constructions of (Net Zero Carbon) buildings
* *Soft interventions: New building codes*

**Renewable energy generation and access to clean energy:**

* Distributed renewable energy (DRE) deployment
* Electricity generation from bio-energy

**Waste and circular economy:**

* Waste collection systems
* Biodigesters deployment
* Anaerobic digestion of bio-waste

**The type of support provided to cities’ projects**

The Technical Support provided by the GCoM aims at filling the gaps in project development at the pre-feasibility stages to fast-track feasibility stages towards financial closing and match-making with possible funders (public and/or private). This support will be tailor-made and vary depending on the city/project maturity and context and will be discussed prior to award notification.

More specifically, the support can target **3 thematic areas of interventions**, depending on the assessed needs and maturity of the project: scoping, pre-feasibility study and structuring.

* + Data collection and guidance on metrics (climate, performance, etc.) and requirements from donors
  + Project definition with scopes and objectives, including bundling potential
  + Business model options and revenue sources pre-identification

Scoping

* + Further assess possible options towards feasibility, including for bundling
  + Guidance on possible sources (including municipal own sources of revenues) and instruments
  + Business model development and preliminary financial planning

Pre-feasibility study

* + Further financial and economic analysis, including Cost and Benefits analysis and possible Return on Investments
  + Funding gaps assessements and opportunities for blending in particular
  + Instrument selection and possible contractual arrangements

Structuring

**Organization of the Technical Support delivery**

The Technical Support will be delivered by the GCoM technical team, in cooperation with the city’s technical staff and the Regional Covenant’s coordination/support. Depending on the regions’ situations, relevant staff in the R/N Covenants will accompany the Technical Support development process providing support on alignment with the national legal framework and keeping relations with the required institutions and various stakeholders.

The GCoM technical support team will be tailored to the needs of the project and provide the dedicated following profiles:

* Climate municipal finance expert
* Climate adaptation/infrastructure expert
* Energy transition expert
* Transport/urban mobility expert
* Cities’ nature-based solution expert
* Waste and circular economy expert

GCoM TA support

CITY

Dedicated technical project team

GCoM

Secre-

tariat

Dedicated project team tailored to the needs of the city

City focal point

R/N Covenants’ focal point

**What will not be provided?**

The Technical Support will not guarantee funding or sub-granting from financial partners. Furthermore, the support will not include the development of the pre-feasibility studies by the GCoM’s experts. .

**Process for selection of cities and timeline**

**Call for applications from cities**

The Call for applications will be opened from January 2023. The deadline for submitting applications is **17th April** **2023**.

* Applications will be available online on the GCoM website.
* The GCoM team, and R/N Covenants team and GCoM partners (e.g. City Gap Fund) whenever applicable, are available to support cities through the application process throughout the duration of the application window to answer queries and to ensure that cities have sufficient information. Please contact the GCoM team at [projects@globalcovenantofmayors.eu](mailto:projects@globalcovenantofmayors.eu) and the Regional/National Covenants contact points to raise any issues or questions relating to the application process. The Frequently Asked Questions will be gathered and published on the GCoM website.

**Process for selection of cities**

The selection process will be organized in two rounds:

1. During the first round, GCoM Secretariat will collect the application directly. The application will be further assessed by the GCoM Secretariat, in coordination with R/N Covenants, in order to shortlist projects from cities to go into a more advanced due-diligence process during a second round.
2. During the second round, GCoM Secretariat in coordination with the R/N Covenants will organize interviews with the cities’ project team to further assess the needs for support and get a better understanding of the project feasibility.

After this second round, **projects suited for the Technical Support will be selected** and further guidance and discussions will then be organized quickly to start the support provided during 4 months. It should be noted that **the data collected through the call will not be shared outside of the GCoM Secretariat** (for more information, please access the [Privacy Statement](https://share.mailbox.org/ajax/share/0929a25407630ac592f6fe97630a4e6598686af65b488073/1/8/MTM2NQ/MTM2NS8xNTAx) for the Application to the Technical Support for projects).

**Timeline**

|  |  |
| --- | --- |
| **Call for applications** | January 2023 |
| **Deadline for application submission** | 17th April 2023 |
| **Selection for second round – due diligence** | May 2023 |
| **Notification of selected cities for support** | June 2023 |

**Selection criteria and scoping methodology**

Projects applications will be analysed according to eligibility (see paragraph above) and **selection criteria**, outlined below:

* First round: **Selection criteria and weighing**

During this phase, the cities’ projects will be assessed against the following criteria. Each of the criteria are further detailed in the Application form provided in Annex, with corresponding questions and guidance. A weighing system is also provided below.

1. **Political support** (3 points)
2. **Replicability & Sustainability** (2 points)
3. **Bankability & Maturity** (1.5 points)
4. **Vulnerability & GHG Abatement** (2 points)
5. **Inclusive Climate Action** (1.5 points)

* Second round: **Projects scoping and due diligence**

During this phase, an interview with the cities’ project team will be conducted to further assess the following aspects:

* **Project feasibility and viability**
* **Business model maturity**
* **Municipality readiness**

***FAQ – How can we support you?***

**Can a city apply with more than one project?**

Cities can apply for one or more projects. Nonetheless, cities have to submit one application for each project separately, unless projects can be bundled. In that case, cities should submit a single application for the bundled projects, with information and justifications for such a bundling. Furthermore, **only one project per city can be awarded** support through this call.

**Can a city use already submitted applications to other GCoM Partners?**

Cities can submit new applications or already submitted applications to GCoM Partners (i.e. C40, Gap Fund, ICLEI, CDP). Nonetheless, cities should fill out the Application form provided in Annex.

**Any other questions?** Please contact the GCoM team at [projects@globalcovenantofmayors.eu](mailto:projects@globalcovenantofmayors.eu) and the R/Covenants contact points whenever applicable.

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**Annex 1 – Application Form**

[Name of municipality/local authority or groupings of local authorities]

[Country]

[Name of the project]

Application Form for Technical Support

2023

Description

The Global Covenant of Mayors for Climate and Energy (GCoM) initiative shall provide Technical Support ) to a selected number of cities in the period between 2023-2024 to accelerate access to climate finance for city infrastructure projects. More specifically, the Technical Support is designed to address gaps and missing aspects of projects at preliminary stages in order to advance to feasibility stage.

The Technical Support will be delivered by an international expert team with competences in all themes of climate action planning (*i.e energy, mobility, buildings, adaptation. Waste, AFOLU, flood management*) along with climate finance. The type of support and project deliverables will vary depending on details presented by the project proponents in this form. The deliverables under the projects receiving support under this call will include but are not limited to :

* Reports
* Studies
* Stakeholder consultations, and
* Training workshops.

All cities receiving Technical Supportare selected through a competitive process.

The support is made possible through support from the European Union (EU).

Requirements

Municipalities/Local authorities or groupings of local authorities must:

* Submit an Application Form for Technical Support and attach relevant documentation (where possible).
* Agree to assign a city focal point with a dedicated project team for the duration of the project. The focal point will be responsible for coordination and communication with the GCoM team.
* Suggest a project with a duration for the Technical Support of more or less 4 months, included and/or aligned with their Climate Action Plan.
* Be a GCoM Signatory, and have a Climate Action Plan or be in a process of finalizing one with the GCoM.

Selection

Applications for Technical Support will be assessed against 5 criteria:

* Political Support
* Sustainability & Replicability
* Vulnerability/ GHG Abatement Potential
* Bankability & Maturity
* Inclusive Climate Action

GCoM Technical Support Contact Details and Privacy policy

For inquiries on the services offered under this call or questions on the application form, please contact: projects@globalcovenantofmayors.eu

The Frequently Asked Questions will be gathered and published on the GCoM website.

Your privacy is important to us. This [Privacy Statement](https://share.mailbox.org/ajax/share/0929a25407630ac592f6fe97630a4e6598686af65b488073/1/8/MTM2NQ/MTM2NS8xNTAx) for the application for the Technical Support for projects explains the personal data we process, how we process it, and for what purposes.

Eligibility criteria

1. **Eligible regions**

*Please tick (*☑*) the box of the region where you city/project is located.*

South Asia

East Asia

Southeast Asia

Eastern Europe & Central Asia, including the Balkans

Latin America & the Caribbean

Middle East & North Africa, including Turkey

1. **City’s size**

*Please tick (*☑*) the box corresponding to the size of the city where the project is located in. If the project is bundled amongst several cities please indicate the overall population of all cities concerned and number of cities/local authorities.*

Between 100 000 inhabitants and 1.5 Million inhabitants

Above 1.5 Million inhabitants

Bundled projects overall population and number of cities: ………………………………………………………..

1. **Project size**

*Please tick (*☑*) the box corresponding to the estimated size (overall costs) of the project in Million Euros in value.*

Between 1 Million Euros and 10 Million Euros

Above 10 Million Euros

Project General Information

1. **Applicant’s information**

Full name of the contact point:

Institution/project submitter:

Department/unit:

Position:

Email address:

Phone number:

1. **Type of request**

*Please tick (*☑*) one of the selected thematic areas. Please note that* ***only one area should be selected at this stage.***

|  |  |
| --- | --- |
|  | **Scoping**: The city is in the process of conceptualizing a project and needs support to facilitate discussion and find further information. |
|  | **Pre-feasibility study**: The city is looking at performing pre-feasibility studies. |
|  | **Structuring**: The city has already advanced type of information and is looking at identifying suitable business models and instruments and/or potential sources of additional municipal revenue streams for the introduction of policy instruments. |

1. **Project Information**

a) Context & project description. **If your project is bundling several projects or intending to do so, please indicate the rationale here.**

b) Challenge (the problems the project intends to solve)

d) Project implementer (s). If several, please explain their roles.

c) Other identified partners, if applicable. Please explain their expected roles in the project.

b) Expected outcomes (including environmental, social, and economic benefits)

(no more than 1000 words):

|  |  |
| --- | --- |
|  | *[This section is expected to explain why the city project is important for the municipality, how will the expected results support the objectives of the city and what is the change that will be created.* |

1. **Types of sectors of intervention**

*Please tick (*☑*) one or more of the selected types of sectors. Projects can cover one or multiple sectors.*

|  |  |
| --- | --- |
|  | Natural resources management, agriculture, and biodiversity |
|  | Disaster risk reduction |
|  | Transport & Urban Mobility |
|  | Building Energy Efficiency & Construction |
|  | Renewable Energy Generation and Access to Clean Energy |
|  | Waste & Circular Economy |

1. **Climate area of intervention**

*Please tick (*☑*) one or more of the selected climate areas. Applications that simultaneously address adaptation and mitigation are encouraged.*

Adaptation

Mitigation

Both

Criteria Evaluation of the submitted project

 **General guidance to fill out the form** is provided below:

1. All questions are “Yes” or “No” questions, with the exception of Questions 12, 13 and 25 (see guidance in point 4. below).
2. Please tick (☑*)* onthe left column if your answer to the question is “Yes”. Please leave the box blank if you answer is “No”.
3. For all questions, you are given space to provide further elements. Guidance is provided in italicized text. This is not compulsory but highly recommended.
4. For Questions 12, 13 and 25 elements can be provided in the space allocated and further documents can be attached to the application (see also below question 30. Accompanying documents).

For further information, please refer to the *Guideline for Application to TA Support of projects*.

1. **Political support**
2. Is the mayor /mayoral staff aware of the proposed intervention and application? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Has the mayor /mayoral staff expressed support of the proposed intervention and application? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Is the project included and aligned with your Climate Action Plan? *Please describe.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Is the project aligned with your local development plan, urban development plan and/or another relevant sectoral plans or strategies (including national)? *Please describe and provide references.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. **Replicability & Sustainability**
2. Do you foresee opportunities for this project to be replicated in other areas or extended to other groups of population? *Please explain how.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Do you envisage this project to be scaled up and what would be the expected number of people impacted? *Please explain how and if possible, quantify.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Do you foresee technical and/or operational risks? (i.e. availability of technology or materials, internal capacities, etc.)? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Do you foresee legal risks (i.e. authorizations challenges, mandates challenges, political/institutional risks, etc.)? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Do you foresee social and/or economic risks (i.e. relocation of population, job loss, etc.)? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Are there social, environmental and economic impact assessments already done that would be relevant for the project? *Please provide references.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Are there any other technical studies existing or planned that would be relevant to the project? *Please provide references.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. **Bankability & Maturity**
2. What is the overall estimated total cost of the project? *If possible, please provide a break-down of the estimated costs.*

|  |
| --- |
| *[Insert text]* |

1. What is the expected demand for the services provided by the project and has it been quantified? *Please provide details.*

|  |
| --- |
| *[Insert text]* |

1. Has the budget for the project been included in a capital investment plan? *Please provide details.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Are there sources of funding already identified? *Please tick the relevant box or leave blank if no sources have been identified yet.*

Central Government Subsidies/transfers

Own Funds

Development Bank (National, Regional or International). Please specify:

Other International Donors.  Please specify:

Commercial banks (National or other). Please specify:

Private Investors.  Please specify:

Public-Private Partnership

To be defined

Other (specify):

1. Are there sources of funding already committed? *Please explain which and the amount committed.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Are there expected revenues generated and/or savings from the project identified? *Please explain the types of revenues (i.e. taxes, levies, fees, etc.) and/or savings.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Is the city allowed to borrow or to mobilize external private resources for this project? *Please explain, by referring to the relevant legislations.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Has it been done in the past? *Please provide details (i.e. date, type of project, status, etc.)*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. **Vulnerability & GHG Abatement**
2. Does the project address mitigation? *Please explain how.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Does the project address adaptation? *Please explain how.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Has the project identified the expected quantified GHG reduction? *Please provide data and sources.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Has the project identified vulnerable categories of population supported by the project? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Has the number of vulnerable people supported by the project been quantified? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. **Inclusive Climate Action**
2. Does the project have other identified co-benefits?

Circular economy

Compliance with SDGs

Job creation

Noise reduction

Energy security

Air quality

Eco-system conservation

Circular economy

Gender equality

Innovation in business

Research and development

Others: ….

1. Are there jobs expected to be created by the project, directly or indirectly? *Please explain and if possible, quantify.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Are there other local economic development impacts expected from the project (i.e. increase in individuals’ revenues, health improvements, quality of life, etc.)? *Please explain.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. Is the project expected to address inequalities (i.e. social, environmental, political, etc.)? *Please explain how.*

|  |  |
| --- | --- |
|  | *[Insert text]* |

1. How will women, minorities and marginalized groups benefit from the project? *Please explain.*

|  |
| --- |
| *[Insert text]* |

1. **Additional documents** (recommended)

*Attachments can be in a PPT, Word, PDF formats.*

Location / Map / Diagrams

Economic and financial models

Assumptions and risks

Potential adaptation / mitigation scenarios

Pre-feasibility / Feasibility study/Technical studies

Evaluation reports

Environmental and social risk screening

Investment commitments / letters

Climate Action Plan