

Soft Loan

Project Preparatory Program

Application Form

January 2008

Soft Loan Project Preparatory Program Application Form

A General Information on Potential Soft Loan-Project

1. Project Title/Project Name
2. Project Location
3. Project Size
4. Project Idea

B Applicant/Potential Service Recipient of the Austrian Grant

1. Name/Agency/Organization
2. Contact Details (Postal Address, Telephone/Fax/Email ...)
3. Role/Function of Service Recipient
4. Project support (e.g. Letter of Support) from relevant ministries and/or organizations
5. Collaborating entities (Government(s)/Agency(ies)/Organization(s), ...)

C Proposed Project Identifying/Preparatory Measures to be Supported (in accordance with the respective guidelines)

1. Nature of the proposed activity <input type="checkbox"/> pre-investment technical decision support <input type="checkbox"/> procurement related technical assistance
2. Proposed scope of work

3. Expected price
4. Volume of monetary contribution by the Service Recipient
5. Expected preparation time/schedule
6. Have other donors (Multilateral Development Banks [MDBs] or governments) been approached for financing/co-financing? If yes, which donors and for what type of support? Result of the approach?
7. Which service providers have been approached for the provision of the proposed project identifying/preparatory measures so far?
8. Have there been any contacts to possible suppliers to the envisaged soft loan-project, i.e. the one described under section D? If yes, to which companies? Has there been any involvement of Austrian companies so far?
9. Who in your opinion would be suitable to carry out the proposed service (more than one proposal is appreciated)? Please give details on contacts.
10. Expected results

D Details on the Potential Soft Loan-Project

1. Detailed description of the project (see General Instructions) including possible range of soft loan and status of project approval procedure.
2. Buyer, operator, customers/beneficiaries
3. Social, economic, environmental impacts
4. Possible supplies of goods and services from Austria or/and from other countries

5. Expected sustainability including financial non-viability
6. Have other donors (Multilateral Development Banks [MDBs] or governments) been approached for financing/co-financing? If yes, which donors and for what type of support? Result of the approach?
7. Which documentation has already been elaborated, which documents are in preparation, which documents/information still have to be worked out?
8. Possible time schedule for the realization of the potential soft loan-project
9. Potential risks associated with the soft loan-project.

Authorized Signature of Service Provider

Date

General Instructions and Information for the Completion of the Application Form

- Ad A.1. **Project Title/Project Name** – Provide the information as available.
- Ad A.2. **Project Location** – Include the location as well as the geographic limits.
- Ad A.3. **Project Size** – Estimation of the investment volume necessary for the realization of the proposed soft loan-project. If available, capacity of the project.
- Ad A.4. **Project Idea** – General description of project scope.
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- Ad B.1.+2. **Applicant/Potential Service Recipient** – Include name and full contact details of the applying Government/Agency(ies)/Organization(s) and the name of authorized official/relevant contact person(s).
- Ad B.3. **Role/Function** - Description of role and function of the applicant within the local administrative body.
- Ad B.4. **Project support**- Applications submitted under the responsibility of one Government/Agency/Organization should include letters of support from relevant ministries or organizations.
- Ad B.5. **Collaborating entities** – Provide a list of envisaged other collaborating entities and stage of current/future involvement.
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- Ad C.1. **Nature of activities** – Tick one or more as appropriate and describe the actions by which the project idea is to be prepared.
- Pre-investment technical decision support:* i.e. activities which would be used to evaluate the general feasibility of a project or otherwise used to determine whether a certain project is sustainable/feasible and should be undertaken.
- Procurement related technical assistance:* i.e. activities associated with
- preparation of detailed engineering/designs/specifications for the implementation of projects, contract and bidding documents;
 - pre-qualification of contractors/suppliers/manufacturers;
 - evaluation of the eligibility of bidder/bids and/or recommendations regarding the award of contracts.
- Ad C.2. **Scope of Work** - Attach a detailed work plan, which defines and specifies all the substantive activities required to produce the envisaged outputs (which are also clearly defined).

- Ad. C.4. **Volume of monetary contribution** - According to the respective guidelines the monetary contribution by the Service Recipient should account for at least 20 % of the aggregated amount of the service.
- Ad C.5. **Expected preparation time/schedule** – Indicate the expected timeline for the proposed project identifying/preparatory measures.
- Ad. C.6. **Support by other donors**– Give details on the type of such support (e.g. grant, concessional financing, others).
- Ad C.10. **Expected results** – State briefly the objectives and benefits which the proposed soft loan-project is expected to achieve. The objectives should show relationship to the key objectives of the Soft Loan Project Preparatory Program. Please mention further studies, documents, analyses, etc., necessary.
- Ad D.1. **Detailed description** – Provide a description of the main/core objectives of the proposed project idea/of the project envisaged (type, sector, goal, scope, size, location, financing, etc.) Attach a description of the proposed soft loan-project background and rationale/justification for its implementation.
- Ad D.5. **Financial non-viability** – Please explain whether the project is financially non-viable, i.e. does the project lack capacity to generate a cash flow sufficient to cover the project's operating costs and to service the capital employed.
- Ad D.9. **Potential risks** – List any critical assumptions, dependencies on outside parties, potential risks (e.g. financial, regulatory, market, environmental incl. reputational risks); describe their potential impact and their probability of occurrence. The potential risks associated with the project should be identified early in its planning phase. The risk assessments do not require detailed analytical work with a high degree of precision. In addition specify possible actions to avoid or mitigate such risks.