SUSTAINABLE ENERGY FOR ALL

Country Action Reference Document (CARD)

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The Sustainable Energy for All Initiative (SE4All) has had tremendous success in anchoring the creation of access to energy, the improvement of energy efficiency and the promotion of renewable energy in the agenda of decision-makers and thought leaders all across the globe. Most prominently, we are now well-set on the path towards achieving a goal on sustainable energy for all in the Post-2015 Sustainable Development Goals. These achievements were unthinkable 10 years ago and yet they have now become reality.

But if we truly believe in the goals of SE4All we cannot stop at setting the agenda. We need to step up to the challenge and show the way forward, demonstrating that progress is possible if altogether we muster the courage to introduce game-changing approaches. A crucial step in that direction is to take a close look at how the global agenda of SE4All can manifest itself at the country level. It is in the individual countries where our global efforts can achieve palpable impact by improving peoples' quality of life – socially, economically, and environmentally.

In recognition of this, we convened with our development partners in a number of sessions to create the framework for the activities of SE4All at the country level. Our deliberations were guided by three overarching questions: How can we progress from setting the agenda to actions on the ground? How can we work together more efficiently and targeted in order to create new synergies and achieve maximum impact with our combined efforts? How can we increase the flow of investments to where they are needed most to achieve sustainable energy for all?

The result of these deliberations is the Country Action Reference Document (CARD). This document serves as an overarching framework for the activities of SE4All at the country level by outlining a sequence of strategic steps which will ensure the initiative's coherence, leverage additional investments, and monitor progress and results towards our common goals. The SE4All Country Action Progress described in this document consists of four steps: a declaration of partnership, a rapid assessment/gap analysis, a country action agenda, and investment prospectuses – four steps that guide the way from intentions to actions.

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The SE4All Country Action process reflected in this Reference Document is based on a sequence of strategic steps which will ensure the initiative's coherence, leverage additional investments, and monitor progress and results towards the goals of SE4All. Drawing on a series of discussions, drafts and input received from the partners, the Country Action Reference Document (CARD) attempts to give an overview of this sequence of steps, to explain the rational and purpose of each within the overall process, and to emphasize the inter-linkages between them.

It must be ensured that it is clear to everyone, be they part of the initiative or not, what SE4All represents and what it means to engage under the umbrella framework of SE4All. For this reason, the CARD documents the SE4All Partnership Ethics, a set of fundamental principles any partner entity should adhere to when acting in the name of SE4All. Such principles are essential to the coherence of the initiative as a global public-private partnership with regard to both internal coordination and external perception.

The Country Action process itself consists of four steps: (1) A Declaration of Partnership which expresses the host country government's desire to participate in the SE4All initiative; (2) a Rapid Assessment/Gap Analysis which describes the status quo regarding energy in the national development context, providing the political, economic, social, and environmental background for the subsequent drafting of plans to promote SE4All in a particular country; (3) a Country Action Agenda which is a strategy-driven and holistic document that addresses the issues and gaps identified in the respective Rapid Assessment/Gap Analysis by outlining and prioritizing various courses of action and demonstrates how the three goals of SE4All can be achieved; (4) one or more Investment Prospectuses which provide an approach to operationalizing the Country Action Agenda, possibly in a specific sector or subsector, by identifying and developing a set of implementable programs and projects, including their investment requirements, that can be presented to potential private and public investors.

Finally, it is essential that there is transparency not only in the individual components and activities of the initiative, but also in the overall process, enabling an aggregate description of the efforts which have been carried out in the name of SE4All in partner countries. It needs to be clear to anyone interested in any aspect of SE4All, where it is possible to obtain information on the activities of the initiative. A structured process of reporting and tracking will enable the Global Facilitation Team to produce the information required, based on the consolidation of input from the hubs and partners.

In order to maintain global political momentum, SE4All needs to decisively increase support for concrete energy actions on the ground, to communicate clearly the initiative's value proposition and quickly demonstrate with success stories that SE4All is not just another project development initiative, but truly a game changer in reaching long-term strategic development goals as a result of energy pathway changes. Hence, there is a pressing need to accelerate Country Action. For SE4All to live up to its ambitions, there are two primary requirements.

First, SE4All needs to improve coordination among its network of partners, be it host country government entities, international organizations, financial institutions, large, medium, and small enterprises, civil society actors, or the knowledge community. Second, SE4All needs to promote strongly increased public and private investments into energy efforts that address the social, economic, and environmental barriers to development, which increased access to energy services can help overcome. It is at the country level where a successful combination of these efforts will manifest in significantly improved livelihoods and sustainable development outcomes. It is, therefore, imperative to clarify and consolidate the SE4All Country Action process.

The SE4All Country Action process reflected in this Reference Document is based on a sequence of strategic steps which will ensure the initiative's coherence, leverage additional investments, and monitor progress and results towards the goals of SE4All. Drawing on a series of discussions, drafts and input received from the partners, this document attempts to give an overview of this sequence of steps, to explain the rational and purpose of each within the overall process, and to emphasize the inter-linkages between them. These arrangements are not intended to be a procedural straightjacket, but should provide a guiding Reference Document for the country level efforts of the partnership, which can be applied flexibly according to the specific requirements of the respective country. The advantages of an adequate level of consistency are clear: a powerful brand, the clear articulation of host country priorities regarding energy and national development, stronger investor certainty and greater transparency, coherence, coordination and monitoring.

This document should be read with two considerations in mind. First, the imperative of complementarity between the individual steps in the process and resulting documents can hardly be underestimated. Such complementarity embodies the very nature of SE4All which combines different conversations in a framework discourse. Each step in the process represents a particular conversation and if it is not possible to make these conversations complementary on paper, it will be impossible to translate words into action. While in many cases there will be variations in quality which will have to be balanced in other steps of the sequence of documents, there needs to be clarity of the division of labor. Such complementarity also depends on the appropriate sequencing of the documents.

The second consideration is the imperative of expedience. Not only is there a pressing need for SE4All to show results, but the initiative must also be conscious of existing efforts to improve the livelihood of people on the ground. As it has been emphasized in many cases, the process that is required to produce the various outcome documents is in itself a product. The process of bringing together stakeholders from across sectors, from public and private institutions and from different development perspectives to take an integrating look at energy as a development topic, in itself, generates a value added and a new perspective in country level dialogue. However, while the imperative of complementarity should be taken as the guiding ideal, it may in certain cases be overruled by the imperative of expedience. The sequencing of the steps, for instance, may vary depending on the case at hand, but the ambition is that the process becomes increasingly harmonized over time.

Finally, it is important to note that the Country Action process must yield the success stories that show how SE4All makes a difference to people on the ground; chapters of a unique tale, a human story that ends in the achievement of a unifying goal - Sustainable Energy for All.

The SE4All Partnership Ethics are a set of fundamental principles any partner entity should adhere to when acting in the name of SE4All. Such principles are essential to the coherence of the initiative as a global public-private partnership with regard to both internal coordination and external perception. It must be ensured that it is clear to everyone, be they part of the initiative or not, what SE4All represents and what it means to engage under the umbrella framework of SE4All. The SE4All Partnership Ethics consist of 5 principles:

(i)   The entity's activities must be consistent with the goals of SE4All and the overall trajectory of the initiative.

(ii) The entity must ensure the transparency of its activities and must proactively inform the Global Facilitation Team and the relevant regional hub on any measure it has or is planning to carry out in the name of SE4All regarding country level engagements. The timing and quality of the information must be conducive to the need for soft coordination within the initiative and must facilitate the information-sharing and partnership-facilitation function of the GFT.

(iii) The entity must be disposed towards engaging with the overall partnership and should welcome and seek opportunities for cooperation and consultation with partners, especially the thematic hubs, in achieving the goals of SE4All.

(iv) The entity must ensure that the activities it carries out in the name of SE4All are compatible to the social, economic, and environmental development goals defined by the host country.

(v)   The entity must be able to give account of the activities it is carrying out in the name of SE4All, demonstrating that it has, in good faith, fully adhered to the SE4All Partnership Ethics.

1. Declaration of Partnership

The first step in the Country Action Process is the clearly expressed wish of the respective host country government to participate in the SE4All initiative. Such a declaration of partnership can take the form of an opt-in letter or similarly clear communications from the authorities in charge. The Declaration of Partnership signals the government's intention to work together with the initiative towards the three goals of SE4All.

2. Rapid Assessment/Gap Analysis

In promoting the global goals of SE4All, the first substantial step for partner countries is to engage in a Rapid Assessment and Gap Analysis (RAGA) of the specific national context within which the goals are to be pursued. In essence, the Rapid Assessments/ Gap Analyses are intended to describe the status quo of energy in the national development context, providing the political, economic, social, and environmental background for the subsequent drafting of plans to promote SE4All in a particular country. They draw on existing documents or studies and describe the national policies and efforts in relation to the three targets of energy access, energy efficiency, and renewable energy sources. They are descriptive in nature and are meant to consolidate information that exists in disparate plans, documents or sectoral studies.

3. Country Action Agenda

A Country Action Agenda is intended to demonstrate how the three goals of SE4All could be achieved in a particular country. It addresses the issues and gaps identified in the respective Rapid Assessment/Gap Analysis by outlining and prioritizing various courses of action. It clarifies, moreover, the role of energy services in various sectors and how efforts in the area of energy access, energy efficiency, and renewable energy sources can support the attainment of national development goals. Country Action Agendas are strategy-driven and holistic- a novel factor of SE4All being that the three targets are discussed together. To avoid SE4All being considered like any other program, SE4All must change the game by intervening at the higher level as an umbrella framework for energy as a cross-cutting development topic, which also includes the nexus angles (food security, gender, health, water etc.). In this sense, Country Action Agendas provide the long-term vision of energy linked to national development which ensures the overall programmatic coherence and synergy of the accumulated efforts towards the three goals of SE4All in the respective country.

It is crucial that there be clear national ownership of the Country Action Agenda and, therefore, its development process must be an inclusive exercise of stakeholder engagement led by the national government authorities preferably under the coordination of a national lead entity. This exercise should bring together stakeholders from all the relevant sectors into one conversation (process) and be endorsed and coordinated at the highest political level in order to optimize its cross-sectoral impact. In this regard, it is especially important that the expertise and activities of the thematic hubs (eg: Energy Efficiency, Renewable Energy, Energy Access, Capacity Development and Knowledge Management) be integrated in the process of planning and implementing the Country Action Agenda.

In many cases there will also be relevant High Impact Opportunities (HIOs) which are part of the SE4All effort globally which may want to engage in specific country dialogues to promote coherence with their planned activities of to focus on a sub set of priority issues identified in the national dialogues. Such a process of cross-sectoral multi stakeholder engagement promises both to promote awareness of the role of energy as a cross-cutting enabler and to create the mechanism required for the coordination of the respective stakeholders, working across ministries and agencies and determining framework goals for energy. Hence, the process is the first product of the development of the Country Action Agenda.

The Country Action Agenda development, therefore, should be initiated at a high-level (ideally PM/President level) workshop to give the process the necessary political impetus. This would be followed by specialized working groups, ideally with national champions in each of the action areas agreeing on the specifics of each area. The results of the specialized working groups would be reported back to a high-level consolidation workshop that would also ensure that the inputs provided by the sectoral areas are aligned with the vision and overall targets. It is desirable to engage government and non-governmental actors, such as the business sector and civil society in the dialogue process. In essence, a Country Action Agenda is an inclusive and comprehensive political statement that is essential to the legitimacy of the entire process of SE4All engagement at the country level. As such, it provides the mandate and framework for all SE4All activities in the respective country.

The *Guidelines for Developing National Sustainable Energy for All Action Agendas in Africa* which were mandated by the African Union Conference of Energy Ministers and subsequently developed in a series of workshops with African stakeholders provide a set of key principles for the process of producing a Country Action Agenda, which are equally applicable across all regions:

(i)   Building on existing plans/programmes/strategies;

(ii)   Political commitment and leadership;

(iii)   A balanced and integrated approach;

(iv)   An inter-ministerial and cross-sectoral approach;

(v)   Adherence to sustainable development principles;

(vi)   Participation and meaningful involvement of all stakeholders;

(vii)   Gender equality and inclusiveness; and

(viii) Transparency and accountability.

Basic Outline of a Country Action Agenda:

I. Preamble

II. Executive Summary

III. Introduction

IV. Part 1: Vision and Targets until 2030

V. Part 2: Priority Action Areas

VI. Part 3: Coordination and Follow-up

When embarking on the process of developing an Country Action Agenda, the more detailed and comprehensive *SE4All Country Action Agenda Template* should be considered for guidance. The *SE4All Global Action Agenda* prepared by the High Level Advisory Group to the UN Secretary General in 2012 may also be found to be helpful in structuring the document. It identifies seven sectoral action areas and four enabling action areas. The sectoral action areas are: modern cooking appliances and fuels, distributed electricity solutions, grid infrastructure and supply efficiency, large scale renewable power, industrial and agricultural processes, transportation, and buildings and appliances. The four enabling action areas are: energy planning and policies, business model and technology innovation, finance and risk management, and capacity building and knowledge management. See www.se4all.org

4. Investment Prospectus(es)

An Investment Prospectus provides an approach to operationalizing the Country Action Agenda towards achieving SE4ALL goals by identifying and developing a set of implementable programs and projects, including their investment requirements, that can be presented to potential private and public investors. It is a time-bound short-to-medium term document which presents an integrated set of prioritized and sequenced investment opportunities. It integrates the technical, financial, and implementation requirements for achieving an intermediate goal and delineates the annual funding requirements for capital investments, technical assistance and capacity building over a given time period. It should identify policy frameworks or government priorities relevant to reach these outcomes.

The investment funding requirements for each year of the investment program and potential source of funds can be indicated as well as the estimated financing gaps to bring the projects to implementation. The investment prospectus should refer to the results of pre-feasibility/feasibility studies of projects, if available. It seeks to mobilize resources from both the public sector (such as the governments, development partners, public sector entities, etc.) and the private sector, as appropriate. In this regard, an Investment Prospectus may indicate finance syndication scenarios to leverage grants, loans, government financing, equity and technical assistance into a combined financing package. During the timespan of the corresponding Country Action Agenda, it is likely that there will be several Investment Prospectuses.

An Investment Prospectus can have a selective focus on one or more subsectors, on technology type or on geographic region. In some cases, it may be possible to have separate prospectuses for one or more categories of a subsector, for example, electrification or clean cooking in the case of energy access; wind, solar, geothermal projects in the case of renewable energy; or sector specific projects in the case of energy efficiency; or the combination of any categories/subsectors. It should provide a description of the enabling environment which goes beyond the corresponding Rapid Assessment/Gap Analysis and which should take into account the respective Country Action Agenda, including the specific policies, regulations, and legal framework relevant to the particular sector in question as well as more general legislation, such as, for instance, taxation laws. While a Country Action Agenda has a long term vision until 2030 and can be reviewed and revised periodically, an Investment Prospectus is focused on the near term, as investment needs and costs can be reasonably forecast only over such a limited time period.

The Investment Prospectus may be supported by an Implementation Plan which provides more detailed information on market intelligence (e.g. market size, demand forecast, geospatial and consumer segmentation) and readiness of different projects, and tailors projects to specific investors, based on project feasibility studies and due diligence. The Implementation Plan would be specific to a given Investment Prospectus.

Basic Outline for an Investment Prospectus:

    I.   Introduction

    II.   Priority Interventions

    III.   Implementation Arrangements

    IV.   Investment Funding Requirements

    V.   Financing Gap

    VI.   Syndication of Financing

There are a number of reasons why it is crucial that all steps of the Country Action process integrate measures for reporting and tracking. SE4All is an initiative that works on many different levels, from global to local, with a multitude of partners. Therefore, it is essential that there be transparency not only in the individual components and activities of the initiative, but also in the overall process, enabling an aggregative description of the efforts which have been carried out in the name of SE4All in partner countries. It needs to be clear to anyone interested in any aspect of SE4All, where it is possible to obtain information on the activities of the initiative. A structured process of reporting and tracking will enable the Global Facilitation Team to produce the information required, based on the consolidation of input from the hubs and partners.

Moreover, the SE4All Collaboration Platform is envisaged to play a key role in a decentralized and actor-focused system of providing transparency and orientation. Although the Global Tracking Framework provides for monitoring of the accumulated global progress towards the goals of SE4All on the macro-level, it is also necessary to have mechanisms that enable the clear attribution of SE4All activities to the initiative's partners and that provide reporting on an outcome level.

Reporting and tracking allows for the identification of best practices and cross-fertilization among disparate regions and issue-areas. Also, given the extent of the SE4All network, it must be possible to ensure the accountability of any entity that acts in the name of the initiative. This allows for credibility in presenting accomplishments and promotes discipline in conduct. Closely connected to the issue of accountability is the importance of reporting and tracking progress for maintaining and strengthening SE4All as a powerful brand which invokes trust and confidence. Finally, without a structured approach to reporting and tracking it will be impossible to tell the story of SE4All: a human story that begins with a common challenge, breaks up in a multitude of dispersed yet interwoven chapters and results in the achievement of a unifying goal - Sustainable Energy for All.

ANNEX: List of Focus Countries 2014

Africa		Asia		Latin America		SIDS	
1.	Burkina Faso	1.	Bangladesh	1.	Bolivia	1.	Barbados
2.	Burundi	2.	Bhutan	2.	Ecuador	2.	Fiji
3.	Ethiopia	3.	Cambodia	3.	Honduras		
4.	Gambia	4.	Myanmar	4.	Mexico		
5.	Ghana	5.	Nepal	5.	Nicaragua		
6.	Guinea	6.	Pakistan	6.	Peru		
7.	Kenya	7.	Tajikistan	7.	Uruguay		
8.	Liberia						
9.	Mozambique						
10.	Rwanda						
11.	Senegal						
12.	Sierra Leone						
13.	Tanzania						
14.	Uganda						

For Comments:

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