



SUSTAINABLE ENERGY FOR ALL

TERMS OF REFERENCE

**Quality Circle for SE4ALL
Action Agendas and
Investment Prospectuses**



Terms of Reference

Quality Circle for SE4ALL Action Agendas and Investment Prospectuses

Background and purpose

Since the implementation of SE4ALL continues to vary considerably across the African continent, further efforts at coordination of these processes along the lines of the Country Action Reference Document (CARD) are needed. For this process to yield the desired results of improved coordination and additional investments, it needs to be ensured that the products marketed as "SE4ALL" respond to certain quality standards, as otherwise the overall credibility of SE4ALL and the institutions supporting it would be undermined. The Abidjan stakeholder workshop at the end of January 2015 concluded that a light support mechanism: an independent Quality Circle (QC) should be established.

The purpose of the QC is to ensure that the SE4All Action Agendas and Investment Prospectus are of a quality that is conducive to realizing the SE4ALL objectives at national level and the mobilization of the required support to this end. The QC is not conceived as an ex-post evaluation but as guidance and support for countries. The QC will support the countries in the development process of the AA/IP before their validation by the respective government, identifying possible weaknesses and areas of improvement.

It needs to be emphasized that the SE4All Country Action Process is owned by the respective government and that participation in the QC process is voluntary. The benefit of participating in the QC process is receiving official SE4ALL endorsement, and thus benefit from a range of support measures that the GFT and the Hub can provide to support the mobilization of investments and implementation of the AA/IPs. A positive assessment of the AA/IP is will guarantee that these will be actively promoted by SE4ALL.

Role/Tasks

The independent QC should be part of the AA/IP development process. Informal exchanges with the independent QC prior to submission are strongly encouraged. The QC process should be an integral part of the AA/IP development process and an opportunity to improve the quality in the development process, and not an ex-post external judgment.

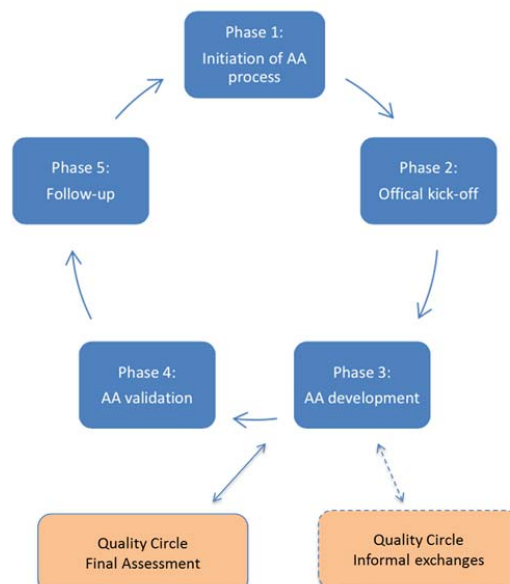
The QC will:

- Assess the submitted AA/IPs process and contents against corresponding criteria and issue non-binding recommendations;
- Provide guidance and recommendations on how to improve the quality of the AA/IPs;
- Validate the quality of the final outputs, which will play a role in how actively SE4ALL (GFT, Hubs) will promote the outcome products.

Modality

The QC should be integrated into the already established AA development roadmap. The review should be performed during the development phase (phase 3) and before national validation (phase 4). The IP would follow a similar process.

Each member of the QC will assess the document against the criteria and will prepare a written commentary accompanying the ranking. The commentaries of all the reviewers will be consolidated by the relevant Regional Hub in collaboration with the GFT and sent to the country SE4ALL focal point and (if relevant) the focal person on the side of the supporting partner. The review panel will seek to reach a consensus decision.



Assessment criteria to be used by the review panel are included below for both the Action Agenda and the Investment Prospectus, which are in line with the respective guidance documents. Depending on the results of the evaluation, the review panel would issue a non-binding recommendation with three overall courses of action:

- (a) No modifications needed (except possibly minor issues);
- (b) Some modifications should be made;
- (c) A more substantial revision should be undertaken.

These overall assessments should be combined with specific recommendations on what aspects of the AA/IP could be improved. In case of the third course of action, the GFT, in collaboration with the relevant regional Hub would contact the authorities (and the supporting partners if any) indicating that if it is desired for SE4ALL to actively promote the AA/IP, additional work would be required. This recommendation would be combined with the offer to assist the countries undertaking such additional work. This additional support should ideally be provided by the partner(s) supporting the AA/IP in the first place. If this is not possible, the GFT/Hub will endeavor to mobilize such support. In cases where shortcomings are particularly evident on the process side, SE4ALL could facilitate the organization of additional consultations with relevant stakeholder groups. Equally in cases where high-level buy-in is lacking, SE4ALL could raise this matter at the appropriate level.

The assessment criteria should also be used as a tool in the AA/IP development process – i.e. the national validation group could use it for its assessment of the outputs. The country teams are invited to have informal contacts before and during the development process with the QC in order to receive guidance and support.

Composition

The QC for the Action Agendas will be composed of individual experts and representatives of SE4ALL partners. The roster will be formed by asking each of the following institutions to provide the name of two experts as part of the expert roster of the quality circle:

- The GFT
- Relevant regional Hub (depending on country)
- Thematic Hubs (IRENA, Copenhagen Energy Efficiency Hub) and possibly HIO leads (Mini-Grids, sustainable bioenergy)

In addition a few select independent experts will be asked to join the QC. The QC for the Investment Prospectus will include as part of the panel investment experts.

Once an AA/IP is received by the GFT or regional Hub for review, the GFT will ask the reviewers based on their expertise profile and availability. While specific country knowledge is not required as the country specific elements should be addressed as part of the internal review process, the involvement of someone familiar with the country context in the QC is recommended. The QC would assess the AA/IP based on their knowledge and emerging best practice on AA/IPs and regarding aspects of development process QC members might want to make enquiries with stakeholder representatives.

The QC for each assessment should be composed of three to five experts who will have 15 working days to submit their comments. If the AA/IP is directly supported by a member of the QC, that partner should not be part of the review to ensure neutrality.

Assessment Criteria

Quality criteria that should be met by SE4ALL AAs and IPs are based on the principles contained in the CARD and the Action Agenda template, including country ownership, inclusiveness of the development process, comprehensive and balanced approach, inter-sectoral dimension etc. They cover the AA/IP development process, their content and ownership. The criteria is not meant to be rigid and there naturally can be variations to the standard process depending on the specific country context.

1. Action Agenda assessment criteria:

1.1 Development Process

The QC will assess the development process of the AA on the following aspects:

- The Action Agenda is built on existing plans/programs/strategies and how these related and contribute to the SE4ALL objectives and what the gaps are
- The Action Agenda was developed in an inter-ministerial and cross-sectoral approach
- The AA process was inclusive, involving private sector, civil society, development partners, SE4ALL Hubs and relevant HIOs in line with the stakeholder consultation guidelines
- The AA development followed a balanced and integrated approach
- The process respected the principles of transparency, accountability, and took into account gender aspects

1.2 Content

The QC will assess the content of the AA, making sure that:

- Target setting is appropriate vis-à-vis SE4ALL objectives: Energy Access target should be in line with universal access target, Renewables and Energy Efficiency targets should provide an ambitious yet realistic target
- The priority actions/activities are adequate to achieve the set targets: do the priority activities match with the targets on Energy Access, Renewables, Energy Efficiency and enabling action areas (including key energy sector reform issues such as utility reform)
- The AA explains the Coordination and Follow-up structures within the country: i.e. is it envisaged to set-up a national SE4ALL Coordination structure? Have monitoring, evaluation, reporting, and updating procedures been defined? Have required follow-up analysis and the link to Investment Prospectus(es) been outlined?

1.3 Ownership

The Review Panel will attempt to ascertain the degree of national ownership, i.e. whether high-level political buy-in to the process has been ensured, whether strong champion/sponsors have been identified and whether the Government is ready to provide resources to AA implementation. The list of criteria for the assessment of the AAs is detailed in Annex.

2. Investment Prospectus(es) assessment criteria:

The list of criteria for the assessment of the AAs is detailed in Annex.

2.1 Development Process of the IP and its Ownership (cf. AA)

2.2 Content of the IP

The Quality Circle will assess the content of the IP, in particular whether it contains:

- a definition of the target audience
- a strong investment thesis
- an outline of the general country investment context
- a clear presentation of financing needs/gaps
- a compelling outline of investment opportunities, incl. rationale, implementation arrangements and degree of readiness
- an identification of risks and risk mitigation strategies (program/sector level)
- an adequate number of projects for which detailed investment memoranda are available
- a link to the Action Agenda and overall coherence with national and international targets for SE4ALL

ANNEX – List of Indicative Assessment Criteria for AAs and IPs

Criteria for Action Agenda assessment are detailed in the chart below. Members of the QC will assess the AA against each criteria.

Assessment criteria for SE4ALL Action Agendas	
	Comments Reviewer
<p>AA1 - Development process</p> <p>AA 1.1 Building on existing plans/programs/strategies (inventory of what is available)</p> <p>AA 1.2 Interministerial and cross-sectoral approach</p> <p>AA 1.3 <i>Inclusiveness</i> (Σ)</p> <p style="padding-left: 40px;">AA 1.3.1 Private sector involvement</p> <p style="padding-left: 40px;">AA 1.3.2 Civil society involvement</p> <p style="padding-left: 40px;">AA 1.3.3 Development Partners involvement</p> <p style="padding-left: 40px;">AA 1.3.4 Involvement of SE4ALL Hubs and link to HIOs</p> <p>AA 1.4 Balanced and integrated approach (i.e. centralized/decentralized)</p> <p>AA 1.5 Transparency, accountability, gender aspects</p>	
<p>AA2 - Content</p> <p>AA 2.1 <i>Adequacy of target setting vis-à-vis SE4ALL objectives</i> (Σ weight x2)</p> <p style="padding-left: 40px;">AA 2.1.1 Energy Access</p> <p style="padding-left: 40px;">AA 2.1.2 Renewables</p> <p style="padding-left: 40px;">AA 2.1.3 Energy Efficiency</p> <p style="padding-left: 40px;">AA 2.1.4 Other targets (reflecting cross-sectoral nature of AA)</p> <p>AA 2.2 <i>Adequacy of priority actions/activities to achieve targets</i> (Σ weight x2)</p> <p style="padding-left: 40px;">AA 2.2.1 Energy Access</p> <p style="padding-left: 40px;">AA 2.2.2 Renewables</p> <p style="padding-left: 40px;">AA 2.2.3 Energy Efficiency</p> <p style="padding-left: 40px;">AA 2.2.4 Enabling action areas</p> <p>AA 2.3 <i>Coordination and Follow-up</i> (Σ)</p> <p style="padding-left: 40px;">AA 2.3.1 National SE4ALL Coordination structure</p> <p style="padding-left: 40px;">AA 2.3.2 Monitoring, evaluation, reporting, updating</p> <p style="padding-left: 40px;">AA 2.3.3 Identification of follow-up analysis</p> <p style="padding-left: 40px;">AA 2.3.4 Link to Investment Prospectus(es)</p>	
<p>AA3 - Ownership</p> <p>AA 3.1 High-level political buy-in</p> <p>AA 3.2 Strong champion/sponsor</p> <p>AA 3.3 Allocation of Government resources</p>	
Overall credibility of AA vis-à-vis SE4ALL	

Criteria for Investment Prospectuses assessment are detailed in the chart below. Member of the QC will assess the IP against each criteria.

Assessment criteria for SE4ALL Investment Prospectuses	
	Comments Reviewer
<p>IP 1 - development process and ownership</p> <p>IP 1.1 Building on existing plans/programs/strategies (as relevant (inventory of what is available))</p> <p>IP 1.2 High-level political buy-in</p> <p>IP 1.3 Strong champion/sponsor</p> <p>IP 1.4 <i>Inclusiveness (Σ)</i></p> <p style="padding-left: 20px;">IP 1.4.1 Private sector involvement (financiers and sponsors)</p> <p style="padding-left: 20px;">IP 1.4.2 Civil society involvement</p> <p style="padding-left: 20px;">IP 1.4.3 Development Partners involvement</p> <p style="padding-left: 20px;">IP 1.4.4 Involvement of SE4ALL Hubs and link to HIOs</p>	
<p>IP 2- content</p> <p style="padding-left: 20px;">IP 2.1 Clear definition of target audience</p> <p style="padding-left: 20px;">IP 2.2 Strength of investment thesis</p> <p style="padding-left: 20px;">IP 2.3 Outline of general country investment context</p> <p style="padding-left: 20px;">IP 2.4 Clear presentation of financing needs/gaps</p> <p style="padding-left: 40px;">Compelling outline of investment opportunities, incl.</p> <p style="padding-left: 20px;">IP 2.5 rationale, implementation arrangements</p> <p style="padding-left: 40px;">Identification of risks and risk mitigation strategies</p> <p style="padding-left: 20px;">IP 2.6 (program/sector level)</p> <p style="padding-left: 40px;">Investment readiness of adequate number of outlined</p> <p style="padding-left: 20px;">IP 2.7 projects (i.e. detailed investment memoranda available)</p> <p style="padding-left: 40px;">Link to Action Agenda and coherence with national and</p> <p style="padding-left: 20px;">IP 2.8 international targets for SE4All</p>	
Overall adequacy of IP to attract investments	



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