



Preparing a successful proposal

2021 CEF Energy Call – PCI Studies and Works

Virtual Info Day - 14 September 2021

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Overview

- Funding & Tender portal → a new submission platform
- Terminology: Concepts and examples
- Quality of proposal
- Applicant's Checklist

Funding & Tender portal → a new submission platform

The screenshot shows the 'Funding & tender opportunities' portal. The main heading is 'Electricity, Gas, Smart Grids and CO₂ networks' with the topic ID 'CEF-E-2021-PCI-WORKS'. The call is 'CEF 2 Energy - Projects of Common Interest (CEF-E-2021-PCI)'. The type of action is 'CEF-INFRA CEF Infrastructure Projects' and the type of MGA is 'CEF Action Grant Budget-Based [CEF-AG]'. The deadline model is 'single-stage' and the planned opening date is '07 September 2021'. The deadline date is '19 October 2021 17:00:00 Brussels time'. The topic description states that the call aims to enable PCIs to be implemented within the framework of the deployment of trans-European networks in the energy sector. The objective of studies and works is to support and contribute to the implementation of PCIs.

Direct links to PCI call

- For works
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2021-pci-works>
- For studies
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2021-pci-studies>

The screenshot shows the 'Online Manual' page. It features a navigation menu with the following sections:

- Grants**
 - Applying for funding: Find a call, Find partners, Register an organisation, Submit a proposal
- Evaluation & Grant signature**
 - Admissibility and eligibility check, Evaluation of proposals, Grant preparation, Grant signature
- Grant management**
 - Keeping records, Amendments, Reports & payment requests, Deliverables & milestones, Dissemination & exploitation, Communicating your project, Acknowledgement of EU funding, Check, audits, reviews & investigations
- Working as an expert**
 - Expert registration, Contracting & payment, Expert roles & tasks

Other sections include Prizes, Financial instruments, and Procurement.

Direct link to user guide

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

Pay attention to terminology: Examples (I)

- **Project:** The term ‘project’ used in the call text, application form and other documents is synonymous to the term ‘action’ used in the CEF Regulation (see definition article 2)
 - Article 2 (CEF Regulation 2021/1153): “action” means any activity which has been identified as financially and technically independent, has a set time-frame and is necessary for the implementation of a project.
 - Attention! Always indicate clearly whether you are referring to the project/action or the PCI
- **Work Package:** a Work Package (WP) is a major subdivision of the project
 - Ex: Project Management, Preparation of Detailed Design and Tender Documents, Construction of Substation
 - WPs can run in parallel and/or be sequential

Pay attention to terminology: Examples (II)

- **Task:** subdivision of WPs
 - Ex: Within WP “Project Management”: coordination meetings, accounting, project monitoring.
Ex: Within “core” WPs: Detailed documentation, construction and acceptance tests of the facilities.
 - You need to estimate percentage of subcontracting for each task
 - Recommendation: do not define sub-tasks

| Work Package 1: [Name, e.g. Project management and coordination] | | | | | |
|--|-------------------------|-------------------|--------------|-----------------------------------|---|
| <i>Ensure consistence with the detailed budget table per WP/calculator (if applicable) (n/a for pre-fixed Lump Sum Grants)</i> | | | | | |
| Duration: | M \times - M \times | Lead Beneficiary: | 1-Short name | | |
| Objectives <i>. Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project. State if there are links to other work packages (or conversely that there are no links to any other work package).</i> | | | | | |
| . | | | | | |
| Activities (WP description) <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc). Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. Add information on other participants' involvement in the project e.g. subcontractors. Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement." Note: The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i> | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | Subcontracting (Yes/No and Percentage of the task that will be subcontracted). |
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |

Pay attention to terminology: Examples (II)

- **Milestone:** major control points in the project that help to chart progress
 - Ex: publication of a tender, signature of contract, start of study/works
- **Deliverable:** project output (may not be linked to Milestones)
 - Ex: documentation for the detailed Environmental Impact Studies, engineering design, commissioning of the transmission line

Quality of proposal (I)

Who will read your application?

- Evaluators:
 - will have many proposals to evaluate
 - they are usually not English native speakers
 - may have limited background on your proposed project
- Staff of DG ENER and CINEA
 - To assess completeness of application + justification from policy point of view

Quality of proposal (II)

What is the reader looking for?

1. Simple language

- Avoid jargon and do not take any background knowledge for granted

2. Information easy to find

- It is your responsibility as applicant to demonstrate how your proposal addresses the award criteria as indicated in the call text. The evaluation of your proposal is based on the content you provide in the application form; be as specific and clear as possible. No assumptions or requests for additional information will be made.

3. Mandatory annexes

4. Relevant maps, graphs etc. (voluntary annexes)

Quality of proposal (III)

Project's Scope (1/2)

What

- What is the Project about?
 - Ex: Feasibility Study, preparation of permitting documents, the construction of an overhead line (OHL).
- What are the technical parameters of the project?
 - Ex: +/-100km of 320kV double circuit OHL between X and Y, construction of an LNG terminal with a send-out capacity of X bcm/year, technical feasibility study for the CO2 transport infrastructure capable of delivering over X Mt/y of CO2 from emission sources

How

- How will the Project's objectives be reached?
 - WPs, Tasks, Milestones, Deliverables

Quality of proposal (IV)

Project's Scope (2/2)

Who

- Who will carry out the project?
 - Ex: all tasks of the project will be carried out by internal and external resources.
 - Subcontracting per WP (Public Procurement aspects)

Why/Results

- What are the expected results of the project?
 - Ex: a double circuit 320 kV OHL constructed, the commissioning of an LNG terminal, final procurement documents prepared, approval of permitting documents.

Public procurement aspects (I)



To keep in mind

- Compliance with EU law (sound financial management, best value for money, no conflict of interests, transparency, equal treatment etc.)
- Depending on applicant's status: to establish whether a proposed project is to be implemented in compliance with EU law on public procurement.
- During implementation:
 - procurement is verified at payment time.
 - non-compliance leads to rejection of costs or reduction of support.

Public procurement aspects (II)



2.2 Status of contracting procedures and authorisations, approvals and permits

6. WORK PLAN, WORK PACKAGES AND TIMING

6.2 Work packages and activities

| |
|---|
| Contracting procedures |
| Procurement in general <i>Indicate the project maturity in terms of procurements needed.</i> |
| Insert text |
| Contracts awarded before submission of the proposal <i>For each work package/task, explain the contracts already awarded, their typology and status. For public procurers, specify which procurement method has been selected (e.g. EU-wide or national; open, restricted or negotiated, etc). For private companies, please specify best value for money. Where applicable, indicate the starting dates of the awarded contracts.</i> ⚠ Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations). |
| Insert text |
| Contracts planned during implementation <i>For each work package/task, explain the contracts planned, their typologies and status. For public procurers, please specify which procurement method will be selected (open, restricted, negotiated, EU wide or national). For private companies, please specify best value for money. Where applicable, please indicate the start dates of the awarded contracts.</i> ⚠ Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations). |
| Insert text |

| Work Package 1: [Name, e.g. Project management and coordination] | | | | | |
|---|---------------------------------|-------------------|--------------|-----------------------------------|---|
| <i>Ensure consistence with the detailed budget table per WP/calculator (if applicable) (n/a for pre-fixed Lump Sum Grants)</i> | | | | | |
| Duration: | M X - M X | Lead Beneficiary: | 1-Short name | | |
| Objectives <i>. Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project. State if there are links to other work packages (or conversely that there are no links to any other work package).</i> | | | | | |
| Activities (WP description) <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc). Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. Add information on other participants' involvement in the project e.g. subcontractors. Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement." Note: The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i> | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | Subcontracting (Yes/No and Percentage of the task that will be subcontracted). |
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |

Quality of proposal (V)

Work Packages

What

- What are the objectives of the WP?
 - Ex: commissioning of substation, preparing the documentation for EIA
- Clear WP name matching its description.
 - Ex: Detailed Design and Tender Documents, Construction of new 330 kV substation.

Tasks, Deliverables and Milestones

- What are the tasks in the WP?
 - Ex: construction and acceptance tests of the facilities, supervision of the construction
- What are the deliverables?
 - Ex: application documents and the acknowledgement of receipt by the competent authority, report on the completed construction works.
- What are the Milestones?
 - Ex: Selected Construction supervision for the construction of the 400 kV line, 60% of the construction of the pipeline completed

Quality of proposal (VI) - Example

Milestones (1/3)



3 Rules of thumb

1. Each work package should have at least 2 milestones START → END.
2. Work packages lasting >1 year, ideally at least one milestone every 12 months.
3. Means of verification should be reliable and realistic.
 - Ex: Written notification of the contractor to the beneficiaries, Publication of the notice of the tender in the OJEU, Contractor's progress report approved

Quality of proposal (VI) - Example

Milestones (2/3) – Example (studies)

| | |
|---------------------------|---|
| Work package number | 1 |
| Work package name | Preparation and submission of planning application to competent authority |
| Implementing applicant(s) | X |
| Work package description | Y |
| Indicative start date | 31/03/2022 START |
| Indicative end date | 31/12/2022 END |
| Verifying milestone(s) | 1, 2 |

Each work package should have at least 2 milestones START → END.

| Milestone No. | Milestone description | Milestone Summary | Due date | Means of verification |
|---------------|---|--|-------------------------|---|
| 1 | Start of the preparation of planning application to the competent authority | The beneficiary kick starts the procedure for the start of the preparation of the planning application | 31/03/2022 START | Minutes of meeting by beneficiaries |
| 2 | Submission of the planning application to the competent authority | The beneficiary submits the planning application to the competent authority | 31/12/2022 END | Receipt of acknowledgement by competent authority |

Quality of proposal (VI) - Example

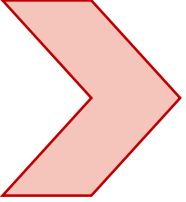
Milestones (3/3) – Example (works)

| | |
|---------------------------|--|
| Work package number | 3 |
| Work package name | Construction of 320 kV transmission line between X and Y |
| Implementing applicant(s) | X |
| Work package description | Y |
| Indicative start date | 01/01/2022 START |
| Indicative end date | 30/12/2024 END |
| Verifying milestone(s) | 1, 2, 3 |

WP lasting >1 year, ideally at least one milestone every 12 months.

| Milestone No. | Milestone description | Milestone Summary | Due date | Means of verification |
|---------------|--|--|--------------------------------|--|
| 1 | Kick-off meeting on implementation of 320kV line | The beneficiary holds a kick-off meeting | 01/01/2022 START | Management Board minutes |
| 2 | Start of tendering procedure | The tender documentation was approved by the beneficiary. The procedure in the OJ was launched | 01/09/2023 Intermediate | Publication of the notice of the tender in the appropriate media |
| 3 | Commissioning of the 320kV transmission line | The construction contractor informs the beneficiary that 100% of the works have been done | 30/12/2024 END | Signature of the deed |

Quality of proposal (VII)



Make sure that a "common thread" runs through your proposal combining objectives, WPs, resources and planning in a way that is coherent with achieving the stipulated deliverables

- Information in one part of the application matches the information in another.
 - Ex: supporting documents do not contradict the info in application form part B.
- Information is presented in a logical way.
 - Ex: administrative procedures are presented in chronological order in the work package table, EIA precedes the permit for construction, basic study finalised before Design study starts.
- Gantt chart is consistent with the work package dates, milestones etc.

Quality of proposal (VIII)

2.2 Status of contracting procedures and authorisations, approvals and permits

| Authorisations, approvals and permits <i>(for Works topics)</i> | | | |
|--|--|--------------------------------|---------------|
| Indicate the general project maturity in terms of authorisations, approvals and permits needed. | | | |
| Insert text | | | |
| Authorisations, approvals and permits (including environmental) | | | |
| For each work package/task, list the authorisations or approvals needed (at governmental, regional, local level, including environmental approvals, right-of-way, state aid notification/decision, etc.) and their status and expected timeline. | | | |
| Risk factors and mitigating measures (alternative solutions) if the authorisations are not obtained in time should be described in section 3.4. | | | |
| Task No | Type and Description | Status | Date of award |
| T1.1 | Authorisation for ... from XXX for task XXX | planned/requested/ received | [MM/YYYY] |
| | | | |
| | | | |
| Building permits | | | |
| For each work package/task, provide information on the building permits which must be obtained. | | | |
| Describe what the permit is for, the authority concerned, the size (land surface) and the kind of works concerned. | | | |
| Indicate their status timeline. | | | |
| Risk factors and mitigating measures (alternative solutions) if the permits are not obtained in time should be described in section 3.4. | | | |
| Task No | Type and Description | Status | Date of award |
| T1.1 | Permit for ... from authority XXX for task XXX | planned/requested/ received | [MM/YYYY] |

Quality of proposal (IX) – Counter-Examples



- Justification of resources and connection to the project's scope
 - Ex. Human resources: Construction of a substation, 2 staff members (what for? For construction management or for construction works).
 - Ex. Human resources: Feasibility study, 2 staff members (what for? For coordination of inputs from contractors or for carrying out complex technical analysis).
 - Project management costs should not exceed 10% of total project costs
- Level of detail for the risk assessment and the complexity of the project
 - Complex cross-border works, no risks identified for potential delays
 - Not adequate mitigation measures

Applicant's checklist (I)



- **Scope:** Does your proposal fit in the scope of the 2021 Work Programme and the call for proposals for which you are applying?
 - *Check that your proposed project indeed addresses the objectives and results expected from the call. Consult the call text and the Work Programme. Remember, your proposal will be evaluated against the criteria specified for the call only based on the information you provide in your application.*



- **Deadline:** Are you on track to submit your proposal by Tuesday, 19 October 2021 at 17:00.00 (Brussels time)?
 - *Don't forget to submit your application before the deadline, verify that your proposal was correctly submitted - the status of the application must be "submitted".*

Don't leave submission for the last day!

Applicant's checklist (II)

Did you...



- ...encode all sections of application form **part A** directly in the F&T platform?



- ...read through, complete, print out, scan and upload application form **part B**, available as a Word document?



- ...complement the Business Plan with a **separate calculation model** in line with the template provided (not mandatory, but recommended)?



- ...attach all **mandatory annexes** (see presentation “Evaluation and Award Criteria”)?

E-grant platform

- For studies

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

| | | | |
|---------------------------------|--|---|--------|
| Part B | | ? | Upload |
| Detailed budget table per WP | | ? | Upload |
| Annual activity reports | | ? | Upload |
| List of previous projects | | ? | Upload |
| Timetable/Gantt chart | | ? | Upload |
| Letters of support/MS Agreement | | ? | Upload |
| TEN-E compliance form | | ? | Upload |
| Environmental compliance file | | ? | Upload |
| PCI annual report | | ? | Upload |
| Other annexes | | ? | Upload |

- For works

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

| | | | |
|---|--|---|--------|
| Part B | | ? | Upload |
| Detailed budget table per WP | | ? | Upload |
| Annual activity reports | | ? | Upload |
| List of previous projects | | ? | Upload |
| Timetable/Gantt chart | | ? | Upload |
| Letters of support/MS Agreement | | ? | Upload |
| PCI CBA report | | ? | Upload |
| TEN-E compliance form | | ? | Upload |
| Environmental compliance file | | ? | Upload |
| Business plan | | ? | Upload |
| Business plan financial spreadsheet | | ? | Upload |
| Project-specific cross-border cost allocation | | ? | Upload |
| PCI annual report | | ? | Upload |
| Other annexes | | ? | Upload |

Completeness of documents + Annexes

| | For studies | | For works | |
|---|-------------|---|-----------|---|
| Application Form Part A — structured data introduced directly on Funding & Tender portal | ✓ | | ✓ | |
| Part B / Application Form Part B — Word document to be filled in and uploaded as pdf (contains the technical description of the project) | ✓ | | ✓ | |
| Detailed budget table per WP (Excel to be filled in and annexed) | ✓ | | ✓ | |
| Timetable/Gantt chart | ✓ | | ✓ | |
| Letter of support/MS Agreement (Agreement by the concerned Member States) | ✓ | | ✓ | |
| Environmental compliance file (applicable for works and studies with physical intervention, to be completed in full) (for studies without physical intervention: please only click the relevant option and upload the document) | ✓ | | ✓ | |
| TEN-E compliance form (Compliance with EU Law on Energy Infrastructure) | ✓ | | ✓ | |
| PCI annual report (Latest PCI annual report in accordance with Article 5(4) of the TEN-E Regulation) | ✓ | | ✓ | |
| Communication and dissemination plan | | × | | × |
| Annual activity reports | ✓ | Not needed for: public bodies, Member State organisations, certified TSOs and international organisations. However, those entities should upload a declaration of honour. | ✓ | Not needed for: public bodies, Member State organisations, certified TSOs and international organisations. However, those entities should upload a declaration of honour. |
| List of previous projects (key projects for the last 4 years) | ✓ | | ✓ | |

Completeness of documents + Annexes

- Additional annexes for works:

| Electricity and Gas PCIs (Corridors 1-4 and 5-8), except hydro-pumped electricity storage | Smart grids and cross border carbon dioxide networks PCIs (Corridors 10 and 12) |
|--|---|
| PCI CBA report (Full CBA/Project specific cost-benefit analysis, consistent with ENTSOE/ENTSO-E methodology and pursuant to Article 12(3)(a) of the TEN-E Regulation, which provides evidence concerning the existence of significant positive externalities, such as security of supply, solidarity or innovation) | × |
| Project specific cross-border cost allocation (Project specific legally valid cross-border cost allocation (CBCA) decision pursuant to Article 12 of the TEN-E Regulation (not applicable for projects under categories in Annex II.1(c))) | × |
| Business plan (Business plan and other assessments showing that the project is commercially non-viable) | Business plan (Business plan and other assessments carried out, demonstrating the existence of significant positive externalities) |
| Business plan financial spreadsheet (optional) | Business plan financial spreadsheet (optional) |

Applicant's checklist (III)



- Proof read your proposal

- *Do one last check to ensure that your proposal is clear and easy to follow and explain issues, including local context, that may be evident to you*
- *External evaluators can only assess your proposal on the basis of provided information and no assumptions will be made*
- *Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added value of CEF Energy funding*



- Make sure that you submit the proposal using the application forms and templates provided on the portal – the use of those forms is compulsory

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Thank you



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