**Annex B**

**United Nations**

**MISSION NAME**

**Ref. xx**

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| ***Mission* Energy Infrastructure Project Plan *Template for******UN Field Mssions*** |
| Approved by: Effective date: Contact: Review date:   |

***Template instructions***

Relatively standard text relevant to all missions is in normal font. It should be used wherever possible to support all missions in consistent messaging and defence of annual budgets.

Guidance text to be deleted is presented in ***blue bold italics***.

Sample text to be changed to fit the mission situation is presented in ***red bold italics***.

***Delete these instructions prior to finalization.***

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#

INTRODUCTION

## Document purpose

This Energy Infrastructure Project Plan (EIPP) is a ***MISSION*** internal plan for the ***NAME*** project, planned for implementation in ***locations*** in ***financial year***. It is not confidential but is designed for DOS internal use only.

Project class and associated level of detail

All DOS energy activities and projects can be placed into one of three classes based on their scale, complexity and associated risk. The required project development work and the associated control documents is tailored to the class.

Based on the DOS energy project classification scale presented in Table A, this is a

***Activity/ Small Project/Large Project***. Therefore,

***(For activities) only a brief descriptive concept, budget and work plan is needed.***

***(For small projects) a concept note and business plan has been developed, based upon the standard designs and reference business cases provided in the DOS technical guidance***

***(For large projects) a bespoke detailed concept note and business plan has been developed***

Project context and general rationale

The general project context and setting has been presented in the ***MISSION energy infrastructure management plan (EIMP)***. The EIMP includes a process for project identification and prioritization and pending approval this project has been identified for financing and implementation in the ***XX-XX budget years. Outline and detailed plans for the same project need to be distinguished by clear version control and explanatory notes.***

In summary, ***provide 1-3 paragraphs on the context, if additional detail beyond the EIMP is warranted.***

Planned intervention

***Provide up to 1 page describing the planned intervention. Cover general purpose, scope, geography and phasing. Add any referenced maps and site plans in Appendix A to this EPP.***

Technology

***Describe the proposed technology to be deployed. Provide detail on the compatibility and interface with other existing and planned infrastructure. Include any key detail on remaining areas of flexibility on detailed technology selection, via detailed design or procurement.***

Economics

***Describe and quantify the economic rationale of the project. Insert only a brief narrative here and refer all detail and tables to Appendix B to this EIPP.***

***Use the location assessed LCOE and the calculated payback period, as drawn from the technical guidance, reference business cases or a bespoke business case.***

***The two primary economic arguments are:***

* ***The investment will limit or reduce energy consumption.***
* ***The investment will reduce the unit cost of electricity (LCOE), compared to the relevant benchmark of either off-grid diesel generators or grid connections.***

***Note that operational imperatives, such as the need for reliable standby power sources, can override economics in specific cases.***

***Investments in existing missions can be benchmarked against existing consumption and LCOE, to generate a payback period in years.***

Emission reductions and other benefits

***List the key additional benefits of the project, drawing from the list below as appropriate. Quantify the project lifetime emission reductions in tonnes of CO2 Equivalent against the no project -benchmark.***

* ***Emission reductions***
* ***Increased personnel safety***
* ***Increased personnel security***
* ***Increased operational autonomy***
* ***Reduced pollution risk and other local environmental benefits***
* ***Local employment and similar community benefits***

Development and implementation

***List and briefly describe the remaining elements of the project life-cycle***

* ***Detailed design***
* ***Internal and external approvals***
* ***Co-financing/co-contributions if relevant***
* ***Contracting, including the proposed procurement route(s)***
* ***Equipment ordering, freight forwarding and delivery to site***
* ***On-site civil construction***
* ***Installation and commissioning***
* ***Operational team training and handover***

***Include a project schedule as Appendix C to this EIPP.***

Project management

***Describe the project management arrangements. Include details on:***

* ***The mission client unit for the project***
* ***The named mission project manager and project team members***
* ***Any external technical or project management support.***
* ***Site supervision and contractor oversight arrangements***
* ***Progress reporting schedule and key milestones***
* ***Any higher level oversight arrangements, such as an oversight committee or regular reporting via the agenda of a mission level project/engineering/management board.***

Operations and maintenance

***Describe the O&M arrangements in place and/or planned. Specify any significant changes or additions to existing O&M systems and resource requirements. Operations are considered to include regular or specific cleaning, where this has a material impact on system performance – such as panel cleaning for PV systems.***

***Highlight any foreseen major maintenance events, such as equipment overhauls and major parts replacements within the project lifecycle. Indicate any need for financial provisions for O&M, including budgeting for major maintenance 1-2 years in advance.***

Closure and end of life equipment disposal

***Describe the anticipated closure/end point of the project. Describe what is expected to happen to the installed project equipment, once it has reached the end of its useful or operational life. This may include handover as an intact and operational asset via gifting, auction or negotiated sale.***

Risk management

***Include a risk management table, with the level of detail tailored to the complexity and difficulty of the project. A basic table is provided for guidance.***

|  |  |  |
| --- | --- | --- |
| ***Identified risk***  | ***Likelihood (H, M, L) & impact*** ***(H, M, L)*** | ***Planned management measures*** |
|  |  |  |
|  |  |  |

# Table A DOS Energy Project Classification

|  |  |
| --- | --- |
| ***Category*** | ***Description*** |
| **Activities**  | A diverse range of proven small-scale activities that accumulate to deliver significant benefits, these activities typically cost under USD 100,000 per mission per annum and can be implemented with mission resources, standard guidance and materials and within annual budget margins. The descriptions and strong narrative business case for these activities are relatively generic - they do not vary much between missions. GSC and REACT have developed technical guidance notes. Missions can reference this material in a brief concept note, rather than developing new independent material. |
| **Small projects** | These are defined investments drawn from a predefined menu of technical options with limited complexity and risks, and a total budget of less than USD 250,000. Project design, planning, budgeting and justification can be completed quickly with the support of pre-developed reference business cases available from GSC and REACT.These generic cases use a typical project scenario and variable levels of diesel fuel and electrical power baseline costs to generate a range of default payback periods and saving estimates. The reference designs and costs are largely based on standard public material. |
| **Large & complex projects** | These projects require bespoke concept notes, plans and business cases, and thereby entail greater financial and technical risks. Technical assistance from GSC and REACT is available for all stages of the development process for this category of large and complex projects.  |

# Appendix A Project maps site plans and diagrams

# Appendix B Project budget and business case

# Appendix C Project schedule