



SEACAP 4 SDG

Terms of Reference

Support SE(A)CAP mechanisms through Selected reference projects (SRP) key outcomes

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Term of reference (PUBLIC CALL)

1. About the SEACAP 4 SDG project

1.1 Aim of the Project

Climate change adaptation and mitigation, and particularly the support of cost-effective energy rehabilitations in public buildings to implement energy efficiency and renewable energy measures, are inherently challenging issues, as they consist of global issues which have specific local realities (climate zones, local contexts, building types). Especially in the Mediterranean region, where climate change will probably affect faster and deeper the Southern territories, these issues are becoming crucial for the equality of life (urban heat-island effect, increase in air conditioning and therefore in hot air emissions and energy consumption).

The SEACAP 4 SDG Project therefore aims to reduce the energy consumption of public buildings, and to increase the capacity of the territories and actors, participating in the Project or targeted by its actions, to adopt measures to reduce their energy impact in the medium term. Given the importance placed on public buildings by European CO₂ emissions and of energy consumption reduction objectives, the Project aims to clearly contribute to the achievement of these objectives. This reduction of CO₂ emissions and energy consumption will be achieved, in the short term, through the realization of demonstrators implementing existing and tested capitalized results on selected public buildings (hospitals and schools), and more significantly in the medium term, by the definition and adoption of the 9 energy-mix efficiency plans, for further dissemination and capitalization.

SEACAP 4 SDG addresses this common challenge by integrating Sustainable Energy Access and Climate Action Plans(SE(A)CAP) via a uniform adapted assessment Toolkit and an innovative financing methodology, variant of European City Facility (EUCF), which will support selected cities in implementing tools and methods from the 16 selected reference projects (SRP). Since SEACAP 4 SDG is a capitalization project, the main method for the new Toolkit and the innovative financial mechanism for SE(A)CAP capitalization amongst CBC MED community is based on an evolutionary approach which has been used in the Efficient Buildings community (Interreg Med). SEACAP 4 SDG will also capitalize on and reinforce the Living Lab (LL) methods from Med experiences (Med-EcoSuRe (ENI CBC Med; ICT platform), GRASPINNO & Efficient Buildings (Interreg Med)) to consolidate a SE(A)CAP Living Lab (SLL) methodology for the Project needs. The Toolkit and financial mechanism will be tested through the demonstrators (cities and buildings) and the results of the demonstrators will be analysed through an innovative set of user-oriented indicators which will be shared to groups of local and regional stakeholders from all sectors, to maximise the impact and sustainability of the existing policies. In this framework nine cities and four education and health buildings within them will receive sub grants to build capacity and implement energy improvements using the solutions capitalized on by the Project.

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In addition, the intercultural cooperation implemented in the Project intends to strength the institutional capacities of local, regional and national public authorities to implement energy improvements in public buildings, encouraging the exchange of good practices and experiences between local and regional institutions, and improving the ability to carry out activities that can create employment opportunities and improve the quality of life. Public administration agents in the Med region will benefit from training as they will be the final users of the Project tools (toolkit, financial mechanism). The universities and research centers which are Project Partners and Associated Partners will benefit from the transfer of skills, analysis and evaluation of the practices and results to be capitalized. This will increase their technical ability in the field of innovative energy rehabilitation of public buildings and they will be able to include the toolkit, financial mechanism and demonstrators in their training programmes. The energy agencies and more than 40 partners of the ENI CBC Med programme as well, will benefit from the feedback and tools developed within the framework of the Project, and will be able to use the demonstrators to sensitize operators and public and private decision-makers. In addition, the general public will benefit on the short-term from the improvements to public buildings, and on the longer-term from the dissemination of knowledge and best practices aiming at environmental protection and enhancement of living conditions in areas particularly affected by climate change and energy poverty.

1.2 Partnership

The Project's expanded Partnership includes national, regional and local public authorities as follows:



**MÉTROPOLE
NICE CÔTE D'AZUR**

Euromed Cities Network / Nice Côte d'Azur Metropolis – France

<https://www.nicecotedazur.org/>



Arab Academy for Science, Technology and Maritime Transport (AASTMT)
– Egypt

<https://www.aast.edu/en/index.php>



**UNIVERSITY OF
PATRAS**
ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΑΤΡΩΝ

University of Patras – Greece

<https://www.upatras.gr/en/>



Naples Agency for Energy and Environment (ANE) – Italy

http://www.anea.eu/anea_chisiamo_eng.htm



الجمعية العلمية الملكية
Royal Scientific Society

Royal Scientific Society (National Energy Research Center (NERC) – Jordan

<http://www.nerc.gov.jo/Default/En>



Lebanese Center for Energy Conservation (LCEC) – Lebanon

<https://lcec.org.lb/home>



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Institut de Recerca en Energia de Catalunya (IREC) – Spain

<https://www.irec.cat/>



Institut Valencia de l'Edificació (IVE) – Spain

<https://www.five.es/>



Mediterranean Renewable Energy Centre (MEDREC) – Tunisia

<https://medrec.org/>

The enlarged Partnership also includes 7 energy agencies from 6 countries (France, Italy, Lebanon, Morocco, Portugal, Spain), who will also be direct beneficiaries of the Project. They will also act as relay groups for the promotion and dissemination of Project results and achievements to the target groups. Furthermore, the Mediterranean Association of National Agencies for Energy Management (MEDENER) and the Regional Center for Renewable Energy and Energy Efficiency (RCREEE) will be part of the Advisory Committee providing guidance for the implementation of the Project.

The detailed list of associated partners includes the following entities:



Cobaty International

<https://www.cobaty-international.org/>



University of Cyprus (Foss Research Center for Sustainable Energy)

<https://www.foss.ucy.ac.cy/>



Fondazione Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC)

<https://www.cmcc.it/>



Jordan University of Science and Technology (JUST)

<https://www.just.edu.jo/Pages/Default.aspx>



Ministry of Energy and Water –Lebanon (MEW)

<http://energyandwater.gov.lb/>



University of Malta

<https://www.um.edu.mt/>



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Agence Marocaine pour l'Efficacité Energétique (AMEE)

<https://www.amee.ma/>

Palestinian Energy and National Resources Authority

<http://www.penra.gov.ps/>

Agencia para a Energia (ADENE)

<https://www.adene.pt/>

Energy Cities Algeria Association

<https://www.energycities-algeria.org/en-gb/about>

Agence Locale de l'Energie et du Climat Métropole Marseille (ALEC)

<https://www.alecmetropolemarseillaise.fr/>

Region of Western Greece (RWG)

<https://www.pde.gov.gr/gr/index.php>

Region of Peloponnese

<https://www.ppel.gov.gr/>

Piemonte Region

<https://www.regione.piemonte.it/web/>

Italian Network of Local Energy Agencies (RENAEL)

<http://www.renael.net/>

Institut Català d'Energia (ICAEN)

<http://icaen.gencat.cat/ca/inici/>

Area Metropolitana de Barcelona (AMB)

<https://www.amb.cat/en/home>

Generalitat Valenciana

<https://www.gva.es/va/inicio/presentacion>

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Valencian Federation of Municipalities and Provinces



<https://www.fvmp.es/>



City of Dura

<http://duracity.ps/web/>



Regional Center for Renewable Energy and Energy Efficiency
المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة

Regional Centre for Renewable Energy and Energy Efficiency

<https://www.rcreee.org/>

1.3 Objectives

1.3.1 Project general objective

Contributing to fighting climate change by reducing energy consumption in public buildings, promoting development of SE(A)CAP through an innovative financial mechanism and a capitalization process.

1.3.2 Project specific objectives

- Developing and testing a toolkit based on the analysis of the outputs and outcomes from the selected reference projects (SRP), through the SE(A)CAP Living Lab and the Project demonstrators to support the user-oriented cost-effective energy rehabilitations
- Providing and using an innovative support mechanism based on the EUCF (European City Facility) to implement SE(A)CAP and the toolkit in at least 9 demonstrators in selected cities, and 4 public buildings across climate zones (Egypt, Jordan, Lebanon, Tunisia) supporting 4 cost-effective energy rehabilitations across building types
- Identifying cost-effective approaches to energy refurbishment and use of public buildings, promoting the development of their ecological use (traditional use/social role), making short-term/long-term impacts on existing policy frameworks according to sustainable development goals (SDG) agreements

2 Guideline for Applicants

2.1 Supporting mechanism

The support mechanism provided by the SEACAP 4 SDG project (from now on the benefactor) has two supporting levels. The first level is to promote the engagement of at least 9 municipalities or group of municipalities (from now on beneficiaries) to use selected reference project (SRP) outcomes (from now on TOOLKIT) in their day-to-day work. This first level will last for 4 months. The second level is to support at least 4 of these entities or group of entities in the Southern shore of the Mediterranean to use the sources for analysing detail measures in specific educational and health buildings. The support will be given through the

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involvement of an external entity who will accompany the municipalities during the development of both phases and through specific training sessions. This second level will last for 6 months.

2.2 Who can apply

Municipalities and local authorities as well as groupings of municipalities/local authorities located in following regions can apply to receive support.

- France : Corse, Languedoc-Roussillon, Provence-Alpes-Côte d'Azur
- Greece : AnatolikiMakedonia - Thraki, KentrikiMakedonia, Thessalia, Ipeiros, IoniaNisia, DytikiEllada, StereaEllada, Peloponnisos, Attiki, VoreioAigaio, NotioAigaio, Kriti
- Spain: Catalunya, Comunidad Valenciana
- Tunisia: Medenine, Gabes, Sfax, Mahdia, Monastir, Sousse, Nabeul, Ben Arous, Tunis, Ariana, Bizerte, Beja, Jandouba
- Lebanon: the whole country
- Jordan: Irbid, Al-Balga, Madaba, Al-Karak, Al-Trafilah, Al-Aqaba
- Italy: Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana
- Egypt: Marsa Matruh, Al-Iskandanya, Al Buhayrah, KafrashShaykh, Ad Daqahliyah, Dumyat, AshSharquiyah, Al Isma'iliah, BurSa'id

Other MED regions can receive other type of support by expressing their interest in the project updates.

2.3 Activities funded by the grant

The SEACAP 4 SDG is aligned with the European Commission's European Green Deal, 2030 climate & energy framework, 2050 long-term strategy and the European Investment Bank's new energy lending policy. Thus, has a clear position not to support investments in energy projects reliant on unabated fossil fuels, such as the production of oil and natural gas, traditional gas infrastructure, power generation technologies resulting in GHG emissions above 250 gCO₂ per kWh of electricity generated.

The SEACAP 4 SDG will provide support within the field of sustainable energy by proving a Toolkit of selected outcomes, the support of an external entity and specific training sessions to analyse the actions needed to boost the execution of long-term energy plans by analysing the implementation of measures to improve the energy performance of buildings and achieve energy savings. In addition, some of the toolkit outcomes also target the implementation of renewable energy systems, therefore promoting the implantation of cleaner sources of energy.

2.3.1 Technical support offered

The SEACAP 4 SDG will provide beneficiaries with different types of technical support activities along the duration of the project:

- Resources:
 - Toolkit: A set of selected project results (SPR) will be presented with relevant tools and resources to conduct the activities and the energy improvements of the buildings.

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- External expert services: each local authority will be paired with an external entity who will be guide them in the selection and implementation of the SPR and the development of the energy efficiency plans and the actions to be implemented in the selected buildings.
- Support from Country Experts and partners: SEACAP 4 SDG project partners will accompany the different phases and processes by organising capacity building events, monitoring the implementation and facilitating relevant information related to the TOOLKIT outcomes such us tools and documents.
- Activities:
 - Info sessions: Before the opening of the call for applications, the SEACAP will organise info sessions in each country to provide interested municipalities and local authorities with more information on the call. The partners of SEACAP 4 SDG will assist beneficiaries in the application process and with technical expertise in national language during the process. For each region, an expert has been assigned, which can be contacted by the municipalities/local authorities of the respective country directly for questions, clarifications and other requests. Further working sessions/workshops will be organized if needed. In addition, to allow a general overview of the potential outcomes of TOOLKIT at this stage a series of factsheets are available as a complementary resource here <https://www.enicbcmed.eu/seacap-4-sdg-identifies-main-tools-and-instruments-be-proposed-mediterranean-cities-updating-their>
 - Capacity building and training events: Regional capacity building events, such as online trainings are planned to support beneficiaries in the development of the investment concept. SLIT (SE(A)CAP Local Implementation Team) will provide 9 online training sessions (one per Partner region) for stakeholders in the corresponding regions including the beneficiaries selected under the call, for which the trainings will be compulsory.

2.3.2 Toolkit and Selected project results (SPR)

Brief description of the SPR and the toolkit

2.4 Application process

2.4.1 Procedure to receive support

The overall application process is condensed in a unique phase where all the relevant information is provided. The process will imply the presentation of a specific template which includes the declaration of eligibility. The eligibility check is an automated questionnaire, which can be answered by the applicant directly, you can fill it here <https://forms.gle/XDJS6bhKvmdZ4JYp7>. To be eligible, applicants must be able to answer YES to all the questions. Eligible applicants can move forward with the application process and complete the full application form and supporting documents. The applications will be submitted in English via google form in the above mentioned link and the required documents by email created for the purpose infoseacap4sdg@gmail.com. Once the call for proposals is closed, the applications are evaluated by a dedicated team. The best scored applications are selected and will conclude the agreements to receive support.

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If any of the answers is NO the applicant will not be able to make the application process. However, the applicant can fill the other google form for Local authorities and municipalities interested in project updates and developments. You can fill it here <https://forms.gle/amtBPWXJMcHc8wwP7>

2.4.2 Timeline and support in case of questions during the application process

The following figure summarizes the different phases and times defined for the activities. The partners of SEACAP 4 SDG will assist beneficiaries in the application process and with technical expertise in national language during the process. For each region, an expert has been assigned, which can be contacted by the municipalities/local authorities of the respective country directly for questions, clarifications and other requests as follows:

Names and contacts need to be added

Country	Entity	Name	Email
Egypt	Arab Academy for Science, Technology and Maritime Transport (AASTMT)	Professor Yasser Gaber Dessouky	ygdessouky@yahoo.com
France	Euromed Cities Network / Nice Côte d'Azur Metropolis – France	Bernard Massabo Alison TORTI	<u>bernard.massabo@nicecotedazur.org</u> <u>alison.torti@nicecotedazur.org</u>
Greece	University of Patras	Panagiota Saranti	<u>psaranti@g.upatras.gr</u>
Italy	Naples Agency for Energy and Environment (ANEÀ)	Nicola Barbato Martina Di Costanzo	<u>euproject@anea.eu</u>
Jordan	Royal Scientific Society (National Energy Research Center (RSS-NERC))	Muhieddin TAWALBEH Mohammad MUSLEH	<u>m.tawalbeh@nerc.gov.jo</u> <u>mohammad.mosleh@rss.jo</u>
Lebanon	Lebanese Center for Energy Conservation (LCEC)	Sorina Mortada	<u>sorina.mortada@lcec.org.lb</u>
Spain	Institut de Recerca en Energia de Catalunya (IREC)	Jordi Pascual Anabella Sánchez	<u>jpascual@irec.cat</u> <u>asanchez@irec.cat</u>

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	Institut Valencia de l'Edificacio (IVE)	Lucía Ramírez	lramirez@five.es
Tunisia	MediterraneanRenewableEnergy Centre (MEDREC)	Souha Ferchichi Ines khalifa	souha.ferchichi@medrec.org ines.khalifa@medrec.org

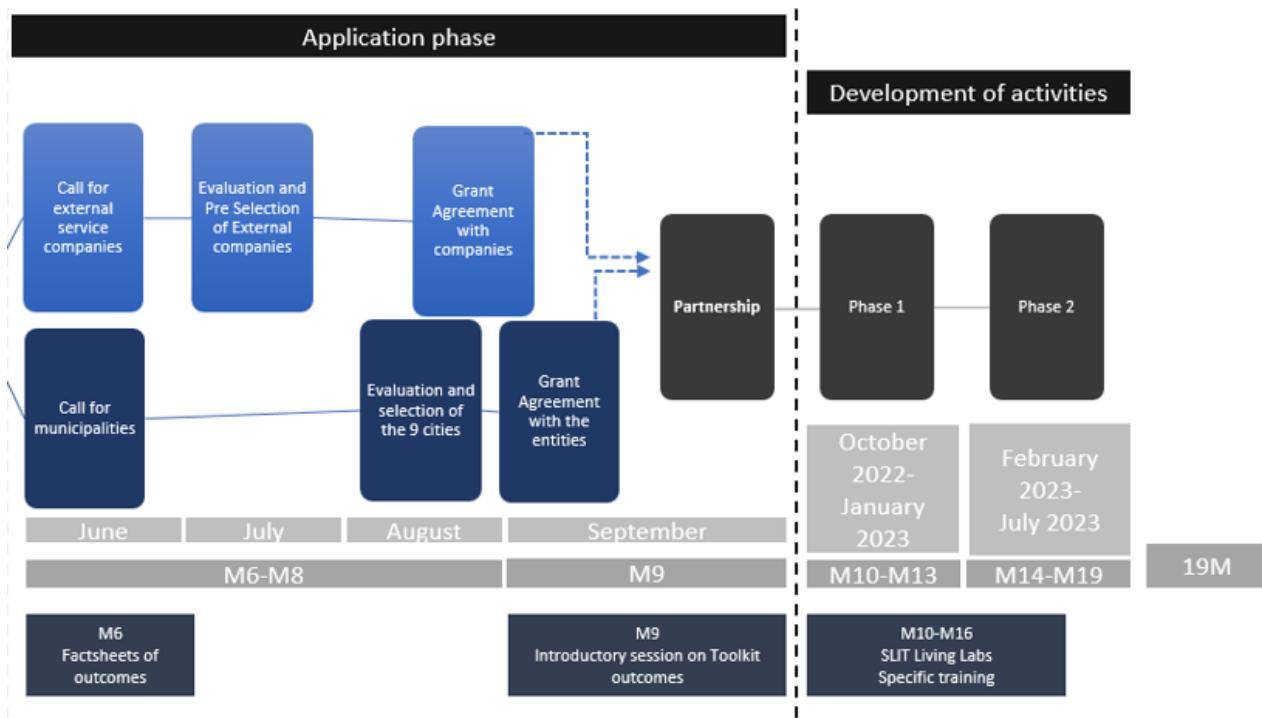


Figure 1. Application process.

2.4.3 Eligibility

Applicants have to meet the following requirements to be eligible for support:

Local authorities and municipalities

Characteristics of the applicant



The applicant must be a **municipality/local authority or a group of municipalities/local authorities**

Location of the applicant



The municipality/local authority applying must be located in one of the eligible regions

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Existence of energy and climate plans



The applicant need to have an approved a **Sustainable Energy Action Plan (SEAP)**, a **Sustainable Energy and Climate Action Plan (SEACAP)** or an official approved plan with a similar ambition.

Political commitment



The applicant has to be able to demonstrate **political commitment from the major or other relevant political representative** to the development of the activities and the execution of the activities.

Commitment to future visits



The applicant who are selected for the second phase must **commit to keep the demonstrator building available for visits for a period of two years.**

As part of the full application, SEAPs, SEACAPs or plans of similar ambition need to be submitted together with the eligibility questionnaire submitted by the application, to provide an overview of the main energy and climate targets established by the plan. A plan of similar ambition is considered equivalent to a SEAP/SEACAP if it includes energy and climate targets the newer the better.

In order to demonstrate political commitment, the applicant must provide a letter of commitment, signed by a municipality representative. The letter of commitment needs to be submitted together with the full application. To facilitate the submission of this document, a template for Annex A is provided.

2.4.4 Application form

The application form will be integrated in a general news on SEACAP 4 SDG website containing all the links, and in the partners websites and accessible for applicants. The application form consists of a set of questions, grouped into two sections. For each of the sections, the following information has to be provided in English language by the applicant:

1) Identification of the applicant

This section comprises general information about the municipality/local authority or grouping of municipalities/local authorities, such as contact details, contact persons, both for administrative proposes as for the technical implementation of the project, as well as Local administrative units (LAU) and Nomenclature of Territorial Units for Statistics (NUTS) 3 codes of the municipality/local authority for the entities located in the north shore of the Mediterranean. For groupings, the name of the lead applicant as well as the LAU and NUTS 3 codes of each participating municipality/local authority have to be provided. The respective NUTS 3 and LAU codes can be found on a yearly updated list, available on the Eurostat website. For municipalities locales in the southern shore equivalent nomenclatures must be provided from the ministry of interior.

In addition, the internal organisation structure in place for the development of the activities has to be described, indicating the roles and responsibilities of the people involved and how decisions are taken. The provided information should allow for an overview of the governance structure and the internal capacities of the applicant. In case of groupings, the description of the governance structure is particularly important

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to clarify how the grouping is organised internally and how responsibilities are distributed and decisions are made.

2) Implementation energy improvements and ambitions

In this section, a brief description has to be provided detailing the main aspects within the field of sustainable energy in which the municipality/local authority is interested on working on, as well as the link of those aspects and the measures previously identified in the SEACAP or plan of similar ambition, including both the actions related to the implementation of energy efficiency measures and renewable energy and actions related to the engagement of stakeholders.

In a brief manner, the applicant should describe the most relevant external stakeholders for the planned project, indicating their needs and expectations towards it.

Finally, this section presents preliminary information of the feasibility to target the proposed typologies and a preliminary assessment of the potential energy improvements to be executed. The requirements for this section are described in more detail in the following table.

Item	Requirement
3.1	Investment sector(s) targeted The applicant must describe the feasibility of analysing measures in the proposed typologies from the eligible list (either a school, a hospital building or a public building in case of local constraints). In all cases a brief introduction of the current state of these buildings must be introduced.
3.2	Intended measures and expected impacts The applicant is asked to describe how the implementation of the Toolkit can improve the implementation of long-term energy efficiency plans and describe briefly the link with the measures already included in the existing plans. This description must include which areas can be further explored and analysed during the project activities and the potential savings that could be generated.
3.3	Potential for replication and/or up-scaling The applicant should briefly explain how the planned actions could be potentially replicated in other contexts/buildings in its region.

2.4.5 Required documents

- 1) Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SEACAP) or equivalent plan.

A SEAP, SEACAP or a plan with similar ambition has to be submitted together with the application form to show that the municipality/local authority or grouping of municipalities/local authorities already have an overall climate/energy strategy in place.

The SEAP defines concrete actions, responsibilities and timing to achieve long-term energy consumption and CO2 emissions reduction targets as well as demonstrates how the CO2 emissions reduction commitment is reached. The SEACAP is the key document that describes how CO2 emissions can be reduced by at least 55% by 2030. More information on the SEAP and SEACAP can be found on the Covenant of Mayors website:

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<https://www.covenantofmayors.eu/en/>. SEAPs and SEACAPs must be approved both by the local council and EU Commission to be eligible to receive the support.

In case beneficiaries do not have a SEAP or SEACAP plan implemented, municipalities should present a plan with similar ambitions. A plan of similar ambition is considered equivalent to a SEAP/SEACAP if it includes energy and climate targets the newer the better and it has been officially approved by the corresponding authorities.

In all cases applicants are required to complete the eligibility questionnaire submitted by the application to provide an overview of the main energy/climate targets established by the respective plan.

- 2) Annex A: Letter of commitment template to the project by the mayor or other relevant political representative

To demonstrate political support to the development of the investment concept, the applicant has to submit a letter of commitment, signed by a municipality representative. The applicants are encouraged to use the corresponding template for Annex A, where only general data has to be added and then it is ready to be signed by the political representative.

- 3) Annex B: Self-declaration form by a representative of the municipality/local authority or grouping

In the self-declaration form, the applicant confirms the authenticity of the general information provided about the municipality/local authority or grouping, such as name, contact person, and NUTS 3 and LAU code. A corresponding template for Annex B, the self-declaration form, is provided to be filled by the applicant.

2.5 Evaluation process

The evaluation of the applications will be conducted after the close of the call for applications by a dedicated evaluation team. Each application will be evaluated individually by at least two different evaluators composed by the partner responsible for the activities in the corresponding region and one additional evaluator of the partnership. The evaluators verify if the eligibility questionnaire submitted by the application, Annex A (Letter of commitment template), Annex B (Self-declaration form), have been submitted and contain the required content. In case of incomplete documents, the application will be rejected and the applicant will receive an email notification. Applications are then evaluated based on the evaluation criteria proposed below. After the assessment of the evaluation teams, the final results will be validated by the advisory committee of the project. Each applicant will be informed about the final results with corresponding letter by email. The best scored applications will be selected to receive the support.

Local authorities are evaluated based on the following four evaluation criteria

Evaluation criteria	Requirement	Weightage
Category A – Weightage 30%		
A1. Governance structure	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> Appropriate and robust internal organisational structure for the development of the project; including: 	100%

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	<ul style="list-style-type: none"> ○ Clearly defined roles and responsibilities of all actors involved; appointment of person(s) in charge for the activities; ○ Clearly defined decision-making processes, indicating people with decision-making power and process how decisions are taken; ○ Good understanding whether internal capacities are sufficient for the successful development of the project or how external experts will be involved in the process ○ Overall coherence and plausibility of the elements. 	
Category B – Weightage 70%		
B1. Ambitions and potential energy savings	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> ● Feasibility to intervene in target typologies or public buildings ● Overall coherence and plausibility of the elements and alignment with the existing SEACAP, SEAP or equivalent plan, possible target sectors and potential replicability of actions 	35%
B2. Stakeholder engagement	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> ● Clear identification of important stakeholders and good understanding of their needs and expectations towards the planned actions; including both relevant technicians and user of the target typologies. ● Overall coherence and plausibility of the elements. 	30%
B3. Alignment with SEACAP 4 SDG objectives	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> ● Alignment of the proposal with the ultimate objective of the SEACAP 4 SDG, i.e. to support the implementation of energy improvements projects across cities in Mediterranean by providing targeted technical, and capacity building support. ● Demonstration of potential to develop a sound (and new) roadmap under the scope of the project, considering the information available at this stage ● Overall coherence and plausibility of the elements. 	35%

For each of the aspects of the evaluation criteria, a score ranging from 0 (application fails to address the criterion) to 5 (application addresses the criterion in an outstanding manner) is awarded (half points may be given). The quality threshold for each criterion is 3 out of 5, i.e. applicants have to reach a minimum score of 3 per criterion to be able to be successful. To generate the final score per criterion, the mean of the scores given by the evaluators is used.

Overall, the scoring follows the following logic:

Points	Overall scoring logic
5	Excellent – The application addresses all relevant aspects of the criterion in an outstanding manner; any shortcomings are minor.
4	Very good – The application addresses the criterion very well , but with a small number of shortcomings.
3	Good – The application addresses the criterion in a satisfactory manner, but with a number of shortcomings.
2	Fair – The application broadly addresses the criterion, but with significant weaknesses.
1	Poor – The application addresses the criterion in an inadequate manner with serious inherent weaknesses.
0	The application fails to address the criterion or cannot be assessed due to missing information.

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Based on the mean of the scores given per criterion, the final score is derived by applying the weightages set for the categories and criteria. The following formula applies to derive the final score:

$$\text{Final score} = 30\% \times A1 + 70\% \times (35\% \times B1 + 30\% \times B2 + 35\% \times B3)$$

2.5.1 Selection of beneficiaries

The evaluation process will take up to one month from the close of the respective call. Once the TOR is published, the applicants will have until the 15 of August to apply. After this period, from the 30 of August, applicants will be informed about the final result. After the evaluation process is concluded, applicants are informed about the final results with corresponding justification through a feedback report by email. The final results of the selected municipality will also be published in the website.

As a next step, successful applicants conclude an agreement to receive SEACAP 4 SDG support. The time period foreseen for the preparation and signature of the agreement is up to one month.

2.6 Development phase.

2.6.1 First phase results. Energy-mix efficiency plans

As a result of the first phase the external entities will elaborate in collaboration with beneficiaries a customized energy efficiency assessment to prioritize and implement the solutions introduced in the Capitalization Toolkit. The final results will be validated through the presentation of one energy-mix efficiency plan for each selected entity. If the final documents are elaborated in local languages a summary in English must be provided highlighting the main relevant aspects considering the following points:

1) Assessment of existing conditions

In this segment, entities are required to introduce the evaluation and assessment of the current situation developed after the implementation of the SPR and the toolkit, including energy consumption and characteristics of the typologies analysed, prioritization of actions in buildings and other relevant aspects to be highlighted such us no cost- low cost actions involving stakeholders.

2) Planned energy improvements

In this section, the beneficiary presents an overview of the proposed actions and the necessary investments. The section shall include the objectives of the planned actions; the general administrative framework, including the actors involved and their responsibilities; the technical measures planned; barriers and obstacles and ways how to bridge these gaps; and the expected impacts, such as energy savings, renewable energy production, avoided CO₂ emissions and social and climate impacts. Finally, the section must include the project's potential for up-scaling and/or replication and the alignment with the existing SEACAP or plan with similar ambition.

3) Behavioural change. Stakeholders involvement

An overview of the activities proposed for the different stakeholders based on the previous analysis and the potential impacts expected, including the objectives, the general framework conditions, the barriers and

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obstacles identified and ways how to bridge these gaps. In case these aspects were previously addressed in the existing plans, the section must describe the alignment of the actions proposed with the main objectives established before.

2.6.2 Second phase. Road map and detail documentation for select target buildings and stakeholders

After the implementation of the second phase beneficiaries will be required to present an upgraded and customized roadmap with the set out of the priorities and measures to be implemented, as well as a guide for the gradual implementation and the corresponding improvements foreseen. In addition, the actions implemented in the roadmap and guidelines must be in line with the objectives of the project, hence each pilot beneficiary must implement measures to obtain a minimum of 10.000kWh savings per building (non-renewable primary energy) and a 5% saving over the total energy consumption of the city with “no cost/low cost” measures and through behavioural change campaigns (estimated saving of 50.000kWh non-renewable primary energy per city, per year). The justification of the expected savings must be conducted using the selected outcomes of TOOLKIT. In case complementary resources outside the TOOLKIT are used to perform the calculations the detail methodology must be included in the documents.

The reports should include the following points:

1) A detailed description of the planned energy improvements in the selected targets

In this section, the beneficiary presents an overview of the proposed actions over a specific target building or set of buildings, including the technical documentation to implement the measures, expected impacts (energy saving, renewable energy production, avoided CO₂ emissions) as well as social and climate impacts, the project’s potential for up-scaling and/or replication and a summary of the components. Entities must demonstrate at this stage that they expect to achieve a minimum energy saving of 10.000 kWh per building in alignment with the project objectives.

2) Behavioural change.

Detail description and implementation of selected activities planned to engage stakeholder and the impact of the actions proposed, including energy savings and avoided CO₂ emissions and the project’s potential for up-scaling and/or replication. Entities must demonstrate at this stage that they expect to achieve a minimum energy saving of 5% over the total energy consumption of the city in alignment with the project objectives.

3) Legal analysis

The legal feasibility of the planned actions should be highlighted, which concerns the legal requirements applicable to the investment project as well as potential legal and/or regulatory incentives and obstacles to its realisation.

4) Economic and financial analysis

This section focuses on the economic and financial aspects of the planned investment, where the beneficiary should indicate the estimated costs, cost savings and other revenues, financial indicators on economic



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viability, such as simple payback period, net present value and internal rate of return, critical risks that can affect the project implementation and potential mitigation measures as well as the envisaged financing approach with potential funding sources (such as grants, soft loans, guarantees etc.) for the investment project.