

[Day, Month, Year]

**[Name of the Project]**

[City, Lebanon]

*Important Notes:*

***1. All sentences written in italic format in this template are for instructions purposes only. These sentences should be removed from the project proposal.***

*2. This project proposal template is for instructional purposes. It is designed to help potential beneficiaries, consultants, and contractors in preparing comprehensive technical reports and proposals about energy efficiency and renewable energy projects implementation in a New Certified Facility.*

*3. This project proposal template is a mandatory requirement towards facilitating the green loan application process through the national financing mechanism NEEREA.*

*4. This project proposal template is prepared by the Lebanese Center for Energy Conservation- Technical Support Unit to the Central Bank of Lebanon, and is available for public use.*

*5. The Technical Support Unit to the Central Bank of Lebanon at the Lebanese Center for Energy Conservation (LCEC) is supported by the European Union (EU).*

*6. For questions, clarifications, or suggestions, please contact the LCEC: 01-569101 or by email:* [*energy@lcec.org.lb*](mailto:energy@lcecp.org.lb)

Technical Proposal for the Loan Request Pertaining to:

*[Name of the Project]*

*[City, Country]*

Submitted as Part of the Loan Request under the Central Bank of Lebanon (BDL) National Financing Mechanism NEEREA

Submitted for Review by the Technical Support Unit to the Central Bank of Lebanon at the Lebanese Center for Energy Conservation (LCEC)

Proposal Prepared by: *[Name of the Person or Company]*

Project Owner: *[Name of the Owner]*

Date: *[Day, Month, and Year]*

**Project Owner’s Statement:**

I, the undersigned, Ms./Mr. *[full name]* hereby declare that I have read and accepted this project proposal prepared by *[name of the proposal writer]* and affirm that all the recommendations mentioned in this report meet all my technical and financial terms and criteria and they are up to my satisfaction.

Signature and stamp (if applicable) of the client and date

*[Name and stamp (if applicable)]*

1. Proposal Contents

1. Proposal Contents

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8.4 LEED/BREEAM Pre-Assessment

2. Contact Details of Involved Parties

2.1 Project Owner Details

|  |  |
| --- | --- |
| Name: | [insert full name] |
| Full Address: | [insert street/ number/ town or city/ country] |
| Telephone/Fax numbers: | [insert telephone/fax numbers, including country and city codes] |
| Mobile Number: | [insert mobile number, including country and city codes] |
| E-mail address: | [insert e-mail address] |

2.2 Consultants Details

|  |  |
| --- | --- |
| Name: | [insert full name] |
| Full Address: | [insert street/ number/ town or city/ country] |
| Telephone/Fax numbers: | [insert telephone/fax numbers, including country and city codes] |
| Mobile Number: | [insert mobile number, including country and city codes] |
| E-mail address: | [insert e-mail address] |

*[Add tables for all involved consultants as needed]*

2.3 Bank Details

|  |  |
| --- | --- |
| Name of the Bank: | [insert full name] |
| Branch: | [insert branch name] |
| Name of the Bank Representative: | [insert full name] |
| Full Address: | [insert street/ number/ town or city/ country] |
| Telephone/Fax numbers: | [insert telephone/fax numbers, including country and city codes] |
| Mobile Number: | [insert mobile number, including country and city codes] |
| E-mail address: | [insert e-mail address] |

2.4 Main Contractor Details

|  |  |
| --- | --- |
| Name: | [insert full name] |
| Full Address: | [insert street/ number/ town or city/ country] |
| Telephone/Fax numbers: | [insert telephone/fax numbers, including country and city codes] |
| Mobile Number: | [insert mobile number, including country and city codes] |
| E-mail address: | [insert e-mail address] |

3. General Description of the New Facility

*[This section should offer a short description of the facility (residential building, commercial building, industry, house, etc.) including location, architecture, number of floors, and other useful information]*

*[This Section contains basic information about the condition of the premises at the time of contract execution. Such information would include facility area, construction type, use, occupancy, estimated future hours of operation, and any special conditions that may exist]*

*[Include photos and drawings if needed]*

4. Narrative Description of the Proposed Project

4.1 Rationale and Objective

*[This section of the proposal is dedicated to present the main objective of the targeted certification as energy efficiency or energy conservation project in the context of climate change and sustainable development]*

*[This section should be also used to present the rationale behind the project through understanding its importance to the client and the environmental impact of the materials used]*

*[This section should also include the specific objectives of the project proposal]*

4.2 Presentation of the Proposed Project

*[This section is also dedicated to inform about the focus of the project, the adopted steps and the projected on-site actions]*

*[For example, to achieve the project objectives, the following approaches will be used: On-site record of energy consumption, energy production and energy fed-in to the grid; solar water heaters or LED lights will be installed etc…]*

*[This section should include project planning and scheduling, as well as demonstrate the protection of owner’s sensitivity to quality, safety, and environmental factors]*

4.3 Design Features

*[This sub-section should include details about the project’s character and identity]*

*[The sustainable development features targeted by all considered resource management schemes of the project in terms of building/planning/design and in terms of social schemes must be mentioned here.]*

*[Architectural Features must be presented as well as sufficient information about operational and project management]*

5. Loan Request Summary Sheet

*[The provisional cost estimate of the project must be clearly presented. A detailed bill of quantities (BOQ) of the proposed project is to be provided in this section]*

*[The total amount of loan request as per the percentage corresponding to the certification rating must be clearly presented in this section]*

*[Energy savings solutions and environmental benefits solutions should be presented separately as per the table shown below]*

*[Name of the Project] [Client’s Signature]*

|  |  |  |
| --- | --- | --- |
| **Ref. No.** | **Brief Description of the Energy Solution** | **Cost Estimate (USD)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  | TOTAL AMOUNT OF THE ENERGY SOLUTIONS (USD) |  |

|  |  |  |
| --- | --- | --- |
| **Ref. No.** | **Brief Description of the Environmental Solution** | **Cost Estimate (USD)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  | TOTAL AMOUNT OF THE ENVIRONMENTAL SOLUTIONS (USD) |  |

*[The description of the proposed solution or measure should be meaningful without being exhaustive]*

6. Registration Confirmation Letter (LEED/BREEAM)

*[This section should include the proof of project registration for certification from the BREEAM or LEED registration team]*

7. LEED/BREEAM Score Cards

*[This section should include the information sheet filled by the general information, the project information, the needed documents, and comments. The project checklist must be provided presenting the targeted and non-targeted points or credits, the certification level being indicated]*

The table below shows the results of the current appraisal of the proposed “*Name of the Project*” project:

|  |  |
| --- | --- |
| ***Technical Area*** | ***Points achieved*** |
| *Management* |  |
| *Energy* |  |
| *.* |  |
| *.* |  |
| *.* |  |
| ***Total*** |  |

*[Add additional rows for additional technical area as needed]*8. Technical Report

*[This section should include the detailed technical sustainability report including the technical details of the proposed measures, the different development specifications and actions required and projected for the whole project. This report must be describing the strategy to achieve the expected rating]*

*[Several sections describing the technical aspects of the project will present the most important information as presented below]*

8.1 Envelope

*[Brief description of the building’s envelope must be presented in this section according to a well known mentioned baseline. An example of the efficient building envelope is the higher thermal and acoustic isolating properties]*

8.2 Technical

*[All tips that will be taken into account during the development of the project in order to reduce the energy consumption and increasing the energy efficiency of the facility must be presented clearly in this sub-section. Some technical solutions are high efficiency boilers, renewable energy, energy efficient lifts, high efficient lighting, low water consuming sanitary fittings, wastewater treatment plan, etc…]*

8.3 Materials

*[Mentioning the type of materials to be used on site is very advantageous to be mentioned in this sub-section. Environmental impact of the materials, waste management, reduction of construction site impacts and recycling must be evoked in this sub-section]*

8.4 LEED/BREEAM Pre-Assessment

*[This part is dedicated to the pre-assessment estimate results; the targeted credits across each category should be presented in this sub-section. The intent behind implementing each credit, the correspondent plan of action and scores must be also provided]*