**Pre-project Scope**

Throughout the process, from lead to project, we highly recommend you to gather the information and data generated in what we call a ‘Pre-project Scope’ document. The document describes the nature and scope of the project and sums-up what has been agreed among consortium partners and the client, and will function as a ‘light business plan’ for the project. The pre-project scope can be used in an early stage dialogue with EKF (Danish Export Credit Agency) with the respect to financing.

The Pre-project Scope questionnaire takes you through all the essential questions and needed information in order to qualify and verify if your solution-based export lead is worth proceeding with. It is also well suited to use as a tool for facilitating the first dialogue with the client. The questionnaire will be used all along the process of preparing the pre-project scope document. This also means that you will fill in information a little by little as the project progresses.

The document is divided in seven parts, each of them comprising a set of questions leading to the detailed information required for a structured and deep understanding of the projects. A complete and clear understanding of projects will lead to a an accurate decision.

Please provide as much information as possible for each section.

**Pre-project Scope**

|  |  |
| --- | --- |
| Project title: | Date  YYYY-MM-DD HH:MM:SS |
| Project owner (buyer) | Project no. |
| Approved by (buyer) | Date |
| Lead provided by organization: | Full name of contact person from lead-owner |
| Role of lead provider: | Date for receiving lead: |

Other information:

|  |
| --- |
|  |

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2. Financial Report for Last three Years
3. Other: *(Such as existing feasibility studies, project descriptions etc.)*
4. **Project owner (buyer)**

Please provide a general description of the buyer. The buyer will typically consist of the Project owner:

|  |  |
| --- | --- |
| Country |  |
| Company name |  |
| Company VAT no |  |
| Company Address |  |
| Company Phone |  |
| Company E-mail |  |
| Company web |  |
| Type of company (Business/ Government/ Utility/ Research/ Other) |  |
| Contact name |  |
| Contact Position |  |
| Contact Phone |  |
| Contact E-mail |  |

* 1. Information on legal business structure/ownership/shareholders:

Legal business structure/ownership (Ltd? Holding? other etc?):

List of shareholders involved at this point to make ownership transparent (and shares):

## Other Relevant Information (buyer)

Other relevant information:

1. **Summary**

Please provide a short introduction to the project (location, demand, context, solution suggested if there is one, etc.)

Project scope:

# Project information

This section focuses on the details of the project. Please answer all the following questions with as much information as possible.

|  |  |
| --- | --- |
| General timeframe |  |
| Location of the project |  |
| End-user of the project |  |
| Project tender options (*Open tender/ Invited tender/ Partnering/ Exclusive agreements/ Others*) |  |
| Are there any existing studies, such as feasibility studies? *(attach if any)* |  |
| Any known agreements relevant for the project: (such as source and off taker agreements) |  |
| Off taker agreements |  |
| Input/ Source agreements |  |
| Production agreements |  |
| Demand *(product Information/ Turn-key solutions/ Integrated Solutions/ Unknown or Unclear*) |  |
| Technical sector of interest (*Energy/ Water/ District Energy and waste/ Waste/ Smart City Solutions/ Other*) |  |
| Project phase (*Inspiration/ a project, which the client would like to develop/. looking for solutions/ starting (or about to start) a feasibility study/ Project started but need to finalize a feasibility study/ looking for funding/financing/ close to tendering the project/ Other*) |  |
| Incentives for collaboration (*due to potential co-financing/ due to strength in technical solutions/ both above/ other)* |  |
| Incentives for collaboration with Danish companies |  |
| Expectations for the Danish co-operation |  |
| Political interest and/or backing of the project |  |
| Local or international consulting companies involved |  |
| Description of individual contracts, partners and roles |  |
| Description of the implementing organization (persons, key positions in the project organization of the buyer) |  |

## Budget and financial frame:

This section shall give an overview- summary of the budget and financial frame. A more detailed description please view section 6. It is also recommended to included the clients financial reports as attachments.

|  |  |
| --- | --- |
| Short introduction to budget |  |
| Expected financial frame |  |
| Estimated investment amount |  |
| Estimated Danish economical interest (DØI) |  |
| Estimated Danish export contract value, respectively local costs |  |

* 1. Feasibility study

Short introduction to any existing feasibility study, business case or other:

## Description of the current situation of the project

* 1. Description of proposed improvements of the project
  2. Total Investment amount

The total investment of the project including transportations, works etc. (EUR - USD)

Further, expected or received funds, grants other investors (EUR - USD)

Grants (EUR - USD)

Other investors (EUR - USD)

Project costs

|  |  |
| --- | --- |
|  | EUR/USD/other |
| Capex |  |
| Apex |  |
| Cost of feasibility study |  |
| Other |  |

1. **Market**

The context in which the project will be implemented should also be taken into consideration. It is relevant to have not only an overview of the region where the project might occur, but also to know in which sector is the project owner involved, and which are the expectations for the project.

## Overview of the country

Overview of the country such as GDP, labor cost, currency, power prices, country size, market trends etc.

## Description of company activity

Company activities in general, market in which the buyer operates, customers, competitors etc.

## Description of economic opportunities and threats

Incentives and expectations of economic opportunities and threats related to the project:

# Environmental and Social Benefits

Often projects within this sector must have an environmental and social benefits which not always can be quantified. Please provide information about the intentional and non- intentional impacts the projects might have,

Description of the environmental and social benefits of the project. Existing situation and after implementation (such as CO2 emissions, water savings etc.)

Non-quantifiable benefits of the project

Description of the economics savings when implementing the project (ROI)

# Initial financing plan

The lack of financing is without a doubt the greatest barrier to generating new projects throughout the world. Please state the current financial situation of the project.

Attachments to financial plan:

Financing plan

|  |  |  |  |
| --- | --- | --- | --- |
| Financing source | Amount (EUR) | Interest(%) | Term (Years) |
| Bank Loan |  |  |  |
| Equity Contribution |  |  |  |
| Supplier Credit |  |  |  |
| Total Investment |  |  |  |

* 1. Indicative Terms of Financing and initial comments from EKF (such as indicative terms of financing)

1. **Projects Risks**

*Both internal and external facts might boost or interfere with the project development. Please elaborate on the project strengths and weaknesses, and identify both the open opportunities and threats faced.*

SWOT analysis of the project:

|  |  |
| --- | --- |
| Strengths |  |
| Weaknesses |  |
| Opportunities |  |
| Threats |  |