

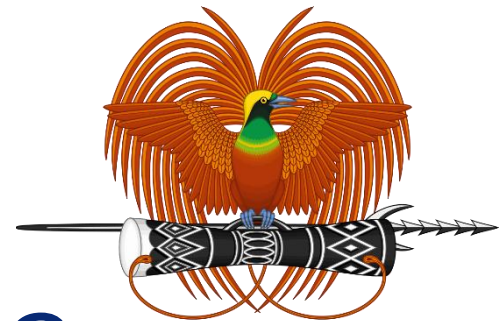
# WriteShops Resource Book (2022)

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Topic:

## Proposal Writing for Funding Renewable Energy Projects in PNG



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in collaboration with GoPNG and CCDA

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Author

Wilfred Amai, Consultant UNDP (Renewable Energy Writeshops Program)

\* Visiting Lecturer, Physics Department, University of Papua New Guinea

\* CEO – Skylinkinvent Pty Ltd ([www.skylinkinvent.com](http://www.skylinkinvent.com))

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# Preface

This document contains the print material to be used for this series of Writeshops run by UNDP for the Government of Papua New Guinea (GoPNG). This document was compiled in May of 2022 for printing and distribution to the participants in preparation for the WriteShops series to be conducted later in the year 2022.

Acknowledgements to UNDP for coming up with this initiative to drive the use of WriteShops as a creative way of sharing information and learning collectively.

*“Ever so often one stumbles upon innovations in human development somewhat hidden from those who could benefit from them, resulting in the proverbial "reinventing-the-wheel". While many times information relating to these exists only in the heads of development practitioners who were part of generating it. In others, it lies inscrutable in documents such as scientific research journals. Writeshops, a participatory way of packaging knowledge over a short period of time, have helped document tacit "experiential" knowledge. They have also been useful in enhancing the relevance of explicit "expert" knowledge, by making it understandable and thus, more easily usable”*

- A Guide to Organizing WriteShops, J.F. Gonzalves, R. Armonia, 2010.

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# Introduction

A WriteShop can be described as a creative way of collective learning. This series of WriteShops will utilize case-studies from within Papua New Guinea for the participants to learn from.

We will also have a team of experts from various key agencies involved with the WriteShops. They will provide their perspectives for the participants to learn from. Among our team of experts includes a representative from the Government of PNG and also someone representing the University of New South Wales (who is tied to USAID-PEP funding programs) as well as others. This pool of experts will form a Steering Committee that will provide useful input for the proposals written by the participants / districts with the goal of increasing the chances of the proposals in getting government funding and also align them for foreign aid / investor funding.

## Types of Funding available for government projects

There are several categories of funding from the government that will be covered during the WriteShop series'. These include constitutional grants, members' discretionary funds, DSIP (District Service Improvement Program), PSIP (Provincial Service Improvement Program) and PIP (Public Investment Program) funds. The WriteShops will cover how much funding can be sourced for renewable energy projects from the above-mentioned funds and how to access these.

## Foreign Aide / Foreign Investment

The WriteShop series also adds the latest strategies taken by government in the area of renewable energy project funding that is now available through foreign aid and foreign investors. There are huge amounts of funding available for renewable energy that can be accessible by aligning proposals and strategies in the districts to meet the requirements. These requirements will be covered during the WriteShop series and districts that have projects that require this kind of funding will be assisted in aligning and preparing their proposals during the WriteShop series.

# Methodology and the WriteShop Series

The WriteShop will be run in a series of 5 sessions each lasting about 3 days each. These sessions will take up one of three types. Face-to-face (WriteShop 1), Online (WriteShop 2-5) and Online One-on-One Mentoring sessions (WriteShop 4). WriteShop 1 will be run by the host visiting and running it in each province while the rest will be done remotely using online tools. The online tools to be used will be introduced to all participants during Writeshop 1.

See the outline describing each of the WriteShops in the series below;

## WriteShop Type Outlines

Writeshop Consultant: Wilfred Amai				
<p><b>Writeshop 1 (On site – 3 days):</b></p> <ol style="list-style-type: none"> <li>1. Introduction Session, Dissemination of materials</li> <li>2. Handing out of a pre-Writeshop survey</li> <li>3. Outline of the Online tools that will be used (Zoom, WhatsApp, email, ...etc)</li> </ol> <p><b>Objective(s):</b> Appointment leader of each province and district group.</p>	<p><b>Writeshop 2 (Online – 3 days):</b></p> <ol style="list-style-type: none"> <li>1. Case Studies of successful renewable energy projects with government endorsement and funding</li> <li>2. Funding pre-FEED and FEED stages using PSIP/DSIP (based on case study in Bougainville)</li> </ol> <p><b>Objective(s):</b> Learn to align proposals to funding sources (government and foreign aid / investors)</p>	<p><b>Writeshop 3: (Online – 3 days):</b></p> <ol style="list-style-type: none"> <li>1. Various types of government funding available for renewable energy</li> <li>2. Compliance documents and the process for government funding</li> <li>3. Introduction to Government / Investor PPP arrangements</li> </ol> <p><b>Objective(s):</b></p> <ol style="list-style-type: none"> <li>1. Learn about the different types of government funding</li> <li>2. Forms and compliance when applying for government funding</li> <li>3. Understand the requirements for aligning proposals for foreign aid</li> </ol>	<p><b>Writeshop 4: (Online – One-on-one sessions with mentors):</b></p> <ol style="list-style-type: none"> <li>1. Assessment of proposals by Consultant and SC</li> <li>2. Assist each district in finding a resolution for specific issues</li> </ol> <p><b>Objective(s):</b></p> <ol style="list-style-type: none"> <li>1. Identify specific issues that each proposal has and formulate resolution(s) with the participants</li> <li>2. Document the issues and resolutions for lessons learned</li> </ol>	<p><b>Writeshop 5: (Online – 3 days):</b></p> <ol style="list-style-type: none"> <li>1. Presentation of final draft proposals (1 x improved, 2 x new)</li> <li>2. 7 minute Pitch Session of each proposal by each district</li> <li>3. Assessment rubric to compare before and after WriteShop</li> </ol> <p><b>Objective(s):</b></p> <ol style="list-style-type: none"> <li>1. Final draft compilation of all proposals</li> <li>2. Assessment of all proposals by Consultant and FREAGER Project Manager</li> <li>3. Invite representatives from government, foreign aid / investors as a way to market the projects for additional</li> </ol>

<p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Preferably PA as province leader and DA as district group leader</li> <li>• Form teams of up to 5 members nominated by each district</li> <li>• One member of each team will be fluent in online conferencing tools (Zoom or Google Meets) will be responsible for ensuring all participants connect to the successive online Writeshops</li> <li>• Identify any renewable energy project that has had some work done in the district that can be improved in this Writeshop</li> <li>• Identify new renewable energy projects to be completed as proposals during this Writeshop project.</li> </ul> <p>Activities to do:</p> <ul style="list-style-type: none"> <li>• Arrange the best venue to host the successive online Writeshops</li> </ul>	<p>Outcome(s):</p> <ul style="list-style-type: none"> <li>• Improve existing project proposal(s) based on learnings from case studies provided and feedback from SC mentors</li> <li>• Get feedback from SC mentors on your improvements</li> <li>• Learn from Bougainville case study on FEED stage funding through DSIP/PSIP</li> <li>• Integrating FEED stage funding into submissions</li> </ul> <p>Activities to do:</p> <ul style="list-style-type: none"> <li>• Each group to work at their own time on getting their proposals written</li> <li>• Ensure pre-FEED and FEED stage is done sufficiently</li> </ul>	<p>4. Understanding the basic requirements from Foreign Investors</p> <p>5. Aligning government projects for PPP funding by investor partners</p> <p>Outcome(s):</p> <ul style="list-style-type: none"> <li>• Correctly fill in the relevant forms required for PSIP / DSIP for government funded proposal</li> <li>• Simulate EOI's, TOR's, MOU's and the paper trail from of government funded projects</li> <li>• PIP funding</li> <li>• Investor funding</li> <li>• Foreign Aid funding (USAID-PEP)</li> </ul> <p>Activities to do:</p> <ul style="list-style-type: none"> <li>• Each group to work at their own time on getting their proposals written</li> <li>• Ensure there is a proper paper trail</li> </ul>	<p>Outcome(s):</p> <ul style="list-style-type: none"> <li>• Improve proposal by applying the resolution found for each specific issue</li> <li>• Document each issue and resolution for future reference</li> <li>• Follow up on the effectiveness of the resolution</li> </ul> <p>Activities to do:</p> <ul style="list-style-type: none"> <li>• Each group to work at their own time on getting their proposals updated with the resolutions for the specific problems</li> </ul>	<p>sources of funding</p> <p>Outcome(s):</p> <ul style="list-style-type: none"> <li>• Formulate final report</li> <li>• Document issue and resolution for future reference</li> <li>• Publish the outcomes of the Writeshops</li> <li>• Recommendations for future improvements</li> <li>• Feedback from government + foreign aid/investors</li> </ul> <p>Activities to do:</p> <ul style="list-style-type: none"> <li>• Each group to work at their own time on getting their proposals updated with the resolutions for the specific problems</li> </ul>
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# WriteShop Resources

This part of the document is an appendices of forms, case studies and compliance documents that will be cited as sample material for the participants during the WriteShops. Some of these documents are printed while some will be made available online. The online resources will be made available at [www.skylinkinvent.com/undp](http://www.skylinkinvent.com/undp) and will also be made available at the UNDP website in due course (web URL link for the UNDP web to be provided at a later stage).

These documents are listed below;

## PRINTED

1. PID - Project Identification Document (blank)
2. PFD – Project Formulation Document (blank)
3. Sample PIDs and PFDs
4. Sample Compliance documents (TORs, MOUs, Letters, ...etc) (Bougainville projects)
5. Tagula Hybrid Renewable Energy Project (Milne Bay Province)
6. FEED (Front-End-Engineering Design) to Construction stages information

## ONLINE

1. Tagula Hybrid Renewable Energy Project (Milne Bay Province) – Full documentation
2. Other renewable energy case-studies
3. Renewable Energy project design guidelines and resources
4. Other useful resources

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# APPENDICES

1. Project Identification Document (PID) Form - Blank



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2. Sample PID (filled in) – Economic Corridor project

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### 3. Project Formulation Document (PFD) Form – Blank

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4. Sample PFD (filled in) – Tagula Hybrid Solar / Wind Project

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5. Sample Foreign Aid Policy requirements (UNOPS example)

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## 6. Case Study - Project Proposal: Tagula Hybrid Wind/Solar (Milne Bay Province)