
GENERAL GUIDELINES FOR UNSOLICITED PROPOSALS



Efficiency
Valuation
Organization

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1. **PREAMBLE.** Given that:

- EVO is a non-profit organization whose products and services help people to engineer and invest in energy efficiency projects worldwide.
- EVO's vision is to create a world that has confidence in energy efficiency as a reliable and sustainable energy resource.
- EVO's mission is to ensure that the savings and impact of energy efficiency and sustainability projects are accurately measured and verified.
- EVO activities are mostly dependent on the work of a global community of volunteers.
- EVO has limited financial and human capacities to develop and implement initiatives that can meet both its vision and mission.

2. **DEFINITIONS:** The following definitions shall apply in these guidelines:

- "AFFILIATE" means any Board members, Strategic Advisory Board members, members of EVO's committees and sub-committees, and training partner volunteers.
- "PROPOSING ENTITY" means an Affiliate or Third Party that submits a Project Proposal to EVO.
- "FUNDER" means any entity that provides funding for a project submitted to and managed by EVO pursuant to these guidelines.
- "REVIEW COMMITTEE" means an independent ad-hoc EVO committee (minimum 3) nominated by the Executive Director and approved by EVO's Board for the purpose of reviewing and/or approving project proposals as defined in these guidelines.

3. **UNSOLICITED PROPOSALS**

3.1 **Principles.** EVO will consider working with any PROPOSING ENTITY that submits an unsolicited project proposal based on the following principles:

- 3.1.1 The project must contribute directly to the mission of EVO.
- 3.1.2 The project must be financed entirely by an identified FUNDER and will not require any monetary contribution from EVO.

3.2 **Unsolicited Project Assessment and Approval.** The assessment of an unsolicited project proposal sent by a PROPOSING ENTITY and the decision-making process for its approval will be carried out under the following approach:

- 3.2.1 EVO will consider all proposals in a nondiscriminatory manner.
- 3.2.2 All project proposals shall first be submitted to EVO's Executive Director who will assess the merits of the project and conformance with the principles in section 3.1, herein.
- 3.2.3 If found to be of merit and in keeping with the principles in Section 3.1, the Executive Director may then present the project proposal to a REVIEW COMMITTEE for review and consideration for approval.

- 3.2.4 At the sole discretion of the EVO Board, remuneration may be provided to members of a REVIEW COMMITTEE. Remuneration shall be the responsibility of the PROPOSING ENTITY, who will have the opportunity to review an estimate for such costs before choosing to proceed or withdraw their project proposal.
 - 3.2.5 In keeping with the principles provided in the EVO Conflict of Interest Policy, if the PROPOSING ENTITY is an AFFILIATE, they shall be prohibited from participating as a member of the REVIEW COMMITTEE for the subject project review, and if the PROPOSING ENTITY AFFILIATE is a member of the Board of Directors, they shall recuse themselves from any vote regarding the subject project.
 - 3.2.6 To assist in reviewing a project proposal, the REVIEW COMMITTEE may require the professional services of one or more specialists. These specialists may be chosen from those serving on EVO's Board of Directors, or others, who possess the expertise needed to review the project proposal. Such specialists will be required to execute a non-disclosure agreement. At the sole discretion of EVO, remuneration may be provided for such specialists at the expense of the PROPOSING ENTITY, who will have the opportunity to review an estimate for such costs before choosing to proceed or withdraw their project proposal.
- 3.3 Project Management Procedures. Upon approval by the REVIEW COMMITTEE, to ensure proper and timely execution of the project, the following procedures will apply:
- 3.3.1 EVO will be in charge of the project management.
 - 3.3.2 An agreement for project implementation will be negotiated and executed between EVO, the PROPOSING ENTITY and/or FUNDER.
 - 3.3.3 The financial and management procedures of a project shall be included in the negotiated project implementation agreement.
 - 3.3.4 All project funding will normally flow through EVO for the entire course of the project. EVO will be paid a negotiated administration and management fee of 10 percent. Additional fees may be charge of specific technical involvement of EVO in the project implementation.
 - 3.3.5 The project deliverables will be submitted by the PROPOSING ENTITY to EVO and the FUNDER.
 - 3.3.6 Under no circumstances will EVO provide any direct funding of a project, nor will EVO provide any advance or gap financing of a project. Payments related to the financing of a project will only be made from payments received from the FUNDER.
 - 3.3.7 Terms regarding costs related to disclosures, publication and other information dissemination activities will be included in the negotiated project implementation agreement.

4. OTHER

- 4.1 These guidelines may be modified and amended from time to time by the Board of Directors of EVO.¹

¹ These guidelines were approved by the Board of Directors of EVO on October 28, 2018.