

# High Impact Opportunity in [.....]

## Aide-Mémoire

between

**[Insert name of the Partnering Organization(s)]**

**(version dated 18 September 2014)**

(If the HIO comprises a large number of partners and is managed by c-chairs/coordinators, please state the name of the HIO in the heading and the co-chairs/coordinators would sign it on behalf of the HIO. If the HIO is only one or two organizations and they would sign individually please list their names in the heading). **Text in parenthesis are drafting notes or clarifications. Please remove all parenthesis when finalizing the aide memoire.**

and

## Sustainable Energy for All

*( Please note that this is not a legal agreement but a joint declaration of intent)*

### **1. Title of the Proposed HIO:**

### **2. Description of the HIO:**

*(Provide a short description of the energy challenge addressed and how the collaboration will sustainably and measurable contribute to achieving the SE4ALL goals)*

### **3. Overall Objective(s):**

*(Describe how the HIO's objective(s) is aligned with one or more of the SE4ALL goals, and how the HIO activity would achieve these objectives)*

### **4. HIO Partnering Organization(s):** *(Please also see Partner background information)*

*(Insert Name of Organization, Name and Title of Point of Contact and Role in HIO. Please provide a brief—maximum two to three paragraphs—description of each of the key HIO organizations. In case of large partnerships please provide information only on the co-chairs/coordinators and attach a list of the partner organizations as an Annex to the aide memoire)*

## **5. Scope of the Proposed Collaboration and Partner Commitments and Contributions:**

- Define geographic and thematic coverage of activities of HIO and anticipated duration of the initiative.
- Describe scope and timing of the work program to be developed for the next three years.
- Describe activities and initiatives proposed to be launched.
- Define what success would look like, the quantified expected outcomes and impacts.
- Define the planned evaluation and monitoring approaches related to achieving the desired results.
- Describe the partners' capabilities and resource contributions and how those support specific activities and contribute to the desired results.
- Estimated annual cost and funding.
- Communication strategy and respective roles and responsibilities of partners.

## **6. Governance and Partners' Roles and Responsibilities**

- Define how the partnership will be governed and operated (organizational structure, membership and composition, staffing, roles and responsibilities).

{Notes for drafting: If a steering committee is established, then its functions and procedures must include: (a) serve as the decision-making body of the HIO and ensure that HIO activities adhere to the aims of SE4ALL; (b) members will participate in the HIO impartially, and not simply represent their own interests; (c) facilitate communication within the HIO and between the HIO and the SE4ALL GFT, especially on country-level actions.}

- Describe frequency and format of reporting, including the use of relevant key performance indicators (KPIs).
- Define a code of conduct, HIO principles, including a quality control mechanisms regarding the sustainability of the HIOs or parts of HIOs ( e.g. projects) that are included in the HIO, etc.

## **7. Communication and Branding**

- Guidelines for the use of SE4ALL's and partners' brand and logos for communication, advocacy and fundraising related (Annex 1)
- Waiver of Liability for the use of the logo (Annex 2)

- Define a publication and attribution policy

## **8. Conflict of Interest and Dispute Resolution**

*{Drafting note: Please identify any potential conflict of interest between HIO organizations and SE4ALL and keep SE4ALL promptly informed if a conflict of interest is noticed. For example, if one of the partners of an HIO has an investment or business transaction with a government, then that partner of the HIO should not represent the HIO in that country, nor should it use its association with the HIO or SE4ALL to further its commercial/financial transactions or commercial/financial contracts.}*

- Describe how disputes or difference arising out of or in connection with this aide-mémoire will be resolved

*(In case a dispute arises between SE4ALL and one of the HIO partners, discussion shall be held between the parties in order to come to a constructive and target-oriented outcome.)*

## **9. Duration of validity of the aide memoire**

- Define the expected duration of partnership, mechanism and reasons for early dissolution, and provisions for arrangements post-partnership.

*(In early stages of formation of the HIO some information may not be available or lack specificity. The HIO can undertake to provide it later)*

- This aide-mémoire can be terminated by consensus between the parties, if, for instance, the aims and objectives of the cooperation cannot be reached. Each party has the right to terminate the aide-mémoire without having to assign any reason. *(If there are multiple coordinators/co-chairs, and one or more of them wish to withdraw while others wish to continue, the HIO can inform SE4ALL and either an Addendum can be attached to the Aide Memoire or a new Aide Memoire can be signed by the new coordinators to replace the old one.)*

**Agreed by: *(insert name and title of signatures)***

### **Partner Information**

***Sustainable Energy for All*** (SE4ALL) is an initiative launched by UN Secretary-General Ban Ki-moon and is led by an Advisory Board co-chaired by the Secretary-General and World Bank Group President Jim Yong Kim. SE4ALL aims to drive actions and mobilize commitments to transform the world's energy systems by 2030 to:

- 1) ensure universal access to modern energy services;
- 2) double the global rate of improvement in energy efficiency; and
- 3) double the share of renewable energy in the global energy mix.

One of the great strengths of the SE4ALL initiative is its emphasis on creating public-private partnerships and the recognition that only by harnessing the power of the private sector will sustainable energy be deployed at the scale necessary to impact the global energy mix.

**Partnering Organization(s)** (Information on the partnering organization(s), their corporate and business activities, their mission and any potential conflict of interest with SE4ALL objectives)