

# PROJECT MANAGEMENT PLAN

[Jenin] Project



HARVEST  
WASTE

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# 1



## Introduction

# 1.1 PROJECT INTRODUCTION

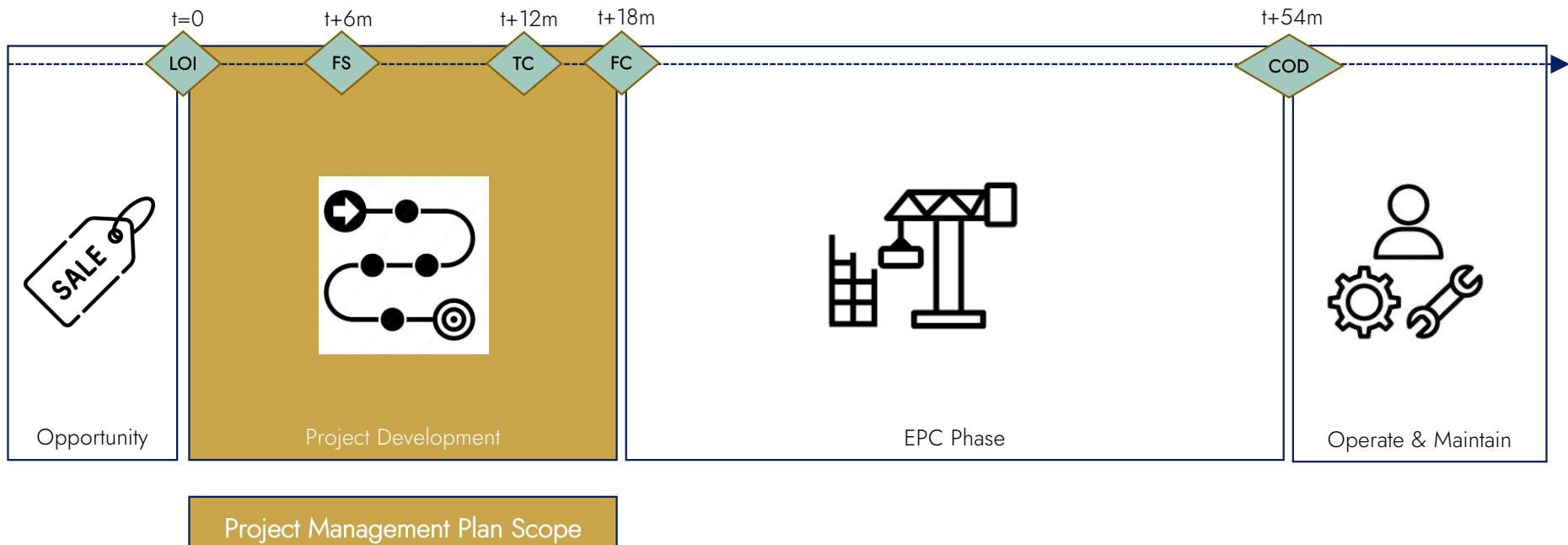
## Develop a 1.200 tpd High Efficiency Waste-to-Energy plant in Jenin, Palestine

The project was awarded in March '21 after an international tender procedure

- The company Sorouh Energy, consisting of strong and knowledgeable partners in the field of Waste-to-Energy (WtE), has the ambition to develop and construct a world-class “beyond Best Available Technology” facility in Jenin, with a capacity of processing around 1,200 tonnes of waste per day (the Project). The proposed plant will produce around net 33-50 MW of electricity to be sold to the grid, depending on the calorific value of the waste.
- In March 2021, the Northern Consortium (now incorporated in an SPV called Sorouh Energy) finished first in the Palestinian Authority Ministry of Local Government international tender Project No. MOLG2020-1/20. The project was awarded subject to conditions in Q3 2021 (award letter can be provided on request).
- Sorouh Energy is specifically set up to develop the Jenin WtE plant with Harvest Waste’s High Efficiency technology based on and similar to the AEB WtE plant in Amsterdam, The Netherlands. This reference plant uses the world’s most efficient technology for generating electricity from waste and it will treat the current and future municipal solid waste of Jenin. WtE technology minimizes land requirements and produces baseload clean energy. In addition to that, the remaining slag from the incineration process can be recycled to further reduce landfills and provide valuable inert materials and metals for the construction industry.

# 1.2 PROJECT GOALS AND PMP SCOPE

The projects first objective is to reach Financial Close (FC) => the scope of this PMP



# 1.3 SUCCESS FACTOR: 'BANKABILITY'

The objective is to reach FC: private, commercial, and multilateral lenders invest in the project

In return, lenders demand a clear risk framework, maximum guarantees and thus 'BANKABLE' quality contracts, project team, studies, etc

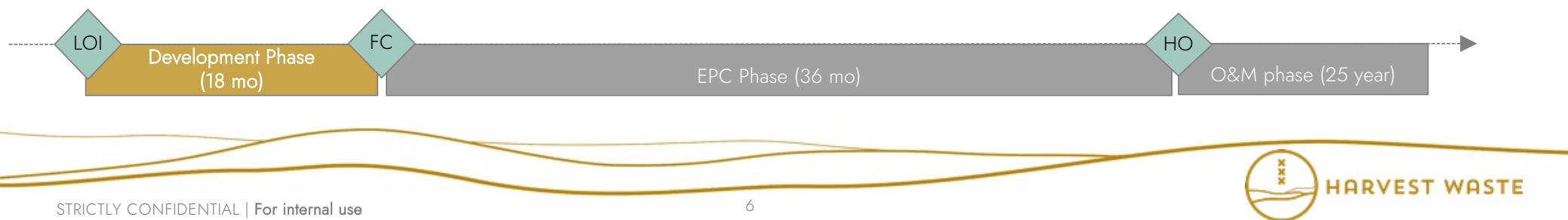
## Key success factors

- Bankable project contracts (Waste concessions, PPA, Land, EPC)
- Bankable and experienced consultants, advisors, EPC company
- Bankable design and consultancy reports
- Bankable project team: successful and proven track record
- Bankable project approach: transparent, traceable and auditable

## Generic project challenges

- Develop project contracts with acceptable conditions for lenders
- Select and procure services from reputable companies
- Develop a framework of performance guarantees, accepted by suppliers
- Hire highly qualified and reputable project team members
- Bridging cultural differences and local conditions

Lenders will perform their due diligence on all quality aspects



# 1.4 PURPOSE OF PMP

A project management plan pursues project control & supports bankability

## PMP sets project baselines

### Scope Baseline

Definition of what falls within the objectives of the project and what does not. The scope often equals the awarded proposal, including its assumptions or exclusions.

### Budget Baseline

The project budget – approved by shareholders - needed to develop the project to FC.

### Schedule Baseline

The project schedule – approved by shareholders – needed to develop the project to FC within the agreed timeframe.

## PMP sets methods and criteria

### Methods and standards for

- How to break down the work (WBS)
- How to organise the team (org chart)
- How to manage the work; budget, schedule, procurement, contracting, stakeholders, funding, etc.

### Criteria and guidelines for

- Procurement of advisors, EPC and O&M
- Developing the projects contracts
- Execution & review of studies and design
- Permits and stakeholder engagement
- Obtaining project funding

## PMP enables scalability across portfolio

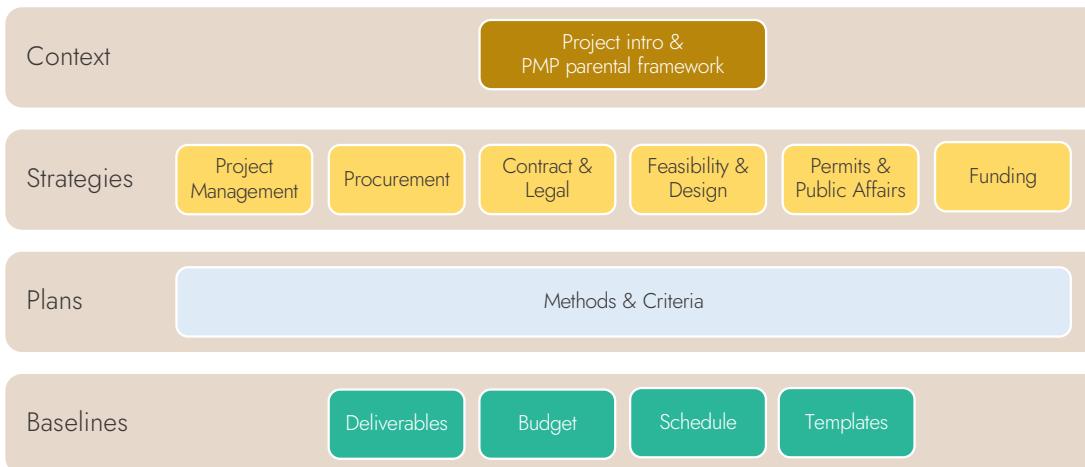
A consistent approach leads to comparable results. By applying the approach to other projects, this results in a manageable project portfolio.

This PMP is based on international standards



# 1.5 PMP DOCUMENT STRUCTURE

The document structure supports the (future) development of policies/standards/processes, if needed



- By applying a logical and transparent breakdown, comparable and verifiable results across different phases and projects is ensured
- Strategies provides a rationale and/or the bigger picture to achieve long term project goals
- Methods provides guidelines & procedures how to achieve these goals
- Criteria provides requirements that goals as well as methods must comply to
- Baselines are project deliverables, needed to achieve the project result

# 1.6 PROJECT MANAGEMENT DEFINITIONS

## Definitions of the project management areas

| Management Area | Purpose  |
|-----------------|--|
| Integration     | Brings together all project areas and work streams, necessary for successful project completion  |
| Scope           | Safeguards that the project includes all the work required, and only the work required. Also ensures that scope changes are considered in an integrated manner |
| Schedule        | Ensures timely completion of the project   |
| Cost            | Ensures project completion within the approved budget  |
| EHS             | Safeguards that environmental, health and safety (EHS) criteria are properly addressed   |
| Resource        | Defines and manages the right resources (project team roles).  |
| Communication   | Provide effective project communication within & outside the team and towards SPV.   |
| Risk            | Ensures the project is executed with the lowest possible overall risk.   |
| Stakeholder     | Identifies, analyses, and engages relevant external (public) stakeholders  |
| Information     | Ensures that the SPV manages project information across all phases   |

# 2

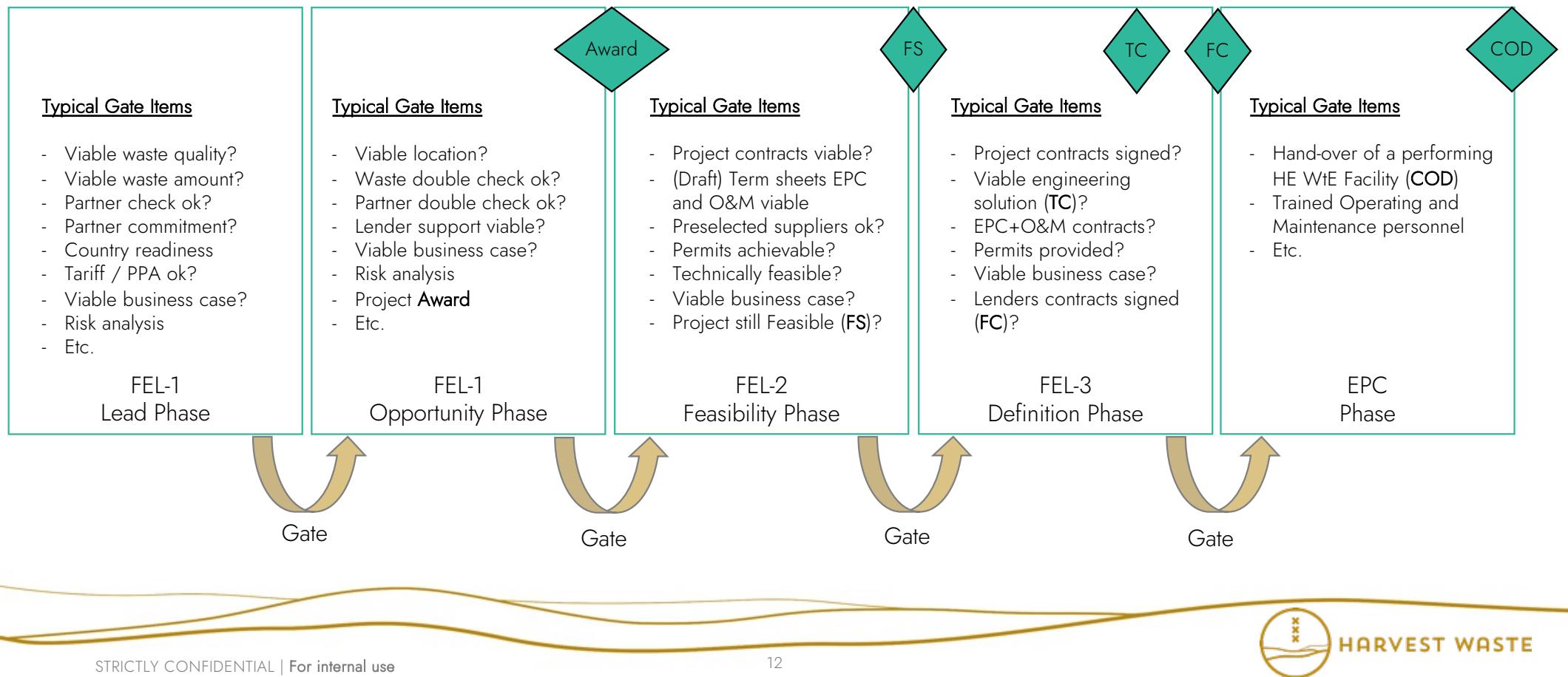


## Phasing & Gates



# PROJECT PHASES

Project development = mitigating risks, creating project value. Each phase mitigates specific risks



# GATE PROCESS

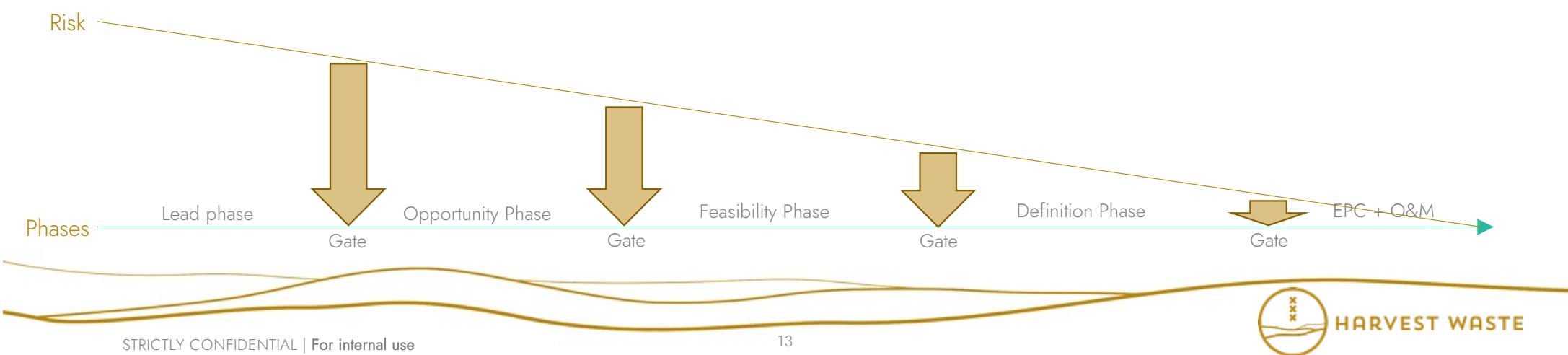
Aims to control and mitigate project risks, monitor scope changes and maintain stakeholder interests

## Key items

- Gate reviews provide specific evaluation points in the project life cycle when further progress entails higher investment and commitment
- Gates reviews result in three possible outcomes;
  - a) the project may proceed from the current phase to the next phase
  - b) the project may conditionally proceed but must address or re-work some key open items (to be defined SMART)
  - c) the project is cancelled
- Based on industry standard for project management PMI/PMBOK

Provides insight into the project's progress to-date, changes, and the project directors plan for the near term

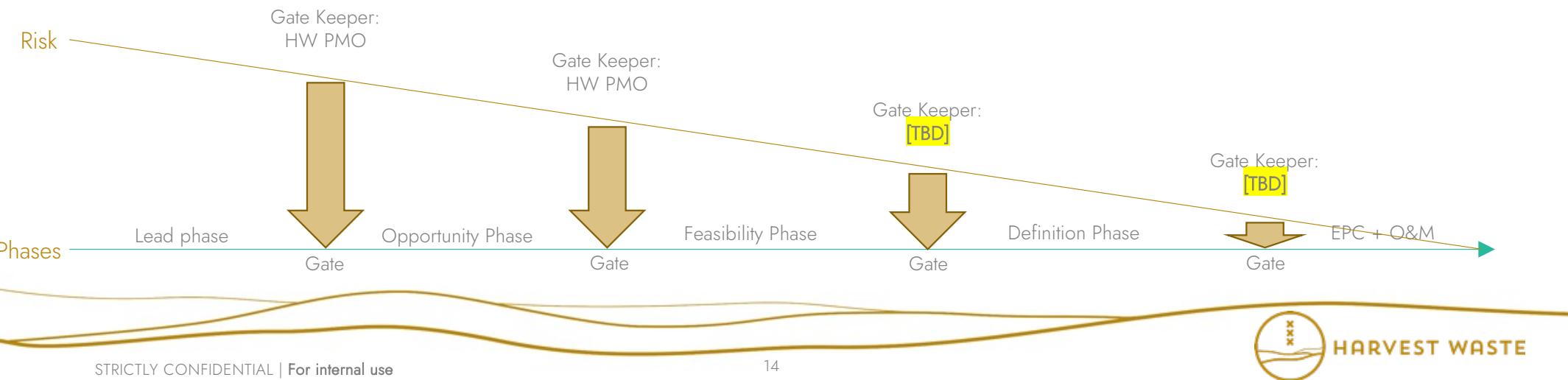
- Assessment of readiness for project to go forward
- A revalidation of the project's purpose
- A recap of recent project history
- A look into the project's near-term plans
- A re-commitment of resources
- An 'external' review of the project



# GATE PROCESS GOVERNANCE

## People involved in decision making

- The Gate Keeper is accountable. The Gate Keepers' role is to make sure the project proceeds with a company-wide re-commitment to the (current) scope, required resources, estimated risk, and other company and project interests
- The Gate Keeper should not be the Project Director nor the project sponsor (representative of the owner) because of their close involvement into the project. He should be neutral regarding the outcome of the gate review. This person should chair the Gate Review meeting, set the agenda, and invite participants.
- Attendees at a Gate Review are generally senior managers, sponsors, resource providers, and possibly other project managers (peers). The project team itself should not be included since discussion may involve staffing, the project's purpose, etc.
- The Project Director prepares the gate review and informs the team about the outcome



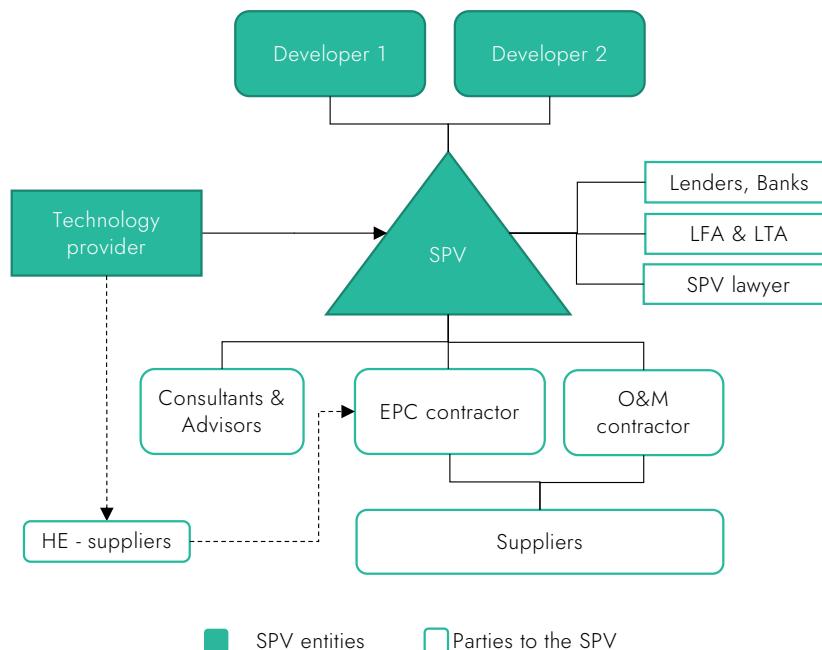
# 3



## Project Governance

# PROJECT STRUCTURE

## Project structure



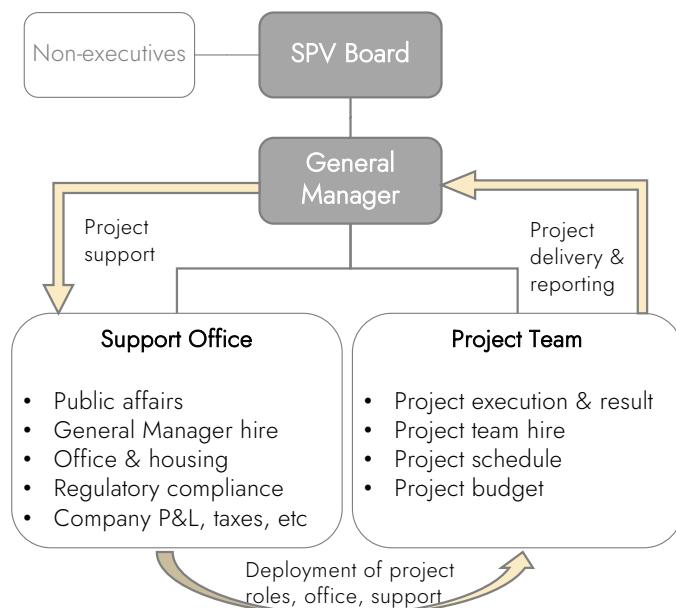
## Definition of parties

|                            |   |
|----------------------------|---|
| <b>Developers</b>          | Co-owners of the Project Company  |
| <b>SPV</b>                 | Project Company   |
| <b>Technology Provider</b> | Technology provider provides the Basic Design and the technology license to the SPV. Preselects HE-suppliers                              |
| <b>HE - Suppliers</b>      | Suppliers of High Efficiency Equipment. Provide guarantees to EPC contractor. HE suppliers are preselected by the SPV Technology Provider |
| <b>EPC Contractor</b>      | Detailed design, procurement and construction of the plant. Provides overall performance guarantee  |
| <b>O&amp;M Contractor</b>  | Operates and Maintains the plant after hand-over from EPC. Ensures operational performance according to specs                             |
| <b>Lenders, Banks</b>      | Co-financing the project  |
| <b>LFA &amp; LTA</b>       | Lenders Financial & Technical Advisor: will give banks comfort by performing DD on all project aspects                                    |
| <b>SPV Lawyers</b>         | Support SPV in drafting and negotiating contract(s)   |

# SPV STRUCTURE

SPV to be split, enabling maximum focus for the project team

SPV organisational chart

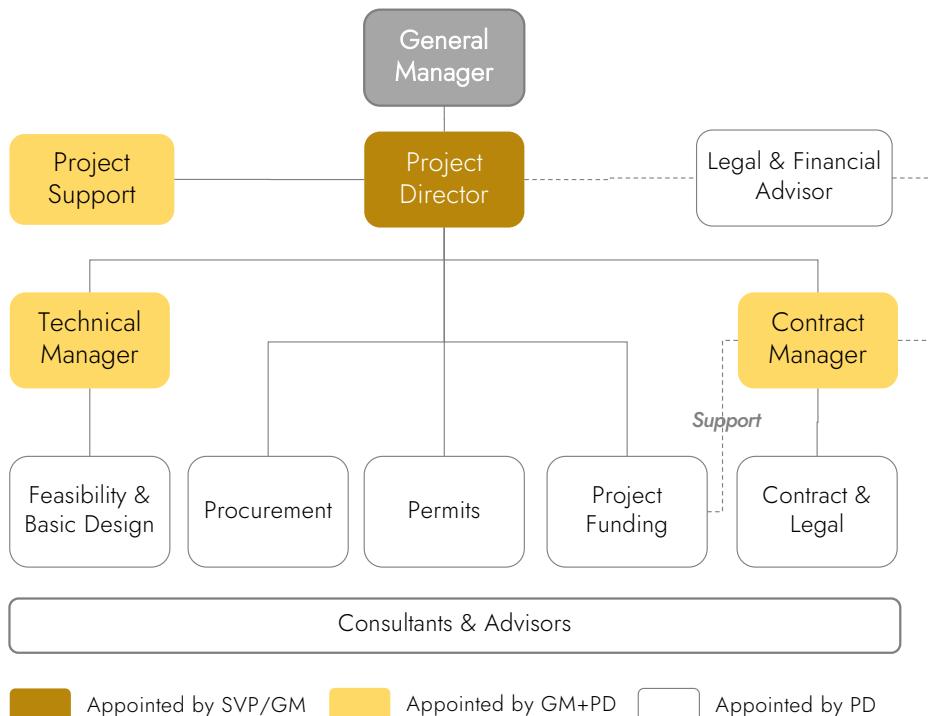


Responsibilities

|                        |   |
|------------------------|---|
| <b>SPV Board</b>       | Represents the interests of shareholders. Responsible for Project governance. Approval of strategical project decisions or changes, strategical stakeholder management  |
| <b>General Manager</b> | <u>Externally</u> : face of the project to the outside world (dignitaries, key stakeholders, etc).<br><u>Internally</u> : Owns the total budget and allocates according to plan. Supports the project(s) with staffing, office, etc. Grows and maintains basic company needs and ensures company compliance. Reports to SPV Board |
| <b>Support Office</b>  | Support the project with basic needs to execute the project   |
| <b>Project Team</b>    | Focuses on reaching FC within time and budget. Responsible for hire of project team members. Reports to General Manager   |

# PROJECT TEAM ORGANISATION UP TO FC

## Project Organization Chart

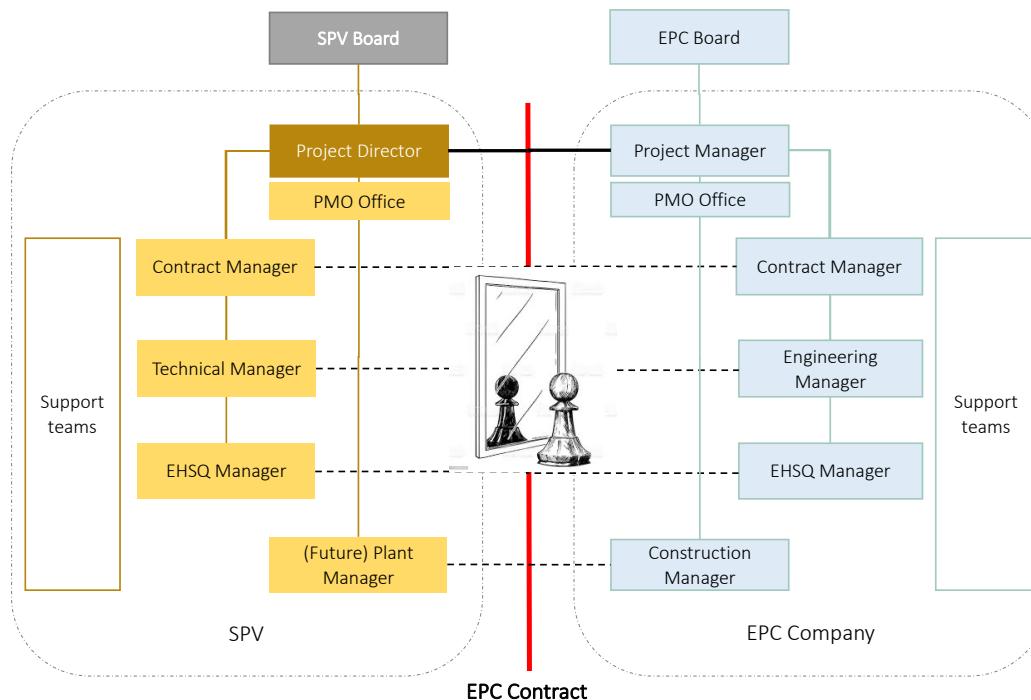


## Responsibilities

|                          |  |
|--------------------------|--|
| <b>General Manager</b>   | Assigns project director to the project with approval from SPV Board, Selection & assignment of other project roles to be done in mutual agreement between Project director and GM                                       |
| <b>Project Director</b>  | Ultimately accountable for leading the project to Financial Close within project budget and planning. Key responsibilities include; report to the GM, manage project team, procurement and secure the project financing. |
| <b>Contract Manager</b>  | Responsible loan agreements and all other contractual matters on behalf of the SPV. Contracts with EPC/OM, Suppliers and all other advisors. Supports the PD with project funding  |
| <b>Technical Manager</b> | Responsible for providing a viable, bankable engineering solution. Point of contact for Engineering partner  |
| <b>Project Support</b>   | Operational support. Monitors variations, budget, planning & risks. Supports reporting, procurement, etc. To be selected and assigned by Project Director.   |

# PROJECT TEAM - EPC PHASE

## Mirrored Project Organization



## Rationale

The roles from the development phase will be maintained through the EPC phase and will form a 'mirrored' organisation opposite to the EPC team. The roles, indicated at the EPC side (right side in picture) will be required in the RFP for EPC. This mirrored setup:

- Separates supervision (SPV) and execution (EPC);
- Enables SPV and EPC to manage the project, based on a shared knowledge basis;
- Creates a sound natural tension between the different interests within both project teams
- Is based on common industry practice

Whether or not to outsource parts of this organisation, is up to the SPV to decide

# WORK BREAKDOWN STRUCTURE (WBS)

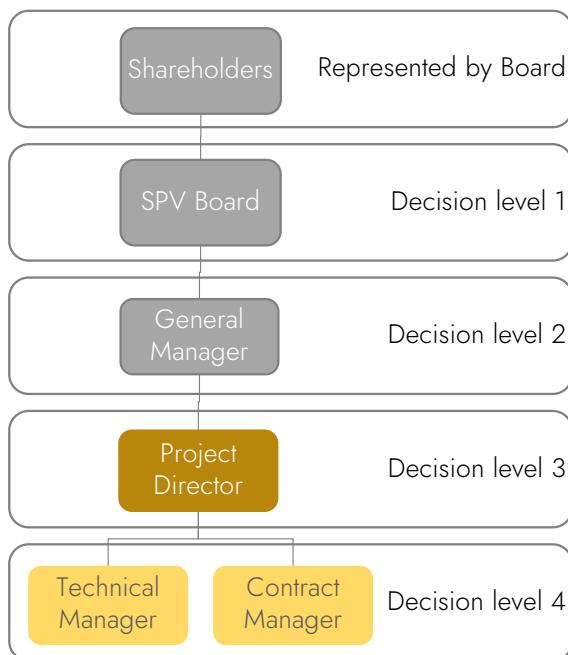
The project scope is divided into separate work packages



- **WP0-Project Management:** lead the project and manage project results; budget, schedule, risks, communication, etc
- **WP1-Procurement:** procurement of advisors, equipment suppliers, EPC and O&M
- **WP2-Contract and Legal:** develop bankable project contracts (PPA, waste, land), contracts with advisors/EPC, etc
- **WP3-Feasibility & Design:** develop a viable design solution, based on results of the feasibility studies
- **WP4-Permits & Public Affairs:** ensure permits are obtained & management of all external and public stakeholders
- **WP5-Finance:** arrange the financing of the EPC and O&M phase of the project

# DECISION AUTHORITY LEVELS

The SPV has different levels of decision maker authority, each with its own mandate.



| # | Decision level                     | Support office budget mandate                               | Project budget mandate                         | Budget variations mandate                                | Planning variations mandate                    |
|---|------------------------------------|---|--|--|--|
| 1 | SPV Board<br>(6 directors)         | Max 500k USD,<br>within support office budget               | Max 500k USD,<br>within project budget         | Max 10% exceedance<br>of project budget                  | Max 10%<br>exceedance of critical path         |
| 2 | General Manager<br>(+ 2 directors) | Max 250k, within support office budget                      | Max 250k, within project budget                | Max 5% exceedance<br>of support office or project budget | Max 5% exceedance<br>of critical path          |
| 3 | Project Director<br>(+ GM)         | No mandate, but PD approval needed for hiring project roles | Max 100k, within budget of work package budget | Max 5% exceedance<br>of work package budget              | Planning variations<br>No critical path impact |
| 4 | Project Management                 | No mandate  | No mandate                                     | No mandate   | No mandate                                     |

# 4



**WPO – Project Management**



HARVEST WASTE

# PROJECT INTEGRATION PLAN

Brings together all project areas and work streams, necessary for successful project completion

## Implementation of PMP

**Goal:** Implement the PMP in the project team

- Directly after assignment, the Project Director will review the existing Project Management Plan and project baselines and may propose amendments.
- Designated project team members will also review their part of the scope, plans and baselines and may propose amendments.
- After this, the Project Director will make sure that project team members are aware of their and responsibilities in the project.
- The final PMP require SPV Board approval

## Reporting & Monitoring

**Goal:** help stakeholders understand the current state of the project, recognize actions to take to address any performance issues and to have the visibility into the future project status

- Compare actual performance to project objectives and baselines, ensure follow up
- Provide forecasts regarding scope, cost, schedule, and risks
- Monitor implementation of approved change control requests
- Ensure that the project stays aligned with project's objectives, scope, schedule, and budget approved
- Hold project team meetings to review operational status (1 x week with the project team)
- Hold project review meetings to present metrics and status to team and sponsor (1 x month with SPV Board). A project reporting template is available

## Manage Project Knowledge

**Goal:** Capture, share and use lessons learned. Encourage a learning mindset within the team. The following steps will be followed for this

- **Identify:** gather comments and recommendations that could be valuable for future projects
- **Document:** document and share findings consistently. A a lessons learned log template is available
- **Analyse:** assess findings for future application
- **Store:** place in a repository
- **Retrieve:** Recover for use on current projects

# SCOPE MANAGEMENT PLAN

Ensures the project includes the work required, and only the work required

## Project scope definition

**Goal:** Defines deliverables & milestones - including quality requirements - needed to achieve the projects' objective

- Directly after assignment, the Project Director will review the existing milestone list for Feasibility and Definition phase and may propose amendments.
- Designated project team members will also review their part of their deliverables & milestones, and may propose amendments as well
- The final list of milestones & deliverables require SPV Board approval
- The project scope is broken down in 6 work packages



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## Manage assumptions

**Goal:** safeguarding that assumptions, made in the proposal phase, are confirmed or - if changed – impacts are managed.

- Directly after assignment, the project team will retrieve assumptions made from the previous phase. In addition to listing the written assumptions, interviews should also be conducted with individuals - involved in the proposal phase - to reveal them
- The assumptions log should be categorized by potential impact
- Individual assumptions should be assigned to project team members
- An assumptions log template is available

## Change Control

**Goal:** to ensure that potential changes to baselines of the project are identified, evaluated and then approved, rejected or deferred.

- Any project stakeholder may request a change. Also issues, found while the project work is performed, could lead to change requests
- A change request must contain relevant information about the impact on the project baseline(s)
- A change request must be judged according to the approval authority scheme.
- Criteria to assess change requests may go beyond the scope of the project: Local or national legal requirements; industry standards; organisational policies from shareholders
- Only approved changes will be incorporated into a revised baseline
- Inspections can be used to verify whether a change request has been followed up according to the approval.

# SCHEDULE STRATEGY

Define an optimized overall time schedule from award -> COD

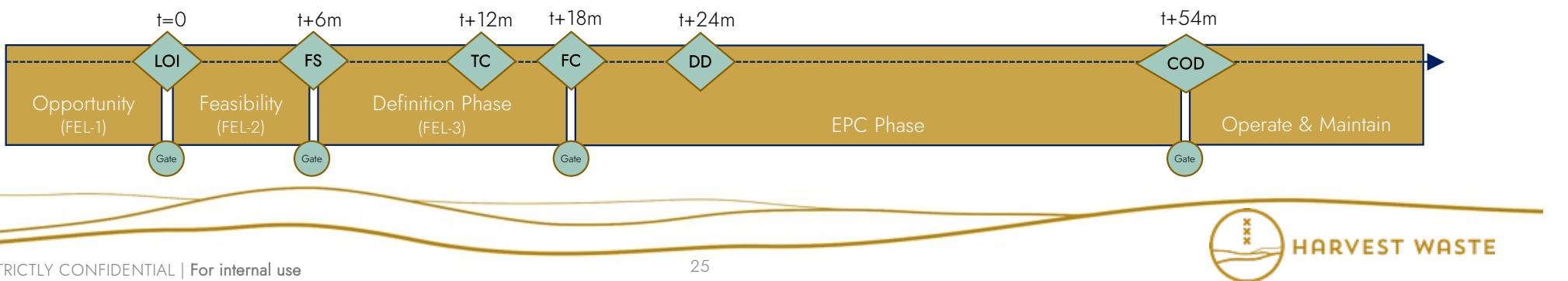
## Strategy & Goals

### Strategy

- The overall time schedule is defined from project award (LOI) to commercial operation date (COD)
- Investors demand a fair balance between investments and generation of value / reduction of project risks. Optimizing the time schedule results in the projects' optimized cash flow scheme and thus the funding scheme.
- To support this, a 'stage gate process' is a proven way to define phases and manage project risks. This allows investors to evaluate project progress and value at predetermined milestones & gates. A positive 'gate pass' legitimizes further investments. The overall project schedule will be based this.

**Goal:** the project schedule must serve to:

- represent how and when the project will deliver the project scope
- serve as a tool for communication and managing stakeholders' expectations
- serve as a basis for performance reporting



# SCHEDULE MANAGEMENT PLAN

## Timely completion of the project

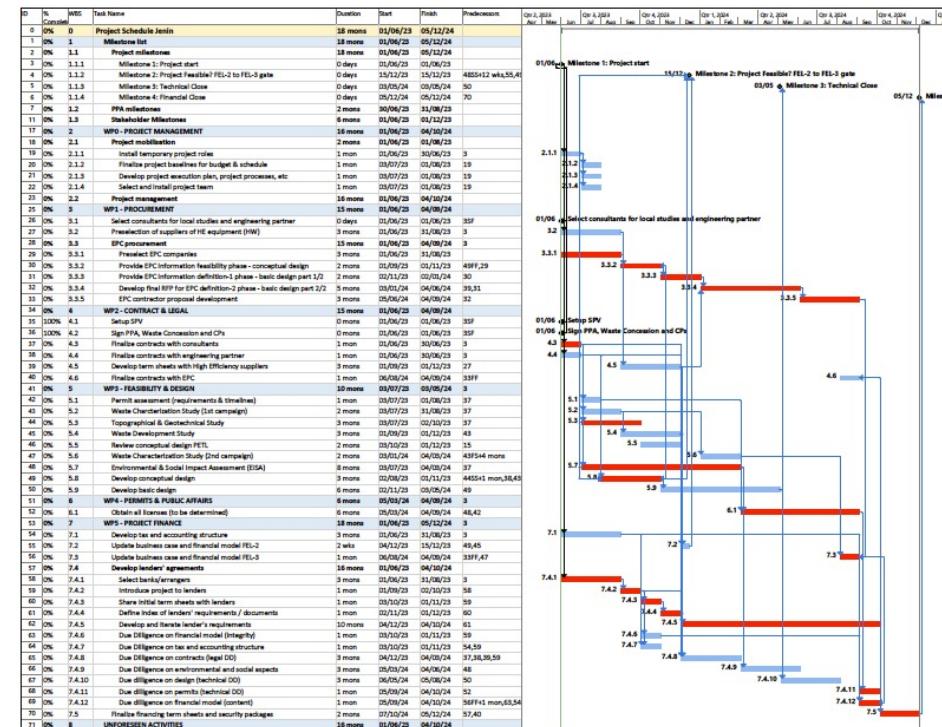
### Methods & Criteria

The project schedule will be defined at the start of each project's phase. The project director must obtain approval from the SPV Board for the initial project schedule; this will become the schedule baseline. Periodically, the project schedule will be compared with the schedule baseline and reported to the team and the SPV Board.

- Planning framework:** the WBS provides the basic framework for the project schedule
- Critical path** must be included. Relationships must be used to determine the order of activities and define the project's critical path.
- The software tool** used for scheduling, will be Microsoft Projects
- Level of accuracy.** Class 3 schedule, to be noted in days.
- Control KPI:** monitoring the schedule performance. Schedule Performance Index (SPI) will be used for this; a measure of how close the project is to being completed compared to the baseline schedule: dividing the percentage of project's supposed completion divided by the actual completion.

The level of schedule detail will increase with each project phase. The SPV adheres to international schedule standards for project planning. Schedules increase in detail over time.

### Schedule Example



# COST STRATEGY

Defines the total capital costs & range of accuracy for EPC phase

## Studies and design strategy

### Studies

- Bankable (IFC)
- EU standards
- Local prices

### Design

- HE - EU
- BOP - EU
- Civil - Local

## Supply strategy

### HE

High Efficiency  
Plant & Equipment

- Highest quality
- HW selects suppliers
- Made in India/China

### BOP

Balance of Plant

- Industry standard quality
- EPC selects suppliers
- Made anywhere

### Civil

Civil &  
Construction  
Works

- Local quality
- EPC selects suppliers
- Made locally

### EPC

Engineer, procure  
& Construct

- Performance based
- Accepts HW HE suppliers
- Proven track record

## Strategy criteria

- The studies provide the necessary basis for the design -> supply -> construction and performance of the plant.
- All environmental, social, and technical studies must meet the highest standards of quality
- State of the art design proven in EU based facilities used for critical and high efficiency components and systems.
- SPV works with local civil contractors who have a proven track record of delivering quality work.
- SPV is committed to providing the highest quality products and services to its customers. As such, SPV will adhere to the latest EU emission standards, even if the target countries do not.
- SPV works with a network of suppliers and EPC contractors in India and China who have a proven track record of delivering quality products and services at competitive prices.
- The CAPEX estimate will increase in accuracy in each phase. For this, the SPV complies to AACE cost estimating standards. For the feasibility phase, a class 2 estimate is required. To finalize the definition phase, the SPV requires a class 1 estimate.

# COST MANAGEMENT PLAN

## Project completion within the approved development budget

### Invoicing plan

**Goal:** to assure that the outflows of cash are spent according to the scope of services, avoiding budget overruns and expenditures mismatches.

#### Procedure

1. All invoices related to the project must go to a single mailbox (to be defined).
2. Once the invoice is received, it will be forwarded to the work package responsible who reviews the invoice according to its specification and agreed budget. If the invoice is within the agreed budget and scope of services, the responsible manager will forward the invoice to the Project Director for the second level of approval and assurance that the overall project budget is healthy.
3. In case the invoice does not meet the criteria it will be rejected and informed to the supplier by him/her. Similarly, if the Project Director believes that the invoice can jeopardise the overall project budget, the invoice will be rejected and will be sent back to the responsible manager to inform the supplier.
4. After Project Director and work package Responsible approve the invoice, it will be forwarded to Project Support to process the payment.
5. As part of his day-to-day project activity, the Project Support will constantly run updates and ensure the right allocation of costs. The status will be reported to the Project Director who ultimately safeguards the project's budget, acts accordingly to his mandate and reports budget status to the SPV board.

### Cost Control plan

Financial performance will be measured at the level of the work packages. The project's cost control will be maintained by the Project Support in Microsoft Projects (MSP). Inputs for this must be provided by the responsible managers. Information to be logged:

- |                         |  |
|-------------------------|--|
| • <b>Baseline Cost</b>  | – The approved version of the Project budget   |
| • <b>Project Cost</b>   | – The latest version of the total expected budget. Actual cost + Remaining cost. ('Cost' in MSP) |
| • <b>Actual cost</b>    | – Cost incurred for work performed   |
| • <b>Remaining Cost</b> | – Remaining cost for the remaining scheduled work  |

A cost forecast will be reported periodically by the Project Director to the SPV Board. Should the forecast be "At Risk" or "Off track" the Project Director, with assistance from the SPV Board will take the necessary corrective actions to bring the costs back in-line. Corrective actions that require a project change request, must be approved by the SPV Board before implementation. Budget forecast indicators

1. **Off-track.** Actual cost has exceeded the according baseline budget.
2. **At Risk.** Remaining cost exceeds the according baseline budget.
3. **On Track.** Projected cost does not exceed the baseline budget.

**Software tool:** Microsoft Projects, template available

# EHS MANAGEMENT PLAN

Safeguards that environmental, health and safety (EHS) criteria are properly addressed

## Strategy & Goals

### Strategy

Performance on EHS is a 'licence to operate' for the SPV. The focus of the SPV safety policy will be at prevention of incidents, supported by monitoring indicators, according to the best international standards.

During all phases, all partners and companies involved, will be assessed to

- be certified according to international standards
- encourage responsibility for health and safety for both workers, management and selected companies or subcontractors
- have in place a monitoring system for safety

### Goal::

- Protect project personnel from health and safety hazards associated with the project
- Reduce environmental impacts
- Maintain compliance with all the applicable HSE legal/regulatory requirements
- Improve HSE culture among SPV and suppliers' employees

## Methods & Criteria

Throughout the development, the SPV will monitor EHS parameters of its consultants & suppliers, which will be reported directly to the project SPV board. The monitoring parameters will apply (exact thresholds to be specified for each separate project)

- Fatalities throughout all phases, threshold will be **zero**
- The parameters below:
  - Maximum number of injuries
  - Maximum number of medical cases
  - Maximum number of lost time injuries
  - Maximum number of days without casualties or injuries will be published

This will be used to calculate two key safety standards

1. **Incident Rate (IR)**
2. **Lost Time Injury (LTI) rate**

These indicators will be important for the management of the project. This will be also reflected in records and part of the **reporting obligations to the project owners**.

# RESOURCE MANAGEMENT PLAN

Defines and manages the right resources for the project

## Definition of resources

- The project roles are defined, as stated in 'project governance' & 'project team'
- In the first period ( $\pm 8$  weeks) the project will be mobilized by SPV members
- Job profiles are available as templates for recruitment
- The occupation of the project team, as well as the phased growth, is shown in the table below. FTE means Full Time Employee. 1 FTE equals 40 hours per week.
- Is it assumed that the project director and technical manager role can be combined in the first phase. From definition phase onwards, it is expected to separate these roles to keep a sound span of control as a result of the increasing workload
- Project support can be separated into multiple (part time FTE) persons, because of the wide range of skills needed.

## Management of resources

- The general manager is responsible to recruit and assign the project director. The SPV board needs to sign off as well
- The project director is responsible to hire, recruit and deploy resources within the project team. The general manager will need to sign off as well.
- The project director is responsible for resource management & forecast. This ensures that future resource needs will be addressed in time. Project Support to support.

Software tool: Microsoft Projects, template available

| Project Role      | Feasibility Phase (FTE) |       |       |       |       |       | Definition Phase (FTE) |       |       |       |       |       |       |       |       |       |       |       |
|-------------------|-------------------------|-------|-------|-------|-------|-------|------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                   | 1                       | 2     | 3     | 4     | 5     | 6     | 7                      | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    | 16    | 17    | 18    |
| General Manager   | Fixed                   | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed                  | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed | Fixed |
| Project Director  | 0,5                     | 0,5   | 0,5   | 0,5   | 0,5   | 0,5   | 1,0                    | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   |
| Technical Manager | 0,5                     | 0,5   | 0,5   | 0,5   | 0,5   | 0,5   | 1,0                    | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   |
| Contract Manager  | 0,5                     | 0,5   | 0,5   | 0,5   | 0,5   | 0,5   | 1,0                    | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   |
| Project Support   | 1,0                     | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0                    | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   | 1,0   |

# COMMUNICATION MANAGEMENT PLAN

Provide effective project communication within & outside the team and towards SPV

## Internal communication

**Goal:** provide information within the team and towards SPV. For meetings, meeting notes must be kept. The purpose of this is to communicate transparently and unambiguously to team members, SPV and stakeholders about actions and decision-making.

**Procedure:**

- Meeting agenda is prepared and communicated to participants upfront
- Minutes (draft) are sent after meeting to participants for comments.
- Minutes (final) are sent in PDF to participants and stored

**Software:** Microsoft OneNote (agenda & minutes). Box for storage

| Type            | Purpose                                     | Frequency        | Distribution                              | Output                  |
|-----------------|---|------------------|---|-------------------------|
| Project meeting | Review operational status                   | Weekly           | Project team                              | Minutes                 |
| Board meeting   | Present metrics and evaluate project status | Monthly          | Project team<br>SPV Board<br>Stakeholders | Minutes<br>Dashboard    |
| Gate review     | Evaluate closeout of project phases         | Before gate pass | Project team<br>SPV Board<br>Stakeholders | Phase completion report |

## External communication

**Goal:** provide information to external stakeholders, subcontractors, suppliers, consultants & advisors.

**4-eyes principle**

- Sensitive information, communicated to external parties, should always adhere to the '4-eyes principle': a review on the content by a project team member before it is sent
- All project team members are expected to judge the sensitivity of information. In principle, all information that could increase the projects risk, is sensitive.
- If in doubt, a 4-eyes check must be done..

All external communication should be saved in a consistent manner

**Procedures**

For all project information exchange (information requests, reviews, disclosure, handover, etc), strict procedures for communication will be developed in Autodesk.

**Software:** Autodesk

# RISK MANAGEMENT PLAN

Ensures the project is executed with the lowest possible overall risk

## Risk Analysis

**Risk definition** A risk description must be done in a consistent and assertive way, avoiding potential ambiguities. Risks' description also needs to count on their cause and effects. Lastly, risk owners must be assigned: team members in charge of monitoring risk and take the necessary measures to avoid threat to the project objectives.

### Risk scoring

Risks will be categorized in cost, schedule and other. The probability and (categorized) impacts on each category will be estimated and translated into a risk score for each individual risk. Risk score calculation = Probability x Cost x Schedule x Other

**Cost:** cat 1 – 3 (% of total cost baseline value)

**Schedule:** cat 1 – 3 (% of total schedule baseline period)

**Other:** cat 1 – 3 to be used to rate other risk impact on projects' success

Escalation thresholds for SPV Board: **Risk score > 50**

| PROBABILITY                   | COST<br>(% of cost baseline) | SCHEDULE<br>(% of phase lead time) | OTHER    |
|-------------------------------|------------------------------|------------------------------------|----------|
| <b>1 = &lt; 10% Very Low</b>  | 1 = < 0,5% Low               | 1 = < 1% Low                       | 1 = Low  |
| <b>2 = 10 - 30% Low</b>       | 2 = 0,5 - 1,5% Med           | 2 = 1 - 3% Med                     | 2 = Med  |
| <b>3 = 30 - 50% Med</b>       | 3 = > 1,5% High              | 3 = > 3 % High                     | 3 = High |
| <b>4 = 50 - 70% High</b>      |                              |                                    |          |
| <b>5 = &gt; 70% Very High</b> |                              |                                    |          |

## Risk Mitigation

After the risk analysis, an appropriate risk strategy must be defined. Possible risk strategies are

- Escalate** Appropriate when the project team agrees that a threat is outside the scope of the project, or that the response would exceed the Project Director's authority. Escalated risks are owned and managed at the level of the SPV Board.
- Avoid** Strategy that aims to eliminate the effect of a risk. Avoidance may also include extending the schedule, reducing scope, etc.
- Mitigate** Take action to reduce or eliminate the probability of a threat.
- Transfer** Shifting ownership of a threat to a third party to manage the risk and bear the impact if the threat occurs. This often involves payment of a risk premium, terms and contracting.
- Accept** Acknowledge the existence of a threat but take no proactive action. This strategy may be appropriate for low-priority threats. Most common action is to establish a contingency reserve (including time, money or resources to handle the threat).

After the risk strategy is determined, appropriate mitigations / actions will be defined by the responsible team member and approved by the project director. The follow up of these actions will be monitored in regular team meetings.

# PROJECT INFORMATION PLAN

Ensures that the SPV manages project information across all phases

## Strategy & Goals

**Strategy.** In general, it's owners' key responsibility is to provide correct information to partners, stakeholders and internal team members, across all phases. In contracted services; if the owners' information was inadequate or incorrect, the result may be at least a claim from partners for extra payment and/or extra time.

### Goals:

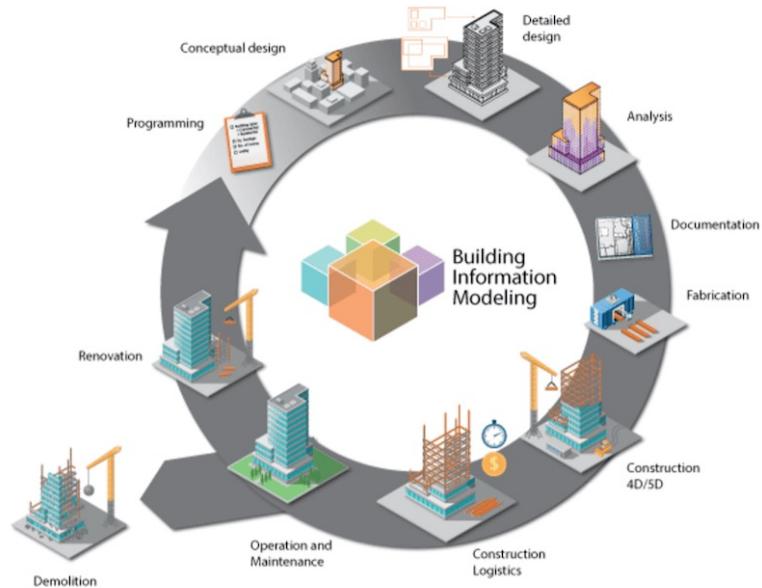
- Create a 'single source of truth' for project information.
- Apply secure, auditable and compatible methods & IT-tools for managing design, documentation and any other correspondence.

### IT-tools requirements:

- Security – IP protection / strict access control
- Auditability – Version control to both revisions and project specific requirements
- Compatibility – Industry standard data exchange & widest integration with 3rd party platforms used by suppliers & partners

## Methods & Criteria

Implement BIM (Building Information Modelling); a methodology where designers, builders, architects, installers, manufacturers and others involved, can collaborate for the creation and management of a construction project.

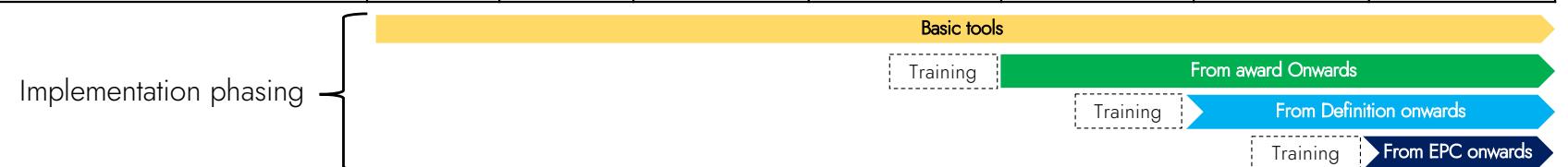


# PROJECT INFORMATION TOOLS

Trade off project purpose vs software tools



| Purpose            | Typical usage   | S:box | A:Q | P   | Microsoft Power BI | D | C | B |
|--------------------|---|-------|-----|-----|--------------------|---|---|---|
| Content creation   | Design, text, calculations, sheets                              | —     | +   | +   | —                  | — | — | — |
| Collaborate        | Review, compare, clashing                                       | +/-   | +   | —   | —                  | — | + | + |
| Control            | Doc control, version, approvals                                 | —     | —   | —   | —                  | + | — | — |
| Store              | Single source, access control                                   | +     | —   | —   | —                  | + | — | — |
| Analyse & Report   | Status, visualisations  | —     | —   | +/- | +                  | — | — | — |
| Project Management | Schedule, cost, resource mgt.                                   | —     | —   | +   | +/-                | — | — | — |
| EPCM (supervision) | Changes, design review, quality, safety, closeout, project mgt. | —     | —   | +/- | —                  | — | — | + |



# 5



## WP1 – Procurement

# PROCUREMENT STRATEGY

Selecting the right procurement strategy, based on SPV competences and project specific needs

## Contracting strategy EPC: performance based single EPC

SPV will use a performance based contract. Options for contract packaging

1. **Lot structure.** Separate the full scope in lots, when:

- finance cannot be arranged for the full scope
- owner has knowledge available for interface management

*Not preferred, because the SPV partners do not have the knowledge & experience to manage interfaces between lots*

2. **Combining EPC and OM** in one turnkey contract. Owners' incentives are aligned with contractor incentives, when EPC+OM is able and willing to team up & take the risk and finance for full scope can be arranged

*Not preferred, because the division of liability risk is unbalanced. The high EPC liability risk will press heavily on the O&M partner.*

3. **Single EPC**: The default solution, market standard. *Preferred strategy, because EPC and O&M have specific risk profiles and require specific competences. Separation to single EPC (and O&M) results into a manageable & standard risk profiles, enabling lenders to step in.*

*The maturity level of the selected EPC must comply to minimum 'level 3 type'*

# PROCUREMENT PLAN

## Methods & criteria for procurement of the projects' services and products

### Methods

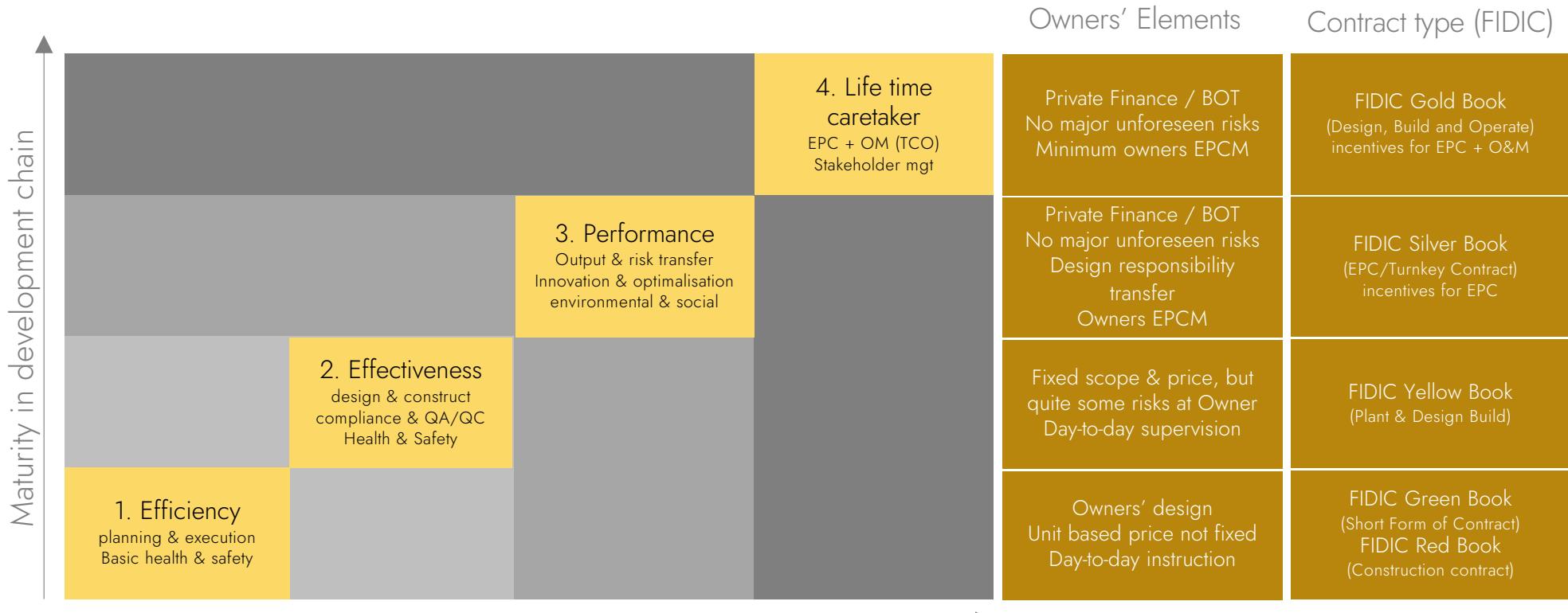
- **Best project value.** Valuable criteria for the project are in any case: cost, time, risk & quality (performance). Contracts could therefore be equipped with financial incentives, penalty and exit clauses to achieve these objectives. This could also mean that not always the proposal with the lowest price will be selected. This will be decided on a case by case scenario.
- **Clear specification of services.** A scope description will be provided. This can be either a full RFP or a more limited Terms of References, depending on the risk profile of the services and scope requested.
- **The premise is lump sum.** This strategy will simplify and speed up the project and will also help managing the supplier. If an exception must be made (because it contributes to project success, lowering the risk profile, etc.), permission must be requested from the SPV board.
- **No corruption.** To prevent favouritism, kickbacks, etc; for each service, the SPV will always strive for a **minimum of 2 comparable offers** from any consultant, advisor, subcontractor, or EPC/O&M company

### Criteria

- **Bank standards (bankability).** The company itself but also the results provided by the company, must be accepted by banks and financers to the project. Compliance with IFC Performance Standards standards are mandatory. Companies must provide references that show proof.
- **Contracting standards.** Procurement and contracting of EPC and O&M via FIDIC yellow or silver book. Contracting consultants via FIDIC white book
- **Trustworthiness:** companies must have a steady and clean track record. Positive outcome of due diligence (KYC) is mandatory
- **EHS standards.** According to the goals & criteria, described EHS Management of the SPV, selected companies will be assessed based upon:
  - certification ISO9001 & ISO45001 (previously OHSAS 18001)
  - having in place EHS training that improves awareness and culture
  - having in place a monitoring system for EHS

# EPC MATURITY LEVELS

Characteristics of different EPC maturity levels vs owners elements and contract types



# MATURITY LEVELS TYPICAL ELEMENTS

Characteristics of different EPC maturity levels and what this requires from owners

| 1. Efficiency  | 2. Effectiveness   | 3. Performance   | 4. Life time caretaker   |
|--|--|--|--|
| <ul style="list-style-type: none"><li>• Workmanship</li><li>• Work planning</li><li>• Internal supervisors</li><li>• Reactive Health &amp; Safety</li><li>• More work = more revenue</li><li>• Basic quality standards (ISO9001)</li><li>• Internal focus</li><br/><li>• Basic IT</li><li>• No contract management</li><li>• No in-house lawyers</li><li>• No stakeholder management</li></ul> | <ul style="list-style-type: none"><li>• All elements of level 1</li><li>• Able to optimize &amp; work out owners' design</li><li>• Fully integrated quality policies, control and audits</li><li>• Health &amp; Safety is actively monitored/reported</li><li>• Basic certificates similar to ISO45001 and ISO14001</li><li>• High level of QA/QC</li><li>• Contract management (subcontractors &amp; client)</li><li>• Parts of design outsourced</li></ul> | <ul style="list-style-type: none"><li>• All elements of level 2</li><li>• Focus on client and performance (improvement)</li><li>• Design includes Basic Engineering. Familiar with system engineering</li><li>• Excellent culture of Quality and HSE (visible)</li><li>• IT: BIM, integrated design packages, 3D modelling</li><br/><li>• Mgt of design interfaces</li><li>• Stakeholders mgt EPC phase</li><li>• In-house legal support</li></ul> | <ul style="list-style-type: none"><li>• All elements of level 3</li><li>• Focus on all stakeholders</li><li>• Design and execution focuses on total costs of ownership &amp; revenue optimization</li><li>• Managed Services for client</li><li>• IT: design and operational software is integrated</li><br/><li>• Senior stakeholder mgt, well connected people</li><li>• Stakeholder in project</li><li>• Development experience</li></ul> |

# 6



## WP2 – Contract & Legal

# CONTRACTING STRATEGY - GUARANTEES

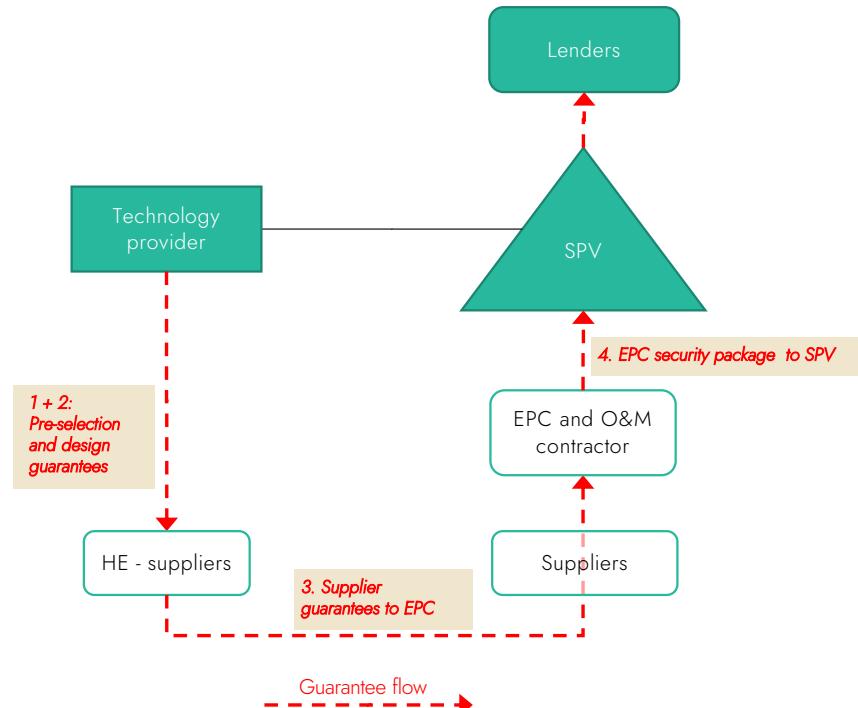
Contracting strategy to secure security package (incl performance guarantee) accepted by lenders

## Guarantee rationale

Knowing that

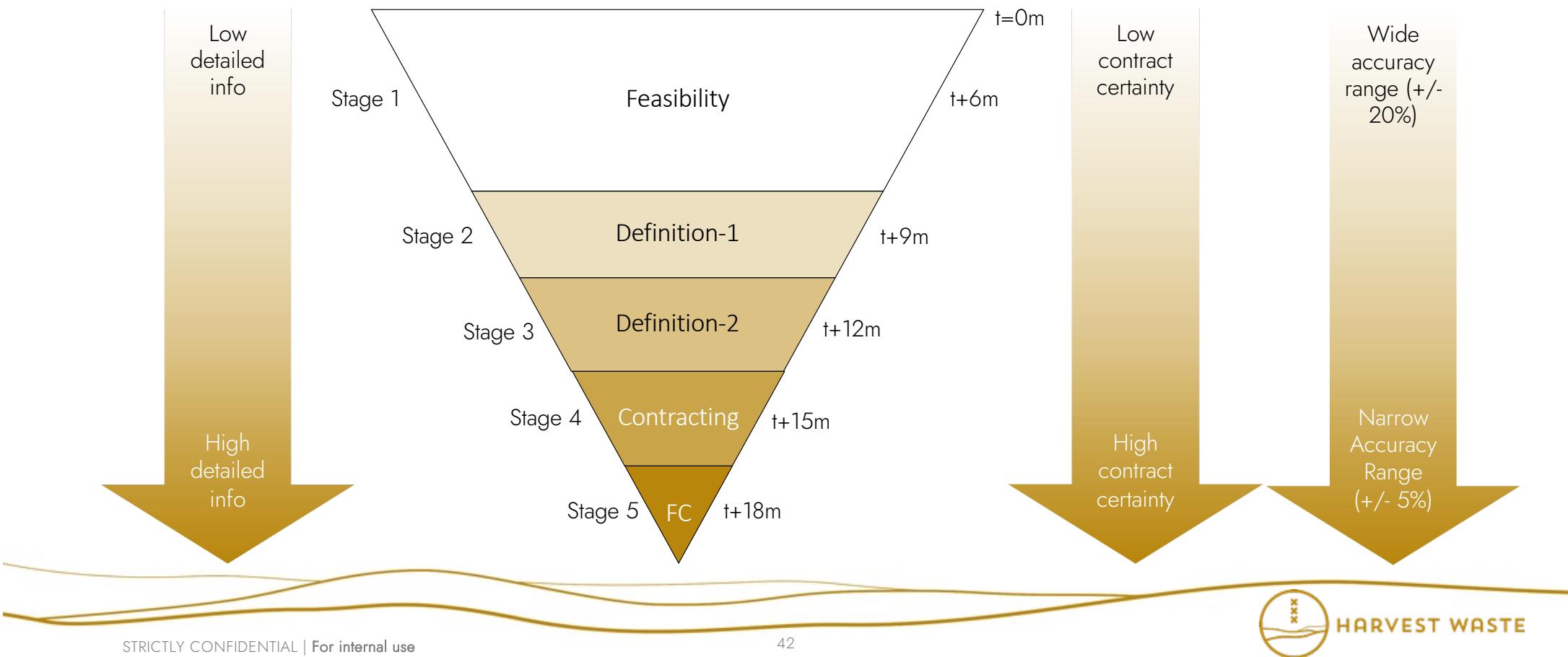
- The SPV does not have the balance sheet to provide the security package for the project. Hence, the SPV must be able to rely on its EPC partner(s)
- The High Efficiency technology is not yet common practise in the market. To get guarantees, specific steps will be taken to safeguard performance guarantees:
  1. Technology Provider (HW) pre-selects suppliers for the High Efficiency equipment:
    - Boiler & grate
    - Flue gas treatment (FGT)
    - Water-steam cycle
    - Turbine / Generator set
  2. Parts of the design – including design guarantees - will be shared with these suppliers to allow them to understand the principles and make them comfortable
  3. HE suppliers now can provide performance guarantees to the EPC and O&M
  4. With these guarantees covered, EPC and O&M can provide the overall security package to the SPV

## Guarantee model



# CONTRACTING STRATEGY - PHASING

'Funnelled' contracting approach, building information and confidence towards guarantees and price



# CONTRACT & LEGAL PLAN

Develop bankable project contracts (PPA, waste, land), contracts with advisors/EPC, etc

## Plan

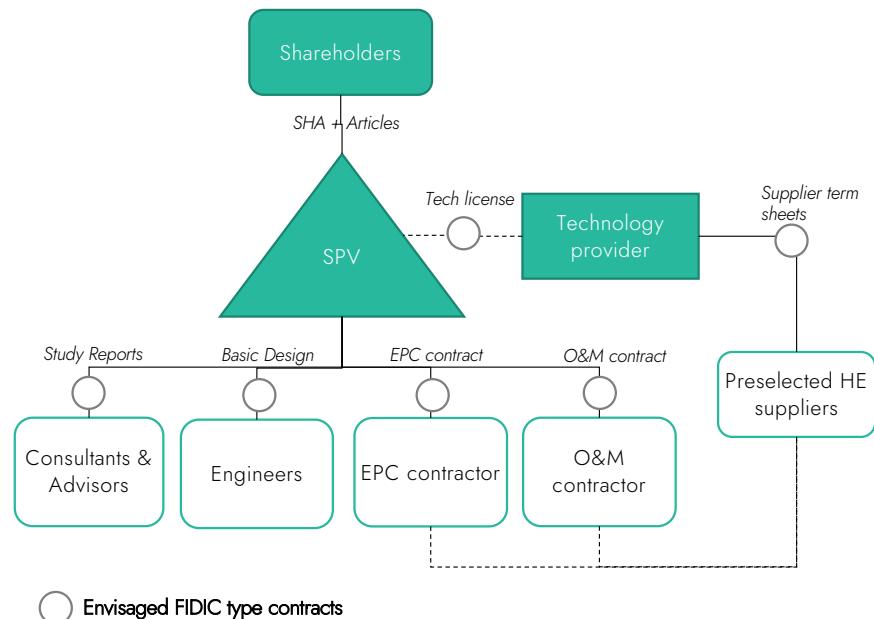
The SPV will hire a legal advisory firm that will assist the SPV with a range of activities during this phase: incorporation of the project company (SPV), any negotiations in relation to the site contract, PPA and waste concession.

At the end of this phase, the legal advisor can also assist in creating the tender documentation for the EPC and O&M, as well helping the SPV in establishing its contracting strategy with all the stakeholders.

All separate contracts - whose scope is in any way part of the projects' framework of performance guarantees - must be drawn up in accordance with FIDIC. Rationale

1. **FIDIC is the international Industry standard**
  - Good availability of advisors, legal counsels for FIDIC
  - Considerable amount of case law is available
2. **FIDIC provides a clear contractual framework** for all phases and types of services is available.
3. **FIDIC contracts are balanced contracts.** Hardly any changes were made from version 1999 -> 2017, showing a sound level of maturity.

## Envisaged FIDIC type contracts



# 7

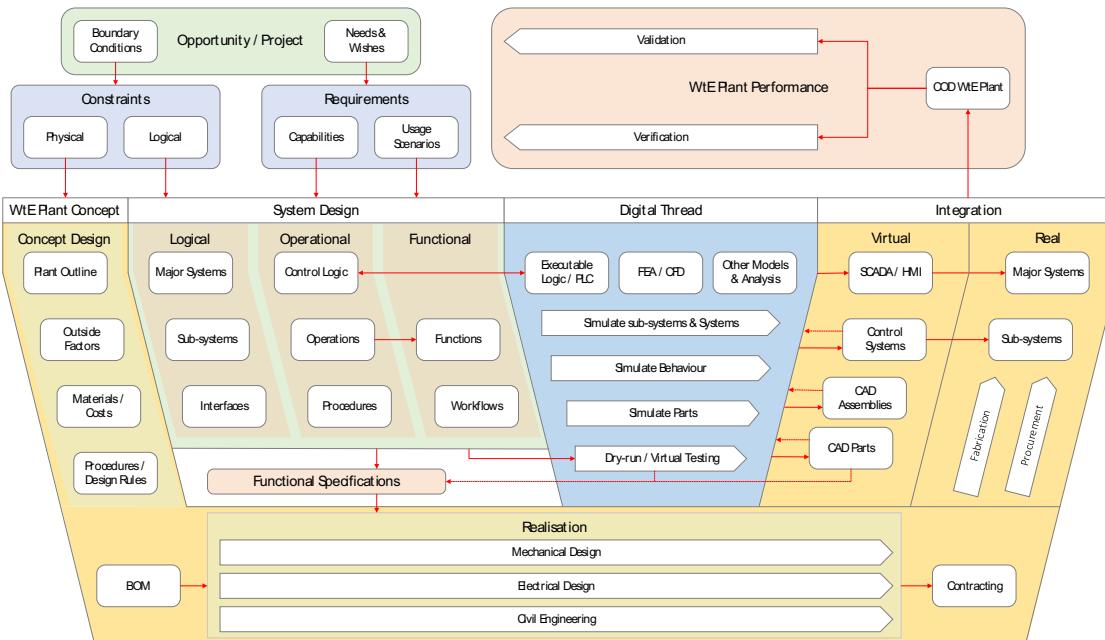


**WP3 – Feasibility & Design**

# ENGINEERING & DESIGN STRATEGY

A modern systems engineering approach is used the for engineering and design HE WtE plant.

Systems engineering can be described as a structured, interdisciplinary development process for planning, designing, implementing, managing, operating, and retiring a system.



For the development of all design deliverables and to govern EPC phase, a robust and modern systems engineering methodology must be applied

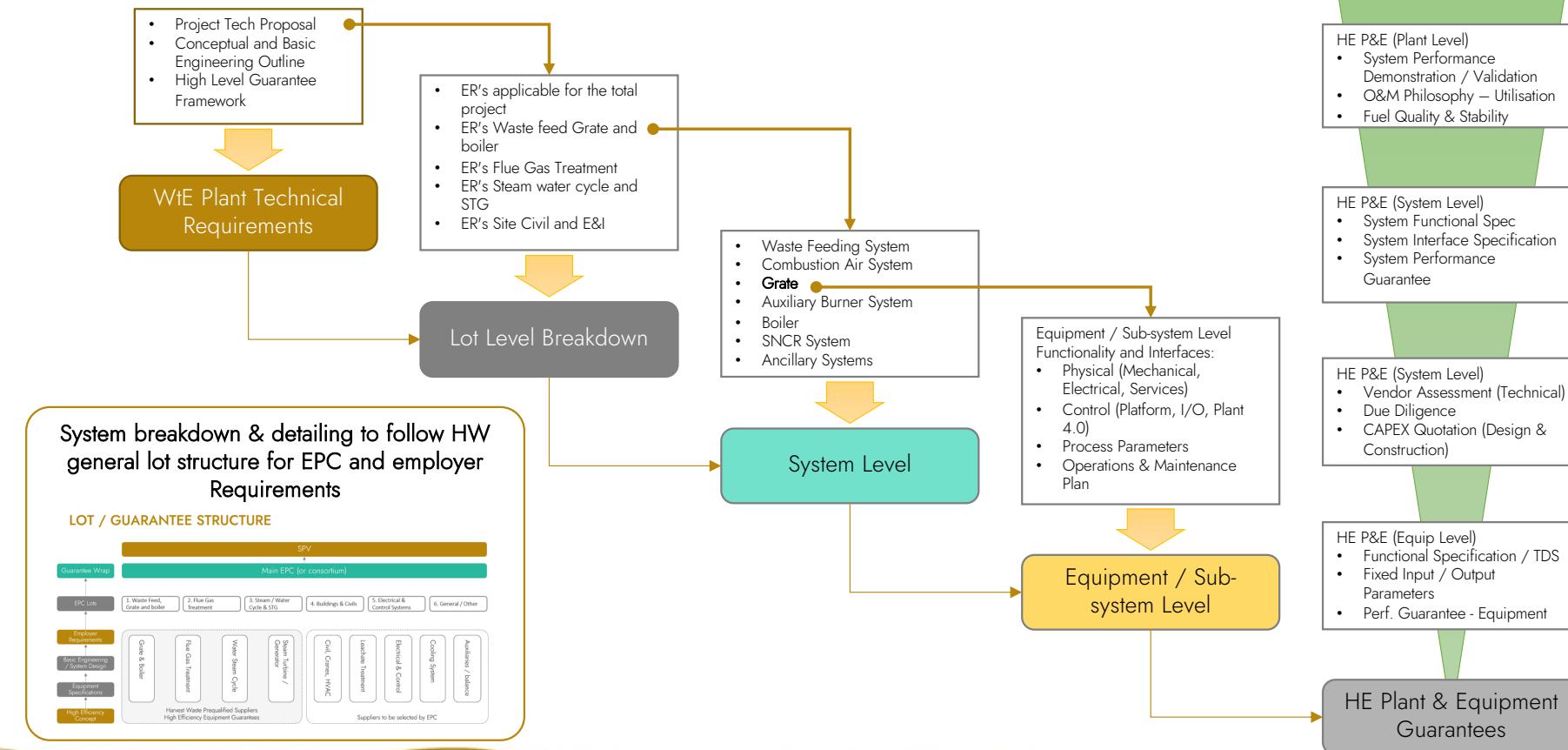
## Key aspects:

- Owner needs and required functionality are fully defined early in the development process.
- Detailed planning of the entire project lifecycle, including deployment and operation of the WtE Plant.
- Comprehensive engineering and design approach using decision gates to ensure quality and completeness when passing from one key phase to the next.
- Comprehensive documentation, configuration management and traceability

Minimum risk to budget, scope, and schedule

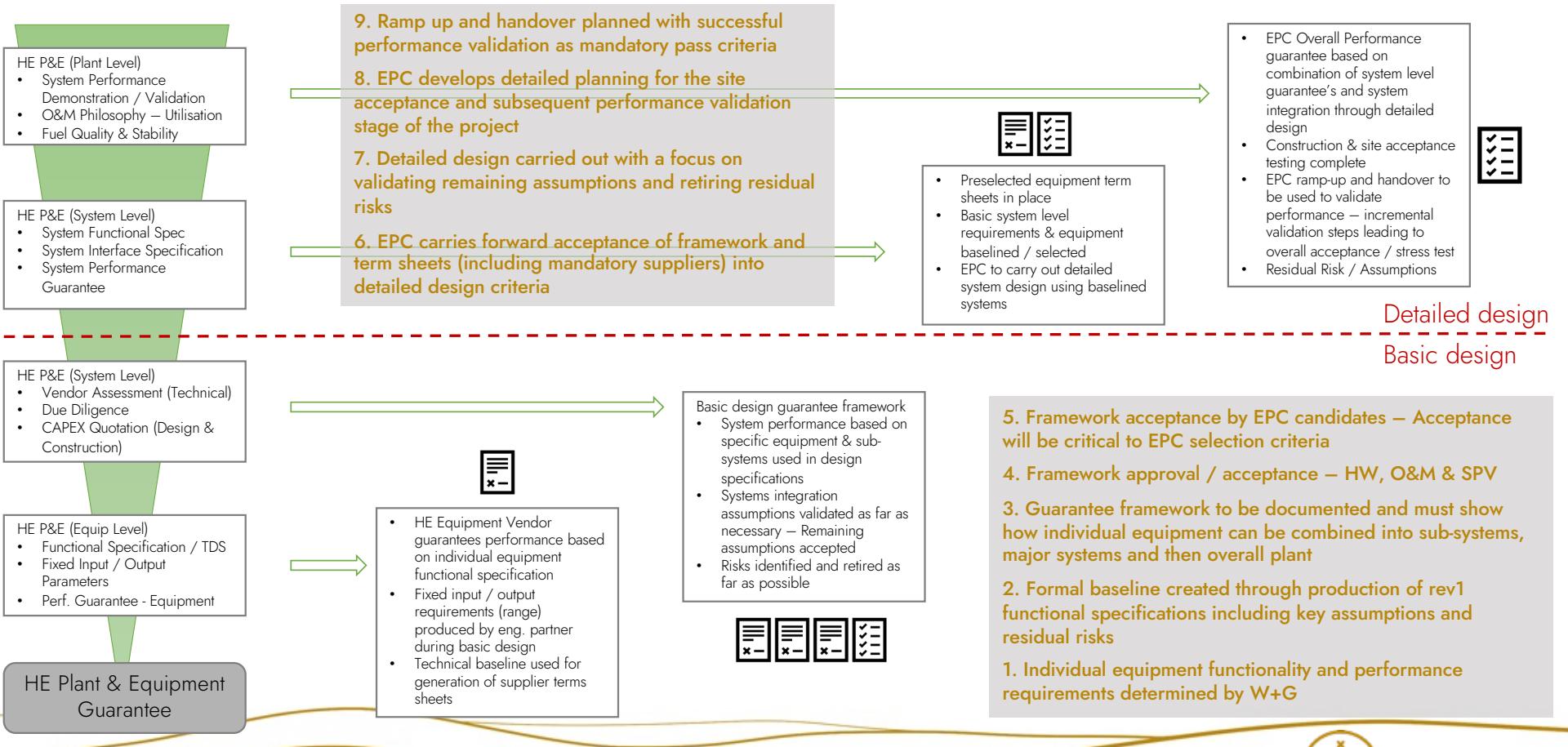
# ENGINEERING & DESIGN STRATEGY

## Systems Engineering Breakdown Approach



# ENGINEERING & DESIGN STRATEGY

## System Build-up Basic vs Detailed Design



# ENGINEERING & DESIGN STRATEGY

## Technical / Equipment Performance Guarantee Summary

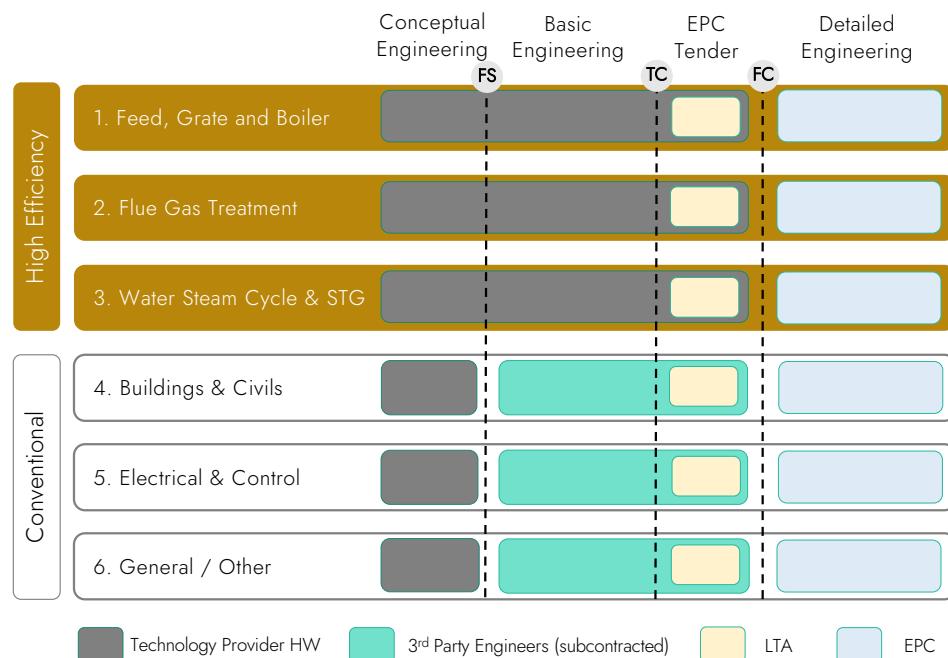


## TECHNICAL / PERFORMANCE GUARANTEE STRUCTURE

# ENGINEERING & DESIGN PLAN

Design of High Efficiency parts will be executed by technology provider HW up to Financial Close

## Parties involved vs engineering scope per phase



## Plan & Criteria

**Technology Provider** Harvest Waste and subcontractor Wandschneider & Gutjahr

- develops the conceptual and basic engineering & design for the High Efficiency
- provides the latest technology for all key equipment.
- provide lessons learned from the Reference Plant in Amsterdam.

**3<sup>rd</sup> party engineers** will execute some parts of the design, as subcontractor to W&G or directly under the responsibility of the SPV (to be defined during development)

**Lenders' Technical Advisor (LTA)** performs a technical due diligence on the selected EPC proposal (BoQ, timelines, security package)

**EPC** will develop the detailed engineering; review by the SPV's 'owners' engineer'

## Criteria

- The object breakdown structure (OBS) must form the basis of the elaboration of the engineering, tender documents and the EPC deliverables. This logical division of the plant will allow for clear demarcation of systems and expose clear interface requirements. This structure must be further broken down into sub-systems to capture detailed requirements and performance targets, essential to overall plant performance.
- The preferred engineering standard is either DIN or ASTM. At the start of the development, the best option must be defined. This can be based on suppliers' competences, preliminary quotations, etc.

# 8



## WP4 – Permits & Stakeholders

# STAKEHOLDER STRATEGY & PLAN

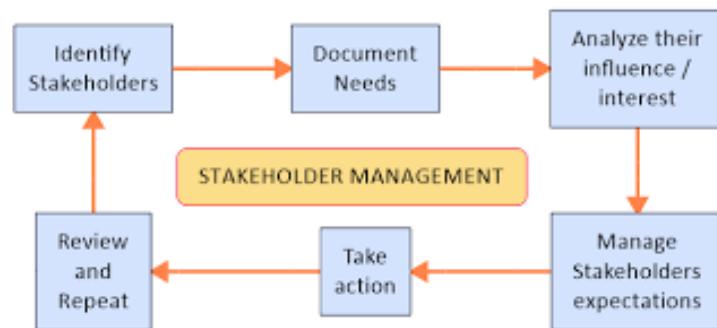
Identifies, analyses, and engages relevant external (public) stakeholders

## Strategy & goals

**Strategy:** Waste-to-Energy projects are generally highly impactful projects that require not only political support and involvement, but also engagement from a wide variety of other stakeholders (local residents, network operators, lobby groups, NGOs, etc). For the SPV, it is key to understand & manage these interests well.

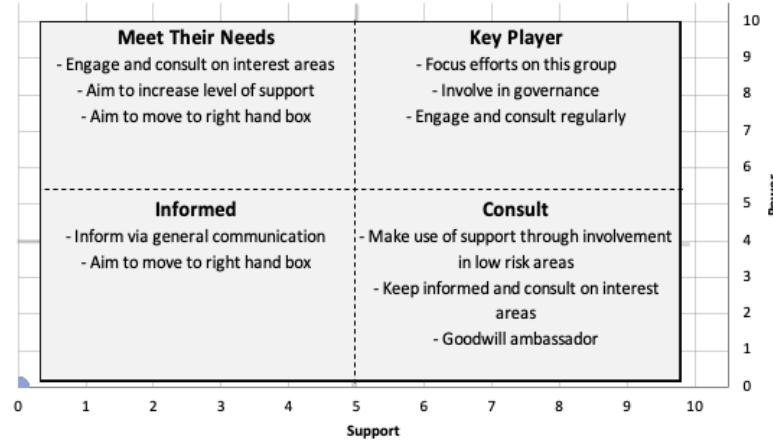
### Goals

- ensure that stakeholders are identified, analysed, and engaged in an appropriate way
- identify and manage information needs from the project towards stakeholders during next phases (EPC- + O&M-phase) and vice versa.



## Plan & Procedure

Stakeholders must be identified at the start of each phase of project. Stakeholders will be classified by both power and support. This will lead to 4 stakeholder categories, with appropriate engagement strategies and communication needs. This includes consulting or co-creation with stakeholders who are the most effected by the project



The stakeholder register (template) must be reviewed frequently. Typical triggers:

- start of a new project phase
- changes in organizational structure (in- or outside the project)
- the importance of specific stakeholders to the project's success changes

# PERMIT PLAN

**Map and obtain all permits in time, needed for the project development**

## Strategy & Goals

**Strategy:** Knowing that

1. Obtaining permits requires in-depth knowledge of national and local procedures.
2. Obtaining permits requires a thorough understanding of how it works in practice.
3. Permits can become time critical. So a fast and clear understanding of which information is required to obtain permits, is key.

The strategy is therefore to select a good local consultant in the **very first stage** to list the necessary permits, requirements, estimated timelines and authorities involved. Local partners from the SPV must stay closely involved to solve potential issues.

## Goal:

- Map and obtain all permits in time, needed for the project development
- Map all permits requirements for the EPC and O&M phase, as input for RFPs

## Methods & Criteria

Whether the actual application for permits in the development phase is outsourced to a consultant or not, is up to the project team to decide.

The permit assessment will form the basis of the permit plan, hence it will define all requirements & timelines.

# 9



## WP5 – Project Funding

# FUNDING STRATEGY

## Funding via a combination of private lenders and multilateral development banks (MDB)

### Funding strategy options

In general, the following types of funding are used in infrastructure projects

#### 1. Traditionally financed -> public sector financed

- Small or medium size projects; loan to governments from International Financing Institutions, established in the target country
- Large projects: financed directly by taxes, employers typically seek loan funding from Multilateral Development Banks (World Bank) or through grants.

#### 2. Privately financed (e.g. Build (Own) Operate Transfer)

- Developed and financed on a 'non-recourse' or 'limited recourse' basis
- Substantial commercial company / consortium, with resources to finance the work directly, or able to apply for and obtain bank funding and/or raise equity capital

#### 3. Public-Private Partnerships (PPP)

For projects, not viable on a 'non-recourse' basis it will be necessary to raise other funds to supplement the private sector financing. Public funding or funding from MDB is added to the project.

#### 4. Contractor financed

The EPC company or consortium will arrange for the provision of finance, in return for the granting of a concession to operate the facility

### Preferred strategy

#### Option 1 and 4 are not likely

The reality in our focus countries (=developing countries) is that governments do not have the funds itself to finance a Waste-to-Energy project (> USD 100m). Further, the option of a fully EPC-contractor financed project is unlikely. EPC contractors are not familiar with the HE-technology and EPC contractors will/can not bear the risk of non-performance.

The preferred strategy is thus to fund via a combination of private lenders and MBD

- With a proper income stream – potentially guaranteed - generated through the sale of electricity the project can attract financing from private lenders and development banks.
- Waste-to-Energy projects are not viable without governmental guaranteed, long term income streams for waste and electricity. In some cases, governments will ask the World Bank to back up its payment guarantees.

This strategy requires early involvement of development banks

# FUNDING PLAN

Achieve financial close; the project is 'bankable' and financiers are willing to finance the project

## Feasibility Phase plan

In general, financiers want to start spending time/resources on a project once the feasibility phase has been concluded. Hence, during the feasibility phase the team will primarily focus on preparation for the definition phase.

At the end of the feasibility phase, the following should be in place:

1. Select the firm that will act as the SPV's **financial advisor**
2. Develop a list of **financiers** the SPV wants to approach. MDB should be engaged in the earliest possible stage, because of
3. Develop a **planning** that shows financers how we get to financial close.
4. Selection **due diligence advisors**

## Definition Phase plan

At the end of the definition phase the project will achieve financial close. The financiers have to get their credit committees comfortable with the risks that are involved in the project. For that purpose, they require in-depth due diligence (on technology, EPC, construction schedule and costs, all contracts and the financial model). For all of these areas, independent due diligence advisors have to be hired. To protect the interest of the SPV, all due diligence reports have to be analysed, and feedback provided to the advisors, before they are shared with financers.

## Roles & Responsibilities

**Project Director** is responsible for funding activities in the feasibility phase. The Project Director will hire a Contract Manager for execution and coordination in the next phase.

**Financial advisor.** The mandate of the financial advisor must be agreed by the SPV. A financial advisor could be responsible for all or parts of the following: financial model, raising debt funding, running due diligence work (DD) streams, coordinate communication with all DD advisors, lead negotiations with EPC and O&M parties, etc.

**Financiers.** It is highly likely that this WtE project will be financed by development banks and commercial banks. It is key that, during the feasibility phase, local financiers and development banks are contacted to understand what their appetite is and what is on their mind when being introduced to the project (e.g. risks).

**Planning.** The project management work package will deliver a planning that will be realistic to get EPC and O&M on board. Banks require an agreed term sheet with these parties before they start their in-depth due diligence. Assuming an agreed term sheet is t=0; the other elements of the bank process can be scheduled towards financial close.

**Due diligence advisors.** During the definition phase, the banks will require a range of due diligence reports as part of their credit approval. The SPV will need to select/hire these parties, a process that can take place during the feasibility phase. The following advisors needs to be in place: lenders technical advisor, lenders legal advisor, financial model auditor, accounting and tax advisor, insurance advisor.

# A

## Appendices



# A1. TEMPLATE LIST

## Template documents per work package

| Work Package            | No      | Template name                  | Purpose  |
|-------------------------|---------|--------------------------------|--|
| WPO-Project Management  | T.WP0.1 | Project reporting template     | Inform project team & SPV Board about the project status                           |
| WPO-Project Management  | T.WP0.2 | Lessons learned log            | Capture lessons learned for evaluation and future use                              |
| WPO-Project Management  | T.WP0.3 | Assumptions log                | Capture and manage all assumptions made in the proposal phase                      |
| WPO-Project Management  | T.WP0.4 | Change request form            | Capture nature and impacts of change request, input for decision and communication |
| WPO-Project Management  | T.WP0.5 | Job profiles for project roles | Recruitment of project team  |
| WPO-Project Management  | T.WP0.6 | MS Projects schedule/budget    | Manage projects' schedule and budget. If needed, resource mgt can be applied       |
| WP1-Procurement         | T.WP1.1 | RFP for studies & design       | Request for Proposals for procurement of 6 development studies and design          |
| WP1-Procurement         | T.WP1.2 | Evaluation matrix              | Excel model to evaluate advisors according to a predefined evaluation score-card   |
| WP1-Procurement         | T.WP1.3 | EPC stage gate deliverables    | List of deliverables to be developed per phase for selection of EPC                |
| WP4-Permit&Stakeholders | T.WP4.1 | Stakeholder register           | Document to identify & map stakeholders' needs, power & support                    |
| [WP-Name]               | T.WPX.X | [Template name]                | [Template purpose]   |

# A1 BUDGET BASELINE

Budget baseline version 007 for the development phase: 5m USD

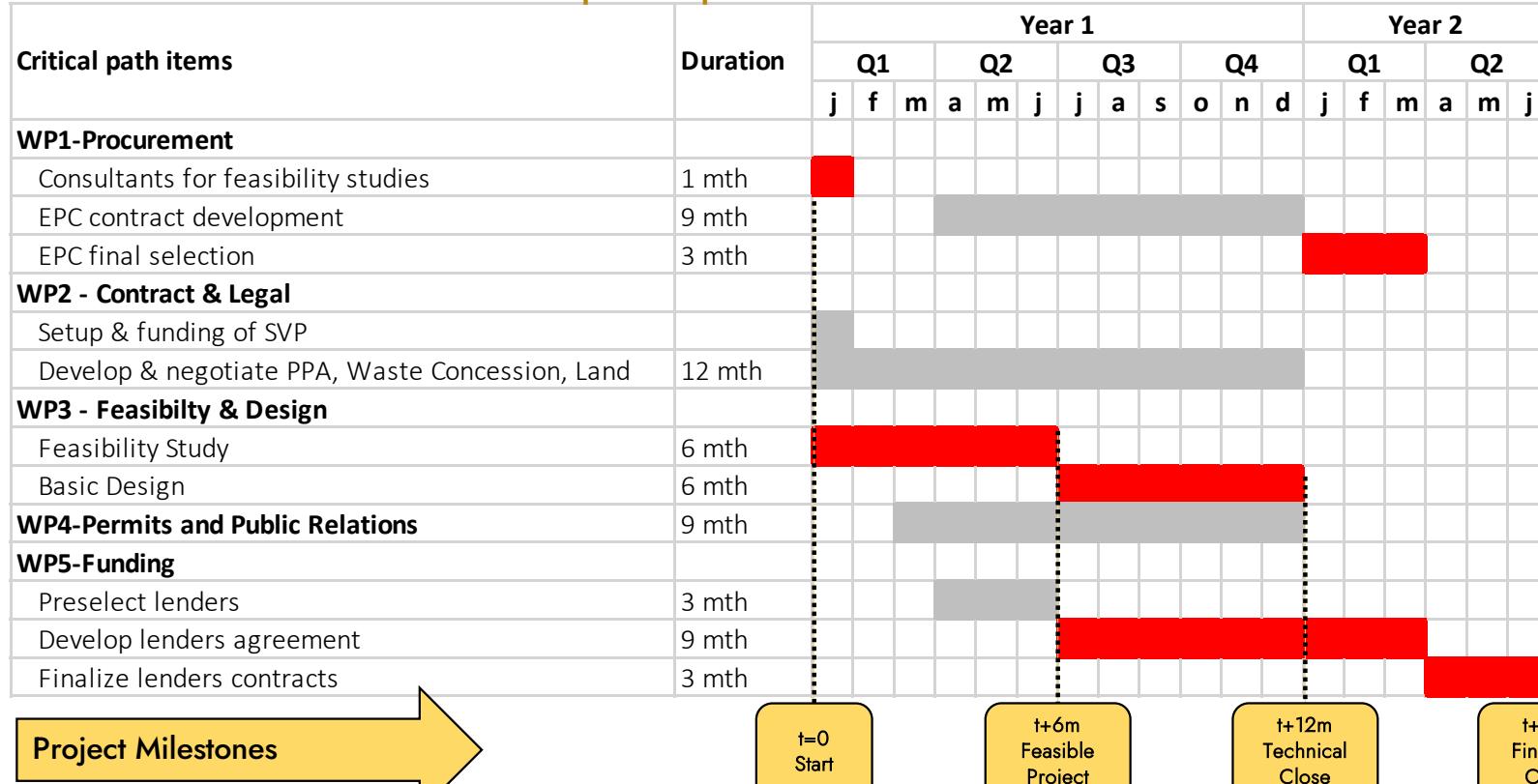
Budget baseline to develop the project to financial close, approved by shareholders of the SPV in 2022

| Work Package             | Feasibility (USD) | Definition (USD) | Total (USD)      |
|--------------------------|-------------------|------------------|------------------|
| WPO-Project Management   | 390.000           | 1.455.000        | 1.845.000        |
| WP1-Procurement          | -                 | 50.000           | 50.000           |
| WP2-Contract & Legal     | 100.000           | 360.000          | 460.000          |
| WP3-Feasibility & Design | 615.000           | 1.050.000        | 1.665.000        |
| WP4-Permits              | 0                 | 125.000          | 125.000          |
| WP5-Funding              | 0                 | 530.000          | 530.000          |
| Unforeseen               | 75.000            | 250.000          | 325.000          |
| <b>Total</b>             | <b>1.180.000</b>  | <b>3.820.000</b> | <b>5.000.000</b> |

- 75% is based on quotations, 25% based on best estimates
- Budget v007 was approved by shareholders of SPV in 2022
- Several ongoing insights provided a renewed budget v008 (5,1m USD)

# A2 SCHEDULE BASELINE

Schedule Baseline for the development phase: 18 months



Critical path is defined by

- Studies
- Design
- Contracting EPC and O&M
- Finalize funding agreements

# A3.1 DRAFT DELIVERABLES WPO

## Draft list of deliverables for project management

| Deliverable             | Explanation   |
|-------------------------|---|
| Project Management Plan | Project Management Plan, approved by SPV  |
| Gate Review Report      | Report that provides the outcome of a gate review   |
| EPC schedule            | EPC phase planning, according to detail level 2 (feasibility phase) and level 3 (definition phase)  |
| EPC cost                | EPC costs, according to a AACE class 2 estimate for feasibility phase and AACE class 1 (for definition phase)   |
| Project Dashboard       | Representation of project performance to create awareness and generate decisions of actions.<br>Minimum elements are Schedule & forecast, Cost & forecast, Risks & mitigation, Change Requests and status |
| Assumptions Log         | Contains (status) information about key assumptions and constraints, affecting the project success and/or business case.  |
| Change Requests         | Changes of original scope can arise during the project and may impact the scope, budget, or schedule of the project.  |
| Change Log              | Used to record all submitted change requests during the project   |
| Lessons Learned Log     | Used to capture all submitted lessons learned during the project  |
| Risk & Issue Register   | Captures details and status of identified individual project risks and issues.  |
| HSE analysis            | High level HSE risk analysis, as input for Basic Design package   |
| Project Scope           | Actual description of the work required to achieve the project objectives, including approved change requests   |
| Scope Baseline          | Approved version of projects' scope and WBS.  |
| Project budget          | Actual project budget including cost forecast, based on budget baseline and development of project costs  |
| Budget Baseline         | Approved, approved version of the project budget  |
| Project Schedule        | Actual Gantt chart including critical path, milestones interlinked activities, based on latest estimates and progress of project activities   |
| Schedule Baseline       | Approved, approved version of a project schedule.   |

# A3.2 DRAFT DELIVERABLES WP1 AND WP2

## Draft list of deliverables for procurement and contract & legal

### Deliverables WP1 - Procurement

| Deliverable  | Explanation  |
|--|--|
| RFP  | RFPs for services for project development. According to Harvest Waste template and SPV Terms and Conditions  |
| Proposals  | Firm proposals for studies, design, financial and legal advisors & other services for the next phase, ready to be signed                             |
| List of preselected companies                        | Combined list of preselected strategic companies for project development: Financial, Technical & Legal advisors, Suppliers equipment, EPC, O&M by PM |
| Draft term sheets EPC                                | Terms regarding scope, performance, price, security package.   |
| Draft term sheet O&M                                 | Terms regarding scope, performance, price, security package.   |
| Draft term sheet with suppliers for HE WtE equipment | Terms regarding scope, quality & performance guarantees for key suppliers for HE WtE equipment   |
| Due diligence reports                                | Due diligence reports on preselected companies   |

### Deliverables WP2 – Contract & Legal

| Deliverable                                     | Explanation   |
|---|---|
| Contracts for consultants and advisors services | Contracts for services in this phase; feasibility studies, engineering, legal advisors, etc.  |
| SHA and articles for SPV                        | Local legal entity, established in target country, aligned with target county legislation. Including bank account   |
| PPA   | Draft terms for Power Purchase Agreement.   |
| Waste Concession                                | Draft terms for Waste Concession  |
| Site contract                                   | Draft terms for contract for land lease, land ownership (or other bankable land contract).  |
| Term sheets with preselected suppliers for HE   | Term sheets in which agreements are made with selected suppliers for the High Efficiency equipment. Term sheet must cover guarantees, CAPEX, delivery times, IP, etc) |
| Preselected legal advisors                      | Preselected legal advisors with a credible and bankable track record  |
| [Equity Subscription Agreement]                 | [TBD]   |
| [Loan Agreement]                                | [TBD]   |
| [Financing Term Sheet]                          | [TBD]   |
| [Legal Opinion]                                 | [TBD]   |
| [Conditions precedent]                          | [TBD]   |

# A3.3 DRAFT DELIVERABLES WP3 AND WP4

## Draft list of deliverables for feasibility & design and permits & stakeholders

### Deliverables WP3 – Feasibility & Design

| Deliverable                         | Description  |
|-------------------------------------|--|
| Grid Study Report                   | Analysis what impact the project will have on the local grid, possibility to connect to the grid, etc.               |
| Geotechnical & Topographic Report   | Analysis and report on soil conditions, climate, access, interfaces  |
| Waste Characterization Study Report | Analysis and report on the quality and composition of the waste.   |
| Waste Management Study Report       | Assessment of future developments and expected future waste composition.   |
| Lead times for key equipment        | Lead times for procurement of critical equipment   |
| Conceptual design                   | Conceptual Design of the WtE plant (plot plan, process flow diagram, plant main configuration and calculations, etc) |
| Feasibility Study Report            | Comprehensive report with results and conclusions of all studies, stating technical Feasibility                      |
| Emission model                      | Model of emissions during O&M phase  |
| Preliminary results of ESIA         | Preliminary results of the full EIA outcome. First results of the impact assessment                                  |
| Basic Design                        | Design deliverables / functional specifications, in order for EPC and O&M to provide a quotation, according to RFP   |

### Deliverables WP4 – Permits & Stakeholders

| Deliverable                   | Description   |
|-------------------------------|---|
| Stakeholder register          | Analysis of all projects' stakeholders defining their level of support, power and potential management strategies.  |
| Permit analysis               | List of permits needed. List includes requirements, timelines, governmental agencies, etc, etc  |
| Permit impact assessment      | Analysis of all applicable permits to develop the project, including timelines and requirements to obtain them.<br>Impact on project baselines and other (future) work packages |
| Permit plan                   | Plan of approach, based on the permit analysis.   |
| Permits                       | All permits and licenses, needed for the EPC and O&M phase of the project   |
| RFP input permit requirements | Input for the EPC/OM RFP with all information requirements, based on permit conditions  |

# A3.4 DRAFT DELIVERABLES WP5

## Deliverables for project funding

| Deliverable                            | Description  |
|--|--|
| Insurance analysis                     | Analysis of insurances needed to get a bankable outcome  |
| Financial Model (updated)              | According to template Harvest Waste  |
| Databook                               | List of assumptions, stating how estimates for costs were derived, to be used to calculate the impact of changes |
| List of preselected financial advisors | Preselected financial advisors with a credible and bankable track record   |
| List of preselected lenders            | Preselected lenders to invest at FC  |
| Cost Estimates (CAPEX and OPEX)        | TBD  |
| Financing Structure                    | TBD  |
| Security Package                       | TBD  |
| Subsidy                                | TBD  |
| Fund Raising Plan                      | TBD  |
| Insurances                             | TBD  |

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