RERIPA

Strengthening Research and Innovation ecosystems to address the Impact of climate change in the Pacific

GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS

Mapping & Diagnosis of Research & Innovation Ecosystems, network facilitation and R&I Strategy

Date of issue: 17/12/2021 - Closing Date: 28/02/2022

RERIPA is a project implemented collaboratively by:

Summary

	RERIPA CALL 1 - Mapping & diagnosis of R&I ecosystems, networking facilitation, R&I vision/strategy (focus on climate change)
General and specific objectives of the Call for proposals	**GO:** improve our knowledge and understanding of R&I ecosystems at the national and regional level and facilitate R&I interactions throughout the innovation chain, from user to scientists, to build up a shared R&I vision and strategy in the Pacific Region **SO1:** identify stakeholders and their skills, relationships, interests, and activities. **SO2:** determine R&I ecosystems strengths, weaknesses, opportunities, and threats. **SO3:** boost R&I brokering by bringing stakeholders to exchange and collaborate following open innovation and participatory approaches. **SO4:** contribute to build up a regional strategy in R&I with a special focus on open innovation (living labs) and climate change impact (CCI), among the regional priorities.
Activities funded & expected results	**1. Diagnosis & mapping of R&I Ecosystems (Month 1 – Month 6):** ✓ Participatory mapping and diagnosis of national and regional R&I ecosystems (including teaching/training) ✓ Analysing local and regional knowledge on climate change impact. ✓ Performing a regional socio-economical survey on climate change impact (users/citizens perceptions, expectations, engagement…). **2. Facilitating networking and open innovation (Month 1 till end):** ✓ Workshops in animation and collective intelligence ✓ Facilitating networking and R&I brokering activities to federate a multi-stakeholder community (joint design of realistic and useful innovations/solutions (especially CCI) ✓ Discuss R&I processes and results, while developing a shared vision of national and regional R&I priorities ✓ Contribute to draft Living Labs (LL) specifications (ToRs) for the proposals to be submitted to a specific RERIPA Call for Proposals ✓ Contribute to the follow up of LL actions and support to R&I strategy (with special reference to CCI) **3. Final diagnosis/mapping of R&I ecosystems (few months before the end of RERIPA)** ✓ Participatory mapping and diagnosis of national and regional R&I ecosystems ● **Expected deliverables:** ✓ An analysis (map/baseline) of R&I ecosystems (including teaching/training) in the Pacific Region. ✓ An analysis (map/baseline) of R&I stakeholders (including teaching/training): locations, capacities, expectations, relationships, etc. ✓ An analysis of local knowledge and perception of climate change impact (CCI). ✓ An analysis of R&I priorities & strategies in the Pacific Region. ✓ Report on the shared/co-constructed R&I Strategy (and sub-strategies at national level when relevant). ✓ Recommendations for structuring the Living Labs and the teaching/training activities (R&I and CCI). ✓ Assessment of the evolution of the R&I ecosystem/network in the Pacific Region during RERIPA to inform on the impact of the Project (near the end of the project). ✓ Final activity report. ● **Expected results:** ✓ A consolidated network of stakeholders/a shared vision and strategy of R&I in the Pacific Region. ✓ A continuous follow-up and support to the LL regarding R&I strategy and CCI. ✓ People more involved in collective intelligence and concertation processes and tools.
Eligible countries	**Applicants (legal entities) from the following OACPS Pacific Countries are eligible to apply as Lead Applicant or Partners:** Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

RERIPA CALL 1 - Mapping & diagnosis of R&I ecosystems, networking facilitation, R&I vision/strategy (focus on climate change)	
Eligible applicants types (legal entities)	Academic and research institutions/organisations; spin-off companies; VET providers; organisations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; national science, technology and innovation agencies; non-governmental organisations; innovation support organisations (technology clusters, innovation labs and technology transfer offices); incubators and start-ups; and other similar organisations.
Consortium characteristics	**Consortium comprising at least 3 Applicants (**including the Lead Applicant) established in the eligible countries listed above and **from at least 2 different OACPS Pacific countries: at least 1 academic and research institution/organisation and at least 2 other co-applicants from 2 different types (among those types listed above).**
Applicants/partners' profile	Expertise in territory diagnosis, stakeholder mapping, knowledge of and able to analyse R&I ecosystems and to disseminate the results of the analysis + expertise/experience in the field of facilitation of multi-actor projects, networking, collective intelligence, etc.
Project duration	Expected start: March 2022 - Expected end: 31 December 2024 (final report included).
Funding	**1 project (multi-actor consortium) will be funded.** **The Lead Applicant should propose an offer not exceeding a requested funding of 300,000 Euro.**
Call Schedule	Launch: 17/12/2021, Submission Deadline: 28/02/2022, Evaluation: 28/02/2022 – 18/03/2022, Publication of results: 11/04/2022, Contract Signature: 22/04/2022, Project Start: 25/04/2022, Project End: by 30/11/2024
How to prepare and submit a proposal	To access all the administrative and financials rules and requirements**, please read and follow the RERIPA Grants Operations Manual** (Annex 4 of this document) Proposals must be written in English and must use the following templates (Annexes attached to these Guidelines): • **Annex 1. Project proposal Template** • **Annex 2. Project proposal Logical Framework** • **Annex 3. Project proposal Budget Template** Proposals must be accompanied by supporting documents (as listed in these Guidelines): • Official letter of support from the head of the applying institution (Lead Applicant) and from each Co-applicant, stating the project title, the activities carried out by each Applicant, the funding requested by each Applicant, and the overall Project budget. • Official documents certifying the creation, registration and status of the Lead Applicant and Co-applicants (among others, it should indicate the date of creation and address of the organisations). • For the Lead Applicant, activity and financial reports, demonstrating experience and responsibility in the preparation and management of funded activities (evidence of having managed at least two grants for research and innovation projects, of at least €75,000 each between 2018 and 2021). • CV of the Project coordinator (Lead Applicant) and evidence of his/her position in the Lead Organisation. • CVs of the Co-applicants' coordinators and evidence of his/her position in the Lead Organisation.
Additional information	RERIPA will launch 4 Calls for Proposal in Total. A successful Applicant in this first Call for Proposals will be allowed to apply in other RERIPA Calls for Proposals (as Lead Applicant or Co-applicant) **but the cumulative amount of the different grants it may receive will not exceed in any case 400,000 Euros** (cf. RERIPA Grants Operations Manual).

TABLE OF CONTENTS

List of acronyms

ABS	Access and Benefit-Sharing
AC	Advisory Committee
ACP	Africa, Caribbean and Pacific
C&D	Communication and Dissemination
CCI	Climate change impacts
CDEVS	Communication, Dissemination, Exploitation and Visibility Strategy
CFP	Call for Proposals
CMT	Coordination and Management Team
CSO	Civil society organisation
EU	European Union
GDPR	General Data Protection Regulation
IPCC	Intergovernmental Panel on Climate Change
IPR	Intellectual Property Rights
IRD	Institut de Recherche pour le Développement (French National Research Institute for Sustainable Development)
ITPGRFA	International Treaty on Plant Genetic Resources for Food and Agriculture
KPI	Key Progress Indicators
NGO	Non-governmental organisation
OACPS	Organisation of African, Caribbean and Pacific States
PIANGO	Pacific Islands Association of Non-Governmental Organisations
PIDF	Pacific Island Development Forum
PMC	Project Monitoring Committee
R&I	Research and Innovation
RERIPA	Renforcement des écosystèmes de Recherche et d'Innovation face aux enjeux climatiques dans le Pacifique
SIDS	Small Island Developing States
SIV	Innovation and Valorisation Service of IRD
VMGD	Vanuatu Meteorology Geohazards Department

1. Background: ACP Innovation Fund and RERIPA Project

The RERIPA Project **"Renforcement des écosystèmes de Recherche et d'Innovation face aux enjeux climatiques dans le Pacifique"** (*Strengthening Research and Innovation Ecosystems to Address the Impact of Climate Change in the Pacific*) in the Small Island Developing States (SIDS) is an initiative funded by the **ACP Innovation Fund**, a component of the R&I programme of the Organisation of African, Caribbean and Pacific States (OACPS) with financial contribution from the European Union.

The ACP Innovation Fund (https://oacps-ri.eu/en/innovation-fund/) is a key component of the OACPS Research and Innovation (R&I) Programme, aimed at strengthening R&I capacity in its African, Caribbean and Pacific (ACP) member countries, to unlock their innovation potential and support their transition into knowledge-based economies for sustainable development. Investments in R&I capacity are likely to pay a higher dividend, if embedded in an effective and inclusive innovation ecosystem and combined with efforts to constitute a critical mass of skilled people adapted to the labour market demand.

The ACP Innovation Fund provides financial support for the implementation of projects advancing solutions in the following areas (https://oacps-ri.eu/en/innovation-fund):

- increasing access to digital literacy, knowledge, and use of emerging technologies;
- creating or strengthening effective links between R&I skills development and labour market demand;
- establishing or enabling effective synergies in the research and innovation ecosystem, including with the private sector; facilitating conditions for technology transfer; promoting R&I uptake;
- promoting local and indigenous knowledge and its use in combination with formal knowledge systems and practices.

4 Project consortium members: IRD (Research Institute for Sustainable Development), Pacific Islands *Association of Non-Government Organisation (PIANGO - Fiji), Pacific Island Development Forum (PIDF - Fiji), Vanuatu Meteorology & Geo-Hazard Department (VMGD - Vanuatu)*

General objective: Inclusive R&I environment across the Pacific region to face climate change impacts (CCI)

The original approach of RERIPA is to support the co-design and deployment of solutions around climate issues by academic actors, companies, NGOs, users' representatives and public authorities, in order to respond to identified needs.

Specific objectives:

- **SO1**. R&I stakeholders collaborating across the Pacific region through a regional network to develop and apply innovative R&I strategies, in particular to introduce CCI solutions

- **SO2**. R&I stakeholders able to generate, apply and transform knowledge to innovate for sustainable development

- **SO3**. Increased uptake in the region of innovative, inclusive and sustainable solutions to face regional climate change impacts tested, developed or adapted by the Living Labs

Geographical scope: RERIPA will be implemented in one or more of the 15 SIDS in the Pacific Region: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

Grant amount: €4,199,213 - Project duration: 48 months (March 2021 - February 2025).

Context

The consequences of climate change on the terrestrial and marine environments of the Pacific islands and on their populations are already strongly felt. The IPCC's projections point to a short-term acceleration of the negative impact of climate change in the Pacific (rising sea level, ocean acidification, enhanced erosion, increasing temperatures and overall loss of biodiversity). The serious consequences of these changes and disasters on the life and livelihoods of Pacific countries led the leaders of the Pacific Forums to place greater emphasis and a higher priority on a well-informed and coordinated regional and national response. This is based in particular on the acquisition and appropriation of robust scientific knowledge that must be shared by the populations, from the design stage to its application via inclusive and innovative solutions.

To better address the areas of interest in terms of Research and Innovation (R&I) which underpin the sustainable regional development objectives of Pacific resources, it is crucial to build R&I capacity and networks between regional and intra-regional stakeholders in order to deal with climate change challenges in fisheries, agriculture, water resources, and its effects on the vulnerability of resources.

Policy Background: Research and Innovation (R&I) on Climate Change

The problem shared by all those involved in the R&I ecosystems of the SIDS is to make knowledge accessible, establish clear dialogue between stakeholders (science brokers) and put in place contractual tools to ensure innovations can be developed and implemented. The absence of work processes between these stakeholders prevents them from maximising the desired impact (with a lower degree of risk, notably technological) and from the assurance of equitable development partnerships, for a measurable socio-economic impact.

Cooperation methods between the various stakeholders of the ecosystems, through collective intelligence, capacity building and the implementation of living labs, take into account the heterogeneous nature of R&I ecosystems in the vast Pacific region as well as the asymmetry between countries, aggravated by differences in development and long distances. RERIPA focuses on 3 key topics: the issues of coastal vulnerability, ocean health and rising sea level, linked with the priorities of the target territories, to which the beneficiaries of RERIPA and their partners contribute to skills, methodologies and robust and complementary knowledge to put in place strategies, R&I networks and inclusive and sustainable innovative solutions.

This is consistent with the new European consensus on development insofar as it creates and reinforces actual interactions between all players in the innovation value chain: the populations, civil society, businesses or research institutions, so that they can draw on their knowledge and skills for the joint design of innovative, inclusive and sustainable solutions. The purpose of RERIPA is to have a structuring effect on R&I ecosystems through an integrated, inclusive approach, knowledge sharing and capacity building.

Expected results of RERIPA

The expected impact is the implementation of better-structured and adaptable research and innovation modalities both in terms of general programming and concrete and targeted actions where each stakeholder (public decision-makers, economic actors, civil society organisations, NGOs, and individual actors) can find useful resources for their project:

1. National R&I ecosystems on target themes are mapped and diagnosed in a participatory manner (innovation strategies, funding, needs, opportunities, actors, interactions, know-how, knowledge, existing innovations, jobs/skills, etc.), and a shared vision of future strategies and challenges is built.
2. The capacities to mobilise civil and business society around their representatives and to contribute to strategies and actions are strengthened.
3. The skills of actors (including political leaders) in the field of research valorisation (contracting, intellectual property, maturation and technology transfer, etc.) and project engineering (setting up, responding to Calls for proposals, monitoring/evaluation, etc.) are reinforced
4. The capacities of actors in the fields of climate-related activities, tools and services are strengthened.
5. Livings Labs mobilising different actors around innovative and sustainable solution (smart, frugal, and user-centred solutions) to cope with CCI and support SIDS (coastal) economy.

2. Terms of reference of the Call for Proposals: Mapping & Diagnosis of Research & Innovation Ecosystems, Network facilitation and R&I Strategy

The goal of this Call for Proposals (CFP) **entitled "Mapping & diagnosis of R&I ecosystems, network facilitation and R&I strategy"** is to fund **one excellent multi-partner project** aimed at improving our knowledge and understanding of R&I ecosystems at the national and regional level, and facilitating R&I interactions throughout the innovation chain to build a shared vision and strategy of R&I for the Pacific Region.

The project will have to perform activities to address the following Specific Objectives:

- SO1. Identify stakeholders and their skills, relationships, interests, and activities.
- SO2. Determine R&I ecosystems' strengths, weaknesses, opportunities and threats.
- SO3. Boost R&I brokering by bringing stakeholders to exchange and collaborate following open innovation and participatory approaches.
- SO4. Contribute to a shared regional strategy in R&I with a special reference to Climate change impacts (CCI).

The approach proposed should cover the following aspects:

- <u>**Diagnosis & mapping of R&I Ecosystems:**</u>

Mapping and diagnosis activities will take place at the beginning of the project, but also at the end to evaluate the changes that will occur during the course of the project (how R&I ecosystems will have evolved).

Activities should include, among others:

- ✓ Participatory mapping and diagnosis of national and regional R&I ecosystems (stakeholders, expertise, relationships, interests, positioning; technologies/solutions, initiatives/projects, R&I ecosystems SWOT...).
- ✓ Analysing local and regional knowledge on climate change impact, including teaching material & curricula.
- ✓ Performing a regional socio-economic survey on climate change impact (users/citizens perceptions, expectations, engagement...).

- <u>**Facilitating networking, open innovation around a shared R&I Strategy:**</u>

The activities aimed at mobilising and networking stakeholders will continue for the entire duration of RERIPA to guarantee a consistent work dynamic and optimise exchanges and sharing among stakeholders, thereby maximising the impact in terms of the structuring and enhancement of R&I ecosystems. These activities should include, among others:

- ✓ To organise workshops in animation and collective intelligence.
- ✓ To facilitate networking and R&I brokering activities to federate a multi-stakeholder community (joint design of realistic and useful innovations/solutions / especially CCI).
- ✓ To discuss R&I processes and results, while developing a shared vision of R&I priorities and territorial, regional, inclusive and sustainable R&I strategies; and consolidate a shared vision of R&I priorities and strategy for the Pacific Region (and substrategies at national level when relevant).

✓ To contribute to draft project specifications (ToRs) for potential Living Labs, to be submitted to the LL Call for Projects.
✓ To contribute to the follow-up of LL actions (supported by RERIPA) and support to R&I strategies (with special reference to CCI).

As part of the different workshops that should be planned when answering to this Call, several workshops have been pre-identified by RERIPA already, and **the workshop specified below must be included in the activities of the proposed project and be budgeted for:**

✓ Workshop on network facilitation, concertation and collective intelligence, coupled with a Workshop on the participatory R&I Strategy building.
Fiji, 30 participants, 3 days. *Estimated budget: max. 40 000 €*
✓ Workshop dedicated to presenting/discussing the results of the R&I Ecosystem Diagnosis/Mapping coupled with a workshop on the participatory R&I Strategy building.
Fiji, 60 participants, 3 days. *Estimated budget: max. 40 000 €*

Applicants should demonstrate that they will engage/collaborate with key beneficiaries or R&I actors involving academia, industry, CSO and government agencies. Actors that will need to be consulted and engaged should be clearly identified in the proposal. Proposed activities must demonstrate their ability to develop south-south exchanges and knowledge sharing. Proposals are welcome to propose a methodology that enriches the terms of reference of the Call, as long as it fulfils the Call's objectives.

- **Expected deliverables:**

✓ An analysis (map/baseline) of R&I ecosystems (including teaching/training) in the Pacific Region.
✓ An analysis (map/baseline) of R&I stakeholders (including teaching/training): locations, capacities, expectations, relationships, etc.
✓ An analysis of local knowledge and perception of climate change impact (CCI).
✓ An analysis of R&I priorities & strategies in the Pacific Region.
✓ Report on the shared/co-constructed R&I Strategy (and substrategies at national level when relevant).
✓ Recommendations for structuring the Living Labs and teaching/training activities (R&I and CCI).
✓ Assessment of the evolution of the R&I ecosystem/network in the Pacific Region during RERIPA to inform on the impact of the Project (near the end of the project).
✓ Final activity report.

- **Expected results:**

✓ A consolidated network of stakeholders/a shared vision and strategy of R&I in the Pacific Region.
✓ A continuous follow-up and support to the LL regarding R&I strategy and CCI.
✓ People more involved in collective intelligence and concertation processes and tools.

Overall, the proposal should demonstrate how it will contribute to mapping/diagnosing R&I ecosystems, boosting networking and innovation brokering (R&I community) and building a shared regional R&I Strategy (and possibly substrategies at the national level)

3. Call Schedule

This Call follows a "One stage procedure" that implies direct submission of full proposals, using the proposal templates provided.

Action	Scheduled
Launching the Call (PIDF Website)	17/12/2021
Deadline for submission of proposals	28/02/2022
Eligibility check	28/02/2022 – 04/03/2022
Scientific/Technical review	28/02/2022 – 18/03/2022
Validation by the RERIPA Steering Committee	18/03/2022 – 08/04/2022
Call Results publication	11/04/2022
Signature of Grant Agreement between IRD and the Lead Applicant	22/04/2022
Expected start of the project	25/04/2022

4. Eligibility requirements

To be eligible for funding the following eligibility criteria must be met by the Applicants.

Project consortium (Lead Applicant and its Partners):

➢ **The Call for Proposals must be answered by consortia of several legal entities** (public and private moral persons), and **each consortium will have to be coordinated by a legal entity referred to as Lead Applicant**, and the **Lead Applicant will involve Partner Organisations** in its consortium.

➢ A successful Applicant in this Call will be allowed to apply in other RERIPA Calls for Proposal, as Lead Applicant or Co-applicant, but the cumulative amount of the different grants it may receive will not exceed in any case 400,000 Euros (cf. RERIPA Grants Operations Manual).

➢ All participating organisations in a bidding consortium must check their eligibility, and the Lead Applicant is responsible for checking and guaranteeing the eligibility of the partners; if one of the partners appears to be ineligible, this may lead to the exclusion of the whole consortium/project during the evaluation process.

➢ A consortium answering the Call for proposals must include at least 3 Applicants (including the Lead Applicant) established in the OACPS Pacific eligible countries and from at least 2 different countries: at least 1 academic and research institution/organisation and at least 2 other applicants from 2 different types (among those listed above).

➢ The following entities are eligible for financial support as Lead Applicant or Partners: academic and research institutions/organisations; spin-off companies; VET providers; organisations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; national science, technology and innovation agencies; non-governmental organisations; innovation support organisations (technology clusters, innovation labs and technology transfer offices); incubators and start-ups; and other similar organisations with specific experience in the priority areas covered by this Call.

➢ The Lead Applicant submitting the proposal as well as the Partners which belong to its consortium, should be moral persons.

➢ Only the Lead Applicants and Co-applicants with their headquarters and activities in an ACP Country from the Pacific region, since 2017 at least, are eligible and can receive a grant under this Call. Organisations or individuals (scientists, researchers, entrepreneurs, policy actors, among others) from outside the ACP Pacific Region can participate as "**Collaborators**" if their participation is duly justified in the proposal, i.e., if they bring specific skills or added value to the project. However, they will have to provide their own financial contribution to participate in the project, as they cannot benefit from the grant. Collaborators are not counted as part of the minimum of three eligible applicants.

➢ Lead Applicants applying to this Call must have the financial and technical capacity to manage the grant, and will have to demonstrate this capacity: they must carry out / contribute to research and innovation activities and must have managed **at least two R&I granted projects of at least €75,000 each between 2018 and 2021**. They will be required to demonstrate adequate organisational capacity to implement and monitor the project in terms of human resources, as well as the ability to share and disseminate the results regionally through their networks.

➢ The Lead Applicant will submit the application on behalf of the consortium (One application per consortium) and will be directly responsible for the preparation, management and implementation of the project funded by the Call.

➢ Lead Applicants, Partners and Collaborators should not be affected by any of the exclusion criteria referred to in section 2.6.10 of the Procurement And Grants for European Union external actions – A practical Guide (PRAG). RERIPA will keep records of evidence and supporting documentation that Lead Applicants and their Co-applicants do not meet any of the exclusion criteria.

➢ Project Partners should have the adequate organisational capacity to implement and monitor the project in terms of human resources, as well as the ability to share and disseminate the results regionally through their networks.

Project Coordinator:

➢ The Project Coordinator (an individual) must be a staff member from the Lead Applicant (he/she can be of any nationality)

➢ The Project Coordinator must have a master diploma or equivalent + 5 years experience, or a PhD and 2 years experience, or any other diploma and 10 years experience in a domain related to the project. He/She should have preferentially a prior project coordination/management experience.

The Project Coordinator will have the following roles:

▪ Be the single point of contact between the RERIPA Call Secretariat and the consortium Partners from proposal submission to project end ;
▪ Ensure that all the partners involved in the consortium are eligible ;
▪ Submit the Application Form on behalf of the Consortium ;
▪ Compile and submit reports/deliverables to the RERIPA Call Secretariat on behalf of the Consortium;
▪ Ensure the role of supervision of the project workflow with the help of WP leaders.
▪ Will be responsible for the management of the funds received, and will need to justify the expenditures, following OACPS R&I programme and IRD requirements.
▪ Inform the RERIPA Call Secretariat of any event that might affect the implementation of the project.
▪ Include/foresee in their budget the fees to cover their participation to the three follow-up meetings that will take place with the RERIPA consortium: Kick-off, mid-term and Final

meetings.

Project:

- ➢ Proposals must be written in English, using the RERIPA Application Forms provided, must fit the formal requirements for proposal submission and must be submitted by the submission Deadline mentioned on the website.

- ➢ Projects must be aligned with the Call's scope/topic and must address its objectives and terms of references, and must be able to deliver the expected results/outputs.

- ➢ Expected start: March 2022 - Expected end: 30 November 2024 (final activity report included).

- ➢ The total requested funding of a project must be between 200,000 Euro and 300,000 Euro.

- ➢ The funding of an individual proposal will depend on the nature and duration of the proposed activities and must be justified in terms of the resources needed to achieve the objectives of the project. The funding requested should, therefore, be realistically adjusted to the actual needs of the proposal, taking into account any other funds available.

5. How to prepare and submit a full proposal?

The RERIPA Call Secretariat is the main body in managing the Call. It will produce and disseminate Call documents and procedures. The Call Secretariat will give administrative support to applicants regarding the Call procedures. The Call Secretariat is the primary contact point of the Lead Applicant for all general matters in relation to the Call and during the follow-up and evaluation of project proposals.

5.1   Proposal contents and submission

- Download from the PIDF website (www.pidf.int) all the necessary documents and information, including guidelines for applicants, templates, FAQs, etc. For more information on RERIPA, please see the RERIPA Grants Operations Manual.

- If you wish to submit a project proposal, please send an email to **contact@reripa.com** to inform about your intention to submit. RERIPA Coordination and Management Team will send you a personal link to upload your files once your application is complete.

- Prepare carefully the following documents that will make up your full proposal and that will all have to be sent at the same time (by email):
  - – Project proposal using the template in Annex 1.
  - – Project proposal Logical Framework in Annex 2
  - – Project proposal budget using the template in Annex 3 (See section 5.3 below).
  - – Official letter of support from the head of the applying institution (Lead Applicant) and from each Co-applicant, stating the project title, the funding requested by each Applicant to RERIPA, and the overall Project budget.
  - – Official documents certifying the creation, registration and status of the Lead Applicant and Co-applicants (among others, it should indicate the date of creation and address of the organisations).
  - – For the Lead Applicant, activity and financial reports, demonstrating experience and responsibility in the preparation and management of funded activities (evidence of having

managed at least two contracts of at least €75,000 each between 2018 and 2021).
- CV of the Project coordinator (Lead Applicant) and evidence of his/her position in the Lead Organisation.
- CVs of the Co-applicants' coordinators and evidence of his/her position in the Lead Organisation.

- The documents of the full proposal **must be written in English.**

- The documents should be in PDF or XLS format (for the budget).

- Applications should be submitted using the link provided by RERIPA Coordination and Management Team, not later than **28/02/2022, 23:59 CET**.

5.2   Budget guidelines

Please refer to Section 4 of the RERIPA Grants Operations Manual (Annex 4).

6. Evaluation process and criteria

6.1   General considerations

The project will foster linkages among the various innovation actors in providing inclusive innovative solutions and policies that deliver gender-responsive positive results. To be successful, projects will be required to clearly demonstrate how they will closely collaborate and incorporate the key innovation actors within the region in the implementation of their projects.

The rules followed for the selection and evaluation process comply with the following principles:
- Proportionality;
- Sound financial management;
- Transparency (the process for reaching funding decisions will be clearly described and available to any interested party);
- Equality of treatment and non-discrimination (all proposals shall be treated alike, irrespective of where they originate or the identity of the proposers);
- Ethical considerations. Any proposal that contravenes fundamental ethical principles may be excluded from being evaluated and selected at any time by decision of the RERIPA Call Secretariat.

Essential criteria for review and selection of projects shall include:
- Partnership & Coordination quality
- Relevance of the project
- Coherence and feasibility of the project
- Implementation approach
- Sustainability of the project
- Budget and cost-effectiveness of the project

6.2 Evaluation process

6.2.1 Evaluation process overview

This Call will follow a **one-stage process** for selecting successful projects for award. Applicants will be required to submit full proposals comprising several documents (see section 5.2 on "Proposal Contents and Submission). During the full evaluation procedure, applicants may be asked for clarifications and/or complementary information by the Call Secretariat. Proposals will be evaluated according to the following steps.

6.2.1.1 Step 1. Eligibility check by the Call Secretariat

After the submission deadline, an eligibility check will be operated by the Coordination and Management Team (CMT) within 2 weeks: the CMT will evaluate the completeness of the proposals and eligibility of the Project consortium (Lead Applicant and Co-applicants), Project Coordinator and Projects, following the eligibility criteria mentioned in these guidelines.

Criteria considered for the eligibility check:
- Consideration of complete application form only,
- Verification of the eligibility and financial and operational capacity of the Lead Applicant, Co-applicants and Collaborators (experience, previous management of large grants/projects, management capacity, human resources, external funding sources, etc.);
- Verification of the eligibility of the Project Coordinator;
- Verification of the conformity of the proposal with the terms of reference of the Call (thematic, budget, status/eligibility of partners and sponsors, institutions, etc.);
- Analysis of possible conflicts of interest (ex. links with RERIPA consortium members).

Only the proposals meeting the eligibility criteria will enter the scientific/technical/financial evaluation process (Step 2).

6.2.1.2 Step 2. Evaluation and selection of the proposals

The proposals that successfully passed Step 1 will undergo a scientific/technical evaluation by a pool of **independent expert reviewers** (at least 3 experts per proposal). These experts will be selected based on their skills/profiles, experience and knowledge of the topic/field considered in the Call, and will have complementary profiles (academic and non-academic) (e.g., scientists, valorisation & innovation officers, education specialists, representatives of innovation developers and users, staff from national funding agencies, impact specialists, etc.).

- The expert reviewers will score the proposals according to a set of pre-established criteria (see Evaluation criteria below, Section 6.3). The RERIPA Steering Committee will then discuss the results of the evaluation, and will agree on a ranking of the proposals.
- Coordinators of the best three project proposals will be invited to present their project orally (by videoconference), in front of a jury comprising members of the Steering Committee and external experts, for a questions and answers session (20 min. presentation followed by a 20-30 min. discussion).
- The Steering Committee will consolidate a final list of ranked proposals, based on the written and oral evaluation.
- The granted project will be published within one month of the evaluation.

–   The Project Coordinator of the selected proposal will be informed and will have to confirm its offer and willingness to run the project within 2 weeks. If he/she declines, the first Project Coordinator from the reserve list will be contacted.

–   The proposal selected for funding may be requested to make some adjustments to the scientific/technical parts and budgets according to the feedback from the Steering Committee.

–   During their execution, the projects will be accompanied by RERIPA Partners (IRD, PIDF, PIANGO, VMGD) and linked to other Consortia funded by other RERIPA Calls, to meet the objectives of capacity building, structuring of the R&I ecosystem and development of solutions/innovations.

–   Each proposal funded, led by a Lead Applicant, will have to draft and sign a Consortium Agreement establishing the rights and duties of the Partners and possible collaborators and subcontractors, budget management modalities, intellectual property sharing modalities, reporting modalities between partners, etc.

–   The IRD will also establish a Grant agreement with the Lead Applicant, establishing the conditions associated with the receipt of RERIPA funds.

6.3   Evaluation Criteria

Criteria	Max. Score (/100)
Partnership & Coordination quality	**10**
Quality/strength and sustainability prospects of the consortium	5
Skills/expertise/experience of the Project Coordinator/Manager	5
Relevance of the project	**15**
Relevance to the Call and to RERIPA objectives.	5
Relevance to the region, countries, sector	5
Relevance to stakeholders of the Pacific Region	5
Coherence and feasibility of the project	**20**
Quality, innovativeness and added-value of the methodology proposed to reach the expected outcomes, beyond the terms of reference.	15
Cross-cutting elements (ex. environmental/climate change, gender equality and equal opportunities, needs/rights of disabled people, minorities, youth…)	10
Implementation approach	**20**
Is the work plan clear and feasible and is the timeline realistic?	4
Is the quality of the Governance and coordination/management approach adequate?	4
Does the proposal include an effective and efficient evaluation & monitoring system?	4
Does the proposal considers potential risks and proposes contingency measures?	4
Is the level of involvement and participation of the Applicants satisfactory?	4
Sustainability of the project	**15**
Is the project likely to have a tangible impact on its target groups?	5
Is the project likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
Are the expected results of the Project sustainable financially, institutionally, at policy level and Environmentally	5
Budget and cost-effectiveness of the project	**15**
Is the budget coherent with the activities and ambitions of the project?	5
Is the ratio between the estimated costs and the results satisfactory?	10
TOTAL	**100**

7. Ethical Issues

In the process of preparing the application, the Applicant is obliged to observe ethical principles and rules and describe how ethical issues in the proposal will be addressed. The Applicant should indicate plans to obtain ethical approval from relevant bodies (as needed and if the proposed project involves human or animal subjects).

For the project, the Consortium is responsible for addressing ethical issues relating to the project including completing the necessary due diligence in regard to ethical approval from a relevant regulatory body and securing free, explicit, and informed consent from any individuals who participate in the project.
Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants and any other issues in the conduct of the research that may result in damage to the environment and the use of sensitive economic, social or personal data.

In the process of preparing the project proposal, the Applicant is obliged to observe ethical principles and rules and describe how ethical issues in the application will be addressed. The Applicant should indicate plans to obtain ethical approval from relevant bodies if the project proposal involves human or animal subjects.

8. Additional Information

i.   Letters of acceptance or rejection of proposals will be sent to the Lead Applicant within one month after the application deadline.

ii.   Selected proposal is subject to further improvement and technical support as might be recommended by the Steering Committee.

iii.   Summary of selected proposal will be published on the RERIPA website.

iv.   Please, note that the submission of proposal does not establish any form of legal claim or responsibility of IRD as the coordinator of the RERIPA Project. All decisions made by the Steering Committee are final and are not subject to further claims or revisions, with exception of administrative mistakes.

v.   Selected Lead applicant will be required to sign a Grant Agreement with IRD. The Agreement provides general and specific terms and condition for the efficient and effective management of the grant.

9. Contact information and Support

Enquiries can be sent to contact@reripa.com

10.   Annexes to the Call for Proposal

- Annex 1. Project proposal Template
- Annex 2. Project proposal Logical Framework
- Annex 3. Project proposal Budget Template
- Annex 4. RERIPA Grants Operations Manual