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Call for Proposals

PROTOTYPING TECHNICAL TOOLS FOR CIRCULAR ECONOMY

GUIDELINES FOR APPLICANTS

Local innovative solutions for an inclusive green growth in Jordan

NDICI-GEO-NEAR/2022/439-584

funded by the European Union and the Italian Buddhist Union

November 2023



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1. Introduction and Background

These Guidelines provide all the necessary information necessary to submit an application for the Call for Proposals “*Prototyping technical tools for circular economy*” which is launched by Oxfam in Jordan in the framework of the project “Local innovative solutions for an inclusive green growth in Jordan” (NDICI-GEO-NEAR/2022/439-584) funded by the European Union and the Italian Buddhist Union.

Oxfam will select youth and innovators within different entities such as Universities (as faculty of engineering), private sector or other actors with the technical skills to develop prototypes showcasing the efficient use of resources for circular economy practices. The prototypes are meant to be tested within the demonstrative actions already on-going within the project in Za’atari Camp and Mafraq governorate.

2. Objectives of the Call

The final objective of this Call is to support the prototyping, testing and production of two kinds of products:

- **Electric Trolley** for the collection and transportation of the organic waste segregated in Za’atari camp.
- **Household safe composting unit** for Mafraq municipality.

3. Funds available and Grant Structure

The **total** available for the 2 prototypes is 30,000 € (50% funded by the European Union, 50% funded by the Italian Buddhist Union), to be allocated as follows:

Electric trolley

1 prototype for the collection and transportation of the segregated organic waste in Za’atari camp

Grant amount: up to 20,000 €

Duration of the prototyping activity: from 6 to 8 months; start date in January/February 2024 and end date max September/October 2024

Household Safe composting unit

1 prototype for urban household safe composting units

Grant amount: up to 10,000 €

Duration of the prototyping activity: from 6 to 8 months; start date in January/February 2024 and end date max September/October 2024



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For the purpose of calculating the cost of the prototyping projects in EUROS, the applicant should refer to the exchange rate of **1 JOD = 1.32998 EUR** which corresponds to the exchange rate of November 2023 of InforEuro, the European Commission's official monthly accounting rates for the euro, available at the website: https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en.

4. Applicants profile and eligibility

The application can be formally sent by only 1 entity meeting the following **eligibility criteria**:

- being a legal entity legally registered in Jordan
- not being in any of the exclusion situation defined by the EU PRAG (art. 2.6.10.1.1)
- not being subject to any international sanction

The following categories will be **prioritized** in the selection:

- Universities, in particular engineering departments;
- Innovation labs promoting circular economy green technology;
- SMEs with existing prototype models for electric trolleys or small-scale compost units for households
- Individual youth (18-35 years old).

Individual youth application

Young innovators and/or students are encouraged to apply individually or in groups, for the prototyping grant. However, they will be requested to apply with the support of a university or an entity meeting the eligibility criteria.

It is also possible to apply for the grant as part of a student's **graduation project**.



Applicants should note that in case of individual applications, only the applicant registered entity will sign the sub-grant agreement with Oxfam and will be responsible for the full financial management of the project.

5. Information session and FAQ

One information session will be held online to clarify any doubt about the call for prospective applicants. The link to register to the session will be shared on the website <https://www.oxfamitalia.org/greeninnovation/>.

Interested entities and individuals will also have the possibility to submit questions on the call to the e-mail jor-oi PROCUREMENT@oxfam.org, until 19 December 2023. The replies to the questions will be published on <https://www.oxfamitalia.org/greeninnovation/>, around 10 days before the application deadline.



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6. How to apply

Application form and language

Applications will be available on the webpage:

Applicants will submit their application in Arabic or English via e-mail to jor-oitprocurement@oxfam.org.

Applicants should send their application with “PROTOTYPE APPLICATION-*ENTITY NAME*” in the subject line.

Application package

The applicant should send for each application:

- Application Form – Word Document
- Application Form – PDF stamped and signed by the legal representative
- A valid registration certificate

The lack of any of the document in the e-mail application may be considered a reason for rejection.

Number of applications

Every entity can only submit 1 application for each prototype; in case multiple applications are submitted, only the one submitted most recently will be considered for evaluation.

The same entity can apply either to develop one of the 2 prototypes or both. In this case one application for each prototype should be sent.

7. Eligible activities and costs

The following types of costs are **not eligible**:

- debts and debt service charges (interest);
- provision for losses, debts or potential future liabilities;
- costs declared and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- purchases of land or buildings;
- currency exchange losses;
- credits to third parties;
- salary costs of the personnel of national administrations;
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions.



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8. Mandatory Technical Specifications

The following specifications **MUST** be respected:

Electric Trolley

- The selected prototypes should be applicable to be used in small-scale settings for households and communities to allow a circular economy model and practices within communities in Jordan
- The trolley should primarily be used for the collection of waste materials for reuse, repurposing and recycling
- should be safe, simple, low-tech and cost-effective
- Should be designed to withstand different weather conditions across the year (rain, snow, dust/stand, etc.)
- Should be energy-efficient, preferable using renewable energy technology or requiring minimal conventional electricity needs
- Should be fit to be used in unpaved, narrow roads for collection of waste materials
- Prototypes should be made with locally sourced materials (additional consideration will be given for the use of recyclable materials in the production of the prototypes)

Household Safe composting unit

- The selected prototypes should be applicable to be used in small-scale settings for households and communities to allow a circular economy model and practices within communities in Jordan.
- Designed to be fitting for small indoor/outdoor areas in rural/urban households
- Should capture any leachate or smell resulting from the production of the compost
- Can be cleaned and maintained easily
- Should include all requirements (physical, biological, chemical) for the production of usable and safe compost (e.g. shredding, temperature control, etc.)
- Compost produced should be adherent to local standards in Jordan
- Should be able to withstand risks of impurities in waste inputted in the unit
- Should be easy to handle by different members of the household
- Should be designed to withstand different weather conditions across the year (rain, snow, dust/stand, etc.)
- Household compost units should be safe, simple, low-tech and cost-effective
- Prototypes should be made with locally sourced materials (additional consideration will be given for the use of recyclable materials in the production of the prototypes)



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9. Evaluation and Selection

The Evaluation and Selection process will be conducted in the following way:

- **Eligibility check:** First, an **eligibility check** will be conducted by Oxfam's administrative team to create a shortlist of eligible applications.
- **Evaluation:** eligible applications will be evaluated and scored by the evaluators of the Selection Committee (SC) according to the scoring grid presented in section 10.
In case of top-ranking applications with very similar scorings, the SC may decide to invite the applicants to an **interview** which will allow the Selection Committee to attribute additional points.
- **Selection & Notification:** the SC will take a final decision on the award. All applicants will be notified via e-mail on the outcome of the selection process.

10. Selection Criteria

Applications will be scored according to the following criteria:

Selection Criteria for all the prototypes			
#	Criteria	Positive Considerations	Max points
1	Applicant(s) expertise, capacities and technical skills	<ul style="list-style-type: none"> the applicant(s) possess the necessary in-house expertise, technical skills and capacities to produce the prototype and implement the project the applicant(s) has previous experience in innovative, low-technology prototypes the applicant(s) has previous experience working with youth to develop innovative products the applicant(s) has previous experience in organic waste or solid waste management activities 	30
2	Compliance with technical specifications	<ul style="list-style-type: none"> the proposal fully complies with the mandatory technical specifications 	30
3	Feasibility	<ul style="list-style-type: none"> the proposal is feasible in terms of resources and time 	20
4	Progress in prototype development	<ul style="list-style-type: none"> the applicant(s) has submitted at least a preliminary design for the prototype in the application 	10
5	Environmental impact	<ul style="list-style-type: none"> recyclable materials are going to be used in the production of the prototypes. 	10



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		<ul style="list-style-type: none"> they prototype is designed for extended use or reuse 	
6	Further production capacities and plan	<ul style="list-style-type: none"> the applicant(s) has a realistic plan that could be implemented to ensure the production of the final product after the prototyping phase 	10
7	Understanding of CE challenges in Jordan	<ul style="list-style-type: none"> the applicant(s) is able to clearly identify specific problems relevant to the Jordanian CE context which the prototypes will contribute to solve 	10
TOTAL NUMBER OF POINTS			120

11. Conditions for contracting

The selected entities, will be notified and requested to accept the grant.

A **vetting** process will be implemented by Oxfam to ensure compliance with the EU and Oxfam's anti-terrorism and anti-fraud policies.

A Letter of Agreement stating all the conditions of the grant, will be signed with each of the selected applicant.