**PROTOTYPING TECHNICAL TOOLS FOR CIRCULAR ECONOMY**

**APPLICATION FORM - ENGLISH**

Fill the following table providing in the column on the right, the requested information.

Please, make sure you do not exceed the maximum number of characters indicated.

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| --- | --- | --- |
| 1. **APPLICATION’S SCOPE** | |  |
| **0** | **Select which prototypes you would like to develop:**  *Please note that every applicant can submit only 1 application for each prototype (electric trolley and household compost unit). If you want to apply to develop both, submit 1 application for each prototype.* | *Select* ***ONE*** *option*  Electric Trolley   Household Compost Unit |
| 1. **APPLICANT ENTITY INFORMATION** | | | |
| **1** | **Applicant Entity’s Official Name**  *Indicate the official name of the entity as it appears in your registration/official documents* | *Short text*  *Write here max 2 lines* | |
| **2** | **Name of legal representative** | *Short text*  *Write here max 1 line* | |
| **3** | **Tel. number** | *Tel. number*  *Write here* | |
| **4** | **E-mail**  *Please indicate a valid e-mail address.*  *Kindly note that any communication related to this application will be sent to this e-mail address.* | *E-mail address*  *Write here* | |
| **5** | **Kindly attach the applicant entity’s registration certificate** | *Attach a valid**registration certificate to the submission e-mail to*  [*jor-oitprocurement@oxfam.org*](mailto:jor-oitprocurement@oxfam.org) | |
| **6** | **Entity type**  *Indicate the type of entity (ex. ltd, etc.)* | *Select* ***ONE*** *option*   * University * Innovation Lab/ Hub * Small or Medium Enterprise (number of staff between 2 and 50 employees) | |
| **7** | **Address**  *Indicate the official address of the entity. In case of multiple seats, you can include them.*  *Please note that only entities registered in Jordan will be considered.* | *Short text*  *Write here* | |
| **8** | **Are you applying on behalf of a young individual/s?** | *Select* ***ONE*** *option*   * YES ( fill section B) * NO ( fill section C) | |
| 1. **YOUNG INDIVIDUAL/S INFORMATION (to be filled if you have replied “YES” to question N.8)** | | | |
| **9** | **Young individual/s' information**  *For each young individual/s involved in the application, indicate the name, age, gender and provide a brief presentation* | *For each person, indicate the Name, Age, Gender and a brief description of her/his background.*  *Add as many rows as you need.*   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Age** | **Gender** | **Profile**  Briefly explain how his/her background and experience is an asset for the project. | |  |  |  |  | |  |  |  |  | | |
| **10** | **Is the application part of a graduation project?** | *Select* ***ONE*** *option*   * YES ( reply to question 11) * NO ( fill section C) | |
| **11** | **Briefly explain how the prototyping will be included in the graduation project**  *Please note that the prototyping should be in any case finalized by October 2024.* | *Long text (max. 1000 characters with spaces)*  *Write here* | |
| 1. **APPLICANTS EXPERTISE, CAPACITIES AND TECHNICAL SKILLS** | | | |
| **12** | **In-house expertise and technical skills**  *Describe the expertise and technical skills that the leading applicant (and partner applicants if relevant) possess that are relevant for the prototyping project.* | *Long text (max. 1500 characters with spaces)*  *Write here* | |
| **13** | **Previous similar prototyping and product development experience**  *Describe any previous prototyping project or activity that you have which is relevant. If you do not have any previous experience, you can just write it.* | *Long text (max. 1500 characters with spaces)*  *Write here* | |
| **14** | **Do you or any of the young individual applicants have any experience in solutions for solid waste management (e.g. organic waste and/or recycling)** | *Select* ***ONE*** *option*   * YES ( reply to question 14.a) * NO ( fill section C) | |
| **14.a** | **Briefly describe your or your partners’ experience in solutions for solid waste management (e.g. organic waste and/or recycling)** | *Long text (max. 800 characters with spaces)*  *Write here* | |
| 1. **PROTOTYPING PROCESS AND ACTIVITIES** | | | |
| **15** | **Progress on prototyping**  *Have you already started any prototyping for a similar product?* | *Select* ***ONE*** *option*   * YES ( reply to question 15.a) * NO ( reply to question 16) | |
| **15.a** | **Describe the results you have already achieved, including if you have already tested and used it.**  *Specify where and how the testing and use of the prototype was done if relevant.* | *Long text (max. 1000 characters with spaces)*  *Write here* | |
| **15.b** | **Kindly attach any documentation (pictures, projects, etc.) of the prototype you have already been working on** | *Attach the documentation to the submission e-mail to*  [*jor-oitprocurement@oxfam.org*](mailto:jor-oitprocurement@oxfam.org) | |
| **16** | **Describe the activities you are going to implement to get to develop the final prototype. For each activity indicate the timeframe, the costs and who is going to cover them.**  *Please kindly refer to the following phases of the prototyping process:*   1. *Initial Ideation and Design  creation of first design in line with data and information collected on the field and from Oxfam* 2. *Iterative Prototyping  Cycles of testing and collection of feedback from potential users to produce the final prototype* 3. *Final Testing Testing of the prototype by Oxfam team and final adjustments* 4. *Production of final prototype Producing the final prototype that will be used* | *For each phase, indicate the activities foreseen and the resources needed (ex. equipment, personnel, materials, etc.); be as specific as possible so that we can easily understand what you are planning to do. Indicate how many days you are expecting to need for each phase. Then indicate how much you request as contribution in EUROs for each phase; 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. If you want, you can also add any resource that you are going to provide for the project, in the last column “Applicants’ Contribution (if any)”*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Phase** | **Activities & Resources needed** | **N. days** | **Requested Contribution**  **EUR** | **Applicants’ Contribution**  **(if any)** | | 1.Initial Ideation and Design |  |  |  |  | | 2.Iterative Prototyping |  |  |  |  | | 3.Final Testing |  |  |  |  | | 4.Production of final prototype |  |  |  |  | | |
| 1. **COMPLIANCE WITH TECHNICAL SPECIFICATIONS** | | | |
| **17** | **Kindly explain how you are going to ensure compliance with the Technical Specifications required in the production of the prototype**  *Refer to the Guidelines for Applicants.* | *Long Text (max. 3000 characters with spaces)*  *Write here* | |
| 1. **ENVIRONMENTAL IMPACT** | | | |
| **18** | **Are recyclable materials going to be used in the production of the prototype?** | *Select* ***ONE*** *option*   * YES * NO | |
| **19** | **Describe how you will you manage to avoid any negative environmental impact through the prototyping process** | *Long Text (max. 1500 characters with spaces)*  *Write here* | |
| 1. **FURTHER PRODUCTION CAPACITIES AND PLAN** | | | |
| **20** | **Explain whether you think you would be able, in the future, to ensure the production of the final product after the prototyping phase and how you would plan to do it.** | *Long Text (max. 500 characters with spaces)* | |
| 1. **UNDERSTANDING OF CE CHALLENGES IN JORDAN** | | | |
| **21** | **How does your proposed prototype contribute to a solution for circular economy in Jordan?** | *Long Text (max. 1000 characters with spaces)* | |
| 1. **FINAL DECLARATIONS** | | | |
| **22** | *I declare that my entity is not in any of the exclusion situation defined by the EU PRAG (art. 2.6.10.1.1) and that it is not being subject to any international sanction* | I confirm | |
| ***Thank you for your interest in this call!***  ***Your application will be reviewed. If you meet the eligibility criteria, an evaluation will be conducted.***  ***You will receive a notification on the outcome of the evaluation and selection process at the e-mail address you have indicated.***  ***DON’T FORGET TO ATTACH TO YOUR SUBMISSION E-MAIL!!!:***   * ***A VALID REGISTRATION CERTIFICATE OF YOUR ENTITY*** * ***ANY DOCUMENTATION (DOCUMENTS, PICTURES, ETC.) OF ON-GOING OR FINALIZED PROTOTYPES RELEVANT TO YOUR APPLICATION*** | | | |

**Entity’s Legal Representative Full Name: *WRITE HERE***

**Signature of the Legal Representative:**