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Call for Proposals

SUPPORT TO CIRCULAR SMEs

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

January 2024



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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 “Support to Circular SMEs” 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 2 local SMEs and provide them with financial support and coaching to enhance or supplement their circular economy model or practices.

2. Objectives of the Call

The aim of the financial support is therefore to sustain the investments and costs necessary to:

- consolidate any **on-going** CE business model integrating waste streams or promoting circular production/consumption practices (growth, expansion of market, optimization of production modalities and business model, marketing, etc.) **OR**
- support the implementation of CE business models through the integration of **new waste streams** into production cycle, in particular waste streams that are not yet utilized within the Jordanian context

3. Funds available and Grant Structure

The **total** available for this call is 90,000 € (50% funded by the European Union, 50% funded by the Italian Buddhist Union), in the form of individual grants of the **maximum amount of 45,000 €** each.

FUNDING MODALITY

grants will mainly fund project activities in the form of internal **investments**; however, given the significant amount of **running costs/ overheads** within the typical business model of CE SMEs, these costs can also be partially covered **up to 30%** of the grant requested with the limitations defined in the cost eligibility section;

CO-FUNDING

20% of the granted amount (up to max 9.000 EURO) should be added to the project budget as a co-funding by the grantee:

- 100% in **cash**, for enterprises with annual revenues > 250.000 JOD (in 2022)
- in **cash** or **in-kind**, for enterprises with annual revenues below 250.000 JOD (in 2022)

Co-funding should **not be coming from other EU funds**.

DURATION

Between 6 and max. 10 months between 15 March 2024 and 1 February 2025

ADDITIONAL NON-MONETARY SUPPORT

Coaching

Grantees will receive support throughout the implementation of their grants in the form of coaching sessions for a duration of 12 months.



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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 = 1.26907EUR** which corresponds to the exchange rate of January 2024 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 all following **eligibility criteria**:

- being a legal entity legally registered in Jordan
- being a Circular SME, which is defined for the sake of eligibility as an enterprise where:
 - at least 1 product/service offered by the enterprise is mainly produced through the reuse, treatment, and/or recycling of waste OR
 - at least 1 product/service offered by the enterprise is produced through a process that allows for a significant lower use of resources (waste, water) compared to average in the sector OR
 - promotes circular production/consumption practices
- having between 2 and 50 employees
- **having between 10,000 and 1 million JOD per year revenue (2021-2023)**
- not being in any of the exclusion situation defined by the EU PRAG (art. 2.6.10.1.1) or subject to any international sanction
- not being active in any economic sector that is harmful to the environment, peace or human health such as tobacco, weapons, fossil fuel, etc.
- Ability to cover 20% of the granted amount (up to max 9.000 EURO) to the project budget as a co-funding by the grantee (please refer to section 3)

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

- working in the solid-waste and organic-waste sectors contributing to resource efficiency
- based or initiated in the Governorate of Mafraq and/or work in the Governorate of Mafraq will be considered a priority for this call.
- not having received any EU funding in the past



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5. Information session and FAQ

One information session will be held online on **30 January 2024** 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/>.

https://oxfamjordan.surveycyto.com/collect/eu_subgrant_applications?caseid=

Interested entities will also have the possibility to submit questions in Arabic or English on the call to the e-mail jor-oitprocurement@oxfam.org, until **29 January 2024**. The replies to the questions will be published on <https://www.oxfamitalia.org/greeninnovation/>, around 10 days before the application deadline.

6. How to apply

Application form and language

The application should be submitted **exclusively online** in Arabic or English through the application form available at the link: https://oxfamjordan.surveycyto.com/collect/eu_subgrant_applications?caseid=

The final deadline for submission is **8 February 2024 at 11.59 pm Jordan Time**.

A **valid registration certificate** must be submitted in attachment, as indicated in the online form.

The lack of any requested information or document through the application may be considered a reason for rejection.

Number of applications

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

7. Eligible activities and costs

Proposed **activities** can include any activity which is relevant to the objectives of the sub-granting, for instance:

- expansion of production capacities for circular products through the installation/purchase/upgrade of existing equipment/machines and/or expansion of production facilities;
- optimization of production capacities, including through reducing the amount of energy and resources utilized;
- installation of renewable energy systems to reduce emissions;
- purchase/upgrade of management software;
- purchase/upgrade of ESG reporting/ emission calculations softwares;
- marketing campaigns to expand/consolidate market presence;
- consumers' awareness campaigns;



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- testing and prototyping of new products/services;
- research for better sustainability and recyclability of products;
- pilot selling campaigns for new/upgraded products;
- development of new marketing/selling tools/strategies;
- training/upskilling for staff;
- access to patents;
- quality certification;
- registration of brands/licenses;
- protection of intellectual property for new products/services;
- etc.

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.

8. Budget costs

Budget **costs** are divided into 2 categories, namely Investment costs and Running costs:

- **Investment costs**, are eligible till 100 % within the maximum limit of the grant requested; these costs include:
 - **Equipment, Systems, Vehicles and Hardware** (purchase or upgrade):
 - i.e. production machines, hardware, photovoltaic/energy systems, etc.
 - **Building and Construction**
 - i.e. building and construction interventions to improve the production capacities, etc.¹
 - **Software and IT systems**
 - i.e. purchase of software for management, ESG reporting and calculations, emission calculations, etc.
 - **Research and Development**
 - i.e. testing, laboratory activities, prototyping, research on products/materials, design, selling costs for pilot products, development of new marketing tools/strategies, etc.
 - **Capacity building and Training costs**

¹ Purchase of buildings and land is not allowed.



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- i.e. training for staff on optimized production modalities, upskilling, etc.
 - **Legal costs**
 - i.e. patents, certifications, brands and licenses, legal procedures for intellectual property recognition/protection, etc.
- **Running costs**, are eligible, in total, till max. 30% of the grant requested; these costs include:
 - **Materials** (for production):
 - costs related to sourcing the materials for the existing production lines
 - **Selling costs** (marketing, logistics, etc.)
 - costs related to the sale of existing products and services
 - **Management and Administration**
 - costs related to the management and administration salaries, software and related costs
 - **Staff & Labour**
 - salaries and remuneration of employed staff and labour
 - **Rent and Premises**
 - rent, maintenance costs, utilities of the company's premises
 - **Transportation costs**
 - costs related to travels
 - **Safety and Security**
 - costs related to the company's compliance to safety and security standards

This means, for instance, that a budget could only include investment costs (with 0 budget allocated to running costs), but **should always include investment costs** and these costs should always be at least 70% of the grant requested.

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.

Only applicants having received a total score of **at least 6 points** for the criteria of Relevance and Feasibility will be fully evaluated. 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.



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10. Selection Criteria

The following criteria will be evaluated for each proposal attributing for each criteria a scoring from 1 to 10 where 1 is very poor and 10 is excellent/strong.

Preliminary Evaluation			
#	Criteria	Considerations	Weight
1	Relevance	<ul style="list-style-type: none"> the project consolidates the SME's CE business model (growth, expansion of market, optimization of production modalities and business model, marketing, etc.) or the project integrates new waste streams into production cycle, in particular waste streams that are not yet utilized within the Jordanian context 	60% (max 6 points)
2	Feasibility	<ul style="list-style-type: none"> requested/available resources are sufficient and based on realistic costs' estimate duration of the initiative is sufficient the company possesses the technical capacities and experience 	40% (max 4 points)
Total Max. points – Preliminary Evaluation			10
<u>***only eligible applicants scoring at least 6 out of 10 will be considered for the Full Evaluation</u>			
Full Evaluation			
#	Criteria	Considerations	Weight
3	Contribution to local sustainable economic development	<ul style="list-style-type: none"> potential positive impact on local supply chain potential for long-term impact on local community/ies positive environmental impact on local economy and community/ies 	20% (max 2 points)
4	Contribution to green employment	<ul style="list-style-type: none"> the project allows the company to create new jobs on CE the project sustains existing jobs in the CE sector 	5% (max 0,5 points)
5	Contribution to innovate CE in Jordan	<ul style="list-style-type: none"> the project proposes innovative ways to utilize waste streams the project proposes ways to utilize untapped waste streams the waste streams targeted have a particular environmental impact 	20% (max 2 points)
6	Potential for waste reduction	<ul style="list-style-type: none"> the production of the product/services allows for the reuse of waste the production of the product/services is more waste efficient 	20% (max 2 points)
7	Supply chain sustainability	<ul style="list-style-type: none"> the supply chain components of the production cycle are sustainable (socially and environmentally) 	10% (max 1 point)
8	Potential for further circularity	<ul style="list-style-type: none"> the project identified further possibilities of utilization for the product/service the project significantly extends the longevity of the product/service 	15% (max 1,5 points)
9	Community involvement and accountability	<ul style="list-style-type: none"> members of communities are involved 	10%



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		<ul style="list-style-type: none"> the enterprise is accountable towards impacted communities and stakeholders 	(max 1 point)
Total Max. points – Full Evaluation			10
TOTAL MAX SCORE			20

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.

The selected SMEs will commit to participate in all the coaching sessions (around 9) offered by Oxfam, potentially even beyond the duration of their grant and at least over 12 months since the beginning of their supported project.