

RERIPA

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



GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS

Living Labs for Innovative solutions to address Climate Change Impacts

Date of issue: **19/09/2022** – Closing Date: **11/11/2022**

RERIPA is a project implemented collaboratively by:



This project has received funding from the European Union (grant agreement no. FED/2020/421-373) under the ACP Innovation Fund (Ref. EuropeAid/166663/IH/ACT/Multi), which is part of the OACPS Research and Innovation Programme. Contracting authority: Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS).



Summary

RERIPA CALL 3 - Living Labs for Innovative solutions to address Climate Change Impact in the Pacific	
Objectives of the Call for proposals	<p>Create Living Labs (LLs), i.e. multi-disciplinary regional public/private consortia able to address the Impact of Climate Change (CCI) in the Pacific Small Islands Developing States (SIDS), through innovative and sustainable user-centred solutions founded on research-based evidence, with a focus on:</p> <ul style="list-style-type: none"> - Coastal vulnerability - Lagoon and ocean health - Sea level rise
Main features of the expected Living Labs	<p>Depending on the proposed approach, Living Labs could contribute towards tackling the various impacts of climate change by researching topics such as:</p> <ol style="list-style-type: none"> 1. The stresses on coastal ecosystems and resources. 2. The effects of increased temperatures and decreased pH and dissolved oxygen on lagoon and ocean health. 3. The related increase of marine/coastal invasive species. 4. The consequences on water resources (quantity, quality), soil salinization, etc. 5. The Impacts on coastal infrastructures and mobility. 6. The consequences on dwellings and related social impacts: access to resources, impacts on land availability / ownership, management of populations displacements / resettlements (at different scale local to regional). 7. Mobilization / transformation of traditional/local knowledge in livelihood adaptation. 8. Etc... <p>Elements for the implementation approach: Traditional knowledge, the large panel of available scientific tools, and/or technology transfer could contribute to LL building. This could for example consist of:</p> <ul style="list-style-type: none"> • Developing/adapting new tools and observatory networks to survey social impacts of CC (land use, population mobility, livelihoods systems, etc.). • Developing/adapting new tools and sensor networks to survey environmental impacts of CC (meteorology, ground water, sea level, water temperature, ocean colour, acidification, decreased oxygen, chemical and algal pollutions, toxicity, coastline change, etc.) • Improving interfaces between environmental data and resources management (decision/management tools, resource management tools). • Manufacturing prototypes with different stages of maturity (from the proof-of-concept to the operational solution); • Develop tools/instruments for process monitoring and assessment of solutions/policies; • Etc...

RERIPA CALL 3 - Living Labs for Innovative solutions to address Climate Change Impact in the Pacific	
Eligible countries	Applicants (legal entities) from the following ACP Countries are eligible to apply as Lead Applicant or Co-Applicants: Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.
Eligible applicants (legal entities)	<p>Category 1. Academic and research institutions /organizations.</p> <p>Category 2. Innovation support organizations (i.e., tech hubs, innovation labs and technology transfer offices); incubators and start-ups; university spin-offs; Vocational and Education Training providers; national science, technology, and innovation agencies.</p> <p>Category 3. Organizations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; non-governmental organizations.</p> <p>Category 4. Other similar organizations with specific experience in the priority fields of this call.</p>
Consortium characteristics	Consortium comprising of at least 3 Applicants (including the Lead Applicant) established in the eligible countries listed above and from at least 2 eligible countries, with at least 1 Academic & research institution/organisation (Category 1), one from Category 2 and one from Category 3, from the list of eligible applicants above.
Project duration	Expected start: 26 December 2022 - Expected end: 30 November 2024.
Funding	Max. 5 projects (multi-actor consortia) will be funded. The Lead Applicant should submit a proposal not exceeding 350,000 Euros.
Call Schedule	Launch: 19/09/2022; Final submission: 11/11/2022. Evaluation: 11/11/2022 – 02/12/2022, Publication of results: 19/12/2022, Contract Signature: 23/12/2022, Project Start: 26/12/2022, Project End: by 30/11/2024.
How to prepare and submit a proposal	<p>Interested parties are encouraged to send an expression of interest via email as soon as possible to "contact@reripa.com". The EOI should have the following information: Project title, ACP Countries involved, Applicants/co-applicants, main topic, objectives, expected innovative results (see Annex 1).</p> <p>For details of all administrative and financial processes and requirements, please read and follow the RERIPA Grants Operations Manual (Annex 5 of this document)</p> <p>Proposals must be written in English and must use the following templates (Annexes attached to these Guidelines):</p> <ul style="list-style-type: none"> • Annex 2. Project proposal Template • Annex 3. Project proposal Logical Framework • Annex 4. Project proposal Budget Template

RERIPA CALL 3 - Living Labs for Innovative solutions to address Climate Change Impact in the Pacific

	<p>Proposals must be accompanied by supporting documents (as listed in these Guidelines):</p> <ul style="list-style-type: none"> • 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 (at least since 2017) 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 2017 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
<p>Additional information</p>	<p>A successful Applicant (as Lead Applicant or Co-applicant) will not receive over 400,000 Euros as a cumulative amount of the different grants obtained from the 4 RERIPA calls.</p>

Applicants are strongly encouraged to read this guidance document in full before completing and submitting a proposal for the Living Labs"

TABLE OF CONTENTS

1. Background: ACP Innovation Fund and RERIPA Project	7
2. Terms of reference for Call 3: Setting up Living Labs & developing /deploying innovative solutions to face Climate Change Impact.	11
3. Call Schedule.....	13
4. Eligibility requirements	13
5. How to prepare and submit a full proposal?	16
5.1 Proposal contents and submission.....	16
5.2 Budget guidelines	17
6. Evaluation process and criteria	17
6.1 General considerations	17
6.2 Evaluation process	18
6.2.1 Evaluation process overview	18
6.2.1.1 Step 1. Eligibility check by the Call Secretariat	18
6.2.1.2 Step 2. Evaluation and selection of the proposals	18
6.3 Evaluation Criteria	19
7. Ethical Issues.....	20
8. Additional Information.....	20
9. Contact information and Support	21
10. Annexes to the Call for Proposal	21

List of acronyms

AC	- Advisory Committee
ACP	- Africa, Caribbean and Pacific
C&D	- Communication and Dissemination
CCI	- Climate change impacts
CFP	- Call for Proposals
CMT	- Coordination and Management Team
CSO	- Civil society organisation
EU	- European Union
IPCC	- Intergovernmental Panel on Climate Change
IPR	- Intellectual Property Rights
IRD	- Institut de Recherche pour le Développement (French National Research Institute for Sustainable Development)
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
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
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 (African, Caribbean and Pacific) 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 (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:

- 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 (French National 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 research-based 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 two or more of the 15 Small Islands Developing States (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 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.

It is crucial to build R&I capacity and networks between regional and intra-regional stakeholders to deal with climate change challenges and its effects on the vulnerability of resources. This will allow Pacific Islands states to strengthen R&I in the region which will underpin sustainable regional development objectives.

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

The problem shared by all those involved in the R&I ecosystems of 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 valorization (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. Living Labs mobilising different actors around innovative and sustainable user-centred solutions founded on research-based evidence, to cope with CCI and support SIDS (coastal) economy.

Living Labs approach: Fostering co-design of R&I projects bridging science to society

The Living Labs (LLs) are user centred projects, co-designed by different groups of stakeholders (e.g. research organizations, Innovation support organizations, Civil Society Organisations, Non-Governmental Organisations, private companies, policy makers...) to address concerns of social interest.

In RERIPA we build LLs founded on research-based evidence according to the Pacific context and dedicated to address the Impact of Climate Change through innovative and sustainable user-centred solutions with a focus on three already indicated priorities; coastal vulnerability, lagoon and ocean health, sea level rise.

Within the scope of the three priorities, the aims, objectives, actor involvement, degree of participation, structure of the LLs are open for definition by its participants.

LLs will stimulate partnerships and help develop R&I networking in the Pacific, contributing to the structuring of R&I policies and, finally, to the strengthening of the R&I ecosystems of ACP countries.

Finally, the LLs will benefit from collective intelligence through the interaction of various actors helping to support SIDS livelihood generation and sustainable development.

Reminder on RERIPA's on-going activities:

None of the project's objectives can be achieved while working in separate silos. Therefore, RERIPA aims to work closely with all relevant stakeholders to co-construct its different actions. This means that, as a program, RERIPA provides an opportunity for interested parties to apply for Grant funding under several published calls.

The first two calls have already been published and two consortia have been granted.

Call 1 – Mapping and Diagnosis of R&I ecosystems, networking facilitation, R&I general vision/strategy with a focus on climate Change is step 1. The objectives are 1) to map out the current state of the R&I ecosystem, and identify the various stakeholders across the ACP countries in the region that are involved in the R&I chain, and 2) work with stakeholders to identify the priority areas (with a focus on CCI) in order to suggest the best strategies for strengthening R&I ecosystems and create a network across the region dedicated to these two main goals.

Call 2 - Capacity Building in innovation and valorization is meant to be implemented in parallel with Call 1 and Call 3, in order to strengthen the capacities of R&I stakeholders (incl. Living Labs partners) and of intended innovation users.

RERIPA Call 1 and 2 consortia will run in parallel with Call 3 and contribute to the setting up and activity of the Living Labs and the sustainability of their outputs. Overall, these 3 Calls will contribute to strengthening the R&I ecosystems/policies of ACP countries. This will help support SIDS livelihood generation and sustainable development.

2. Terms of reference for Call 3: Setting up Living Labs & developing /deploying innovative solutions to face Climate Change Impact.

Call 3 is dedicated to support multi-disciplinary regional public/private consortia (Living Labs) able to address the Impact of Climate Change (CCI) through innovative and sustainable user-centred solutions with a focus on three already indicated priorities: coastal vulnerability, lagoon and ocean health, sea level rise.

Innovations developed by the Living Labs could include technological solutions, new organizational method and models in business and R&I practices, improved social / organizational / institutional processes, etc.

Depending on the proposed approach, several impacts of climate change could be challenged by the proposed Living Labs such as:

1. The stresses on coastal ecosystems and resources.
2. The effects of increased temperatures and decreased pH and dissolved oxygen on lagoon and ocean health.
3. The related increase of marine/coastal invasive species.
4. The consequences on water resources (quantity, quality), soil salinization, etc.
5. The Impacts on coastal infrastructures and mobility.
6. The consequences on dwellings and related social impacts: access to resources, impacts on land availability/ownership, management of populations displacements/resettlements (at different scale local to regional).
7. Mobilization / transformation of traditional/local knowledge in livelihood adaptation.
8. Etc.

Elements for the implementation approach:

Traditional knowledge, the large panel of available scientific tools, and/or technology transfer could contribute to LL building.

This could for example consist of:

- Developing/adapting new tools and observatory networks to survey social impacts of CC (land use, population mobility, livelihoods systems, etc.).
- Developing/adapting new tools and sensor networks to survey environmental impacts of CC (meteorology, ground water, sea level, water temperature, ocean colour, acidification, decreased oxygen, chemical and algal pollutions, toxicity, coastline change, etc).
- Improving interfaces between environmental data and resources management (decision/management tools, resource management tools).
- Manufacturing prototypes with different stages of maturity (from the proof-of-concept to the operational solution).
- Develop tools/instruments for process monitoring and assessment of solutions/policies.

- LLs will organise the transfer of knowledge “to and from” the different actors to cope with and adapt to environmental vulnerability and trends resulting from CCI.

- They will evaluate the level of ownership of the proposed solutions and the possible behavioural / organisational changes.

- They will facilitate the engagement of the youth (rising stars, entrepreneurs, future leaders, etc.).

In this context, the LLs are expected to:

- Structure consortia of public-private stakeholders around the R&I capacity, following an open innovation approach.
- Propose user-centred solutions designed to cope with CCI and support SIDS economy (livelihood and sustainable development).
- Propose solutions that are respectful of the environment and could have significant prospect for broad-scale adoption by the various stakeholders.
- Foster the acquisition of business-relevant environmental data under the leadership of local agencies or MSMEs.
- Develop observation networks that are citizen-oriented (climate relations with food, health, sustainability, economy etc).
- Encourage stakeholders at various levels in the design of information content, flow, display, and usage / contribute to exchange platform(s) where data, knowledge, experience can be shared.

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)	19/09/2022
Deadline for submission of proposals	11/11/2022
Eligibility check	11/11/2022 – 18/11/2022
Scientific/Technical review	11/11/2022 – 02/12/2022
Validation by the RERIPA Steering Committee and the OACPS	02/12/2022 – 16/12/2022
Call Results publication	19/12/2022
Signature of Grant Agreement between IRD and the Lead Applicant	23/12/2022
Expected start of the project	26/12/2022

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 (Co-applicants) in its consortium.
- A successful Applicant (as Lead Applicant or Co-applicant) will not receive over 400,000 Euros as a cumulative amount of the different grants obtained from the 4 RERIPA’s calls.
- 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.
- The following entities are eligible for financial support as Lead Applicant or Partners:
 - Category 1.** Academic and research institutions/organizations;
 - Category 2.** Innovation support organizations (i.e. tech hubs, innovation labs and technology transfer offices); incubators and start-ups; university spin-offs; Vocational and Education Training providers; national science, technology and innovation agencies;
 - Category 3.** Organizations representing indigenous and local communities; agencies and associations working for gender equality in research and innovation; non-governmental organizations;
 - Category 4.** Other similar organizations with specific experience in the priority fields of this call.

➤ 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, with at least 1 Academic & research institution/organisation (Category 1), one from Category 2 and one from Category 3, from the list of eligible applicants above.

Nb: Government bodies are welcome but will be considered as collaborators and not eligible for RERIPA funding.

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

➤ Only the Lead Applicants with their headquarters and activities in an ACP Country from the Pacific region and established since 2017 at least, and Co-applicants with their headquarters and activities in an ACP Country from the Pacific region, 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 2017 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 submit to ensure that all partners meet the eligibility 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). e/she should have a bachelor's degree or equivalent + 5 years of experience, or a higher-degree diploma with 2 years of experience, in a domain related to the project. Prior project coordination/management experience will be appreciated.

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 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 at 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 cover page of this document.
- 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: 26 December 2022 - Expected end: 30 November 2024.
- The total requested funding of a project cannot exceed 350,000 Euros.
- 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 ([Annex 5](#)).
- **Interested parties are encouraged to send an expression of interest via email as soon as possible to contact@reripa.com. The EOI should have the following information: Project title, ACP Countries involved, Applicants/co-applicants, main topic, objectives, expected innovative results (see [Annex 1](#)).**

RERIPA Coordination and Management Team will inform you on the process to submit your files once your application is completed.

- Prepare carefully the following documents that must accompany your proposal submission:
 - Project proposal using the template in [Annex 2](#).
 - Project proposal Logical Framework in [Annex 3](#).
 - Project proposal budget using the template in [Annex 4](#) (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 2017 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 and XLS format (for the budget).
- Applications should be submitted following the process indicated by RERIPA Coordination and Management Team, not later than **11/11/2022, 23:59 CET**.

5.2 Budget guidelines

Please refer to Section 4 of the RERIPA Grants Operations Manual ([Annex 5](#)).

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 deadline, the CMT will conduct an eligibility check within 2 weeks: the CMT will evaluate the completeness of the proposals and eligibility of the Third Parties, consortia and project proposals as a whole, Lead Applicant and Co-applicants, 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 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. ps 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

Proposals that successfully pass 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.

- 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.
- Lead applicants of the eligible project proposals will be invited to present their project (by videoconference), in front of a jury comprising members of the Steering Committee and external experts, for a question-and-answer 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 Lead applicant of the selected proposal will be informed within two weeks and will have to confirm its offer and willingness to run the project.
- 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.
- The IRD will establish a Grant agreement with the Lead Applicant, establishing the conditions associated with the receipt of RERIPA funds.
- Each proposal funded, led by a Lead Applicant, will be expected to prepare a Consortium Agreement establishing the rights and duties of all consortium partners (budget management modalities, intellectual property sharing modalities, reporting modalities between partners, etc.)

6.3 Evaluation Criteria

Criteria	Max. Score
Partnership & Coordination quality	15
Quality/strength and sustainability prospects of the consortium	7.5
Skills/expertise/experience of the Project Coordinator/Manager	7.5
Relevance of the project	15
Relevance to Call 3 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 consider potential risks and propose 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

Criteria	Max. Score
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.

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. Expression of Interest Template](#)
- [Annex 2. Project proposal Template](#)
- [Annex 3. Project proposal Logical Framework](#)
- [Annex 4. Project proposal Budget Template](#)
- [Annex 5. RERIPA Grants Operations Manual](#)