FAIRshare User Case Open Call

**Response Document Template for Proposals**

This call applies to the larger User Cases; each funded by €90K. However, information gathered may be used at a later date for allocating funding towards 10 smaller User Cases (€30K).

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are clearly measurable with respect to the evaluation criteria. Sections 1 to 5 each correspond to an evaluation criterion.

Text in blue serve as guidance in how to complete each section. Delete the guidance text in blue before submitting.

The structure of this template must be followed when preparing your proposal. Applicants using other kind of template/ document structure will be automatically ineligible.

Only proposals that successfully address all the required aspects will have a chance of being funded.

Please respect the word limits indicated in each section. All tables and eventual figures must be included within this limit. The allowed font type is “Calibri” and the minimum font size is 11 points and 10 for text included in the predefined tables. Applicants can add rows to tables if required. The page size is A4.

Section A1 of the Appendix outlines how proposals will be scored. Please refer to Section 2.6 of the Request for Tender document entitled “TENDER SUBMISSION REQUIREMENTS” for an overview of the specificities concerning submission (also repeated in Section A2 of the Appendix in this document).

All applications must be submitted in the English language.

Please delete this page before submitting the proposal.

**1. Overview of the User Case Proposal**

Table 1 User Case Details

|  |
| --- |
| **User Case Details** |
| 1. Name of the group:
2. Title of proposed User Case:
3. Lead applicant:
4. Lead applicant telephone no.:
5. Lead applicant email address:
6. Country and location of user case:
7. The agricultural sector(s) represented by the user case:
 |

Table 2 Details pertaining to the host organisation

|  |
| --- |
| **Organisational information** |
| 1. Name and address of host organisation (legal entity):
2. Organisation history
* Very brief overview of its services, years in business, staff numbers:
1. Annual revenue of organisation:
 |

The successful Tenderer shall be required to hold for the term of the Services Contract insurances which will be requested before funding is rewarded.

**2. User Case Description**

**2.1 Identify the needs/challenges that advisors face and how the implementation of Digital Advisory Tools and Services (DATS) could help them overcome these challenges (Maximum 400 words)**

* What are the needs and the challenges that this particular group of advisors face (does not necessarily need to be digital/technology focused, can also be operational challenges)?
* What gaps are evident within the group of advisors in terms of the current implementation of digital tools with regard to skills and motivation?
* What existing DATS could help them overcome the challenge specified and what will address skills/motivational gaps affecting digitalisation?

(Please refer to [FAIRshare inventory](https://fairshare-pnf.eu/) for inspiration for DATS that could be adapted/adopted as part of the User Case)

**2.2 What is the vision of the User Case? (Maximum 300 words)**

* How will the DATS be implemented by advisors?
* What agricultural sectors will benefit?
* What is the geographical reach of the User Case (regional or national)?

**2.3 How would the User Case complement existing advisory initiatives conducted by the advisors/organisation? (Maximum 200 words)**

* Outline how the User Case proposal compliments current and past actions concerning DATS (previous five years)?

**3. Expertise and Excellence**

**3.1. Composition of the technical capacity of the team who will be involved in the implementation of the User Case (Maximum 400 words)**

* In the table below summarise the group of people involved in the implementation of the User Case\*. Note that the people included in the proposal must be later involved in the execution.

Table 3 Details of the expertise of those who will be involved in the implementation of the User Case

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the person** | **Role in the User Case** | **Link to LinkedIn profile or equivalent** | **Advisory/team experience**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Add lines as required

**3.2 Justify why the team has the required knowledge to assure a successful project execution (Maximum 400 words)**

* Include previous experience relevant to the proposal, digital tools and services, etc.
* Provide examples of knowledge attained from current and past initiates using DATS (previous five years).

**4. Project Planning**

**4.1 User Case Activities (Maximum 400 words)**

In the table below outline:

* What specific activities are involved? What does the User Case have to do address the challenge and reach its goals? Which activities require physically (i.e. human resources) or digital (technical solutions) actions?

Table 4 Details of the main activities associated with the User Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Users/ advisors** | **Who approves?** | **Users/ farmers** | **Who approves?** | **Recourses needed** |
| What is the activity achieved by the User Case? | No. of advisors involved (if applicable) | i.e. could be Head of KTOr x% of advisor users  | No. of farmers involved (if applicable) | i.e. could be Head of KTOr x% of farmer users | Physical (i.e. human resources) or digital (technical solutions) actions? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Add lines as required

* 1. **Overview of how the main activities of the FAIRshare Project will be Implemented (Maximum 400 words)**

The below table outlines some of the FAIRshare activities associated with the implementation of the User Case[[1]](#footnote-1).

* Please denote which members of the User Case team will be involved in each activity and the means of verification.

Table 5 Details of how some of the main FAIRshare project activities that will be implemented in the User Case

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/activity** | **Who will carry out the task/activities?** | **Remarks** | **Means of verification** |
| Identification of the needs/ challenges advisors face |   |  |   |
| General assessment of DATS adoption |   |  |   |
| Factors influencing the current status of DATS in the UC |   |  |   |
| Action Plan and Business Plan for adoption |   |  |   |
| Challenge/Problem of the Business Case |   |  |   |
| Finding Resources |   |  |   |
| Selecting DATS |   |  |   |
| Implementation actions |   |  |   |
| Value Analysis/ measure performance |   |  |   |
| Cross Visits |   |  |   |
| Training, fostering adaption of DATS |   |  |   |

**5. Business Case: Value for Money and Added Value**

**5.1. Breakdown of Costs (Maximum 200 words)**

In the table below:

* Please indicate a breakdown of costs associated with the User Case[[2]](#footnote-2).
* These are indicative costs which can be updated when the User Case conducts a Business Plan at a later stage in the project. Costs cannot exceed €90,000 unless excess is funded by host organisation2.

Table 6 Details of the costs associated with the User Case

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Amount (€)** |
| Direct personnel costs2 (cannot exceed €49,500)(a)  |  |  |
| Other direct cost: Goods and services2 (cannot exceed €20,100) (b) |  |  |
| Other direct costs: Travel and Subsistence2 (cannot exceed €2,400) (c) |  |  |
| Total direct cost (a + b +c) |  |  |
| Indirect costs (0.25 x (a +b +c )) |  |  |
| Total2 (total direct costs + indirect costs) |  |  |

Please clarify from the information provided in the previous table if the User Case will be co-funded by the host organisation2? (Must apply when total costs exceed €90,000).

Table 7 Confirmation that the User Case will be co-funded by the applicant. Only applies to applicants where the costs outlined in Table 7 are in excess of €90,000.

|  |  |
| --- | --- |
| **Co-Funding** | **Y/N** |
| Will be User Case be co-funded by the host organisation? |  |

**5.2 Value Added (Maximum 400 words)**

* What is the added value of adopting the digital tool/service? It can be monetary or otherwise (i.e. less work for advisors, or better communications).
* What is the justification of the proposal, its expected impacts, and how the implementation of the DATS will benefit advisors and their clients?

**Appendix**

**A1. Assessment of Selection Criteria for the FAIRshare User Cases**

Table 8 Overview of the scoring scheme in which applicants will be evaluated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Components** | **Marks** | **Minimum Pass Mark** |
| Objectives of the proposal targeted to practical outcomes | User Case Description | 25 | 12.5 |
| Composition of the technical capacity of the advisors who will be involved in the implementation of the proposal | Expertise and Excellence | 20 | 10 |
| Brief overview of work plan and proposed actions | Project Planning | 10 | 5 |
| Business Case | Value for Money and Added Value | 20 | 10 |
| Relevance and Impact | Clear relevance to the aims and objectives of the FAIRshare project | 5 | 2.5 |
| Sector | Does the User Case represent an appropriate sector that enables the diversity of the FAIRshare project | 5 | 2.5 |
| Geographical Location | Is the User Case located in a region that enables the diversity of the FAIRshare project | 10 | 5 |
| Supplementation of project funding | Will the User Case funding be supplemented with funding from the host organisation (<€36k =1 mark, €36-54k = 2 marks, €54-72k = 3 marks, €72-90k = 4 marks, >€90k = 5 marks) | 5 | 2.5 |

**A2. Tender Submission Requirements**

**A2.1** Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) **will NOT** be accepted.

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline (as defined in paragraph 2.6.2). Tenderers should take into account the fact that upload speeds vary. There is a maximum of 4GB for the total (combined) documents sent to the electronic postbox.

In order to submit a document to the electronic postbox, please note that you must click “Submit Response”. After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the ‘Submit Response’ button will be disabled automatically upon the expiration of the response deadline.

**A2.2** Tenders must be received not later than 14.00 CET on 13/04/2021 (the “Tender Deadline”). Tenders that are received late **WILL NOT** be considered in this Competition.

**A2.3** Tenders must be submitted in the English language pertaining to individual Lots.

**A2.4** Subject to paragraph 2.14 and 2.18, each Tenderer is limited to submitting one Tender in its own capacity and one Tender as part of a consortium/group of undertakings under this RFT [for each Lot

**A2.5** All Tenders submitted in soft copy must be compiled such that they can be read immediately using Word. PDF. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt.

|  |  |
| --- | --- |
| 2.6.2 | Tenders must be received not later than 14.00 CET on 13/04/2021 (the “Tender Deadline”). Tenders that are received late **WILL NOT** be considered in this Competition.  |
| 2.6.3 | Tenders must be submitted in the **English language** pertaining to individual Lots. |
| 2.6.4 | Subject to paragraph 2.14 and 2.18, each Tenderer is limited to submitting one Tender in its own capacity and one Tender as part of a consortium/group of undertakings under this RFT [for each Lot ] |
| 2.6.5 | All Tenders submitted in soft copy must be compiled such that they can be read immediately using Word. PDF. The Contracting Authority is not responsible for corruption in electronic documents. Tenderers must ensure electronic documents are not corrupt. |
| 2.6.6 | Each Tenderer is required to accept the provisions of this RFT. ALL TENDERERS MUST RETURN, with their Tender, a scanned signed copy of the Tenderer’s Statement, as set out in Appendix 3, printed on the Tenderer’s letterhead. |

1. User Cases will be supported by project partners of FAIRshare in conducting each activity. [↑](#footnote-ref-1)
2. If overall costs are greater than €90,000 then the excess costs **must** be covered by the host organisation. Therefore, applicants can co-fund the User Case if needed. In such instances costs can exceed €90,000 as well as the prescribed limits for (a), (b), and (c) outlined in Table 6. [↑](#footnote-ref-2)