**Content of the tender for
Urban Migration**

**Joint Call for Proposals**

Version: 2.1 –September 2018

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| --- | --- |
| **RTI initiative:** | *Urban Migration – Joint Call for Proposals* |
| **Full title of project:** | *Project title (max. 120 characters)* |
| **Short title of project:** | *Acronym (max. 20 characters)* |
| **Applicant:** | *Name of company / institution* |
| **Project partner(s):** | *Name(s) of companies and/or institutions* |
| **Priority topic:** | [ ]  *Topic 1. Socio-spatial integration and citizen involvement*[ ]  *Topic 2. Urban governance of housing issues*[ ]  *Topic 3. Enhancing cities’ administrative capacities and supporting evidence-based integration policies (managing migration)* |
| **Project duration:** | **From [MM.JJ] to [MM.JJ]** | **Duration in months [min. 12, max. 18]** |
| **Costs:** | **Total costs net: €****[max. € 50.000]** |
| **Total costs gross: €** |
| **PROJECT GOALS:** *Please present the goals and innovative contents of the project with a maximum of 5 sentences.* |

# In General

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## Checklist for Submission

The information provided in Chapter 0 is designed to help you in your submission and can be deleted in the final Project Description to be uploaded as an attachment via eCall.

### Checklist for formal check

The formal check serves to check the application for formal correctness and completeness. Please note: **If the formal requirements are not met and the deficiencies cannot be corrected, the proposal will be excluded from the further procedure and will be formally rejected without exception in accordance with the principle of equal treatment of applications.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Requirements checked** | **Correctable?** | **Con-sequence** |
| Completeness of the application | Content of the tender * **Descriptive part of the service (.pdf)**
* **Cost plan** (via eCall)

***The Tender Description form must be completed in full; alteration and addition of chapters or headings are not permitted!*** | *No* | Rejection as result of formal check |
| Use of correct form (Instrument in eCall is consistent with project description) | Project Description (see: <https://www.ffg.at/ausschreibungen/urban_migration>) | *No* | Rejection as result of formal check |
| Duration | *According to call guideline (12 to 18 months)* | *No* | Rejection as result of formal check |
| Funding amount | *According to call guideline (max. € 50.000 excl. VAT [if any])* | *No* | Rejection as result of formal check |
| Language | English | *No* | Rejection as result of formal check |
| Uploads to eCall master data (upload as .pdf file) | Annual accounts (balance sheet, profit and loss account) of the last 2 financial years have been submitted | *Yes* | Rectification via eCall is possible |

Incomplete and incorrect tenders will be rejected.

### General points

* Adhere to the questions. Questions, comments and notes marked in blue in the form may be overwritten or deleted
* Please make sure, that the information provided in this form corresponds to the information in the eCall system. In case of differences, the information provided in the eCall system is binding.
* A complete tender consists of the tender description (presentation of the content) and a cost plan (presentation of costs) for the **Austrian part of the transnational consortium**
* Describe your tender in sufficient detail for reviewers to form an accurate impression of your planned project. Try to keep your text precise and to the point.
* The maximum number of pages is NOT a request to reach this limit. Applications should enable the reviewers to understand the topic and the benefits resulting from the proposed project. Quality is more important than quantity.
* In the event of any questions please refer to your contact person at the FFG (contact information is available in the call announcement).

## Submission

Project proposals may only be submitted electronically via [eCall](https://ecall.ffg.at) within the submission deadline. Please see the detailed [eCall tutorial](https://ecall.ffg.at/Cockpit/Tutorial-Hilfe).

The main proposal may only be submitted if all partners have previously completed and submitted their partner proposals via eCall.

A project proposal is considered to have been submitted if the eCall application has been finalised by clicking the “Submit“ (“Einreichung abschicken”) button. On successful submission, a confirmation will be sent by e-mail. It is not possible to resubmit the proposal or parts of it or to revise the proposal after the submission deadline.

In the event of any questions about eCall please refer to your contact person at the FFG (contact information is available in the call announcement). It is NOT required to send a duly signed copy of the proposal submitted online.

All proposals submitted will only be made available to the persons involved in the administration of the call. All these persons are subject to strict confidentiality. In particular, the national and international experts who take part in the evaluation procedure must sign a declaration of confidentiality before they start their work.

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| **Submission deadline:****Proposals for funding must be received via eCallby 12:00:00 noon on 04 September 2020!** |

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# Kurzfassung

Kurzfassung auf **Deutsch** (max. 1 Seite),

entspricht der Kurzfassung aus den Projektdaten im eCall

Die aussagekräftige Kurzfassung muss folgende Punkte beinhalten:

* Ausgangssituation, Problematik und Motivation zur Durchführung des F&E-Projekts
* Ziele und Innovationsgehalt gegenüber dem Stand der Technik / Stand des Wissens
* Angestrebte Ergebnisse und Erkenntnisse

# Abstract

Summary in English (translation of "Kurzfassung") (max. 1 page), corresponds to English summary from eCall project data

# Quality of the Tender

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(max. 20 pages)

## Technical and scientific quality

### State of the art – current level of technology/knowledge

Describe the current state of the art or the state of knowledge at the national and international level (information on essential literature, patent research, market studies, etc.).

### Degree of innovation and expected results

Describe the degree of innovation and the expected results, based on the problem and the state of the art.

### Method and scientific approach

Describe in a comprehensible way the technical-scientific solutions needed to achieve the defined goals and desired results.

### Results from other projects

Please explain the differences to other projects carried out by the consortium partners in the past three years. Include in particular all ongoing and completed projects of thematic relevance. Special focus should be placed on the results you intend to use for your project and potential synergies. Use the description to underline that you have the expertise and experience to carry out the proposed project (supplementary to Chapter 2, Suitability of Applicant / Project Partners).

If these projects were funded by the FFG, please indicate the FFG project number and the project title.

Use the following table to provide the relevant information:

**Existing results and deliverables obtained from publicly funded projects which provide the basis of or feed into the proposed project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding provider** | **Project-number** | **Title** | **Description of results already obtained and relevant deliverables (verifiable results / products of R&D work) in terms of the basis for / differentiation from the proposed project** | **Location and type of documentation****(e.g. link to homepage, publication, conference proceedings, interim report, final report, …)** |
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## Quality of planning

### Overview and description of work packages

Please insert additional rows if necessary: place cursor in last row and select “Table 🡪 insert 🡪 row below” from the menu bar.

**Overview of work packages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP****No.** | **Work package title** | **Duration (month)** | **StartMM/YY** | **EndMM/YY** | **Planned result** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| n |  |  |  |  |  |

**Overview milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone title** | **Work packages involved** | **Expected date** | **Milestone is achieved when:**  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| n |  |  |  |  |

### Detailed description of work packages

Describe the contents of the individual work packages, the results expected within the duration of the project and the milestones. The individual **methods** and steps must be clearly and consistently defined and/or described (about 1 page per work package).

The table should be copied and completed separately for each work package (WP) with **involvement of an Austrian project partner**.

**Description of work package**

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.** |  | **Title of WP:** |  |
| **Start:** | **MM/JJJJ** | **Total costs of WP [€]:*(according to cost plan!)*** |  |
| **End:** | **MM/JJJJ** |
| **Participating organisation/s (single tenderer or working group (ARGE)) and person-months per organisation:** |
|  |

|  |
| --- |
| **Goals:** |
|  |

|  |
| --- |
| **Description of contents:** |
|  |

|  |
| --- |
| **Method:** |
|  |

|  |
| --- |
| **Milesones, planned results and deliverables:** |
|  |

### Work and time schedule (Gantt chart)

Insert a detailed work and time schedule.

Please pay attention to readability.

## Integration of gender-specific aspects

(max. 1 page)

If the project relates to people, please explain how and in which work packages gender-specific aspects have been taken into account in the methodological approach.

# Suitability of single tenderer respectively of the bidding consortium (BIEGE) and capacity to achieve the project goals

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## Overview of bidding consortium (BIEGE) – if applicable

Please use the following table and additional descriptions to illustrate that the chosen consortium structure is suitable for achieving the qualitative and quantitative goals and expected results within the planned project period. Show that the consortium has the scientific, technical and economic expertise required for the project.

**Main tasks of all project partners**

|  |  |  |
| --- | --- | --- |
| **Work package** | **Key expertise required for the work package** | **Name of partner contributing key expertise** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| X |  |  |

## Expertise of project partners

(max. 1 page per BIEGE partner)

### BIEGE partner 1 (= BIEGE-leader) or single tenderer

1. Company name / name of institution and address
2. Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of senior scientific and technical project staff and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### BIEGE partner 2

This page is to be completed individually and separately for each project partner

1. Company name / name of institution and address
2. Relevant expertise of organisation and staff involved in the project. Provide evidence of relevant expertise by enclosing CVs of senior scientific and technical project staff and a list of the major (max. 5) publications relevant to the project. Please observe the relevant instructions on attachments.
3. Description of know-how relevant to the project, e.g. market success, patents
4. Description of existing infrastructure relevant to the project and other aspects indicating the applicant’s ability to perform the project

### Third-party expertise required

Please describe the fields of expertise that are not covered by the consortium and must therefore be contributed by a third party (e.g. via subcontracts). Name the subcontractors and describe in what form they will contribute the relevant expertise.

The content of every **subcontract exceeding EUR 20,000** must be described individually and in detail. If the subcontractor is not known yet, describe the aim of the work to be subcontracted and the qualifications to be met by the subcontractor.

Subcontractors may not perform any key tasks according to the tender. The total subcontractor's share may not exceed 50% of the total costs.

**General information about subcontractor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Relevant WP(s)** |  | **Subcontractor of BIEGE partner**  |  |
| **Name of subcontractor** |  |
| **Address of subcontractor** |  |
| **Costs of subcontractor [€]** |  |
| **Content of subcontract** |  |

## Composition of project team with regard to gender balance (gender mainstreaming)

(max. 1/2 page)

Please describe why the gender balance in the project team is an improvement over current conditions in the sector. Alternatively, justify why it is not possible to achieve a better gender balance.

# Price/performance ratio

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(max. 2 pages)

Explain the items listed in the cost plan (eCall): personnel costs, asset utilization costs, costs of materials, third party costs (costs for third party services) and travel costs (scope, purpose of travel).

Explain the relevance of the planned costs for the project.

# Relevance of the project to the call

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(max. 1/2 page)

Please list the **call topic** primarily addressed by your project and explain how the problem is answered.

Describe how the results can be implemented and what dissemination activities are planned (e.g. publications, events, ...).