**REQUEST FOR PROPOSALS EWS PROGRAM:**

APPLICATION FORM

**Documents to be submitted:**

* Completed Application Form (as Word or PDF)
* One PDF file with:
	+ Three letters of recommendations/references from relevant partners that demonstrate your technical capacity and partner engagement capacity
	+ 1-page resume of **each** key staff person, including subcontractors
	+ Two case studies of related work (1 page each)
* One Excel document, with costs and time broken down per key deliverable, per year.

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|  Project number \*\*To be filled in by recipient |  |
| **Proposal submitted by:** |
| Company[[1]](#footnote-0) name orFaculty/research group and chief executive |  |
| Name applicant |   |
| Address company  |  |
| Size of staff |  |
| List key staff (names + job description)  |  |
| Date of establishment |  |
| Mission statement |  |
| Phone number |  |
| Email address (Main contact person) |  |
| **Indicate the expertise of your organization in 3 sentences** |
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| **Co-applicant 2 (if applicable):** |
| Company[[2]](#footnote-1) name orFaculty/research group and chief executive |  |
| Name applicant |   |
| Address company  |  |
| Size of staff |  |
| List key staff (names + job description)  |  |
| Date of establishment |  |
| Mission statement |  |
| Phone number |  |
| Email address (Main contact person) |  |
| **Indicate the expertise of your organization in 3 sentences** |
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| **Co-applicant 3 (if applicable):** |
| Company[[3]](#footnote-2) name orFaculty/research group and chief executive |  |
| Name applicant |   |
| Address company  |  |
| Size of staff |  |
| List key staff (names + job description)  |  |
| Date of establishment |  |
| Mission statement |  |
| Phone number |  |
| Email address (Main contact person) |  |
| **Indicate the expertise of your organization in 3 sentences** |
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| **Indication of interest to become a tech partner in the EWS project***max 400 words* |
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| **Applicants capacity and expertise in predictive analytics, data engineering and User Interface/User Experience (UI/UX) design/delivery capabilities***max 800 words* |
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| **Experience on (big) data (science) projects and partner types.** * Narrative on accompanied case studies
* Relevant experience working with non-profit organisations
* Relevant experience working on forest conservation
* Information about how you hand projects off when done

*max 800 words* |
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| **Narrative of past performance using references***max 400 words* |
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| **Available (open source) data infrastructure and data processing capacity, such as cloud capabilities***max 600 words* |
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| **If applicable; describe the role of co-applicants or partner organizations, institutes or universities** *max 400 words* |
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| **If applicable; opportunity for attracting additional funding/grants and willingness to contribute in-kind, and/or jointly proposal writing** *max 400 words* |
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| **Are the resources or capacity you need available? Or do you need to hire additional capacity to make these available? Please explain.***max 400 words* |
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| **A workplan:*** With the key deliverables and milestones
* Add a monthly timeline for the first year with key tasks, starting upon receipt of funds.
* Add suggestions for meeting schedules including any in person meetings requiring travel
* Add suggestions for collaboration tools to maximize project transparency

*max 800 words* |
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| **What is your estimated needed budget? Please provide:*** A narrative of the cost breakdown to compliment the accompanying Excel sheet
* Propose a payment schedule based on performance and deliverables

*max 600 words* |
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**When to apply:**

We encourage you to submit your application when ready as we will be reviewing on an ongoing basis. Only viable applications, ad judged by the selection committee, will be contacted to request for additional information.

Deadline for submission: **September 22nd,** 2019, before **23:00 CEST**

**Budget range:**

Applicants can submit proposals that are in the low range of six figures (€ xxx.xxx), considering that cost-effectiveness is an important evaluation criteria.

**Procedures and Timeline:**

The selection committee consists of WWF network staff members based in various country offices, WWF data scientists, and BCG. Only viable proposals will be selected to provide additional information upon request. It is required that applicants have to present or give an oral explanation[[4]](#footnote-3) of their proposal on request by the selection committee.

1. *Start Request for Proposals*: August 5th, 2019
2. *Time frame for questions on the Request for Proposals:* 26th August - 15th September
3. *Deadline submission*: 22nd of September
4. *Initial Review of proposals*: 22nd of September - 30th September
5. *Time frame for selection committee to request additional information and final negotiations*: 22nd September – 7th October
6. *Selection candidate and signing contract*: 7th October – 15th October
7. *Start on EWS program*: between 15th and 31st October (subject to negotiations)
8. *Hand-over phase from BCG tech partner to applicant*: 24th October - 31st October

**Contact:** If you have any questions or comments about the RfP, please contact us at ews@wwf.nl

Submit your application and supporting documents to ews@wwf.nl

1. Applicant should be an official registered entity [↑](#footnote-ref-0)
2. Co-Applicant should be an official registered entity [↑](#footnote-ref-1)
3. Co-Applicant should be an official registered entity [↑](#footnote-ref-2)
4. Can be done by a web/video call if the company/organization of the applicant is based outside the Netherlands [↑](#footnote-ref-3)