**South African Circular Manufacturing Initiative**

**EXPRESSION OF INTEREST**

**2024**

The following template must be used for all expressions of interest submitted under this Call.

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| --- | --- | --- | --- | --- | --- |
| **YOU ARE HEREBY INVITED TO SUMIT AN EOI TO THE CSIR** | | | | | |
| EOI Number: | CISA/EoI/2024\_001 | Closing Date: | 25 October 2024 | Closing Time: | 17h00 |
| EOI Description | Host Organisation: South African Circular Manufacturing Initiative | | | | |
| **SUBMISSION OF EOI DOCUMENTS** | | | | | |
| Expressions of interest are to be submitted electronically, in PDF of MSWord format, to [LGodfrey@csir.co.za](mailto:LGodfrey@csir.co.za) on or before **Friday, 25 October 2024 @ 17h00**. | | | | | |

**PART I: GENERAL INFORMATION**

**Applying organisation**

| Details of the Applicant Organisation (i.e., a public research organisation) *(compulsory)* | |
| --- | --- |
| Organisation name: |  |
| Department / Faculty / Unit |  |
| Postal address: |  |
| Street address: |  |
| Telephone: |  |
| Email address: |  |

**Contact person**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the applicant lead / contact person within the applying organisations *(compulsory)* | | | |
| Surname: |  | | |
| First Name: |  | | |
| Title: |  | | |
| Email address: |  | | |
| Telephone: |  | | |
| Cell: |  | | |
| Faculty / Department: |  | | |
| Experience in the relevant field: |  | | |
| Years’ relevant experience: |  | | |
| Nature of employment | □ Permanent | □ Contract | □ Other |

**PART II - DESCRIPTION OF ORGANISATIONAL CAPABILITY**

**Summary**

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| --- |
| 1. Please provide a short motivation (no more than 1 page) as to why your organisation is suitable and competent in hosting this Circular Economy Initiative, i.e., the **technical and programme management expertise** that your organisation could bring to this initiative: |
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| --- | --- | --- | --- |
| 1. Does this Circular Economy Initiative align with the STI Strategy or Vision of your organisation? | Yes | No | Partly |

|  |
| --- |
| 1. Please provide a short paragraph (<200 words) to highlight how this initiative aligns with your organisational strategy or vision: |
|  |

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| --- | --- | --- |
| 1. Does your organisation already have a staff member who can act as the technical and administrative lead in implementing the initiative? | Yes | No |

|  |  |
| --- | --- |
| Name & Surname: |  |
| Capability: |  |
| Email address: |  |

|  |  |  |
| --- | --- | --- |
| Other staff that can bring value to this initiative (within the applying organisation) | | |
| Name & Surname | Relevant Technical Expertise | Years relevant experience |
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\* Additional rows may be added as/if needed

|  |  |  |  |
| --- | --- | --- | --- |
| Potential collaboration partners that can bring value to this initiative | | | |
| Name & Surname | Organisation Name | Relevant Technical Expertise | Years relevant experience |
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\* Additional rows may be added as/if needed

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| 1. Any additional information that you feel will reflect your organisations capability and competence in hosting this initiative: |
|  |

**PART III: PROGRAMME / PROJECT EXPERIENCE**

Please provide a list of relevant projects / programmes (if any) that your organisation has managed / implemented in the past five (5) years that provide evidence of your organisation’s capability and expertise in this field.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relevant project experience *(compulsory)* | | | | |
| Project name | Total funding amount [ZAR] (excl. VAT) | Project duration (Years) | Year in which project was completed | Funding Organisation |
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\* Additional rows may be added as/if needed

**PART IV: CO-FUNDING OPPORTUNITIES**

Please provide a list of potential co-funding (if any) which could be used to support and further enhance this initiative, if hosting of the circular initiative is awarded to your organisation.

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| --- | --- | --- | --- |
| Co-funding *(compulsory)* | | | |
| Funding organisation | Funding amount [ZAR] (excl. VAT) | Funding secured (Y/N) | How could this existing funding add value to this initiative? |
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\* Additional rows may be added as/if needed

***NOTE:*** *All information provided in Parts III and IV (Sections 8 and 9) will be held in strict confidence and will not be distributed to parties outside of CISA and the DSI. A summary, excluding funding amounts and funding organisations, will be provided to reviewers.*

**Institutional declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signatures *(compulsory)* | | | | |
| Responsible application (contact person) *(compulsory)* | | | | |
| Name and surname: |  | | | |
| Position: |  | | | |
| Self-assessment of organisational capability *(compulsory)* | | | | |
| Criteria | | Scoring system | Self-assessment score  *(to be completed by applicant)* | External assessment score |
| * Public research organisation | | Yes (1); No (0) |  |  |
| * Evidence of organisational capability (team strength) | | Yes (2); No (0) |  |  |
| * Evidence of alignment with organisational strategy | | Yes (1); No (0) |  |  |
| * Evidence of staff member for admin / technical lead | | Yes (1); No (0) |  |  |
| * Evidence of collaborative network / partnerships | | Yes (1); No (0) |  |  |
| * Evidence of relevant project / programme experience | | Yes (1); No (0) |  |  |
| * Evidence of co-funding which could contribute to this | | Yes (1); No (0) |  |  |
| * Organisational experience in this technical field (years) | | >5 (2); <5 (1) |  |  |
| **Total Score** | | **Maximum 10** |  |  |
| I confirm that the following compulsory documents and/or supporting information have been submitted as part of this application: | | | | |
| * CV of lead applicant (only) | | | Yes | No |
| Signature: |  | | Date: | |

|  |  |  |
| --- | --- | --- |
| **Contract signatory** (individual mandated to sign proposals and/contracts on behalf of organisation) *(compulsory)* | | |
| Contract signatory name: |  | |
| Position: |  | |
| Signature: |  | Date: |

**Signatures** – The submitted proposal must contain the signature of the submitting responsible applicant (principal investigator) and the individual mandated to sign contracts on behalf of the applying organisation.

**SELECTION PROCESS**: The organisation will be selected based on the eligibility criteria and on the score obtained from the self-assessment and external assessment.

**SUBMISSION**: Final, signed proposals are to be summitted, on or before **Friday, 25 October 2024 at 17:00**, to Linda Godfrey, Circular Innovation South Africa, CSIR, Email: [LGodfrey@csir.co.za](mailto:LGodfrey@csir.co.za)