

# ***OUTER HEBRIDES CALL FOR SOLUTIONS***

***SEPTEMBER 2022***



## TABLE OF CONTENTS

<i>OUTER HEBRIDES CALL FOR SOLUTIONS</i> .....	1
1. ABOUT RIPEET .....	3
2. RIPEET CO-CREATION APPROACH .....	3
3. RIPEET CALL FOR SOLUTIONS .....	4
3.1. What is the issue? .....	4
3.2. Who can apply? .....	5
3.3. How to apply? .....	6
3.4. Evaluation process .....	6
3.4.1. Evaluation criteria .....	6
3.5. Administrative duties .....	8
3.5.1. Grant Agreement Preparation Process .....	8
3.5.2. Obligation of Beneficiaries .....	9
3.5.3. Proposed Calendar .....	10
3.6. Funding Scheme .....	10
3.7. Language .....	10
3.8. Monitoring and reporting .....	10
3.9. IPRL .....	11
3.10. Useful documents .....	11
3.11. Questions .....	11
4. ETHICS .....	11

## 1. ABOUT RIPEET

The main aim of the RIPEET project is to support Responsible Research and Innovation (RRI) policy experimentations for energy transition. This pilot innovation process is being implemented and tested in the territories of Extremadura (ES), Ostrobothnia (FI) and the Outer Hebrides of Scotland (UK). Subsequently, six additional Mirror territories (2 per pilot territory) will be supported in adopting the RIPEET model.

The model applies RRI methods in the innovation process, not only contributing to more innovative regions but also to energy innovations that are better adapted to the needs of the region and have a higher chance of being widely adopted and successfully established. With these innovative design processes, the project contributes to more open, transparent and democratic research and innovation (R&I) systems in the engaged territories and beyond, creating societal, democratic, environmental, economic and scientific impacts as well as enabling the transformation of organisational processes of stakeholders involved in RIPEET.

This call is part of the pilot actions to be developed in each of the participant regions and aims to find a solution to an energy innovation need that has been selected in an open process in each region by stakeholders from the regional “Transition Lab”. You can find out more about the RIPEET project and activities to date here: <https://ripeet.eu/>

## 2. RIPEET CO-CREATION APPROACH

The implementation of the RIPEET pilot project will be supported by a “co-creation team”. The term co-creation means that all stakeholders in this team are centrally involved in shaping the work plan, implementation, delivery and assessing the impact of the pilot project in the region.

This co-creation approach will also ensure that the developed solution is aligned with the values, needs and expectations of the region. To further support this, the RIPEET co-creation team will encourage engagement with a “quintuple helix” of stakeholders. This includes: public sector; private sector; academia; civil society and the environment. Stakeholders from each of these sectors have already been involved in selecting the most urgent energy need in the region therefore, the development of the solution needs to include interactions with these stakeholders, particularly those involved in the definition of the need. In the case of the Outer Hebrides the key stakeholders include:

- GreenspaceLive
- Tighean Innse Gall (TIG)
- Comhairle nan Eilean Siar (CnES)
- University of Highlands and Islands Outer Hebrides (UHI OH)
- Barra and Vatersay Community Ltd
- Galson Estate Trust
- Point and Sandwick Trust
- Scottish and Southern Energy Networks (SSEN)
- NatureScot

- Highlands and Islands Enterprise (HIE)
- Community Energy Scotland (CES)

In the Outer Hebrides a “co-creation team” will be established which will include the successful solution provider, the stakeholder(s) who identified the need(s), relevant representatives of the energy innovation sector (e.g. regional representatives of energy agencies) as well as representatives of civil society (e.g. local community groups). The co-creation teams will arrange a minimum of 3 meetings over the 11 months implementation period to exchange technical information and monitor the development of the pilot.

The whole co-creation Programme will last a maximum of 11 months, from December 2022 to November 2023 and a Grant Agreement will be signed between the funding partner from RIPEET and the solution provider.

At the end of the pilot project, each solution provider will deliver the solution and deliverables as defined in the Grant Agreement. A local “review committee” - again consisting of stakeholders that identified the need, potential users and civil society will then review the solution.

### 3. RIPEET CALL FOR SOLUTIONS

It is important to highlight that the solution being sought in this call could be in any of the following formats. The solution could:

- Develop a new or significantly improved product or technology
- Develop a new or significantly improved process e.g. production or delivery method
- Design a new organisational method in business practices, workplace organisation or external relations
- Develop a new marketing method involving significant changes in product design or packaging, product placement product promotion or pricing
- Reconfigure social practices such as creating new social business models, actor networks, governance modes, policy interventions or organisational entities

Applicants should consider these different types of innovation solution before submitting their application.

#### 3.1. What is the issue?

The main objective of this call is to: **explore solutions to reduce household energy costs by better utilising locally generated energy.**

Fuel poverty has been a widespread and pervasive problem across the Outer Hebrides for many years. The Scottish House Condition Survey (2017-19)<sup>1</sup> reported a fuel poverty rate of 40% in the Outer Hebrides compared to the average in Scotland of 24%. The region also had significantly higher extreme fuel poverty rates, 24%, double the national average of 12%.

---

<sup>1</sup> [Scottish House Condition Survey 2017 - 2019](#)

The main aim of the pilot project is to reduce fuel poverty by reducing household energy costs through using locally generated energy at a lower cost than is currently being paid by businesses and households. This will have the added benefit of freeing up income to spend in other areas of the economy as well as ensuring that households can adequately heat their homes which will support their overall health and wellbeing. Given the current rapid rise in energy prices, understanding better solutions to reducing household energy costs in the Outer Hebrides has never been more important.

You can find more detail on the regional energy challenge in the document titled “Complete description of the Challenge”

### 3.2. Who can apply?

The following eligibility criteria apply:

- Applicants must be headquartered in eligible countries legally established as a business and based in an EU member state (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Spain and Sweden) or H2020 associated country (United Kingdom, Iceland, Norway, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia and Armenia).
- Applicants must be legal entities in a situation to receive public funding (Commission Regulation (EU) [No 651/2014 of 17 June 2014](#) declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty).
- Absence of double public funding. The very same project activities cannot receive other public funds.
- The application form can be submitted in the local language (English). The budget template and declaration of honour should be submitted in English. The submitted documentation should contain all requested elements specified. Incomplete proposals will not be taken into consideration.
- Applications have to be submitted before the deadline stated in the call **15th of November of 2022, 17:00 CET**
- Applications shall include a declaration of honour duly signed by the legal representative.
- Please note that the co-creation process will be carried out in English, so applicants must be able to communicate in that language.
- Application from consortium will also be considered.

Each application will be assessed against the eligibility criteria. The Applicants might be requested to provide additional explanations clarifying, in particular, their legal status, but no changes to the Application documentation are allowed once the Application is submitted. If so, applicants have up to 7-calendar days to correct or provide documents to complete their initial application.

### 3.3. How to apply?

Applications must be sent in English in PDF format no later than the **15th of November of 2022, 17:00 CET**, to the Email Address: [sarah.marshall@hient.co.uk](mailto:sarah.marshall@hient.co.uk)

Applications will consist of the following items:

- The Proposal must follow the templates of the **Application Form** provided for this purpose on the RIPEET website.
- The **Budget template** to set out project costs
- **Declaration of honour duly signed.** The beneficiaries must certify that all information provided is correct. They must also be completely committed to participate in the project that they are submitting and comply with the eligibility criteria. The declaration of honour states also that this very same project proposal does not receive funds elsewhere.

Please note that only full applications will be taken into account, those with missing information or answers will be discarded.

### 3.4. Evaluation process

The selection and evaluation process will start after application submission and consists of an Eligibility Check done by Highlands and Islands Enterprise (HIE) as the Funding partner. This will be followed by a qualitative Evaluation performed by a Selection Committee for eligible proposals. The Call evaluation process is therefore structured as follows:

1. **Eligibility Check.** A first review to check eligibility criteria will be performed by the Funder, prior to sending it to the Committee for evaluation.
2. **Proposal evaluation.** A Selection Committee will evaluate all eligible proposals. Members of a Selection Committee will evaluate and mark each of the submitted proposals by completing the Evaluation Template. They are not allowed to contact the applicants at any stage of the evaluation.
3. **Oral presentations (OPTIONAL).** Should the RIPEET regional partners believe it would be useful in the call evaluation process, the three best evaluated applications per challenge will be selected for oral presentations. Each oral presentation will be evaluated by the Selection Committee, using the same evaluation template as the one used for written proposals. These presentations will be in the co-creation language, English.
4. **Proposal selection.** All the applicants will be informed by email on the results of the evaluation process which will also be published on the RIPEET website.

#### 3.4.1. Evaluation criteria

Each eligible proposal will be evaluated by a Selection Committee. Evaluators will score and rank each proposal according to a grid consisting of a quantitative score for each evaluation criteria.

The Selection Criteria will be scored from 0 to 10 following the description established in the table overleaf.

Point Scale	Explanation
0-1	Insufficient: even basic criteria were only partially met
2-3	Poor: criteria were met inadequately
4-5	Adequate: criteria were just met
6-7	Good: criteria were met in essence
8-9	Very Good: correspond fully to the defined criteria
10	Excellent: criteria were met above expectations

***If a criterion is scored 3 or lower the application will be deemed not eligible***

Each criterion is subdivided into several sub-criteria as described in the table below

Criteria	Explanation	Marks
Solution excellence: Fit with the particular energy need, potential impact and achievability		
1. Soundness, consistency and excellence of the concept	Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art, enhancing innovation capacity and the integration of new knowledge & the implementation of such innovations to the market	0 to 10
2. Solution fit to the need	Alignment of the solution with the identified need	0 to 10
3. Objectives and success indicators	Clarity and achievability of the objectives and relevance of the indicators	0 to 10
Work Plan viability		
4. Credibility of the proposed Work Plan	The work plan is realistic and fits with the RIPEET calendar	0 to 10
5. Co-creation process	Relevance of the co-creation work and importance given to the co-creation work (objectives and means employed)	0 to 10
6. Risk assessment	The applicant has adequately assessed project risk and proposed appropriate mitigation strategies	0 to 10

7. Experience and skillset of the team	Appropriateness of the team	0 to 10
Sustainability and scaling options		
8. Market description and/or scaling and dissemination	Expected market potential and/or strategy for scaling and dissemination of the solution	0 to 10
9. Sustainability and engagement	Potential sustainability of the solution and engagement and interest in the development of the solution	0 to 10
Responsible Research and Innovation*		
10. Anticipation	Does the solution relate to the anticipated vision and transition pathway?	0 to 10
11. Inclusion	Does the solution approach marginalised stakeholders?	0 to 10
12. Reflexivity	Does the solution provide explicit space for reflection on goals and strategies?	0 to 10
13. Responsiveness	Does the solution include measures to respond to changing regional contexts?	0 to 10
*The score obtained in this section will only be taken into account in case two or more solutions get the same score. In that case, the score received in this section will be used as tiebreaker.		

*Applicants will be asked how their organizations implement RRI measures (in case they do). In the application form, there will be questions related to RRI: anticipation, inclusion, reflexivity and responsiveness. **The scores obtained in this section will only be taken into account in case two or more solutions get the same score. In that case, the score received in this section will be used as a tiebreaker.***

### 3.5. Administrative duties

The administrative tasks for the selected Solution providers, including activity reporting obligations and related documents will be provided during the negotiation and contracting phase.

#### 3.5.1. Grant Agreement Preparation Process

As previously stated, the selected Solution providers will be requested to sign a Grant Agreement. A template of the Grant Agreement can be viewed as part of the package of call documentation. Before the signature of the Grant Agreement, the financial operational capacity of the solution provider will be assessed.

The Solution provider will be asked to send the following by email to HIE, the funding partner:





- **Legal existence:** Deed or Articles of Association (corporate statutes)
- **Bank Account information:** IBAN & SWIFT code (if applicable)

The provision of a signed Grant agreement and listed documents to the Funder duly constitutes proof of acceptance of the Grant by the Solution provider.

If negotiation with the first candidate of the list eventually fails, negotiation will be initiated with the second candidate (or ulterior candidates, just in case).

A Kick-off meeting with the selected solution provider will be scheduled in order to define the detailed planning and workplan of the co-creation phase. The day of this meeting will formally open the co-creation phase that will last for 12 months maximum.

During Co-creation, it is possible to amend the Grant Agreement upon the request of the Beneficiary and due to justified reasons. RIPEET will evaluate if the requested amendments are still in line with the objectives of the Call and the evaluation criteria and all other requirements, without a change of the overall score of the project. If the application of amendments is considered as not fulfilling all requirements and evaluation criteria, it will be rejected and the Funder will notify the beneficiary by email of the reasons for refusal. In case of acceptance, an annex to the Grant Agreement will have to be signed by following the same procedure stated before. Claiming against this decision will not be processed.

### 3.5.2. Obligation of Beneficiaries

Successful applicants formally accept the following conditions in case of being awarded as Beneficiary Solution providers:

- Beneficiaries accept their responsibility on accuracy and veracity of data and documents submitted for proving the fulfilment of the eligibility criteria when submitting their applications.
- Beneficiaries will provide documentary evidence proving the co-creation and provision of services.
- Beneficiaries are obliged to store relevant documents for external audit purposes until February 2029 either on paper or electronic version.
- Beneficiaries are in general bound to art. 35 (Conflict of interest), art. 36 (Confidentiality and Data Protection), art. 38 (Visibility of EC funding) and art. 46 (Liability) of the Annotated Model Grant Agreement - AGA of the H2020 Programme, without prejudice to the provisions set out in this Call and in the Grant Agreement. With regards to art. 38 (Visibility of EC funding), beneficiaries will make reference to public funding from EU, including suitable logos, and EU flag. Beneficiaries will include references to the RIPEET project and specifically show that funding is 100% under European Union's Horizon 2020 Research and Innovation Programme - Grant Agreement No. 101006295
- Beneficiaries must ensure that the recipients of the financial support allow the EC, the European Anti- fraud Office (OLAF) and the Court of Auditors to exercise their powers of control, audit and monitoring on documents, information, even stored on electronic media, or on the final recipient's premises, and shall comply with the Regulation for the Protection of the financial interests of the Union.

- Beneficiaries shall implement the Services in compliance with all the conditions and obligations set out in Regulation (EU) 1290/2013, the Call and the Grant Agreement. Beneficiaries shall make no commitments which are incompatible with the Regulation or the Sub-Grant Agreement.
- Beneficiaries shall implement the Services and shall take all necessary and reasonable measures to that end. They shall have the appropriate resources as and when needed for carrying out the Services.

### 3.5.3. Proposed Calendar

Launch the call	15 <sup>th</sup> September 2022 1700 CET
Deadline for applications	15 <sup>th</sup> November 2022 1700 CET
Communication of applicants selected for Oral presentations (if applicable)	28 <sup>th</sup> November 2022
Oral presentations (if applicable)	1 <sup>st</sup> December 2022
Notification to awarded firms	6 <sup>th</sup> December 2022
Signature of the Grant Agreement	9 <sup>th</sup> December 2022
Kick off meeting	14 <sup>th</sup> December 2022
Co-creation process	14 <sup>th</sup> December 2022 – 14 <sup>th</sup> November 2023

### 3.6. Funding Scheme

The awarded solution providers will receive a lump sum of up to 50.000€. The grant is intended to cover all the costs required to develop the pilot project such as actual personnel costs, as well as travel and accommodation. In the application form, applicants will have to provide a budget breakdown with the foreseen costs.

**First payment:** The first payment of 50% will be made after a mid-review report is delivered and validated.

**Final payment:** The final payment will be made after deliverance of the final report and subject to validation

### 3.7. Language

**The working language and all Deliverables will be English.** Any other internal report to be shared should be in English.

### 3.8. Monitoring and reporting

As briefly explained in section 2, the successful solution provider will take part in a co-creation process where different stakeholders will be involved. A minimum of 3 meetings, including the kick-off, will be

organized with the rest of the co-creation team in order to assess the development of the pilot and plan the next steps.

Templates and specific indications for reporting & payment will be delivered by HIE to the Solution provider during the implementation of co-creation and reporting. More precisely, templates are intended to enable Solution providers to confirm their activities and interaction with both Challengers & stakeholders during co-creation, as well as to report on the eligible costs incurred. The solution provider must keep track of their expenditure and provide records in case an auditor asks them to provide information. These records must be kept for at least 5 years after the end of RIPEET (until February 2029).

Two reporting periods are foreseen:

- Progress report in month 5 of the co-creation process. In month 5 of the co-creation process, the solution provider will send a first report on the status of the activities to HIE, once this report is approved the second payment will be made.
- Final report: 30 days after the end of the co-creation process, the solution provider will send the final report to HIE including all the required technical and financial information.

### 3.9. IPRL

The company will receive free guidance on the actions it should take for the industrial / intellectual protection of the project results.

### 3.10. Useful documents

All the Open Call Templates can be download as a package on the website <https://ripeet.eu/call-solutions-outer-hebrides>. The Open Call documents contains:

- Call for solutions (this document)
- Complete description of the Challenge
- Evaluation Criteria
- Application Form Template
- Budget form Template
- Call Declaration Honour Template
- FAQ document
- Grant Agreement Template

### 3.11. Questions

Please submit your questions to [sarah.marshall@hient.co.uk](mailto:sarah.marshall@hient.co.uk). Please note that all questions and related answers will be published on the RIPEET website in an updated version of the FAQ document.

## 4. ETHICS



For all data collected during any of the phases of the project all activities will be based upon informed consent and informants will be made aware of any possible privacy issue. Under no circumstance will RIPEET include private information, pictures etc. in publications without the explicit and written permission of the respective persons. RIPEET will comply fully with the EU General Data Protection Regulation (GDPR), which will replace the Data Protection Directive 95/46/EC (a directive adopted by the European Union designed to protect the privacy and protection of all personal data collected for or about citizens of the EU, especially as it relates to processing, using, or exchanging such data) and EC 2002/58 (confidentiality of information, treatment of traffic data, spam and cookies) when collecting mailing lists of operational personnel and under no circumstance will share this information with 3rd parties.

All activities are conducted applying fundamental ethical principles and relevant national, EU and international legislation, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Social scientific research in this project will be designed and conducted in accordance with the procedures defined by the European Code of Conduct for Research Integrity, the Code of Ethics of the International Sociological Association (ISA) and RESPECT Code of Practice for Socio-Economic Research. Data collection with human subjects will comply with the ethical standards and guidelines of Horizon 2020 and the General Data Protection Regulation (GDPR), which will be rigorously applied, regardless of the country in which the research is carried out. All research is conducted ensuring respect for the participants and their dignity, protecting their values, rights and interests and fair distribution of research benefits and burden.

The basic and common principles valid for all methods and all subjects involved will be providing participants with full protection for their personal data unless they agree otherwise. Moreover, participants are informed that researchers shall protect them when desired. Personal data will be anonymised and not be shared with third parties. Data will be collected and stored securely

All data collected within this project are carefully protected in compliance with relevant national data protection legislation of the EU member states implementing the General Data Protection Regulation (GDPR), which replaces the European directive 95/46/EC. All research is designed and undertaken to ensure *"the right to privacy, the right to protection of personal data, the right to the physical and mental integrity of a person, the right to non-discrimination"*, following article 19 of the Regulation 1291/2013 of the European Parliament and of the Council. Personal data will be of qualitative and quantitative nature encompassing also audio-visual formats. Personal data will be stored in a way to not allow the identification of the subjects. The beneficiary will not publish any personal data unless participants have explicitly given their permission. Publications based on personal data will only report aggregated data and shall not contain information that may permit the identification of individual participants unless otherwise agreed.

In compliance with EU and national legislation, collected data are stored in computers, laptops, intranets or hard-drives of the consortium partners accessible through institutional password modified periodically (every 6 months in case of storage of personal data), and protected by regularly updated antiviruses. None of the project data will be left inadvertently available by being left on desks or in unlocked premises. All the materials stored in computers are subjected to back up regularly in order to safeguard them from accidental losses. As a general principle, all materials that could lead to an

identification of the person (e.g., informed consent, names/codes list of participants to the audit procedure) are stored separately from actual data (questionnaires, transcripts, data files, etc.) and handled by different members of the team.

All the files containing confidential information and personal details of the participants will be password protected, accessible only to the coordinator and concerned work package and task leaders. When they are no more necessary for the project, they are immediately destroyed. Files containing “sensitive” data will be stored encrypted.