OACPS Research and Innovation Programme

Policy Support Facility

Call for Expressions of Interest (EoI) for a policy service

OACPS R&I

Implemented by the OACPS Secretariat

Financed by the European Union

TABLE OF CONTENTS

JANUARY 2021

1. INTRODUCTION

The present document provides information on the PSF and its services. It also explains how to complete and submit an Expression of Interest (EoI) to request a policy service.

Applicants are strongly encouraged to thoroughly read this document prior to completing the application form.

1.1 Background

In a world characterised by increasingly rapid scientific and technological changes and emerging crises, Research and Innovation (R&I) are, more than ever, recognised as key drivers of sustainable and inclusive development. R&I increase economic convergence and unlock productivity growth, competitiveness and high quality well-paid jobs (EC, 2020)[1]. They are a tool for analysing the impacts of change and a means for ensuring that any transition leads to an improvement in our well-being.

R&I can address societal challenges, accelerate green transition, create new jobs, businesses and help poverty reduction. They are instrumental to the implementation of the UN 2030 Agenda for Sustainable Development, the African Union Agenda 2063 'The Africa We Want', 'The Samoa Pathway', and other international and regional policy frameworks.

A growing number of African, Caribbean and Pacific (ACP) countries are incorporating R&I in their national development agendas to accelerate their transition into knowledge-based economies. However, innovation performance remains hindered by ineffective policies, skills development and framework conditions in R&I.

Unlocking this innovative potential requires not only to invest more financial resources, but also to put in place the right policy framework conditions. Furthermore, R&I investments are much more impactful if accompanied by reforms that increase the quality and efficiency of national R&I systems and public policy (EC, 2013)[2].

1.2 The OACPS Research and Innovation Programme

It is in this context that the Organisation of African, Caribbean and Pacific States (OACPS) has started a new Programme, funded by the European Union, to strengthen R&I capacity in ACP countries.

The Programme aims to support them structuring their innovation ecosystems and inducing change at interlocking levels: policy development, knowledge transfer, and capacity of R&I stakeholders. The Programme has three main components:

- An Innovation Fund to foster a conducive R&I environment.
- A Policy Support Facility to enhance the quality and efficiency of R&I systems.
- A web portal to cross-fertilise knowledge and experiences among key stakeholders.

1.3 The OACPS R&I Policy Support Facility

The OACPS R&I Policy Support Facility (PSF) aims at enhancing the quality and efficiency of R&I policy systems in ACP countries by addressing bottlenecks in policy design and implementation, and strengthening effective and inclusive innovation ecosystems.

The PSF is a demand-driven policy support tool that responds to requests for national R&I policy reforms and adaptations from high-level authorities from ACP countries, by applying a coherent and systematic approach. It offers services that are tailor-made and based on a country's needs, and are impact-oriented

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[1] European Commission, Science, Research and Innovation Performance of the EU, 2020

[2] European Commission, Second policy brief Impact of reform policies on national R&I systems and their effectiveness, 2013

and evidence-based. High-level international experts with expertise in relevant R&I fields and peers from ACP and EU countries will be mobilised to carry out the services and to formulate concrete advice and recommendations to design, implement or evaluate reforms in the field of R&I, at the level of policy or programme, or of the entire system.

2. THE OACPS PSF CALL FOR EXPRESSIONS OF INTEREST

2.1 What are the objectives of this Call for EoI

Under this Call for Expressions of Interest (EoI), the OACPS Secretariat seeks requests from national and regional public authorities of ACP countries for the provision of **policy support services**:

- **to address specific R&I challenges;**
- **to unlock the potential of R&I for systemic transformations to knowledge-led economies that will work towards sustainable development and poverty reduction;**
- **to foster regional collaboration in R&I.**

2.2 Why request a policy support service?

- To obtain high quality and tailored advice to enhance the quality and efficiency of national R&I systems.
- To get support in the design and implementation of evidence-based R&I policies and strategies.
- To get advice on developing national R&I capabilities to enable the transition to self-sustaining knowledge-led economies.

2.3 Who can apply to this call?

An Expression of Interest (EoI) for policy support services can be submitted by **national public authorities in charge of R&I** (such as Higher Education, Research and Innovation ministries, national councils and committees), or by **regional public authorities in the ACP countries working in R&I,** since high-level political commitment is crucial to the success of the service.

ORGANISATION OF AFRICAN, CARIBBEAN AND PACIFIC STATES

16 countries in the Caribbean

48 countries in Sub-Saharan Africa

15 countries in the Pacific
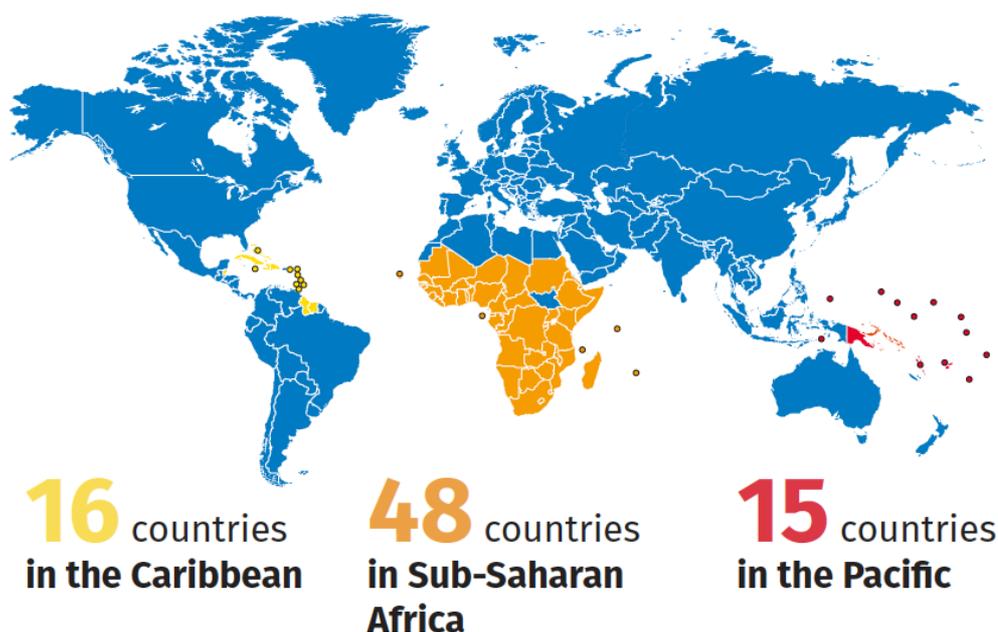
The ACP Member States, eligible to participate, are listed below:

Western Africa:	Eastern Africa:	Central Africa:
Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo.	Burundi, Comoros Islands, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, Tanzania, Uganda.	Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Sao Tome and Principe.
Southern Africa:	Caribbean:	Pacific:
Angola, Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia, Zimbabwe.	Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.	Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Samoa, Tonga, Tuvalu, Vanuatu.

Regional public authorities are also entitled to submit requests for services to overcome specific R&I challenges at regional or multi-country level. A non-exhaustive list includes regional organisations, such as:

African Union (and its economic development programmes such as NEPAD) East African Community (EAC) Economic Community of Central African States (ECCAS) Economic Community of West African States (ECOWAS) Southern African Development Community (SADC) Community of Sahel-Saharan States (CEN-SAD)	Common Market for Eastern and Southern Africa (COMESA) Caribbean Community (CARICOM) Organization of Eastern Caribbean States (OECS) Office of the Chief Trade Adviser (OCTA) for Pacific Island Countries Pacific Islands Forum Secretariat (PIFS) Pacific and Island Forum …

2.4 What are the potential subjects for policy services?

A non-exhaustive list of potential subjects/areas for policy services at national/regional level that could be requested is provided below:

- map and strengthen national R&I ecosystems, and improve and transform policies;
- build R&I capacity and a critical mass of R&I personnel;
- design policies with a gender component towards creating inclusive R&I ecosystems;
- design specific policies and policy instruments to boost research competitiveness and raise R&D investments (e.g., research excellence, internationalisation of research, mobility of researchers, brain circulation, incentives schemes);
- strengthen higher education systems' capacity to enhance STEM degrees provision;
- strengthen links between R&I skills development and private sector demands;
- support R&I cooperation at the frugal and grassroots innovation level;
- integrate indigenous knowledge into formal knowledge systems and practices;
- strengthen methods to design or revise, and implement, monitor, modify and evaluate policies, strategies and/or initiatives that strengthen and transform the R&I ecosystem;
- unlock the potential of R&I for systemic transformations towards sustainability and steer R&I policies to strongly support countries in achieving a sustainable development in line with the SDGs (STI for SDGs roadmaps);

- mainstream environmental management and low-carbon development into R&I policies and strategies in line with the UN's Paris Agreement of 2015;
- tackle emerging R&I trends, such as AI, STEM, Industry 4.0, Future of Jobs, foresight technology, open science, the right to science, the COVID-19 and other pandemics, etc.

2.5 What type of services could be requested?

The PSF has a lot of flexibility and is able to cover a wide range of potential countries' needs and topics and address emerging R&I trends. Priorities are defined in a largely bottom-up manner by the countries themselves as they are the direct and ultimate beneficiaries of the services. This implies that PSF services are implemented flexibly, in line with countries' needs, in a quick and responsive manner and in a timeframe that is adapted to the local policy framework.

The PSF offers different on-demand and tailor-made services, as shown below:
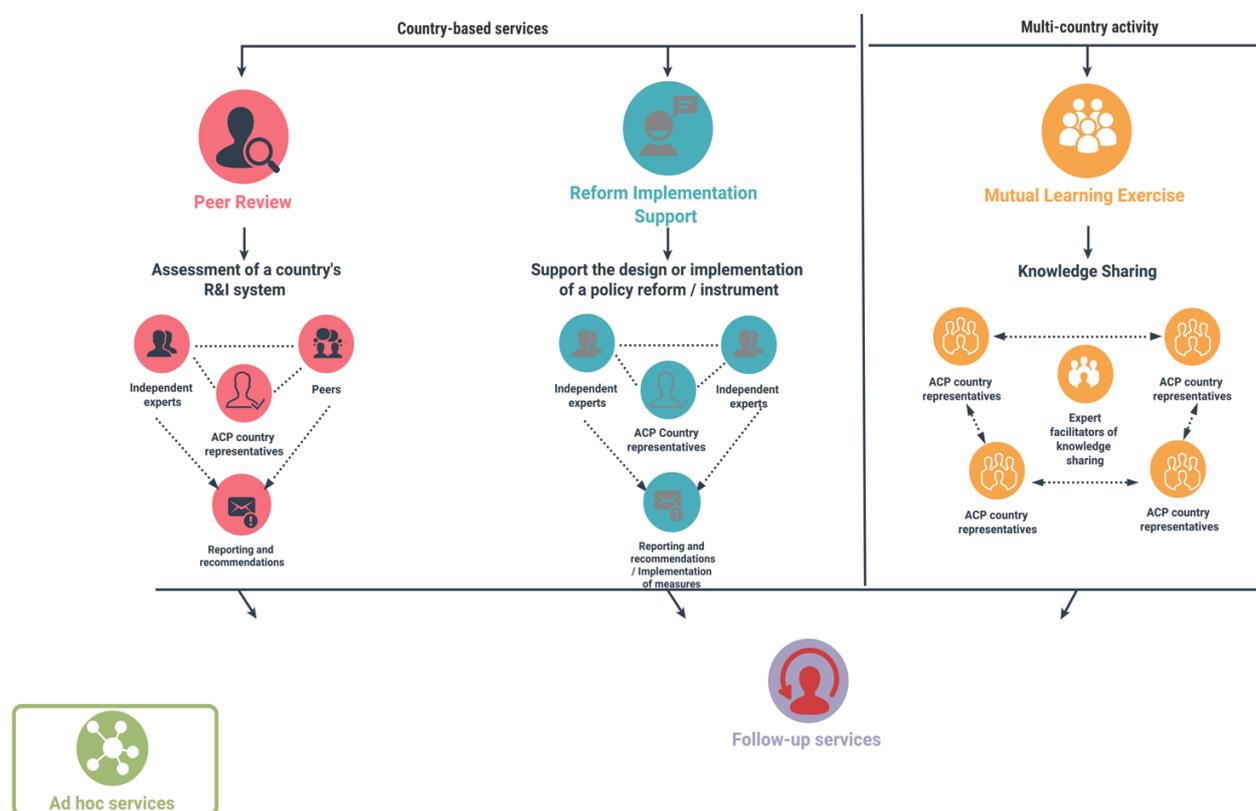
Country-based services will assess national policies and programmes or support policy makers in the design or implementation of a specific policy reform or policy instrument:

- **Peer Review (PR):** in-depth assessments of a country's R&I system will be carried out by a high-level panel of experts and peers to provide concrete recommendations to the national authorities on the reforms necessary to enhance the quality and the performance of the R&I systems and/or their contributions to environmental, economic and social sustainability.

  Examples:
  - Assessment of the overall effectiveness of the national R&I system, outlining its strengths and weaknesses and developing a roadmap of practical recommendations on how to strengthen R&I governance and policy making.
  - Assessment of the national R&I system to strengthen an inclusive and gender-transformative R&I ecosystem and design specific policies.

- **Reform Implementation Support (RIS):** high-level experts will provide tailored advice, expertise, and good practices to assist ACP countries in the design or implementation of a specific policy reform or policy instrument. It is a support to an individual country wishing to tackle a specific R&I policy challenge or address topics concerning targeted R&I strategies, programmes or institutions.

  Examples:

  - o Provide support in developing a tailor-made Open Access policy towards the publication of research findings.
  - o Provide operational recommendations on how to implement a specific policy or policy instrument to boost research competitiveness (e.g., research excellence, internationalisation of research, mobility of researchers, brain circulation).

Multi-country activities are based on preliminary identified common challenges and focus on promoting mutual learning, knowledge and good practice sharing among ACP countries.

- **Mutual Learning Exercise (MLE):** bringing together a selected number of countries (e.g., 3, 4 or more), they will seek to explore R&I topics of mutual interest and undertake a structured exchange, and explore the best ways to tackle the identified policy challenges. The MLE is about cross-fertilisation among countries. Experts will facilitate this exchange in an effort to improve national policy frameworks and capacities.

  Requested MLE services can focus on:

  - *existing policy issues*: countries facing similar or closely related policy problems are willing to consider how best to address these issues by exchanging experiences on specific policies and instruments applied in other countries; and
  - *novel and emerging policy issues* ('hot topics') with a wide range of policy needs and interests (e.g., related to the design of transformative innovation policies in the context of the transition to sustainability, or to the COVID-19 outbreak) where countries with a little track record can jointly explore a common topic.

  Examples:

  - o Discussions on measures to stimulate business R&I with respect to the design, implementation, monitoring and evaluation of different policy instruments (e.g., fiscal incentives, tax credits, financial instruments).
  - o International benchmarking on how the COVID-19 outbreak is impacting R&I systems and what governments, companies, universities, associations, researchers and scientists are doing to stop or cope with the crisis (e.g., policy and policy instruments, measures, databases, social media apps).
  - o Discussions on how R&I can facilitate the implementation of e-governance in ACP countries.

And:

- other **ad hoc** services: additional tailor-made services can also be designed and implemented according to the needs of ACP countries with a specific focus on immediate measures.

  Examples of an *ad hoc* service:

  - o International benchmarking for policy makers to design and implement specific policies and instruments to tackle crises and emergencies (e.g., COVID-19, climate change).
  - o A series of workshops to design a regional STI policy that can be adapted to national needs.
  - o Regional or sub-regional capacity-building workshops in STI policy and the SDGs for parliamentarians.

- ▪ **Follow-up Service (FS):** providing a flexible scheme to countries who have already conducted or participated in a PSF service and need support to roll out or implement the policy recommendations of the previous service.

2.6   Who will be delivering the service?

For each service, the PSF will be responsible for finding and recruiting the members of the Expert Panel who will provide technical assistance for the delivery of the service. The Expert Panel will be composed of different high-profile specialists in the R&I domain of the service (such as heads of STI departments at universities, research organisations or regional STI organisations) and with knowledge of the country and the region.

The experts will always be selected according to their outstanding professional expertise and specific ability to perform the tasks required under the service. The number of experts will depend on the nature and scope of the service.

2.7   How long will a service last?

The duration of a PSF service can vary depending on the scope and breadth of the topic. However, all the services will be implemented flexibly in order to respond to the immediate needs of the service-demanding country(ies) and propose concrete actions that can be quickly set in motion.

The implementation of the PSF services, usually, follows three sequential phases:

- • **Planning phase -** development of a timetable of activities, organisation of a kick-off meeting (onsite or virtual), preparation of relevant background documents.
- • **Field phase -** country visits and interviews with key stakeholders, in-depth assessment.
- • **Closure phase -** drafting of reports and documents, dissemination of findings (e.g., outputs and recommendations).

Box 1. COVID-19 outbreak

> The COVID-19 pandemic constitutes an unprecedented challenge resulting in extremely severe socio-economic consequences. Almost all ACP countries have been affected - like the rest of the globe - by this pandemic. Considering the constantly evolving situation related to the pandemic, it is likely that the PSF services will have to be delivered in a sort of hybrid approach. Although face-to-face meetings are always desirable, the application of a hybrid meeting mode may be considered whereby real physical meetings will be alternated with e-events. On a case-by-case basis, the best-suited communication mechanism (online, face-to-face meetings, or hybrid variant) will be explored and agreed with the requesting authority. With this in mind, the requesting authority will be asked to ensure that their team compositions and remote working technologies are ready to support the completion of the service without travel, if needed.

2.8   What type of products will the service deliver?

Different **knowledge products** will be produced, providing, for instance, an overview of the national R&I system(s), an analysis on the issues that are specific to the service, an analysis of the policy challenges, as well as a presentation of quantitative and qualitative data.

The services will go beyond analyses of R&I system(s) and policies by also providing **concrete tailor-made recommendations** for policy actions, and the steps needed to support their implementation and achieve impacts.

The service will also include a focus on **reinforcing capacity** over the longer term enabling the requesting authority to both implement the specific policy actions arising from the service and enhance strategic policy design.

2.9   In what language will the services be carried out?

In principle, the official working languages are English and French. However, some of the experts involved in the service will have a good knowledge of local languages to facilitate interactions and implementation with key stakeholders. The PSF knowledge products will be produced in English or French, but could also be delivered in Portuguese or Spanish if desired by the service-requesting authority.

2.10   What is the role of the service-requesting authority?

One key success factor for the implementation and impacts of each service is the commitment, ownership and engagement of the main stakeholders involved in the service. It is expected that **country representatives will actively participate in the service activities**, for instance by collaborating with the experts in the execution of their tasks and sharing their own experiences and knowledge.

The authorities that intend to submit an Expression of Interest should **designate a focal point** to communicate with the PSF and coordinate the work at the national or regional level in order to ensure a smooth implementation of the service. It is also recommended to make use of a '**local consultative team**', composed of representatives from key national stakeholders with a stake in the topic of the service.

3. SUBMISSION AND ATTRIBUTION PROCEDURES

The attribution process for PSF services is composed of the following three steps:

Submission of an EoI		Evaluation of the EoIs submitted		Fine-tuning of the service request
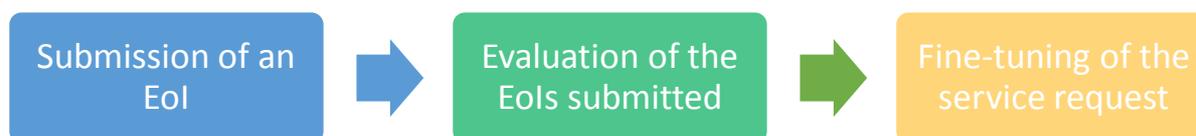
3.1 Submission of an EoI

Who can apply?
National or regional public authorities (see Section 2.3) wishing to submit an Expression of Interest (EoI) are requested to complete the application form provided in Annex I of this document.

Notes:
- Regarding the Mutual Learning Exercises, a single EoI presenting information for all participating countries shall be submitted by the country representing the interested group of countries.
- Each national or regional public authority can submit only <u>one</u> EoI and can only request <u>one</u> service.
- Submitting an EoI does not constitute a binding commitment – either implicit or explicit – on the part of the OACPS Secretariat to provide a policy support service.

How to apply?
The application form shall be completed in English or French and must be submitted electronically to the OACPS Secretariat at the following email address: **psf@oacps-ri.eu**

When to submit?
This Call does not have a specific submission deadline. Hence, the requests may be submitted at any time.

Do you need support?
If you require further assistance in completing the EoI, please contact the **PSF Helpdesk** at: **psf@oacps-ri.eu**

You can submit your questions in English or French.

All information related to this Call will be published online at: **www.oacps-ri.eu**

3.2 Evaluation of the EoIs submitted

The evaluation will be carried out by a panel consisting of representatives of the OACPS Secretariat and the European Commission. Each applicant will be informed about the outcome of the evaluation.

In order to guarantee a quick start of the implementation of the PSF service, the evaluation period will be as short as possible.

Applications will be assigned a reference number which will be used in any future communication between the requesting authority and the OACPS Secretariat.
The submitted EoIs will be evaluated against the following sets of eligibility and assessment criteria:

Eligibility criteria

The following criteria will be checked against the eligibility of the applicant and of the requested service.

- Applicants must be established in an ACP country (see Section 2.3); and
- Applicants must be national public authorities with legal personality in charge of R&I or higher education (e.g., ministries of science, technology and innovation; national committees and councils of R&I) or regional public authorities based in ACP countries dealing with R&I (see Section 2.3). Natural persons are NOT eligible under this call; and
- The EoI should be signed by the high-level legal representative of the requesting authority (such as state secretariat, minister, highest authority of the public authority submitting the EoI); and
- The subject of the requested service must be consistent with one or more of the objectives of the call (see Section 2.1); and
- The request must be submitted using the application form presented in Annex I of this document.

Assessment criteria

The following criteria will be applied to determine the feasibility and potential impact of the requested service:

- **Rationale** – clear and justified explanation of why the policy support is being requested.

- **Relevance** – the subject of the policy support request must address the applicant's R&I ecosystem needs and how the requested service complements ongoing national efforts and fits in the national policy cycle.

- **Impact** – the expected impact of the requested service on the national R&I ecosystem(s), as well as the potential longer-term benefits and the leverage effect on research and competitiveness; the possible potential replicability of the requested service and its outputs and associated results, relevant for other ACP countries.

- **Engagement** – clear description how authorities can sufficiently engage relevant stakeholders to participate in the service, and that they have the capacity to host and facilitate the service process.

  In the case of requests involving ***more than one country*** (such as MLE or other services requested by regional organisations), applicants should demonstrate that they can mobilise key partners at national level from the different focus countries.

  Note:
  Considering the specific circumstances related to the COVID-19 crisis, requesting authorities should also show how they are going to ensure that their team compositions and remote working technologies are ready to support the completion of the service without travel, if needed.

- **Inclusiveness** – degree of inclusion of gender, youth and indigenous and local communities, and how the requested service will ensure and foster gender equality and inclusion.

- **Feasibility** – other contextual factors such as political stability or upcoming elections.

3.3 Fine-tuning of the service request

In the event that your request receives a positive assessment, the requesting authority (through the designated country focal point) will enter into dialogue with the OACPS Secretariat to fine-tune the request in order to ensure both ownership and clarity, as well as to agree on the design and implementation of the service. During this phase, you might be asked to provide some relevant R&I policy documents and strategy.

The results of the fine-tuning will be a *Terms of Reference* document containing different elements related to the PSF services (e.g., scope, challenges and key expectations; profile of experts; indicators for follow-up and impact measurement; preliminary time schedule and work plan with milestones and deliverables) will be produced by the OACPS Secretariat and shared with the requesting authority.

Note:
The fine-tuning phase will be entirely conducted by email and/or virtual meetings.

3.4   Eligible costs

All the costs related to the members of the Expert Panel that will carry out the services (such as fees, subsidence costs, flights and possible local transportation) will be covered by the OACPS PSF. It is expected that the requesting authority might be able to cover local cost items, such as logistics (e.g., venue, webinar), interpretation/translation or stakeholders' local transportation. The requesting authority should collaborate in the organisation of events, workshops, and interviews with key stakeholders, as well as provide input in the drafting of reports.

For Mutual Learning Exercises and activities at regional level, all the travel expenses for a maximum of two participants per country (travel, visa and subsidence costs) will be covered by the OACPS PSF.

In the event that it is impossible to hold physical meetings and workshops during the implementation of the service (due, for instance, to the COVID-19 outbreak), virtual meetings will be organised.

No budget or financial proposal is required to be submitted as part of the EoI.

3.5   Processing of personal data

All applications will be treated in confidence. The OACPS Secretariat will ensure that all data is processed in compliance with the GDPR.

4. GUIDANCE FOR COMPLETING THE APPLICATION FORM

This section provides useful notes designed to support you in completing the individual sections of the application form.

Checklist for the applicant:

To make sure that your proposal is eligible for this Call, please check that you meet the following criteria before starting to complete this application form.

Are you a public national or regional authority from an ACP country?	Make sure that the requesting authority is based in one of the 79 ACP countries. Check section 2.3 of the present document.
Are you a national public authority with legal personality in charge of R&I or higher education (e.g., ministries of science, technology and innovation; national committees and councils of R&I) or a regional public authority based in an ACP country dealing with R&I?	Make sure that the requesting authority is in charge of R&I or higher education (e.g., ministries, national councils and committees) or, in the case of regional public authorities, is working in R&I. Check section 2.3 of the present document.
Is the subject of the requested service consistent with one or more of the objectives of the Call?	Check section 2.1 of the present document.
Is the form signed by a high-level legal representative of the requesting authority?	Make sure that the state secretariat or the minister or the highest authority of the public authority submitting the EoI signs the application form.

1. General Information about the requested service	
1.1 Name of the requesting authority (the 'Applicant')	*Provide the official name of the authority requesting the service (such as Ministry of Higher Education and Research or National Council of Science and Technology …).*
1.2 Country (of the 'Applicant')	*Provide the ACP country of origin of the authority submitting the service request.*
1.3 Contact person for this application (the 'focal point')	*Provide information on the person that will act as the focal point for the requesting authority to liaison with the OACPS Secretariat.* <table><tr><td>Name, Last Name</td><td></td></tr><tr><td>Job title</td><td></td></tr><tr><td>Phone (e.g.,+32-12345678)</td><td></td></tr><tr><td>Email</td><td></td></tr></table>

2. Information about the requested service		
2.1 Type of policy support service requested	*Indicate whether you wish to express interest in a (select only <u>one</u> type of service):*	
	Peer Review Service	
	Reform Implementation Support	
	Mutual Learning Exercise	
	Ad hoc service	
2.2 Country(ies) of focus	*Indicate the country requesting the service.* *In the case of a Mutual Learning Exercise or proposals submitted by regional authorities, indicate all the countries involved in the service.*	
2.3 Service implementation period	*Indicate the desired period for the implementation of the service*	

3. Objectives and expected results of the service	
3.1 Rationale and objectives	***Max 500 words***
Clearly state the scope and subject of the service. *Clearly state the objectives of the service.* *Identify the questions to be addressed by the service.*	
3.2 Priority of the national R&I innovation system(s)	***Max 250 words***
Provide the main priorities of your national R&I ecosystem(s). *Describe how the service could contribute to the implementation of these priorities.*	
3.3 Linkage with ongoing and upcoming national efforts and the national policy cycle	***Max 250 words***
Highlight how the service complements ongoing policy support related initiatives at national and international level. *Describe how the service could contribute to the implementation of internationally agreed agendas, such as the UN '2030 Agenda for Sustainable Development' and its 17 Sustainable Development Goals (SDGs), and the 'Agenda 2063: The Africa We Want' and its 7 Aspirations and 20 Goals.*	
3.4 Expected results	***Max 500 words***
Clearly state the expected outputs and outcomes of the service. *Describe the impacts the service is expected to produce on the national R&I ecosystem(s).* *Describe how the service could be implemented/replicated/expanded in other ACP countries.*	

4. Objectives and expected results of the service	
4.1 Inclusiveness	***Max 250 words***
Describe how the service addresses and fosters inclusion (such as gender equality, indigenous knowledge …).	
4.2 Potential risks	***Max 250 words***
Describe the potential risks that could be faced during the implementation of the service (such as political stability, upcoming elections …).	
4.3 Involvement of national / regional stakeholders	***Max 500 words***
Describe the main key stakeholders at national / regional level. *Describe how relevant national / regional stakeholders from the targeted country(ies) will be involved in the service.* *Briefly describe how the national / regional stakeholders will be involved taking into account possible COVID-19 restrictions.*	

The application form should be signed by a high-level legal representative of the requesting authority

Done at (place)…………………………… on (date)…………………………

Name and surname:

Job title:

Signature:

ANNEX 1: THE APPLICATION FORM

Call for Expression of Interest for Policy Support Facility services in Research & Innovation for African, Caribbean and Pacific countries

All sections in this application form are mandatory and must be completed. The application form should be completed by the requesting authority (the 'Applicant') using a font size 11. Keep the use of acronyms to a minimum and only use acronyms where a term is mentioned frequently throughout the application.

Please note that each national or regional public authority can submit only <u>one</u> application and can only request <u>one</u> service.

Regarding the Mutual Learning Exercises, a single application form presenting information for all participating countries can be submitted. In this case the application should be submitted by the country representing the interested group of countries.

Any questions or concerns should be directed to the PSF Helpdesk at: **psf@oacps-ri.eu**

Please complete this form electronically and send it to: psf@oacps-ri.eu

Checklist for the applicant

To make sure that your proposal is eligible for this Call, please check that you meet the following criteria before starting to complete this application form.

Are you a public national or regional authority from an ACP country?	
Are you a national public authority with legal personality in charge of R&I or Higher Education (e.g., ministries of science, technology and innovation; national committees and councils of R&I) or a regional public authority based in an ACP country dealing with R&I?	
Is the subject of the requested service consistent with one or more of the objectives of this Call?	
Is this application form signed by the person authorised to enter into commitments on behalf of the applicant?	

1. General Information about the requested service	
1.2 Name of the requesting authority (the 'Applicant')	
1.3 Country (of the 'Applicant')	
1.4 Contact person for this application (the 'focal point')	Name, Last Name
	Job title
	Phone (e.g.,+32-12345678)
	Email

2. Information about the requested service	
2.1 Type of policy support service requested	Peer Review Service
	Reform Implementation Support
	Mutual Learning Exercise
	Ad hoc service
2.2 Country(ies) of focus	
2.3 Service implementation period	

3. Objectives and expected results of the service	
3.1 Rationale and objectives	*Max 500 words*
3.2 Priority of the national R&I innovation system(s)	*Max 250 words*

3.3 Linkage with ongoing/upcoming national efforts and the national policy cycle	*Max 250 words*

3.4 Expected results	*Max 500 words*

4. Implementation features	
4.1 Inclusiveness	*Max 250 words*
4.2 Potential risks	*Max 250 words*
4.3 Involvement of national / regional stakeholders	*Max 500 words*

Signature of a high-level legal representative of the requesting authority

Done at (place)…………………………… on (date)…………………………

Name and surname:

Job title:

Signature: