Department of Agriculture, Food and the Marine

Rural Innovation and Development Fund (RIDF)

Call for Proposals:
Food Waste Reduction Project

February 2022
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1. Call for Proposals

1.1 Call for Proposals for initiatives to promote Food Waste Reduction Projects

The Rural Innovation and Development Fund (RIDF) supports proposals on initiatives to promote and develop projects in the rural communities.

Support for organisations and economic operators involved in food waste reduction to promote the reduction of food waste generated by food businesses, retailers/wholesalers/manufacturers or suppliers in rural areas is being provided under the RIDF in 2022.

Organisations and economic operators are invited to submit one proposal that meet one or more of the objectives outlined below.

1.2 Objectives

The objective of this call for proposals is to provide, on a competitive basis, funding for activities or matters that relate to the promotion and/or development of innovative food waste reduction projects. These initiatives should be underpinned with the overall objective of energising the rural economy by encouraging innovative job creation and sustainable enterprise development.

Delivery of initiatives should seek, where possible, to align with the economic and environmental goals of the Food Vision 2030 Strategy (https://www.gov.ie/en/publication/c73a3-food-vision-2030-a-world-leader-in-sustainable-food-systems/#food-vision-2030) particularly actions 5, 6 and 7 relating to food loss and waste in Goal 6 of Mission 1. The initiatives should also take account of the Sustainable Development Goals (SDGs) specific target 12.3 to halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses by 2030. In addition, the content of initiatives should consider and align to national policy on food waste reduction and existing public health advice on Covid-19.

Whilst there is not a definitive list of projects, it is envisaged that one or more of the following elements will be included in the proposal:

- Establish and develop links with food businesses, retailers/wholesalers/manufacturers and/or suppliers with food waste reduction opportunities in rural areas;
- Development of a best practice model for food waste reduction which support new individuals or organisations looking to reduce food waste or support existing individuals or organisations already involved in food waste reduction;
- Initiatives that are open and visible to the public and will thus raise awareness and promote food waste reduction to a wider audience in rural areas;
- Proposals which have the potential to be scaled-up, have a national reach/benefit and that will be self-sustaining;
- Projects that link with and have synergies with national policy/strategy on food waste reduction;
- Allow eligible existing food waste reduction projects to continue, to maximise their potential and/or expand
• Assist rural communities who have already taken verifiable steps to establish food waste reduction schemes to progress to opening stage.

2. Funding

The Department of Agriculture, Food and the Marine (DAFM) is seeking proposals from organisations and economic operators involved in food waste reduction on initiatives aimed at reducing food waste generated by food businesses, retailers/wholesalers/manufacturers or suppliers in rural areas.

• The maximum amount that will be paid to any project is €60,000.
• Funding for capital expenditure / works will not be considered.
• Funding will be awarded on a competitive basis. There is no guarantee of funding.
• The financial contribution will cover the total eligible costs of the proposal and the costs must be necessary to carry out the actions proposed in the work plan.
• Applicants must confirm that they are not receiving any other state funds in respect of any activity proposed in their application.
• Funding is not payable in respect of any works undertaken prior to the official letter of offer for approved projects.
• Funding will be provided for projects in 2022. While funding will only be provided in 2022, this does not preclude projects which will come to fruition in 2023 or later years but require essential preparatory work to be undertaken in 2022.
• Applicants should be aware that there is no obligation for them to propose costs up to the maximum budget available of €60,000.
• Any activities accepted for funding must report on progress in sufficient time to allow payments to be made by end 2022. Delays in completing agreed activities or in submitting progress reports beyond this time period will result in non-payment of funds.
• The applicant must comply with DPER circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds

3. Eligibility

3.1 Eligibility Criteria

This Call for Proposals is open to food waste reduction initiatives which fulfil the following criteria:

• Are situated in rural areas outside the administrative boundaries of Dublin, Cork, Galway, Limerick and Waterford;
• Are up and running and currently operating or have taken steps to be operational in 2022 and is or will be active in rural communities;
• Can demonstrate that their proposal is, or can be, sufficiently advanced to allow final payment to be correctly made by the Department by end November 2022 at the latest;
• Can demonstrate the funding is for current expenditure (i.e. is not for capital expenditure);
• Can demonstrate the organisations economic and financial standing to prove that the organisation is financially sound. Applicants must declare in the submission that they can
provide evidence supporting their financial standing (i.e. a copy of the organisations audited accounts for the last 3-years);

- Can demonstrate the organisation’s or project team’s technical and professional ability to deliver the proposed initiative. Applicants must declare in the submission that they can provide evidence supporting their technical and professional ability (i.e. a copy of academic/professional qualifications and/or evidence of experience for the last 3 years in delivering relevant projects);
- Can demonstrate that the organisation is tax compliant;
- Meet the objectives outlined at section 1.2.

3.2 Ineligible Activities and Funding

- Funding for capital expenditure will not be considered.
- Fees, expenses, travel and subsistence or other personal remuneration to clients or proposers will not be eligible for funding under this scheme.
- Please note that costs incurred as a result of the application process will also not be eligible for funding under this scheme.

4. Application Procedure

4.1 Application and Submission

- Applications on the attached official application form must be submitted electronically to the following email address: ridf@agriculture.gov.ie.
- The deadline for receipt of applications to the above address is 12:00 noon on 8th April 2022. Applications received after that time or date will not be considered.
- The email must contain the name and contact details of the contact person/authorised officer as the acknowledgment of the application and subsequent correspondence will issue to this named person.
- Fully completed application forms with full details of the project proposal, including financial details must be lodged by the stated deadline.
- All information should be incorporated within the application form as no additional documentation (such as business plans, spreadsheets etc) will be considered.
- Information on the application form should not exceed the maximum word count specified.
- Application forms which are incomplete by the proposal deadline will be regarded as ineligible.
- An all-inclusive fixed price proposal in Euros (€), exclusive of VAT, is required, with individual cost breakdown, as relevant.
- Unsolicited documentation, including representations, letters of support, etc., is not permitted and applicants should note that canvassing of this nature may disqualify them from the process.

4.2 Evaluation and Award Criteria

- All applications received by the deadline will be screened for eligibility. Ineligible applicants will be informed as soon as possible after the deadline for receipt of applications.
• Applications have no guarantee of success but will be considered on a competitive basis against the other proposals received, the award criteria and the overall objectives of this Call for Proposals.

• All applications meeting the eligibility criteria will be marked against the following award criteria:

(a) The quality and technical merit of the proposed initiative (30%): A detailed project plan including content, how the project links with the objectives of the call for proposals, timelines for actions, and methodology to be undertaken must be submitted as part of the application. In evaluating this criterion, account will be taken of the proposed manner in which the service will be provided including but not limited to:
   ▪ Initiative content, uniqueness of initiative and methodology for organising and delivery of the initiative;
   ▪ Target participants / beneficiaries of the project and potential number of participants and beneficiaries;
   ▪ Timetable for delivery of the project.

(b) The quality and experience of the proposed team leading the initiative and engagement with stakeholders (25%). In evaluating marks under this criterion, the assessment will include but will not be limited to the following:
   ▪ The degree of expertise of the proposed team / partnership and their degree of involvement with the initiative;
   ▪ Number of stakeholders involved (initiatives with greater stakeholder involvement will be viewed more favourably).

(c) Outputs, long-term outcomes and sustainability of initiative (25%): A detailed description of the outputs and long-term outcomes/impacts expected from the initiative must be provided in the application. In evaluating marks under this criterion, marks will be awarded for activities in line with, but not limited to the following examples:
   ▪ Items funded that are expected to produce beneficial outputs as a result of the contract and beneficial outcomes/impacts beyond the contract period;
   ▪ Initiatives which will be self-sustainable beyond the initial investment.

(d) The quality of arrangements for evaluation and ongoing monitoring of the initiative and for management of the relationship with the Contracting Authority (10%): A detailed description of the arrangements for ongoing monitoring (including key performance indicators) and evaluation of the initiative including the provision of progress reports and a final evaluation report of the initiative must be included in the application. In evaluating marks under this criterion, the assessment will include but will not be limited to the following:
   ▪ Quality of the mechanisms for on-going monitoring and for final evaluation of the initiative including KPI’s that the applicant proposes to use;
   ▪ Quality of the arrangements for reporting to the Contracting Authority including arrangements for responding and following up on queries and nominated contact point.

(e) Scale of the initiative and full use of funds (10%): In evaluating marks under this criterion, account will be taken of:
- Scale of the initiative (e.g. number of retailers / suppliers reached, scope of initiative and geographical reach);
- Timetable of expected costs and expected value for money.

4.3 Evaluation Committee Outcome and Service Level Agreement (SLA)

- The conclusions of the evaluation committee will be communicated, by email, to both successful and unsuccessful submissions in respect of their submitted proposal.
- The applicant(s) of the successful proposal(s) must indicate their commitment to proceed with the project within one week of the date of the letter of offer.
- On receipt the indication of commitment, a Service Level Agreement and a Confidentiality Agreement will be drawn up for signature by the successful applicant and the Department of Agriculture, Food and the Marine.

5. Reporting and Key Performance Indicators (KPI’s)

1. The applicant should propose key performance indicators (KPIs), both quantitative and qualitative, that allow the progress and success of the project to be tracked. Any indication of issues arising during the project should also be reported by the Service Provider. Financial records (e.g. expenditure, VAT, Tax) of the project should also be maintained and provided as part of the reporting process. Please note: Other KPIs may be determined and agreed through the Service Level Agreement that may be relevant for a specific project.

2. Progress on the successful project will be monitored by the Department using desk assessment of progress/evaluation reports from the Service Provider and, where necessary, on-site visits. For this purpose:

   - Progress reports will be required from the Service Provider in accordance with the Service Level Agreement and provision of a final evaluation report will be required before the expiry of the Service Level Agreement. The final evaluation report must include quantitative and qualitative data on the programme, learning outcomes and recommendations for improvements.

   - Officers of this Department or agents authorised to act on its behalf shall be allowed access to a beneficiary’s premises at all reasonable times for the purpose of evaluating the progress of the project and examining the financial and other records relating to it.

   - Records must be maintained for six (6) years after the completion of the project.

   - Additional information may be required from time to time in respect of approved projects. All requests from the office must be furnished promptly whenever requested.
6. Data Protection, Retention and Sharing Arrangements

Information contained in applications under the RIDF and subsequent contracts will be treated as confidential and will be classified as “restricted data” subject to the DAFM data retention policy. For third party contracts, where DAFM is the contracting authority, the data retention time is 6 years following completion of the project.

Information contained in any application form submitted under the RIDF will be used by DAFM for the purposes of processing your application. Any personal information which you provide will be processed in compliance with current Data Protection legislation.

Information contained in applications under the RIDF and subsequent contracts may be shared in order to process any information supplied that is necessary for the performance of the awarded contract. For the RIDF, data sharing of application information internally with DAFM and externally with third parties would include for the purposes of processing the applications, assessment of submitted applications by the Evaluation Committee, the award of contracts and the payment of funds to the service provider.

7. Further Information

Any enquiry about the call for proposals under the scheme should be addressed to: ridf@agriculture.gov.ie.
Terms & Conditions of the Scheme

• The funding under the Rural Innovation and Development subhead is provided for under the current expenditure provision of the 2022 Estimates for the Minister for Agriculture, Food and the Marine. Therefore funding will not be provided for capital expenditure items.

• All approved project(s) must be managed by the relevant successful applicant who will take legal and financial responsibility for same.

• The project must be situated beyond the administrative boundaries of the five largest cities (Dublin, Cork, Galway, Limerick and Waterford).

• One (1) project only per organisation/economic operator is permitted and must be made on the attached application form.

• Joint applications covering a number of organisations/economic operators are welcome and desirable. In such cases, one point of contact must be named. This named person will be the contact point for correspondence, must be authorised to accept the award letter, submit payment claims on behalf of the group and assume overall responsibility for effective delivery of the project. The Department of Agriculture, Food and the Marine will not act as an arbitrator between members of a joint application.

• Maximum funding contribution will not exceed the total approved for the successful project(s) costs and in any case up to a maximum of €60,000.

• The project must be initiated during 2022 and monies expended during 2022. However, this does not preclude projects which will come to fruition in 2023 or later years but require essential preparatory work to be undertaken in 2022.

• The funding is not payable in respect of any works undertaken prior to the official award letter.

• The applicant must indicate their commitment to proceed with the project within one week of the date of the letter of offer and also agree to take over responsibility for the completed works, if relevant.

• Approved projects should include the Department of Agriculture, Food and the Marine logo in relevant material to highlight the role of funding from the Department.

• In the event that the applicant(s) of the approved project(s) does not intend to proceed with any particular approved project this Department should be informed immediately.

• The successful applicant(s) cannot be in receipt of, nor have an application pending for, funding from any other source for any of the activities awarded funding under the proposal.

• Progress on the successful project will be monitored by the Department using desk assessment and on-site visits, where necessary. For this purpose, officers of this Department or agents authorised to act on its behalf shall be allowed access to a beneficiary’s premises at all reasonable times for the purpose of assessing the progress...
of the project and examining the financial and other records relating to it. Records must be maintained for six (6) years after the completion of the project.

• Additional information may be required from time to time in respect of approved projects. All requests from the office must be furnished promptly whenever requested.
• Applicants must be tax compliant.
• Any application failing to meet the above criteria will not be considered for funding.

Financial reporting conditions

• An award letter, a Service Level Agreement (SLA) and a Confidentiality Agreement will issue to the successful applicants. This correspondence will outline the contractual obligations and conditions that will apply to the funding.
• Successful applicants will be paid on foot of the SLA outlining the contractual obligations that include the funding schedule, as appropriate, and in accordance with the Prompt Payment of Accounts Act, 1997, as amended. It is the Department’s policy to pay contractors and suppliers electronically to nominated bank accounts. The successful applicant will be obliged to provide these details.
• Payment of funds, which are not fully supported with the necessary documentation, will not be accepted and may result in non-payment of funds.
• Incomplete or inadequate funding submissions, which require amendment after the 30th November 2022 will not qualify for payment and no application for payment after that date will be considered.
• The applicant must verify that they have not sought, received or intend to apply for grant aid from any other state agency in respect of the work now being grant aided.
• All documents relating to transactions involving expenditure on the approved investment must be retained for six (6) years after the completion of the project and made available, when required for inspection, to officers of this Department.
• Applicants must comply with DPER circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds.
• In the event of failure by a beneficiary to comply with any or all of the payment conditions, payment of funds may be reduced, suspended or cancelled. Furthermore any monies not paid in 2022 will not qualify for payment in 2023 or subsequent years.
• The Department of Agriculture, Food and the Marine reserves the right to recoup any payment made which is later found to be in breach of any of the conditions or terms of this scheme.
APPLICATION FORM FOR FOOD WASTE REDUCTION INITIATIVES 2022

1. Applicant Details

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1.2. Eligibility Criteria / Terms and Conditions (See Call for Proposals for further details)

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<tr>
<th>I confirm that the food waste reduction initiative proposed satisfies the eligibility criteria at section 3 of the Call for Proposals.</th>
<th>YES</th>
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<td>I agree to the Terms and Conditions of the Scheme and the Financial Reporting conditions outlined in the Call for Proposals.</td>
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2. Project Overview

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<th>Proposal Summary: (Max 200 words)</th>
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<th>Is there a similar project to this currently in operation: if so what additional benefits does your proposal contribute to the rural economy? (Max 200 words)</th>
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3. Proposal Details.
When completing section 3 please refer to the Call for Proposals, in particular to the Objectives at section 1.2 and the Evaluation and Award Criteria at section 4.2, to ensure sufficient information is provided to assess the application. All sections of the application form must be completed.

3.1. Quality and Technical Merit of the Proposed Initiative (30%)

a) Project Plan and Content (Detail the main elements and focus of the proposal including the uniqueness of the initiative and how it links with the objectives of the call for proposals)

Type here...(Max 1000 words)
b) **Methodology** (Detail the methodology for organising and delivery of the proposal)
Type here...(Max 1000 words)

c) **Timelines for Delivery of the Project** (Detail the timelines, including start and end dates for various elements of the proposal)
Type here...(Max 250 words)

d) **Number and Involvement of Participants and Beneficiaries** (Detail the participants/beneficiaries involved and the expected number)
Type here...(Max 250 words)
3.2. Quality of the Proposed Team and Stakeholder Engagement (25%)

a) Quality and expertise of the Proposed Team (Detail the project lead and team involved, their relevant qualifications and/or experience. Please refer to Eligibility Criteria at section 3.1 of the Call for Proposals)

Type here...(Max 1000 words)

b) Stakeholder Involvement *
(Detail the participation and collaboration, if any, of key stakeholders involved in the proposal. *Initiatives with greater stakeholder involvement will be viewed more favourably)

Type here...(Max 500 words)
3.3 Outputs, Long-term Outcomes and Sustainability of initiative (25%)

a) Expected Output and Outcomes of the Project (Detail the expected short-term outputs of the project and the medium and long-term outcomes anticipated for the project)

Outputs of the Project
Type here...(Max 250 words)

Outcomes of the Project (Detail medium to long term outcomes and the anticipated benefit to rural community or communities)
Type here...(Max 250 words)

b) Potential Sustainability of the Project (Detail how this proposal advances job creation and sustainable enterprise development, including environmental aspects, if relevant)
Type here...(Max 250 words)
3.4 Quality of arrangements for evaluation/on-going monitoring of the initiative and management of the relationship with the Contracting Authority (10%)

a) Evaluation and on-going monitoring of initiative (Detail the key performance indicators (KPIs) relevant for monitoring the performance of the proposed project. The KPIs should link to the aims and objectives of the initiative)

Type here...(Max 150 words)

b) Mechanisms for Reporting (Outline the proposed reporting template and indicative content for progress reports. Arrangements for maintaining contact with the Department should also be outlined)

Type here...(Max 150 words)
### 3.5. Scale of Initiative and Use of Funds (10%)

#### a) Anticipated Total Cost of the Initiative and Itemised Project Costs

*Please vary headings as appropriate*

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b) Timetable of Proposed Costs

**Timetable of Anticipated Costs** *(Provide details of proposed timetable of expected costs)*

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**Value for Money** *(Provide information on the expected value for money of the proposal)*

Type here...*(Max 150 words)*

**Scale of the Initiative** *(Include information on the number of retailers / suppliers reached, scope of initiative and geographical reach)*

Type here...*(Max 150 words)*
I request funding of € (the amount you are requesting in funding) towards the cost of eligible expenditure estimated at € (the total cost of the proposed programme), subject to the information that I have outlined in this applicant in response to this Call for Proposals.
4. Declaration by Authorised Officer of the Applicant

Note: All questions must be answered, declaration completed and dated or otherwise the application will be deemed incomplete.

(The “Authorised Officer” is the person who will take legal and financial responsibility for the proposal and will be the contracting party with Department of Agriculture, Food and the Marine)

I confirm that all information and declarations are true and accurate and that none of the activities proposed in this application are already funded from other State funds other than the Grant-in-Aid to the Local Authority/Authorities.

Name of Authorised Officer / Contact Person: (Block capitals)

.......................................................... ..........................................................

Signature of Authorised Officer / Contact Person:

.......................................................... ..........................................................

Contact details (telephone number and email):

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.......................................................... ..........................................................

Date:..................................................

Closing date/time for receipt of proposals is: noon on 8th April 2022.

Please complete pages 11 to 21. All details should be provided in the application form and the maximum word count specified should not be exceeded. Additional documents should not be submitted as part of the application as no additional information will be considered.

Applications should be returned to ridf@agriculture.gov.ie