

1.5 Detailed Proposal

EIT Community Officer in Croatia:

Detailed proposal

Technical Part

Including all the information required for the technical evaluation of the proposal. The technical part shall describe in detail how the services dissected in **Chapter 2 of the Call** will be provided by the Recipient. Please,

1. **As a Candidate for the EIT Community Officer's services in Croatia please, prepare Activity plans for the years 2024 and 2025 with the following mandatory activities** and also taking into consideration the **Indicative list of key performance indicators and minimum target+s for the EIT Community Officers in Annex 1.6** as well as the **List of forthcoming activities in Annex 1.7.** *(Additional activities can also be proposed as the EIT Community Officer's future activities.)*

- **Mapping of local ecosystem and stakeholders**
- **Local event mapping**
- **Awareness raising activities** (supporting the EIT Community awareness-raising events)
- **Info events** (supporting the EIT Community information events and mapping the events of the local stakeholders which can be of interest for the EIT Community)
- **Collecting information on local funding opportunities** (and bring these to the attention to the local Hub Community Members, EIT RIS Hubs and other EIT KIC Offices)
- **Updating the common platform <https://eit-ris.eu>** (database accessible for the KICs on local calls, events, etc.)
- **Additional activity(ies) proposed by the Candidate**

A draft activity plan for the year 2025 including the KPIs in Annex 1.6 for indicative purposes. *(These draft plans will be revised at the beginning of each year.)*

Narrative part related to the Activity plans for 2024 and 2025:

1. Description on how the Recipient plans to co-ordinate the events, organise meetings, his/her capacity to co-ordinate the events and liaise with EIT RIS Hubs, stakeholders, etc. (max. 1 page)
2. Description of the Candidate's plans to reach and establish good working relationships with the RIS Hubs and other stakeholders (max. 1 page)
3. A short description on the local funding opportunities and how these can be funnelled to the KICs' activities (max. 1 page)

4. Description of the capacity of the Recipient to provide extra services to RIS Hubs and other stakeholders. (max. 1 page)

(Detailed scope of work for the implementation of tasks proposed by the Recipient, Organisation and methodology together with the Action plan plus the narrative part cannot exceed 6 pages)

(Recipients are requested to propose KPI targets in their Activity plans e.g. number of organised co-ordination meetings, EIT Community awareness-raising events, joint meetings for all KICS with regional/local/ national authorities, meetings with external stakeholders, etc.)

When composing the Activity plans for 2024 and 2025 please, try to cover as many KPIs from Annex 1.6 as possible.

2. **Please, identify the 5 main gaps of the local innovation ecosystem in Croatia and prioritise them based on importance. How would you target them with your actions – please, propose adequate solution for the problems. (max. 1 page)**
3. **Ideas of the candidate for the physical space of the ECO office** - including a **cost estimate** and **description** of the office space: (max. 0.5 page)

Size (m2):

Functions:

Category of the office building:

How far is it from the various players of the local innovation ecosystem:

Name of hosting institution (if applicable):

Detailed Financial Plan

Setting out prices in accordance with paragraph 2.3.3 of these Call specifications. (The financial offer must be presented in EUR. The price must be indicated excluding VAT.

A fixed price for the service: this price shall include all the costs pertaining to the provision of the requested service in particular:

- staff costs (specifying daily rate and proposed days of service; minimum 800 hours yearly),
- travel, hotel, and subsistence costs.
- translation costs.
- and any other cost related to the service
- other goods, works and services (€) including office related costs

The detailed budget breakdown should include the cost of the physical space, which detailed description is requested as part of the technical offer.

Suggestion for co-financing of the EIT Community Officer`s activities / operation might also be included if there is any.

Budget template			
Cost		Cost category descriptions	EUR
(A) Personnel (€)			
(B) Incidental expenditure (€)			
Travel & subsistence (€)			
Office Space rental (€)			
Other goods, works and services (€) including office related costs such as commodities, utilities, etc			
	Total (A+B) (€)		