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# Request for organizations to deliver Food Waste workshop in Spain

EIT FOOD

Bilbao, Spain

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[Eitfood.eu](http://Eitfood.eu)

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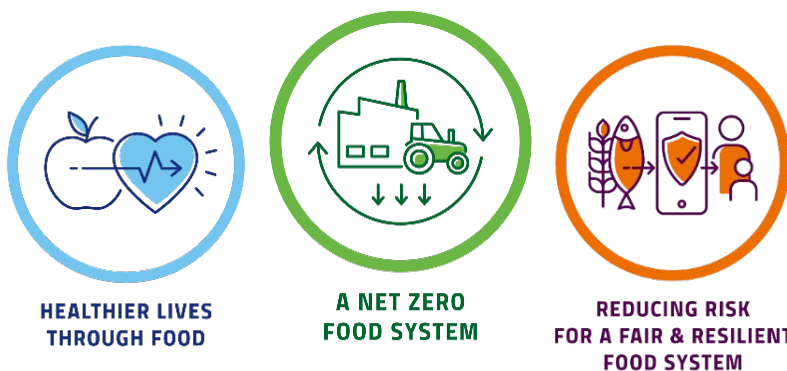
# 1. Introduction

## 1.1 About EIT Food

EIT Food is the world’s largest food innovation community, creating connections right across the food system. Supported by the European Union (EU), we invest in projects, organisations and individuals who share our goals for a healthy and sustainable food system.

We have built a unique not-for-profit business to carry out transformative programmes in skills, education, entrepreneurship, start-up investment and communications. We deliver these programmes in partnership with our members to create a culture and build a community which sees the long-term value in the food innovation we fund.

### Our Missions



EIT Food’s Missions respond to major societal challenges within the food system. The alignment of our chosen challenges towards United Nations Sustainable Development Goals (SDGs) and EU policy is detailed in our main funding [strategy document](#) agreed with EIT (European Institute of Innovation & Technology). For more about our Missions-led approach please visit [our website](#).

## 1.2 About EIT Food Regional Innovation Scheme (RIS)

The EIT RIS is the EIT Community’s outreach introduced in 2014 to share good practices and experience emerging from EIT Community activities. The EIT RIS opens the activities of EIT’s Innovation Communities to innovators that are not partners, by providing targeted support to individuals and organisations to take part in and benefit from EIT Innovation Communities’ activities, services and programmes. EIT Food RIS aims at strengthening those regions in Europe which are modest and moderate in terms of innovation in the agrifood sector. This outreach scheme is open to innovators that are not partners of EIT Food and provides targeted support to EIT RIS stakeholders through a portfolio of projects.

Several activities are carried out by RIS, such as the AgriFood Expert Community and the RIS Policy Council.

# 2. Objective of the call

We are seeking proposals from organizations interested in organizing and executing a workshop focused on promoting a "zero waste" perspective within the agrifood industry in Spain. The workshop aims to educate participants on practical strategies to incorporate zero waste principles into their

practices, a training session aimed at promoting entrepreneurship and innovation through their professional educational process. The objective is to provide participants with tools and knowledge to drive innovative and sustainable entrepreneurial initiatives and ideas within the agrifood industry, including correct planning, measuring, smart menus, reasonable portions, responsible ordering, and fostering a zero waste culture.

The workshop is targeted towards vocational education students from the agrifood sector including HORECA (Hotel/Restaurant/Café) channel.

### 3. Activity

Since Food Waste is a key topic for the future of agrifood sector in Europe, EIT Food would like to educate, raise awareness and generate impact on stakeholders, with a session designed to provide Vocational Education students in Spain with new perspectives on how to innovatively reduce surpluses in the agrifood chain, as well as ideas to promote sustainability in their future professional careers. The session is expected to include presentations, interactive workshops, and group work sessions.

The workshop will be conducted over one day **in Spanish** and will consist of two main activities:

- Focus on Product Creation
- Focus on Business Management

Proposals should include a detailed plan outlining the organization's approach to executing the workshop, including proposed activities, methodologies, and timelines and a short budget proposal. Additionally, proposals should demonstrate the organization's experience in delivering similar educational initiatives and their understanding of the zero waste concept within the culinary industry. The proposal should highlight the organization's expertise, creativity, and commitment to achieving the objectives of the workshop. Submissions that showcase creative and innovative approaches will be given enhanced consideration.

The total budget for the organisation of the Programme will be of €11,500. The selected organisations will sign a subcontracting agreement with EIT Food's Co-Location Centre South with gross funding of up to 10,000€ to cover the eligible costs of the activity. On top of this funding, the selected organisation will provide with a minimum of €1,500 of co-funding in kind, in cash or as sponsorship.

Prizes can be considered within the proposal. The external co-funding can be dedicated to cover the prizes.

## 4. Expected tasks for the contractor

For the creation of this impact, EIT Food request for the support of an external company with enough skills and knowledge to generate the mentioned outcome.

The service to be offered must include:

### **1. Development of Workshop Content:**

Design comprehensive workshop content focusing on practical strategies for incorporating zero waste principles into agrifood industry practices. This should include modules on correct planning, measuring, menu optimization, portion control, responsible sourcing, and fostering a zero waste culture. Creative and innovative teaching methods and activities should be proposed to engage participants and enhance their learning experience. This could include interactive games, role-playing scenarios, group discussions, or multimedia presentations that effectively communicate key concepts and encourage active participation.

### **2. Activity Planning and Execution**

Develop a detailed plan for the workshop, including the structure of the activities, methodologies for interactive learning, and timelines for each session. This plan should ensure effective delivery of the content within the one-day workshop format. This may involve incorporating real-life case studies, industry-specific examples, and hands-on exercises relevant to their roles.

### **3. Facilitation and Moderation**

Lead the sessions of the training session in a dynamic and participatory manner, ensuring active participation from students and facilitating the exchange of ideas and experiences.

### **4. Evaluation and Follow-up**

Conduct a post-event evaluation to measure the impact of the training session and gather feedback from participants for future improvements.

### **5. Monitoring and reporting**

A complete report about the activities including event agenda, attendance list with contact details, photography, video recording, facilitators and/or speakers details, satisfaction survey and main outcomes of the activity will be requested at the end of the programme.

### **6. Communication and Outreach**

Implement outreach activities to engage potential participants, such as contacting culinary schools, HoReCa establishments, and industry associations to promote the workshop.

Handle communication activities, including sending out event invitations, managing RSVPs, and providing updates to participants leading up to the event.

Coordinate media relations efforts to secure coverage of the workshop and training session in relevant industry publications and local media outlets. Communicate success of the workshop conducted by the organization, along with testimonials or case studies demonstrating impact.

The contractor will be responsible for:

- Selection of experts, trainers and speakers with relevant expertise in Food Waste reduction.
- Find companies and organisations with best or inspiring practices for the Food Waste reduction and engage them to take part in the activity.
- Communicate adequately the outcome to the relevant audiences.
  
- The organizer, through this programme will commit to achieve the following EIT Food Core KPIs:
  - o # Graduates from EIT labelled programmes [EITHE07.2] = 50
  - o # People reached through communication activities [EITHE17.1] = 100 minimum
- Complying with relevant requirements for EIT Food accredited courses (Participants will be expected to demonstrate their acquired skills and knowledge with an evaluation that will be conducted with all participants to assess the effectiveness of the lessons learned)

## 5. The outcome

EIT Food is open and flexible to listed for different creative and innovative formulas of outcome. Independently of the chosen formula, by the end of the workshop, participants are expected to:

1. Understand the shared responsibility in combating food waste.
2. Recognize the environmental and economic impact of food waste, have a better understanding of zero waste principles and their application in the agrifood and HORECA sectors.
3. Acquire practical strategies and tools for implementing zero waste practices, as well as to create products and managing businesses with reduced food waste, driving innovative and sustainable entrepreneurial initiatives.
4. Be inspired to integrate more sustainable practices into their professional careers, contributing to a more environmentally friendly and economically viable industry.

The outcome must be disseminated to maximise its impact as requested in previous section.

## 6. Application Preparation, Submission & Evaluation

### 6.1. Timeline

Application Open	<b>10.05.2024</b>
Application Close	<b>31.05.2024</b>
Communication to selected participants	<b>10-11.06.2024</b>

## 6.2. Application Submission

The deadline for the submission of full applications is **30th May 2024 at 23:59 (CET)**. The full application will consist of a PDF document of the signed by an authorized representative of the applicant.

All applications must be emailed in **English** to the following address within the deadline mentioned above:

- **Subject line: Food waste activity – Application Form [name of the applicant]**
- **E-mail: [elvira.domingo@eitfood.eu](mailto:elvira.domingo@eitfood.eu)**

## 7. Evaluation and Selection Process

All submitted applications will undergo an eligibility check and evaluation to determine their feasibility and suitability for funding. The evaluation will be conducted by at least 3 evaluators, including at least 1 internal evaluator.

If relevant, the external evaluators will be selected in an open and transparent process. All evaluators, both internal and external, are trained extensively on the [European Union's Code of Conduct for Evaluators](#), namely on the importance of transparency, fair treatment of all applicants, confidentiality and how to avoid conflict of interest. Evaluators must contractually agree to recuse themselves in the event of a conflict of interest.

### 7.1. Eligibility

Please read Annex 1 carefully, in addition to the following eligibility criteria:

Organisation Eligibility	Each implementing participant must:
	<ul style="list-style-type: none"><li>• Be a legally incorporated entity (for example company, incubator or accelerators, higher education institute, research institute, non-governmental organisation) in one of the EU or Horizon Europe eligible country listed above.</li><li>• Operate in a country/region targeted by the call.</li><li>• Be recognised as an expert of agrifood sector, specially when there is background on Food Waste activities</li><li>• Be capable of organising successful events and workshops.</li><li>• Be able to organize the Project activities in the timeframe from May to December 2024.</li><li>• Have a wide network of business connections or capable to reach valuable experts especially in the agrifood sector.</li></ul>
Application Eligibility	The eligible applications must:
	<ul style="list-style-type: none"><li>• Be complete, with relevant information to assess each of the categories included in the Evaluation process.</li><li>• Be submitted on time via our application template, in English.</li></ul>

### 7.2. Evaluation Process

At least 3 evaluators, being at least 1 internal evaluator, will evaluate proposals based on the criteria below. All external evaluators have been selected in an open and transparent process and must contractually agree to recuse themselves in the event of a conflict of interest.

Category	Description	Score
1. Expertise and Qualifications	<i>Experience in food waste research or related fields. Relevant academic background (e.g., food science, environmental studies, sustainability). Track record of delivering high-quality studies or projects. Experience collaborating with relevant experts both from technology and industry, and Policies design.</i>	0-15
2. Methodology and outcome	<i>Definition of the outcome to be delivered . Clarity and appropriateness of proposed methods. Rigor and reliability of proposed data collection and analysis techniques. Demonstration of innovative approaches to studying food waste.</i>	0-25
3. Relevance to Stakeholders	<i>Alignment with the needs and interests of stakeholders (e.g., academia, companies, government agencies, NGOs, food industry). Potential to address key challenges or gaps in current understanding of food waste.</i>	0-20
4. Dissemination and event organisation	<i>Strategy for effectively communicating study findings to relevant audiences. Plans for disseminating recommendations to policymakers, industry stakeholders, and the general audience. Utilization of diverse communication channels and formats to reach different stakeholders.</i>	0-20
5. Activity and budget execution management	<i>Realistic timeline for completing the activity. Availability of necessary resources (e.g. personnel, data). Alignment of proposed budget with the expected outcome impact. Clear communication and coordination plan with EIT Food</i>	0-20

Each evaluation sub-criterion will be scored from 0 to 20 using the following scoring system.

The application can receive a maximum of 100 points.

Score		Description
0	Not satisfactory	Not addressed or the criterion is inadequately addressed, or there are serious inherent weaknesses
5	Satisfactory	The proposal adequately addresses the sub-criterion but may lack some key elements. The quality of the proposal is acceptable, but there is room for improvement in certain areas.
10	Good	The proposal addresses the sub-criterion comprehensively and demonstrates a good level of understanding. The quality of the proposal is above average, with clear strengths in most areas.
15	Very good	The proposal thoroughly addresses the sub-criterion, providing clear and insightful analysis.



		The quality of the proposal is high, with few areas needing improvement.
20	Excellent	The proposal fully exceeds expectations for the sub-criterion, showcasing exceptional quality and innovation. The quality of the proposal is outstanding, representing a benchmark for excellence in this area.

## 8. Administrative Items

### 8.1. Appeal to Results

Applicants can submit an appeal within 5 days of result receipt, if:

The evaluation of their proposal has not been carried out in accordance with the procedures set out in this document.

For more details, please read [EIT Food Redress Mechanism](#).

### 8.2. Payment

The Payment will be paid in one instalment once the programme is satisfactorily delivered.

Please note that the following expenses are compulsory to be included by Selected Organization:

- in case of face-to-face events: event photography, video recording, catering, venue renting, facilitators and/or speakers' cost, VAT Included,
- in case of online events: streaming system, subtitling option or simultaneous translations English/native language facilitators and/or speakers' cost, VAT Included, additional training sessions (business, self-development etc.).

### 8.3. Monitoring

The project will be monitored and may be audited.

## ANNEX 1 – Eligibility

Please Note:

1. Failing any of the above criteria will make your application ineligible. If an applicant is ineligible, the participant will be informed.
2. According to EU policies and measures, Russian entities will not be authorised to participate in any new grant under the EU Research and Innovation programmes. This ban applies not only to their potential participation as beneficiaries, but to their potential participation in any kind of role: beneficiaries, linked third parties/affiliated entities, subcontractors, in-kind contributors, international partners/associated partners, and third parties receiving financial support. Find the full statement from the European Commission [here](#).
3. Pursuant to Article 2 (2) of the Decision 2022/2506 of 15 December 2022 on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary *where the Commission implements the Union budget in direct or indirect management pursuant to of Article 62(1) points (a) and (c), of Regulation (EU, Euratom) 2018/1046, **no legal commitments shall be entered into with any public interest trust established on the basis of the Hungarian Act IX of 2021 or any entity maintained by such a public interest trust.*** This prohibition applies to financial support to third parties (sub-grants and prizes), hence the proposal of any entity or group of entities where a Participant is included in the list of public interest trusts shall be considered as not eligible.
4. Applicants will be deemed ineligible if:
  - a. bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business Activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations.
  - b. it has been established by a final judgment or a final administrative decision that the organisation is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law.
  - c. it has been established by a final judgment or a final administrative decision that the organisation is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the organisation belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.
  - d. is found to be attempting to influence the decision-making process of the call during the process.
  - e. attempting to obtain confidential information that may confer upon it undue advantages in the call process.
  - f. it has been established by a final judgment that the organisation is guilty of fraud, corruption or money laundering.