Request for Consultancies to support EPIC in Asia

1. Introduction

START and EPIC-N are pleased to announce a request for consultancies by EPIC-affiliated institutions situated within universities in Asia. The purpose of this consultancy request is to advance actionable learning that is in line with the objectives of the EPIC model and that leads to activities that result in the implementation of EPIC projects in the respective cities where the universities are located. Desired deliverables under this call can include contributions to city plans and project implementation in the city, accreditation of EPIC work in teaching modules for students, research outputs such as thesis, and academic publications, policy briefs, articles and MoUs, among other innovative outputs and outcomes. Based in the context of climate adaptation, mitigation, nature-based solutions (NbS) and the UN Sustainable Development Goals (SDGs), the call favors mixed teams consisting of representatives from academic institutions, government organizations, and local city communities.

The consultancies will be costed on a competitive basis to members of EPIC Asia partner institutions (maximum USD 4,000 per consultancy team). This request outlines the eligibility criteria for the consultancies and the processes associated with applying for this source of funding. This request is *only available to universities and local governments that have had contact with the EPIC regional coordinators from 2017 and/or have participated in the EPIC training workshops.*

Deadline for Submissions and Award Announcement Schedule:
The application submission deadline is **Sunday, 30th June 2023, at 23:59 Bangkok Time (UTC+7)**. Submissions should be emailed to Nuttavikhom Phanthuwongpakdee (Kay) (kaynp@epicn.org). Consultancies are awarded through a competitive process and will therefore be awarded via merit. Those selected will be announced by 15th July 2023.

Interested applicants are encouraged to attend the online 2030 EPIC Network Conference. The Asian session will be on Tuesday, 13th June 2023, from 18:00 to 20:00 Bangkok Time (UTC+7)

2. Eligibility

To be eligible, the following criteria must be met:
- The application must be jointly developed and submitted by a pair of consultants, consisting of (1) a local government unit and/or local community and (2) a university in Asia of which at least one of the participants must have a full account profile within the EPIC-N Member Commons).
  - Existing EPIC members are welcome to apply (See Award Amount for more information)

- A collaboration between the university and other forms of the government organization(s) besides a local government, such as with a state-owned enterprise(s), working with multiple cities, will be considered on a case-by-case basis.
  - The lead consultant may come from a university or local government.
    - A letter from the Dean/Rector of the university and/or faculty/school/college or city administration to acknowledge the submission of this application must be submitted.
  - The proposed activities and deliverables must clearly align with the [EPIC Model](#). A [model certification form submission](#) within EPIC-N Member Commons must be submitted to demonstrate how the proposed project aligns with the EPIC model.
    - We advise you to review the "[Just Start](#)" course if you still have questions about aligning with the EPIC model.
    - The application must clearly describe the problem being addressed as identified by the city and communities and how the proposed work will address the issue(s) that the students will be working on. This description can be indicative, given that the city/ communities and students will evaluate the issues iteratively, and
    - The application must also clearly state how the existing university's program(s), course(s), or internship(s) will be utilized in this EPIC consultancy.

The application must include full details of the scope of work, such as the objectives and rationale, the issues being addressed, the stakeholder groups to be involved, the activities to be undertaken to initiate the implementation of an EPIC project, consultancy deliverables, and the budget and budget narrative.

The following responses must be included:
1. Who is involved in the project?
2. What will everyone involved do?
3. When will it take place?
4. Where will it occur?
5. How will the work be completed?
6. What is the projected cost of the consultancy?
7. Why is the project useful to the community?
8. What university course(s) or programs will be involved?
9. How will the project support the student's learning experience?
10. How will the project support the Sustainable Development Goals?
11. What deliverables will be produced and submitted?

The deliverables can include student field excursions, projects, tools, guides, research products, community engagements strategies, communication products and reports, stakeholder meetings, and communications products, such as videos, online articles, informational graphics, policy briefs, conference papers and posters, theses, journal and newspaper articles, participation in radio programs, mid-term and final reports.

The scope of work and related budget must reasonably match the time frame and funds available, and all required materials must be submitted by the deadline.

3. **Project Duration and Consultancy Costing**
   - The amount of the consultancy for new members ranges from $1,000 to $4,000, depending on the proposed work.
   - Existing members can request up to $1,000.
   - Project work to be funded must commence between 1st July 2023 and 1st October 2023 and should be completed not more than twelve months from the start date.
   - Different faculties/colleges/schools within the same institution, with different investigators working with different local government units or local communities, **can** apply for separate consultancies.
   - Consultancies will be awarded based on a competitive review of applications submitted in response to this call.

Each application must designate a Consultant Lead whose institution (whether university, local government or local community) will act as a contracting party to receive and manage consultancy funds as appropriate.

Note: Indirect costs, such as overhead expenses (rent and utilities) and general and administrative expenses (officers' salaries, accounting department costs), and personnel department costs, cannot be included in this consultancy.

A Review Committee, composed of START, EPIC-N, Urban Futures and Policy (Thammasat University) and other relevant partners, will evaluate the applications for consultancy. The Review Committee will make the final decision.

Submit your full applications as a Word document (no more than 5 pages; 11 pt Arial font, 1.15x line spacing) to Nuttavikhom Phanthuwongpakdee (Kay) (kaynp@epicn.org) by **Sunday, 30th June 2023, at 23:59 Bangkok Time (UTC+7)**