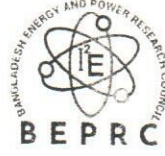


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# **BEPRC Grants Proposal Incubation Guideline**

**Bangladesh Energy and Power Research Council  
IEB Bhaban (Level-11), Ramna, Dhaka.**

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**PART-A**  
**Submission Guideline**  
**(Incubation)**



## 1. Introduction

To bring technological innovation in energy and power sectors as well as to ensure energy security through research and development, Bangladesh Energy and Power Research Council (BEPRC) commenced its activities after the enactment of “Bangladesh Energy and Power Research Council Act, 2015”. BEPRC responds to the need for new supplies of affordable and sustainable energy to boost the fast-growing economy of Bangladesh. The vision of BEPRC is to provide the intellectual leadership to seek innovative solutions for efficient, cost-effective and sustainable development of Bangladesh’s energy and power infrastructure. The Council will provide the platform to attract experts worldwide and help to create in-country expertise through scientific collaboration. It will strengthen and mobilize research capabilities at universities, public/private research organizations, industry practitioners as well as individual entrepreneurs to develop applicable technologies and systems for the development of the energy and power sector. BEPRC focuses on research and development in the energy and power sector through Innovation, Incubation and Entrepreneurship (I<sup>2</sup>E). In a broad sense, BEPRC will work to seek innovative solutions to meet the needs in the power and energy sector, provide incubation for entrepreneurs through funding and research space to try out new solutions. It will link entrepreneurs with investors – both domestic and foreign – to disseminate their findings in Bangladesh and throughout the globe.

## 2. Incubation

The motto of BEPRC is I<sup>2</sup>E – Innovation, Incubation and Entrepreneurship. In the context of I<sup>2</sup>E, Incubation can be defined as an intermediary stage to further nurture/develop the successful innovation having future business prospect. The objective of incubation is to transform the Innovation in a working prototype or product at a reasonable time which can then be commercialized in the Entrepreneurship stage.

After the completion of funded innovative research projects, BEPRC will take decision which innovative projects have the potential of Incubation based on the matching of objective and outcome of the project. The Principal Investigator (PI) of a completed Innovation research project funded by BEPRC will have to submit a project completion report (PCR) along with the below checklist.

### Recommendation for Incubation by PI

EVALUATION CRITERIA	Yes/No
1. The research objectives have been achieved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The research outcome is patentable or a prototype has been developed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. PI is willing to demonstrate the Innovation jointly with the Product-Developer	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. The project has the potential for further Incubation by a Product-developer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The PI agrees to further nurture/develop the technology/prototype with own initiative or will play a supervisory role in developing the technology/prototype initiated by BEPRC.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The PCR has not included a statement or otherwise indicated that it will not accept the terms and conditions as specified by BEPRC, Or That acceptance is based on modifications to the terms and conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Criteria 1-3 and additional any two criteria among criteria 4-6 must be satisfied ('Yes') to take the Innovation to Incubation. Based on the recommendations and PCR, BEPRC can call for proposals for project Incubation in the following two ways:

### 1. Direct Proposal from PI

BEPRC will give priority to the submission of an Incubation proposal from the PI of a successful research project funded by BEPRC at Innovation stage. The PI will mention in the PCR whether he/she will be able to further nurture/develop the technology/prototype through Incubation by own initiative or not. If the PI agrees to incubate the Innovation by own initiative, BEPRC will ask for a formal proposal from him/her. The proposal should be submitted following the same process/template of solicitation proposal. The requisite proposal preparation instructions are contained in *Submission Guideline (Incubation)*. Sufficient information should be provided to enable relevant screening committees to evaluate the proposal. The PI is required to submit proposal online.

### 2. Solicited Proposal

If the PI does not agree to further nurture/develop the technology/prototype through Incubation by own initiative, BEPRC will invite for solicited Incubation proposal through formal publication. In this case, the PI will be responsible for formulating a Terms of Reference (TOR) using a template attached with this guideline. Based on this TOR, BEPRC will publish the program solicitation. In case of no submission of proposal/unqualified proposal, BEPRC will have the option to go for unsolicited approach. If required, the Council will have the authority to facilitate Incubation of successful Innovation project in the field of energy and power funded by other Govt. agencies.

Solicited Proposals will be posted for a limited period of time on the BEPRC official website and other public media. Competition among the proposals is more precisely defined. The received proposals will compete directly with each other for BEPRC funding. The proposers are required to submit proposals online. The requisite proposal preparation instructions are contained in *Submission Guideline (Incubation)*. Sufficient information should be provided to enable relevant screening committees to evaluate the proposal.

### 3. Who May Submit a Solicited Proposal

BEPRC welcomes proposals on behalf of all qualified scientists, engineers, educators, business entities and individual entrepreneurs on energy and power. In accordance with the Government of Bangladesh statutes, regulations and BEPRC policies, no person on grounds of race, color, age, sex, national origin or disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving financial assistance from BEPRC, although some programs may have special requirements that limit eligibility.

#### Categories of Proposers

Except where a program solicitation establishes more restrictive eligibility criteria, organizations in the following categories may submit proposals:

1. Non-profit organizations:  
Independent observatories, research laboratories, professional societies and similar organizations located in Bangladesh that are directly associated with educational or project/research activities on energy and power. For non-profit organizations, the proposer team must include an entrepreneur who may be an individual or a private entity.
2. For-profit organizations:  
Commercial organizations, especially small businesses with strong capabilities in scientific or engineering research/project or education in Bangladesh. BEPRC is interested in supporting projects that bridge industrial research resources and perspectives with those of universities; it especially welcomes proposals for cooperative projects involving both universities and the private industrial/commercial sector.
3. Government organizations:  
Government and local government organizations may submit proposals intended to broaden the impact, accelerate the pace, and increase the effectiveness of improvements in energy and power. However, for non-profit Govt. organizations and educational institutions, the proposer team must include an entrepreneur who may be an individual or a private entity.
4. Individuals:  
Scientists, engineers or professionals in Bangladesh and Non-Resident Bangladeshi (NRB) - may be eligible for support who has demonstrated the capability to be an entrepreneur and has access to any necessary facilities to carry out the Incubation.

### 4. When to Submit Proposals

BEPRC will call for Incubation project through program solicitation by website, printing media and/or other available media. Applicants have to submit the proposals in accordance with the instructions in published call for proposal. These programs, however, establish due dates for submission of proposals such as given below:

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**Deadline Dates:** There would be a date of submission after which proposals will not be accepted or will be returned without review by BEPRC. The deadline date will be waived only in extenuating circumstances.

### **Exceptions to BEPRC Deadline Date Policy**

In the event of a natural or anthropogenic disaster, or when BEPRC is closed due to inclement weather or other reason that interferes with an organization's ability to meet a proposal submission deadline, BEPRC has developed the following guidelines for use by impacted organizations.

Natural or Anthropogenic Disasters - Flexibility in meeting announced deadline dates because of a natural or anthropogenic disaster that impacts a proposer's ability to submit a proposal to BEPRC may be granted with the proper approval of the Council. Where possible, such requests should be submitted in advance of the proposal deadline. The Council will work with each impacted organization on a case-by-case basis to address its specific issue(s). Proposers should contact BEPRC and request authorization to submit a "late proposal." Proposers should then follow the written or verbal guidance provided by the Council. Generally, BEPRC permits extension of the deadline by up to seven working days.

Closure of BEPRC – When BEPRC is closed due to inclement weather or other reason, deadline(s) that occurred during the closure will be extended to the following working day after the closure ends.

### **Submission Windows:**

Designated periods of time during which proposals will be accepted for review by BEPRC. It is BEPRC's policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date. These deadlines, and submission windows are published in specific program solicitations that can be obtained through the BEPRC website. Unless otherwise stated in a program solicitation, proposals must be received by the specified date. If the deadline date falls on a weekend or a government holiday, it will be extended to the following working day. Proposals must be received by 11:59 PM local time on the established deadline date. Failure to submit by 11:59 PM local time will result in the proposal not being accepted.

## **5. How to Submit Proposals**

### **Submission Requirements and Instructions:**

Proposals to BEPRC shall be submitted via online portal of BEPRC. For proposals submitted via online, the procedures specified in the *Submission Guideline (Incubation)* apply.

The same proposal cannot be funded twice. If the proposer envisions review by multiple programs, more than one program may be designated on the Cover Sheet. The submission of

duplicate or substantially similar proposals concurrently for review by more than one program without prior BEPRC approval will result in the return of the redundant proposals.

**Proposal Receipt:**

Once the proposal is submitted, proposer can check the status of the proposal online. Communications about the proposal should be addressed to BEPRC with reference to the proposal number. Proposers are strongly encouraged to use the online portal to verify the status of their submission to BEPRC.

## **6. Proposal Processing**

The proposers should allow approximately up to three months for evaluation and processing. In addition, proposers should be aware that BEPRC generally makes awards within 60 days after the recommendation of proposal screening committees of BEPRC. Every effort is made to reach a decision and inform the proposer promptly. Until an award is made, BEPRC is not responsible for any costs incurred by the proposer.

## **7. Conformance with Instructions for Proposal Preparation**

It is important that all proposals conform to the instructions provided by the *Submission Guideline (Incubation)*. Conformance is required and will be strictly enforced. BEPRC will not accept or will return without review proposals that are not consistent with these instructions.

## **8. Proposal Evaluation**

Evaluation of the proposal will be done conforming to *Evaluation Guideline (Incubation)* in Part-B.

## **9. Format of the Proposal**

Prior to submission, it is strongly recommended that proposers conduct an administrative review to ensure that proposals comply with the *Submission Guideline (Incubation)*.







## 10. Proposal Contents

Certain categories of information that are submitted in conjunction with a proposal are for "BEPRC Use Only." Every proposer has to submit this information. BEPRC will screen the following documents. Those who will fail to submit all the documents, will be treated as non-qualified proposals. A summary of each of these categories follows:

- a. **Proprietary information (if applicable)**  
Instructions for submission of proprietary information which should be supported by necessary documents and information, such as patents and publications.
- b. **Certification for Authorized Organizational Representative (AOR) or Individual Proposer**  
The AOR is required to complete certifications regarding the accuracy and completeness of statements contained in the proposal, as well as to certify that the organization (or individual) agrees to accept the obligation to comply with award terms and conditions. It is applicable for all team members.
- c. **Certification Regarding Organizational Support**  
The AOR is required to complete a certification that there is organizational support for the proposal as required. This support extends to the portion of the proposal developed to satisfy the broader impacts review criterion as well as the intellectual merit review criterion, and any additional review criteria specified in the solicitation. Organizational support will be made available, as described in the proposal, in order to address the broader impacts and intellectual merit activities to be undertaken.
- d. **Collaborations & Other Affiliations**  
The following information regarding collaborations and other affiliations must be separately provided for each individual identified as senior research personnel:
  - A list of all entities/ organization / persons in alphabetical order (including their current organizational affiliations) who are currently, or who have been partners or co-authors with the individual on a project, book, article, report, abstract or paper during the 24 months preceding the submission of the proposal. Also include those individuals who are currently or have been co-editors of a journal, compendium, or conference proceedings during the 12 months preceding the submission of the proposal.
  - The collaboration letters from Alpha and Beta partner of the project must be submitted.
- e. **Letter of Consent (Entrepreneurship):**  
The proposer must submit a letter of consent from the concerned authority of the place/organization/partner for entrepreneurship of the successful product either individually or jointly.
- f. **Letter of Consent (Cost Sharing):**  
The letter of consent for mandatory cost sharing from the concerned authority of the organization/partner/industry for Incubation project must be submitted.

## 11. Sections of the Proposal

The sections described below represent the body of an Incubation proposal submitted to BEPRC. Failure to incorporate required information in the sections will result in the proposal not being accepted, or being returned without review.

A proposal must contain the following sections.

- A. Cover Page
- B. Technology Review
- C. Proposed Product Summary
- D. Table of Contents
- E. Incubation Description
- F. Statement of Work and Schedule
- G. Budget and Budget Justification
- H. Facilities, Equipment and Other Resources
- I. Any other relevant information

### A. Cover page

- (i) ***Unsolicited Incubation Proposal/Incubation Program Solicitation Name:***  
Proposers are required to mention the applicable Incubation program solicitation name and the number. If the proposal is not submitted in response to a specific program solicitation, the proposer should write "Unsolicited Incubation Proposal".
- (ii) ***Title of Proposed Project:***  
The title of the project must be brief, work representative, scientifically or technically valid, and suitable for use in the public press. BEPRC may edit the title of a project prior to making an award.
- (iii) ***List of Participants:***  
Information (including address information) regarding the Product-Developer (PD) has to be mentioned when preparing the Cover Page. The proposal also may identify up to three additional co-PDs and other members of the project proposal. The number of participants in a proposal must not exceed six (06). Each individual's name and primary registered e-mail address, must be entered in the boxes provided.
- (iv) ***Budget and Duration Information:***  
The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activity. The Council encourages proposers to request funding for reasonable durations when such durations are necessary for completion of the proposed work and are technically and managerially advantageous. The requested start date should allow at least six months for BEPRC review, processing and decision.

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(v) ***Product-developer Organization Information:***

The Product-developer organization name, address, Organization Identification Number/ Taxpayer Identification Number must be mentioned in the Cover Sheet.

(vi) ***Project Work Primary Location:***

If the project is planned to be performed at a location other than the Product-developer, then provide the following information:

- Organization Name (identify the organization name of the primary site where the work will be performed, if different than the Product-developer);
- Street;
- City;
- Country; and
- Zip Code.

B. **Technology Review (Including Previous Relevant Work):**

The Proposer must write his/her understanding on technology innovated by the Innovation PI. He should also mention other existing prospective similar technologies. Also, he/she should provide an objective, critical summary of published research literature relevant to the development of the product under consideration. The literature review should be written to highlight specific arguments and ideas in the field of study. By highlighting these arguments, the proposer needs to show what he/she likes to develop to overcome the weakness or gaps of the innovated technology/know-how/design. The review should therefore demonstrate why the proposed product is useful, necessary, important and valid.

C. **Proposed Product Summary:**

Each proposal must contain a summary of the proposed product. To be precise, the proposer must describe the Initial Objective Specification (IOS) of the product. Besides, this section should consist of an overview, methods to be employed in the proposed activity, and a statement on the broader impacts of the proposed product.

The overview includes a description of the activity that would result if the proposal were funded. The statement on broader impacts should describe the potential of the proposed activity to benefit country's energy and power sector as well as contribute to the achievement of specific, desired outcomes.

The section should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

D. **Table of Contents:**

Mention section titles or brief descriptions with their commencing page numbers of the proposal.

E. **Incubation Description:**

(i) ***Statement of the Undertaken Development Work:***

This section should provide a clear statement of the development works to be undertaken to create an IOS. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

(ii) ***Objectives of the Incubation Project:***

The ultimate objective should be to analyze the innovative technology/know-how/design and to develop a prototype of a complete and functional product/package along with final product specification. It should be done on the basis of market analysis and consumer need depending on the outcome of piloting/demonstration during Incubation.

If there is any shortcoming found in the technology during the analysis and/or specifically mentioned by the innovator, Incubation proposals are required to address those shortcomings and propose necessary solutions to overcome the shortcomings.

Describe the specific objectives for development of the product, which should be clear, measurable, realistic and achievable within the duration of the project.

(iii) ***Engaging Innovation PI:***

This section should consist of any requirements of the proposer from the Innovation PI. It should include any required technical, supervisory, laboratory, human resource or any other necessary support. The PD should agree to demonstrate the technology as a pilot at a third-party neutral site in collaboration with the Innovation PI. The budget for this demonstration should be mentioned separately in the budget section.

(iv) ***Engaging Industry:***

The industrial engagement with the proposed project will be encouraged. The proposer must explain how he will engage the relevant industry stakeholder in any of the following capacity such as Alpha, Beta and Cost sharing partners during the product development phase. Alpha partners are those who will actively participate in the research to solve general industry problem. Beta partners are representative customers for the developed product, those who will actively participate in the project to find a way how to use the product to solve his own specific problem which could then be replicated by similar other industry members. Cost sharing partners are those who will be willing to share the cost of the product development to match the funding by BEPRC at least 20% of the total budget. Active participation by industry partner means providing manpower or site for piloting, helping the project team to defining the problem at hand etc.



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(v) **Market Analysis:**

Initial market survey for the proposed product has to be conducted by the PD and the report should be submitted along with the proposal. On the basis of the market study, PD will have to do market analysis and commercial viability for the proposed product. The approach and appropriate method for market analysis of the product should be described here in details.

(vi) **Approach and Methodology:**

The proposer must explain how (s)he will proceed with the product development project. (S)He must mention in details about how (s)he intends to collect, analyze data or materials and then how (s)he will interpret the results. It is imperative to explain the concept and the approach/activities that will be implemented during this project (e.g. demonstration, testing, prototyping, pilot lines, scale-up studies, miniaturization, design, performance verification, market replication encouraging the involvement of end users and potential clients, research etc.). The proposal must be detailed and well-constructed.

(vii) **Challenge and Constraints:**

Please identify strengths and weaknesses of the proposer's vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats as well as describe how PD/Organization proposes to capitalize on them or avert them. In addition, depict the tentative challenge for market need analysis and the required entrepreneurship skill for the commercialization of the product.

(viii) **Royalty Sharing Details:**

BEPRC will provide funding for developing product based on the innovative technologies funded by BEPRC. The Product-developer (PD) shall be an integral part of the Incubation project and must share at least 20% of the total equipment cost and 50% of non-equipment cost as his contribution to the project. However, if the Incubation will turn into a success for Entrepreneurship, then the PD will have to reimburse entire BEPRC contribution back to the Council within a reasonable time as specified by BEPRC. Entire intellectual property (IP) related to the Innovation and Incubation is owned by BEPRC. The Product-developer shall be given an exclusive license for first five years which shall be renewed further to commercialize the product as an Entrepreneur at a later stage known as Entrepreneurship. The Product-developer should also agree that a fixed royalty of 5% on annual turn-over from the product should be paid by the Entrepreneur to BEPRC during commercialization phase.

**F. Statement of Work and Schedule:**

The Statement of Work is the primary document that identifies the work to be performed and outcome to be produced and provides the basis for BEPRC payment. It is an action document that specifically delineates each step or procedure required to accomplish the project objectives. Therefore, each action should be identified with a description of its objective, who will perform it, how it will be performed, and the anticipated product deliverables.

**(i) Task Objectives, Methods, and Deliverables:**

Proposed Statement of Work tasks should identify specific objectives, methods, and quantifiable and measurable targets that define success of each task and that can be evaluated at project completion. Description of each task should include:

- (a) The objective of the task.
- (b) Detailed description of what work will be performed for the task, including methods to be used and a brief description of any quality control and quality assurance measures, analytical procedures, or statistical analyses to be employed to optimize the quality of the data and project results.
- (c) Soundness of the methods to be used in the task. Briefly explain why the equipment, models, methods, and other aspects of the work are expected to meet objectives. Describe the extent to which chosen methods have been accepted by policy-making organizations, or otherwise demonstrated to be valid.
- (d) The persons responsible for completing the task.
- (e) Deliverables for the task.
- (f) Task budget—the approximate amount, in Taka, allocated to the task.

**(ii) Dissemination of Results:**

Include a task for reporting and disseminating project results. This is a key aspect of the project. The following reporting and information transfer work should be considered in allocating resources for this task:

- (a) PD shall submit following reports with sufficient information- quarterly, half yearly & annual progress reports. At the end of Incubation period, PD will have to submit a final technical report. The PD shall submit a market update report every six months. The format of the reports will be determined upon discussion with the BEPRC. PDs are strongly encouraged to use a technical editor for all final documents. Electronic access to the project data shall also be provided to the Council for the purpose of project monitoring and quality assurance.
- (b) Additional methods of information transfer and reporting may be proposed to involve pertinent decision-makers or regulators and other target audience representatives during the project, and for using the anticipated project results to achieve projected benefits.

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(iii) **Master Schedule:**

Complete a schedule following Critical Path Method (CPM), showing the starting and completion times of all major milestones. The schedule should include major milestones and meetings, tests, demonstrations, reports, and other key deliverables.

**Management Plan and Qualifications:**(a) **Organizational Chart:**

Prepare an organizational chart listing project personnel. Include any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.

(b) **Tasking Chart:**

Prepare a tasking chart, setting forth approximately (in hours or days) the amount of time contributed by each person to each task and to the total effort.

(c) **Résumés:**

Identify key project personnel. Submit relevant portions of resumes for all key project personnel, including those of proposed subcontractors. Include education and experience that are relevant to the proposed work.

(d) **Related Projects:**

List related projects that have been undertaken by the proposer and/or subcontractors. For each project, provide a brief summary describing the project's title, scope, funding amount and client contact numbers. BEPRC may contact listed clients.

**G. Budget and Budget Justification**

Each proposal must contain a budget for each year of support requested. The amounts for each budget line item requested must be documented and justified in the budget justification as specified below. For proposals that contain a sub-award(s), **each sub-award** must include a separate budget justification.

(i) **Non-equipment Cost:**

As a general policy, BEPRC limits the total non-equipment cost up to 50% of the total project budget. The breakdown of all non-equipment items should be included here with budget justification. Non-equipment cost can include but not limited to the followings:

(a) **Salaries and Wages:**

The names of the PD, Co-PD and other senior personnel as well as the estimated number of full-time-equivalent person-months for which BEPRC funding is requested, and the total amount of salaries requested per year, must be listed. For consistency with the BEPRC cost sharing policy, if person months will be requested for senior personnel, a corresponding salary amount must be entered on the budget. If no person months and no salary are being requested for senior personnel, they should be removed from the budget.

For other professionals, the total number of persons for each position must be listed, with the number of full-time-equivalent person-months and total amount of salaries requested per year. For secretarial, clerical, technical and other related persons, whose time will be charged directly to the project, only the total number of persons and total amount of salaries requested per year in each category is required. Compensation classified as salary payments must be requested in the salaries and wages category. The budget justification should detail the rates of pay by individual for senior personnel and other professionals.

(b) **Materials and Supplies (including Costs of Computing Devices):**

The proposal budget justification should indicate the general types of expendable materials and supplies required. Supplies are defined as all tangible personal property other than those described in paragraph above. A computing device is considered a supply if the acquisition cost is less than the lesser of the capitalization level established by the proposer, regardless of the length of its useful life. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of the BEPRC award. Cost estimates must be included for items that represent a substantial amount of the proposed line-item cost.

(c) **Consultation Services (also referred to as Professional Service Costs):**

The proposal budget may request costs for professional and consultant services. Professional and consultant services are services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the proposing organization. Costs of professional and consultant services are allowable when reasonable in relation to the services rendered and when not contingent upon recovery of costs from the government. Anticipated services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service. Consultants' travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable.

(d) **IT Services:**

The cost of IT services, including software and computer-based analysis, retrieval of scientific, technical and educational information, may be requested only where it is institutional policy to charge such costs as direct charges. A justification based on the established IT service rates at the proposing organization must be included. The proposal budget also may request costs for leasing of computer equipment.

(e) **Travel:**

Travel and its relation to the proposed activities must be specified, itemized and justified by destination and cost. Funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence. In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written



approval of the BEPRC. Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under BEPRC grants must travel by cheapest direct route.

(f) **Sub-awards:**

Except for the purchase of materials and supplies, equipment or general support services allowable under the grant, no portion of the proposed activity may be sub-awarded, transferred, or contracted out to another organization without written prior BEPRC authorization. Such authorization must be provided either through inclusion of the sub-award(s) on an BEPRC award budget or by receiving written prior approval from the BEPRC. If known at the time of proposal submission, the intent to enter into such arrangements must be disclosed in the proposal. A separate budget and a budget justification must be provided for each sub-recipient, if already identified, along with a description of the work to be performed.

(g) **Technology Transfer Cost:**

The Council will provide the cost for technology transfer requirements. It includes the remuneration of Innovation PI and other costs related to transferring the technology.

(ii) **Equipment Cost:**

Allowable items primarily will be limited to research/prototyping equipment/data processing & storage and other apparatus as required for the project, excluding all equipment available during innovation. Special purpose or scientific use computers or associated hardware and software may be requested as items of equipment when necessary to accomplish the project objectives and not otherwise reasonably available. Any request to support such items must be clearly disclosed in the proposal budget, justified in the budget justification, and be included in the BEPRC award budget. It is mandatory to provide the estimated cost and duration for market analysis, initial product specification as well as building working prototype

**BUDGET ESTIMATES: SUMMARY**

(In Taka)

Item	BUDGET			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year.....	Total
A. Non-equipment cost				
1. Salaries/ Wages				
2. Office Supply				
3. Travel				
4. Other Costs				

- B. Equipment cost
1. Permanent Equipment
  2. Consumables
  3. Cost related to Market Analysis
- 
- Grand Total (A+B)

- Financial Year: July to June
- Count six months from submission of the proposal to arrive at expected time point for commencement of the project.
- Please provide brief justification for each head of expenditure (100 words for each).

**BUDGET FOR SALARIES/WAGES**

Designation (Number of persons)	Monthly Emoluments	(In Taka) BUDGET			
		1 <sup>st</sup> yr. (m.m.)	2 <sup>nd</sup> yr. (m.m.)	3 <sup>rd</sup> yr..... (m.m.)	Total (m.m.)*
-----					
Full time					
i)					
ii)					
Part time					
i)					
ii)					
-----					
Total					

- m. m. man months to be given within brackets before the budget amount.

**BUDGET FOR TRAVEL**

Items	(In Taka) BUDGET			
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.....	Total
Travel 1. Local *				
2. Foreign*				
Total				

\* Please specify.





### BUDGET FOR OTHER COSTS

Items	(In Taka)			
	1 <sup>st</sup> yr.	2 <sup>nd</sup> yr.	3 <sup>rd</sup> yr.....	Total
a. Contingencies				
b. Others				
Total				

### BUDGET FOR EQUIPMENT & PRODUCTS

Sl. No.	Name of equipment *	(In Taka)
		Estimated cost
1.		
2.		
Total		

- Please give justification for each equipment and products.

#### H. Facilities, Equipment and Other Resources:

Proposers should describe only those resources that are directly applicable. They must include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project. Such information must be provided in this section, in lieu of other parts of the proposal (e.g., budget justification, project description). The description should be narrative in nature and must not include any quantifiable financial information. Reviewers will evaluate the information during the merit review process.

## 12. Market Study

The PD will be responsible for regular market study of the proposed product. This study can help the PD with minimizing risks, attracting investors, pricing, positioning, product features, shaping marketing mix, defining strategy. The methods of market study can be but not limited to- interviews, focus groups, trend reports, public domain data, social listening, surveys, observation, competitive analysis. A generic format/framework to work within can be described as follows:



- Define the market and product
- Define how to approach the market
- Develop market research methodology
- Identify information types, gaps and sources
- Perform field work and collect data
- Data analysis and insights

### 13. MISCELLANEOUS

#### (i) Solicitation Cancellation and Amendment

Council reserves the right to do any of the following:

- Cancel any program solicitation;
- Revise the amount of funds available under this solicitation;
- Amend this solicitation as needed; and/or
- Reject any or all applications received in response to the program solicitation.

If the solicitation is amended, BEPRC will send an addendum to all parties who requested the solicitation, and will also post it on the official website of BEPRC. The Council will not reimburse applicants for application development expenses under any circumstances, including cancellation of the solicitation.

#### (ii) Invalid 'Timed' Application

An Application cannot be "timed" to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: "This application and the cost estimate are valid for 60 days."

#### (iii) Confidentiality

All submitted documents will remain confidential.

#### (iv) Solicitation Errors

If any ambiguity, conflict, discrepancy, omission, or other error is discovered at any stage before the proposal submission deadline, the changes will be notified through BEPRC portal specified in the program solicitation.

#### (v) Minor Defects

BEPRC may waive any minor defect or deviation contained in a proposal which will not materially affect the eligibility criteria of that proposal.



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# **PART-B**

## **Evaluation Guideline (Incubation)**



## 14. Evaluation and Award Process

### PROPOSAL EVALUATION

Incubation proposals will be evaluated and scored based on responses to the information requested. Proposals will be evaluated in two stages:

#### 1. Stage One: Proposal Screening

BEPRC Incubation wing will be responsible to primarily screen Incubation proposals for compliance with the Screening Criteria mentioned in the **Section C** of *Evaluation Guideline (Incubation)*. **Proposals that fail any of the screening criteria will be rejected.**

- If required, BEPRC will have the option to hire external relevant experts for proposal screening.
- **Clarification Interviews:** Incubation wing may conduct optional in-person or telephone interviews with Proposers or send written clarification questions to Proposers during the evaluation process to clarify and/or verify information submitted in the Proposal. However, these interviews may not be used to change or add to the content of the original Proposal. Proposers will not be reimbursed for time spent answering clarifying questions.
- 

#### 2. Stage Two: Proposal Scoring

Proposals that pass Stage One will undergo Proposal Scoring stage. BEPRC will form an Incubation Proposal Screening Committee (IPSC) and send the primarily selected Incubation proposals from Stage One to IPSC. IPSC will review and score based on the Scoring Criteria in **Section D** of *Evaluation Guideline (Incubation)*.

- The scoring will be done based on the Scoring Criteria as well as the Scoring Scale for each criterion. Each member of IPSC will score the proposal individually. The maximum and minimum marks received by a proposal will not be used for calculating the average score for that proposal. The average score for that proposal will be calculated on the basis of the remaining marks.
- The Proposal must receive a minimum average score of **60.00 points out of 85 points** for criteria 1–4. **A total minimum average score of 70.00 points out of 100 points** for criteria 1-5 is required for the proposal to be eligible for funding.

#### A. RANKING, NOTICE OF AWARD, AND Contract AGREEMENT

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## 1. Ranking and Notice of Award

Successful proposals will be ranked according to their score. Proposed awards must be approved by the Council at its Governing Body meeting. The Council will post a **Notice of Award (NOA)** that includes: (1) the total proposed BEPRC funding amount and (2) the rank order of proposals. The Council will post the NOA at its website, and will E-mail it to the successful proposer. All the unsuccessful proposers will be notified by the Council through Separate E-mail.

- **The Council reserves the right to:**
  - Allocate any additional funds to passing Proposal
  - Negotiate with successful Proposer to modify the project scope, schedule, and/or level of funding by forming an Incubation Negotiation committee (INC).
  - The Council reserves the right to modify the award documents (including the terms and conditions) prior to executing any agreement.

## 2 Contract Agreement

Incubation proposals recommended for funding will be developed into a contract agreement to be considered at the Council's Governing Body meeting. Recipients shall begin the projects only after full execution of the agreement (i.e., approval at the Council's Governing Body Meeting and signature by the Recipient and the BEPRC).

- **Sign of Agreement:** If approved at an BEPRC's Governing Body meeting and Ministry, the Council will send the Recipient a proposed contract agreement for acceptance and signing. The recipient will be required to sign the agreement with BEPRC within 30 days upon receiving the agreement. The agreement will include the applicable terms and conditions and if applicable, will incorporate the solicitation reference.
- **Failure to Sign an Agreement:** If the proposer is unable to successfully sign an agreement within stipulated time with the Council, the award will be canceled. The council may award the next highest-ranked, eligible proposal (if any).
- **Agreement Amendment:** The executed agreement may be amended in the implementation phase by mutual consent of the Council and the Recipient. The agreement may require amendment as a result of project review, changes in project scope, and/or availability of funding.

## ***B. GROUNDS TO REJECT A PROPOSAL OR CANCEL AN AWARD***

### **Proposal Rejection:**

The Council reserves the right to reject a Proposal and/or to cancel an award if the following circumstances are discovered at any time during any phase of the process:

- PD and Co-PD of the proposal lacks relevant education/experience to prove competence.
- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead the Government in its evaluation.
- The Proposal does not literally comply or contains caveats that conflict with the solicitation, and the variation or deviation is material.
- The Proposer fails to meet any compliance issue within sufficient time for the Council to meet its encumbrance deadline, as the Council in its sole and absolute discretion may determine.
- If the proposer requests to withdraw the proposal.

**Award Cancellation:**

Award may be cancelled after issuing the NOA on following grounds:

- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead the Government in its evaluation.
- The Proposal does not literally comply or contains caveats that conflict with the solicitation, and the variation or deviation is material.
- The proposer fails to achieve the milestone as proposed without any reasonable ground.

**C. STAGE ONE: PROPOSAL SCREENING**

SCREENING CRITERIA The Proposal must pass ALL criteria to progress to Stage Two	Pass/Fail
1. The proposal addresses all the objectives mentioned in terms of reference (TOR) of the project in the Incubation Program Solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2. PD and Co-PD of the proposal have relevant qualification/experiences in the field of work.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
3. The Proposer has written a Technology Review, a Statement of Work & Schedule and the Incubation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail



Description as per the requirement of the Program solicitation and Submission Guideline.	
4. Project must involve Alpha and Beta Partner with adequate work experience. Their commitment should be in line with the project objectives.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
5. Market analysis of the proposed product is submitted as per the Submission Guideline.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
6. The Proposer has submitted a Budget and Budget Justification as per the requirement of the Program solicitation and the requested Funding falls within the maximum limit and comply with the provision of Guideline.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
7. The Proposal includes all the necessary support letters (if relevant) as specified in the Program solicitation.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
8. The proposal must contain an Initial Objective Specification (IOS) of the product.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
9. The proposal must address the shortcomings mentioned in the TOR.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
10. The proposal has not included a statement or otherwise indicated that it will not accept the terms and conditions as specified in the solicitation, Or That acceptance is based on modifications to the terms and conditions.	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

#### D. STAGE TWO: PROPOSAL SCORING

Proposals that pass Stage One will be evaluated based on the Scoring Criteria and the Scoring Scale for each criterion. Each criterion has multiple sub-criteria.

<u>SCORING SCALE</u>		
% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	<ul style="list-style-type: none"> <li>The response fails to address the criteria.</li> <li>The omissions, flaws, or defects are significant and unacceptable.</li> </ul>
1-39%	Minimally	<ul style="list-style-type: none"> <li>The response minimally addresses the criteria.</li> <li>The omissions, flaws or defects are significant and Responsive unacceptable.</li> </ul>
40-69%	Inadequate	<ul style="list-style-type: none"> <li>The response addresses the criteria.</li> <li>There are one or more omissions, flaws, or defects</li> </ul>

		or the criteria are addressed in a limited way that results in a low degree of confidence in the proposed solution.
70-79%	Adequate	<ul style="list-style-type: none"> <li>The response adequately addresses the criteria.</li> <li>Any omissions, flaws, or defects are inconsequential and acceptable.</li> <li>The response fully addresses the criteria with a good degree of confidence in the Proposer's response or proposed solution.</li> </ul>
80-89%	Good	<ul style="list-style-type: none"> <li>There are no identified omissions, flaws, or defects. Any identified weaknesses are minimal, inconsequential, and acceptable.</li> </ul>
90% and above	Excellent	<ul style="list-style-type: none"> <li>The response fully addresses the criteria with a high degree of confidence in the Proposer's response or proposed solution.</li> <li>The Proposer offers one or more enhancing features, methods, or approaches that exceed basic expectations.</li> </ul>

### SCORING CRITERIA

Scoring Criteria	Maximum Points
<b>1. <u>Merit of Technical review</u></b> a. Understanding of competing technology in the market with Initial Objective Specification (IOS). b. IOS aligns with the Innovation technology/know-how/design. c. Understanding of the availability of similar product in the global market. d. Technical works to be done by the Alpha and Beta partner meets the objectives and goals of the project.	25
<b>2. <u>Technical Approach</u></b> a. Addresses the shortcomings of the technology to take to working prototype with any qualitative or intangible improvement to the applicable technologies and systems for the development of energy and power mentioned in the project TOR including timeframe and assumptions. b. Cost of product related to other similar product/technology. c. Performance of product compared to other product/technology. d. Provides a clear and plausible measurement and verification plan that describes how benefits specified in the Proposal will be determined and measured.	25
<b>3. <u>Market study</u></b> a. Market Analysis for the initial product specification and working prototype has been well justified. b. Provides clear, plausible, and justifiable entrepreneurship measures for marketing of the product.	25

c. Clearly identify the primary user of the product and also the secondary beneficiary,	
d. Provides a tasking chart, Gantt chart, master schedule so that project outcome and benefits will be efficiently and effectively delivered to the relevant stakeholders.	
4. <b><u>Team Qualifications, Capabilities, and Resources</u></b>	10
a. Describes the organizational structure of the Proposer and the project team. Includes an organizational chart that illustrates the structure.	
b. Summarizes the qualifications, experience, capabilities, and credentials of the lead team members.	
d. Describes the facilities, infrastructure, and resources available to the team.	
e. Describes the team's history of successfully completing projects and, if applicable, commercializing and/or deploying results/products.	
f. Describes past collaborations with utilities, industries, or other stakeholders.	
Total Possible Points for criteria 1-4 (Minimum Passing Score is 60.00)	85
5. <b><u>Budget and Budget Justification</u></b>	15
a. Justifies the reasonableness of the requested BEPRC funds relative to the project goals, objectives, and tasks.	
b. Budget of equipment cost is aligned with technology review and methodology.	
c. Whether the budget breakup of non-equipment cost is consistent with activities of the project.	
Total Possible Points for criteria 1-5 (Minimum Passing Score is 70.00)	100

### Composition of IPSC

The IPSC will comprise two members from BEPRC, Innovation PI, one relevant technology expert and one relevant business development expert. If the Innovation PI is a part of the proposer team, BEPRC will nominate alternative relevant expert in the committee. The committee will have the option to co-opt additional members if required.

Experts who have a **conflict of interests** will be excluded in the IPSC by BEPRC. BEPRC considers that a conflict of interest exists, if an expert:

- was involved in the preparation of a proposal
- benefits directly or indirectly if a proposal is accepted
- has a close family or personal relationship with any person representing a proposer
- is a director, trustee or partner or is in any way involved in the management of a proposer's organization/entity.

- is employed or contracted by one of the Proposers or any named subcontractors
- was employed by one of the Proposers in the last three years
- is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially (or that could reasonably appear to do so in the eyes of an external third party).

Such an expert may, however, exceptionally be invited to take part in the evaluation process which should be documented, if all of the following apply:

- the expert works in a different department/laboratory/institute from where the action is to be carried out
- the bodies operate with a high degree of autonomy and
- such a role is justified by the requirement to appoint the best available experts and by the limited size of the pool of qualified experts.



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## 15. Attachment-1

### 1. *Terms of Reference (TOR) for Incubation Project of BEPRC*

#### **Purpose of The Solicitation:**

The solicitation should emphasize on the goals of 1) improving the innovated technology/know-how/design, 2) developing fully functional prototype incorporating the innovated technology/know-how/design and 3) preparing and submitting appropriate business model for scaling up and future commercialization.

#### **Background**

*Mention here how the Innovation project was taken (program solicitations or unsolicited approach) and provide necessary information of the project using below table*

Brief Description of innovated technology/know-how/design:

Title of the Project	
Research Area	
Innovation Solicitation No and Date	
Total Innovation Project Cost and Percentage of Project Fund from BEPRC	
Project Start Date	
Project End Date	

PI and Co-PI of the Project	
Organization Innovated technology/know-how/design	
Is the Innovation patentable? Please describe	
Project Piloting Site	

**Description of the technology/know-how/design**

*A detailed description of the BEPRC funded innovated technology/know-how/design should be provided here. It should contain the explanation of the concept and the approach, methodology, facts/figures, challenges/constraints and piloting activities that had been implemented during Innovation and suggestive solution to further develop/improve the method.*

**Areas of Improvement:**

*PI should mention the scope of improvement, root cause behind it and recommendation how to improve the technology/know-how/design.*

*For example, a project entitled “**Building Energy Management System (BEMS)**” has the objective of automatic control of cooling and lighting load of a room based on occupancy. In the Innovation stage, camera has been deployed to find out the occupancy number. But it was observed that image processing using camera became a weak link in the whole system as it was consuming more time making the system slower. Besides, it can create privacy concern due to the use of camera making the whole system inappropriate for use in many places.*

Based on this scope of improvement, Incubation proposals are required to address interrelated solicitation objectives.

*For example, the tentative objectives of the above mentioned BEMS project could be to replace the camera with other technology/device or keep the camera solving the privacy & image processing issue. The ultimate objective should be to deliver a complete product/package with final product specification as per market analysis and consumer need depending on the outcome of piloting/demonstration during incubation.*

It is imperative to mention the requirement for Alpha partner to have support for testing the working prototype. It should also focus on the Beta partner for initial marketing of the product based on the feedback of testing with Alpha partner. These partnerships are needed to make a

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provision to commercialize the product by the Product-Developer at a later stage for the purpose of entrepreneurship.

### **Role of Innovation PI and Product-Developer**

*Role of Innovation PI and Product-Developer should be mentioned here.*

### **Budget and Duration**

*Mention the maximum grant amount and maximum project duration as perceived by the Innovation PI. Indicate target date for the start of work and expected completion date, including conditions to determining both dates, if any. For cost sharing policy, please see the Guideline.*

### **Requirements**

#### **A. Proposer Eligibility**

*Please see the guideline to know about who can submit an Incubation project proposal to BEPRC in general.*

*Clearly define and indicate the following:*

- a) The area of specialization, field of expertise, and other qualities of the ideal individual to perform the services/work satisfactorily;*
- b) The minimum level of education acceptable and the fields of studies preferred, if any*
- c) Present financial condition (financial need is preferable), Communication skill, number of attempts by the Product-Developer for entrepreneurship in the past*
- d) The minimum number of years of work experience on the preferred field of practice, if there is any preference*
- e) Special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)*

#### **B. Project Requirements**

##### **I. Scope of Work**

- a) List the results that the Product-Developer should achieve, and the major tasks expected to be undertaken by the Product-Developer*

- b) *Briefly describe the required activities (scope, location, subjects, etc.) and other information that will help prospective Proposer to understand the nature of the work*
- c) *If possible, it is always best to indicate in each activity the literature/data/information/policy framework already on hand that may be made available by BEPRC/Supporting Mentors to the Product-Developer as reference/input to the activity.*

**II. Expected Outputs and Deliverables**

*This section should ask for a final product specification and a working prototype which will be viable for commercial scale-up in future.*

- a) *List down the outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates.*
- b) *If feasible, a table similar to the one below is desired in order to clearly summarize the above details:*

<b>Deliverables/ Outputs</b>	<b>Estimated Duration</b>	<b>Target Due Date</b>





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## 16. Attachment-2

### 1. List of Acronyms

BEPRC- Bangladesh Energy and Power Research Council

I<sup>2</sup>E- Innovation, Incubation and Entrepreneurship

PI- Principal Investigator

PCR- Project Completion Report

PD- Product-Developer

NRB- Non-Resident Bangladeshi

AOR- Authorized Organizational Representative

IOS- Initial Objective Specification

IP- Intellectual Property

CPM- Critical Path Method

IPSC- Incubation Proposal Screening Committee

NOA- Notice of Award

INC- Incubation Negotiation committee

TOR- Terms of Reference