Open Call: Advisory Services for Innovation Procurement

Annex 2 – Proposal template: Topic #2 – Needs identification

2025

Vs02 simplified

### FEASIBILITY (Weight 40%)

*It evaluates the organisation’s readiness to conduct a thorough needs analysis, including permissions for consultations and data access, while ensuring effective interdepartmental collaboration to produce actionable identified needs.*

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| 1. **Permission to actuate** |
| Detail the process and the type of data and resources required to implement the need analysis (e.g. launch a call, committee, questionnaires, financial data, operational reports, etc). |
| Maximum 500 words. |
| Describe how stakeholders and which stakeholders (internal and external) will be engaged throughout the need’s identification process (e.g., briefings, interviews, workshops). |
| Maximum 500 words. |

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| 1. **Interdepartmental collaboration** |
| Select the communication channels and collaboration tools to be used across departments, thinking about how to identify needs in your organisation: |
| Regular meetings  Shared platforms  Collaborative software  Others (List them below) |

### TEAM COMMITMENT (Weight 40%)

*It evaluates the team’s ability to bring diverse perspectives, dedicate time to stakeholder engagement and analysis necessary for robust needs identification, and ensure alignment with organisational objectives backed by leadership.*

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| 1. **Fit-for-Purpose** |
| List the names, roles, and specific expertise of the main team members involved in the need’s identification process. Describe how the team’s composition (skills, experience, and diversity) is well-suited to carry out the analysis effectively. |
| Maximum 500 words. |

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| 1. **Resource allocation** |
| Include a statement of commitment from team members confirming their availability. |
| **Linked to Annex 3. Commitment Letter. Please sign and submit as requested.** |

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| 1. **Strategic alignment** |
| Explain how the needs identification process aligns with the organisation’s current objectives and long-term strategy. Provide examples of how the findings from the needs identification will directly support the organisation’s goals (e.g., innovation, efficiency, strategic growth). |
| Maximum 500 words. |
| Describe how management will be informed of progress and involved in key decisions. |
| Maximum 500 words. |

### ADOPTION WILLINGNESS (Weight 20%)

*Assesses the organisation’s commitment to using insights from the analysis to guide procurement actions and align them with long-term goals. It includes leadership and readiness to find solutions that match the needs.*

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| 1. **Organizational motivation to adopt** |
| Describe how the organisation plans to apply the insights from the needs identification process to guide future development of solutions and procurement actions. |
| Maximum 500 words. |