# Call for proposals:
# Development of a cooperative Knowledge Base

*Deadline: 5 November 2018*

## Background

Cooperative enterprises enable people around the world to become protagonists of their own social and economic development. The ICA-EU partnership programme "Cooperatives in Development – People-centred businesses in action" (or #coops4dev) will work on promoting the cooperative business model in global, regional and local development policies, and strengthening cooperative organisations as viable actors in development processes in their own rights.

In this framework, Cooperatives Europe leads a transnational activity which intends to foster the development of a cooperative entrepreneurial culture amongst young generations, by creating synergies and capitalizing on experience and resources of both cooperative associations and youth organizations. Throughout this activity, mentors from European and international countries will create together innovative mentoring tools, aimed at enabling cooperative associations and youth organizations to encourage and support young leaders to develop cooperative-related projects in a consistent and complementary way. Pedagogical material will be tested on a pool of young volunteers, called "ambassadors", through a series of local activities organized in pilot countries.

**The purpose of the Knowledge Base is to facilitate preparatory sharing of experience, knowledge and tools for relevant partners and participants of the project and access to intellectual outputs and project outcomes as the project evolves. Once deployed, the Knowledge Base will serve as an online tool for mentors, young ambassadors, researchers, and the public, enabling better promotion and development of supporting structures for cooperative entrepreneurs.**

## Objectives

The Knowledge Base will aim to provide a digital infrastructure for the creation and development of cooperative platforms enabling horizontal collaboration among actors of cooperative development at local, regional and international levels.

It will pursue three specific objectives:
- Improving access, visibility, pooling and sharing of training tools among actors of cooperative development;
- Fostering collaboration among a community of actors of cooperative development (CoopMentors);
- Enabling better identification of community needs with respect to available cooperative

development tools and skills.

Through these objectives, the Knowledge Base intends to foster the free and open sharing of knowledge within the cooperative community, and to enable the young cooperative entrepreneurs of Europe to help others in starting cooperative businesses. The initiative is in line with the cooperative principles of independence, education, cooperation amongst cooperatives and concern for community.

## Outputs

The final outputs expected from this service are:
- One roadmap for iterative development;
- One IT infrastructure enabling data sharing among an ecosystem of decentralized platforms; (back-end), and handbook for promotion among beneficiaries;
- One open-source module (software license to be defined in collaboration with the project coordinator) for setting up inter-operable and decentralized interfaces on websites running on their own software (front-end);
- Three pilot inter-operable decentralized platforms (running the front-end module connected to the back-end);
- Technical documentation – including one manual for platform administrators;
- One activity report.

## Budget

The total budget foreseen for this project is **26.000,00 €** all taxes included. The timeframe for this service is 15 November 2018 – 31 July 2019.

## Activities

**A.1    Definition and implementation of a roadmap for iterative development        3.000 €**

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| The service provider should review deliverables from previous research (lot 1), to propose a consistent iterative development roadmap with clear expected deadlines and qualitative and quantitative evaluation criteria. Said roadmap will be addressed to the project coordinator, for monitoring and coordination with other partners. This activity also includes implementation of iterative development roadmap, i.e. coordination | |

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| with other stakeholders, close collaboration with UX partner, and participation (including preparation and contribution to outputs) in 2 physical workshops involving panels of beneficiaries.<br><br>The project provider should eventually deliver an activity report, highlighting main outcomes and challenges from the project, and making recommendations addressed to the project coordinator for long-term exploitation and sustainability of the Knowledge Base. | Estimated budget: 3.000 € (incl. VAT). Travel and accommodation costs related to the participation in UX workshops are included. |

## A.2    Development and testing of back-end infrastructure                13.000 €

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| The service provider should design, develop and deliver an open-source technology enabling the production and exchange of standardized data among decentralized online platforms (back-end). Such technology will interoperate with front-end modules described in A.3 using an agreed standard.<br><br>The provider should deliver a handbook aimed at explaining and promoting the technology towards IT staff members of cooperative federations. | Estimated budget: 13.000€ (incl. VAT), including development of back-end and delivery of handbook content. |

## A.3    Setting up of decentralized interoperating platforms: front-end and UX     10.000 €

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| Iterative development of an open-source module enabling easy and flexible development of new decentralized platforms should also be delivered with specific focus on releasing the module also as a plugin/component for popular CMS like WordPress and/or Drupal (pilot front-end).<br><br>The provider should prepare and conduct UX analysis, on a sample of beneficiaries who will test the alpha version of Knowledge Base. It includes facilitation of a workshop for testing of the front-end, organized as part of a transnational training (February 2019).<br><br>The service provider should demonstrate viability | |

| of the module developed in activity 2 (front-end) by setting it up and testing it in real-life conditions on 3 pilot platforms (ideally based on different softwares/frameworks). | |
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| The provider should deliver two structured reports providing clear and feasible recommendations to project coordinator and developers, including prioritization of needs and features. | Estimated budget: 10.000€ (incl. VAT), including UX analysis, development of pilot front-end, live-testing on 3 platforms and closing report. |

## Requested profile

We are seeking proposals from providers able to mobilize the following skills and expertise:
- Demonstrated experience and skills in the iterative development of open-source back-end and front-end infrastructures and modules;
- Skills in graphic design and website development and maintenance, and in UX design;
- Knowledge of the cooperative model and cooperative ecosystem (International Cooperative Alliance and Cooperatives Europe);
- Understanding of sustainable development and the 2030 Agenda, as well as youth civil society in Europe.

Candidates should appoint a minimum of three staff members, i.e. one per task presented above.

## How to apply

To respond to the call, candidates should prepare:
- CV outlining relevant experience, in relation with the expectations presented above;
- A detailed proposal of how the work will be undertaken, including:
  o A work plan outlining the methodology and expected results for each of the tasks presented above;
  o An idea of how to structure the in-house workshop;
  o An idea of the final product.
- A detailed offer, based on the amounts indicated above.

Interviews of selected candidates may be arranged.

## Selection procedure

The applications, including all information outlined above, should reach Cooperatives Europe via e-mail at l.cousin@coopseurope.coop with the subject line "Application: Knowledge Base development".

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The deadline for submission of project proposals is 5 November 2018, 23.59 CEST.

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