



**CALL FOR TENDERS: Procedure for contracting technical assistance to support the implementation and general functioning of Work Package n°5 (addressed mainly to establish an innovation one-stop-shop & capitalization) for the "Mobilizing New Areas of Investment and Together aiming to Increase Quality of Life for All (MAIA-TAQA)" project financed under the ENI CBC MED PROGRAM**

**A) Preliminary Provisions:**

- Contractor: Association of the Mediterranean Chambers of Commerce and Industry (ASCAME);
- Title of the project: MAIA-TAQA “Mobilizing new Areas of Investment and Together Aiming to increase Quality of life for All”;
- Financing: The project is co-financed by the European Union through the European Neighbourhood Instrument Cross-border Cooperation Program “Mediterranean Sea Basin” (ENI CBC MED) 2014 – 2020. It started on 01 September 2019 and has a duration of 36 months until the 31 August 2022. MAIA-TAQA has a total budget of € 3.1 million, with an EU contribution of 90% and a project co-financing of 10%.
- MAIA-TAQA involves 8 partners from 6 Mediterranean countries:
  - The Centre for Renewable Energy Sources and Saving - CRES (Greece)
  - The Confederation of Egyptian European Business Associations - CEEBA (Egypt)
  - QUIPO SRL (Italy)
  - Jordan Chamber of Commerce- JOCC (Jordan)
  - Industrial Research Institute – IRI (Lebanon)
  - The Arab Academy for Science, Technology & Maritime Transport – AASTMT (Egypt)
  - The Association of the Mediterranean Chambers of Commerce and Industry – ASCAME (which General Secretariat is sitting in Spain)
  - UTILITALIA (Italy)

- Provisional start date of the contract: October 2021.
- Provisional period of task execution: Until the 31<sup>st</sup> of August 2022/ or on the date of ending of the project.
- Description of the project:

MAIA-TAQA project aims at the promotion of innovative Resources Efficiency Services (RES) in the MED countries through the creation of enabling environment based on EU-MED networks. With this general objective as a reference, the project is pursuing the following specific objectives:

- First of all, to develop and define in detail a group of new services in the field of sustainability (solar energy and water) for the SMEs of the MED countries. At present, the project is implementing several pilots testing 6 innovative resources efficiency services (RES) in three Southern Mediterranean countries (2 RES per country):
  - 1 pilot in Lebanon (2 RES on waste water treatment and reuse of treated water
  - 2 pilots in Jordan, in Aqaba and Amman (2 RES on solar cooling systems and PV installation;
  - 1 pilot in Egypt (2 RES on PV installation and Energy storage Design of PV system.
- Secondly, to reinforce the medium-term technical & management capacities of the labour force involved in the SMEs in the South MED countries in accessing innovative services (through training courses in the three pilot countries: Lebanon, Jordan and Egypt).

In every one of three pilot countries, the project will implement: a) 1 training programme to overcome the capacity barriers (for trainers); 1 demo-training for engineers; 1 training sessions at large scale for SMEs.

This objective aims to tackle the education barrier and includes the improvement of the capacity of the training providers

- In third place, to support the business environment through the improvement of the national & standard regulatory frameworks; the commercial technological transfer & the capacity of the SMEs to identify the innovation needs within the MED countries.
- Category: External service for contracting an expert to support the implementation and general functioning of the Work Package n°5 of the project MAIA-TAQA.

## **B) General Provisions:**

### **1. Nature and purpose**

The present specification has by nature and objective the definition of the services and the establishment of economic and technical conditions. The general, legal and contractual conditions that will govern the entire process and the relations between the contractor and contracted are also included.

### **2. Objectives and scope of the terms of reference**

The objective of this specification is to contract the consulting services of an expert / entity to provide support to ASCAME for the implementation and general functioning of the Work Package n°5 (WP5) of the project MAIA-TAQA (mainly the establishment of Innovation One-Stop-Shops” and Innovation vouchers in every one of the three pilot countries). Besides, the expert/ entity will also support and provide advice about the relationship of WP5 with other Work Packages and the international promotion of the selected SMEs.

Because the expert/ entity will provide support for the implementation and general functioning of the WP5, it is necessary to refer to the main outputs of WP5 that will be the framework of reference of his/her expertise:

**- Output 5.1. Innovation-one-stop-shop established and Innovation voucher service tested**

- Output 5.1.1. Innovation One-stop-shop
- Output 5.1.2. Start-up of the innovation One-stop-shop

**- Output 5.2. Guidelines on how national regulation and technical standards can support the introduction of the RES**

- Output 5.2.1. Tackling the regulation barriers

**- Output 5.3. B2B events to promote the technological cooperation among EU/MED SMEs**

- Output 5.3.1. Business networks & matchmaking events (building cooperation among SMEs)

**- Output 5.4. Group of agreements / protocols among partners & with the partner, to go beyond the project**

- Output 5.4.1. Agreements beyond the projects & institutional capitalization

**- Output 5.5. Company missions to promote the technological cooperation among EU/MED SMEs**

- Output 5.5.1. Selecting the more active SMEs for specific promotion

## **C) Obligations of ASCAME**

### **3. Information to be provided**

ASCAME will communicate and provide the contracted expert/entity with all the information that may be necessary to achieve the planned actions and the effective fulfilment of the contract.

### **4. Regulatory assistance**

Regulatory provisions (national, regional and local) that may affect both the execution of the actions and the future contract will be foreseen and exposed.

## **D) Obligations of the contracted expert/ entity**

### **5. General Obligations**

- The contracted expert/entity must accept and abide by the regulations and laws in force during the duration of their contract. The responsibility for the breach of these regulations will be borne by the consultant/ expert.
- The expert/entity must ensure effective and efficient compliance according to the professional practices offered.
- If the contracted expert/entity considers that ASCAME exceeds or surpass its authority as project manager, the consultant/ expert can claim or notify its opinion to ASCAME within 15 days if receiving the execution of any request/ order that generates disagreement.
- All documents and information that has been provided by ASCAME to the contracted expert/entity will be considered private and confidential.
- If the contracted expert is part of a consulting company of two or more persons, the consulting company will respond to the stipulated conditions for the formal fulfilment of the contract.

### **6. Deontological code**

- The contracted expert/entity must be faithful to the deontological code of their profession, as well as respect Human Rights.
- The contracted expert/entity must know and work to comply with the provisions of the ASCAME Code of Conduct. It will be needed to make a written "Statement of Intent" regarding company policy concerning the Code of Conduct and how it will be implemented, if requested by ASCAME, and communicate it to its workers and ASCAME.
- All shortlisted experts/entities must show a rejection of any bribe, gift or gratuity situation as an incentive to receive a favourable treatment during the contest where they can be selected.

- From the formalization of the contract, and even after its termination, professional secrecy must be maintained between both parties present in the contract.

## **7. Conflict of interests**

- The contracted expert/ entity must prevent or eliminate any situation that compromises the execution of the contract.
- Any conflict of interest must be notified in writing to ASCAME as soon as possible.
- The contracted expert/ entity must ensure not to be in any situation that may generate a conflict of interest.
- Once the contract is terminated, the expert/ entity will limit its functions only to the presentation of services provided in the contract.

## **E) Technical dispositions**

### **8. Main tasks to be performed:**

#### **General tasks**

- Provide general methodological support concerning the implementation and general functioning of the WP5.
- Support field implementation and provide guidance to local teams in the three pilot countries (Egypt, Lebanon and Jordan).

#### **Specific tasks:**

*Regarding the Output 5.1.:*

- Design the main methodological framework of the Innovation One-stop-shop (IOSS), conceived by partners as an “incubator structure” more than a standard administrative structure.
- Provide methodological guidance for the conception and implementation of all elements of the IOSS (Job profiles for the IOSS; Business Plan; main activities such as cooperation activities with Research Centres and SMEs).
- Design the overall concept of a voucher system for innovation services.
- Provide methodological assistance to the preparation of the 1<sup>st</sup> tender for innovation voucher system supported by the sub-grant to select 2-3 companies interested to test the 6 RES developed by the three field partners (2RES x 3 pilot countries).
- Support, review and adapt the implementation of the IOSS and the innovation voucher system to the reality of every one of the three pilot countries.

*Regarding the Output 5.2.:*

- Provide methodological support for the interrelation with the trainings of the WP4 concerning the “Guidelines on how national regulations and technical standards can support the introduction of RES”.

*Regarding the Output 5.3.:*

- Give methodological assistance concerning the overall working of the B2B events to promote the technological cooperation among EU/MED SMEs
- Assist partners in the matchmaking of SMEs in the framework of the events organized by the pilot countries (1 event x 3 pilot countries).
- Methodological guidance will be given to identify which type of combination of SMEs from EU and MED SMEs (mainly, from the three pilot countries) should be more effective for the introduction of RES.

*Regarding the Output 5.5.:*

- Design, review and adjust the implementation of the international promotion strategy of the selected SMEs.
- Provide specific guidance in the following issues: a) the organization of company missions with the selected SMEs; b) the best way to use the budgets for the B2B events; c) the best procedure for some partners to use the budget line for “innovation expertise” in WP5, to subcontract an organization responsible for the B2B and the business missions of SMEs.

**Coordination activities:**

- Participate in regular meetings (with the contractor) and other project partners, if necessary for the implementation of the project.
- Participate in internal MAIA-TAQA events and meetings, if necessary for the implementation of the project.

**9. Outputs of this assignment**

- A report including all the methodological support provided for the design, preparation, implementation and adaptation of the IOSS and the innovation voucher system in the three pilot countries.
- A final report that will consist of two parts: the first part will refer to the methodological support provided for the B2B events and company missions to promote the technological cooperation as well as the assistance related to the interrelation of WP5 with other Working Packages. The second part will be a comprehensive summary of the overall methodological support provided during the contract. It will include the main impact of this consultancy on the expected results of the project regarding the IOSS, the voucher system for innovation services, the B2B events and the company missions.

## 10. Expected Calendar

The contracted expert/entity is expected to start working in October 2021 and end the 31<sup>st</sup> of August 2022/or on the date of completion of the project MAIA-TAQA.

The following table describes the estimated calendar for the expected tasks:

Activity	Period
<p style="text-align: center;"><b>Design the IOSS;</b> Provide methodological guidance about the concept and the implementation of all its elements; Support, review and adapt the implementation in the three pilot countries.</p>	<b>October 2020 – July 2022</b>
<p>Design the overall concept of the <b>innovation voucher system</b>; Provide methodological assistance for the preparation of the 1<sup>st</sup> tender for innovation voucher system; Support, review and adapt its implementation in the three pilot countries.</p>	<b>October 2020 – July 2022</b>
<p>Assist <b>the interrelation of WP5 with other Working Packages</b> (specifically, the trainings to the selected companies in WP4).</p>	<b>October 2020 – February 2022</b>
<p>Provide <b>methodological assistance concerning the overall working of the B2B events</b> and the process to identify the most effective type of combination of SMEs from EU and MED SMEs for the introduction of RES; <b>Support the matchmaking of SMEs</b> in the framework of the B2B events organized in the three pilot countries.</p>	<b>October 2020 – August 2022</b>
<p>Assist and provide general and specific <b>methodological support for the organization of company missions</b> to promote technical cooperation among EU and MED SMEs Design, review and adjust the <b>implementation of the international promotion strategy</b> for the selected SMEs</p>	<b>October 2020 – July 2022</b>

## **F. Economic provisions**

### **11. Budget**

The total cost of this contract cannot exceed 24.079€ (VAT included)

## **G. Participation conditions**

### **12. Participation**

Natural person /or legal persons (entities) based in Spain or in any other of the Mediterranean countries covered by the ENI CBC MED programme.

### **13. Reasons for exclusion**

Tenderers will be excluded from participation in procurement procedures if:

- The expert/ the entity is bankrupt or in the process of liquidation, its businesses are administered by the courts, they have reached an agreement with their creditors, they have suspended their commercial activities, they are subject to procedures related to these matters or they are in any similar situation derived from a similar procedure provided for in national legislation or regulations;
- The expert / the entity, or the people who have powers of representation, decision or control over them, have been convicted of a crime related to their professional conduct by sentence of a competent authority that has the force of res judicata (in other words, against which it is not possible lodge an appeal);
- The expert/ the entity have committed a serious professional offense, verified by any means that the contracting authority can justify;
- The expert/ the entity do not fulfil their obligations regarding the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, the country of the contracting authority or the country where the contract is to be executed;
- The expert/ the entity, or persons with powers of representation, decision or control over them, have been subject to a judgment with force of res judicata for fraud, corruption, participation in a criminal organization, money laundering or any other illegal activity, when said activity illegal is detrimental to the financial interests of the EU;
- The expert/ the entity is currently subject to an administrative penalty.



#### **14. Number of applications**

Each natural or legal person (entity) can only present a single offer whatever is its form of participation.

#### **15. Delivery method**

Deadline for submitting your application is **the 13th of October 2021, 12:00 pm CET**. You can submit your proposal by email to [projects@ascame.org](mailto:projects@ascame.org).

- The email must contain attached:
  - A technical proposal of the work
  - The economical proposal (VAT excluded and VAT included).
  - The CV in European format
  - Certified English skills
  - Photocopy (front-back) of an identity document.

Subject: *“Call for Tenders: Procedure for contracting technical assistance to support the implementation and general functioning of Work Package n°5 for the "Mobilizing New Areas of Investment and Together Aiming to Increase Quality of Life for All (MAIA-TAQA)”*.

#### **16. Complementary information**

This call for tenders should be enough to provide a proposal. Nevertheless, in case the expert/ the entity needs further clarification/ or additional information, the tenderers can send their questions/ requests of information, to [projects@ascame.org](mailto:projects@ascame.org) before the deadline of submission.

### **H. Selection and award criteria**

#### **17. Selection criteria**

The following requirements will be positively considered:

- Previous experience in other EU/ IO projects related to the establishment of One-stop-shops / or innovations desks (understood more as incubators).
- Previous relevant experience in business plans for setting up and implementing an incubator operation process.
- Strong economic knowledge and abilities to support the transfer of innovation services into the business knowledge of selected SMEs.
- Previous relevant experience and understanding of a “voucher system for innovation services” in order to set up the general framework to be developed and tailored in every one of pilot countries.

- Strong economic knowledge on the implementation of strategies for the international promotion of SMEs
- Previous experience in the design and organization of B2B events and B2B matchmaking for SMEs
- Previous experience in the organization of company missions of SMEs to promote technical cooperation
- Good technical writing and communication skills
- Relevant project and publication references
- Fluency in English

The interested expert will submit a specific application written in English and signed. The tenderer must prove an appropriate conceptual, methodological and technical for the execution of the contract.

Being an assignment for a value of less than € 20,000, the method identified is “*Award on the basis of single tender and Invitation to tenderers with clear pre-set requirements, where at least two offers must be evaluated*” following the provisions of the ENI CBC MED Program procedures, published on the Program website in the document [PROCUREMENT BY PRIVATE PROJECT PARTNERS](#); respecting the principles of non-discrimination, equal treatment, proportionality and transparency.

### 18. Award criteria

The award criteria is distributed as follows:

Criteria	%
Methodological approach	30
CV and proven experience in such similar works	30
Lowest Price	30
FSC certification (English Certificate)	10

With regard to the procedure for identifying the expert/ entity, ASCAME will proceed to entrust the service with the criterion of the methodological approach, CV and experience in similar works, the lowest price and certified English skills.

### **19. Working language**

The communications between the contractor and the services provider will be in Spanish or English.

## **I. Presentation, opening and qualification of proposals**

### **20. Presentation of the offers**

Offers should include a **technical description** of the work and an **economic proposal**.

### **21. Opening of the proposals**

The offers will be open in order of arrival after the submission deadline.

### **22. Qualification of proposals**

ASCAME, as contracting body, will proceed to examine the documentation provided to verify compliance with the technical and economic requirements of the proposals, and may request from the tenderer any additional relevant information. The contracting authority shall exclude from the evaluation the proposals that do not comply with the requirements of the contract.

After examining the proposals, an internal “Contracting Committee” will formulate the corresponding award proposal to the contracting body, after weighing the sum of the percentages resulting from the technical and economic evaluations. The proposal that gathers the highest score will be selected.

## **J. Award of the winning tender**

ASCAME shall award the contract to the tender that is technically and economically the most advantageous, and shall communicate its decision on **19<sup>th</sup> of October 2021**.

The award shall be final and non-appealable.

## **K. Formalisation of the contract**

The contract must be formalised within a period of **ten working days** from the notification of the award. The contract shall enter into force once has been signed in October 2021.

## **L. Legal conditions**

### **23. Confidentiality and data protection**

The contracted expert/ entity must respect the confidential nature of the information to which it has access due to the execution of the contract.

It also undertakes to respect the strictest confidentiality with respect to all technical or other information that is recorded as part of the execution of the service.

The contracted expert / entity undertakes to comply with the requirements set forth in the current regulations on personal protection and, especially, Organic Law 3/2018, of December 5th, on the Protection of Personal Data and guarantee of digital rights that adapts to the Spanish legal system Regulation (EU) 2016/679 of the European Parliament and the Council, of April 27th, 2016, Organic Law 15/1999, of December 13th, on the Protection of Personal Data and Royal Decree 1720/2007, of December 21st, which approves the Regulations for the development of Organic Law 15/1999.

In any case, the expert/ entity will not be able to access the documents, files, systems and supports that contain personal data without express authorization.

### **24. Legal base**

- Regulation (EU, EURATOM) No. 1046/2018 of the European Parliament and of the Council of July 18, 2018, on the financial rules applicable to the general budget of the Union;
- Council Regulation (EU, EURATOM) No. 2988/95 of 18 December 1995 on the protection of the financial interests of the European Communities;
- Regulation (EC) No. 232/2014 of the European Parliament and of the Council of March 11, 2014, creating a European Neighbourhood Instrument;
- Common rules for the application of ENI (Regulation (EC) No. 236/2014) establishing common rules and procedures for the application of Union instruments for the financing of external projects;
- Rules for the application of Council Regulation (EC) No. 897/2014 of 18 August 2014, establishing specific provisions for the application of cross-border cooperation programs financed under Regulation (EC) No. 232/2014 the European Parliament and the Council creating a European Neighbourhood Instrument;
- Regulation (EU) No. 1407/2013 of the European Commission, of December 18, 2013, regarding the application of articles 107 and 108 of the Treaty on the Functioning of the European Union of *de minimis* aid;
- Joint operational program for the ENI CBC Mediterranean Sea Basin approved by the European Commission on 12/17/2015 (Decision No. C (2015) 9133), and its annexes;

- All manuals and guidelines issued by the Program, in its latest version;
- Financing agreements signed between the European Commission and the Mediterranean Associated Countries;
- The Grant Contract with the reference number MAIA-TAQA (A\_A.2.2\_0195) between Association of the Mediterranean Chambers of Commerce and Industry (ASCAME) and the Management Authority of the ENI CBC MED 2014-2020 Program.

## **25. Payment and billing system**

The winning expert/ entity will present an invoice for its services. The fees will be paid in three instalments on presentation of a duly issued invoice, to be agreed with the selected tenderer:

The total amount of the contract is divided in two specific categories:

### **A. Fees of the expert/ entity: 20.570,00€ (VAT included)**

- 30% after the signature of the contract in October 2021
- 30% on submission of the report regarding the methodological support provided for the IOSS and the innovation voucher system
- 40% on submission of the final report at the end of the contract

### **B. Travel + Accommodation: 3.509,00€ (VAT included)**

This amount will be dedicated to field missions/ or Steering Committee meetings (depending on the sanitary situation, the travel costs for the participation of the experienced expert/ entity in face-to-face meetings and events, if necessary for the scope of the contract).

Invoices will be submitted by email to [projects@ascame.org](mailto:projects@ascame.org) and post mail to:  
 Association of the Mediterranean Chambers of Commerce and Industry (ASCAME)  
 Avda. Diagonal 452 (08006) Barcelona, SPAIN  
 [G65559346]

On all invoices issued by the tenderer must reflect the name of the project:  
 "MAIA-TAQA - ENI CBC Med Programme", as a payment requirement.

## **M. Contract termination**

### **26. Causes for contract termination**

- When in the award procedure or in the execution of the contract there have been substantial errors or irregularities or suspected or proven fraud, the payment and / or the execution of this contract will be suspended.
- If the contracted expert/ entity were the one that caused the errors, irregularities or frauds, it may also be denied payment or recover the amounts already paid, proportionally to the seriousness of the errors, irregularities or frauds.
- The Contracting Authority (ASCAME) may suspend the execution of the contract when it considers that such suspension is in the interest of the Project.