



Call for Action

TERMS OF REFERENCE External Expert: B2B Meeting Organization

ENI CBC MED Strategic projects

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| Project Titles: | B_A.2.1_0063 - INTECMED |
| Programme: | ENI CBC Mediterranean Sea Basin |
| Financing: | European Union |
| Contracting authority: | CEEBA – Confederation of Egyptian Business Association |
| Experts to be selected: | External Expert: B2B Meeting Organization |
| Location of the contract: | Egypt, Alexandria |

Background

The Confederation of the Egyptian European Business Associations - CEEBA, the Egyptian partner in the EU funded ENI CBC MED Programme INTECMED project, is seeking the services of an external expert for the organization of 5 B2B Meetings within the framework of the INTECMED project.

INTECMED project aims at facing common challenges of the areas involved in the project, all characterized by two phenomena: generalized economic slowdown and serious job deficit. In the mid-term, the project expects to set-up a stable decision-makers group to define an innovation strategy at local level able to coordinate all actions of different players. The pilot projects mentorship programmes will improve the competencies and capacities to commercialize research results of at least 48 entrepreneurs/researchers. In the long term, an improvement in the innovation capacity of the involved regions, and in particular those of the southern shore of the Mediterranean, is expected. The Project involves 9 partners from 4 Mediterranean countries.

The INTECMED project is co-financed by the European Union under the European Neighbourhood Instrument cross-border cooperation program “Mediterranean Sea Basin” 2014-2020 (ENI CBC MED). It started in September 2020 and has a duration of 30 months. It counts on an overall budget of 3.679.607,73 € , which are co-financed at a 90% rate by the ENI CBC Med program.

1. SUBJECT OF THE CONTRACT

The purpose of this tender is to provide services to the Confederation of Egyptian European Business Associations in the form of the organization and management of 5 B2B Meetings for an **estimate total of 4 participants/ meeting** in Egypt to promote the INTECMED project and its E-Bazaar platform to potential:

- Investors: banks, funds, business angels, private investors, etc.
- Innovators: persons with innovative business ideas



Aim: to attract investors and innovators to register to the INTECMED [E-Bazaar Platform](#)

The contractor is responsible for the full organization (venue, agenda, catering services, etc.) management and documentation of the B2B Meetings, including the invitation, involvement and onboarding of at least **20 external investors and innovators** (excluding project partners and mentees) per meeting. Each meeting has to be documented with a participant list and meeting minutes. At the end of the end of the assignment a final report has to be delivered including the outcome of the meetings demonstrating the successful involvement of a minimum of 20 investors and innvators on the e-bazaar platform.

The meetings must be organized in compliance with the visibility guidelines of the EU and the ENI CBC MED Program: Guidelines Workbook to be provided by CEEBA upon signing of contract.

2. REQUIREMENTS FOR PARTICIPATION IN THE SELECTION

The selected expert should come from countries eligible to participate in the procurement procedures as indicated in the Articles 9 of the Regulation (EU) No 236/2014, and include:

(a) Member States, beneficiaries listed in Annex I to Regulation (EU) No 231/2014, and contracting parties to the Agreement on the European Economic Area; 4

(b) developing countries and territories, as included in the list of ODA recipients published by the OECD-DAC ('list of ODA recipients'), which are not members of the G-20 group, and overseas countries and territories covered by Council Decision 2001/822/EC;

(c) the Republic of Belarus;

(d) developing countries, as included in the list of ODA recipients, which are members of the G-20 group, and other countries and territories, when they are beneficiaries of the action financed by the Union under the Instruments covered by the Article 9 of the Regulation (EU) No 236/2014;

(e) countries for which reciprocal access to external assistance is established by the Commission. Reciprocal access may be granted, for a limited period of at least one year, whenever a country grants eligibility on equal terms to entities from the Union and from countries eligible under the Instruments covered by the Article 9 of the Regulation (EU) No 236/2014.

3. SELECTION CRITERIA

Excellent communication skills in English is required.

The tenderer must submit a proposal which will respond to the needs of the project expressed in this document. The proposal must be clear in:

- Understanding the objectives and needs of the requested deliverables.
- Presenting a list of past similar assignments preferably with examples and/or referee contact people (who could be contacted for references).
- Proposing a methodology and timeline to carry out the assignment



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The candidates will prove their competences in the above-mentioned fields by attaching their portfolio, examples of previous meeting/ event management experience in addition to any other relevant references.

Please send your proposal including a methodology and calendar including your CV and References of similar assignments to info@ceeba.org till the 11th of December 2022.

4. EVALUATION:

- 45% for methodology and calendar on how to carry out the assignment
- 45% experience in similar assignments: a portfolio will be required
- 10% Price. The most economically advantageous offer will get 10 points. The financial offer to be evaluated will be the offer all taxes included.

Offers exceeding the maximum available budget or offers abnormally low will be rejected. It will be considered abnormally low an offer 30% below the available.

Consultations to the references given for previous assignments may be done to confirm portfolio and English proficiency.

Extra evaluation points will be granted for applicants with previous experience in ENPI countries and EU projects.

5. BUDGET AND PAYMENT TERMS:

The maximum budget for this assignment is 3000 EUR.

| Unit | N. of units | Deliverable | Total Costs (in EUR) |
|------|-------------|--------------------------------|----------------------|
| Unit | 1 | Organization of 5 B2B Meetings | € 3,000.00 |

- 25% pre-financing upon contract signature
- 75% post satisfactory completion of the assignment and approval of all deliverables and reporting.

6. Duration of the Contract

The contract will start with the signature of the contract by the expert and CEEBA and shall end with the official end of the contract and upon submission of the requested deliverable(s).



7. DEADLINE AND PROCEDURE FOR SUBMISSION OF THE TENDERS

All submissions (technical and financial proposal including references, portfolio, CV and other supporting materials useful for the evaluation) must be consistent with this TOR, written in English and should arrive no later than the **11th of December 2022** by email to: info@ceeba.org

For more information about the INTECMED project, [please visit this link](#).