



## REQUEST FOR SERVICE

### RELATED TO THE WEF-NEXUS MULTISTAKEHOLDER CONFERENCE AND SPECIFIC EVENTS ORGANISATION

Reference number: ECITD/WEFCAP/001/2023

This request for quotation does not commit the Contracting Authority to award the contract. In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the closing of this request without awarding the contract or implementing the activities.

– REFERENCE NUMBER: ECITD/WEFCAP/002/2023

– BACKGROUND INFORMATION

– **Project Description:** The Technology Transfer and Capitalization of Water Energy Food NEXUS (WEF-CAP) project aims to support commercialising and deploying innovations in water, energy and food (WEF-NEXUS) which would allow improving resilience and efficiency in the use of these critical resources. Considering joint challenges at regional and cross-border levels and the fragmented business ecosystem lacking a cross-Mediterranean coherent framework, WEF-CAP will combine the capitalisation and expansion of tools and methodologies used for innovation commercialisation with the capitalization of WEF innovations in efficient practices for replication across the Mediterranean area. This will be done through the support of sustainable and resilient agri-food sector production, thus improving energy and water efficiency: renewables, wastewater treatment, water harvesting and reuse, etc. WEF - CAP will apply past and ongoing WEF efficient practices and policies for replication under the framework of a meta cluster, reinforcing networks while mainstreaming gathered territorial evidence for effective capitalisation. A successful implementation will enhance the regional SMEs' competitiveness and job creation, generating spillover effects in knowledge, resource efficiency, and quality of life.

– **Project Objective:** To consolidate a water, energy, and food regional meta cluster that fosters cooperation and tech transfer while mainstreaming policy impact for innovation-driven growth.

– Purpose of the contract:

Organisation of Multistakeholder WEF NEXUS Capitalization Conference, including Clustering TEDx, Networking café and capitalization nights events.

#### 1.1 Activities under this ToR



### 1.1.1 Events' organization

#### A. Multistakeholder conference

##### Description of Conference

This conference is a dynamic two-day event designed to bring together a diverse group of stakeholders, partners, experts, and researchers in the fields of water, energy, and food (WEF). The conference aims to foster collaboration, promote knowledge sharing, and highlight the outcomes and achievements of the WEF-CAP project, while also addressing the challenges faced throughout its implementation.

The conference will feature “specific events” alongside its technical and side sessions which are Networking café, Tedx clustering and capitalisation night events (see below description of these specific events). Optionally capitalization nights specific event can be organized as a guided tour for interested participants to a facility related to WEF serving as good practice in the region. The culmination of this conference will result in a comprehensive set of policy recommendations, collaboratively developed by participants from diverse communities. These recommendations will draw upon the insights and expertise of the multidisciplinary team assembled throughout the various project phases, incorporating the contributions of technical experts, researchers, public consultation, and policymakers. The conference is tentatively scheduled to take place on the 8th and 9th of May, 2023, fostering an environment of collaboration and knowledge-sharing among all attendees.

The objectives of the activity are:

1. Develop policy recommendations: Foster a consensus among partners and stakeholders on key policy recommendations that can drive positive change in the focus areas of the conference.
2. Promote WEF-CAP project outcomes: Showcase the achievements, outcomes, and lessons learned from the WEF-CAP project, emphasizing its value and impact on the targeted areas.
3. Highlight project achievements and challenges: Provide a platform for participants to discuss the successes and obstacles encountered throughout the course of the project, facilitating knowledge sharing and learning.
4. Facilitate networking and capitalization: Encourage networking and collaboration among WEF experts, researchers, entrepreneurs, and stakeholders, fostering the exchange of ideas and promoting the capitalization of WEF nexus activities.

##### Mode of Implementation

1. The first day of the conference will cater to a wide range of stakeholders, featuring technical sessions as well as TEDx-style talks to inspire and engage attendees, complemented by a networking cafe to facilitate connections and conversations among participants. Towards the end of the day, a capitalization night event will be held, where WEF experts, researchers, and entrepreneurs will showcase their activities, highlighting the progress and achievements within the WEF nexus.



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2. The second day of the conference will focus on capitalization aspects, addressing selected stakeholders in Alexandria. This day will be dedicated to diving deeper into the outcomes and lessons learned from various WEF nexus initiatives. Participants will engage in policy dialogue activities to discuss practical applications and implications of the project results, fostering collaboration and innovation among stakeholders.
3. Policy recommendations development: Throughout the conference, participants will be encouraged to actively engage in discussions and debates, with the goal of reaching a consensus on policy recommendations. This process will be guided by input from the multidisciplinary team, including technical experts, researchers, public consultation, and policymakers.

By incorporating these elements, the conference aims to create an interactive and enriching platform for participants to share their experiences, knowledge, and ideas, ultimately contributing to the development of effective policy recommendations and promoting the outcomes of the WEF-CAP project.

### **Main foreseen activities of service provider**

Overall organisation of the conference and specific events including:

1. Pre-conference planning: A dedicated WEF-CAP team will work with service provide in pre-conference planning and partnership formation with various actors to maximise the impact of the conference and the specific events
2. Coordinating logistics: The service provider team will be responsible for organising the conference, including selecting the venue, coordinating with speakers and attendees, transportation, accommodation, catering, and AV equipment. This team will also be tasked with promoting the event to ensure maximum stakeholder participation. Developing and managing the budget for the event, including negotiating contracts with vendors, tracking expenses, and preparing financial reports
3. Specific Events organisation: The conference will also feature various activities alongside its technical and side sessions, such as the Networking Café, Tedx clustering, and capitalization night events, to encourage interaction and exchange of ideas among attendees. These activities will be designed to facilitate collaboration and discussion on WEF-CAP project outcomes and challenges, as well as promote networking and capitalisation of WEF nexus activities.
4. Prepare testimony, documentary video and press release of the event.
5. Printing of relevant materials and working closely with the project manager to ensure meeting visibility guidelines and overall organisation.
6. Post-conference follow-up: After the conference, the organizing team will compile the agreed-upon policy recommendations and, with the support of the service provider distribute them to all relevant stakeholders, ensuring the outcomes of the WEF-CAP project are effectively communicated and utilised.

### **B. Specific events**



## TEDx-like Talks

The "TEDx-like Talks" event is designed as a local gathering where the triple helix community – encompassing academia, industry, and government – can come together to focus on the WEF nexus through a bottom-up approach. Covering a diverse array of topics, these engaging talks aim to promote learning, inspiration, and thought-provoking conversations on critical issues related to the WEF nexus. The event will also involve volunteers, fostering meaningful connections and community engagement while raising awareness of the WEF nexus.

This unique event offers numerous benefits to its participants, including researchers, entrepreneurs, students, and government representatives from universities, government bodies, and industry sectors. By providing a platform for those who have worked on impactful projects, implemented innovative solutions, or developed cutting-edge technologies, the event will enable them to share their expertise and success stories, as well as the challenges encountered throughout their journeys. Moreover, the TEDx-like Talks will address the needs and opportunities in the WEF nexus sector, promoting collaboration and knowledge-sharing among all stakeholders.

The objectives of the TEDx-like talks activity are as follows:

- Share expertise, inspirational success stories, and lessons learned from participants and stakeholders, encapsulating their experiences and achievements.
- Expand participants' perspectives on the unique challenges they may face while establishing businesses, fostering divergent thinking and problem-solving.
- Enhance attendees' understanding of and engagement with WEF-related issues.

### Activity Format

The event will be held in a physical format, featuring guest speakers who will address the following topics:

- Challenges encountered during their project implementation.
- Lessons learned throughout the project journey.
- Best practices in the WEF nexus sector.
- Recommendations for overcoming obstacles and addressing challenges.
- Strategies for identifying and capitalizing on opportunities.
- Utilizing skills and talents to drive success in the WEF nexus field.

## Networking Café

The Networking Café is an interactive and engaging event designed to facilitate discussions and knowledge-sharing among society members, ecosystem representatives, policymakers, and government bodies. It complements Tedx talk style session will further debate and discussions.

The objectives of the Networking Café include:

1. Encouraging participants to share thoughts, ideas, and challenges they face in their respective fields.
2. Highlighting opportunities and addressing challenges among society members.
3. Providing a platform for participants to interact, discuss opportunities they can benefit from, and strategize on how to overcome potential challenges while sharing expertise.

### Activity Format:

Each Networking Café will be held physically and last for 2 hours, integrating clustering TEDx talks within the event. Speakers will deliver proactive talks, and then engage with attendees in the café setting to further discuss the topics presented in the sessions.



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- Participants can register for their chosen café and book appointments with peers in advance, ensuring meaningful and targeted connections.
- Post-event evaluation surveys will be distributed to gather feedback and inform the preparation of an output report, helping to refine the Networking Café experience for future events.

### Capitalization Night event

Capitalization Night event is an interactive event designed to foster engagement and collaboration among researchers, entrepreneurs, and the audience in a casual setting. This event will feature various interactive activities, including one or more of the following: hands-on experiments, science shows, debates, researchers' dating (meet researchers/ask questions), competitions, and guided visits related to the WEF NEXUS.

#### Objective

The objective of the Activity

- Encourage efforts to address WEF-NEXUS-related issues.
- Emphasize the importance of capitalizing on collective efforts to achieve impact.
- Promote high-quality projects across Mediterranean partner countries and beyond.
- Demonstrate the impact of WEF research on improving people's quality of life. Stimulate interest in WEF science and technology aspects among the wide range of stakeholders and young professionals in particular.

#### – Subcontracting

- Subcontracting is prohibited given the type of service being awarded.
- The selected external contractor may not transfer or assign to third parties the contract or part of it, nor the commitments or obligations arising from it.

#### – Contractual expenses

- The conclusion of the contract will take place by private writing. All eventual expenses and taxes inherent in the stipulation of the contract and any of the contract and its possible registration, will be borne by the contractor.
- The successful bidder is committed to the stipulation of the contract from the moment of submission of the bid, while ECITD remains committed from the moment of approval of the final award.



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- The Service Provider is required to exercise fairness and confidentiality through the entire management process, with approval from the ECITD Management Office

### – Contracting authority Management

#### – Responsible body

The implementation of the contract will be under the authority of the Egyptian Center for Innovation and Technology Development

#### – Focal point

The sole responsibility for the procedure is Ms. Margreet Magdy at ECITD

### – Reporting

- The services provider will submit to ECITD, a final report that includes all carried out activities by the end of the implementation period.

### – Logistics and timing

### – Location

Alexandria

### – Start date & Period of implementation of tasks

Foreseen start date: 6 May 2023 with an implementation period that might last till 30 May 2023

Also, the ECITD reserves the right to request an extension of the contract subject to the needs of the activities.

### – Award Criteria

Best price-quality ratio (80/20)



## WEF - CAP

### – Personal DATA

1. Any personal data included in the contract shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The data shall be processed solely for the purposes of the performance, management and monitoring of the contract by the Contracting Authority without prejudice to possible transmission to the bodies charged with monitoring or inspection in application of EU law. The Contractor shall have the right to access his/her personal data and to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the Contracting Authority. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.
2. Where the contract requires processing personal data, the Contractor may act only under the supervision of the data controller, in particular with regard to the purposes of processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.
3. The data shall be confidential within the meaning of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. The Contractor shall limit access to the data to staff strictly needed to perform, manage and monitor the contract.
4. The Contractor undertakes to adopt technical and organisational security measures to address the risks inherent in processing and in the nature of the personal data concerned in order to: prevent any unauthorised person from having access to computer systems processing personal data, and especially:

### – APPLICATION (HOW TO APPLY)

You will be kindly requested to submit your offer in line with the templates which provided in the invitation email/published no later than **May 1<sup>st</sup>, 2023 14:00 Cairo time** to the following address:

- by email to [Procurement@ecitd.org](mailto:Procurement@ecitd.org); and [Pmu@ecitd.org](mailto:Pmu@ecitd.org) , Tenders submitted by any other means will not be considered.

Offers received after the deadline will be automatically excluded from further evaluation.

The Offer must include a technical offer and a financial offer,

The pages of the technical and financial offers must be numbered.



## WEF - CAP

### – Technical offer:

The technical offer must include the following:

- a. “Technical offer” A brief (max two pages) outlines the applicant’s reflections on the TOR of the RFQ (not simply repeating the TOR), including initial thoughts on process and potential challenges according to the template for technical offer format;
- b. Completed, signed and stamped: “Completed **financial identification form**” to indicate the bank account into which payments should be made if the tender is successful;
- c. Completed, signed and stamped: “Completed Legal entity file”

### – Financial offer

- a. Financial offer signed and dated according to the financial offer template

Tenderers are reminded that the maximum budget available for this contract shall not exceed the budget indicated below. Payments under this contract will be made in EUR currency.

### – The budget allocated:

- Multistakeholder WEF NEXUS Capitalization Conference: EUR 32,000.00
- Networking café: EUR 3,150.00
- Clustering TEDx: EUR 10,000
- Capitalisation nights: EUR 3,150.00

### – Period during which offers are binding

Applicants are bound by their offers for 90 days after the deadline for submitting offers or until they have been notified of non-award.

The selected applicant must maintain its offer for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification.

### – list of annexes:

### – Forms to completed:

- a) Annex 1: Technical offer template;
- b) Annex 2: Financial offer template
- c) Annex 3: Financial identification form to indicate the bank account details