



CALL OF INTEREST: FOR THE PROVISION OF SUPPORT SERVICES ON INNOVATION AUDIT AND ROAD MAPPING IN THE CONTEXT OF THE “EURO-MEDITERRANEAN NETWORK FACILITATING MARKET UPTAKE OF INNOVATIONS FROM SMES (EMPHASIS)” PROJECT FINANCED UNDER THE ENI CBC MED PROGRAM

Preliminary Provisions:

- Contractor: Association of the Mediterranean Chambers of Commerce and Industry (ASCAME);
- Title of the project: EMPHASIS “Euro-Mediterranean Network Facilitating Market Uptake of Innovations from SMEs”;
- Financing: The project is co-financed by the European Union through ENI CBC MED Cross-border Cooperation Program 2014 - 2020;
- Provisional start date of the contract: December 2022.
- Provisional period of task execution: December 2022 - January 2023.
- Description of the project: EMPHASIS project aims at integrating experiences to deploy, validating, and mainstreaming an open innovation system that supports SMEs, start-ups, and spin-offs. This will allow the exploitation of innovations that tackle sustainability challenges and turn them into business opportunities through external cross-border partnerships at EUROMED level. EMPHASIS will co-create a EURO-MED Open Innovation eco-system in which information flows across Mediterranean borders and is transformed into commercial ideas and marketable products. The project's goal is to better connect the region's fragmented innovation systems by facilitating meaningful cross-border knowledge flows, equipping Small and Medium Enterprises (SMEs) with the skills required to tap into external knowledge bases and turn them into value, and identifying fields that can turn sustainability challenges (e.g., agro-food, sustainable energy, tourism, etc.) into business opportunities.
- Category: External Expertise for Innovation auditing and roadmapping services in EMPHASIS project.
- Deadline for submitting bids is the 19/12/2022. You can submit your proposal by email to projects@ascame.org.



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- 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
 - Authorization to process personal data treatment
- Subject: “EMPHASIS INNOVATION AUDITING AND ROADMAPPING SERVICES”

General Provisions:

1. Nature and purpose

The subject of this tender is the Provision of two services:

1.1. **“Innovation Audit and report drafting”** services to 4 SMEs via face-to-face, skype or telephone meetings with the beneficiaries for profiling the innovation potential of the selected solutions or offers by the SMEs, estimating the technology and market readiness level of the innovations and drafting of the respective reports, both for each beneficiary and for the EMPHASIS project. Services will cover Market & financial aspects such as Problem Definition, Value Proposition Definition and Business model development.

1.1.1. The mission of the service implementation is to provide high quality business support services through the application of the innovation audit methodology to the beneficiary SMEs operating in the partners’ regions to support them to assess their innovation potential and technologies.

1.2. **“Exploitation Roadmapping and report drafting”** support services, referring to the provision of Coaching & mentoring support services via face-to-face, skype or telephone meetings with the 4 SMEs who are beneficiaries for new business opportunities identification by examining the technological and the market feasibility, as well as explore the most promising cooperation, exploitation, and commercialization options for their solution/offer (innovation/ product/service).



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1.2.1. The objective of the service is to provide coaching and mentoring services to the beneficiary SMEs for the identification of potential twin partners and the definition of an action plan with concrete steps and deadlines for the exploitation of cross-border open innovation partnerships.

2. Objectives of the contract

2.1 Innovation Audit

2.1.1 This service will help the company to investigate its potential and capacity for innovation and receive guidance for improving the performance of its innovation/technology/product/service, as well as achieve it needs for open innovation cross-border collaborations.

More specifically, the beneficiary will receive:

- Clear and accelerated path to improve the performance of its innovation/technology/product/ service
- Customized support from experts in the field of innovation in order to jointly determine the potential and capacity of the company for innovation and the steps to be done for improving it
- In-depth analysis of the Open innovation needs of the company and in-detail description of the partnership aspects
- Knowledge on what's working and what needs to be improved comprehensive view of the company current capabilities, strengths & weaknesses, and opportunities
- A detailed Innovation Audit Report (Innovation profile) by the expert.

2.1.2 To achieve the expected results of this service, the SMEs Innovation Audit service examines the following four key factors:

- The company products and services offered,
- The MRE related Technology/Product/Service/Innovation, market application, TRL, scale-up/roll-out difficulties, IPRs, team technological competencies, competition, market, business model,
- The Open Innovation needs of the company, Open Innovation potential, type of partners needed, counties of interest, etc.



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After successful completion of the service, it will result in a SMEs Innovation profile with recommendations leading to technological and innovation improvement, acquisition of needed technologies and / or expertise, Open Innovation partnerships.

2.2 Exploitation Roadmapping

2.2.1 This service will help the company to acquire a list with potential contacts, that could support the further development of its technology and define the next steps in EMPHASIS journey.

More specifically, the beneficiary will receive:

- Identified twin partners that could potentially collaborate with the company and develop joint projects
- Well-described Joint projects ideas per identified twin partner to support the development of the beneficiary SME
- Detailed action plan with the activities, the involved persons, and the timeline, to achieve cross-border collaboration partnerships
- A detailed Exploitation Roadmap Report by the expert.

2.2.2 To achieve the expected results of this service, the exploitation roadmapping service will collaborate to result into the following:

- A list with potential twin partners, based in the country of interest, for each beneficiary SME and potential joint projects.
- A Roadmap / Action plan with concrete steps and deadlines for the exploitation of cross-border partnerships during the project.

Expected Calendar

| Activity | Actions/Deadlines |
|--------------------------------------|--|
| Innovation Audit and report drafting | <ol style="list-style-type: none"> 1. 1st meeting with the Beneficiary: Focus on the solution + Coaching -- By 9 Jan 2. 2nd Meeting with the Beneficiary: Focus on OI + Coaching – By 19 Jan 3. INNOVATION AUDIT section of the report -- By 31 Jan |



| | |
|--|---|
| Exploitation Roadmapping and report drafting | <ol style="list-style-type: none"> 4. Identification of potential twin partners – By 19 Jan 5. 3rd Meeting with beneficiary: Presentation of identified twin partners + Coaching – By 26 Jan 6. EXPLOITATION ROADMAP section of the report – By 31 Jan |
|--|---|

Obligations of ASCAME

3. Information to be provided

ASCAME will communicate and provide the contracted company 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.

Obligations of the contracted company

5. General Obligations

1. The contracted company 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 contracted company.
2. The contracted company must ensure effective and efficient compliance according to the professional practices they offer.
3. If the contracted company considers that ASCAME exceeds or surpass its authority as project manager, the company can claim or notify its opinion to ASCAME within 15 days if receiving the execution of any order that generates disagreement.
4. All documents and information that has been provided by ASCAME to the contracted company will be considered private and confidential.



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5. If the contracted company is composed of a consortium of two or more persons, everyone will respond to the stipulated conditions for the formal fulfilment of the contract. In the event that a single person is assigned as a representative of the consortium, she/he will be empowered to make decisions that commit the rest of the consortium. If there is a change in the consortium and ASCAME has not been previously notified, it will be considered a strict breach of contract.

6. Deontological code

1. The contracted company must be faithful to the deontological code of their profession, as well as respect Human Rights.
2. The contracted company 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, suppliers and ASCAME.
3. All shortlisted companies 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.
4. 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

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

Economic provisions



8. The contracted company will carry out all the cost derived from preparation, management, delivery of the output.
9. The total cost of this contract cannot exceed 10.000 € (VAT included).

Participation conditions

10. Participation

The tender is open to legal entities (Private Companies, NGOs, TVET Organisations, Consulting Companies, etc.) and natural persons (External Consultants, Freelance Professionals, etc.), that are able to deliver the expected services under a “Service’s Contract”.

11. Reasons for exclusion

Tenderers will be excluded from participation in procurement procedures if:

- The company is bankrupt or in the process of liquidation, their 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 company, 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 company have committed a serious professional offense, verified by any means that the contracting authority can justify;
- The company 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 company, 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 company is currently subject to an administrative penalty.



12. Number of applications

Each natural or legal person can present a single offer, whatever their form of participation.

13. Delivery method

Deadline for submitting bids is the 19th of December 2022, via email to 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: “EMPHASIS INNOVATION AUDITING AND ROADMAPPING SERVICES”.

14. Complementary information

This call for proposal should be enough to provide an offer, but in case the company needs further clarification. The bidders can send their questions to projects@ascame.org before the deadline of submission.

15. Application modifications

Companies can modify or withdraw their offers before the submission deadline.

Selection and award criteria

16. Selection criteria

The following requirements will be positively considered:

- Previous experience in other EU projects related to innovation auditing and roadmapping services.
- Previous relevant experience in business plans for setting innovation coaching.



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- Strong economic knowledge and abilities to support the transfer of innovation services into the business knowledge of selected SMEs.
- Previous relevant experience in identifying Innovation potential and estimating the readiness level of technologies (TRL).
- Previous experience with Open Innovation processes and understanding the Open Innovation (OI) partnership needed (stage of development, type of counter-partner sought, type of expertise needed, type of collaboration needed, steps to move forward)
- Previous experience in identifying potential counter/OI partners and rank priorities
- Good technical writing and communication skills
- Relevant project and publication references
- Fluency in English.

17. Award criteria

The award criteria are distributed as follows:

| Criteria | % |
|--|----|
| Methodological approach | 30 |
| CV and proven experience in such similar works | 20 |
| Lowest price | 50 |

18. Working language

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

Presentation, opening and qualification of offers

19. Presentation of the offers

Offers should include:

- 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
- Authorization to process personal data treatment

20. Opening of the offers

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

Legal conditions

21. Authorizations and licenses

The contracted company must manage and obtain the licenses and/or administrative authorizations to carry out the actions contained in the contract. In addition, to adopt security measures so that only authorized persons can have access to the execution of the contracted actions.

22. Confidentiality and data protection

The contracted company 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, commercial or other information that is recorded as part of the execution of the service.

The contracted company 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 contractor will not be able to access the documents, files, systems and supports that contain personal data without express authorization.

23. Legal base



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1. 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;
2. Council Regulation (EU, EURATOM) No. 2988/95 of 18 December 1995 on the protection of the financial interests of the European Communities;
3. Regulation (EC) No. 232/2014 of the European Parliament and of the Council of March 11, 2014, creating a European Neighborhood Instrument;
4. 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;
5. 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 Neighborhood Instrument;
6. 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;
7. 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;
8. All manuals and guidelines issued by the Program, in its latest version;
9. Financing agreements signed between the European Commission and the Mediterranean Associated Countries;
10. The Grant Contract with the reference number INTECMED (B_A.2.1_0063) between Association of the Mediterranean Chambers of Commerce and Industry (ASCAME) and the Management Authority of the ENI CBC MED 2014-2020 Program.

24. Payment and billing system

The winning entity will present an invoice at the end of each delivery. The payment will be made within 30 to 60 calendar days from the invoice date.

Invoices will be submitted by email to projects@ascame.org and post mail to:

Association of the Mediterranean Chambers of Commerce and Industry (ASCAME)
Avda. Diagonal 452 (08006) Barcelona, SPAIN



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

Contract termination

25. Causes for contract termination

1. 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.
2. If the contracted 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.
3. The Contracting Authority (ASCAME) may suspend the execution of the contract when it considers that such suspension is in the interest of the Project.