



European Union  
European Regional  
Development Fund



**Terms of reference for the contract of a study for the “Innova Foster” project, cofinanced by the European Regional Development Fund under the INTERREG Europe Programme**

(Exp. DD 30/2017)

## **CONTEXT**

The Work Plan of the Project "Innova Foster", included in the application form approved by the Technical Secretariat of the INTERREG Europe Programme, includes one study to expand the project's results beyond the limits of the own project.

This activity should be done by an external technical assistance to ensure the quality of the information to be disseminated.

Innova Foster objective is to design action plans to improve partner's public policies to leverage startups (scalable SMEs with less than 5 years of life) growth through their engagement into the innovation processes at local or regional level. This will be done improving their role as regional and industry innovation providers.

During 2017 and 2018, global trends and policies used to this aim are studied. All partners will host an exchange visit to: showcase their local entrepreneurial and innovation ecosystems; gather good and bad practices; and help to identify how to improve, from the public sector, the ecosystem's development.

By the end of 2018, every partner will have his own action plan, to be implemented and evaluated over the next two years.

To learn more about the project and the partners, visit the project's website at [www.interregeurope.eu/innovafoster](http://www.interregeurope.eu/innovafoster)

## **TASKS**

During the first two years of the Project (2017-18), there will be a visit to each partner. Previously to each one, the hosting partner will distribute a diagnosis of the entrepreneurial and innovation local ecosystem. This will also include good and/or bad practices that could be used as examples.

Thematic workshops linked to the project objective will be organized during the visits. Each workshop will showcase trends and global examples that could inspire the partners in their work of definition of the action plans. Action plans should be delivered by the end of 2018.

The contractor will gather all the information generated by the partnership to elaborate a sound document analyzing the project's target and the improvements or solutions identified. This will include all the good practices of the project.

This study will be used as a communication and dissemination tool beyond the Project partnership. Consequently, should be made for the purpose of information and written for a general audience.

The underlying information will be generated by the Innova Foster Project itself but could be improved by the contractor based on its own experience or research.

It would not be necessary for the contractor to participate in the meetings and workshops, but he would have to interview all partners at least once. These interviews could be virtual.

Working language will be English.

### **DELIVERABLES**

The following products will be delivered by the contractor:

- A detailed working plan. At the beginning of the contract. This plan should be validated by INCYDE Foundation.
- An interim report with the information about the execution of the expected works. Before June 30, 2018.
- The study, including good practices; lessons learnt and recommendations. Before November 30, 2018.

### **DURATION**

The tasks will start from the contract signature and will last until December 31, 2018.

### **BUDGET AND INVOICING**

The maximum available budget for this contract is 30.000 € (VAT o or equivalent taxes included).

The final budget for the work will be the offered by the contractor and will be invoiced as follows:

- 30% with the interim report, once validated by INCYDE.
- 70% with the final documents, once validated by INCYDE.

**AWARD OF THE CONTRACT**

The contract will be awarded to the tender offering the best value for money, which will be the one with the best quality/price ratio, considering the technical award criteria listed below. The total price of the tender will be divided by the qualitative score obtained for the technical award criteria.

<b>Criteria</b>	<b>Max score</b>
Methodological approach	35
Planning	35
Proposals to increase the quality of the study	30

Tenders scoring less than 50% of the maximum score for any technical award criterion or with a total score of less than 50 will be considered of insufficient quality and rejected.

**DEADLINE FOR SUBMISSION**

Offers could be either in Spanish or English and should be submitted not later than November 13, 2017 to the following address:

Secretaría de la Fundación Incyde

C/ Ribera del Loira 12 3ª planta. 28042 Madrid.

Hand delivery should be done by 2pm at the latest.

In the case of postal submission, the post office stamp or the date on the slip issued by the courier service will constitute proof of compliance with the deadline given above.

E-mail with acknowledgment of delivery to the following e-mail address:

[marana@incydecamaras.es](mailto:marana@incydecamaras.es)

The e-mail acknowledging the delivery will constitute proof of compliance with the deadline given above.

Submission of an offer implies acceptance of the conditions stipulated in the present document (including all its annexes) and binds the contractor to whom the contract is awarded during the performance of the contract.