

SIMPLIFIED TENDER DOSSIER FOR PROCUREMENT OF SERVICES – SINGLE TENDER PROCEDURE

Procurement of services of one external expert for the preparation of: Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications (WP3. D3.1); Training Needs Analysis of the accelerator target group WP3. D3.2, and; Preparation of Accelerator Development plan based on the results of D3.1 and D3.2: a blueprint for developing the accelerator (WP3. D3.3)

Name and address of the Contracting Authority: University of Information Science and Technology “St. Paul the Apostle,” Partizanska bb, 6000 Ohrid, North Macedonia

Title of the tender: Procurement of services of one external expert for the preparation of:

- Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications (WP3. D3.1);
- Training Needs Analysis of the accelerator target group WP3. D3.2, and;
- Preparation of Accelerator Development plan based on the results of D3.1 and D3.2: a blueprint for developing the accelerator (WP3. D3.3)

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

1.1. Introduction

The University of Information Science and Technology “St. Paul the Apostle” Ohrid (North Macedonia) in partnership with Alexander Innovation Zone SA (Greece), South East European Research Centre (Greece), Management and administration authority of Technopolis Thessaloniki SA (Greece), Association National Centre for Development of Innovation and Entrepreneurial Learning Skopje (North Macedonia) and Youth Entrepreneurial Service (YES) Foundation (North Macedonia) implement a project funded by the European Union. The aim of the project is to contribute to the objectives set of in the Cross-border (CB) Cooperation Programme between Greece and North Macedonia. The **main objective** the project “Intelligent Cross-Border Accelerator for Innovative ICT-enabled start-ups” (iCBA) is *to establish a start-up accelerator in the CB area, which will make use of the joint experience of the beneficiaries and experts from both countries, in order to provide the highly competent human capital of the area with entrepreneurial training and mentoring, and investment opportunities to create their own start-up companies immediately after the end of the project.*

The Program’s cross-border area has a significant knowledge capital but limited capability to attract investments because of difficulty to approach and tempt investors by providing them with the required information about their potential product. The iCBA project intends to provide some contribution to improvements on that field by setting up an intelligent Cross-Border Accelerator for ICT-enabled start-ups, covering the entire CB area.

Potential scientists and entrepreneurs involved in the accelerator process will go through a stage-gate process of training and mentoring, starting with general ICT-enabled business development trainings, continuing with dedicated webinars conducted by some of the area’s top experts, and culminating in a process of intense, personalised, one-on-one mentoring for the 25-30 most promising business ideas developed either in mature start-ups or in cooperation with high level experts. The process will result in 15-20 investment-ready ideas with high potential, which will be presented to a number of investors, and can lead to new start-ups and new jobs throughout the CB area before and after the end of the project.

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The iCBA project joint effort will result in a valuable exchange of experience and know-how between organisations and stakeholders from Greece and Republic of North Macedonia, as well as between start-ups themselves as a strong emphasis is placed on joint events, binational meetings and binational networking and cooperation events bringing entrepreneurs, stakeholders and authorities from the two countries closer, and aiding in the medium-to-long-term goal of the Republic of North Macedonia's accession to the EU and integration in the common market.

The consortium consists of institutions with excellent capacity and experience in similar types of actions, as well as in promoting and supporting innovative entrepreneurship in the CB area and beyond. This experience is reflected by several international initiatives.

1.2. Scope of the contract:

The subject of this tender is the **procurement of services of one external expert for the preparation of:**

- **Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications (WP3. D3.1);**
- **Training Needs Analysis of the accelerator target group WP3. D3.2, and;**
- **Preparation of Accelerator Development plan based on the results of D3.1 and D3.2: a blueprint for developing the accelerator (WP3. D3.3).**

The procurement is not divisible. The bidders must submit an offer for all parts of the contract.

1.3. Deadline for submission of tenders:

The deadline for submission of tenders is 16.09.2020 at 10:00 hours (Skopje local time). Any tender received after this deadline will be automatically rejected.

1.4. Address and methods for submission of the tenders:

The tenderers will submit their tenders using the standard submission form available in Part B of the tender dossier. The tenders must be submitted by e-mail. In this case, the base e-mail message will indicate:

- Title of the tender (in the subject of e-mail): Procurement of services of an external expert, and;
- Name and address of the tenderer (in the e-mail text).
- Expert's CV (mandatory).

The tender submission form and any supporting documentation (CV) will be provided as an attachment to the e-mail.

The tenderers will be submitted by e-mail to the following address: ljubica.topuzoska@uist.edu.mk. The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

WP3: Planning iCBA accelerator framework

Act 3.1 Sectoral study report

Description

Research into initiatives at a local or EU level aiming at providing the necessary skills for young people with entrepreneurial aspirations will be undertaken by the project, in order to document all relative activity and use all best examples to inform the content and implementation of the accelerator. These examples will include services and facilities, boot-camps, accelerator events, pitching academies and competitions, relevant courses offered within universities and any other related activity. The LB will prepare a template for gathering the necessary information and partner 4 (UIST) will research and provide info on initiatives at its country. In parallel, a documentation of all the relevant EU strategies and initiatives will be done in order to align the strategy of iCBA with the EU targets for the creation of a favourable entrepreneurial environment for young people.

Task 3.1.1 Preparation

Task leader: LB

Involved partners: LB, PP4 (UIST)

According to the above description, the LB will prepare a template for gathering the necessary information for the study report, to be approved and accepted by Partner 4 (UIST) by M3.

Task 3.1.2 Greek Sectoral Study Report

Task leader: LB

Involved partners: LB

The LB will: a) conduct an analysis of the profile of the economy of the Greek side of the CB area, b) identify, describe and analyse at least four different ICT-sectors with strong potential for start-ups, and c) document relevant local and EU strategies and initiatives for start-ups in that side of the CB area, all by April 2019.

Task 3.1.3 North Macedonia Sectoral Study Report

Task leader: PP4 (UIST)

Involved partners: PP4 (UIST)

Partner 4 (UIST) will: a) conduct an analysis of the profile of the economy of the North Macedonia side of the CB area, b) identify, describe and analyse at least four different ICT-sectors with strong potential for start-ups, and c) document relevant local and EU strategies and initiatives for start-ups in that side of the CB area, all by M4.

Task 3.1.4 Joint Analysis and Study Finalisation

Task leader: PP4 (UIST)

Involved partners: LB, PP4 (UIST)

Following the template, Partner 4 (UIST) will conduct a joint analysis of the CB area economies, of the promising sectors identified in the previous tasks in both countries, and of relevant local and EU strategies and initiatives affecting the CB area. Based on this joint analysis, Partner 4 (UIST) will conduct a SWOT analysis for start-ups in the selected sectors in the CB area and the LB will draft a concrete set

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of recommendations for start-ups. This part will be finished by M5. The complete report, combining the above tasks will include the following indicative sections:

- Profile of the economy of the CB area;
- A study of ICT-enabled sectors with strong potential;
- Analysis per sector;
- SWOT analysis;
- Relevant local and EU strategies and initiatives, and;
- Recommendation for start-ups.

DELIVERABLE: 3.1 Sectoral Study Report

Act 3.2 Training needs analysis of the target group

Description

This activity refers to a report analysing the training needs of potential entrepreneurs per sector of the sectors selected as the most promising in activity 3.1. The training needs analysis will be done using short questionnaires, interviews and focus groups run in both the Greek and North Macedonia part of the CB area. We will try to understand the priorities, the missing skills, the requirements and needs of young people who are engaged with ICT technology and aspire to become entrepreneurs. We will juxtapose the findings with information on education background, personal skills and personality traits, gender and other relevant parameters. We will complement the TNA of the direct beneficiaries of the accelerator with interviews of people who were in their position a few years ago and have either become successful entrepreneurs or have failed in their enterprise. We will seek to learn what were the difficulties they face; what were the major challenges; what are the critical skills that young people need to acquire; what are the best ways of acquiring these skills.

Task 3.2.1 Research in the Greek part of the CB area

Task leader: PP3

Involved partners: PP3

Partner 3 will conduct the research part of the training needs analysis on the selected sectors, in the Greek part of the CB area by the use of short questionnaires, interviews and focus groups, as well as a literature review and an examination of available statistical data and research findings, to be ready by M5.

Task 3.2.2 Research in the North Macedonia part of the CB area

Task leader: PP4 (UIST)

Involved partners: PP4 (UIST)

Partner 4 (UIST) will conduct the research part of the training needs analysis on the selected sectors, in the North Macedonia part of the CB area by the use of short questionnaires, interviews and focus groups, as well as a literature review and an examination of available statistical data and research findings, to be ready by M5.

Task 3.2.3 Research in the North Macedonia part of the CB area

Task leader: PP4 (UIST)

Involved partners: PP3, PP4 (UIST)

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Partner 4 (UIST) and partner 3, with the former leading the effort, will compile the results of the research in Greece and North Macedonia into a joint analysis of the training needs of the CB area, conducted per sector. This will result in deliverable 3.2 “Training needs analysis of the target group”, due by M6, and including the following indicative sections:

- Profile of the target group
- Major needs per sector
- Potential weaknesses to be addressed
- Start-up goals
- Areas in which training can have the maximum effect.

DELIVERABLE: 3.2 Training needs analysis of the target group

Act. 3.3 Accelerator development (Blueprint)

Description

Based on the results of activities 3.1 and 3.2, the LB and partner 4 (UIST) will create a blueprint with specifications for the development of the accelerator, describing desired learning outcomes, targeted skills, the methodologies to be used for teaching, the exact role of instructors and mentors, practical exercises, the exact structure of the various stages and the engagement and role of the industry and the project partners in the process.

Task 3.3.1 Preparation

Task leader: LB

Involved partners: LB, PP4 (UIST)

The LB and partner 4 (UIST) will jointly prepare a template and structure for the accelerator blueprint, including the exact contents, sections and issues to be included, bearing in mind the results of activities 3.1 and 3.2 and the needs of WP4 and WP5. To be ready by M7.

Task 3.3.2 Blueprint Development

Task leader: PP4 (UIST)

Involved partners: LB, PP4 (UIST)

This task includes the drafting of detailed instructions for the accelerator development with regard to the accelerator structure, functioning, teaching and engagement of stakeholders and partners. More specifically, the development of the blueprint, overseen by partner 4 (UIST), will include the following indicative contents, subject to confirmation in task 3.3.1. To be ready by M7.

The LB will prepare the target outcomes of the accelerator, including:

- The desired learning outcomes;
- Targeted horizontal and technical skills.

Partner 4 (UIST) will prepare the teaching methodology and approach including:

- Suggested teaching and learning methodologies for delivery of the accelerator;
- The role of instructors and mentors;
- The engagement of the industry and successful young entrepreneurs;

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- Suggestions for partner engagement in the accelerator process;
- Recommended basic bibliography / reading list;
- The role of the practical exercises within the duration of the accelerator.

The LB will prepare the monitoring and assessment of the accelerator, including:

- Organisation of the workshops;
- The forms of completion that will lead to the participation of the accelerator’s various stages;
- Suggestions on the assessment of the accelerator’s sessions;
- Suggestions for credit award.

Task 3.3.3 Finalisation of blueprint

Task leader: LB

Involved partners: LB, PP4 (UIST)

This task includes the joint finalisation and confirmation of the blueprint by the LB and partner 4 (UIST), with the confirmation of the consortium, leading to the acceptance of **deliverable 3.3 “Accelerator development blueprint”** which will be key for guiding WP4 and WP5. To be ready by M7.

DELIVERABLE: 3.3 Accelerator development blueprint

WP Time plan

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Act 3.1			1	1	1													
Act. 3.2					1	1												
Act. 3.3						1	1											

2.1. Methodology and approach

The tenders are not required to submit a methodology and approach for performing the tasks. However, the chosen candidate will have to submit a methodology to the CA no later than 15 days after signing the contract.

2.2. Requirements (expert qualifications, experience and skills)

Qualifications and skills:

- Bachelor’s degree in social science or information technology (minimum requirement: 10 points, Master’s degree - additional 5 points, Doctor’s degree - additional 5 points).
- Fluency in English is mandatory. Knowledge of Macedonian or Greek language is an asset (5 points).

Professional experience:

- At least five years of professional working experience (minimum requirement: 5 years - 10 points, 6-10 years - additional 5 points, more than 10 years – additional 5 points).
- Experience in the implementation of at least one project dealing with development and/or improvement of the ICT or business environment (minimum requirement: one project – 10 points, 2-3 projects – additional 5 points; more than three projects – additional 5 points).

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- Experience with the development of business plans, startups or mentoring is an asset (15 points).
- Demonstrated experience in the preparation and development of programmes for ICT or business educational programmes is an asset (10 points).
- Experience in delivery of training is an asset (5 points)
- Prior experience of working in the Balkan region is an asset (5 points).

*** In order to be qualified, the expert should fulfil the minimum criteria and score at least 80 points in the technical evaluation.**

The tenders prove the fulfilment of the criteria by submission of their updated CV and Annex 1 attached to this ToR. The Evaluation Committee holds the right to ask tenderers for additional clarifications of documents.

3. FINANCIAL INFORMATION

3.1. Contract value

The tenderers are reminded that the maximum available value of the contract is 10.000 EUR.

The CA will use the **Global price criteria**. The service will be paid on the basis of the delivery of the specified outputs. Payments might be totally or partially withheld if the contractual results have not been reached. Partial payments have to be determined according to the partial implementation of the outputs and are subject to:

- several budget lines per output, which may be required but are not compulsory
- negotiations with the service provider.

3.2. Payments

All payments will be made upon submission and approval of the deliverables:

- 30 % after approval of the DELIVERABLE: 3.1 Sectoral Study Report
- 30 % after approval of the DELIVERABLE: 3.2 Training needs analysis of the target group
- 40 % after approval of the DELIVERABLE: 3.3 Accelerator development blueprint

The project is exempt from paying VAT, for which the CA will provide appropriate documents to the selected expert.

All prices must be shown in EUR. Payments will be realized in MK Denars using the exchange rate valid on the date of payment.

4. ADDITIONAL INFORMATION

4.1. Selection criteria

The selection criteria is the best value for money, weighting 80% technical quality, 20% price.

Element	Maximum points
1. Quality	80
- Prior expert experience as shown in the submitted CV	80
2. Price	20
Total (1+2)	100

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The selection will be made by the Evaluation Committee established within the CA. The CA holds the right not to choose any of the bids if no one of the bids satisfied the criteria mention in this ToR.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing. The estimated time of response to the tenderers is 10 days from the deadline for submission of tenders.

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDER'S INFORMATION

Submitted by:

	Name(s) and address(es) of legal entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
E-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered services by us is provided in the next point.

In addition to that, we confirm that our I/We am/are fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual.

Furthermore, we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender.

3. TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the Contracting Authority in Part A: Information for the tenderer, Point 2: Technical information. The tenderers are encouraged to provide details on the planned services.

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No	Title of item	Technical offer – the services provided by the tenderer on the basis of Contracting Authority's enquiry in the Part A, Point 2	Tenderer's proposed time frame
WP3. D3.4.1	Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications		
WP3. D3.4.2	Training Needs Analysis of the accelerator target group		
WP3. D3.4.3	Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2: a blueprint for developing the accelerator		

4. FINANCIAL OFFER

The offered total price for the services indicated in the previous point is: _____ EUR. The single prices per unit are as follows:

Item	Price (in EUR)
WP3. D3.4.1 Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications	
WP3. D3.4.2 Training Needs Analysis of the accelerator target group	
WP3. D3.4.3 Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2: a blueprint for developing the accelerator	
TOTAL:	

The offered price includes all costs, including delivery of described deliverables.

Name	
Signature	
Date	

ANNEX 1: EXPERT QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications and skills	Details
Bachelor's degree in social science or information technology (minimum requirement: 10 points, Master's degree - additional 5 points, Doctor's degree - additional 5 points).	
Fluency in English is mandatory. Knowledge of Macedonian or Greek language is an asset (5 points).	
Professional experience:	Details
At least five years of professional working experience (minimum requirement: 5 years - 10 points, 6-10 years - additional 5 points, more than 10 years – additional 5 points).	
Experience in the implementation of at least one project dealing with development and/or improvement of the ICT or business environment (minimum requirement: one project – 10 points, 2-3 projects – additional 5 points; more than three projects – additional 5 points).	
Experience with the development of business plans, startups or mentoring is an asset (15 points).	
Demonstrated experience in the preparation and development of programmes for ICT or business educational programmes is an asset (10 points).	
Experience in delivery of training is an asset (5 points)	
Prior experience of working in the Balkan region is an asset (5 points).	

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I _____ undersigned, declare that I fully meet the criteria for participation in the procedure set out in this ToR and I will submit all requested documents and proofs upon request of the Evaluation Committee.

Expert:
