

Terms of References (ToR) for Implementing Partnership

Contracting authority	Stichting SPARK
Programme title	Innovation that scales start-up ecosystems in Mediterranean countries
Outcomes	Innovation, start-up, scale-up, advocacy
Country- Region	Tunisia
Duration	12 months

Contracting Authority – SPARK

SPARK develops higher education and entrepreneurship to empower young, ambitious people to lead their fragile and conflict-affected societies into prosperity. SPARK is a dynamic and growing international not-for-profit development organisation with 100+ staff members in more than 14 offices around the world.

SPARK supports refugees in the Middle East by providing them with scholarships in universities and higher education institutions in the region. SPARK also supports young entrepreneurs in fragile states to start or grow their own businesses.

Summary:

SPARK, with the support of the European Commission, is looking for partners who can support providing existing and emerging innovation support organisations (tech hubs, accelerators, incubators, university hubs, etc.) with capacity building to enhance and diversify start-up services provided. The programme aims to work with organizations working on green entrepreneurship, tech and digitalization and social entrepreneurship. Furthermore, we encourage organizations aimed at women's entrepreneurship and empowerment to apply. Interested organizations can apply to support one or more sectors or outcomes.

The overall objective of this programme is to strengthen the local start-up ecosystems and their actors in Jordan, Lebanon, Palestine, and Tunisia to support innovation, employment and economic growth.

Scope of the Work

Who can apply?

Organizations focusing on supporting SMEs and startups based in Jordan, Lebanon, Palestine, and Tunisia, including incubators, co-working spaces, accelerator programs, tech-hubs, university programs, techno-parkers, etc.

WHAT?

Implement the activities under outcome 1 and/or outcome 2

Outcome 1: Provide capacity building and support the innovation support organisations to advance and diversify services delivered to their users

- Cooperating with SPARK and its existing partners to design training modules and materials to enhance existing services and tailor services to new emerging markets and trends;
- Provide tailored capacity development programme in digitalisation to local innovation support organisations to enhance existing services and tailor services to new emerging markets and trends; (training and coaching)
- Strengthening management capacity for partner institutions and organisations to improve their capacity to better support entrepreneurs and SMEs

Outcome 2: Increase the competitiveness, internationalisation and financial resilience of start-ups, scale-ups and innovative SMEs

- Support local innovation support organisations in identifying new beneficiaries and expanding their database of high potential start-ups and SMEs;
- Develop and launch open calls for grants made to innovative initiatives
- Design of internationalisation for SMEs curricula
- Delivery of ToT, Coaching/mentoring to innovative initiatives/SMEs
- Training to entrepreneurs in business planning and management skills
- Support SPARK and the stakeholders during the Matchmaking events by connecting investors to promising SMEs

When?

12-month (the partnership may be renewed for new components or activities based on performance)

Expected starting date: **September** 2022

Selection and Evaluation Criteria:

The tender evaluation committee will evaluate and award the contract based on the following selection criteria:

- *Technical Offer*

- Financial Offer

1. Selection method (selection criteria evaluation):

Evaluation method (selection criteria evaluation):

- Financial Offer (Budget)
 - Criteria weight is **50%**
 - Formula: (Best Tenderer Price/Evaluated Tenderer Price) * Criterion Weight
 - Price shall be quoted in EURO
- Technical Offer
 - Criteria weight is **50%**
 -

Point evaluation (weighted points):

Criterion will obtain between 0 and 5-point, 5 points being the maximum, 0 points the minimum and the points obtained will be multiplied by criterion weight. An analysis will include assessing the proposals' methodology, expertise (CVs of Expertise-Previous Similar Project etc), background, etc.

SPARK expert evaluation committee will assign up to 5 points for the best quality of the sample, based on the following evaluation grid:

Score	Benchmark for Services/Works
5	Excellent response with no weaknesses shown and exceeds the requirement - also provides comprehensive, detailed, and convincing assurances that the services will be delivered to an excellent standard
4	A response that demonstrates real understanding and fully meets the requirements - offers assurances that the service delivered will be of a high standard
3	A satisfactory response which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of services to an adequate standard, but does not provide sufficiently convincing assurance to be able to award them a higher mark
2	A response where reservations exist - lacks full credibility/convincing detail, and there is a significant risk that the response will not deliver/be successful
1	A response where serious reservations exist, for example, insufficient detail is provided and the response has fundamental flaws, or seriously lacks credibility with a high risk of non-delivery
0	Response completely fails to address the criterion under consideration

Those bidders who get less than 3 for the capacity of the bidder shall not be accepted or considered and their offer will be rejected.

For each bid, points from all evaluation criteria will be added up and the winning bid will be the bid with the highest number of points. In case of equal number of points, the winning bid will be the one with the lowest price. However, SPARK retains the right to select any bidder who they deem as most suitable to produce the highest quality deliverables within a reasonable budget.

Application:

The proposal (in English) must detail the following:

1. Objectives, results/outcomes & indicators/outputs,
2. Proposed dates / duration for implementing the program,
3. Detailed project activities,
4. Monitoring and evaluation plan and description of the monitoring system,
5. Project team structure, roles and responsibilities,
6. Communication plan and activities
7. Details why the applicant agency is a suitable partner for this project
8. Estimated efficient budget (including human resources, other admin costs, direct project cost as well as general overhead up to max %7).

Annexes: Activity plan and budget breakdown.

The proposal must be maximum 10 pages in addition to the annexes.

Target Group:

- Innovation support organisations (tech hubs, accelerators, incubators, university hubs, etc.), operating in Tunisia.

Conditions:

1. The partner must meet the following criteria:
 - i. Have actual operations in Tunisia.
 - ii. Have experience supporting businesses in one or more of the following sectors (digital, tech, green or social entrepreneurship);
 - iii. Be responsible for the preparation/ management/ implementation of the project in collaboration with related local partners and institutions,
 - iv. Be experienced in delivery of innovative business support services,
 - v. Deliver tangible and efficient results,
 - vi. Be able to efficiently budget and contribute to the success of the activities.

2. The partner will comply with any legal obligations it is bound by under national law;
3. The partner shall share the registration documents
4. The partner will adhere to SPARK's General Terms and Conditions for partnership agreements.

Deadline to submit all requested documents is **Wednesday August 31, 2022 by 4:00 pm** through the following email: **tender_tunisia@spark-online.org**