

Terms of Reference

Provision of External expert for the Capacity Building activity under the the EU funded Lebanon Innovate

A. Introduction

Lebanon Innovate is a 42-month program funded by the European Union, aims at boosting the settlement and growth of an innovation ecosystem in Lebanon. It seeks to transforming technological findings from innovators, industrialists, and relevant stakeholders into feasible solutions. Furthermore, it drives towards improving specific industrial sectors' competitiveness; having its focus on: agrifood, health and ICT. Those are considered to be the most promising and needed areas to revive the country's economy.

Despite this ambitious goal, LI faces many challenges when it comes to create, share knowledge and increasing specific sector's competitiveness. Lebanon needs first to foster an enabling environment to boost innovation and capacitate stakeholders. In addition, it needs to tackle the lack of cooperation between industry and academia, a key issue that prevents relevant sector actors from promoting innovation and knowledge transfer.

Within the scope of this context, the Lebanon Innovate project has designed several activities aiming at empowering the innovation ecosystem players in aforementioned sectors. In this regards, Leitac-Managing Technologies was appointed with the responsibility of organising Capacity building and coaching sessions for R&D representatives in industry and independent researchers. This activity focuses on innovation management from a private sector perspective, including the commercialization of new products, competitiveness, and the opportunities that innovation presents to R&D personnel working as independent researchers or in the industry.

In order to ensure a personalised and optimised knowledge transfer event, the Lebanon Innovate is looking for an experienced firm or consultant to coordinate with Leitac in the implementation of this activity.

B. Objective

The aim of this capacity building is to explain the concept of innovation and to raise awareness of its importance for business competitiveness. To do this, the expert will have to work towards clarifying the concept itself, informing and encouraging about the advantages and benefits of having an innovative business culture. He or she is intended to delve into the entire value chain of the innovation process and the different stakeholders to be considered in each phase, as well as the existing mechanisms for its development and the importance of collaboration as a multiplying tool. Finally, a practical case study will be developed in which the participants will have to collaborate and put into use all the lessons learned during the different sessions for its development.

- Specific objective 1: Raise awareness about the importance of innovation.
- Specific objective 2: Understand the innovation life cycle (from idea to market).
- Specific objective 3: Understand the different stakeholders that appear during the different stages and how to collaborate with them.

- Specific objective 4: Inform and facilitate tools to encourage a business (and open) innovative culture.
- Specific objective 5: Facilitate methodologies for the project management of innovative action to minimize risks (Innovation is always risky).
- Specific objective 6: Coach beneficiaries through arising industry challenges.

C. Activity Description

Objective: The activity, coordinated by Leitac with the implementation support of Berytech, aims to develop appropriate innovation skills in R&D personnel working as independent researchers or in the industry.

Description: The activity consists of 190 hours of training and coaching for R&D executives/independent researchers (24 days of training and coaching) following a feasible schedule for their duties.

Output: At least 30 industrial R&D representatives are empowered with technology transfer and innovation skills (10 from each sector, ICT, Agrifood and Healthcare).

Location and Time: The training will be online from March 4th until June 14th .

The training is addressed to the following profiles:

- Independent Researchers in ICT, Agrifood or Healthcare.
- R&D executives in companies under ICT, Agrifood or Healthcare.

The Selection for the above-mentioned profiles will be addressed through the following criteria:

- Introduction and rationale of the institutions, represented field of expertise and professional background.
- Institutions strategic vision in fostering a culture of innovation among faculties and researchers.
- Institution's key objectives in supporting development of applied research and IP commercialization.
- Institutions capability and availability of resources (human capital, facilities, etc.) to benefit from Lebanon Innovate
- Motivation, Willingness and Commitment for Lebanon Innovate.

D. Scope of work

In this framework, the Expert will undertake the following activities:

- Design a 190-hour training and coaching program for 30 R&D executives/independent researchers.
 - Preparation of a full training concept (including objectives, content description and methodology)
 - Preparation of the training modules – including detailed agenda, training materials, case studies, slides and interactive sessions.

Note: participants to submit a project by the end of the program.

- Prepare a final report outlining training objectives, activities, materials, and results. The report will also include some recommendations for follow-up activities with training participants.

The expert will work under the overall direct guidance of the Leitat Manager, in close coordination with the Lebanon Innovate coordinator, Berytech, between January 26th until June 14th

E. Deliverables and Calendar

The Expert will start the work after the validation of the offer by the contractor (kick-off meeting with the expert foreseen f on January 26th and shall coordinate with the Leitat team for the strategy and implementation throughout the whole process.

Deliverable	Deadline
#1. Training concept	
#2. Training curriculum, agenda and toolkit	
#4. Training delivery	
#5. Final report	

All the deliverables will have to be presented in English and validated by the Contractor before moving to the next step of the assignment. Failure in submitting deliverables or not reaching enough quality may result in a reduced budget allocation. In addition, regular calls will be organized with the contractor.

F. Qualifications and Eligibility

The candidates willing to implement the project must comply, at least, with the following professional criteria:

General Experience

- More than 10 years of professional experience in the field of Research and Development, and/or Innovation Consultancy.

Specific Experience

- More than 5 years of professional experience of Capacity Building in the field of innovation.
- More than 5 years of experience in Business and commercial development activities, research support services and partnerships development activities.
- More than 5 years of experience in Development of high-tech Innovative multi-million projects covering the whole lifecycle from an idea stage, development in the lab to full market transfer.

Qualifications and skills

- Deep knowledge of different funding programmes with an emphasis on H2020, Horizon Europe and International Tenders.

- Knowledge in other R&D and Innovation MENA funding schemes will be considered as an asset.
- Knowledge of the Lebanese Market and Industry will be considered an asset.
- Experience in Project Management, commercial exploitation, and intellectual properties strategies.
- Excellent knowledge of online tools for seminars will be considered as an asset.
- Excellent communication and teaching skills.

Language skills:

- Fluent in English, both written and spoken. Fair command of Arabic and French will be considered an asset.

Number of working days:

- 5 working days in Lebanon, plus 2 preparation working days homebased.

G. Application and Selection Process / PROCUREMENT PLAN

To ensure a fair and transparent selection process, a procurement plan will be set on place from the day of publication of this document, to the day the results will be published.

This procedure will count with the following phases:

1. Assign Evaluation Committee

Just after the publication of this Terms of Reference, a 5-days period will be open to select the members of the committee that will undertake the evaluation of the candidates.

The selection board will be formed by 3 members provided among the program coordinator and its partners. They will be responsible of opening the different candidatures, screening the different proposals, evaluating the candidates and notifying the selected and not successful candidates

2. Open Candidature for Experts

Once the Terms of Reference will be published on the corresponding platforms, the experts interested in undertaking this assignment will have 15 natural days to express their interest. To do so, the candidates will have to send the documents specified below to the following email address: tenders@leitat.org; adding in CC groda@leitat.org and fjulia@leitat.org.

- Agenda and Content Proposal/Technical offer (maximum 2 pages) outlining the methodology to conduct the work based on the content suggested in sections: “Activity description” and “Scope of Work”, elaborating it further. It must include an outline of the training curriculum (including examples of relevant tools, case studies and resources), the tentative schedule and the training approaches that will be proposed to the trainees. An implementation calendar should be delivered.
- Financial offer
- Updated Curriculum Vitae/Expert profile (maximum 2 pages): the expert should submit a brief explanation of the qualifications, relevant work experience (CVs shall be included as annex) and references on the topic.
- Letter of interest

In addition to the letter of interest explaining the suitability of the expert to the position and the CV in Europass format complying with the selection criteria; the candidate must submit a tentative agenda . The expert is invited to submit a calendar running from March to June, including at least a Kick Off meeting, webinars and coaching sessions.

Note: It is recommended that the candidates submit this agenda in a separate file, compiling in first place an introduction to the seminar and its objectives. This tentative work plan will have to be tailored to the specific needs of the final attendees.

3. Initial Candidates Screening

Just after the 15 days from the publication of this document the “Open Candidature for Experts” will be closed, and the selected evaluation committee will gather to open the different proposals. This initial screening will consist of an online or face to face meeting where the candidatures will be evaluated from the administrative point of view. Meaning that the committee will check that every application includes the required information.

Every not complying application form will be disqualified and notified. On the other hand, the complying applications will go through the evaluation process.

4. Committee evaluation

Once the compliant applications will be identified, the evaluation committee will have up to 5 working days to assess them. After that period, the board will immediately gather (online or face-to-face) to discuss on the evaluation results and to come up with the most suitable candidate. In order to ensure all evaluators, follow the same criteria, the candidates will be evaluated against the “Evaluation Criteria” specified in section I.

5. Notification award

On the 23rd day after the publication of the ToR, the evaluation committee will reach by email the candidates and will notify them on the results of their application.

H. Date, place and budget

The Capacity Building and coaching sessions will take place from March 2024 to June 2024 in hybrid and online sessions.

The total budget allocated for this activity is € 10.000.

I. Evaluation Criteria

To undergo a transparent evaluation process, the selection committee will follow the criteria and the scores specified below.

The application process shall consist of a letter of interest, plus the CV and the agenda and content proposal. We would like to highlight that the letter will have no impact on the scoring; however the CV will weight up to 60% of the total score, whereas the content proposal will weight up to 40%.

The detailed scores of the Curriculum Vitae will be as follows:

Criteria	Description	Score
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General Criteria	More than 10 years of professional experience in the field of Research and Development, and/or Innovation Consultancy.	15 points
Specific Criteria	More than 5 years of professional experience of Capacity Building in the field of innovation.	20 points
	More than 5 years of experience in Business and commercial development activities, research support services and partnerships development activities.	20 points
	More than 5 years of experience in Development of high-tech Innovative projects covering the whole lifecycle from an idea stage, development in the lab to full market transfer.	20 points
Qualifications and skills	Deep knowledge of different funding programmes with an emphasis on H2020, Horizon Europe and International Tenders.	10
	Knowledge in other R&D and Innovation MENA funding schemes will be considered as an asset.	5
	Experience in Project Management, commercial exploitation, and intellectual properties strategies.	5
	Excellent knowledge of online tools for seminars will be considered as an asset.	5
	Excellent communication and teaching skills	YES / NO
Language skills	Fluent in English, both written and spoken. Fair command of French will be considered an asset.	YES / NO
TOTAL		100

As per the evaluation of the agenda, it will be scored from 1 to 100 points, and it will consider the following criteria:

1. Understanding of the assignment and alignment to the ToR (10 points)
2. Suitability of the schedule, understood as the topics proposed for each time slot (30 points)
3. Content dedicated to each session and suitability of the proposed activities per day (50 points)
4. Mitigation plan to celebrate the capacity building online (10 points)

J. Additional information

Any additional information can be requested to tenders@leit.at adding in CC: groda@leit.at and julia@leit.at.