



Hi-Tech-TEX

**New sustainable and cross-sectorial value chains towards
excellence in Hi-Tech Textiles to foster the uptake of
innovation and increasing competitiveness**

*TERMS OF REFERENCE
(Tender)*

Expert(s) Recruitment for Cluster Coaching

Publication date: 7th June 2023



Terms of Reference (Tender)

Reference :	Hi-Tech-TEX Coaching 2023
Countries	Portugal, Spain, Italy, Turkey, Czech Republic
Description of Assignment	Coaching on Management methodologies including practical problem-solving approach to cluster leadership and strategy
Project	New sustainable and cross-sectorial value chains towards excellence in Hi-Tech Textiles to foster the uptake of innovation and increasing competitiveness
Period of Assignment	July 13 th 2023
Place	Barcelona, Spain
Maximum budget	1.500€

The Proposal must be submitted by email to Portuguese Textile Cluster/ CITEVE: secretariado@clustertextil.pt.

This tender opens on 8th June 2023 at 9h CET and the deadline is on 23th June 2023 at 17h CET (Brussels time). Applications received before or after these dates will be disregarded.

DISCLAIMER

This Term of Reference is part of the project Hi-Tech-TEX, which has received funding from the European Union’s COSME research and innovation programme under grant agreement no. 101037913.

The content of this Term of Reference represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the European Innovation Council and SMEs Executive Agency (EISMEA) or any other body of the European Union. The European Commission and the agency do not accept any responsibility for use that may be made of the information it contains.





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1. Background and context

The Hi-Tech-TEX project, on New sustainable and cross-sectorial value chains towards excellence in Hi-Tech Textiles to foster the uptake of innovation and increasing competitiveness, started on 1st February 2022 with funding under European Cluster Excellence Programme, from COSME Programme of the European Union.

The Hi-Tech-TEX project envisage to foster SME competitiveness and assist companies to successfully access global markets, facilitate exchanges and strategic partnering between clusters and specialised eco-systems and cities across Europe, including through implementation of the ClusterXchange mobility scheme. Additionally, Hi-Tech-TEX will strengthen cluster management excellence of the participating European clusters to boost their specialized innovation eco-system by facilitating the cross-sectoral and cross-regional collaboration to facilitate the uptake of emerging technologies for the development of technical textiles.

The expected result is to enhance the collaboration, networking and learning of cluster organisations and their members towards the professionalization of specialised and customised business support services provided or channelled to SMEs. This shall further contribute to strengthen ties between European ecosystems and cities across regional and sectoral silos with the view to support a sustainable inter-regional partnering process and joint actions for strategic collaboration in various industrial specialisation areas linked to industrial modernisation and improving their business environment and workforce development.

Besides **Portuguese Textile Cluster/ CITEVE**, the coordinator, from Portugal, Hi-Tech-TEX partnership integrates **AEI TÈXTILS**, Associació Agrupació D'empres Innovadores Tèxtils, from Spain, **ATEVAL**, Asociación Textil De La Comunidad Valenciana, from Spain, **NTT**, Next Technology Tecnotessile S.R.L., from Italy, **DCC TTC**, Denizli Chamber of Commerce, from Turkey and **CLUTEX**, Klastř Technické Textilie, from Czech Republic. Therefore, Hi-Tech-TEX partnership brings together 4 EU countries and 1 Non-EU Participant in the COSME Programme and representing 6 regions: Norte in Portugal, Catalonia and Valencia in Spain, Tuscany in Italy, Severovýchod in Czech Republic, and Aegean in Turkey. The Hi-Tech-TEX will be carried out several activities for a duration of 24 months. For further information about the project please visit project website: <https://hitechtexteu/>.





The present document includes the terms of reference for cluster coaching on management methodologies including practical problem-solving approach to cluster leadership and strategy.

2. Objective and scope of the assignment

The coaching session included in these terms of reference are developed under one of the Hi-Tech-TEX specific objectives, more concretely to implement capacity-building program to foster cluster excellence capacity-building and cross-cluster learning, to build up skills of clusters staff for facilitating the cluster management with dedicated coaching on facilitating tools parallel to the project meetings and a comprehensive package of training towards cluster excellence and cluster management.

The aim of the coaching session in this tender is to develop the capacity-building on management methodologies, including practical problem-solving approach of cluster for leadership and strategy, to foster cluster excellence capacity-building and cross-cluster learning, to build up skills of clusters staff and for facilitating the cluster management, in a 3 hours session.

3. Reports, duties and responsibilities

The content of the coaching is based on the management methodologies including practical problem-solving approach to cluster leadership and strategy for the 6 clusters in the Hi-Tech-Tex partnership.

The reports, duties and responsibilities consist of but are not limited to the following:

- The preparation of the contents and materials for the coaching session on management methodologies including practical problem-solving approach to cluster leadership and strategy, to be delivered by the expert(s).
- The expert(s) will deliver coaching in a dedicated location set by the consortium.
- Provide the coaching material used





- A report on the coaching performed and the assessment of the achieved level of learning

The report is subject to approval from the contractor to finalise the payment to the expert and shall be delivered electronically both in modifiable and non-modifiable format in clear quality English.

4. Timeframe of the work

The duration of the assignment will be around 1 month, upon the signature of the Contract:

- Expected contract start date: July 7th 2023
- Expected date of coaching: July 13th 2023 (3 hours session)
- Expected contract completion date – July 21st 2023

This timeframe includes any preparatory requirements prior to coaching and the elaboration of the coaching report. By the completion date the expert(s) must submit the coaching report.

The physical coaching will take place in Barcelona. The contractor will confirm the exact location and timing at the contract signature.

The contractor will finalise the payment only after the formal approval of the service performed and the coaching report.

5. Location

All six cluster partners will receive the coaching together at the same time and in Barcelona in the same place. The exact location, in Barcelona area, and timing will be defined at the contract signature.

In case of unexpected events or force majeure, the coordinator reserves the right to change location of the coaching; should this be necessary, the new location will be communicated to the expert(s) no later than 10 days before the coaching scheduled date.





6. Contracting authorities

The coordinator of HI-TECH-TEX project, Portuguese Textile Cluster/ CITEVE (Centro Tecnológico das Indústrias Têxtil e do Vestuário de Portugal), VAT number PT502201886, established in Rua Fernando Mesquita 2785, Quinta da Maia, 4760-034 Vila Nova de Famalicão (Portugal), will be responsible for contracting the coaching session included in these terms of reference.

7. Terms and payment

The lump sum payment will be made upon approval of the coaching report by the contractor. The lump sum will include all costs incurred by the expert(s), including travel and accommodation if necessary. Payments will be made in Euros.

The amount paid to the expert(s) shall be gross and inclusive of all associated costs such as social security, income tax, VAT, travel costs and any other expenditure.

8. Qualifications and skills

General Qualifications:

- University degree in relevant field of the coaching applied.
- Fully proficient in speaking, writing and understanding English.
- Advanced university degree (i.e. Master and PhD.) is an asset.

Professional Experience and Qualifications:

- A minimum of two years professional experience in cluster coaching.
- Previous experience with cluster management coaching is an asset.
- Previous coaching experience with clusters on textile sector is an asset.

Specific Experience and Qualifications

- Experience of delivering coaching on related topic is required.
Examples of previous coaching are required.





- Extensive experience (at least 5 years) experience in completing coachings/ workshops for organizations.
- Extensive experience on capacity building.
- Excellent inter-personal communication skills including experience of facilitation of coaching/ workshops and presentation.

Applicants can be either organisations (companies, foundations, etc.) or group of natural persons.

In the latter case, applicant is required to submit the proposal with only one leading member, specifying the group members and their specific skills and experience in the subjects included in the offer. In case the applicant is a group of natural persons, it will fall under the leading member responsibility the level of performances and results of the other coaching experts of the group, being him/her the only contracting party responsible for the implementation of the task. It will be the leading member duty to provide full details of the above-mentioned qualifications, along with adequate justifications (as per Section 11).

9. Evaluation of applications

The selection process of the coaching expert will be based on the set of criteria developed by HI-TECH-TEX Steering Committee (SC) to evaluate the proposals.

The maximum budget allocated to this contract is fixed at 1.500€ (one thousand and five hundred euros) including fees, travel and all other costs. Travel and subsistence expenses should be part of the lump sum and will not be refunded separately.

Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure.

Portuguese Textile Cluster/ CITEVE will evaluate the proposals by using the combined scoring method. Technical proposal will be evaluated following the criteria and content on 70%; whereas financial proposals will be evaluated on 30%. The selection of the coaching session service will be based on the following criteria:





- Best value for money for the delivery of the objectives.
- Qualifications and professional experience.
- Previous coaching examples of assisting industrial clusters to achieve excellence.

The evaluation will be weighted on the following criteria (Total max score per applicant: 100 points):

- General qualifications, professional qualifications and experience: max 25 points
- Technical proposal: max 45 points
- Price proposal: max 30 points

Applicants who obtain a minimum of 60 points out of a maximum 100 points will be considered for the assignment. Applicants who do not meet this minimum requirement will not be considered.

The Applicants will be selected based on the highest score obtained. In the case of a tie, the Applicant with a lower price offer will be awarded.

10. Application procedure

Interested applicants must submit the following application documents by stating the reference of this ToR as the subject of the e-mail, between 8th of June 2023 to 23th June 2023 at 17h CET (Brussels time) inclusive.

All documents and information provided must be in English.

- A one-page Letter of Interest (Annex 1), containing contact details of the expert (Full Name, Address, Mobile Telephone No, e-mail address, Tax code and VAT number, if applicable), explaining why they, he/she is the most suitable for the work.
- Technical proposal (Annex 2) indicating methodology, timing, location and actions that the expert will implement to achieve the goals set in Sections 2, 3 and 4.
- Financial Proposal (Annex 3) as lump sum including expert fees and all costs for travelling or other activities related to the performance of the task assigned. The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their





prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

- CVs of all mobilised experts, including past experience in similar projects and at least 3 references.

The Proposal must be submitted by email to Portuguese Textile Cluster/ CITEVE: secretariado@clustertextil.pt, with a clear reference to this tender: **"HI-TECH-TEX Coaching Tender"** on the subject line.

This tender opens on 8th June 2023 at 9h CET and the deadline is on 23th June 2023 at 17h CET (Brussels time). Applications received before or after these dates will be disregarded.

Costs incurred by the candidate(s) in preparing and submitting the applications will not be reimbursed.

11. PRICE PROPOSAL GUIDELINE

The prospective experts should take the following explanations into account during submission of his/her price proposal:

- The lump sum price proposal must be in Euro (€).
- Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.
- The price proposal should be Gross and inclusive of costs related to tax, social security premium, visa (if needed), travel, accommodation and any other kind of expenditure needed to perform the task.
- Portuguese Textile Cluster/ CITEVE will not provide any further clarification on costs related to tax, social security premium, visa etc. It is the applicants' responsibility to make the necessary enquiries on these matters.





ANNEX 1. LETTER OF INTEREST

Explain in one page your proposal for providing the Hi-TECH-TEX consortium the coaching, your practical experience, previous clusters you have advised and trained before, ...

Contact information	
Assignment:	
Organisation or Person:	
Contact person:	
Address:	
TAX code (VAT number):	
E-mail:	
Telephone:	
Mobile:	
Web:	

Proposal summary:

To be addressed:	
Financial offer summary (total amount):	
Total hours of coaching offered:	





ANNEX 2. TECHNICAL PROPOSAL

Organization and Experience

1. Description of the background of your organisation relevant to this task, including your organisation’s knowledge, skills and experience with similar tasks. Please include concrete examples of past work related to this assignment.

2. Description of Approach and Methodology. Please describe in detail your proposed approach and methodology, including the implementation of actions to achieve the goals set in Section 2, 3 and 4.

3. Team Composition and Task Assignments. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

Name	Area of Expertise Relevant to the Assignment	Designation for this Assignment	Assigned Tasks

4. CVs of experts





ANNEX 3. FINANCIAL PROPOSAL

FINANCIAL PROPOSAL FORM

From: (Please, Indicate full name):

Date:

Signature:

Herewith I confirm my intent on provision of coaching in accordance with Terms of Reference.

Given the above, please see below my financial proposal and its breakdown

Description of services/travel expenses	Amount (€)
Fee requested for completion of the coaching session in this TOR (3 working hours)	
Per diems and air ticket cost (from day... to day...) for travel	
Other expenses from day... to day... (e.g. visa, terminals, where applicable)	
Total	

Prices should be in € and include all expenses related to the assignment. Contractor is responsible for payment of all relevant taxes.

