

TERMS OF REFERENCE (TOR)
EXPERT/FIRM TO External Operational Support
For INTECMED RIFP
“Regional Innovation Facility Point In Alexandria, Egypt”

Project	INTECMED
Contracting Authority	SEKEM Development Foundation

**Please include the TOR name above in all correspondence.*

1. Background Information

1.1 INTECMED

INTECMED project aims at facing common challenges of the areas involved in the project, all characterized by two phenomena: generalized economic slowdown and serious job deficit. In the mid-term, the project expects to set up a stable decision-makers group to define an innovation strategy at the local level able to coordinate all actions of different players. The pilot project mentorship programmes will improve the competencies and capacities to commercialize research results of at least 48 entrepreneurs/researchers. In the long term, an improvement in the innovation capacity of the involved regions, and particularly those of the southern shore of the Mediterranean, is expected.

1.2 SEKEM Foundation

SEKEM was founded in 1977 by Dr. Ibrahim Abouleish to realize the vision of sustainable human development. SEKEM aims to contribute to the comprehensive development of the individual, society and the environment. The Foundation is established on the principles of the SEKEM initiative and seeks similarly to bring about a greater integration of the facets of human life. Over the last two decades, the Foundation has expanded its program activities from initial basic educational initiatives. It now implements a variety of projects and programs in the fields of social development, research, health care, education, and vocational training.

1.3 SUBJECT OF THE CONTRACT

Sekem Development Foundation (SDF) - INTECMED Project is seeking a Expert/Firm To External Operational Support For Intecmed RIFP “Regional Innovation Facility Point In Alexandria, Egypt” to support the operation of Regional Innovation Facility Point (a small-scale physical places where activities comprising the Business-Ready Innovation Mechanism methodology, will take place: call for ideas, living labs, mentorship programme, study visits, B2B, technology transfer exhibitions etc..

1.4 RESULTS TO BE ACHIEVED BY THE CONTRACTOR

Promote the RIFP locally, regionally, and nationally through strategic engagement and partnerships with key service providers and other regional and national bodies. This position will include planning, developing, coordinating, implementing, and evaluating a range of community/social initiatives. These initiatives will be applied by using community development strategies (asset-based community development) and working collaboratively with key ecosystem players and develop sustainable partnerships.

2. The scope of work:

TARGET GROUPS:

Innovators, Entrepreneurs, Startups, SMEs, Enterprises, Entrepreneurship Support Structures, Universities, Incubators/Accelerators, and local communities.

DESCRIPTION OF THE ASSIGNMENT

- To apply asset-based community development (ABCD) strategies to implement community initiatives.
- To manage and coordinate community events and activities.
- Research and identify appropriate partnerships that lead to long term sustainable partnerships.
- To work in partnership with the local community to support neighboring networks, to facilitate local participation and access to facilities and services.
- To encourage local creativity, innovation, and diversity.
- Work within the framework of the management plan to identify community leaders who seek involvement in developing neighborhood/community projects.
- To develop and maintain effective communication and foster partnerships with a variety of non-government organizations providing entrepreneurship support services in Alexandria.
- Plan innovative models to include partners in meaningful project tasks and responsibilities.
- To develop and maintain effective communication links with residents of Alexandria.
- To provide policy advice to SEKEM on appropriate initiatives, issues, and legislation relevant to community development.

LOCATION

- Egypt, Alexandria

3. Qualifications and Expertise:

The ideal candidate for this role should possess:

- Demonstrated experience in promoting innovation hubs or similar initiatives.
- Proven expertise in community development, specifically asset-based community development strategies.
- Strong engagement skills with the ability to establish and nurture partnerships.

3. Key Deliverables

The consultant will be responsible for delivering:

- Strategic Promotion Plan:
 - Develop and implement a strategic plan to promote the RIFP locally, regionally, and nationally.
- Community/Social Initiatives:
 - Plan, execute, and assess community/social initiatives applying asset-based community development strategies.
- Partnership Development:
 - Establish sustainable partnerships with key service providers, regional bodies, and other stakeholders.

4. Reporting

The consultant will be responsible for delivering: Regular updates on the progress of promotional activities, community initiatives, and partnership development.

5. Budget

The fee amount will be max amount of 25,196.00 EUR on the qualification of the Firm/expert.

7. Submission of offers

Please send your quotation to SEKEM Development Foundation ecsi@hu.edu.eg, by 15 August 2022, referencing **(External Operational Support For INTECMED RIFP)** in the subject line and including support documents as outlined.

11. Selection Criteria

- Expert/firm track record (60%)
- Financial offer-quality ratio (40%)

12. Disclaimer

- Shortlisted experts may be invited to discuss their quotations in more detail at SEKEM's premises or online.
- SEKEM Development Foundation, at its sole discretion, will select the successful offer.
- SEKEM Development Foundation shall be free to:
 - Accept the whole, or part only, of any submission
 - Accept none of the proposals
 - Republish this Request for Quotations

SEKEM Development Foundation reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Thank you for your proposal