



**TERMS OF REFERENCE
EXTERNAL EXPERTS**

8th of January 2024

Grant Agreement no. 101081845

Project full name:

CIRCULARINVEST

Project acronym: CIRCULARINVEST

Expression of Interest for
“External Experts”

Date of publication of the call: 8th of January 2024

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This Expression of Interest documentation is the underlying document for drawing up and submitting interest by experts for the above mentioned HE project CircularInvest (Grant Agreement no. 101081845).

1. Contracting Organisation

1.1 Basic data and Person Authorised to Act on Behalf of the Contracting Organisation

- **Contracting organisation**

Name: META Group Srl.

Person Authorised to Act on Behalf of the Contracting Authority: Mr Di Anselmo Andrea.

- **Contact Person of the CircularInvest project**

Contact person for the CIRCULAR INVEST project is:

Mr Valeriani Lorenzo

e-mail: l.valeriani@meta-group.com

2. Preamble

CircularInvest

CircularInvest is a CCRI-PDA initiative proposed by 4 organisations (META, INOVA+, Circle Economy and ICLEI EURO) that aims provide project development assistance (PDA) to selected circular economy (CE) project promoters from across Europe to access the resources needed to develop significant CE investment projects at local and regional scale and to close the investments during the action.

CircularInvest is co-funded by the European Commission, European Research Executive Agency (REA).

CircularInvest key objectives are:

- Set the ground for a well-organised and impactful CE project development assistance (from now referred to as: technical assistance or “TA”).
- Spark the interest of project promoters and engage them in the CircularInvest CE investment project selection process.
- Select significant CE investment projects of local and regional scale to provide TA services.
- Demonstrate the financial viability and sustainability of and secure investment for the selected CE investment projects (CircularInvest TA beneficiaries) through expert support.
- Foster cross-fertilisation and peer-to-peer support between CircularInvest TA beneficiaries.
- Promote knowledge transfer and networking opportunities for CircularInvest TA beneficiaries with key initiatives, potential investors and a wide array of CE project promoters.
- Maximise CircularInvest’s visibility and impact by implementing communication, dissemination, knowledge replication and exploitation activities.
- Secure the future sustainability of CircularInvest results.

To reach its goal of increasing the investment readiness of the CE projects, CircularInvest will provide the support services in the following area:

- Circularity Optimisation.
- Fundraising.
- Business Plan Development.

1st cohort CircularInvest beneficiaries

CircularInvest open the 1st call for applications for potential beneficiaries in April 2023 and closed it in June 2023.

At the end of the selection process in October 2023, the consortium partners selected three beneficiaries:

- **Foodwaste to Omega3 (Norway):** Solution to convert food waste to a liquid growth media for fermentation by using biotechnologies.
- **ReNew Lifecycle (Romania):** B2B and B2C web platforms that will extend electronic device lifecycles.
- **Optifood (Slovenia):** B2B digital marketplace for the supply and demand of surplus food.

The consortium partners agreed with the beneficiaries tailored Service Plan Agreements (SPAs) in which the list of services to be delivered is specified.

3. Mandate of Experts

CircularInvest is looking for external experts who can deliver the following services:

- IPR strategy development and review.
- Food waste European and Norway regulation support.
- Business planning.

Below you can find the details of the single service.

Service number	Service name	Service description	Beneficiary	Expected timeframe for delivery	Experts' days recognized
1	IPR strategy development and review.	Guidance regarding the IPR strategy with a focus on suggestions on the best way to "protect" the beneficiary's intangible assets.	Foodwaste to Omega3	March - May 2024	2
2	Regulation support	Legal advice on food waste European and Norway regulations, permitting procedures and other issues related to the beneficiary's project implementation and scaling.	Foodwaste to Omega3	April - June 2024	2

3	IPR strategy development and review.	Guidance regarding the IPR and technological strategy with a focus on suggestions on the best way to “protect” the Project’s intangible assets and the linked technologies.	ReNew Lifecycle	March - May 2024	2
4	Regulation support	Legal advice on food waste European and Slovenian regulations, permitting procedures and other issues related to the beneficiary’s project implementation and scaling.	Optifood	March - May 2024	2
5	Business plan review	Tailor-made support in reviewing the business plan with a specific focus on the business strategy, use model and exploitation pathway.	Optifood	April - June 2024	4
6	Financial forecasts to assess the financing need.	Tailor-made support in reviewing the financial plan according to its roadmap and business plan. A specific focus will be on the identification of the funding needed for reaching the next milestones.	Optifood	March - May 2024	2
7	Value Proposition review	Tailor-made support in identifying the different value propositions for each customer/user segment.	Optifood	March - May 2024	2

To apply, Experts need to meet the following criteria:

- Proven expertise in the service fields in the application.
- A strong understanding of the Circular Economy projects.
- Fluency in English.
- Availability to work remotely.

Experts will be in charge of supporting the selected projects, under the previously agreed conditions with the contractor.

Experts can apply for more than one service's delivery.

4. Duration and Timeframe

The call for Experts will be opened on the 8th of January 2024 and will close on the 23rd of February 2024.

5. Estimated Value of the ISC Member Contract

The recognized daily fee for the expert is EUR 450 including VAT¹ (if due).

6. Requirements for Meeting qualifications Criteria

Applicants can be only physical persons.

Providing proof of qualifications is a prerequisite for the evaluation of the application within the open call for expression of interest. Qualifications shall be met by experts who can prove that they have:

- proven expertise (*at least 5 years*) in the field of application.
- proven expertise (*at least 5 years*) in supporting European projects.
- understanding of Circular Economy projects.
- fluent written and spoken English.

The following scores apply for the required qualifications:

Expertise in the field of application	Min score: 1	Max score: 5
Expertise in supporting European projects.	Min score: 1	Max score: 5
Understanding of Circular Economy projects.	Min score: 1	Max score: 5
Fluent English	Min score: 1	Max score: 5
Total max score: 20		

¹ Please check the VAT rates applied in your country: https://europa.eu/youreurope/business/taxation/vat/vat-rules-rates/index_en.htm

Candidates which:

- do not meet the minimum threshold of 12,
- and/or do not have at least 5 years of experience in the application field,
- and/or do not have at least 5 years of experience in supporting European projects,

will not be considered eligible.

7. Deadline for Submission and Contents of the Expression of Interest

7.1 Submission of the Expression of Interest

The deadline for submitting the expression of interest is 23rd of February 2024, 6pm Central European Time.

The expression of interest shall be submitted through the following Google form
<https://forms.gle/3uwSSxcrpWmJRPAA6>

If any kind of support is needed, please write an email to info@circularinvest.eu

Please include in the subject of the e-mail the following:

CircularInvest 1st cohort External Experts' Expression of Interest.

7.2 Content of Expression of Interest and selection

Each Expression of Interest should contain the following:

- Provide personal information for contact purposes.
- Describe your main skills and provide evidence of your expertise for three areas² as from section 6. Please keep to the word limit in the text boxes.

Detailed CV - key information should include the number of years of experience and degree of responsibility held in various relevant projects. The selection of the eligible profiles will be based on the following:

- Applicants will be evaluated using the table from section 6.
- Those not achieving a total score of 12 will be not eligible.
- For those eligible, a ranking will be created based on the total score.

² 1) expertise in the field of Circular Economy; 2) expertise in evaluating the investment readiness of Circular Economy projects; 3) understanding of the financing needs of Circular Economy projects.

9. Other Conditions

The contractors reserve the right to amend or modify conditions laid down in the Expression of Interest documentation. The contractors shall be obliged to inform all participants about any amendment to the Expression of Interest documentation.

Requests for additional information (via e-mail) can be made on the following address:

Contact: info@circularinvest.eu

10. Data protection

META Group processes the personal data submitted by the applicants as part of the application (names, CVs, professional experience, emails, etc.), in any submitted supporting document at any stage in the selection process of the experts and communication related thereto.

The purpose of this processing operation is to assess the suitability of candidates as experts for evaluating submissions for the Expression of Interest. During this processing, the personal data will be made available to selected staff working on the specific Expression of Interest and to the other partners of CircularInvest which are involved in the selection process of the ISC members. Lastly, it may also be shared with other parties in the context and purpose of audits.

The applicable legal framework for data protection purposes for this processing of personal data is Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).