TERMS OF REFERENCE
INDEPENDENT SELECTION COMMITTEE MEMBERS

22nd of December 2023

Grant Agreement no. 101081845
Project full name:
CIRCULARINVEST

Project acronym: CIRCULARINVEST

Expression of Interest for
“Independent Selection Committee members”

Date of publication of the call: 22 December 2023
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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 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 so as 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 key objectives are:

- Set the ground for a well-organised and impactful CE PDA.
- 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 PDA services.
- Demonstrate the financial viability and sustainability of and secure investment for the selected CE investment projects (CircularInvest PDA beneficiaries) through expert support.
- Foster cross-fertilisation and peer-to-peer support between CircularInvest PDA beneficiaries.
- Promote knowledge transfer and networking opportunities for CircularInvest PDA 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 following tailored services:

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

CircularInvest is funded by the European Union.

3. Mandate of ISC members
The Independent Selection Committee is composed by 3 experts who need to have proven expertise in the fields of evaluating the financial viability of circular economy projects and initiatives, a strong understanding of the circular economy projects financing needs, fluency in English and have to work remotely.

The ISC members will be in charge of evaluating the preliminary approved applications by the CircularInvest consortium and select the ones who will benefit from the CircularInvest services, under the previously agreed upon conditions with the contractor.

For this specific Expression of Interest, we are looking for 1 (one) member to complete the actual ISC.
4. Duration and Timeframe
Start of the ISC contract implementation is expected on 17th of January 2024. The date for the start of the public contract implementation is conditional upon the end of award procedure and signing the single contract with the selected expert.

The activities to be performed by the ISC members for the evaluation of the selected applications for the second cohort of CircularInvest are in the period 19th of January 2024 – 10th of February 2024.

5. Estimated Value of the ISC Member Contract
The estimated maximum value for each ISC member contract is EUR 900 including VAT\(^1\) (if due). The maximum expected workload for each contract for fulfilling all tasks described above is 2 working days.

6. Requirements for Meeting Qualifications Criteria
Tenderers can be only natural persons.

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

- proven expertise \((at\ least\ 5\ years)\) in the field of Circular Economy.
- proven expertise \((at\ least\ 5\ years)\) in evaluating the investment readiness of Circular Economy projects.
- understanding of the financing needs of Circular Economy projects.
- fluent written and spoken English.

The following scores apply for the required qualifications:

<table>
<thead>
<tr>
<th>Expertise in the field of Circular Economy</th>
<th>Min score: 1</th>
<th>Max score: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise in evaluating the investment readiness of Circular Economy projects.</td>
<td>Min score: 1</td>
<td>Max score: 5</td>
</tr>
<tr>
<td>Understanding of the financing needs of Circular Economy projects.</td>
<td>Min score: 1</td>
<td>Max score: 5</td>
</tr>
<tr>
<td>Fluent English</td>
<td>Min score: 1</td>
<td>Max score: 5</td>
</tr>
<tr>
<td>Total max score: 20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- do not meet the minimum threshold of 12,
- do not have at least 5 years of experience in evaluating the investment readiness of Circular Economy projects,
- do not have at least 5 years of experience in the Circular Economy field,

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 **15th of January 2024, 6pm Central European Time.**

The expression of interest shall be submitted through the following Google form [https://forms.gle/xFhrTh9qiMKQH1Su5](https://forms.gle/xFhrTh9qiMKQH1Su5)

If any kind of support is needed, please send an email to [info@circularinvest.eu](mailto:info@circularinvest.eu)

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

CircularInvest Call for 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 areas as from paragraph 6. Please keep to the word limit in the text boxes.
- Detailed CV - key information should include number of years of experience and degree of responsibility held in various relevant projects. It is important you highlight the number of years of experience.

The selection of the top Expression of Interest will be based on the following:

- Applicants will be evaluated using the table as from paragraph 6.
- Those not achieving a total score of 12 will be not eligible.
- For those eligible, a ranking based on the total scores will be developed and the first applicant(s) will be selected.

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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 the 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).