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| TOPIC | SUPPORT FACILITY FOR INTERREGIONAL INNOVATION INVESTMENTS (I3) INSTRUMENT |
| PROCURING ENTITY | European Innovation Council and SMEs executive agency (EISMEA) |
| DURATION AND AMMOUNT | 12 months, renewable up to 2 times for a period of 12 months each. The estimated total maximum amount based on a twelve-month contract is 1.100.000,00 EUR |
| OVERALL MANAGEMENT | Steering Committee consisting of staff members from DG REGIO and EISMEA |

SCOPE OF THE ASSIGNMENT

Provide support to regional and national innovation stakeholders in interregional innovation ecosystem building by setting up a EU-level ‘Support Facility’

SUMMARY:

The Support Facility is dedicated to assist less developed regions, EU outermost regions, and regions facing specific challenges through support to their public authorities and innovation stakeholders. It encourages the participation of transition and more developed regions if it benefits less developed regions in enhancing their interregional innovation capacity and engaging in European value chains and joint innovation investment projects. The facility will complement the activities of the S3 Community of Practice (S3 COP), focusing on dissemination of information through S3 COP channels and cooperation with S3 Thematic Platforms and Partnerships. It will also draw on the experience gained from individual actions supported under the Capacity building Calls of the I3 Instrument.

OBJECTIVES OF THE ASSIGNMENT

Support public authorities: Establishing and operating a Capacity Building Hub, as the central node that will assist ERDF managing authorities and public bodies responsible for innovation and/or smart specialisation in the creation and promotion of I3 projects.

Support innovation stakeholders: Identify and support innovation ecosystem stakeholders with technical, policy, regulatory and investment advice for the articulation of their I3 projects applications.

Support DG REGIO/EISMEA: Support the Commission to capitalise on and disseminate the outcome of I3-funded projects.

| MAIN TASK 1 | MAIN TASK 2 | MAIN TASK 3 |
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| Running the team and the premises of the Support Facility <ul style="list-style-type: none"> Compose a team of experienced permanent staff (at least four permanent staff including the Team Leader) Additional support can be provided through experts Set-up and maintain an office in Brussels equipped with physical facilities and logistics to carry out the main tasks and the additional tasks | Annual Work Plan (AWP) <ul style="list-style-type: none"> Clear list of actions including an estimated timeline The tender proposal must include a simulation of the work plan for the first year The AWP will be organised by tasks and deliverables, scheduling these work items on a quarterly basis | Knowledge development by establishing the “Capacity Building Hub” <ul style="list-style-type: none"> Collect Information and analysis on interregional innovation investments related measures Set up and run a process of showcasing examples of good practice in the field of interregional innovation investments Expose innovation stakeholders and policymakers to innovative ideas from around the EU stemming from projects funded under I3 Capacity building calls Deliver and structure an online matchmaking platform to bring together relevant stakeholders willing to work on/support joint I3 projects (public authorities and other quadruple helix stakeholders) Develop a policy lab as a knowledge-sharing platform to facilitate face-to-face interactions between policy innovation experts Provide case-studies, training and policy modules including relevant multi-media material per year |
| MAIN TASK 4 | MAIN TASK 5 | ADDITIONAL TASKS |
| Website/electronic media – Content Management <ul style="list-style-type: none"> Contribute to relevant Commission websites on I3 Instrument related issues Develop a comprehensive communication plan Administration and moderation of the Capacity Building Hub discussion forum structured in discussion groups Develop high quality media content related to interregional innovation investments Develop and track key performance indicators (KPIs) to measure the success of the Capacity Building Hub | Physical and virtual (webinars) events (i.e., training sessions and workshops) <ul style="list-style-type: none"> Organisation, coordination, animation, and support of Annual Capacity Building Forum in Brussels and at least 12 virtual events per year Developing and implementing the networking process to engage innovation actors from regions with different development levels Organize and animate a Working Group for the “I3 Capacity building heroes”- beneficiaries of the individual capacity building projects funded under I3 Capacity Building Call (I3 Strand 2B Calls) to further support them and capitalise on the experience gained | <ul style="list-style-type: none"> Setting up the Support Facility Physical workshops and webinars Editing, translating and formatting of documents, picture, videos Experts work Winding up the Support Facility and finalising the project Missions to Member States |