

Institute for International Studies and Training (I.I.S.T.)
(Branch: EU-Japan Centre for Industrial Cooperation)

Procurement documents

Contracting authority:
Institute for International Studies and Training (I.I.S.T.)
(Branch: EU-Japan Centre for Industrial Cooperation)

Procurement name:
Outsourcing the EU-Japan Regional Cooperation Helpdesk in FY2019

Procurement reference number	003-WP7-18
Type of procurement procedure	Call for proposal
Code name	Promotion of Industrial Innovation and Business R&D Cooperation
Type of procurement contract	Services Contract
Name of the responsible person of the contracting authority	Fabrizio Mura

Terms of Reference

Preliminary remarks:

- (1) The "Centre" refers to the EU-Japan Centre for Industrial Cooperation, Tokyo, Japan, which is a branch of the Institute of International Studies and Training (I.I.S.T.);
- (2) The "service provider" refers to the outside organization - legally independent from the EU-Japan Centre for Industrial Cooperation - whose services are requested by the EU-Japan Centre for Industrial Cooperation under the framework of this proposal;
- (3) The "EU-Japan Regional Cooperation Helpdesk" is hereinafter referred to as the "EJRC Helpdesk";
- (4) This proposal has 9 numbered pages;

A) Submission of proposals

Interested parties are required to submit a written proposal to the call for proposal to outsource the services of the "EU-Japan Regional Cooperation Helpdesk in FY2019". To be valid, all written proposals must arrive at the Centre by e-mail, fax or post no later than **Monday 10 June 2019, 17h30, Tokyo local time.**

Contact:

Attn: General Managers

EU-Japan Centre for Industrial Cooperation

Shirokane-Takanawa Station Bldg.4F., 1-27-6 Shirokane, Minato-ku, Tokyo 108-0072
Email: applications@eu-japan.gr.jp Tel: 03-6408-0281 Fax: 03-6408-0283

Important notes

1. Size limitation on e-mail attachments: all files and proposals attached by e-mail must be smaller than 5 Mega Bytes in total cumulative size (obtained by adding the sizes of all file attachments) – contact the Centre beforehand if you plan to send files with total cumulative size exceeding 5 Mega Bytes.
2. Acknowledgment of receipt: all submitted proposals will be returned by an acknowledgement of receipt from the Centre for validation purposes. All applicants who have sent their proposals must promptly confirm their sending by calling the Centre at +81 (0)3 6408-0281 (Attn: Deputy General Manager, EU side).

B) Service providers targeted in this call for proposal

To be eligible, applicants must form a consortium which shall include one entity from the EU and one entity from Japan within the following categories:

- 1) In the EU: organizations officially belonging to or representing European regions, or cluster organizations with a legal representation which are officially recognized by the national or regional authority in which they are located.
- 2) In Japan: organizations officially belonging to or representing prefectural governments, cluster organizations or special economic zones with a legal representation which are officially recognized by the national or regional authority in which they are located.

The consortium shall submit one proposal only, written in English language which describes, among others, a plan to achieve the objectives of the project and the means used to carry out the project to a successful outcome.

The objectives of the EU-Japan Regional Cooperation Helpdesk are to support and strengthen industrial cooperation between regions and clusters in the EU (including European networks of regions and networks of clusters) with regions, prefectures and clusters in Japan.

The Helpdesk will focus on the following cooperation dimensions.

- Industry: promoting industrial cooperation in particular involving SMEs and startups and including business matchmaking.
- Trade: raising awareness, guidance to SMEs to reap maximum benefits from the EU-Japan Economic Partnership Agreement.
- Investment: improving the investment environment in the regions and the local services to businesses, and facilitate concrete and tangible projects related to promoting investments.
- Innovation: promoting regional innovation ecosystems approach and smart specialization, raising awareness about the Japanese and European research and innovation programmes.

- Tourism: promoting cooperation to diversify and improve the range of tourism products and services such as sustainable tourism, tourism for seniors, and low-season tourism.
- People and jobs: enhancing people-to-people connectivity, e.g. researchers, students, entrepreneurs, for study or work purposes.

In this context, cooperation can take the following forms of partnerships:

- 1 to 1: bilateral cooperation between one region / cluster in the EU and one prefecture / cluster in Japan
- 1 to Network: cooperation between a network of regions / clusters in the EU and one prefecture / cluster in Japan (or vice versa)
- 1+1 to 1 in a third country: EU-Japan region-to-region cooperation targeting a region / cluster in a third countries, in e.g. Asia, Latin America, Africa and EU neighbouring countries.

The helpdesk must also help fulfill the Centre's strategic goals in terms of a) promoting all forms of industrial, trade and investment cooperation between the EU and Japan and b) strengthen the competitiveness and technological capabilities of the EU and Japanese industries through cooperation.

C) Description of services to be rendered

The service provider shall:

- 1) Assemble and manage the dissemination of relevant information through a dedicated, easy-to-navigate Website as well as through various media (newsletters, twitter, Facebook etc.) about existing EU and Japanese programmes and available funding which facilitate regional cooperation, e.g. European Commission programmes related to international cooperation between regions and between clusters building upon the European Cluster Collaboration Platform's (hereinafter referred to as the ECCP) EU-Japan cluster cooperation section, JETRO's Support for Regional cooperation, EIB-JBIC MoU, activities of the EU-Japan Centre for Industrial cooperation, city2city cooperation, covenant of mayors, etc...
- 2) Offer regular information and guidance to other regions and clusters in the EU and Japan in order to fully exploit these existing EU and Japanese programmes and funding, with the overarching outcome of furthering EU-Japan industrial cooperation along the objectives laid out in paragraph B).
- 3) Identify best practices and share experience of existing cooperation between regions and clusters in the EU and Japan order to support new regional partnerships and develop further the existing ones. Identify needs and expectations / challenges and opportunities of regions and clusters in the EU and Japan interested in engaging in partnerships.

- 4) Organise an annual conference, alternatively in a European and in a Japanese region to gather together interested members of the EU-Japan regional cooperation platform with the aim of presenting success stories, sharing best practices and pooling concrete ideas and suggestions towards better EU-Japan regional industrial cooperation. The conference could also include a matchmaking event between regions and clusters to explore new /expand existing cooperation, and follow-up actions assessing the results in terms of cooperation cases initiated.

Tandem Management of the Helpdesk

The EJRC Helpdesk will be managed by a tandem of two representatives belonging to one region/cluster in Europe and one prefecture/cluster in Japan which have already built a sustainable and experienced cooperation between them. The tandem will have to ensure full openness of the platform to any EU Regions / Japanese Prefectures / Clusters interested.

The tandem managing the Helpdesk will also have to closely interact with the (future) European and Japanese members of the regional cooperation platform, and with the ECCP especially with regard to the mapping of cluster actors.

The tandem could be hosted in the Tokyo and Brussels office of the Centre for Industrial Cooperation if needed (in which case a formal request shall be made to the Centre).

In implementing the assignments described in paragraph B), the service provider shall contribute to producing the following deliverables:

1. An interactive and easy-to-navigate web portal for EU and Japanese regions and clusters;
2. A documented list of queries made by EU and Japanese regions or clusters which have expressed an interest in the EJRC Helpdesk;
3. A short summary report of the annual conference, which is to be published on the EJRC portal;

The maximum available budget to render the services under this call is set at 20,000 EUR, which shall be allocated to the tandem of regional coordinators during the Japanese Fiscal Year 2019 (hereinafter referred to as FY2019, which ends on 31 March 2020) for: (i) helping to collect and disseminate relevant information through the platform website; (ii) preparing, promoting, executing and reporting about the annual conference.

D) Request for pricing

Applicants must quote fees for the following services (but not limited to), as described in paragraph C):

1. Assembling and managing the dissemination of relevant information through a dedicated website during the Japanese FY 2019;
2. Ongoing work for answering and documenting relevant queries made by other regions and clusters in the EU and Japan regarding EU-Japan regional cooperation;
3. Work for organizing the annual conference;
4. Relevant project management fees;

All costs must be quoted in EUR and must include VAT.

E) Legal, economic and technical information required

Interested service providers must hand in the following documents with their proposal:

1. Legal position: a copy of the papers indicating the professional registration of the service provider in agreement with the requirements set out in paragraph B). The papers must contain information about the service provider's legal status on the profession;
2. An up-to-date list of the directors and managers in the service provider's organization;
3. Technical capacity:
 - a) The service provider's CVs which shall include professional qualifications and experience in the fields directly relevant and/or adjacent to the areas covered in the scope of this call for proposal;
 - b) A list of projects in the field of advice and support to inquiries related to supporting and internationalizing regional cooperation carried out in the past 3 years with dates.

F) Payment terms

Payment is expected to be made directly as service fee for managing the EJRC helpdesk, whose terms will be discussed with the selected applicant following the final selection procedure.

G) Remarks

1. The Centre reserves the right to request modifications of the services to be rendered within the framework of the EJRC Helpdesk at any time during the execution of the contract by the service provider.

2. Relevant expenses will only be paid to the service provider who has been selected by this call for proposal.

H) Award criteria

The contract will be awarded on the basis of the following criteria to determine the best value for money:

1. Quality of the proposal: validity of the solution and ideas proposed for the implementation of the EJRC helpdesk (30%).
2. Quality, profile, experience and ability to deliver by the service provider's staff selected to be in charge of the project (40%).
3. Total price (30%).

I) Notes

1. Background about the EU-Japan Regional Cooperation Helpdesk

The entry into force of the **EU-Japan Economic Partnership Agreement (EPA)** on February 1st, 2019, marks the start of a new era for the European Union and Japan, as rightly highlighted by the EU-Japan Business Round Table. The EPA creates the largest open-trade zone in the world, which covers 600 million people. The majority of duties paid by EU companies exporting to Japan are removed. The EPA opens the Japanese market to EU agricultural exports and increases opportunities in sectors such as pharmaceuticals, medical devices, motor vehicles or transport equipment. It opens up services markets, in particular financial services and telecommunications, and improves the protection of intellectual property rights. The agreement removes obstacles to procurement in the railway sector. EU businesses are guaranteed non-discriminatory treatment in the procurement markets of 48 large cities in Japan.

However, the entry into force of EPA is not the end of the story: it is actually the beginning. The priority for the EU-Japan Centre for Industrial Cooperation¹ is now implementing the EPA, in particular ensuring that businesses, in particular SMEs, reap the maximum benefits from the agreement. This means raising awareness with promotion campaigns, making information accessible, providing guidance and reaching out to SMEs.

This means also mobilising important relays in Europe, in particular existing pan-European networks, such as the Enterprise Europe Network, the European Cluster Collaboration Platform and the networks of regions.

¹ <https://www.eu-japan.eu/>

- The **Enterprise Europe Network**² helps businesses innovate and grow on an international scale. It is the world's largest support network for small and medium-sized enterprises (SMEs) with international ambitions. The Network is active in more than 60 countries worldwide. It brings together 3,000 experts from more than 600 member organisations – all renowned for their excellence in business support. Member organisations include technology poles, innovation support organisations, universities and research institutes, regional development organisations, chambers of commerce and industry.
- The **European Cluster Collaboration Platform**³ (ECCP) is an action of the Cluster Internationalisation Programme for SMEs funded under COSME launched by DG GROW of the European Commission in 2016. The ECCP provides networking and information support for clusters and their members aiming to improve their performance and increase their competitiveness through trans-national and international cooperation. The EU-Japan Centre for Industrial Cooperation organises yearly matchmaking missions⁴ to Japan for EU Clusters and their SMEs members, notably thematic missions in the sectors of Biotechnology, Nanotechnology, and ICT.
- The **Clusters Go International**⁵ scheme under COSME provides support to European Strategic Cluster Partnerships for Going International (ESCP-4i) that aim to develop and implement joint internationalisation strategies to support SME internationalisation towards third countries. They contribute to develop common actions (i.e. business missions, cooperation agreements, gateway services, export consortia, etc.) strengthening European SMEs access to specific third markets and initiating a long-term cooperation agenda with strategic partners in third countries. First generation (2016-2017): 15 co-funded partnerships and 10 partnerships on voluntary basis. Second generation (2018-2019): 25 co-funded partnerships, including 2 partnerships on earth observation data application and 2 partnerships in the defence and security sector. Of which 8 EU cluster partnerships are targeting Japan in a range of sectors.
- The **International Urban Cooperation (IUC) programme**⁶ aims to enable cities to link up and share solutions to common problems. It is part of a long-term strategy by the European Union to foster sustainable urban development in cooperation with both the public and private sectors. IUC focus on 3 components (i) City-to-city cooperation on sustainable urban development by pairing up EU with non-EU partner cities, (ii) Sub-national action under the Global Covenant of Mayors initiative to reduce CO2 emission and adapt to climate change, and (iii) Inter-regional cooperation on innovation for local and regional development to share expertise on clustering, global value chains and smart specialization strategies.

² <https://een.ec.europa.eu/>

³ <https://www.clustercollaboration.eu/>

⁴ <https://www.eu-japan.eu/high-tech-cluster-support>

⁵ <https://www.clustercollaboration.eu/news/eu-commission-action-clusters-go-international-contributes-strongly-boost>

⁶ <http://www.iuc.eu/>

- **European regional networks** have been set up in Europe such as ERRIN⁷ (European Regions Research and Innovation Network) focusing on regional innovation ecosystems and knowledge exchange, SERN⁸ (Startup Europe Regions Network) to promote scaling up and startup support, ENDR⁹ (European network of Defence-related Regions) integrating defence into smart specialisation strategies, ECRN¹⁰ (European Chemical region Network), MOBIREG¹¹ (Mobility of people between Regions) and many other networks mobilizing regions from different European countries on specific areas of common interest.
- On the Japanese side, several initiatives are also set up, such as the **JETRO Regional Industry Tie-Up**¹² (RIT) supporting the internationalisation of Japanese regions was developed by JETRO and has been running since 2007. JETRO supports business networking and meetings between industry clusters of Japanese SMEs and those from overseas regions, aiming to facilitate export, technology partnership and the joint development of products in software, contents and processed food as well as manufacturing and environmental areas.
- The EU-Japan Centre organised in November 2018 a **regional cooperation seminar**¹³ to highlight examples of region-to-region cooperation and share experience with European and Japanese regions interested to engage in partnerships and cooperation related to industry, trade, investment and innovation. The seminar also touched upon Europe-Japan region-to-region cooperation targeting operations in third countries, such as in South East Asia, Latin America or Africa. Region-to-region cooperation appears to an effective means for bringing dynamism to local economy by notably internationalizing activities of local entities, including SMEs.
- **Synergies between region-to-region cooperation and the other activities of the EU-Japan Centre** are multiple given notably (i) the 3 helpdesks dealing with EPA implementation, public procurement, and technology transfer / intellectual property that all call for reaching out to SMEs, (ii) the Vulcanus actions in Europe and in Japan needing information and guidance at local level to ensure people mobility, (iii) research and innovation partnership where universities and innovation clusters at local level are essential stakeholders to mobilise and inform about EU-Japan opportunities for S&T cooperation, and (iv) the MoU between the Centre and Prefectures in Japan such as Osaka and Miyagi. Overall, regional cooperation will leverage the Centre activities¹⁴.

⁷ <http://www.errin.eu/who-we-are>

⁸ <http://startupregions.eu/>

⁹ <https://www.endr.eu/>

¹⁰ <http://ecrn.net/>

¹¹ http://www.mob-reg.eu/mobilitaeuropea/index.html?language=en_EN

¹² https://www.jetro.go.jp/ext_images/en/jetro/activities/business/rit.pdf

¹³ <https://www.eu-japan.eu/events/cooperation-between-european-and-japanese-regions>

¹⁴ <https://www.eu-japan.eu/summary-activities>

2. Suggested rollout schedule of services

Launch of the call for proposal:	Friday 26 April 2019
Closing of the call for proposal:	Monday 10 June 2019, 17h30 Tokyo local time
Announcement of the winning bidder:	Friday 28 June 2019
Expected kick-off of EJRT Helpdesk:	July 2019

End of text.