

## Annex No 1 to the Terms of Reference

### Precise description of the subject of the contract

Re: the tender procedure for the development and delivery of an IdeaLab workshop in the frames of the Basic Research Programme within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021, operated by the National Science Centre (Contracting Authority).

The Basic Research Programme is co-financed by Island, Lichtenstein and Norway within the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021, pursuant to the Programme Agreement concluded between the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs and the National Contact Point.

The required service will be financed entirely from public funds – 85% financing from the EEA Financial Mechanism and Norwegian Financial Mechanism and 15% national co-financing.

The subject of the tender is the development and delivery of an IdeaLab workshop. The workshop shall be carried out according to the 'sandpit' method developed by the UK Engineering and Physical Sciences Research Council and used by the Research Council of Norway under the 'idélab' name. The aim of the workshop is to prepare workshop participants to develop ground-breaking research and innovation projects. Creative and innovative techniques shall be used during the workshop to enhance the potential of the group and to encourage the participants to think outside the box about the challenges outlined in the call. The workshop will provide an unconventional arena for participants, which shall increase their effectiveness in the development of research ideas. Research project ideas developed during the workshop will be evaluated by experts.

### I. GENERAL INFORMATION

1. The subject of the tender is the development and delivery of an IdeaLab workshop.
2. The workshop will be carried out according to the 'sandpit' methodology developed by the UK Engineering and Physical Sciences Research Council (<https://epsrc.ukri.org/funding/applicationprocess/routes/network/ideas/whatisasandpit/>) and used by the Research Council of Norway under the 'idélab' name <https://www.forskningsradet.no/en/Funding/IDELAB/1253990283261>.
3. The workshop and the entire communication with the Contracting Authority related to its development and delivery will be conducted in English.
4. The required service includes:



- a. development of the IdeaLab workshop and its delivery on the dates and in a location indicated by the Contracting Authority (i.e. on the territory of Poland), in compliance with the initial concept presented in the procedure and amended in collaboration with the Contracting Authority,
  - b. carrying out a meeting of the representatives of the Contracting Authority and the Contractor in the registered office of the Contracting Authority in Krakow, to discuss the initial concept and work out the details of the IdeaLab workshop development process; the Contracting Authority shall not cover the costs, nor secure accommodation and transport of the representatives of the Contractor to Krakow,
  - c. tailoring the 'sandpit'/'idélab' formula to meet the specific requirements of the call within the Basic Research Programme within the EEA Financial Mechanism 2014-2021,
  - d. designing workshop activities to encourage development of ground-breaking research and innovation projects – support of the group to deeply understand the challenges of the call, choosing relevant, innovative tools to enable the participants to reconceive the world from new perspectives that challenge current approaches, using creative techniques permitting the participants to develop new solutions and research ideas,
  - e. informing the IdeaLab workshop director and mentors as well as the representatives of the Contracting Authority on the plan of activities during the workshop and their roles and responsibilities, during a briefing on the day preceding the beginning of the workshop,
  - f. facilitating interpersonal communication between workshop participants to exchange ideas, drive lateral thinking and revolutionary approaches to the research challenges of the call and to understand the available competences and experience, support to the members of the group to take on different roles in the developed project ideas, preventing conflicts that hinder implementation of workshop tasks,
  - g. planning the participation and activities of stakeholders, if essential to realize the goals of the workshop,
  - h. providing personnel (facilitators) to carry out the workshop,
  - i. securing transportation for the facilitators to the location, where the workshop is going to take place (i.e. the territory of Poland) and return after the workshop and covering the cost of the hotel (the Contracting Authority secures catering and pre-booking in the hotel where the workshop is going to take place),
  - j. providing materials needed to conduct the workshop. All materials must be prepared in English. The Contractor is responsible for the development, printout and purchase of workshop materials,
  - k. providing the participants with certificates acknowledging their participation in the workshop.
5. The Contracting Authority secures renting of conference rooms, including equipment, for the purpose of conducting the workshop and meetings, including computers for workshop participants.



6. Pursuant to the Contracting Authority's projections:

- a. the workshop will take place on the territory of Poland, on premises provided by the Contracting Authority, equipped with tables, chairs, a data projector and loudspeakers as well as computers for the workshop participants,
- b. around 30 participants from Poland, Norway, Iceland and Liechtenstein, 5-7 experts (director and mentors) and representatives of the National Science Centre and the Research Council of Norway will take part in the workshop,
- c. stakeholders may be invited,
- d. observers from the institutions engaged in the implementation of the 'Research' Programme under the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021 may be invited,
- e. the IdeaLab workshop will take place between 21 and 25 October 2019.

7. The Contracting Authority provides for the following schedule of the implementation of the required service:

- a. the meeting of the Contracting Authority and the Contractor to discuss the initial concept and work out the details of the IdeaLab workshop development process; the meeting will take place in Krakow (30-312) in the registered office of the Contracting Authority at ul. Twardowskiego 16, 30-312, Krakow, Poland, not later than 30 days of signing the contract,
- b. development of the IdeaLab workshop initial concept in collaboration with the Contracting Authority, including the development of the final, detailed programme of the IdeaLab workshop at least 30 days before the scheduled workshop beginning date and its submission to the Contracting Authority together with the draft workshop materials (presentations, exercise materials), whereas the Contracting Authority reserves the right to submit any comments binding upon the Contractor within 7 days,
- c. facilitators shall deliver a briefing of the representatives of the Contracting Authority and experts to discuss the plan of the workshop, tasks of the people involved etc. a day before the planned date of the workshop i.e. 20th October. The meeting shall be held in the location of the workshop. The Contracting Authority shall rent an appropriate meeting room.
- d. delivering the IdeaLab workshop between 21 and 25 October 2019 in a location in Poland indicated by the Contracting Authority,
- e. preparing and submitting the IdeaLab workshop evaluation within 30 days from its final day.

8. The required service shall be completed within the timeframe spanning from the day of signing till the day of receiving the workshop evaluation referred to in point IV, but not later than 24 November 2019 r.

## II. INITIAL CONCEPT OF THE IDEALAB WORKSHOP



## NATIONAL SCIENCE CENTRE

1. The Contractor shall develop and deliver the IdeaLab workshop based on the initial concept enclosed to the submitted bid, which shall be in line with the 'sandpit' methodology developed by the UK Engineering and Physical Sciences Research Council and used by the Research Council of Norway under the 'idélab' name and take into account the specificity of the Basic Research Programme within the EEA Financial Mechanism 2014-2021. The initial concept shall be amended in collaboration with the Contracting Authority in the first stage of the implementation of the required service before the IdeaLab workshop.
2. The initial concept shall describe at least the following stages of the IdeaLab workshop:
  - a. getting to know each other and deepening the understanding of the call topic and challenges by the participants,
  - b. developing project ideas and creating partnerships by the participants,
  - c. evaluation of the submitted project ideas by experts (director and mentors).
3. The initial concept should contain:
  - a. description of the goals that need to be achieved and their inclusion in the framework programme of the workshop,
  - b. presentation and justification of the methods that the Contractor plans to use, to accommodate the specificity and topic of the call under the Basic Research Programme of the EEA Financial Mechanism 2014-2021 described in Annex 1a to the ToR,
  - c. presentation and justification of how the Contractor plans to adjust the programme of the workshop to the group of participants and of the tools the Contractor plans to use, to identify the potential of the participants,
  - d. presentation and justification of the methods that the Contractor plans to use, to accommodate the requirements concerning partnerships of the call under the Basic Research Programme of the EEA Financial Mechanism 2014-2021 described in Annex 1a to the ToR,
  - e. analysis of the risks related to the implementation of the service and description of methods used to prevent such situations,
  - f. information concerning data, documents etc. related to the required service, which the Contracting Authority should provide to enable effective implementation of the service by the Contractor,
  - g. description of the planned workshop materials,
  - h. definition of the role of all persons taking part in the workshop,
  - i. description of the experience of the planned facilitators, including a justification and team organisation,
  - j. description of the experience of the Contractor.
4. The document titled *IdeaLab Workshop Initial Concept* should not be longer than 10 pages (size: A4, font: Times New Roman, font size: 11 points, lead: single, left and right margins: 2 cm, top and bottom margins: 1.5 cm). The initial concept must be prepared in English.



## NATIONAL SCIENCE CENTRE

### **III. FACILITATORS (CONTRACTOR'S PERSONNEL CARRYING OUT THE IDEALAB WORKSHOP)**

1. The Contractor will ensure that the IdeaLab workshop is carried out by at least 3 qualified facilitators. Each person indicated as a facilitator should:
  - a. have a university degree;
  - b. have at least 3 years of experience in facilitating;
  - c. have a command of English at proficiency level that allows for professional execution of the workshop; in the case English is not a native language, the confirmation of their command of English shall be by way of a declaration providing that they have a command of English at proficiency level and a list of at least 5 workshops carried out in English.

At least two of these persons should deliver, during the last 5 years before the deadline for submission of offers, at least 1 workshop in the 'sandpit'/'idélab' formula and identify institutions, for which the services were provided, that the Contracting Authority may contact for references for the purpose of confirming the qualification of that facilitator.

2. The workshop will be conducted by persons specified in the list enclosed with the bid.
3. In justified cases (such as occurrence of force majeure), the Contractor can extend the list by adding other facilitators or replacing the initially mentioned person by another facilitator who always meets all the criteria laid down in item 1. Any such replacement is possible during the contract implementation and must always be approved by the Contracting Authority.

### **IV. EVALUATION OF THE IDEALAB WORKSHOP**

1. The Contractor shall carry out an evaluation of the IdeaLab workshop and send it electronically by 24 November 2019 at the latest. The evaluation is to be understood as the feedback prepared by the Contractor for the Contracting Authority containing a written account of same, indicating which objectives of the workshop have been met and to what extent; the Contractor will also offer conclusions on the completion of the workshop.
2. After receiving the evaluation, a certificate of acceptance will be drafted. The certificate of acceptance confirms that the service has been provided correctly, and if signed without any qualifying remarks by the Contracting Authority, is a proof that the service has been delivered without reservations and is the basis for payment.