

**TERMS OF REFERENCE FOR BUSINESS INCUBATION SERVICES FOR  
TRAINEES OF ENTREPRENEURSHIP TRAININGS IN KONYA**

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## 1. DEFINITIONS

(In alphabetical order)

**Angel Investor:** An angel investor (also known as a private investor, seed investor or angel funder) is a high net worth individual who provides financial backing for small startups or entrepreneurs, typically in exchange for ownership equity in the company.

**Business Incubator:** A business incubator is a company that helps new and startup companies to develop by providing services such as management training or office space. Business incubators differ from research and technology parks in their dedication to startup and early-stage companies.

**Business Model Canvas:** Business Model Canvas is a strategic management and lean startup template for developing new or documenting existing business models. It is a visual chart with elements describing a firm's or product's value proposition, infrastructure, customers, and finances.

**Contractor:** Institutions/Organization/Company to carry out the work on behalf of UNDP

**Demo Day:** A Demo Day is an event for invited and active investors to hear pitches from graduates of an incubation program.

**Elevator Pitch:** An elevator pitch, elevator speech, or elevator statement is a short description of an idea, product or company that explains the concept in a way such that any listener can understand it in a short period of time.

**Entrepreneurship:** Entrepreneurship is the process of designing, launching and running a new business, which is often initially a small business. The people who create these businesses are called entrepreneurs.

**Incubation:** Incubation is the program, where entrepreneurs can grow up their business ideas, meet other entrepreneurs, build and implement their business plans, and finally to be evaluated by other entrepreneurs and investors in a demo-day.

**Jury Committee:** A selected group of experts to judge a competition.

**Mentoring:** Mentoring is a system of semi-structured guidance whereby one person shares their knowledge, skills and experience to assist others to progress in their own lives and careers. Mentors need to be readily accessible and prepared to offer help as the need arises - within agreed bounds.

**Pre-incubation:** It is the first phase of the incubation program, where entrepreneur candidates are provided the necessary support for drafting the business plan. This phase is useful for those who make their first steps in business and do not have any experience in the economic-financial planning. Pre-incubation program is usually designed to reduce certain uncertainties or technology de-risking following more proof-of-concept studies or aggregating certain key missing components prior to new venture creation.

**SuTP:** Syrian nationals, as well as stateless persons and refugees from Syria, who came to Turkey due to events in Syria after 28 April 2011 are provided with temporary protection (TP) by the Government of Turkey through the Temporary Protection Regulation adopted on 22 October 2014. As part of the temporary protection regime, Syrian nationals, refugees and stateless persons arriving from Syria who seek protection from the Turkish authorities under normal circumstances are admitted to Turkey, and thereafter can seek and receive temporary protection from the Government of Turkey. They are under normal circumstances not sent back to Syria unless they themselves request to do so.

**UNDP (Administration):** United Nations Development Program Turkey Country Office as the administration to commission the work.

## **2. BACKGROUND AND PROJECT DESCRIPTION**

### **General information on Applied SME Capability Center (Model Factory) Project**

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region. UNDP Turkey has positioned to contribute through three core areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and in addition to these core areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country program as well as regionally and globally.

The ISG Portfolio is geared towards addressing structural economic problems, such as productivity, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization.

“Improving Productivity in Manufacturing Industry”, one of the main objectives stated in the 10th National Development Plan is an important topic on the agenda of Turkish Government. Besides, improving productivity levels, particularly in SMEs, is also one of the strategic objectives of Turkey’s present SME Strategy and Action Plan (2015-2018). SME Strategy Action Plan defines five strategic areas, first of which aims at improving competitiveness of the SMEs and facilitating their growth. The first strategic objective under this strategic area focuses on institutionalization, branding and productivity of the SMEs. In the same vein, Turkey’s Productivity Strategy and Action Plan (2015-2018) pays a special attention to productivity levels of the SMEs in the manufacturing industry. The sixth objective of the Productivity Strategy and Action Plan (P-SAP) includes, among others, measures geared towards improving productivity of SMEs, falling under the fourth transformation area, defined in the P-SAP. As drawn attention in those national strategic plans and policy documents, because of low productivity levels in SMEs the need to improve productivity through utilizing all kind of resources in an optimally designed production environment becomes more crucial in today’s competitive business environment. Therefore, the enterprises should strengthen their infrastructure and core capabilities on lean manufacturing, digitalization (within the context of Industry 4.0), quality management, innovative product development, energy efficiency etc. through some well-developed transformation programmes and practice-based trainings in order to improve capabilities of technical staff, engineers and mid-level managers.

One of the effective solutions applied in many developed countries in the last two decades is to build well-designed training centers including a real didactic manufacturing environment (a real product, a real assembly line, real machines, real processes and real operators) and specialized training programs based on a series of hands-on and step-by-step exercises to improve the manufacturing processes within a "transformation" context. A feasibility study was completed for the appropriate model for Turkey under the technical cooperation Project in collaboration with Ministry of Science Industry and Technology in 2016 and incorporated into Government Investment Plan in 2017.

In 2017 Ankara Chamber of Industry and Ankara I. Organized Industry Zone joined the Project both as funding agencies and implementing partners so that first implementation has been carried out in Ankara. In 2018, refurbishment of the center, mobilization of the key staff and procurement of relevant equipment and training of the trainers’ sessions were completed. Learn and transform program and additional service lines on digital capabilities are ongoing. In the meantime, Government adopted these centers as a policy tool and planned several replication actions. UNDP supported Government endeavors for reaching out additional funding streams along with the national budget to serve this target. UNDP CO mobilized additional funding for Ministry to replicate this model in Konya and Kayseri with German Development Bank (KfW) funding. The financing agreement with KfW is amended in June 2018. Second component of this Agreement covers activities to

support/enlarge activities in Ankara Model Factory and to replicate model factories in Kayseri and Konya. This action also required a second extension for the ongoing Applied SME Capability Center (Model Factory) Project. Second extension was approved by Ministry of Foreign Affairs on 7 December 2018 and the Project has been extended until 30 June 2020. With the financial and substantial amendment to ongoing Project, under the components financed by KfW, it is aimed to extend training and consultancy services provided to SMEs at Ankara Model Factory with the additional services lines of digital transformation, financially support the procurement of machinery and equipment for the Model Factories to be established in Kayseri and Konya and create 2.000 new jobs for Syrians and host communities by the first half of 2020 in target provinces. The establishment of the Model Factories will support the transformation of the manufacturing industry and local capacities will be strengthened to absorb an additional labour force and new jobs for Syrians and host communities will be created in the medium and long-term. However, in order to create 2,000 jobs until June 2020 in Konya, Kayseri and Ankara and complement the transformation in the manufacturing industry, additional measures are planned, and a roadmap has been designed for job creation activities. In this roadmap, which is presented and approved by KfW, entrepreneurship development programs for job seekers and potential entrepreneurs are determined as an effective tool to create new jobs.

Accordingly, some measures have been prioritized to be implemented in the Project. These instruments categorized under three main components:

- Entrepreneurship
- Vocational Trainings
- Other accelerating / facilitation measures

Within the scope of entrepreneurship program, in each target province, 200 participants will be provided basic trainings on entrepreneurship. Among these 200 participants, 75 will be selected to receive intensive entrepreneurship trainings. Trainings will be delivered by BEDAM (Başkent University Training and Consultation Center) in corporation with UNDP.

Followingly, project team is planning to launch a **pre-incubation program** for 50 participants that will be teamed up at the end of the program and an **incubation program** for 10 teams among the potential entrepreneurs that have a sustainable business idea in **Konya**.

### 3. OBJECTIVE AND SCOPE

The main objective is to support entrepreneurs in growing up their business ideas, meeting other entrepreneurs, building and implementing their business plans, and finally to be evaluated by other entrepreneurs and investors.

The ultimate purpose of this assignment is to gear toward speeding up the growth and success of potential start-ups that have attended to entrepreneurship training programs within the scope of the project. Therefore, an incubation program will be designed in Konya, which will include preparation and design of the program, pre-incubation services, trainings aimed at new start-ups and one-to-one mentorship sessions. This program will be provided to a selected number of beneficiaries to support them in establishing their own businesses as well as monitoring of actual implementation including the follow-up of beneficiaries after the program.

Incubation program will consist of two phases;

- **1<sup>st</sup> Phase:** Pre-incubation Program for 50 Entrepreneur Candidates (to be teamed up) who have attended to Entrepreneurship Training Program delivered by the project.
- **2<sup>nd</sup> Phase:** Incubation Program for 10 Entrepreneur Teams who are selected from the attendees of Pre-incubation program.

## **Phases of Assignment**

### **1<sup>st</sup> Phase: Pre-incubation Program for 50 Entrepreneur Candidates**

#### **Designing of the Pre-incubation and Incubation Programs and Preparation of the Training Curricula**

The pre-incubation and incubation programs will be designed, elaborated and submitted to UNDP covering the subjects such as evaluation criteria for the selection pre-incubation and incubation program, program content, program schedule, training curricula of both pre incubation and incubation programs by the Contractor under the **Inception Report**.

- a) The Contractor shall submit to UNDP an **Inception Report** (showing the detailed work plan which includes schedule of tasks as work calendar, communication channels, training plans, evaluation criteria, training curricula etc.) prepared in line with this technical specifications within **7 (seven) business days** following counter signature of the Contract.
- b) UNDP shall have the power to control and change the details of **Inception Report** prepared by the Contractor.
- c) After UNDP approve the **Inception Report**, Contractor shall start the implementation process.

#### **Provision of the Pre-incubation Program**

Within the scope of pre-incubation program, 50 entrepreneur candidates are expected to develop their business ideas and formulate qualified business plans. Entrepreneur candidates who have received advanced entrepreneurship trainings within the project will apply the program with projects focused on technology development and containing commercial business ideas.

Contractor shall prepare the evaluation criteria under the **Inception Report** and submit to UNDP for the approval of the selection process of the pre-incubation program. Contractor shall draw a jury committee including members from Ministry of Industry and Technology, UNDP and trainers of incubation center. All the accommodation and travel costs of Ministry of Industry and Technology and UNDP Personnel will be borne by the Project. However, all the accommodation and travel costs of other jury members will be borne by the Contractor.

50 entrepreneur candidates shall be selected to the pre-incubation program by the jury committee in accordance with the evaluation criteria approved within the context of **Inception Report**. Contractor shall submit summary of the selection process and results to UNDP within the **Interim Report**.

Pre-incubation program shall be inclusive of both Syrians under temporary protection and Turkish citizens. At least %50 percent of the participants shall be Syrians. Contractor shall provide pre-incubation services to 50 selected Entrepreneur candidates (to be teamed up) for approximately **three (3) week** and shall deliver applied trainings in line with the pre-incubation program including the subjects below:

- Preparation of Canvas Business Model Training for 12 hours
- Preparation of Business Plan Training for 8 hours
- R&D and Innovation Training for 4 hours
- Patent & Intellectual Property Training for 8 hours

The Contractor shall submit attendance sheets, photos from the trainings and results of brief satisfaction surveys filled by the participants within **Interim Report**. All the costs shall be borne by the Contractor.

50 selected Entrepreneur candidates shall receive one-to-one mentoring services during pre-incubation program by the Contractor. Mentoring sessions for 50 entrepreneurs shall last at least 30 minutes for each entrepreneurs for 3 weeks (**in total of 100 hours**). The Contractor shall present UNDP a time schedule under the **Inception**

**Report** and a brief summary of mentoring sessions including the photos, attendance sheets, and all the contents of these sessions under the **Interim Report**. Entrepreneur candidates shall benefit from all the services of the Contractor, such as open office environment, IT and telecommunication equipment, internet, table, chair, meeting room and etc. Contractor shall provide 2 coffee breaks during the pre-incubation period and fixed menu lunch for **4 days** of training. **The contractor shall provide shuttle vehicle to the entrepreneur candidates throughout the pre-incubation program. (three (3) weeks)**. All the costs shall be borne by the Contractor.

## **2nd Phase: Incubation Program for 10 Entrepreneur Teams**

### *Provision of the Incubation Program*

It is expected that the entrepreneur candidates who successfully graduate from the pre-incubation program to apply to the incubation program with their matured business plans and ideas.

The Contractor shall check the evaluation criteria for Incubation Program, approved within **Inception Report**. If it is needed, the Contractor shall revise and submit the evaluation criteria for the selection process to the incubation program for UNDP's approval.

The Contractor shall manage the application processes of incubation program.

The Contractor shall draw an **independent jury committee** consist of **at least 5 people** and submit with the Interim Report introducing the independent jury members to the approval of UNDP. Representatives from Ministry of Industry and Technology, UNDP and the trainers of incubation center shall participate the selection process of Entrepreneur teams as jury members. Incubation program shall be inclusive of both Syrians under temporary protection and Turkish citizens. At least %50 percent of the participants shall be Syrians.

All the accommodation and travel costs of Ministry of Industry and Technology and UNDP Personnel will be borne by the Project. However, all the accommodation and travel costs of other jury members will be borne by the Contractor.

A Pitch Day shall be organized by the Contractor for the acceptance to incubation program. 50 selected Entrepreneur Candidates to be teamed up will present their projects and shall be selected by the jury after the Pitch Day in accordance with the evaluation criteria. The Contractor shall submit the summary of the selection process and results within the **Final Report** for the approval of UNDP.

10 Entrepreneur candidates/teams are expected to be selected for the incubation program. The Contractor shall provide table, chair, computer, telecommunication and IT equipment, internet and basic office environment to the 10 selected entrepreneur teams for approximately **eleven (11) weeks**. 10 Entrepreneur candidates/teams are expected to work on the prototype of their final product for eleven weeks in the scope of incubation program.

Contractor shall provide applied trainings in line with the incubation program to 10 Entrepreneur candidates/team including the subjects below:

- Sales and Marketing Trainings for 8 hours
- Trainings on Angel Investor Concept and Their Expectations for 4 hours
- Trainings on Investor Presentation, Elevator Pitch etc Technics for 4 hours

The Contractor shall submit attendance sheets, photos from the trainings and results of brief satisfaction surveys filled by the participants within **Final Report**. **The contractor shall provide shuttle vehicle to the entrepreneur candidates throughout the incubation program. (eleven (11) weeks)**. All the costs shall be borne by the Contractor.

The Contractor shall organize one-to-one mentoring sessions with Entrepreneur throughout the incubation program. Mentoring sessions for 10 entrepreneur teams shall last at least 30 minutes for each entrepreneur for eleven weeks (**in total of 30 hours**). The contractor shall present UNDP a time schedule within **the Interim Report** and a brief summary of mentoring sessions including the photos, attendance sheets, and all the contents of these sessions within the **Final Report**.

In the final phase of the program, contractor shall lead the entrepreneurs, successful in prototyping process, to conduct field studies for implementation and pre-sales.

#### Organization of Demo Day for the Investors

At the end of the incubation program, entrepreneurs who successfully graduate, will make a presentation to angel investors. The Contractor shall ensure to reach network of angel investors. A high-level Demo-day shall be organized for this purpose by the Contractor. The Contractor shall prepare a program for the event and submit to UNDP for approval within the **Interim Report**. All the costs of Organization of Demo Day for the Investors including accommodation and travel expenses of investors shall be borne by the Contractor. All the accommodation and travel costs of Ministry of Industry and Technology and UNDP Personnel will be borne by the Project. The Contractor shall summarize the event results within the **Final Report** including the list of participants, photos.

#### Quality control of the pre-incubation and incubation services

The Contractor shall prepare and submit brief satisfaction surveys to UNDP for both pre-incubation and incubation phases. The aim of these surveys will be collecting the satisfaction level of the entrepreneur candidates from the services they receive. If needed, UNDP may also directly attend to the trainings and any other activities for observation.

## **4. DELIVERABLES AND INDICATORS**

### **Deliverables and Schedules/Expected Output**

#### Inception Report on design of the program

The Contractor shall provide UNDP an Inception report on the Designing of the Pre-incubation and Incubation Programs and Preparation of the Training Curricula phase within **7 (seven) business days following counter signature of the Contract**. The report should be in both English and Turkish includes subjects below:

- Evaluation criteria for the selection pre-incubation and incubation program
- Program content, program schedule, training curricula of pre-incubation and incubation program
- Time schedule for mentoring session of pre-incubation and incubation program

After the review of Inception Report, UNDP shall decide whether the design process of program was conducted in accordance with the conditions specified in the specifications. If it is concluded that necessary conditions are met, the Contractor shall be notified accordingly, and the Contractor shall proceed to the next stages.

If the Administration concludes that deliverables and the progress do not meet the requirements of the criteria set forth in the specifications, Contractor shall be deemed to have failed to complete the work. In this case, the Contractor will not be entitled to receive any payment. UNDP may, at its own discretion, demand the completion of the work by making deductions to the contractual amount or terminate the Contract unilaterally without making any payments to the Contractor.

#### Interim Report on the implementation

The Contractor shall provide UNDP an interim report on pre-incubation phase within **7 (seven) business days after the finalization of the Pre-incubation Program**. The report should be both in English and Turkish include the progress related to the duties of the Contractor, challenges and lessons learned and further considerations for the incubation program. Interim report shall also include the information of **five independent jury members** to be drawn for the selection process of participants of incubation program.

After the review of the interim report and other deliverables stated in section 3.2, UNDP shall decide whether the pre incubation service was conducted in accordance with the conditions specified in the specifications. If it

is concluded that necessary conditions are met, the Contractor shall be notified accordingly, and the Contractor shall proceed to the next stages.

If the Administration concludes that deliverables and the progress do not meet the requirements of the criteria set forth in the specifications, Contractor shall be deemed to have failed to complete the work. In this case, the Contractor will not be entitled to receive any payment. UNDP may, at its own discretion, demand the completion of the work by making deductions to the contractual amount or terminate the Contract unilaterally without making any payments to the Contractor.

#### Final Report on the implementation

Contractor shall provide UNDP a final report within **15 (fifteen) business days following the completion of all requirements (completion of Incubation Program and Demo Day for the Investors)**. The report should be written both in English and Turkish and include the progress related to the duties of the Contractor, challenges and lessons learned.

After the review of the final report and all the deliverables, UNDP shall decide whether the services were conducted in accordance with the conditions specified in the specifications. If it is concluded that necessary conditions are met, the Contractor shall be notified accordingly, and the Contractor shall proceed to the next stages.

If the Administration concludes that deliverables and the progress do not meet the requirements of the criteria set forth in the specifications, Contractor shall be deemed to have failed to complete the work. In this case, the Contractor will not be entitled to receive any payment. UNDP may, at its own discretion, demand the completion of the work by making deductions to the contractual amount or terminate the Contract unilaterally without making any payments to the Contractor.

#### Submission of the documents

All reports shall be submitted both in Turkish and English. First draft of the reports shall be submitted to UNDP as a soft copy. After the approval of UNDP, one hard copy shall be submitted to UNDP Ankara Office.

Intellectual property rights of all documents (information, documents, reports, etc.) produced as part of this work shall belong to UNDP. Contractor shall not disclose the aforementioned data and documents to any third parties. All reports shall be delivered to UNDP Turkey Country Office located in Ankara.

### **Key Performance Indicators**

The key performance indicators are as follows:

1. 50 entrepreneur candidates participated to the pre-incubation program.
2. A Pitch-day as an acceptance ceremony for the incubation program was organized.
3. 10 entrepreneurs/teams graduated from incubation program.
4. A high-level Demo-day was organized for investment opportunities.

## **5. LOGISTICS AND TIMING**

### **Duty Station**

Duty station for the assignment is Konya. In case, travel out of the duty station is needed, the travel and accommodation costs of these missions shall be borne by the Contractor.

### **Beginning date and implementation period**

The tentative start date for the Contractor is 06/03/2019, and tentative end date is 30/06/2020.

## **6. OBLIGATIONS**

### **Obligations of the Contractor**

Main obligations of the Contractor include:

- Contractor is entitled to hire sub-contractor(s). However, hiring a sub-contractor shall in no way prejudice the obligations and responsibilities of the Contractor vis-a-vis UNDP.
- If the Contractor intends to commission a part of the work to a specific sub-contractor, UNDP may request detailed information about the sub-contractor.
- Matters pertaining to the personal rights and social security entitlements who would take part in the work shall be dealt by the Contractor. UNDP shall reserve its right to request information/documents from the Contractor to inquire about whether it has fulfilled its legal and social obligations.
- Contractor shall ensure the confidentiality and security of the information regarding the applications of the entrepreneur candidates.
- Contractor shall under no circumstances share the application information except UNDP.

Rules to be obeyed by the personnel of the Contractor is follow:

- The personnel of the Contractor shall treat the individuals with whom they interact politely, tolerantly, genially and in good faith. They will not be involved in any arguments or quarrels; any complaints shall be communicated to UNDP via the Contractor.
- The personnel of the Contractor shall not disclose any confidential information, and they shall abide by the rules of document confidentiality.

### **Obligations of the UNDP**

Main obligations of UNDP Project Team include:

- Approval of the training curriculum and design of the training schedule,
- Approval of evaluation criteria of the program,
- Approval and follow up of the application process,
- Approval of all the reports specified in this document,
- Approval of the independent jury committee,
- Approval and Coordination of the selection process,
- Follow up of the trainings specified in this document,
- Approval and Coordination of visual documentation,
- Follow-up of one-to-one mentoring sessions to entrepreneurship candidates,
- Coordination and Follow up of Organization of the Pitch Day and Demo Day,
- Follow up other responsibilities specified in this document.

## 7. REQUIRED QUALIFICATIONS

The Contractor shall employ 5 key personnel whose minimum requirements are specified below under this Contract and submit their CVs with the offer for evaluation.

### Trainer 1- Business Models Trainings

Trainer 1 is mainly responsible from providing mentoring services and the delivery of “Preparation of Canvas Business Model Training for 12 hours” and “Preparation of Business Plan Training for 8 hours” trainings.

Required Skills and Experience for Trainer 1 are as follow:

	<b><u>Minimum Requirements</u></b>
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in administrative and social sciences</li> <li>▪ Master’s degree or Phd in administrative and social science</li> <li>▪ Computer skills (i.e. MS Office applications)</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 6 years of general professional experience</li> </ul>
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 5 years of specific working experience in Entrepreneurship/Innovation Ecosystem (TTO, Techno-parks, Research Centres etc.)</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Internship (paid/unpaid) are not considered professional experience.</li> <li>▪ Obligatory Military service is not considered professional experience.</li> </ul>	

### Trainer 2- R&D and Innovation Trainings

Trainer 2 is mainly responsible from proving condition of the assignment, mentoring services and the delivery of “R&D and Innovation Training for 4 hours” training.

Required Skills and Experience for Trainer 2 are as follow:

	<b><u>Minimum Requirements</u></b>
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in engineering field,</li> <li>▪ Computer skills (i.e. MS Office applications),</li> <li>▪ Fluency in English</li> <li>▪ Master’s degree or Phd in engineering</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 10 years general professional experience</li> </ul>
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 6 years of specific working experience in Entrepreneurship/Innovation Ecosystem. (TTO, Techno-parks, Research Centers)</li> <li>▪ Experience in total quality management</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Internship (paid/unpaid) are not considered professional experience.</li> <li>▪ Obligatory Military service is not considered professional experience.</li> </ul>	

### Trainer 3- Sales and Marketing Trainings

Trainer 3 is mainly responsible from providing mentoring services and the delivery of “Sales and Marketing Trainings for 8 hours” training.

Required Skills and Experience for Trainer 3 are as follow:

	Minimum Requirements
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in administrative and social science,</li> <li>▪ Master’s degree or Phd. in administrative and social science,</li> <li>▪ Fluency in English</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 6 years general professional experience</li> </ul>
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>▪ Working experience in Technology/innovation/entrepreneurship ecosystem/marketing</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Internship (paid/unpaid) are not considered professional experience.</li> <li>▪ Obligatory Military service is not considered professional experience.</li> </ul>	

### Trainer 4- Patent and Intellectual Property Trainings

Trainer 4 is mainly responsible from providing mentoring services and the delivery of “Patent & Intellectual Property Training for 8 hours” training.

Required Skills and Experience for Trainer 4 are as follow:

	Minimum Requirements
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in engineering or administrative and social science,</li> <li>▪ Computer skills (i.e. MS Office applications)</li> <li>▪ Fluency in English</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 6 years general professional experience</li> </ul>
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum 5 years of specific working experience on patent and intellectual property.</li> <li>▪ Working experience in technology/ innovation/ entrepreneurship ecosystem (TTO, Techno-parks, Research Centers)</li> </ul>
<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ Internship (paid/unpaid) are not considered professional experience.</li> <li>▪ Obligatory Military service is not considered professional experience.</li> </ul>	

### Trainer 5- Angel Investors, Elevator Pitch Trainings

Trainer 5 is mainly responsible from providing mentoring services and the delivery of “Trainings on Angel Investor Concept and Their Expectations for 4 hours” and “Trainings on Investor Presentation, Elevator Pitch etc Technics for 4 hours” trainings.

Required Skills and Experience for Trainer 5:

	Minimum Requirements
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in engineering field,</li> <li>▪ Computer skills (i.e. MS Office applications)</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 3 years general professional experience</li> </ul>

	<b>Minimum Requirements</b>
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>▪ Working experience in technology/ innovation/entrepreneurship ecosystem (TTO, Techno-parks, Research Centers)</li> </ul>
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>▪ Internship (paid/unpaid) are not considered professional experience.</li> <li>▪ Obligatory Military service is not considered professional experience.</li> </ul>	

The Contractor must propose to UNDP and receive UNDP’s prior written consent in case of a change in any of the abovementioned personnel, throughout the course of the Contract. UNDP has the right to request the CVs and proof documents of any of the Contractor’s abovementioned personnel throughout contract validity. In case the CVs and/or the proof documents provided does not fulfil any of the above-listed criteria, UNDP has the right to immediately terminate the Contract without making any further payments.

## **8. PRICE AND SCHEDULES OF PAYMENT**

<b>Deliverables</b>	<b>Due Date</b>	<b>Payment Amount</b>
Approval of Inception Report	Within 7 (seven) business days following counter signature of the Contract.	%5 of Total Contract Amount
Approval of Interim Report	Within 7 (seven) business days after the finalization of the Pre-incubation Program.	%45 of Total Contract Amount
Approval of Final Report	Within 15 (fifteen) business days following the completion of all requirements (completion of Incubation Program and Demo Day for the Investors).	%50 of Total Contract Amount

## **9. CONFIDENTIALITY**

Contractor shall keep private and confidential all kinds of information and documents it would obtain during any phase of the work; it shall not disclose or publish any details without consent of UNDP. Confidentiality obligations shall survive the expiry or termination of the Contract on any grounds.

## **10. MANAGEMENT/CONTROL AND FINAL APPROVAL**

UNDP shall control whether the work and reports delivered by the Contractor are as expected to the satisfaction of UNDP. In case UNDP identifies any shortcomings, the Contractor shall address the issue and compensate for the shortcoming within 5 (five) business days.