

Annex 2 – Technical Requirements

The Contractor shall provide consultancy, innovation strategy development and coaching services for 4-6 Maltese SMEs participating in the GO4CIRCULAR project.

GENERAL REQUIREMENTS

Requirements	Value
The Contractor must provide consultancy, innovation strategy development and coaching services for 4-6 SMEs.	Must have
All services and deliverables must be provided in English.	Must have
The Contractor must ensure compliance with GDPR requirements.	Must have
The Contractor must ensure compliance with DNSH principles.	Must have
The Contractor must ensure timely delivery of all activities and deliverables.	Must have
The Contractor must provide all reports in Word and PDF formats.	Must have
The Contractor must maintain regular communication with the Malta Chamber of SMEs.	Must have

NEEDS ASSESSMENT

Requirements	Value
Conduct on-site visits and interviews with participating SMEs.	Must have
Assess organisational maturity and circular economy readiness.	Must have
Carry out supply chain and value chain analysis.	Must have
Identify opportunities related to waste reduction and resource efficiency.	Must have
Prepare six 4-6 individual needs assessment reports.	Must have
Prepare one comparative needs assessment report.	Must have

INNOVATION AND MARKETING STRATEGIES

Requirements	Value
Develop tailored innovation strategies for each participating SME.	Must have
Develop sustainable marketing strategies and recommendations.	Must have

Define implementation actions, KPIs and timelines.	Must have
Identify opportunities for industrial symbiosis and collaboration.	Must have
Prepare 4-6 individual innovation and marketing strategy reports.	Must have

COACHING REQUIREMENTS

Requirements	Value
Deliver individual coaching sessions to participating SMEs.	Must have
Deliver group coaching sessions during training activities.	Must have
Provide technical and operational guidance related to circular economy practices.	Must have
Support SMEs in implementing the proposed recommendations.	Must have
Prepare 4-6 final coaching reports.	Must have

REPORTING REQUIREMENTS

Requirements	Value
Submit an inception report and work plan.	Must have
Submit progress updates when requested by the Contracting Authority.	Must have
Submit a final consolidated report at the end of the assignment.	Must have
Provide attendance sheets and supporting documentation.	Must have

KEY EXPERT REQUIREMENTS

Requirements	Value
The Lead Expert must hold a minimum EQF/MQF Level 7 qualification.	Must have
The Lead Expert must have experience in consultancy, training or coaching related to sustainability or circular economy.	Must have
The Contractor must provide CVs of all proposed experts.	Must have