Call for Legal and Accounting Startup Support evaluators

***EIT Food is looking for two agrifood startup experts to join the evaluation committee of the EIT Food Legal and Accounting Support programme.***

***Application deadline:*** *March 1, 2020.*

***Application template:*** *see Annex.*

*Further details about EIT Food can be found at:* [*www.eitfood.eu*](http://www.eitfood.eu)*, and the information on Legal and Accounting Support can be found at* [*https://www.eitfood.eu/entrepreneurship/projects/legal-support.*](https://www.eitfood.eu/entrepreneurship/projects/legal-support.)

*In case of questions, please contact Yulia Bodnar from CLC North-East* [*yulia.bodnar@eitfood.eu*](mailto:yulia.bodnar@eitfood.eu)*.*

# Introduction

EIT Food wants to transform Europe’s food system, making it better for people’s health and better for the environment. As part of the Regional Innovation Scheme (RIS), EIT Food is offering Legal and Accounting support to startups and entrepreneurs to help their business ideas develop.

The reason for offering this service is that statistics demonstrate that managing finances and legal issues are some of the largest reasons that startups fail. These findings are confirmed by conversations held by CLC South and North East with startups. EIT Food hopes that this support will help entrepreneurs to register new companies, startups to better protect their IP and for new and fair jobs to be created.

# Overview of Activity

In 2020, EIT Food will offer up to €2,500 of financial support for legal and accounting services to entrepreneurs and early stage startups that are making the food system better for people’s health and better for the environment.

These funds are only available to startups or individual entrepreneurs from 17 countries in Southern and Eastern Europe (full list of eligible countries can be found in [Terms and Conditions](https://eitfoodivzw.sharepoint.com/sites/eitfoodimt/Freigegebene%20Dokumente/Forms/AllItems.aspx?id=%2Fsites%2Feitfoodimt%2FFreigegebene%20Dokumente%2FEIT%20Food%20Business%20Creation%2FRIS%2F2020%2FLegal%20and%20Accounting%20Support%2FTerms%20%26%20Conditions%2FLegal%20and%20Accouting%20Support%20%2D%20Terms%20%26%20Conditions%2Epdf&parent=%2Fsites%2Feitfoodimt%2FFreigegebene%20Dokumente%2FEIT%20Food%20Business%20Creation%2FRIS%2F2020%2FLegal%20and%20Accounting%20Support%2FTerms%20%26%20Conditions&p=true&originalPath=aHR0cHM6Ly9laXRmb29kaXZ6dy5zaGFyZXBvaW50LmNvbS86Yjovcy9laXRmb29kaW10L0VkNEpfenZhaVhkSXR0eU5YSlBqZUlJQlItUDZnc2ZrSFlraS1ISHp1d0x5ZEE_cnRpbWU9YzQxdHRjLXYxMGc)).

To apply for the subgrant, applicant must fill an online application form on f6s.com platform and provide offers from three different legal/accounting providers which can address their legal/accounting need. One of those three legal/accounting firms will be considered later by EIT Food as the provider of the service to the applicant. When applying for the reimbursement of permits, licences and trademark registrations, applicant must provide a different attachment in the application (detailed application process can be found in [Terms and Conditions](https://eitfoodivzw.sharepoint.com/sites/eitfoodimt/Freigegebene%20Dokumente/Forms/AllItems.aspx?id=%2Fsites%2Feitfoodimt%2FFreigegebene%20Dokumente%2FEIT%20Food%20Business%20Creation%2FRIS%2F2020%2FLegal%20and%20Accounting%20Support%2FTerms%20%26%20Conditions%2FLegal%20and%20Accouting%20Support%20%2D%20Terms%20%26%20Conditions%2Epdf&parent=%2Fsites%2Feitfoodimt%2FFreigegebene%20Dokumente%2FEIT%20Food%20Business%20Creation%2FRIS%2F2020%2FLegal%20and%20Accounting%20Support%2FTerms%20%26%20Conditions&p=true&originalPath=aHR0cHM6Ly9laXRmb29kaXZ6dy5zaGFyZXBvaW50LmNvbS86Yjovcy9laXRmb29kaW10L0VkNEpfenZhaVhkSXR0eU5YSlBqZUlJQlItUDZnc2ZrSFlraS1ISHp1d0x5ZEE_cnRpbWU9YzQxdHRjLXYxMGc)).

Applications for Legal and Accounting Support will be accepted in five rounds throughout the year:

1. Round 1 – February 4 - February 29
2. Round 2 – March 1 - April 30
3. Round 3 – May 1 - June 30
4. Round 4 – July 1 - August 31
5. Round 5 – September 1 - September 30

After each round, a panel of evaluators will score eligible applications following a set of selection criteria provided by EIT Food (Round 1). Applications that receive a total score higher than three (3) will proceed to Round 2 in which evaluators will assess the appendixes that were submitted with the successful applications.

# Profile of Legal and Accounting Support evaluators

EIT Food is looking for two experts to join the evaluation panel of the programme. The eligible applicants must be:

* Natural person (applying independently and not on behalf of a company or organisation);
* Not being employed by a partner or Hub of EIT Food;
* Able to sign a subcontracting agreement with EIT Food’s Co-Location Centres and act as a subcontractor in a project funded based on Horizon 2020/EIT modalities,
* Familiar with the processes and challenges of running an early stage innovative company;
* Familiar with legal, accounting and regulatory affairs connected to running a startup;
* Possessing a knowledge of the European agrifood startup scene;
* Excellent command of English.

# Evaluators’ involvement:

* Evaluating online applications after each of the five rounds according to the selection criteria provided by EIT Food;
* Evaluating appendices containing legal offers and other accompanying documents provided by the applicants shortlisted in Round 1 according to the selection criteria provided by EIT Food;
* Participating in the summary call with other evaluators to finalize the selection results after each round.

The evaluators will be engaged in the project from March 5until October 16. The approximate time evaluators will dedicate to the project is 40 hours.

# Timeline

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| --- | --- |
| Application round | Evaluation round |
| 1. February 4-29 | March 5-13 |
| 1. March 1 - April 30 | May 1-15 |
| 1. May 1 - June 30 | July 1-15 |
| 1. July 1 - August 31 | September 1-14 |
| 1. September 1 - September 30 | October 1-16 |

\* Dates may change in agreement between the evaluators and EIT Food.

# Reimbursement

Applicants are expected to provide an offer for an hourly rate (gross amount in EUR) in the application form attached below. Applicants should make their offer considering the approximate amount of time (40 hours) and budget (€1,500) involved in this project.

Two selected applicants will sign a subcontracting agreement with one/several local offices of EIT Food. Evaluators will invoice EIT Food in 2 stages – after Round 3 and Round 5, according to the number of hours they dedicated to application evaluation. The evaluators will be paid for their services by EIT Food in 30 days after receiving the invoice. Please note that the tax for these services will be paid by the local offices of EIT Food in Spain and Poland.

# Selection process

Interested and eligible individuals are invited to submit their applications by March 1, 2020, using the “EIT Food Legal and Accounting Support Evaluator – Application Form”. Please send the electronic version of the application, based on the form provided below, to: [yulia.bodnar@eitfood.eu](mailto:yulia.bodnar@eitfood.eu). Please write in the subject line of your e-mail: “Application – Evaluator for Legal and Accounting Support”.

Incomplete applications or applications submitted by ineligible individuals will be automatically rejected. Complete applications received by EIT Food will be evaluated by a committee including representatives of EIT Food using selection criteria presented in point 8. EIT Food reserves the right to designate the subcontractors only if the submitted applications ensure the excellence and value for money, and to relaunch the call if the present selection process would not yield satisfactory results. EIT Food reserves the right to contact the applicants by e-mail or phone asking for additional explanations or supporting documents, and to schedule selection interviews with short-listed individuals. All applications will be evaluated using transparent selection criteria and the results of the call will be directly communicated to all individuals participating in the call; the chosen evaluators will be required to sign subcontracting agreements with one/several local offices of EIT Food.

# Selection criteria

All proposals will be evaluated taking into account the following criteria, related to the applicant’s profile and experience:

1. Startup knowledge and expertise (familiarity with the processes and challenges of running an early stage innovative company);
2. Knowledge of legal affairs of startups (familiarity with legal, accounting and regulatory affairs connected to running a startup);
3. Deep knowledge of the European agrifood startup scene;
4. Cost of service offered by an applicant.

Criteria 1-3 will be evaluated on a scale from 0 to 20:

* 0 – not satisfactory;
* 7 – satisfactory;
* 14 – good;
* 20 points – very good.

The application can receive a maximum of 60 points for criteria 1-3.

In criterion 4 application with the lowest price will receive 40 points while other applications will receive proportionally lower numbers.

# EIT Food Legal and Accounting Support Evaluator – Application Form

Please fill in the application form, ensuring that all fields are completed. Please submit the application in electronic format both as PDF and editable MS Word files by March 1, 2020 to: [yulia.bodnar@eitfood.eu](mailto:yulia.bodnar@eitfood.eu). Applications incomplete or sent after the deadline will be rejected. Please do not provide further supporting documents and capture all relevant information in this form.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Name** |  | | |
| 1. **Surname** |  | | |
| 1. **Country of residence** |  | | |
| 1. **Nationality** |  | | |
| 1. **Email** |  | | |
| 1. **Phone** |  | | |
| 1. **Type of occupation (please underline your choice)** | | | |
| Employed (full time) | | Employed (part time) | Self-employed |
| other (please specify) | | | |
| 1. **Organisation name** |  | | |
| 1. **Position** |  | | |
| 1. **Please provide a brief description of your educational background.** | | | |
|  | | | |
| 1. **Please provide a brief description of your professional background. Where and in which positions did your work for the past three years?** | | | |
|  | | | |
| 1. **Please present your knowledge of the processes and challenges of running an early stage innovative company. *[startup knowledge and expertise]*** | | | |
|  | | | |
| 1. **Please present your familiarity with legal, accounting and regulatory affairs connected to running a startup. *[knowledge of legal affairs of startups]*** | | | |
|  | | | |
| 1. **Please present your knowledge of the European agrifood startup scene. [*knowledge of the European agrifood startup scene]*** | | | |
|  | | | |
| 1. **Please propose an hourly rate for your involvement in the project (gross amount in EUR). [*cost of service planned by applicant*]** | | | |
|  | | | |
| 1. **Would you like to add any other information relevant to this call and application?** | | | |
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*By submitting this application form, I confirm that the information provided above correctly represents my expertise and experience. I give consent to processing the application by EIT Food, its Co-Location Centres involved in the evaluation process and am willing to cooperate to provide further information or documents confirming the facts presented above. If selected by EIT Food, I declare the willingness to act as evaluator of the EIT Food Legal and Accounting Support programme in 2020 based on conditions described in the “Call for Legal and Accounting Startup Support Evaluators”.*

**Date, place: ……………………………………………………………………**

**Name of the person submitting the application: ……………………………………………………………………**

**Position: ……………………………………………………………………**