

**TOR**  
**APPLICATION FORM**  
**Call for a Service provider to support in preparing the final report**  
**– MAIA-TAQA project ENI CBC MED**

**Project Specific objectives:**

To reinforce the medium-term technical & management capacities of the labor force involved in the SMEs in the South MED Countries in accessing innovative services. This objective aims to tackle the education barrier and includes the improvement of the capacity of the training providers.

To develop and to define in details a group of new services in the field of sustainability (energy, water, resources) for the SMEs from the MED countries. Such services have a strong innovative character and can be developed through clustering of local SMEs and Project Partners.

To support the business environment through the improvement of the national & standard regulatory frameworks; the commercial technological transfer & the capacity of the SMEs to identify the innovation needs within the MED Countries This objective aims to tackle the regulatory and commercial barrier

**Service provider Tasks**

- I. Review all expenses in the previous years from 01/09/2019 to 31/08/2023
- II. Support to prepare the final report and the supporting documents including the Co-finance and calculate the actual administrative cost
- III. Prepare the final payment based on the final balance
- IV. Prepare any claims linked to resubmitted expenses
- V. Review all supporting documents linked to all cost categories
- VI. Support to prepare the final technical report

**To Dr. Sandra Haddad – AASTMT MAIA-TAQA project coordinator**

**Email: [Sandra.haddad@aast.edu](mailto:Sandra.haddad@aast.edu) / [Sandra.haddad16@gmail.com](mailto:Sandra.haddad16@gmail.com)**

The service provider will start its work on August 2<sup>nd</sup> 2023

**Section 1: Service Provider information**

- I. Applicant's name:
- II. Date of registration (if applicable):
- III. Address:
- IV. Telephone number:
- V. E-mail:
- VI. Contact person:
- VII. List of previous experiences related to the scope of the TOR



# MAIA-TAQA

## Section 2: Service Provider Experience

### Declaration on the required selection criteria: I declare to:

I. Will you apply as an individual or through Company

.....

II. Number of the experience's years in the field indicated in this application form  
is..... years

III. The financial amount required to carry out this tender including all required tasks  
mentioned in this application form is: ..... Euros

### Declaration of non-conflict of interest:

I declare that I am not in a position of conflict of interest with respect to the activity  
subject to the expression of interest.

Please send the individual or company's profile with this application form.

Date:

Name:

Signature: