**Annex 1**

**TECHNICAL SPECIFICATION OF THE SERVICES FOR THE EXECUTION OF THE INTERNATIONAL ACCELERATOR PROGRAMME IN LITHUANIA**

Public Institution Innovation Agency (‘the Contracting Authority’), in implementing Sub-activity ‘Attracting an international accelerator’ of Progress Measure No 05-001-01-05-07 ‘Creating a coherent system for promoting innovative activities’ of the Economic Transformation and Competitiveness Development Programme of the Ministry of the Economy and Innovation of the Republic of Lithuania, the Manager of the Development Programme for 2022–2030, intends to procure the services for implementing the acceleration programme in Lithuania by an entity providing innovating businesses (start-ups) acceleration services on an international scale.

**Terms used:**

**‘Start-up’** shall mean a very small or small company with a large and innovation-based business development potential, which has been registered in the Register of Legal Entities for no longer than 5 years.

**‘Acceleration programme’** shall mean the entirety of the services provided to start-ups, which includes consulting, training, business development assistance and advice, partner search, innovation support and innovation consulting, closing event (demo day) organisation and implementation services (‘the Programme’).

**‘International accelerator’** shall mean a legal entity operating on an international scale (in more than one state) who carries out the Programmes (‘the Supplier’).

**‘Programme Participant’** shall mean a start-up that:

* has a legal entity in the Republic of Lithuania, capital region (Vilnius district municipalities);
* corresponds to the definition of a startup, provided in the Law on Small and Medium Enterprises Development of the Republic of Lithuania (“<…> a very small or small company with high and innovation-based business development potential, operating for no longer that 5 years.”);
* hasn’t exceeded general amount of *de minimis* support for one enterprise, provided in the de minimis reglament.
* was selected and is participating in the Programme.

**‘Programme cycle’** shall mean the Programme carried out for the Programme Participants for at least 12 weeks.

**‘Start-up ecosystem’** shall mean the entirety of persons, start-ups and organisations (education institutions, governmental institutions, business financing and support institution) operating integrally in a certain territory with the purpose of assisting in the creation and development of start-ups in that territory.

**‘International’** shall mean the pursuit of activities or provision of a service in more than one state.

**‘Foreign’** shall mean the pursuit of activities, provision of services and/or a registered office address in a state other than Lithuania.

**‘Central Europe’** shall mean the region that includes the following states: Lithuania, [Estonia](https://lietuvai.lt/wiki/Estija), Latvia, [Poland](https://lietuvai.lt/wiki/Lenkija), [Germany](https://lietuvai.lt/wiki/Vokietija), [the Czech Republic](https://lietuvai.lt/wiki/Čekija), [Slovakia](https://lietuvai.lt/wiki/Slovakija), [Austria](https://lietuvai.lt/wiki/Austrija),  [Luxembourg](https://lietuvai.lt/wiki/Liuksemburgas), [Switzerland](https://lietuvai.lt/wiki/Šveicarija), [Hungary](https://lietuvai.lt/wiki/Vengrija), [Slovenia](https://lietuvai.lt/wiki/Slovėnija), [Lichtenstein](https://lietuvai.lt/wiki/Lichtenšteinas), [Croatia](https://lietuvai.lt/wiki/Kroatija), [Ukraine](https://lietuvai.lt/wiki/Ukraina), [Serbia](https://lietuvai.lt/wiki/Serbija), [Romania](https://lietuvai.lt/wiki/Rumunija).

**The purpose** of the sub-activity “Attracting an international accelerator” is to promote the development of the Lithuanian start-up ecosystem:

* by creating a common and coherent business acceleration system that ensures effective business support services for start-ups and accelerates the development of the start-up ecosystem in Lithuania, raising the competencies of business creation and international development and the possibilities of attracting investments from foreign investors;
* by improving the international awareness and image of Lithuania as a favourable country for the development of start-ups and attracting promising foreign start-ups.
* The duration of the provision of the services is from the date of entry into force of the Contract to 31 March 2026.

**CHAPTER I**

**OBJECT OF PROCUREMENT**

1. The services for the execution of the international accelerator programme to be procured (hereinafter “the Programme”) in Lithuania, which consist of the following stages:
   1. the preparation of one Programme;
   2. the implementation of the publicity of the Programme on an international scale and the selection of Programme Participants for 5 (five) cycles;
   3. the organisation and execution of 5 (five) cycles of the Programme in accordance with the prepared Programme;
   4. the organisation and implementation of completion events (Demo days) for each Programme cycle (5 events in total).

**CHAPTER II**

**REQUIREMENTS FOR THE STAGE OF THE PROGRAMME PREPARATION**

1. The requirements for the Programme:
   1. after assessing the potential, strengths and areas of activity of start-ups of the region of Lithuania and Central Europe (from where it would be aimed to attract start-ups to participate in the Programme and to encourage them to develop activities in Lithuania), the Supplier must prepare one Programme, which would promote the growth of the activities of start-ups and their international development (development into states other than the place of registration of the Programme Participants) and help start-ups to attract foreign investments (investments of venture capital funds and private investors and corporations registered other than in Lithuania).
   2. The purpose of the Programme: to promote the growth of start-up activities their international development (development into states other than the place of registration of the Programme Participants), attraction of foreign investments (while including the US market and its investors in international markets) and to achieve the results provided for in Chapter VI.
   3. The Programme must be prepared and coordinated by e-mail with the Contracting Authority within 5 months from the date of entry into force of the Contract. The initial version of the prepared Programme must be presented no later than 3 months after the date of entry into force of the Contract. The Contracting Authority undertakes to provide for coordination comments on the presented Programme and approve the final Programme within 5 working days from the date of presentation. The Programme can be supplemented, updated and adapted in case of change of the market situation and/or before the beginning of each cycle of the Programme, taking into account the results of the previous cycle of the Programme and subject to prior coordination with the Contracting Authority during the entire duration of the Contract. After the Supplier provides proposals on the amendment of the Programme, the Contracting Authority undertakes to provide comments or approve the Programme within 5 working days.
   4. The part of the Programme that includes the stages of international publicity and selection of the Programme Participants must be prepared and coordinated with the Contracting Authority within 3 months from the date of entry into force of the Contract. The Contracting Authority undertakes to provide for coordination comments on the presented part of the Programme covering the stages of international publicity and selection of the Programme Participants within 5 working days from the date of presentation.
   5. The following must be described / presented in the Programme:
      1. the procedure and criteria for international publicity, attraction of the Programme Participants and selection of the Programme Participants to the Programme;
      2. the target groups of the Programme Participants identified by the Supplier taking into account the goals and objectives of the Programme;
      3. the proposal for the cost of the Programme for the identified target groups, from which it is aimed to select the Programme Participants;
      4. the activities and means for the international dissemination of the Programme call, taking into account the Programme publicity requirements;
      5. the process and timing for the selection of the Programme Participants;
      6. the criteria for the selection of the Programme Participants aimed at forming and selecting no less than 10 (ten) and no more than 15 (fifteen) Programme Participants for each Programme cycle.
   6. Additional selection criteria of participants to the Programme must also be described.
   7. The process of the selection of the Programme Participants must include:
      1. the description of what information and in what form (by providing a registration form template) must be provided by the potential participants of the Programme when registering for participation in the Programme;
      2. the prepared templates of contracts between the Supplier and the Programme Participant.
   8. The concept of the Programme must be provided, describing the following:
      1. the goals and objectives of the Programme;
      2. the essential stages/activity areas of the Programme (mentoring, promoting the activities and growth of the Programme Participants, and training), covering the following key areas of acceleration: attraction of investment, marketing, business growth and development, attraction of customers, and other areas related to the growth and international development of the activities of the Programme Participants (into states other than the place of registration of the Programme Participants);
      3. the scheduling of the Programme cycle (the Programme cycle must last for at least 12 weeks);
      4. a detailed plan of the Programme cycle by subjects and topics must be provided. The proposed topics of the Programme must be selected in such a way as to best achieve the results established in Chapter VI, while the Programme Participants must be provided with knowledge on business growth, sales development, finding and attraction of customers, product development, investment attraction, and presentation to investors, necessary to achieve commercial success;
      5. a list of planned competent external lecturers for teaching each of the topics (at least 3 for each topic). The Supplier’s lecturers, mentors and experts, who will help in achieving the results provided for in Chapter VI, must participate in each cycle of the Programme.

**CHAPTER III**

**REQUIREMENTS FOR THE STAGE OF THE PROGRAMME PUBLICITY AND SELECTION**

1. Requirements for the implementation of the international publicity of the Programme and the selection of the Programme Participants:
   1. The Supplier is responsible for the international publicity of the Programme for the purpose of attracting start-ups from Lithuania and foreign countries to the Programme, attracting Programme Participants, and organising and selecting the potential Programme Participants.
   2. Each cycle of the Programme can start only when the number of start-ups that applied to a separate cycle of the Programme during the selection is at least 150. Company registration is not mandatory during application and selection.
   3. The Supplier must prepare and implement such means of international publicity that would ensure the results provided for in Chapter VI.
   4. The selection of the Programme Participants to each cycle of the Programme must be organised in accordance with the process and criteria for the selection of the Programme Participants described in the Programme.
   5. The selection of the Programme Participants must be completed within 5 months from the date of publication of the call for applications for the Programme cycle.
   6. The Supplier can start the implementation of the publicity and selection of the Programme after preparing, and coordinating with the Contracting Authority, a part of the Programme that would include the stages of international publicity and the selection of the Programme Participants.

**CHAPTER IV**

**REQUIREMENTS FOR THE STAGE OF THE ORGANISATION AND EXECUTION OF THE PROGRAMME CYCLES**

1. Requirements for the organisation and execution of 5 (five) cycles of the Programme in accordance with the prepared Programme:
   1. Within 30 days after signing of the service procurement contract, the Supplier will be obliged to provide the Contracting Authority with a preliminary schedule for the implementation of each cycle of the Programme, which would provide for the preliminary dates of the selection of the Programme Participants for each of the 5 (five) cycles of the Programme as well as the starting and ending date of each cycle of the Programme cycle.
   2. During the Programme implementation period, the Supplier must organise and complete 5 cycles of the Programme, in each of which no less than 10 (ten) and no more than 15 (fifteen) selected Programme Participants would participate. The total number of the Programme Participants who have completed the Programme must be at least 60 (sixty).
   3. The Programme cycles cannot be conducted at the same time.
   4. The first cycle of the Programme must start no later than within 10 months from the date of entry into force of the contract, after coordinating the prepared Programme with the Contracting Authority.
   5. Not later than 5 working days before starting the execution of the Programme cycle, selected Programme Participants must receive detailed information about the Programme cycle, schedule of activities, contact information, required connections to electronic systems, the list of mentors, experts and lecturers participating in the Programme cycle, and other relevant and important information that would help the Programme Participants to prepare for the Programme cycle.
   6. During the execution of the Programme, the Supplier must provide the Programme Participant with access to an international network of investors, international business growth, sales development, finding and attraction of customers, product development, investment attraction, a network of experts and mentors on presentation to investors, a network of alumni of the programmes executed by the Supplier.
   7. The Supplier must ensure that effective communication channels are selected and used in internal communication with the Programme Participants, ensuring that the participants receive relevant information about the Programme in a timely and convenient manner (trainings materials, practical tasks, and other information required for participation in the Programme cycle).
   8. The minimum period of the implementation of each cycle of the Programme is 12 weeks. This period does not include the time dedicated for the preparation for the Programme and the selection of the Programme Participants.
   9. The Supplier is responsible for organising the arrival and accommodation of lecturers, mentors, experts that are necessary for the implementation of the Programme cycle, covering their fees and costs of travel (if necessary) to/from Lithuania, accommodation and local transport. At least 6 lecturers and at least 6 mentors must participate in the implementation of each Programme cycle.
   10. The lecturers, mentors, and experts can also participate in the activities of the Programme remotely.
   11. The Supplier of the Service must provide necessary suitable premises, necessary equipment, necessary software, and tools for the Programme Participants during all activities during each cycle of the Programme.
   12. Suitable premises are considered to be premises that meet the hygiene standards established by legal acts, conference halls, or other spaces suitable for the effective transmission of information. The Supplier must ensure an ergonomic environment (i.e. suitable training rooms, internet connection, internet speed, and necessary equipment and tools for the implementation of the training programme), provide the participants with all opportunities to work uninterruptedly, properly and efficiently during the period of the implementation of the Programme. The premises must consist of:
       1. at least 36 workplaces, so that the Programme Participants can have a workplace in the premises and be able to use it throughout the period of the execution of the Programme cycle. The workplaces must be equipped in such a way that they comply with the hygiene standards established by legal acts. Each workplace must have the possibility to connect a computer, use wireless Wi-Fi Internet, and at least 3 meeting and 2 conference rooms to hold meetings, trainings and consultations.
       2. The meeting rooms with the possibility to connect conference equipment and wireless Wi-Fi Internet.
       3. The conference room is equipped and equipped with the possibility to connect conference equipment and wireless Wi-Fi Internet.

**CHAPTER V**

**REQUIREMENTS FOR THE STAGE OF THE ORGANISATION AND IMPLEMENTATION OF PROGRAMME CYCLE COMPLETION EVENTS**

1. Requirements for Programme cycle completion events:
   1. At the end of the Programme cycle, the Supplier must organise an international (the participants must be from several states) event (Demo Day) (with minimum duration of the event of 2 hours), during which the Programme Participants present their product or service to investors operating in international markets (business angels / representatives of venture capital funds, etc.), other participants of the start-up ecosystem, international partners involved in the implementation of the Programme, and other organisations.
   2. The date of the event is selected taking into account the dates of other events intended for start-ups in Lithuania and Europe. The date of the event must be coordinated with the Contracting Authority.
   3. The Supplier must ensure that at least 10 international investors participate in the event (participation remotely is also possible).
   4. The event must be organised in suitable premises. Suitable premises are considered to be premises that meet the hygiene standards established by legal acts and have the necessary equipment and spaces for holding conferences.
   5. The hall for each event must accommodate at least 50 people and have an area of at least 100 square meters. The hall must be provided with suitable room air conditioning and heating, taking into account the season and the ambient air temperature.
   6. The Supplier must ensure that the premises designated for the event are fitted with a sufficient number of seats for all event participants.
   7. The premises must have adequate technical conditions to see and hear the information being presented.
   8. The Supplier must take care of all the sound, video and other technical equipment necessary for the events for the high-quality implementation of the event.
   9. The Supplier must ensure a person who will take care of the technical aspect of the event during the event (sound, video, lighting, etc.).
   10. A total of 5 international events after the end of each Programme cycle must be organised.
   11. Each event must be organised within 1 month from the end of the Programme cycle.

**CHAPTER VI**

**RESULTS OF THE SERVICES**

1. After the Programme implementation period, but not later than 31 March 2026, the Supplier must achieve the following results:
   1. the created and implemented Programme.
   2. the implementation of 5 (five) stages of the publicities of the Programme on an international scale and 5 (five) selection stages of Programme Participants for each Programme cycle.
   3. the organisation and execution of 5 (five) cycles of the Programme in accordance with the prepared Programme.
   4. the organisation and implementation of completion events (Demo days) for each Programme cycle (5 events in total).
   5. at least 60 participants of the Programme who completed the Programme; the Supplier will be obliged to provide the Contracting Authority with the list of the participants of the Programme cycle, specifying the name, company identification number, address, and contact information of the Programme Participant;.
   6. the venture capital fund operated by the Supplier or the venture capital fund (or another investing institution) with which the Supplier has concluded a cooperation agreement on investment has invested an amount of at least EUR 4,000,000 (four million euros) and the whole additionally committed investment amount in at least 5 (five) Programme Participants. The Supplier will be obliged to provide documents substantiating the fact of the investment, the names of the Programme Participants that have received investments and specify the amounts of the invested in each of them.
   7. at least 45 participants of the Programme who have attracted investments of at least EUR 30,000 each (thirty thousand euros). The Supplier will be obliged to provide the Contracting Authority with documents substantiating the fact of the investment, the names of the Programme Participants and specify the amounts of the invested amount for each of them.