

Terms of Reference (ToR) - Innovation ecosystem

About



BøthOfUs is funded by the European union on Erasmus+, HEI innovate.

BøthOfUs AB is a Swedish for profit organization founded in 2016 by industry experts who had 10+ years of experience in technology, innovation, design, digitalisation and internationalization.

BøthOfUs have built digitalisation & innovation ecosystems for institutions in 20+ countries outside EU and 12+ countries in EU

BøthOfUs creates social impact together with partner institutions by focusing on

- Digitalisation Strategy,
- Process of innovation & digitalisation,
- SDG localisation,
- Capacity building, (Digitalisation, entrepreneurship skill development, skill training)
- Enhancing and Building innovation ecosystem in collaboration with institutions,
- Research to commercialisation and deep tech focus.

The program is funded as part of Cascading funding

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Phase 1

BøthOfUs is funded by EU funding instruments, international development agencies to conduct feasibility study with educational institutions, the focus will be on the topics of

- Innovation and Entrepreneurship - Capacity building
- Skill set development for students and staffs
- Digitalisation & Financial stability
- Study and work programs for students

The details of the ToR for Phase 1 can be found below in the table

DUTY STATION:	Hybrid
PROJECT	Feasibility study on Sustainable Development Goals & Capacity building to understand the current process and structure of the institution in terms of innovation.
FUNCTIONAL TITLE:	Feasibility Study Phase
DURATION:	1 to 2 hours over zoom or in person meeting

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<p>commitment fee from partnering institutions</p>	<p><i>(Least Developed Countries : €200, Island countries : € 300, Economy in Transition/Developing Economies : €400, Developed countries : €550)</i></p> <p>ref : https://www.un.org/en/development/desa/policy/wesp/wesp_current/2014wesp_country_classification.pdf</p>
<p>Activities</p>	<p>BøthOfUs facilitates a feasibility study with partnering institutions 1 to 2 hrs of Virtual/ In person meeting</p> <p>Focus on</p> <p>Current strategy and process in relation to innovation, Digitalisation, Process, International collaboration</p> <p>SDG localisation in the innovation or tech transfer department.</p> <p>Financial sustainability model - FS</p> <p>Discussion on Funding and international collaboration.</p> <p>Student study abroad and work abroad collaboration</p> <p>Student clubs, Alumni clubs, career centers.</p>

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<p>Output</p>	<p>After feasibility, BøthOfUs and EU team will perform research for about a week to design a plan and KPI to achieve for internationalization, funding and financial economical sustainability for partnering institutions</p> <p>The output document is called "<i>Feasibility study to achieve revenue & internationalization</i>".</p> <p>Output will be presented to partnering institution in a virtual call with opportunity for Q & A</p> <p>The output document will have key KPI information to achieve during phase 2</p> <p>The output of Phase 1 is a document in form of slides or PDF which explains the Key KPI not limited to but with priority to following focus areas</p> <ul style="list-style-type: none"> a. Internationalisation b. Partnership c. Funding d. Resource mobilization e. Process for self sustainable economic model f. Program management g. SDG localisation h. Skill development i. Capacity building <p>Phase 1 is the evaluation phase, BøthOfUs and participating institutions can use the phase as an opportunity to decide if they would like to continue to Phase 2 for implementation of Key KPI together as collaborators.</p>
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	<p>Phase 1 can be treated as independent work package if the partnership is ended by Phase 1</p> <p>Phase 1 can be treated as preliminary and leading to Phase 2 if the partnership continues to Phase 2</p>
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Phase 2

Phase 2 is the KPI implementation phase which is focused on implementation of KPIs which are derived from Phase 1 output.

	Advisory collaboration	Action Collaboration
Definition	<p>This model is advisory collaboration</p> <ul style="list-style-type: none"> ● Advising on KPI implementation, ● Applying for grants together, ● Running granted programs ● Capacity building on advisory role ● Skills training on advisory role ● Creating revenue channel together ● BøthOfUs applying for funding 	<p>This model is co-leading collaboration</p> <ul style="list-style-type: none"> ● Full end to end co-leading KPI implementation as one team ● * Brand development ● * Digital enhancement ● * Digital tools creation ● Innovation framework implementation and SDG impact mapping ● Applying for international grants ● Building EU & international partnership ● Representing Partnering institution in EU ● Co-Funding opportunity ● Creating business models together ● Creating revenue channel together

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		<ul style="list-style-type: none"> BøthOfUs applying for funding
Duty station	Virtual meeting	<p>Kickoff meeting In-Person 3 to 4 days of workshop to define priorities from Phase 1 output document</p> <ul style="list-style-type: none"> More info about kickoff meeting and output below <p>Hybrid and meet in person adapting to international deals and partnership</p>
Partnering institutions commitment fee	<p><i>Below is per month commitment fee</i> <i>(Least Developed Countries : €200, Island countries : € 300, Economy in Transition/Developing Economies : €400, Developed countries : €550)</i></p> <p><i>ref : https://www.un.org/en/development/desa/policy/wesp/wesp_current/2014wesp_country_classification.pdf</i></p>	<p><i>Below is per month commitment fee</i> <i>(Least Developed Countries : €350, Island countries : € 550, Economy in Transition/Developing Economies : €600, Developed countries : €850)</i></p> <p><i>ref : https://www.un.org/en/development/desa/policy/wesp/wesp_current/2014wesp_country_classification.pdf</i></p>
	For any mutually created funding partners will share the grants and responsibilities	<ul style="list-style-type: none"> For any mutual created funding partners will share the grants and responsibilities
Minimum bonding time for contract	6 months	6 months
Maximum bonding time for contract	6 months	2 years with potential to extend

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In Person kickoff meeting

Partnering Institutions & BøthOfUs will meet in-person for Phase 2 Kick off meeting, partnering institutions reimburses the expense of travel and accommodation to BøthOfUs.

This phase leads to long term collaboration between BøthOfUs & partnering organizations on achieving the KPIs defined on the Phase 1 output, with highest priority given to internationalization and bringing economical sustainability to partner organizations.

The agenda of the in person workshop will be

- Day 1 is to prioritize and choose the KPI to focus as defined in phase 1 output
- Internationalization of innovation using HEI framework as defined by OECD and UN.
- Digital presence of the partner organization (Website, branding, social media)
- Business models and revenue generation
- Capacity building for strengthening innovation and revenue generation
 - a) Digitalisation - Tech tools, process, methodologies, including branding
 - b) Scalability - market and commercialisation
 - c) Partnership building and creating new business revenue streams
- Skills development - Soft skills and business skills needed for internationalization
- If the partnering organization has members or startups as part of them then discussion on scale up and internationalization (The identification, training and connecting startups/SMEs)
- EU partners to form collaboration with
- International agencies to form collaboration with
- Financial sustainability model mapping



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- BøthOfUs tools for entrepreneurs, innovation and mapping
- BøthOfUs materials for entrepreneurship
- Ideation of new business opportunity or partnership that can be formed to form triangular collaboration with BøthOfUs, Partnering organization as beneficiaries by offering service to third parties.
- EU funding calls onboarding from BøthOfUs
- Discovery of International partners, regionally and cross continental to organize and run programs
- To partner with HEI, innovation hubs, regionally and cross continental
- The goal of this stage is always to promote and facilitate business partnership.

All the process and strategy will be developed with priority to

- 1) Gender equality
- 2) supporting people from vulnerable group
- 3) Ethical tech and design process.

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