

TERMS OF REFERENCE FOR THE SELECTION OF AN EXTERNAL TECHNICAL ASSISTANCE SERVICES

Description: Selection of an **external technical assistance services** to support the correct technical execution and technical-financial justification of that detailed project:

Project title: Mediterranean Pathway for Circular Textiles

Acronym: MATRIX

Project number: A_T_2.4_0289

Project duration: 30 months

Start date: 30/09/2025

End date: 19/03/2028

Contracting entity: Catalan Fashion cluster (MODACC)

Total eligible direct costs for MODACC: 363.000€

MATRIX project description

MATRIX aims to transform fashion design in the Mediterranean through the Circular Fashion Design Toolbox, a set of practical tools focused on three key areas: resources (water and energy), materials, and digitalization. The Toolbox will serve as the cornerstone of a comprehensive training programme, empowering 200 SMEs and stakeholders to adopt circular design and production methods. A total of 90 SMEs will pilot these tools to achieve measurable progress in circularity and sustainability. The project will also foster cross-border collaboration through study visits and peer-review missions in Spain and Tunisia, and a matchmaking event in Türkiye connecting 40 SMEs with 15 circular solution providers. Together, these actions will lay the foundation for the Mediterranean Pact for Circular Fashion, a regional alliance ensuring the project's long-term impact.

Description of the Catalan Fashion Cluster

MODACC is the Catalan Fashion and Textile Cluster, an organization that brings together companies, technology centres, and stakeholders from across the textile-fashion value chain in Catalonia with the aim of boosting the sector's competitiveness and strategic transformation. As an accredited cluster and a member of ACCIÓ's cluster network, MODACC acts as a platform for business cooperation and as a driving force behind projects in innovation, sustainability, and internationalisation.

The organisation develops collective initiatives that address the current challenges of the sector, particularly in areas such as digitalisation, the green transition, talent development, and access to new international markets.

With more than 150 member companies and a solid track record in managing European, national, and regional projects, MODACC has the technical and organisational capacity to lead high-impact initiatives. Within the framework of the present project, MODACC assumes the role of coordinator, ensuring strategic coherence, the involvement of relevant stakeholders, and the transfer of results to the wider sector.

Object of the contract

The purpose of this contract is to provide technical assistance services to support the correct technical execution and technical-financial justification of the European project " *Mediterranean Pathway for Circular Textiles' Design*" (*MATRIX*), with reference number (**A_T_2.4_0289**) and co -financed by 89% by the **Interreg NEXTMED Programme**.

The purpose of the contract is to ensure the correct implementation of the project work plan, as well as guarantee the appropriate economic, administrative and financial monitoring to comply with the specific control and justification regulation of the Interreg NEXTMED program.

This advice and support will be divided into three blocks:

1. **Coordination support:** Permanent support to MODACC, as the project beneficiary leader, and to the rest of the partnership partners, in the tasks defined in the management activities included under **WP1 -Project Coordination, Management, and Monitoring**: meetings, justification, requirements, as well as assistance in communication with the Program management authorities.
2. **Technical Assistance:** Planning and monitoring of the activities to be achieved in the project; support and coordination between those responsible for the different activities. With special attention to issues of both internal and external communication.
3. **Financial, administrative and supporting advice:** Provide permanent assistance to all partners in administrative, financial and budgetary matters and support in deviations and eligibility of expenses. Support in the preparation and delivery of supporting activity and economic control reports.

The bidding company will make the technical team available to MODACC to support the European Programs department to comply with the project work plans and ensure the quality, scope and results of the project.

Obligations of the successful bidder

The purpose of the contract is to ensure the correct implementation of the project's work plan, as well as guarantee the appropriate economic, administrative and financial monitoring to comply with the specific control and justification regulations of European programs.

To make this possible, permanent support is required for MODACC, as the project lead beneficiary, and for all partners in the tasks defined in **WP1 -Project Coordination, Management, and Monitoring.**

COORDINATION ACTIONS

- Coordination and permanent communication with the different project partners, both for technical issues and administrative and accounting issues. Support for the accounting and financial monitoring of the project.
- Support in the organization and monitoring of the different project meetings (Steering Committees): preparation, assistance, writing and monitoring of the minutes.
- Support and coordination of the Advisory group Board: formed by the associated partners of the project, as well as experts in the textile sector and circularity. Coordination of communication between the project partners and the advisory group when necessary.
- Coordination and monitoring with the Technical Manager and Administrative Assistant of each partner.

MANAGEMENT ACTIONS

- Support to the Project Coordination Office (PCO), led by the project coordinator. Therefore, support in monitoring, reporting, financial control and in general ensuring the good progress of the project, and foreseeing and ensuring actions taken in advance to avoid and resolve problems. Support in the accounting and financial monitoring of the project. Supervision of the costs reported by the partners: compliance with the approved budget and with the general eligibility rules.
- Through the support of the PCO, assistance will also be provided in the creation and monitoring of the project's documentary archive, other technical meetings, and permanent communication with partners in order to evaluate the implementation of the project.
- Support in terms of communication with the PCO and the Program Management Authority.
- Support in the creation of the guide and training material for the preparation of reports and financial procedures.

MONITORING ACTIONS

- The execution schedule, presentation of deliverables, as well as the budget and expenses generated by the project.
- Comprehensive support to all partners, in the monitoring and development of the different “Work Packages” of the project. Periodic monitoring with the person responsible for each WP to ensure the correct implementation of the different activities. Monitoring and communication with the different WP- Leaders, in order to ensure good progress of the project.

Evaluation criteria:

Criteria / sub-criteria	Points (%)
1. Technical proposal of the project	75
1.1. Technical quality of the project	30
1.1.1. Work methodology	15
1.1.2. Project planning and organization	15
1.2 Technical qualification of the project team	45
1.2.1 Director's assessment	25
1.2.2 Assessment of a senior technician	15
1.2.3 Appreciation for the contribution of more personnel	5

1.1. Technical quality of the project

The technical quality of the project will be assessed taking into account the methodological description of the work and the planning and organization of the project. The organization of weekly in-person monitoring meetings will be assessed.

This criterion will have a maximum score of 30 points, broken down as follows:

1.1.1. Working methodology

The creation of a document with the general vision of the project, which includes the relationship and description of how the services will be executed, will be assessed. It will also be necessary to assess how the coordination and control of the projects is planned for their correct operation. It will also be necessary to take into account the quality of the technical assistance with respect to MODACC and the ongoing project.

Score up to a **maximum of 15 points** according to the following table:

Working methodology	Score 15
Explanation with the relationship and description of how the services described in the section on the obligations of the successful tenderer of the Technical Specifications will be carried out	Up to 5 points
Explanation of how the coordination and control of projects will be carried out.	Up to 5 points
Explanation of how the quality of technical assistance will be ensured	Up to 5 points

1.1.2. Project planning and organization

It will be assessed how communication with the contractor will be carried out, how follow-up meetings will be held, when face-to-face meetings will be held and with what frequency. At an organizational level, the distribution of tasks of the work team will be assessed, and availability and flexibility of hours will also be assessed.

Score up to a **maximum of 15 points** according to the following table:

Planning, project organization	Score 15
Explanation of how communication with MODACC will be made	Up to 5 points
Explanation of the distribution of work team tasks	Up to 5 points
Explanation of availability and flexible hours	Up to 5 points

1.2 Technical qualification of the project team

The **technical qualification of the project team assigned to the execution of the contract will be assessed** taking into account previous experience based on the *curriculum. life* and documentation relating to experience and relevant references. This point will have a maximum score of 45 points.

1.2.1. Assessment of project manager experience

The experience of the project director is valued at 25 points, because their knowledge in the management of European projects is vital. For this reason, it is important that this person has the maximum previous experience in managing European projects, especially those funded by relevant Programs such as ENI CBC MED, Interreg, COSME/Single Market Programme or LIFE. A minimum of 24 months of experience will be required.

Additionally, if you have had experience in managing European projects in the field of textiles and circularity, you will be given 5 extra points. A minimum of 5 years of experience will be required.

Evaluation of the project manager's experience	Score 25
No experience	0 points
Number of European projects managed	20 points
textile project management	5 points

The director profile with the highest number of European projects managed will obtain the maximum score, 20 points, and for the rest the score will be reduced proportionally to the decrease in the number of European projects managed. The following formula will be used:

Number of projects scored X 20 points

----- = score

Highest number of projects

1.2.2 Contribution of a senior technician expert in European projects

The senior technician's experience in European project management knowledge is valued, as he will be the person responsible for most of the technical assistance, which is why both knowledge in different European projects and experience in European textile/circularity projects are valued.

Assessment of senior technical experience	15 points
No experience	0
Number of European projects managed	10 points
Experience in managing European textile projects	5 points

The senior technician profile with the highest number of European projects managed will obtain the maximum score, 10 points, and for the rest the score will be reduced proportionally to the decrease in the number of European projects managed. The following formula will be used:

Number of projects scored X 10 points

----- = score

Highest number of projects

1.2.3. Assessment for the contribution of more personnel

Contribution of an extra person to the work team	5 points
Junior technician in European project management (minimum one year of experience in the subject) and with related studies (European studies, international relations, political science, etc.).	5 points

Submission procedure

Applications can be submitted to the following email address: vacancies@modacc.cat by January 16th 2026 at 23:59