

# WOMEN TechEU

## Guidelines for evaluators

### OC#1

OPEN DATE:	10. April 2024
CLOSING DATE:	08 May 2024 by 17:00 CEST, Brussels time
Project website:	<a href="http://www.womentecheurope.eu">www.womentecheurope.eu</a>
Applications:	<a href="https://bit.ly/3PTDwAB">bit.ly/3PTDwAB</a>

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## 1. About Women TechEU project

Women TechEU is a 2-year EU-funded project supporting women leading deep tech startup companies from Europe.

Our mission is to create a more gender-balanced entrepreneurship ecosystem. We believe that diversity drives innovation, and we are here to provide women in deep tech with more opportunities, resources, and support to thrive.

The project consortium will launch 4 calls for applications spanning over of 2 years which, following a rigorous evaluation process, will result in a total of 160 beneficiaries. Each beneficiary will receive €75k grant (non-dilutive finance) as well as a personalised business development service which includes mentoring, coaching and targeted training among other options.

## 1. Become an evaluator

Women TechEU is seeking independent evaluators who can assess the quality of the received applications within the Open Call #1 shortly after the call is closed on the 20<sup>th</sup> May 2024.

### 2.1 The evaluators should meet the following criteria

- European (EU nationals (Member States (MS) of the European Union (EU), including their outermost regions, as well as Overseas Countries and Territories (OCT) linked to an EU Member) as well as nationals of Horizon Europe associated countries, full list [HERE](#)).
- Expertise in
  - deep tech Innovation: Evaluators should have a strong understanding of deep tech innovation, including the ability to evaluate projects based on their innovativeness, feasibility, and/or potential to go beyond the state-of-the-art

#### **and/or**

- Entrepreneurial, Investment, or Innovation Background: Evaluators should have experience in entrepreneurship, investment, or innovation to effectively assess the proposals in the context of the Women TechEU programme.
- Experts with experience in evaluating proposals for the European Commission or similar experience.

An evaluator must not work as an employee for an organisation that aims to participate in the Women TechEU OC#1 or for an organisation that is currently involved in the Women TechEU consortium.

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The evaluators will be responsible for providing a neutral but technical/scientific and/or commercial review of the received applications, generally focusing on, but not limited to, the following aspects:

- Quality and relevance of the proposed project or initiative.
- Technical feasibility and innovation potential.
- Alignment with the objectives and focus deep tech technologies of Women TechEU.
- Potential impact and scalability of the proposed solution.
- Consideration of ethical, legal, and regulatory aspects
- Evaluation of the applicant's expertise, track record, and capacity to execute the project.

It is important to note that the number of applications per evaluator depends on various factors:

- the availability of evaluators',
- time and,
- the number of applications submitted.

You will be notified of the number of proposals during the contract signing, and you will have access to the details of the proposals once the contract is signed and you log in to the SPLORO platform for evaluations. For specific dates, please refer to **Section 3** of this document.

## 2. Evaluators selection process

Evaluators will be selected by the Women TechEU team members based on their competences and needs for the OC #1.

### 3.1 Expression of interest

If you are interested in becoming an evaluator, please create an evaluator profile on the SPLORO platform, complete all the necessary fields in the form (see Annex 1) and upload your **CV (in .pdf format)**.

If you know someone else who might be qualified for this task and might be interested, please forward these details to them. By applying to Women TechEU Call for Evaluators, applicants automatically accept all the rules and conditions described below.

### 3.2 Evaluators' liability

All evaluators must sign as part of their contract a declaration of no conflict of interest and a confidentiality agreement (see Annex 2) with the Women TechEU consortium prior to the start of the evaluation.

By applying to the Women TechEU evaluator Call and registering on the SPLORO platform, the expert:

- understands that submitting an application (registration) does not guarantee selection as an evaluator for any of the open calls.
- confirms that the team in charge of the OC#1 will inquire about their availability to perform the evaluation within the specified timeframe for the given open call, to attend an information session, on the 16<sup>th</sup> May at 12h Brussels time, and (if necessary) debriefing session after selection .
- confirms interest in being informed about future opportunities to act as an evaluator in ongoing and upcoming open calls.

- ensures that they will only evaluate applications from applicants with whom they have no Conflict of Interest (CoI).

### 3.3 Admissibility

- Applications for the call for Evaluators can be submitted at any time starting from 10.04.2024 to 08.05.2024 17:00h Brussels time
- Applications for the call for Evaluators must be submitted electronically through the SPLORO platform, as indicated in this call, using the provided form on the platform, and a CV must be attached as a .pdf file as part of the application. Paper or email submissions are **NOT** eligible.
- Applications must be completed in all parts, and the CV must be legible, accessible, and printable.

If the eligibility criteria are met, the expert evaluation will be conducted by the Women TechEU team members. To formalise the collaboration, unless otherwise specified, selected evaluators will be required to sign a declaration of no conflict of interest (can be found [HERE](#)), a confidentiality agreement with the project representative (coordinator, treasurer, etc.) and the contract prior to the start of the evaluation.

### 3.4 Conflict of interest

Evaluators must not have a conflict of interest at the time of their appointment and must sign a contract stating that they do not have one. They must also notify the consortium if such a conflict arises in any of the applications to which they have been allocated.

A conflict of interest could be where an evaluator has been working or engaged with an applicant in the past, or is a current or potential investor, or similar situations where his/her judgement would be clouded by the relationship with the startup.

Every potential conflict of interest can not be pre-empted, if you are in doubt or have a query in relation to a conflict of interest you are advised to bring to the attention of

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the project consortium immediately. As a basic guidance we have provided some examples of conflicts:

- You are a director, trustee or partner or involved in the management of any entity involved in the proposal (applicant, affiliated entity or other participant involved in the proposal)
- You are employed or contracted by one of the entities involved in the proposal (applicant, affiliated entity, named subcontractor or other participant involved in the proposal).
- If you have been involved in the preparation of a proposal submitted under Women TechEU previous and existing calls/ If you would benefit if a proposal submitted to Women TechEU **is** accepted or rejected - have close family ties (spouse, domestic or non-domestic partner, child, sibling, parent, etc) or other close personal relationship with a person (including affiliated entities or other participants) involved in the preparation of a proposal or with a person which would benefit if such proposal is accepted or rejected.
- If you are a member of an advisory group set up by the EU to advise on the preparation of work programmes or work programmes in an area related to the call - are a national contact point (e.g. National Contact Points or National Focal Points) or working for specific stakeholder groups tasked with promoting the programme (e.g. Enterprise Europe Network (EEN) for Horizon and SMP COSME) - are a member of a EU Programme Committee (if applicable).

When an evaluator reports a potential conflict of interest or it is brought to the project consortium's attention in any way, the project consortium will assess the circumstances and any objective aspects of information available. If the consortium determines that there is a conflict of interest, the evaluator will be removed from the application's evaluation. All potential conflicts of interest will be thoroughly investigated. More information can be found [HERE](#).



### 3.5 Confidentiality

All information connected to the evaluation process is absolutely confidential, thus evaluators are bound by secrecy. They are not permitted to reveal any information regarding the applications submitted, as well as the outcomes of the assessment and selection, to anyone. They are also not permitted to use the application's concepts for their own purposes.

## 3. Payment conditions

As an integral part of the evaluation process, it is mandatory for all evaluators **who are VAT registered in their respective countries** to be registered in the VIES (VAT Information Exchange System) before engaging in the assessment of proposals. The VIES registration ensures that evaluators possess valid VAT identification numbers, contributing to the transparency and credibility of the evaluation process. This measure aligns with international standards and is crucial for handling financial transactions associated with the compensation system outlined below.

In the evaluation process, each evaluator has the opportunity to receive **100 EUR for each proposal reviewed**. This compensation system aims to recognise and value the time and effort dedicated by the evaluators, encouraging their comprehensive participation in the evaluation process.

Given the dynamic nature of the evaluation process, where assignments are made to align with the evaluator's experience and knowledge, it is important to note that a specific minimum number of evaluation sessions cannot be guaranteed. However, the precise details of the evaluator's work will be formally communicated via email by the Women TechEU consortium.

It is estimated that as an evaluator you may be involved in evaluating up to 40 applications received in Women TechEU Open Call #1. They will be delivered in batches to match the performance of the evaluator and the number of received applications.

Each evaluator will sign a contract for evaluating the proposals with AwakenHub.

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The evaluator is required to prepare an invoice and forward it to AwakenHub. Each invoice submitted by the evaluator must clearly state:

- The reference of the contract: Women TechEU Call#1
- Identification of the evaluator.
- The number of evaluations, performed.
- The EVALUATOR's address, international bank details & VAT no (if applicable).

AwakenHub will make a single payment via bank transfer. All payments will be made to the bank account provided by the evaluator, strictly in euros, to bank accounts that accept euros. The transfer will be made to the evaluator's account within 60 days of receiving the invoice.

All taxes, including VAT, are included in the fees payable by AwakenHub. It is important to note that AwakenHub is not subject to any commercial tax, including VAT, and the amount indicated as the project fee is therefore considered as all-inclusive.

## 4. Startup Evaluation Procedure

### External remote evaluation

All activities will be carried out individually on the SPLORO platform. On **16<sup>th</sup> May, 2024**, an online webinar will be conducted with the selected evaluators, where the evaluation process will be explained step by step, with special attention to the evaluation criteria. Additionally, they will be briefed on how the SPLORO platform functions.

After the webinar, the evaluators will be sent a manual for the platform and all the necessary documentation for the evaluation process.

Each proposal will then be assigned to 2 evaluators, and consequently, 2 individual evaluation reports will be prepared for each proposal, which should be based on the assessment of 5 main criteria:

1) General:

- Content of 3-minute video submitted

2) Impact:

- Details business overview, target market, and competitors.
- Describes the SWOT analysis and explains its contribution in economic, social and environmental terms.
- Defines whether the company contributes to the green, digital and social transition.

3) Excellence:

- It is divided into company description and technology behind the start-up section.
  - Addresses objectives in the Women TechEU call.
  - Highlights deep tech innovation, advancements, and uniqueness.
  - Describes technological and financial roadmap. Describes the activities to be funded under the Women TechEU grant.
  - Identifies the deep tech technologies targeted: drop-down list of deep tech technologies the company is addressing.
  - Assesses the solution's readiness level and ownership of intellectual property: Select the TRL of your current solution, does your company own any IP (drop-down list).
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4) Implementation:

- Profiles key team members, emphasizing gender equity and diversity.
- Explores team's deep tech industry experience and achievements.
- Covers the woman founder's active participation and previous start-up experience.

5) Ethics self-assessment:

- Ethical considerations for biological material and data handling.
- Clinical and non-clinical research ethics.
- International and environmental ethical concerns.

The evaluators will score each award criterion on a scale from 0 to 5:

*Table 1: Criteria score*

Score	Definition
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
1	Poor – criterion is inadequately addressed or there are serious inherent weaknesses
2	Fair – proposal broadly addresses the criterion, but there are significant weaknesses
3	Good – proposal addresses the criterion well, but several shortcomings are present
4	Very good – proposal addresses the criterion very well, but a small number of shortcomings are present
5	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

