

Advisory tool for the EU outermost regions

Catalogue of Services

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Catalogue of Services

The advisory services that can be requested are listed in the catalogue below. You can choose from the list of services the category that best fits your specific need. The services (to be) provided are exclusively in the form of workdays of experts and therefore no financial support will be granted.

Table 1: Summary of services offered

Categories	Services
“Strategic advice” support	<ul style="list-style-type: none"> ▶ Develop/update/improve development strategies and actions plans ▶ Establish priorities ▶ Conduct needs and gaps analysis ▶ Provide recommendations and guidance on next steps
“Matching needs with assistance” support	<ul style="list-style-type: none"> ▶ Matching of gaps and solutions for support, including for technical assistance and investment via various EU, international, national, regional and non-EU support tools, funds and programmes. Advice on which EU/ national/regional/international tool/fund/programme can support action in a given issue in any policy area ▶ Reaching synergies and complementarities between various EU, international, national, regional and non-EU support tools, funds and programmes. ▶ Information on relevant calls for proposals under various programmes; the relevant deadlines, forms to be filled in and eligibility ▶ Advice on how to address needs and bottlenecks ▶ Advice on how to apply to access the relevant EU tools, funds and programmes
“Project pipeline” support	<ul style="list-style-type: none"> ▶ Conduct analyses to underpin proposals ▶ Assess existing project pipelines ▶ Conduct preliminary feasibility studies ▶ Develop cost statements ▶ Consortium building support
Support for “building relevant technical and administrative capacity”	<ul style="list-style-type: none"> ▶ Training/coaching/tutoring/professional advice (not covered by existing instruments or support tools)
Ad-hoc requests	<ul style="list-style-type: none"> ▶ To be assessed in terms of its scope and eligibility with the European Commission on a case-by-case basis

These services are provided in further detail below:

1. STRATEGIC ADVICE SUPPORT:

- **Develop/Update/Improve Development Strategies and Action Plans:** Our expert consultants will work closely with the stakeholders to develop, update, or improve their development strategies and action plans. We will analyse current objectives, external

conditions, and internal capabilities to craft tailored strategies that align with their organisational goals and the regional development strategies.

- **Establish Priorities:** Determining the right priorities is essential for effective resource allocation and goal attainment. We will offer assistance in establishing clear and strategic priorities based on their objectives and available resources. Our team will collaborate in identifying key focus areas and will create a roadmap that outlines the order and significance of the organisations' initiatives.
- **Conduct Needs and Gaps Analysis:** Understanding public/private organisation's needs and identifying gaps is crucial for strategic decision-making. We conduct needs and gap analyses to evaluate the current state and identify areas for support or further improvement and development. Our team will examine factors such as economic trends, needs, the region's competitive advantages and capabilities to provide the applicants with actionable insights that bridge the gaps and align their strategy with their requirements.
- **Provide Recommendations and Guidance on next steps:** After conducting thorough analyses, we provide applicants with well-founded recommendations and guidance on the next steps to take. Our experts offer valuable insights based on industry best practices, market intelligence, and their extensive experience. We will help them make informed decisions, navigate complexities, and leverage opportunities effectively.

2. MATCHING NEEDS WITH ASSISTANCE SUPPORT: supporting effective access to EU and non-EU funding programmes and support tools, including enabling of synergies and complementarities when needed

- **Matching of Gaps and Solutions for support:** building on the analysis of needs and gaps above, we can guide you on the most appropriate tool/instrument to use, by identifying the gaps within organisations and matching them with appropriate solutions. Moreover, if you have already identified a gap or need for your entity, we can also help you in identifying the best tool/instrument. We leverage our expertise to assess your needs and determine the best-suited technical assistance and funding options available through various EU, international, national, and non-EU support tools, funds, and programmes. We will provide tailored advice on which specific EU, national, or international tool/fund/programme can support your actions in any policy area, ensuring alignment with your objectives.
- **Reaching Synergies and Complementarities:** We understand the importance of synergy and complementarity when utilising different support tools, funds, and programmes. Our team will identify opportunities for synergy and strategic alignment between various EU, international, national, regional and non-EU support mechanisms. By coordinating and integrating these resources effectively, we will optimise their impact and maximize the outcomes for your organization.
- **Information on Relevant Calls for Proposals:** Staying updated on relevant calls for proposals is crucial for accessing funding opportunities. Our consultants provide comprehensive information on the latest calls for proposals under various programmes, including EU, national, and international initiatives. We will ensure you are aware of the relevant deadlines, required forms to be filled in, and eligibility criteria, enabling you to submit competitive and compelling proposals.
- **Advice on Addressing Needs and Bottlenecks:** Our team assists you in addressing your organisation's needs and overcoming bottlenecks. Through thorough analysis and expertise, we identify the challenges hindering your progress and provide valuable advice on effective solutions. We will guide you in implementing strategies that mitigate bottlenecks and optimise your performance, helping you achieve your objectives efficiently.
- **Application Support for Accessing EU Tools, Funds, and Programmes:** We are aware that sometimes accessing the relevant EU tools, funds, and programmes can be complex. Our consultants can offer comprehensive guidance on the application process, ensuring you have a clear understanding of the requirements and procedures involved.

We will help you navigate the application process, provide insights on best practices, and enhance your chances of successfully accessing EU resources for your initiatives. ⁽¹⁾

3. PROJECT PIPELINE SUPPORT: Conducting feasibility studies, developing cost statements and providing consortium building support.

- **Conduct Analysis for Proposal Underpinning:** Our consultants perform in-depth analysis to strengthen your proposals with solid research and comprehensive insights. We delve into relevant data, carry expert analysis, and industry insights to gather crucial information on programmes for the OR.
- **Assess Existing Project Pipelines:** We evaluate your current project pipeline, identifying areas for improvement and aligning them with organisational goals.
- **Conduct Feasibility Studies:** Our team can conduct feasibility studies tailored to your needs, providing a preliminary evaluation on the technical, financial, and market viability.
- **Develop Cost Statements:** We create detailed cost statements, considering all relevant factors, to facilitate accurate budgeting and secure funding.
- **Support Consortium Building:** We assist in building strong consortia by leveraging our network, identifying partners, and facilitating collaborations for action success.

4. SUPPORT FOR BUILDING RELEVANT TECHNICAL AND ADMINISTRATIVE CAPACITY: Training, professional advice and capacity building programmes to help regions achieve their goals.

- We offer specialised training, coaching, tutoring, and professional advice tailored to your organisation's specific needs not offered by the already existing advisory tools. Our consultants possess extensive expertise and knowledge, enabling us to provide targeted guidance and support. Whether you require skill development, individual coaching, subject-specific tutoring, or professional advice on complex matters, we offer personalized solutions to enhance your capabilities. Our training programmes and advisory services go beyond conventional support tools, ensuring that you receive the customized assistance necessary to achieve your goals. This support **will not** provide assistance to the drafting of proposals to be submitted under any tool, fund and programmes, but will offer advice based on best practices and strategies.

5. AD-HOC REQUESTS: Other requests which are not covered by the services described above will be assessed on a case-by-case basis.

Types of support

Covering each one of the above categories, there are **two types of service support** that we can offer: **concise support** and **extensive support**. For the concise support maximum 15 days can be offered, while extensive support can be up to 45 days.

Examples of services

The following table provides illustrations of kinds of support activities that can be delivered. The list is not exhaustive and other kinds of support can be requested, including a combination of support activities. The requested support activities will be based and approved on a case-by-case basis.

⁽¹⁾ Ecorys will **not** be preparing, drafting and/or submitting applications, just providing advice and support on how to prepare the applications.

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<ul style="list-style-type: none">• <i>Strategic advice support</i>	Assist a SME to identify their key goals and align them with the priorities they could adopt in their business while contributing to the regional development strategies.
<ul style="list-style-type: none">• <i>Matching needs with assistance support</i>	Provide SMEs with information on EU funding available adapted to their needs and keep them up to date on new calls for proposals under EU programmes.
<ul style="list-style-type: none">• <i>Project pipeline support</i>	Assist in shaping the budget of an economic operator in line with usual requirement from the European Commission standard procedures and templates.
<ul style="list-style-type: none">• <i>Support for building technical and administrative capacity</i>	Provide a 2-hour training session on administrative steps when preparing for the submission of a proposal and provide tips and best practices on what a good proposal looks like. This explicitly excludes the drafting of proposals.
<ul style="list-style-type: none">• <i>Ad-hoc requests</i>	To be assessed in function of the requests received.