

## TENDER – BRIEF (JANUARY 2021)

### SUPPORT FOR PROMOTION OF PROCESSED FRENCH FOOD PRODUCTS IN THE UNITED ARAB EMIRATES

#### 1. CONTEXT

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The French Food and Drink Federation (ANIA, Association Nationale des Industries Alimentaires), is a non-profit association created in 1968. ANIA's mission is to represent, inform and accompany French food processing companies from all over France (17 000 companies, of which 98% are SMEs). Its members include 32 sectoral syndicates and 15 regional federations.

Following discussions within ANIA' Export Committee, and the success of ANIA's European programs currently led on the American and Chinese markets (more than 200 companies were accompanied over the last 3 years), ANIA was assigned in 2020 the mission to build a new program aiming at helping food companies expand their exports and business relations in the United Arab Emirates, in accord with the priorities highlighted in the European Commission Work Programme.

The main objective of this program is to increase the visibility, the sales and the general awareness of European and French food products in the United Arab Emirates. The action aims at widening the range of European and French products available via different UAE distribution channels.

The recruitment of a specialized executive agency is necessary to plan and execute the actions covered in this new program.

ANIA expects a sustainable partnership with the executive agency; based on high mutual confidence, considering the budgets involved, considering the need to sustain companies' confidence in ANIA via the proposed program, and considering that sensitive, confidential information of a competitive nature may be shared with the chosen agency.

This B2B-focused program will include the following activities:

- ✓ Public relations and communication
- ✓ B2B Roadshow
- ✓ B2B meetings
- ✓ In-store & online promotions
- ✓ Promotional event

The **three-years program** aims at reaching over **150 companies** with a budget of **€750 000** available for execution of the actions by the executive agency.

## 2. ELEMENTS EXPECTED IN THE BID

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The detailed proposition (PowerPoint format demanded) should be sent imperatively in English to Ms. Juliette CHAUVEAU ([jchauveau@ania.net](mailto:jchauveau@ania.net)) and should include:

1. Presentation of the agency including information on its financial viability, on its competences for accompanying ANIA with these 5 types of activities in the United Arab Emirates and on its knowledge on rules concerning EU-funded promotion programs.
2. A program proposal including a logo, participation to B2B meetings, in-store promotions, B2B Roadshows, public relations, and the organization of a promotional event. The geographic coverage should be extensive enough to guarantee a sustainable implantation of French products. Subcontracting, if any, must be itemized in the proposal.
3. For the actions detailed below, the agency should describe the objectives, the target audience, as well as the expected deliverables and should include a precise budgetary proposition. The proposal should take into account the compulsory EU signature and other graphic elements as stipulated in Regulation EC/AA44/2014 and related legislation. The selected executive agency will need to strictly adhere to these criteria for all actions planned and carried out, as non-compliance with these EU rules would lead to non-eligibility of the actions and loss of funding.

## 3. SUPPORT ACTIONS

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Actions carried out by the executive agency under this program fall under five main types of activities, BtoB and BtoC:

1. **BtoC actions: Public relations & communication and Point-of-Sale & Online Promotions**
2. **BtoB actions: Roadshows, BtoB Meetings, Promotional Event**

These actions are detailed hereunder.

### 1. BtoC Actions

Indicative budget: **275 000€**

#### 1.1. Public relations and communication

- ✓ The agency should propose public affairs and media actions. The agency should describe how the proposed actions will contribute to the overall objectives of the program. The public relations axis of this program should focus on social media and include the creation of promotional material. The proposed actions should increase the visibility of ANIA's actions in the United Arab Emirates.

#### 1.2. Point-of-sale / Online Promotions

- ✓ The agency should propose a program with point-of-sale and / or online promotions. The agency should describe the way that the relevant stores and platforms will be selected in several cities and the various steps of negotiation and preparation. The training and management of the animation teams on site should be described. Well-known franchises as local brands should be considered.

### 2. BtoB Actions

## **Indicative budget: 475 000€**

### 2.1. B2B Roadshows

- ✓ The agency should propose at least one B2B Roadshow per year. Roadshows should provide an overview of the market and enable participants to identify relevant entry points into the targeted market. The roadshows should also provide business and communication opportunities for participating companies.

### 2.2. B2B Meetings

- ✓ The agency should propose B2B meetings. Considering the current referencing and listing of French products in stores, the agency should identify and describe the most relevant major buyers to organize meeting with vs. program objectives. Meetings can be organized in conjunction with in-store promotion programs, but the agency may propose other solutions.

### 2.3. Promotional Event

- ✓ The agency should propose a promotional event (B2B / B2C). The agency should describe the event, its various steps of negotiation and preparation, and its intended results.

The selected agency will also be expected to participate in putting in place and in taking part in a validation committee. This committee will verify if the candidate companies interested in participating in the activities meet the criteria set by the EU program, in terms of quality and sustainability to the objectives of raising awareness and added value of European food products in the targeted markets.

An evaluation agency will also be selected at a later stage by ANIA to audit the program. The selected executive agency will be expected to facilitate the work of the evaluation agency as required throughout the project, e.g. provide information requested by the evaluation agency, participate in occasional meetings with the evaluation agency and take on board its recommendations.

The selected agency will be expected to assist ANIA in writing a proposal to the European Commission for financing. An envelope of 2 000 euros is reserved to this effect.

## **4. PROPOSED PLANNING**

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- ✓ 11 January by 12h00: ANIA diffuses the call for tenders on all platforms
- ✓ 03 February by 16h00: Reception of the detailed propositions by e-mail
- ✓ 04 - 05 February: Notification of preselection results
- ✓ 11/12 February: Auditions of the pre-selected agencies
- ✓ 17 February: Notification of the chosen agency and detailed notification to the other agencies of non-selection
- ✓ 18 February – 15 April: Proposal writing in view of submitting the proposal to the European Commission for financing
- ✓ 15 April: Submission of the project

## **5. PRESELECTION CRITERIA AND SELECTION CRITERIA**

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The selection will be done by a jury composed of members of ANIA's staff involved in the implementation of the project. Other personalities may complete the jury (administrators, representatives of member federations).

**Preselection criteria:**

1. Financial viability (yes/no, eliminatory)
2. Respect of the overall budgetary envelope (overrun of total budget eliminatory)

**Selection criteria:**

3. Comprehension and strict respect of EU promotion rules (20 points)
4. Experience with the food industry (10 points)
5. Experience in the United Arab Emirates (presence in the United Arab Emirates will be considered as a plus) (10 points)
6. Quality and coherence of the strategy, argumentation of proposed actions (30 points)
7. Experience in trade fairs, B2B meetings, in-store & online promotions, trade cocktails, Roadshows and communication actions (20 points)
8. Qualifications of the project management team (10 points)

A minimum score of **70** will be required for selection.

## 6. CONTACTS

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Vanessa QUERE, International Manager ([vquere@ania.net](mailto:vquere@ania.net)) and Juliette Chauveau, International Projects Manager ([jchauveau@ania.net](mailto:jchauveau@ania.net)) are available to answer any questions agencies might have.