

**TECHNICAL SPECIFICATIONS DOCUMENT FOR THE SERVICE CONTRACT OF THE SECOND EDITION
OF THE "CATALONIA SPACE ACCELERATOR" PROGRAMME**

1. INTRODUCTION

The Institute of Space Studies of Catalonia Foundation (hereafter, IEEC) is a research institute attached to the Generalitat of Catalonia through the competent department in the field of research and is part of its institutional public sector.

The IEEC explores all domains of knowledge and technology related to the space sector and space sciences, such as astrophysics, cosmology, planetary science, Earth observation, and space engineering. Its goal is to advance the boundaries of space research through scientific and technological efforts, maximising benefits for society.

The specific objectives of the IEEC are:

- To foster astronomical and space research.
- To become an internationally recognised centre for attracting talent and fostering collaboration both locally and globally.
- To become an efficient agent of knowledge, innovation, and technology transfer in its field.
- To carry out awareness-raising campaigns for society about science through the communication of scientific culture.

On 25 November 2025, the Generalitat of Catalonia, through the Secretariat for Digital Policies, approved the Catalonia Space Strategy 2030 (hereinafter "the space strategy"), to promote the Catalan space sector and provide continuity to the first strategy approved in October 2020. Through its Area for the Promotion of the Space Sector in Catalonia (APEC), the IEEC is one of the entities responsible for promoting and carrying out various activities identified in the strategy, among which is the task of boosting and creating a competitive space ecosystem in Catalonia at national and international level.

Within the framework of the Catalonia Space Strategy 2030, the IEEC needs to contract services for the execution of the second edition of the Catalan space acceleration programme. The new acceleration programme will enable the development of business models linked to the space sector through mentoring, new contacts with investors, contacts with corporates, business development support, market strategy, and much more.

The purpose of this tender is to award the contract for the development and execution of an acceleration programme geared towards 4 companies from the Catalan space ecosystem.

This contract is addressed to companies and/or consultancies that are experienced in accelerating space-sector companies in Europe and that can deliver the acceleration programme by offering the best possible service to Catalan space companies to accelerate their businesses.

2. OBJECT OF THE CONTRACT

This contract has as its object the provision of services for the development and execution of an acceleration programme geared towards 4 companies from the Catalan space ecosystem. The programme will include mentoring, new contacts with investors, contacts with corporates, business development support, market strategy, and additional services. The services of a company that is expert in accelerating space-sector companies are required. In addition, the contractor will also invite the alumni



companies from the previous 2024 acceleration programme to events that take place during this new programme.

The scope of the contract will encompass the following services:

ACTIVITY 1. Selection of Companies to Accelerate

Selection of Companies:

The successful bidder must establish and justify an appropriate selection procedure to choose four (4) companies that will become participants in the acceleration programme.

For these companies to be eligible for selection, they must meet the following **minimum requirements**:

- Their business activities must be related to technology and/or services in the space sector. The maturity and suitability of each company for the acceleration programme will be evaluated.
- Each company must identify objectives that justify why it wishes to participate in the acceleration programme.
- The selected companies must have a workplace located within the territory of Catalonia at the time of applying to the acceleration programme.
- They must be able to demonstrate a Minimum Viable Product (MVP) that has already been developed by the time they enter the acceleration programme.
- They must authorise the IEEC and the Generalitat of Catalonia to promote their participation in the programme and any relevant results. The successful bidder will be responsible for obtaining this consent in writing before accepting their participation in the programme.
- They must not have participated in the 2024 edition of the "NewSpace Accelerator" programme coordinated by the IEEC.

The awarded company may establish additional minimum requirements for participating companies in the call, as well as evaluation criteria, which it must communicate to the IEEC and the Generalitat. To carry out this selection, the awarded company must have a **selection committee**. This selection committee must consist of a minimum of five members: two from the awarded company, one appointed by the Generalitat of Catalonia, and two by the IEEC. Once the contract is awarded, the IEEC will inform the awarded company of the identities of the members who will form part of the selection committee. **This committee is distinct from the expert committee described in Activity 2.1** and will have the sole task of selecting the companies that will participate in the programme.

This selection activity will include the development by the awarded company of a website (in the style of a landing page) during Phase 1. This website must be operational before the call is published on it and must be set up as described below:

Phase 1 of the Website: In this initial phase, the website must include the following elements and technical features:

- Built using WordPress, with editing access for IEEC staff
- Content:
 - An introduction with basic information about the acceleration programme, accompanied by any necessary graphic resources.
 - A data collection form so that interested companies can submit their application to the call. This form must:



- Include the data entry fields and explanatory texts proposed by the IEEC, following prior validation with the Generalitat of Catalonia.
- Allow secure storage of the collected data in a structured format (e.g., CSV).
- Provide simple and permanent access to the collected data for IEEC staff
- Process the collected data using systems/applications that comply with the General Data Protection Regulation (GDPR), with servers located in Europe – preferably in Spain – and that do not transfer data to companies in the USA or non-European companies.
- Logos of the sponsoring entities of the programme, as indicated by the IEEC and the Generalitat of Catalonia.
- The overall appearance and graphic design of the website, agreed upon with the IEEC and the Generalitat of Catalonia.
- Integration of Google Analytics tracking code.

The collected data will be managed by the IEEC, which will be the data controller. A corresponding data processing agreement will be signed between the IEEC and the awarded company. The awarded company may use the data within the framework of the project and undertakes to delete them and not use them for any other purpose once the project has ended.

This website will be hosted on the IEEC's web infrastructure (a subdomain of the IEEC), and the awarded company will be responsible for its design, layout, and management throughout the entire contract period. The IEEC will provide the awarded company with access to the web hosting so that it can install a WordPress instance and work on creating the website.

In coordination with the IEEC and the Generalitat of Catalonia, the awarded company must promote the call for company selection using its usual dissemination channels.

Deliverable from the Awarded Company (Activity 1):

- **Company Selection Report (Proposal of the Selection Committee):** The awarded company will submit a report to the IEEC justifying the procedure followed and any additional requirements for the selection of these 4 companies. Specifically, it will be required to justify each of the minimum requirements for each of the selected companies. This justification must also include the reasons why other companies were discarded.

ACTIVITY 2. Participation of companies in the acceleration programme

Once the companies have been selected, the awarded company must ensure the participation of the four selected companies in the acceleration programme that will take place in Catalonia.

2.1 Selection of the expert committee and adaptation of the acceleration programme to each of the companies

- **Selection of the expert committee:**

The acceleration programme is aimed at supporting companies in the Catalan space sector that seek to maximise connections at both local and international levels.



In this regard, the awarded company must establish an **expert committee** with the objective of maximising the reach, impact, and access of the selected companies to a broader range of connections, both locally and internationally.

The expert committee will be formed by the awarded company, with a minimum of 13 members:

- A minimum of 3 Catalan investors with experience in investments in the Catalan DeepTech sector,
- A minimum of 2 investors at the state level with experience in the space sector,
- A minimum of 2 international investors with experience in investing in the space sector,
- A minimum of 3 individuals with recognised experience in the space sector in fields relevant to the selected companies,
- A minimum of 3 representatives or technicians working in entities, companies, and/or corporations from other sectors with potential synergies with the space sector.

The awarded company must propose at least one meeting with each committee member before completing Activity 2. The goal will be to maximise the impact of the acceleration programme at national and international levels. The committee proposal will be negotiated, evaluated, and must be approved by the IEEC. The awarded company must strive to maximise the programme's reach with the help of this committee as well.

- **Adaptation of the acceleration programme to the companies**

The contractor will adapt the acceleration programme to each of the selected companies. During the first two months of the acceleration programme, a minimum of 5 objectives will be collected in detail from each company. Each company will rank from 1 to 5 the objectives that are priorities for them, justifying the need. The objectives that must be selected and prioritised will include at least the following:

1. Market studies and trends
2. Contact with investors
3. Contact with other companies/entities (suppliers, partners, etc.)
4. Business development (leads/clients)
5. Improvement of the presentation or investor deck
6. Entry into new markets
7. Improvement of the business model and market strategy
8. Information on local and international public procurement
9. Technical support
10. Talent/Human resources
11. Improvement of the intellectual property strategy

The contractor must adapt the acceleration programme to properly fit the objectives of each company. However, all activities defined in section 2.2 must be fulfilled, even if they are not priorities for the company, to provide a complete acceleration experience for each company.

Deliverables from the awarded company (section 2.1):

- **Expert committee report:** The awarded company will deliver to the IEEC, during the course of Activity 1, a report identifying the participants in the expert committee, justifying the presence of the required members according to their expertise and role as specified in this contract.



- **Report on the adaptation of the programme to the companies:** This activity will conclude with a report provided by the awarded company to the IEEC, containing a precise definition of the objectives for each company and the contractor's proposal for addressing each of these objectives for each company.

2.2 Execution of the acceleration programme:

The acceleration programme must include, at a minimum, the performance of the following activities. The tasks of the acceleration programme will be:

- Individualised mentoring for each company with specialised mentors providing strategic support, market analysis, company positioning, business model, and other areas as prioritised during the programme. The awarded company must dedicate a minimum of 10 sessions to each company.
- Support for business development: identification of suitable companies and users, and introductions to them (business-to-business). The awarded company must facilitate contact with a minimum of 6 relevant actors for each company.
- Support for obtaining subsequent funding rounds: assistance in identifying relevant investors and making corresponding introductions. The awarded company must identify a minimum of 10 investors for each company and facilitate contact with a minimum of 5. If this objective is among the company's top 5 priorities, these numbers must be increased to 20 and 10, respectively.
- Recommendation of participation in exclusive international events: the awarded company will enable each company to participate in a minimum of three congresses or events outside Catalonia (e.g., by providing tickets/invitations).
- Organisation of an event to present the ecosystem and the Space Strategy, open to investors. This event may coincide with the demo day. It will require the participation of at least 10 investors from different organisations.
- Organisation of a minimum of 5 meetings between the IEEC, the Generalitat of Catalonia, and independent investors linked to the space sector. The IEEC and the Generalitat of Catalonia reserve the right to include other participants they deem appropriate in these meetings.
- The awarded company must schedule a minimum of 5 hours of training sessions with international experts. Invitations will also be sent to alumni startups. These sessions will help increase knowledge of international market dynamics and facilitate new connections and opportunities.
- Organisation of an event in Catalonia (in-person): Demo Day, organised so that the selected companies can showcase their projects and the results achieved in the acceleration programme, with the aim of attracting investors and other company founders in Catalonia, as well as energising the local ecosystem. The Demo Day must include the presence of a minimum of 10 independent investors linked to the space sector, invited by the awarded company. The event will also be promoted locally by the IEEC and within the framework of the Catalonia Space Strategy 2030 to maximise the number of participants at the demo day. Alumni companies will also be invited, as far as possible, so they can pitch if they agree to participate in the Demo Day, always giving priority to the companies accelerated in this programme.

Deliverables from the awarded company (section 2.2):

1. **Report on activities and expected dedication for the Acceleration programme for each company.** This report will require a forecast of how each of the previously defined tasks will be achieved. For example, it will include an estimated dedication for specialised mentoring, as well



as a brief description of the identified mentors and their alignment with each company's objectives.

This report will not be final but indicative, and will serve to monitor the progress of the activity and provide feedback.

2. Final results report. This will specifically illustrate the final results for each company. In particular:

- Final number of specialised mentoring sessions, objectives of each, as well as a brief description of the participating mentors.
- Number of companies and users connected.
- Number and description of investors contacted.
- Description of the training sessions with international experts attended.
- Attendance metrics (profiles, number of attendees, etc.) and description of the demo day.

The IEEC and the Generalitat of Catalonia will validate compliance with the minimum requirements of the acceleration programme through the aforementioned report.

During the course of ACTIVITY 2 of the contract, the awarded company must develop Phase 2 of the website, as described below:

Phase 2 of the website: maintenance of the web portal, expanding its functionalities as indicated below (at the request of the IEEC):

- Incorporation of new sections and contents requested by the IEEC and validated with the Generalitat of Catalonia.
- Modification of preexisting sections and contents requested by the IEEC and validated with the Generalitat of Catalonia.
- Update of the WordPress version
- Update of plugins
- Troubleshooting

All communication actions related to the acceleration programme – such as social media posts, press releases, news, and any other content – must be coordinated in advance with the IEEC Communication Office and the Generalitat of Catalonia in all cases. The awarded company must submit a proposal to iterate with the aforementioned parties and obtain a consensus version validated by them before publishing any content.

ACTIVITY 3. Preparation of Final Results Reports

The awarded company must prepare two reports on the results of the Acceleration Programme (an internal (working) report and a final report) that describe its impact on the Catalonia Space Strategy 2030 and possible improvements for future acceleration programmes.

These reports will include all the information from the Final Results Report of Activity 2, plus the additional information detailed below. The final report, or parts of its content, may be subject to dissemination at local and international levels.



1. Final Report for the IEEC and the Generalitat of Catalonia:

- Final metrics report, including all the points mentioned in the Final Results Report of Activity 2 of this contract.
- A description of at least 200 words on the experience of each of the companies in the Acceleration Programme.
- Identification of 5 positive points and 5 negative points about participation in the Acceleration Programme, provided by each of the companies.
- Impact of the acceleration programme carried out on the promotion of the space sector in Catalonia by the awarded company.
- Assessment of the various activities carried out, by the awarded company.
- Identification of at least 10 improvements that could be implemented in future acceleration programmes.
- Conclusions and final observations.

2. Executive Report for Internationalising the Results of the Acceleration Programme:

- Final metrics report, including all the points mentioned in the Final Results Report of Activity 2 of this contract.
- A 200-word description of the experience of each of the companies in the Acceleration Programme.
- Impact of the acceleration programme carried out on the promotion of the space sector in Catalonia by the awarded company.
- Conclusions.

Contract Supervision

Contract supervision will be carried out through:

- Biweekly follow-up meetings between the awarded company and the IEEC and the Generalitat of Catalonia, which may be held remotely.
 The successful bidder will prepare the minutes of the follow-up meetings, which must be delivered after each meeting and signed by the attendees.
- Validation of the milestones and deliverables described in this section.

The format will be mutually determined by the IEEC and the successful bidder, and deliverables must be validated and officially accepted by the IEEC's designated contract overseer.

3. MAXIMUM PERIOD FOR EXECUTION OF THE CONTRACT

The execution period for this contract is 16 months from the date of contract signing (T0), taking into account the following partial deadlines:

Activity Pack	Description	Maximum period
1	Selection of the companies to accelerate	T1 = T0 + 4 months



2.1	Selection of the expert committee and adaptation of the acceleration programme to each of the companies	$T2.1 = T1 + 2$ months
2.2	Execution of the acceleration programme	$T2.2 = T2.1 + 8$ months
3	Preparation of final results reports	$T3 = T2.2 + 2$ months

4. MINIMUM TEAM OF PROFESSIONALS REQUIRED TO PERFORM THE CONTRACT

The successful bidder must maintain a team of professionals with the necessary training and expertise for the required services throughout the task duration. The minimum essential team is expected to consist of two individuals.

- **Coordinator:** University degree holder (*llicenciat* or *graduat*) according to the Spanish Framework for Higher Education Qualifications (MECES) and the European Qualifications Framework (EQF), acting as supervisor of the work team with a minimum of 5 years of experience in consulting in the aerospace sector.
- **Technician:** University degree holder (*llicenciat* or *graduat*) according to the Spanish Framework for Higher Education Qualifications (MECES) and the European Qualifications Framework (EQF), with a minimum of 3 years of experience in consulting in the aerospace sector.

Castelldefels, December 2025.

Josep Colomé Ferrer
 Director of the Catalonia Space Sector Promotion Area of the IEEC
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