

Request for Proposal

Systems change research and learning

November 2018

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1 Confidentiality

All information provided in this Request for Proposal (hereinafter "RFP") document and any information that may be subsequently disclosed during discussions, correspondence and negotiations is confidential and should not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. UK Branch (hereinafter "Climate-KIC").

The Supplier must not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Supplier's group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier shall not make any press announcements or publicise in any way Climate-KIC's name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Employees of either party who have access to confidential information must be notified of their obligations regarding confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

2 Timetable

This RFP relates to the provision **of systems change research and learning – consultancy support**. You are invited to respond to this RFP by Climate-KIC. The timetable below details the tender timelines.

Date	Key Tasks
15 October	Publish advert on web site
2 November	Suppliers to confirm they will respond to RFP
7 November	Issue RFP to bidders and publish on website
9 November	Closing date to submit questions & clarifications re RFP
13 November	Climate-KIC to publish supplier questions & responses
15 November	Suppliers submit proposals
16 November	Climate-KIC team to review proposals Climate-KIC to gain clarification
19 November	Climate-KIC team review and decision
21 November	Supplier selection/ contract award
23 November	Proposed contract start date and briefing with successful respondent

Climate-KIC reserves the right to review and amend the schedule and timetable.

3 Background

3.1 Purpose

This document is a Request for Proposal (RFP) and details the specific requirements for the systems change research and learning initiative. Suppliers are required to provide responses to all listed requirements and questions within this document to enable the best possible evaluation.

3.2 Background

Climate-KIC is an innovation agency and community focused on tackling climate change through innovation. We believe that the climate challenge is now so serious and urgent that incremental changes alone are insufficient, and instead we need to unlock exponential progress on decarbonisation and resilience through changing whole systems. For Climate-KIC, becoming a *catalyst for systems change through innovation* requires considerable transition. For the first seven years, we mainly focused on growing the supply of innovative technology and information solutions to climate change.

Becoming a catalyst for systems change through innovation is relatively new in the climate change space, especially given the scale of Climate-KIC's operation (300+ formal partners, €100m+ per year for experiments). Accordingly, we do not believe there is a tested recipe for what Climate-KIC needs to become or how it needs to work. As time is incredibly short, particularly if we are to have a chance for 1.5 degrees and for Europe to be a leader, we need to learn and design fast. Accordingly, we are looking to establish a research and learning partnership to explore the (i) organisational and community capabilities, (ii) structures, and (iii) delivery modalities for unlocking systems change through innovation.

This *request for proposals* (RFP) represents a first step in initiating a research and learning partnership, and acts to seed fund a longer-term relationship. Therefore, Climate-KIC is looking for an organisation, partnership or community that shares many of our values and focus on systems, and can help develop insights into the question of how best to unlock systems change for rapid decarbonisation and resilience. We expect the relationship emerging from this RFP to be sustained, and for respondents to clearly detail how benefits/value will flow both ways beyond the time-bound nature of this initial phase of work.

The appointed supplier will report to the Chief Strategy Officer and work closely with the CEO, as well as work with a range of other members of the Climate-KIC team likely to include, but not limited to Head of Monitoring, Evaluation and Learning, Head of Leadership and Learning, and Strategy Advisor.

4 Scope of Services

4.1 Requirements and specification

The work outlined in this RFP involves using expertise, research, case studies and experimentation to gather insights and inform analysis of what it takes to trigger systems change through innovation. The analysis will include, but not be limited to aspects of (i) organisational and community capabilities, (ii) structures, and (iii) delivery modalities for unlocking systems change through innovation. This will include the experiences of and best practice developed by similar organisations and communities to Climate-KIC, including the experiences of the appointed organisation.

Work required is envisioned in three distinct phases. Phases 1 and 2 are within scope for this procurement, while phase 3 is out of scope and would require Climate-KIC and the appointed organisation to seek and secure resources in order to continue their work together.

Phase 1 will focus on familiarisation between Climate-KIC and the appointed organisation, assessment of systems approaches being developed, tested and applied by third party organisations. Phase 2 will focus on assessing selected case examples in depth and joint learning sessions. Part of phase 2 will also be to develop a plan and proposal for securing further resources to support the research and learning partnership into the future, recognising this RFP offers initial seed funding from Climate-KIC.

Phase 1: 26 November to 31 December 2018

(1) Review of Learning on Unlocking Systemic Change

Rapid landscape analysis assessing the approaches taken by entities focused on unlocking systemic change, including through innovation. Analysis to include:

- Theories of change
- Delivery models
- Activities
- Capabilities
- Organising Structures

(2) Presentation of what the appointed organisation has learned about what it takes to unlock systemic change.

Deliverable: Set of organisational portraits and short synthesis paper with key observations on good practice, methodologies being used and analysis of success of application. PPT Presentation summarising learning.

Phase 2(a): 1 January to 28 February 2019

(1) Review of EIT Climate-KIC's approach to systemic change through innovation

- Interviews and documentary analysis, to develop a series of learning points and recommendations on where EIT Climate-KIC could find development gains, particularly considering:
 - Organisational structures
 - Capabilities

- Delivery approaches.

(2) Learning through case studies

- Identify at least two 'deep dive' case examples of efforts to unlock systemic change for decarbonisation and resilience through innovation, ideally spanning different stages of maturity and different systems.
- Design and implement an 'experiential' learning approach around these case examples to interrogate the approach, capabilities, and partnership model.

Deliverable: Report and PPT highlighting proposals for strengthening EIT Climate-KIC's approach to unlocking systemic change.

Phase 2(b): 1st March 2019 – 31st March 2019

Work closely with Climate-KIC to co-create a plan and a funding modality for continuing the research and learning partnership into the future.

Deliverable: Co-created plan for the next phase of the Partnership.

Note that Climate-KIC is not obliged to fund or undertake any activity beyond 31st March 2019.

Requirements are rated, in order of importance, as follows:

M = Must Have – Core requirement for Climate-KIC

S = Should have – Requirements that should be available in the proposed solution

C = Could Have – Additional or enhanced functionality that may be available which would add value

Requirement	Priority
1. Significant demonstrable experience in the application of systems change	<i>M</i>
2. Significant knowledge of current applications and developments in systems change through innovation	<i>M</i>
3. Ability to provide sufficient resource to undertake initial assessment within timescales indicated	<i>M</i>
4. Value for money and transparent charging structure. Please provide a breakdown of costs against the different tasks outlined above	<i>M</i>
5. Experience in and appetite for developing a plan and funding approach for an ongoing research and learning partnership.	<i>S</i>
6. Current systems change activity underway	<i>S</i>
7. Experience in working on close and immersive partnerships on systems change	<i>C</i>

Bidders must confirm that they have the capability to meet all of the specifications included in this RFP.

4.2 Service Levels

Respondents to confirm they are able to deliver to the project milestones set out in this document

4.3 Payment & Invoicing

The appointed organisation should invoice monthly in arrears. Our standard terms are for invoices to be paid within 30 days of receipt.

4.4 Account & Contract Management

The appointed supplier will need to be available for regular account review calls

5 Award Criteria

In the evaluation of suppliers' responses the following factors will be considered:

- Significant experience and understanding of applying systems change and knowledge of best practice in this field, including through innovation (30%)
- Capacity to provide sufficient high quality human resources to meet timescales set out in this RFP (25%)
- Experience of and appetite for undertaking work to secure resources to support a longer-term learning partnership as outlined (25%)
- Value for money (20%).

6 Instruction to Bidders

6.1 General Instructions

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to Rachael McGuinness (Rachael.McGuinness@climate-kic.org). If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. CLIMATE-KIC reserves the right to reject any proposal(s) received after the submission date/time.
5. CLIMATE-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
6. CLIMATE-KIC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a CLIMATE-KIC entity and a

supplier(s) will obligate a CLIMATE-KIC entity in accordance with the terms and conditions contained in such agreement.

7. CLIMATE-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between CLIMATE-KIC and the supplier.
8. Bidders are required to email soft copies of their proposal to Rachael.McGuinness@climate-kic.org by midnight on 15 November.
9. This RFP does not commit or obligate any CLIMATE-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of CLIMATE-KIC.
10. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
11. The formatting of this document and the attached response document should not be altered.
12. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
13. Unsuccessful bidders agree, by the submission of their proposals, to return to CLIMATE-KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
14. This RFP is for consideration in whole and not in part or parts.
15. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, CLIMATE-KIC does not warrant the information accurate or comprehensive.

6.2 RFP Response

Bidders must complete:

Requirements 1-3 and 5-7 in Word format.

Requirement 4 in Excel format

Bidders should respond to this RFP in accordance with the format and content of the sections, and the timescales. Any alternative solutions or services that the bidder may wish to bring to the attention of CLIMATE-KIC should be included at the end of your response. CLIMATE-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

Pricing

Please create and complete a pricing sheet by entering your proposed prices against each of the requirements specified.

Pricing should be in Euros.

Prices should be exclusive of VAT. The quoted prices shall be deemed to include all taxes (other than VAT) and duties of every kind that may be.

Terms and Conditions

Climate-KIC can share their standard terms and conditions but also welcomes the bidder's own terms and conditions on the basis that the bidder incorporates the following:

- Climate-KIC requires that service providers provide an indemnity to Climate-KIC for breach of third party intellectual property rights
- Climate-KIC's primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, Climate-KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See <http://www.climate-kic.org/policies/>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach.
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider may also be similarly capped.
- No indemnities extended by Climate-KIC to service providers.

**Provision of Systems change research and learning – consultancy support
Climate KIC**

FORM OF TENDER

To: **Climate KIC**
21 Great Winchester St
London EC2N 2JA
UK

Having examined the specifications for the supply of services detailed in this Tender, we offer to supply the said services in conformity therewith for the sums as may be ascertained in accordance with the Tender documents.

I/We

[Insert the full name of the tenderer including 'Ltd.' 'PLC' as the case may be. N.B. if the legal name is a business name not followed by 'Ltd.' or 'PLC' or a similar expression, please state the legal nature of the tenderer e.g. partnership or incorporated unlimited company.]

of

.....

..... **(Insert address)**

being a company registered in England/Scotland or

..... **(Insert other country of incorporation)**

whose registered number is **(Insert company registration number)**

and whose registered office is at **(Insert registered address of company)**

.....

.....

I/We acknowledge that unless and until this Tender is incorporated in a Form of Contract prepared by the Climate KIC Legal Team and executed by Climate KIC, there shall not be a binding contract between me/us and Climate KIC.

We understand that you are not bound to accept the lowest or any Tender you may receive and that more than one Tender may be accepted or part of one Tender may be accepted, all at the discretion of the council.

Dated:

Signed:

Full name of signatory:

Capacity of signatory:

On behalf of :(full name of tenderer)

**Provision of systems change research and learning – consultancy support
Climate KIC**

Collusive Tendering Certificate

TO: Climate KIC, 21 Great Winchester St, London EC2N 2JA, UK

I/we certify that this is a bona fide Tender, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreements or arrangement with any other person. I/we certify that I/we have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this Tender any of the following acts: -

- communicating to a person other than the person calling for those Tender the amount or approximate amount of the proposed Tender, except where disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium Tender required for the preparation of the Tender;
- entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
- offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporate; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Dated the day of 2018

SIGNED

(On behalf of)