

Request for Proposal

For: Higher Education Initiative MEL (Monitoring, Evaluation and Learning) Expert

Date: 23 July 2021

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details EIT Climate-KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Higher Education Initiative MEL (Monitoring, Evaluation and Learning) Consultancy Services
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Services will be delivered remotely Some onsite services may be required depending on the COVID-19 situation. Onsite services may be requested to be delivered in any of the Climate-KIC offices in Europe or its headquarter in Amsterdam, or at a European office of another EIT KIC
EIT Climate-KIC Contract Manager for submitting proposals and inquiries	Pamela Ragazzi Programme Manager Cross KIC HEI initiative eit-hei@climate-kic.org
Proposed contract term for successful candidates	Up to 6 months, starting approximately 15 th September 2021

1.2 Timelines

EIT Climate-KIC has set the following indicative timelines for this RFP:

Planned Date*	Milestones
23 July 2021	RFP issued to bidders
16 August 2021	Bidders submit proposals / Submission Deadline
Expected 30 August 2021	Supplier selection/ contract award
Expected 6 September 2021	Proposed contract start date

* EIT Climate-KIC reserves the right to amend this timetable during the RFP.



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1.3 How you can participate

1. Review the RFP documents provided by EIT Climate-KIC.
2. Email the Contract Manager letting us know you will submit a proposal (within 2 business days if possible).
3. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
4. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
5. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT Climate-KIC is Europe's largest public-private innovation partnership focused on climate change, consisting of dynamic companies, the best academic institutions and the public sector. EIT Climate-KIC is one of three Knowledge and Innovation Communities (KICs) created in 2010 by the European Institute of Innovation and Technology (EIT). The EIT is an EU body whose mission is to create sustainable growth. We support this mission by addressing climate change mitigation and adaptation.

We integrate education, entrepreneurship and innovation resulting in connected, creative transformation of knowledge and ideas into economically viable products or services that help to mitigate climate change. See <https://www.climate-kic.org/> for more information.

2 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 must 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. or relevant subsidiary (hereinafter "EIT 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 must not make any press announcements or publicise in any way EIT Climate-KIC's name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT Climate-KIC may require the execution of Non Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors or subcontractors, provided that the confidentiality conditions are adhered to.

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

3 Introduction and Background

Amongst EIT Climate-KIC's core priorities is a commitment to collaborate across the European Institute of Technology (EIT) ecosystem and with the other EIT Knowledge Innovation Communities (KICs): Health, RawMaterials, Digital, InnoEnergy, Food, Urban Mobility, Manufacturing. At the heart of the EIT, and central to cross-KIC collaboration, is the Knowledge Triangle Integration whereby actors from industry, higher education, research organisations, as well as start-up ecosystems, provide a powerful engine to educate, support and empower idea-holders to become innovators and entrepreneurs in order to tackle societal challenges through new venture creation, disruptive technologies, and new business models.

A new cross-KIC Higher Education Institution (HEI) Capacity Building initiative has been launched in 2021, focused on increasing innovation and entrepreneurship capacity in European HEIs at the institutional level. The project mobilises KIC partner and non-partner HEIs and support them along a trajectory toward a stronger systemic contribution to innovation ecosystems through (i) education and human capital development, (ii) innovation and knowledge transfer, (iii) innovation pathways to EIT/KIC instruments to support enterprise development; (iv) broader societal engagement and local/regional leadership.

The pre-pilot phase during 2021 integrates an experiential learning approach, enabling continuous reflection, evaluation, learning and improvements, resulting in a robust HEI Capacity Building Initiative, when ramped-up in 2022 and onwards. Because the pre-pilot year takes this experiential learning approach, continuous and dedicated monitoring, reflection and evaluation will be integrated into the implementation of the core capacity building activities. The intent is to extract lessons and transform lessons into improvements of the (i) entrepreneurship and innovation capacity building programmes, models and tools and (ii) overall implementation and assessment process.

We need a confident, experienced Monitoring, Evaluation and Learning (MEL) Expert to build on the draft MEL strategy and framework designed in the first half of 2021 and to drive the further development and implementation of a Monitoring and Evaluation (M&E) strategy, framework and system for this initiative, together with the other KICs and including the awarded projects.

This Framework will be developed and incorporated across other work packages and capacity building activities and should include the processes, guidelines and templates to facilitate the identification of lessons – continuously and during the project reviews.

4 Specification

4.1 Scope

EIT Climate-KIC are requesting quotation for the following services to provide Expert Consultancy - Monitoring, Evaluation and Learning (MEL). The services will be for up to 45 days labour.

- a) Design, develop and implement the cross-KIC HEI Monitoring and Evaluation Framework, Strategy and System by building on existing work co-developed by the KICs and the EIT Climate-KIC project coordinator (materials will be provided to successful supplier)
- b) Develop and facilitate collaborative and participatory MEL design processes. This will include hosting workshops (likely to be virtual):
 - o to align process and methodology with awarded projects and HEI initiative domains,
 - o Align on definition and strategic view of the other KICs
 - o leading learning, reflection and sensemaking events in collaboration with EIT Climate-KIC core functions,

and writing reports that provide clear insights

- c) Work with the other KICs to ensure initial creation of analysis products including processes, guidelines and templates to facilitate the continuous identification of lessons learnt and good practices, as well as plan for and contribute to targeted analysis for the project reviews
- d) Project manage the development of the MEL Framework and reporting, in collaboration with EIT Climate-KIC staff
- e) Collaboration with the other KICs to the development of a dedicated 'Lessons and Reflection Log', to enable HEI stakeholders to continuously evaluate progress throughout the project
- f) Development of a continuous alignment and collaboration process with other work packages
- g) Proactive engagement with internal and external stakeholders to communicate, influence decision making and collect feedback for improvement
- h) Oversee the work package budget, in cooperation with EIT Climate-KICs Cross-KIC HEI Capacity Building Initiative Project Manager

The Supplier will need to provide their own tools and equipment to deliver the services. This includes supplying their own ICT hardware/equipment, software, email account, mobile devices, and have access to a stable internet connection that enables remote video conferencing calls.

The services will be delivered based on the milestones further detailed at Section 4.3.

The services related to this Scope are requested on a deliverable basis. Please ensure a day rate and estimated number of days per deliverable are included in your submission.

4.2 Objectives

The objectives and milestones are as follows:

- Alignment workshop with the KICs (September 2021)
- Domain Specific workshops (September 2021)
- Pre-pilot MEL Framework (September-December 2021)

- Good Practice and Transferability Plan: Good practices with the potential for transferability, key enabling and success factors highlighted, developed by the HEIs (September-December 2021)
- Finalisation of MEL Strategy, Framework and System (December 2021- February 2022)
- Launch of final MEL Framework, System, and Guidelines (March 2022)

4.3 Deliverables

The following deliverables are requested by 31st December 2021:

Deliverable A: Report presenting the Pre-Pilot Final Monitoring and Evaluation Framework

Deliverable B: Good Practice & Transferability Plan

Deliverable C: Performance Report on MEL activities for the calendar year 2021 (for funders reporting purposes, template will be provided to successful supplier)

The following deliverable is requested by 1st March 2022:

Deliverable D: Document presenting and launching the Final Monitoring and Evaluation Framework, System, and Guidelines

The following deliverable is requested by 15th March 2022:

Deliverable E: Performance Report on MEL activities January-Mid March 2021 (for funders reporting purposes, template will be provided to successful supplier)

Deliverable F: Short activity report for Audit purpose.

Bidders should include an estimated number of days billable corresponding to each deliverable in their proposal/quote.

Reports will be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. The reports are to be provided for unrestricted use by EIT Climate-KIC and the other EIT KICs, and free from all third-party copyright restrictions. EIT Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion. Further requirements regarding the reports include:

- The EIT Climate-KIC brand guidelines provide the requirements for use of our logo. These are publicly available at <https://www.climate-kic.org/who-we-are/media-and-brand/>. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager.
- The service provider should allow for rounds of review and edits to ensure acceptable quality of the completed report, by EIT Climate-KIC and other EIT KIC stakeholders

4.4 Service Level Requirements

In providing goods and/or services to EIT Climate-KIC, the following service levels are requested:

- Services may be required outside general business hours and flexible working arrangements are requested.
- Services should be delivered by professionally competent and appropriately experienced individuals.
- Progress shall be reported monthly by email or call upon request

4.5 Sustainability

In order to uphold our commitment to sustainability, EIT Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- The services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of paper and plastic waste. Please discuss the use of brochures, paper agendas, poster boards and post-it notes with EIT Climate-KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.

4.6 Required Experience and Capabilities

The team or individual/s delivering the services should be able to demonstrate the following experience and capabilities:

- 10+ years of experience working at a senior level with public sector, multi-lateral, philanthropic and private sector organisations to develop practical, relevant and effective measurement and learning systems in international contexts
- Stakeholder management - networking and the ability to influence key internal and external stakeholders and collaborate effectively
- Demonstrated and tested advanced facilitation skills with the ability to structure and facilitate multi-stakeholder workshops including with the capability to negotiate balance between competing demands and group power dynamics;
- Highly adaptable, flexible, and resilient: able to work effectively in ambiguity and complexity and to respond dynamically to change;
- Solutions focused, with a "can do" attitude;
- A commitment to achieving social transformation in support of EIT Climate-KIC's mission;
- Computer literacy combined with strong communication skills to convey the results in plain language to non-experts.

Additional desirable experience and capabilities

- Methodologies, techniques, and domains relating to higher education and programme development

- Strategic thinking – an ability to build collaborations inside and outside the organisation to achieve the broader objectives of the programme and contribute to both EIT Climate KIC and cross-KIC goals
- Monitoring standards of European donors
- Project management and budget management

4.7 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to EIT Climate-KIC. The EIT Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- EIT Climate-KIC can provide a purchase order number to be referenced on invoices.
- The successful supplier will be required to issue invoice/s following agreed completion of each deliverable.
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with EIT Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.8 Contract Management

A one-off agreement is proposed for award of work.

EIT Climate-KIC can share their standard terms and conditions but will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third party intellectual property rights;
- EIT Climate-KIC's primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, EIT 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/>;
- In addition, EIT Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with EIT 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 EIT 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 EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by EIT Climate-KIC to service providers.

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope. Please divide the cost into sections as appropriate	40%
Quality – suitability and capability of the proposed services to deliver the scope and requirements in the Specification as evidenced by its proposal.	30%
Experience and Capabilities – ability to meet the requirements at Section 4.66 as evidenced by its proposal	30%
Total	100%

6 Instruction to Bidders

6.1 Responding with your proposal

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the requests contained in this document.
 - o The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - o Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
2. **A Quotation** that meets the requirements described at Section 6.2
3. Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

6.2 Quotation requirements

EIT Climate-KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;

- Please quote on a company letterhead or similar company form where possible with the resolution described in **Table 1** at a minimum.

Table 1: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Day rate applicable to the services
<ul style="list-style-type: none"> • Deliverable A as per Section 4.33 (please include number of days) • Deliverable B as per Section 4.33 (please include number of days) • Deliverable C as per Section 4.33 (please include number of days) • Deliverable D as per Section 4.33 (please include number of days) • Deliverable E as per Section 4.33 (please include number of days) • Deliverable F as per Section 4.33 (please include number of days)
TOTAL (if applicable)

6.3 Terms of this RFP

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 (6) 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 the Contract Manager detailed in Section 1.1. 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. Entering into contractual arrangements with EIT Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT 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 an EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT 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 EIT Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.2.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any EIT 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 EIT Climate-KIC.
12. 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.
13. The formatting of this document and the attached response document should not be altered.
14. 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.

15. Unsuccessful bidders agree, by the submission of their proposals, to return to EIT 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.
16. This RFP is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFP. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.