

Request for Proposal for a Consultant in MEL for our ClimAccelerator Work in Latin America and the Caribbean

Date: Wednesday, 27 September 2023

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.

MEL hereby refers to the general practice of monitoring, evaluation and learning.

Services and/or goods requested	The Consultant will provide expertise and guidance in the development and implementation of a comprehensive MEL framework (MEL stands for monitoring, evaluation, learning), including a detailed MEL plan and a description of relevant processes/tools to capture, consolidate, and report project data. The aim is to ensure effective monitoring, evaluation, and learning activities aligned with the project contract and plan.
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 to the following locations for Latin America and the Caribbean, specifically: Bolivia, Brazil, Chile, Colombia, Ecuador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, and Peru
EIT Climate-KIC Contract Manager for submitting proposals and inquiries	Christian Daube Climate Innovation Director LAC Christian.daube@climate-kic.org EIT Climate-KIC
Proposed contract term for successful candidates	12 months plus option to renew for a further 12 months at EIT Climate-KIC's discretion

1.2 Timelines

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

Planned Date*	Milestones
25th of September 2023	RFP issued to bidders
3 business days before the Submission Deadline	Deadline for bidders to submit questions on the RFP
5th of October 2023	Bidders submit proposals / Submission Deadline
Expected until 13th of October 2023	EIT Climate-KIC team to review proposals EIT Climate-KIC to gain clarification from bidders
Expected 13th of October 2023	Notification of contract award
Expected 16th of October 2023	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. 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.
3. Submit a proposal following the requirements by the Submission Deadline stated at Section 1.2.
4. 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 the EU's climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation. Headquartered in Amsterdam, it operates from 13 hubs across Europe and is active in 39 countries. EIT Climate-KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (EIT), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. 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

IDB Lab is seeking support to champion LAC's post-pandemic green recovery as a pathway towards more inclusive, sustainable, and resilient growth - aligned to the Paris Agreement. The initiative will strengthen the entrepreneurial innovation ecosystem in LAC to accelerate locally relevant CleanTech solutions. This will enable LAC entrepreneurship and innovation ecosystems to participate more proactively in addressing the climate crisis, via tailored capacity-building, promoting acceleration and commercial deployment of locally relevant innovation mitigation technologies.

IDB Lab is looking for a partner to help build the capacity of the LAC Clean Technology Innovation Ecosystem and accelerate climate mitigation solutions. This will strengthen LAC accelerators and entrepreneurship actors in participating countries to accelerate locally relevant broad-based climate change mitigation and circular economy solutions.

EIT Climate-KIC will design and launch a bespoke initiative titled "LAC's ClimAccelerators – accelerating ClimateTech innovation to address the Climate Crisis". Our proposal offers climate technology acceleration services, giving participating LAC accelerators and start-ups access to:

- A global network of climate experts,
- a climate impact framework (to assess and validate the climate impact and business potential of startups),
- program management tools,
- climate acceleration content,
- coaching and mentoring networks, and
- access to peer and investor networks.

LAC Accelerators, on-boarded to the acceleration program, will become part of an international climate community of EIT Climate-KIC, enabling LAC startups to access global resources, strengthening their capacity to deploy clean tech solutions.

We will facilitate the acceleration of ClimateTech startups via LAC Accelerators who have completed the climate technology acceleration capacity development program by EIT Climate-KIC.

Our proposal focuses on the following key areas of work:

Year 1: Capacity-development of Entrepreneurship Support Organisations (hereafter referred to as "ESOs"):

- Identifying and selecting the most appropriate ESOs in the LAC region via an open call and objective selection process.
- These ESOs will, depending on their needs, receive tailored capacity building and knowledge transfer in specific areas around supporting climate innovations.

Year 2: Acceleration of climate innovations in LAC:

Selected ESOs from Year 1 will then help to implement ClimAccelerators:

- Identify and select entrepreneurial climate innovations in the region of LAC via an open call and objective selection process.
- Support the climate innovations by generating bespoke tailored capacity building and knowledge transfer around business acceleration and increasing climate impact.

While EIT Climate-KIC focuses on

- Implementing the Climate Impact Framework with the climate innovations participating in the programmes
- As well as advising the selected ESOs on the plan/curriculum and improvements of the contents being delivered to continue capacity building.

Throughout both years:

- Increasing the awareness from audiences of climate innovation ecosystems about the selected ESOs, new ClimAccelerators and participating climate innovations as well as the programme key insights and learnings of the scope of this work
- Community access for ESOs and climate innovations through incorporating them into alumni communities as well as organize events with the wider EIT Climate-KIC community.

We intend to choose partners and climate innovations from as many of the following CTF eligible countries as possible, including Bolivia, Brazil, Chile, Colombia, Ecuador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, and Peru.

More information is available here: <https://www.climate-kic.org/lac-capacity-building/>

4 Specification

4.1 Scope

EIT Climate-KIC are requesting quotation for MEL services.

The MEL Consultant will provide expertise and guidance in the development and implementation of a comprehensive MEL framework, including a detailed MEL plan and a description of relevant processes/tools to capture, consolidate, and report project data. The aim is to ensure effective monitoring, evaluation, and learning activities aligned with the project contract and plan.

Additional services related to this Scope may be requested on a day rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

The supplier will ensure sufficient financial, economic, technical and professional capacity to deliver the services in an efficient and effective manner.

EIT Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services.

The services will be delivered to meet the following project milestones:

Dates	Activities
16 th of October	Kick-off of Work
17 th – 27 th October	Finalization of MEL Plan
30 – 13 th of November	Finalization of process and tools to capture data
14 th – 30 th of November	Finalization of process and tools to consolidate data
1 st of December – 15 th of December	Implementation of data and insights into a report as well as sensemaking & learning session with funder and EIT Climate-KIC
Weekly	Work sessions to review progress and align on next steps in this MEL area of work
Bi-weekly	Tactical team sessions to review progress and align on next steps with wider project team
Ad Hoc	Any session if needed to clarify details and/or handover specific work Meetings with the project funder are not yet anticipated but might be needed

4.2 Methodology

The service provider is asked to use the best practices and common standards of the MEL methodology for delivery of the services.

4.3 Deliverables

The following deliverables are requested:

- MEL Plan and Its Details:
 - Develop a detailed MEL Plan in alignment with the provided MEL Framework and project goals.
 - Include strategies for data collection, analysis, evaluation, and learning.
 - Define indicators, methodologies, data sources, and frequency of data collection.
 - Review the MEL framework and practice initially developed and results/processes executed, as well as new needs/challenges and propose as well as implement changes
- Defined Process and Tools to Capture Data/Information:
 - Develop a process for efficient data collection and analysis, ensuring data integrity and accuracy.
 - Propose suitable data collection tools, considering project context and objectives
 - Light-touch testing of data collection tools with stakeholders and adjustments on the basis of this
- Defined Process and Tools to Consolidate Data into the MEL ITT as well as Reports:
 - Design a structured process for consolidating data into the MEL Indicator Targets & Tracker (ITT).
 - Recommend tools for data consolidation and reporting, ensuring ease of use and relevance to the project.
 - Light-touch testing of consolidation tools with stakeholders and adjustments on the basis of this
- Handover to Project Team:
 - Provide comprehensive training and capacity building to the project team on implementing and – where needed – adapting - the MEL processes and utilizing the defined tools effectively.
 - Ensure a seamless transition and knowledge transfer to the project team for the ongoing implementation of MEL activities.
 - Review the MEL framework and practice initially developed and results/processes executed, as well as new needs/challenges and propose as well as implement changes

Communication and Collaboration:

- Collaborate closely with the project team to ensure alignment with project objectives and methodologies.
- Regularly update and engage with the project team for feedback and iterative improvements in the MEL framework and processes.

Reports will be requested to 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 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 provider should allow for rounds of review by EIT Climate-KIC and subsequent edits to ensure acceptable quality of the completed report.
- Provide regular progress updates to the project team, including milestones achieved, challenges faced, and proposed solutions.
- Submit a final report summarizing all deliverables and recommendations for future MEL activities

4.4 Service Level Requirements

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

- Services are requested during business hours 9am to 6pm CET excluding public holidays.
- Services may be required outside general business hours and flexible working arrangements are requested.
- The provider is to propose a suitable service level agreement to ensure key elements of goods and/or services delivery are defined, aligned and tracked over time. This should include escalation channels, performance indicators / targets and mechanisms for remediation of ongoing missed performance targets (e.g. credits, rebates or reimbursement).
- The service provider should be generally contactable and responsive during business hours by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

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.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4.6 Eligibility

EIT Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of an EIT Climate-KIC or group entity (discretionary basis)
- Will continue to be a full time employee of an EIT grant recipient or EIT Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make EIT Climate-KIC aware in your submission.

4.7 Required Experience and Capabilities

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

- Experience in
 - international development related to entrepreneurship
 - international development related to climate
 - MEL related to capacity building/development
- Working knowledge of climate innovations
- Developing and delivering analytical and audience-friendly reports
- Adherence to evaluation professional ethics and quality standards
- Project and financial management showcasing on time and on budget delivery
- Written and spoken local language competency in English and Spanish

4.8 Budget Outlook

The estimated budget for this requested scope, deliverables and timeline is targeted at around 20.000 to 25.000 Euros (including any taxes).

4.9 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.
- Where EIT Climate-KIC is requesting services over longer periods of time, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- 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.

4.10 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;
- 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.

4.11 Account Management

The provision of services associated with this RFP will be subject to the following account management requirements

- The service provider can discuss and agree on the frequency and scope of periodic account management meetings with the EIT Climate-KIC Contract Manager
- Progress shall be reported monthly by email or call upon request

5 Award Criteria

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

Component	Weighting
Cost – the total cost for providing the scope.	30%
Experience in MEL in capacity development and/or institutional capacity strengthening in international development	30%
Experience in MEL for the SME support in international development	30%
Ability of bidder to fulfil the scope of services, in a manner consistent with EIT Climate-KIC's objectives and those of this project, as evidenced by its proposal	10%
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. Completed questionnaire that has been provided with this document: <https://forms.gle/YVWKJZnbcijmULeD7>
2. This questionnaire will ask to upload the following information:
 - A presentation about your organisation (if applicable)
 - An evidence of registration of your company (if applicable)
 - A Proposal that sufficiently details the bidder's solution and responds to the requests contained in this document.
 - 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*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - Professional references that can be reached by EIT Climate-KIC to verify previous services delivery.
 - Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC
 - Completed questionnaire of supplier registration (it's provisional and only valid when formally accepted/offered a contract), included in the questionnaire in Point 3.

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.

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;
- Provide a rate card for relevant grades of employment that will be conducting services for EIT Climate-KIC (e.g. day rate) instead of averaged rates. These may be used for additional services.
- The quotation is requested to include a week by week resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 2 as an example.
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with EIT Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 1 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 2.

Table 1: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
<ul style="list-style-type: none"> • Services ... as per Section 4.1 • Deliverable 1 of ... as per Section 4.3 • Deliverable 2 of ... as per Section 4.3 • Deliverable 3 of ... as per Section 4.3 • License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):
<ul style="list-style-type: none"> • Assistant – XX / day • Officer – XX / day • Specialist - XX / day • Project coordinator – XX / day • Consultant – XX/day • Principal consultant – XX/day • Partner – XX/day • ...

Table 2: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Subcontracting guidance

It is not anticipated that the delivery of these services will require subcontracting

6.4 Complaints handling

EIT Climate-KIC offers bidders a mechanism to foster transparency and enable procurement best practice. Bidders have the right in this procurement procedure, within a reasonable time, to address questions, request additional information and obtain feedback, as well as submit complaints. Requests for information or clarifications and complaints will be directed to the contact person (the Contract Manager or other designated person) indicated in this Request for Proposal. EIT Climate-KIC reserves the right not to action complaints received after any applicable standstill period.

The Contract Manager will acknowledge, review and respond to complaints or clarifications presented by bidders in a reasonable time. EIT Climate-KIC reserves the right to conduct a procedural review, make changes to the published procurement documents or take other action in response to complaints at its discretion.

In the event of a serious irregularity in connection with this procurement, and after first exhausting the recourse of obtaining a reply from the contact person for this procurement, bidders and suppliers are referred to the channels outlined in EIT Climate-KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption (refer whistleblowing) available at <https://www.climate-kic.org/policies/>.

6.5 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.