

Request for proposals

Recruiting Support / Executive Search for EIT InnoEnergy

Years 2022 – 2025

EIT InnoEnergy

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2. Overview of EIT InnoEnergy

EIT InnoEnergy operates at the centre of the energy transition and is the leading engine for sustainable energy, bringing the technology and skills required to support the green deal and Europe's decarbonisation goals.

Recognised globally as the most active energy investor and one of the largest climate tech and renewable energy tech investors in 2020, EIT InnoEnergy backs innovations across a range of areas. These include, energy storage, transport and mobility, renewables and sustainable buildings and cities – leveraging its trusted ecosystem of 500+ partners and 24 shareholders.

To date, it has invested €560 million in nearly 500 energy innovations, which are on track to generate €16 billion in revenue by 2026 and have saved 5.5M tons of CO₂ to date. It has 1,200 Master School alumni and has directly created 1,741 jobs.

EIT InnoEnergy is the driving force behind several European initiatives, including the European Battery Alliance (EBA), the European Green Hydrogen Acceleration Centre (EGHAC) and the European Solar Initiative (ESI).

Established in 2010 and supported by the European Institute of Innovation and Technology (EIT), EIT InnoEnergy has offices across Europe and in Boston, US.

www.innoenergy.com

3. Scope of work: Recruiting Support for EIT InnoEnergy

Important Notice:

This tender covers 3 (three) years, i.e. February 2022 through to February 2025, with the possibility to extend the contract for one further year.

We intend to appoint two (2) recruiting experts and sign a framework contract with each of them. This is to ensure that there will be a consultant available anytime when needed.

This invitation of tender is a non-exclusivity one which means, that for special business reason EIT InnoEnergy is still entitled to select a different supplier than the winners of this tender in accordance with the internal procurement guideline.

General Objectives & Scope of Work

Recruiting support for EIT InnoEnergy in Germany. Our own search for various (senior-level) positions in the past has shown that the standard job postings on major portals and through social media channels often do not yield the desired results, i.e. enough candidates of sufficient quality.

EIT InnoEnergy has therefore decided to commission an expert with the search for suitable candidates for future job openings and whenever needed.

Job openings may appear in any of the EIT InnoEnergy Business Lines (Innovation, Education, Business Creation), in the financial, administrative or other departments, and will most likely be management / senior-level.

Tasks and Deliverables

The appointed recruiter will

- Assess the respective particular situation (i.e. type of position & market) and advise on how to proceed
- Help to fine-tune job profile and offering
- Implement and accompany the process until the position has been filled

For this tender:

- Tenderers are asked to present their standard approach and methodology to senior-level & executive search, as well as any special services.
- Please document your company's expertise with team member profiles/CVs and credentials/track record of relevant assignments.
- Please also highlight any field of particular expertise, if any.
- Please highlight areas in which you have a special track record (e.g. industry segments such as automotive, renewables, heavy industry, innovation, education etc.)
- Please propose arrangements for the event of an unsuccessful recruitment, i.e. if an appointed candidate resigns within the probationary period or turns out to be unsuitable.

Assignment, Timing & Planning

- The work will be carried out on an ad-hoc basis, i.e. when an open position at EIT InnoEnergy requires expert search.
- We intend to appoint two recruiting experts and sign a framework contract with each. This is to ensure that there will be a consultant available anytime when needed.
- Per assignment we will choose the expert who is best positioned to complete the task at hand, i.e. focus of expertise (with regard to the nature of the specific position) or availability.
- The total number of assignments will depend on the number of vacancies to be filled within the contract period, which cannot be foreseen at this point. There is no guarantee of an assignment, or a minimum number of assignments, in the contract period.
- Contract period: the service framework contract will end automatically after 3 years (from the date of signature of the contract).
- Exception: in case one or both recruiting experts have already begun an assignment on the date of contract expiry, and which is not yet finished, the contract will be valid until the current assignment has been completed.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.
- b) All participants must sign the **Tenderers' declaration form** and submit it with the proposal. Please note that the tenderer **may not modify the text**, it has to be submitted signed as provided by EIT InnoEnergy together with the request for proposal documents.

4.2. Submission of proposal

	DATE
Publishment of the RFP on EIT InnoEnergy website	19.01.2022 CET
Deadline for requesting clarification from EIT InnoEnergy	26.01.2022 CET
Deadline for submitting proposals	29.01.2022 CET
Intended date of notification of award	04.02.2022
Intended date of contract signature	09.02.2022

Proposals must be emailed in **English language** to the following address to:

Contact name: for the attention of Mrs. Renata Hofmeister

E-mail: renata.hofmeister@innoenergy.com

The proposal shall contain:

- **the technical response to the service requested (point 3).**
- **the financial offer (the price for the services.)** The Financial offer must be presented in Euro. Prices must be indicated as net amount + VAT.
- **an indication of supplier's insurance coverage.** The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.

Responses should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

4.3. Validity of the proposals

Tenderers are bound by their proposals for **90 days** after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further **60 days** to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by EIT InnoEnergy.

4.4. Requests for additional information or clarification

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. **All information requested or answered may only be done through written communication – email only. Answers will be provided via the EIT InnoEnergy call for proposal section on the website.** All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: for the attention of Mrs. Renata Hofmeister

E-mail: renata.hofmeister@innoenergy.com

EIT InnoEnergy has no obligation to provide clarification.

4.5. Costs for preparing proposals

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

4.6. Ownership of the proposals

EIT InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

4.7. Clarification related to the submitted proposals

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

4.8. Negotiation about the submitted proposal

After checking the administrative compliance of the tenderers, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT InnoEnergy shall provide further information about the proceedings and timing.

4.9. *Evaluation of proposals*

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 3 of the document.

Evaluation criteria (weight in %)

1. Relevant experience and competence of the company, based on references, track record and team member profiles/CVs (see also “areas of particular expertise” on p.4.). **(50%)**
2. General approach / methodology. **(20%)**

Total technical score (weight in %): 70%

1. Price/total cost - lowest offered fees **based on percentage of yearly gross salary** for final candidate shall receive the highest score, other shall be calculated in relation to that in linear equation. Proposed arrangements in case of unsuccessful recruitments will have an impact on this rating (see point 3 / p.4). **(30%)**

Total financial score (weight in %): 30%

Total maximum score: 100.

4.10. *Signature of contract(s)*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to EIT InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 5 days (after the expiry of the appeal period of 10 days) of receipt of the contract from EIT InnoEnergy, the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT InnoEnergy shall also sign and send back to the winner one signed copy. In case the winning tenderer is unable to enter into the contract within the above mentioned time period, EIT InnoEnergy may decide to contract the second best.

4.11. *Cancellation of the proposal procedure*

In the event of cancellation of the proposal procedure, EIT InnoEnergy will notify tenderers of the cancellation. In no event shall EIT InnoEnergy be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT InnoEnergy has been advised of the possibility of damages.

4.12. *Appeals/complaints*

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to EIT InnoEnergy. The tenderers have **10** days to file their complaints from the receipt of the letter of notification of award.

4.13. *Ethics clauses / Corruptive practices*

EIT InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors,

irregularities or fraud are discovered after the award of the Contract, EIT InnoEnergy may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

4.14. Annexes

Annex 1: Tenderers' Declaration form.

Annex 2: Draft Contract Template.