



Request for proposals

EIT InnoEnergy Career Centre – Career Impact Programme

EIT InnoEnergy

Company KIC InnoEnergy SE

Registered Office Kennispoort 6th floor · John F. Kennedylaan 2 · 5612 AB Eindhoven · The Netherlands

Phone +31 (0) 40 240 60 31 · email info@innoenergy.com · VAT-ID 8500.04.287.B.01 · Bank ABN Amro Bank

Account number 46.58.19.958 · IBAN NL44ABNA0465819958 · SWIFT ABNANL2A

EIT InnoEnergy is the trading brand of KIC InnoEnergy SE



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2. Overview of EIT InnoEnergy

EIT InnoEnergy is a European company fostering the integration of education, technology, business and entrepreneurship and strengthening the culture of innovation. The challenge is big, but our goal is simple: to achieve a sustainable energy future for Europe. Innovation is the solution. New ideas, products and services that make a real difference, new businesses and new people to deliver them to market. At EIT InnoEnergy we support and invest in innovation at every stage of the journey – from classroom to end-customer. With our network of partners we build connections across Europe, bringing together inventors and industry, graduates and employers, researchers and entrepreneurs, businesses and markets.

We work in three essential areas of the innovation mix:

- Education to help create an informed and ambitious workforce that understands the demands of sustainability and the needs of industry.
- Innovation Projects to bring together ideas, inventors, and industry to create commercially attractive technologies that deliver real results to customers.
- Business Creation Services to support entrepreneurs and start-ups who are expanding Europe's energy ecosystem with their innovative offerings.

Bringing these disciplines together maximises the impact of each, accelerates the development of market-ready solutions, and creates a fertile environment in which we can sell the innovative results of our work.

For more information about our company please visit the following website:

<http://www.innoenergy.com/about-innoenergy/>

EIT InnoEnergy Education

InnoEnergy Education consists of the Master School which includes our seven Master programs in sustainable energy that offer the students a unique combination of engineering and entrepreneurship. All our programs deliver high quality content, covering a range of subjects considered crucial to meeting today's global energy challenges.

[\(http://www.innoenergy.com/education/master-school/\)](http://www.innoenergy.com/education/master-school/)

EIT InnoEnergy Career Centre

The first aim of EIT InnoEnergy Career Centre is to prepare InnoEnergy students during their studies and around the period of graduation for the labour market in such a way that students will be able to find job or create career that fits to their qualities, capabilities, skills, and interests in as short as possible time and to find the right place that matches to the students' profile. Second aim of InnoEnergy Career Centre is to create as many career opportunities as possible for InnoEnergy students (internships, thesis projects, and other career related activities), fresh out graduates and alumni.

New profiles are required to drive and steer actively the Energy Transition. This is one of EIT InnoEnergy's corner stones: to feed the market with new profiles that will know how to make a change, and who are being equipped with the necessary skills and competences.



3. Scope of work

New profiles are required to drive and steer actively the Energy Transition. EIT InnoEnergy's corner stones:

1. To feed the market with new visionary profiles that will know how to make a change or impact in an organization.
2. New profiles who are being equipped with the necessary skills and competences for the energy transition.
3. Support EIT InnoEnergy students with innovation and entrepreneurship in the sustainable energy field.
4. Support them in finding the right job / and finding it *faster, preferably making use of the EIT InnoEnergy ecosystem (supported start-ups and innovation projects, partners, shareholders, alumni, etc)*

Requested Services/ Scope of work and strategic framework

EIT InnoEnergy is looking for a supplier to DESIGN, DEVELOP and fully EXECUTE our Career Impact Programme. The Career Impact Programme helps students bridge any gaps that might exist between what learned in class, the technical skills needed to thrive within the industry and the soft skills that one needs to develop to scale the corporate ladder. It is currently designed as a 12-month coaching programme with an initial assessment and different phases being offered to InnoEnergy Master School Students during their 2-year study programme. We are looking for a supplier who would be able to create the whole programme, streamlined from A to Z with a clear plan to go from one step to the next step and make sure all students will be following it and appreciating it. The supplier will provide us with the full developed programme, using an in-house assessment tool and (career) coaches.

Timeline for DESIGN, DEVELOP and fully EXECUTE

The programme should be designed around July – September and further developed in collaboration with EIT InnoEnergy Career Centre between September and December. Ideally we would like to start to run the programme at the beginning on 2023. The supplier we are looking for preferably also has a multinational network on HR- and Recruitment level within the Energy sector, and a broad network in this sector to bring added value for the EIT InnoEnergy Career Centre or is able to create this on a short term with an external party. The aim is to join forces in developing and executing all the processes of and around the Career Impact program. You are allowed to work together with another party and subcontract part of the contract, but there will preferably be only one signed contract with EIT InnoEnergy. We ask our tenderers in this case to send us 1 proposal and to ensure that, regardless of the arrangements, the main provider acts as the managing party and the only one point of contact with EIT InnoEnergy (students and career centre)

This tender consists of four parts: A, B, C and D.

Our initial view may be challenged and enriched in your proposal. We ask the participants to send a proposal which gives an answer to the below mentioned parts of the programme / project:

(A) Personal / Career assessment:

All EIT InnoEnergy year 1 students should start with a personal assessment measuring their personal and (professional) career profile to measure a baseline (T-0). By the end of the programme the students should be able to measure and see their growth with an evaluation (T-12), for example this could be an assessment, but we are open to any other suggestion.



Deliverables:

- (1) Define a vision on how a perfect visionary / game changer /energy change agent (or else) profile (or set of profiles) or team could look like.
- (2) Explain how a baseline (T-0) report to the students could be delivered and what the timeframe of receiving this report could be.
- (3) Include how feedback about the assessment can be done to the student and how it will be organized.
- (4) Inform us about assessment availabilities for the student and explain the method(s) and what it is aiming for.
- (5) Lastly, please elaborate and advice on the processes of the *visionary / game changer* in sustainable energy profile assessment and how this could be executed.

(B) Career Impact Programme:

A 12-month interactive career coaching program: to be delivered (mostly online) during 12 months (e.g. Jan 2023 – dec 2023) to all master students who will start their master programme in one of our 15 partner universities (all have different schedules) in September 2022 and finish around July 2024. The exact number of sessions, the time per session and the exact set up (individual or (sometimes in a group)) is to be decided in your proposal.

Learning curve: The students should start with a baseline T-0, as mentioned in (A) before the start of the career coaching programme and finish with a T-12 “test” as a result of the programme. Please include in your proposal the explanation of this test, how to use the results and how to organize this.

Learning objectives: Besides supporting students with understanding and further developing their skills, qualities and interest, the programme should aim to help students find a suitable career. To give guidelines for the full programme, we currently focus on 5 different learning objectives: 1. Career management, 2. Leadership, 3. Entrepreneurship, 4. Innovation, 5. Teamwork. We would like to ask you to include in your proposal the exact learning objectives you would propose and the way to measure it.

Programme structure: The Career Impact Programme should have a clear programme structure but may be flexible in use for students. You could think about a modular offer within the programme, (a menu of choice which) can be used in a flexible order. For example: This could be different assessments, webinars, a flexible order in the learning objectives, differentiation in coaching session, etc.

Connection with other activities. We ask you to please note the students go through other, related, activities (e.g. innovation and entrepreneurship activities known as the I&E journey) during their master programmes. There will be a need for analysis, alignment and identification of synergies during the design phase that might call for further customization of your initial proposal.

Communication strategy: Please take into account the different university schedules of all students which is already quite demanding. The offered Career Impact Programme should be easy to understand and to follow for our students. A communication strategy is



needed to make sure we are reaching all our students. We will ask the supplier to take the lead in this, but the EIT InnoEnergy Career Centre can be of help with that. Overarching target: to let grow the student's level/scoring on the T-0 and to make sure that students will be able to translate their profile, qualities, and interests to a concrete plan before starting their career and thus before finishing their studies. The coaching sessions should increase the students' chances to start their careers as smooth and fast as possible. And help them to make sure that students will be able to translate their profile, qualities, and interests to a concrete plan before starting their career and thus before finishing their studies.

Deliverables:

- (1) Include a proposal for a full career programme and a planning (if possible, in a visual way).
- (2) Explain how the T-0 baseline assessment and T-12 will be used for the full programme.
- (3) Explain how the coaching will take place, including the number of coaching sessions, the duration and the setup of the sessions and what will be exactly done during these sessions.
- (4) Explain how you will set up and execute matching between student and coach
- (5) Besides focus on managing their Career, there should also learning objectives included (Leadership, Entrepreneurship, Innovation, Teamwork). The starting point and the results of the career coaching program will have to be measured at T-0 (start) and T-12 (end of program) using these learning objectives as a way to present it.
- (6) Describe the way the methodology of this result measurement will work and how the T-0 baseline, and T-12 report will look like and when it will be delivered.
- (7) Describe how the programme could look like, from specific webinars to platform use and coaching set up.
- (8) Deliver data management and reporting: please explain how the data management and reporting will look like, define reporting moments as part of the total planning and the way to deliver it to InnoEnergy Career Centre.
- (9) Describe how the program will deliver a concrete 'career launch' action plan for (and together with) the student.
- (10) Lastly, please include your vision on the ownership of the information provided in these sessions (student/ your company/ EIT InnoEnergy/ or mix) and how to report on this towards EIT InnoEnergy. What tools or platform to be used? EIT InnoEnergy currently uses Hivebrite as a community platform and JobTeaser to support with offering internships and jobs for students. Please also include a statement about being GDPR compliant.
- (11) Unforeseen career services might have to be developed; this should be based on the actual needs related to the Career Impact Programme. Please also include a price per hour for additional requested work.

(C) Matchmaking:

Since 2017 EIT InnoEnergy Career Centre is collaborating with Enlit Europe to organize the Career Impact Challenges. A three-day event where 100 students and 4-5 companies work together at solving real life industrial challenges. To find more information, please take a look at the following webpage: <https://www.enlit-europe.com/initiate/eit-innoenergy>



The Career Impact Challenges are being organised on a yearly basis and currently EIT InnoEnergy Career Centre has organized and managed student's logistics and planning for this event. Within the new contract we ask you to support with preparing the students before the event in 2023 (autumn). How to support with setting up teams and preparing them for pitching and networking. Focus should be on meet & greet with companies, preparing the students for the event with for example support of (virtual) workshop. Preferably we could use the personal assessment results to create diverse teams (this could also be the T-O baseline).

Deliverables:

- (1) Proposal for a workshop about preparations for networking with industry.
- (2) Describe how the personal assessment result will be able to use to support us with creating teams that will have all types of profiles working together in one team.

(D) Optional to add in your proposal:

We are currently working with several other suppliers, and we are looking for a way to reorganise our other services. If you would be able to help us also with one of the following requests, then please add this to your proposal under 'Optional services'. You can also add services on your own initiative, which would be a good fit for the programme. Please budget this separately and note that, if you won't be able to deliver the services below, this won't be a selection criterion.

- (1) CV checks: CV Checks with an experienced career counsellor helping students and alumni online, if possible (e.g. platform or via skype), with all kind of career related questions regarding their CV. All should be related to helping students find the right place fitting to his or her personality and skills. The personal results of the Career Impact Programme could be reflected in their cv.
- (2) Job interview training: please include an explanation how to organise this (online) and a price per job interview training.
- (3) Integration with other platforms, or services.

Deliverables:

- (1) When adding the CV check into the Career Impact Programme, please provide a price per cv check.
- (2) If you have the possibility to integrate a platform beneficial for our students please describe the possibilities, planning and costs for this on a yearly basis.

The contract of this tender will be for two years (starting January 2023) and can be extended by maximum another two years in case of available resources and mutual satisfaction.

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 attached 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 attached to the request for proposal document.



4.2. Submission of proposal

	DATE (Calendar dates)
Publishing out RFP invitations to the potential supplier	1 June 2022
Deadline for requesting clarification from EIT InnoEnergy	22 June 2022
Deadline for submitting proposals	28 June 2022
Intended date of notification of award	13 July 2022
Intended date of contract signature	25 July 2022
Intended start date of delivering services	9 January 2023

Proposals must be emailed **in English** to the following address until the deadline 28 June 2022 to:

Contact name: for the attention of Mrs. Marloes Wichink Kruit

E-mail: Marloes.wichinkkruit@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 (if applicable). The pricing could be based on an average of 250 students per year, as the expected landing for next student intake will be around this number. The number of students per year is not guaranteed so please include the bandwidth of the price in case of more or less students per year. Although there might be fixed costs and variable costs per students, we would like to ask you to conclude with the cost price per student per 12-month programme. Please provide a very detailed price calculation and explanation.
- **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.

Response 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 counterproposals, 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 IE 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, InnoEnergy could arrange a clarification session which will be communicated to the tenderers.

Contact name: for the attention of Mrs. Marloes Wichink Kruit

E-mail: Marloes.wichinkkruit@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

1. Project experience and competences of the members of the proposed project teams (maximum point: 20)
2. Methodology approach of project and proposed project implementation (maximum point: 30)
3. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 10)

Total technical score: 60 points maximum

4. Price or total cost: lowest offered expert unit price shall receive the highest score, other shall be calculated in relation to that in linear equation (maximum point: 40)

Total financial score: 40 points maximum

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 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: only IE's contract template.