



Request for proposals

Project Manager for Data Driven Skill Anticipation and Matching

EIT InnoEnergy

Deadline for submitting proposals: 19 January 2020

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2. Overview of EIT InnoEnergy

EIT InnoEnergy SE 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 maximizes 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/>

3. Scope of work

EIT InnoEnergy is looking for a project manager for the period of 1 January 2021 till 31 December 2021 for 2 days per week with a possible extension for one or two more years. The project manager will manage the SkillCharge project, which is part of the Cross KIC activities, managed by EIT InnoEnergy and is based on the EU project **Data Driven Skill Anticipation and Matching**. The project manager shall use an agile way of working.

The project manager will be responsible for the overall coordination and implementation of the tasks and activities of the project as well as making sure that the end product will be delivered on time. This includes coordination, management, planning, budget controlling and making sure to deliver the on time as well as reporting to internal EIT InnoEnergy stakeholders on a regular basis. Additional tasks may (not necessarily) include supporting business development, identifying relevant project partners, creating relations and contacts and contracting them for the project. Please include in your proposal the parts of the project you can cover yourself. In case another supplier needs to support you in certain areas please indicate per subject what shall be outsourced to other suppliers. Please indicate in case you could deliver the service from your company but not by you in person.

Costs have to be invoiced based on actual costs. You will be asked to track the number of days (or hours) on specified activities.

Description of the project Data Driven Skill Anticipation and Matching:

Title	Data Driven Skill Anticipation and Matching.
Priority	<i>Preparing for the future through better data and foresight</i>
Objective	To use information generated by data mining of vacancies and other sector data to identify the learning activities that are needed to achieve the new skills required by future jobs.
Need/Problem/Opportunity	<p>NEED: In order to avoid downfalls in competitiveness, productivity and potential de-industrialisation in sectors going through an innovation-driven transformation, it is necessary to anticipate the skills and the related learning imperatives of all segments of professionals expectedly requiring training.</p> <p>OPPORTUNITY: The advances in a data science, AI, machine learning and learning analytics combined with data from other sources such as course descriptions, vacancies, innovation roadmaps and industry trends allow us to identify skill trends and predict the skills and competencies that will be needed for the jobs of the future. With this data we can predict and design the learning elements and activities that are needed to pro-actively educate people and achieve a particular learning outcome. This will allow us to predict and reduce skill deficits in a pro-active way.</p>

<p>Proposed action</p>	<p>In the past two years, EIT InnoEnergy has set up SkillCharge, a suite of products that connect students, job seekers and employees, with relevant learning opportunities, in the energy sector and beyond:</p> <p>SkillCharge for Energy Professionals A website that helps students and job seekers discover relevant jobs and learning opportunities in the energy sector. Users can upload their CV, explore their skill profile, and get AI-based job and learning recommendations. In 2020, EIT InnoEnergy also helped set up three similar proofs of concept in other sectors: food, health and manufacturing.</p> <p>SkillCharge Enterprise An enterprise tool that helps HR and Learning & Development managers:</p> <ul style="list-style-type: none"> • Easily map the skills of their entire organisation • Identify skills gaps in their workforce based on trends in the energy sector • Provide tailored course recommendations for each employee <p>See https://skillcharge.innoenergy.com/ for more information</p> <p>In 2021, EIT InnoEnergy will continue this project with the following main tasks:</p> <ol style="list-style-type: none"> 1) further develop the AI software so that it can recommend complete learning paths instead of individual courses 2) build a solid customer base for SkillCharge Enterprise, through business development, marketing and sales activities, 3) set up a third product, <i>SkillCharge Education</i>, to help educational institutions tailor their educational programs to match the needs of individual students and the trends in the relevant sector 4) support the extension of SkillCharge to other sectors.
<p>Target group</p>	<ol style="list-style-type: none"> 1) Learning organisations will have the opportunity to adapt their programmes based on trends and future jobs. 2) Employers will have the possibility to reinvest in their workforce through strategic training programmes. 3) Individual learners will increase their future employability with personalised learning journeys.

EU value added (also considering subsidiarity)	<p>The EU has already done research and taken a number of actions to address the skills gap. We build on prior EU findings and will implement solutions based on the sector know-how of the different EIT KIC ecosystems across Europe and the EIT expertise in the application of data science.</p> <p>The skill gap has an important demographic dimension and can require different approaches in different member states. This data can only be provided at the EU level.</p> <p>Finally, the EU will be instrumental in scaling the pilots to other sectors and to impact employability and competitiveness in all countries and sectors.</p>
Implemented by and resources needed	The activity will be implemented by the EIT KICs and their partners.

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

	DATES
Publishing RFP	22 December 2020
Deadline for requesting clarification from EIT InnoEnergy	15 January 2021
Deadline for submitting proposals	19 January 2021
Intended date of notification of award	22 January 2021
Intended date of contract signature	1 February 2021

5. 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.

6. *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. 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 Marloes Wichink Kruit

E-mail: Marloes.wichinkkruit@innoenergy.com

EIT InnoEnergy has no obligation to provide clarification.

7. *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.

8. *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.

9. *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.**

10. *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.

11. *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 project manager (maximum point: 40)

2. Methodology approach of project and proposed project implementation (maximum point: 10)
3. Liability exposure: tenderer with best insurance coverage and least changes to contract template shall receive the highest score (maximum point: 5)
4. GDPR Compliancy (maximum point: 5)

Total technical score: 60 points maximum

5. 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.

12. 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 item 4 above (an increase in EIT InnoEnergy's contractual risk exposure is to be offset by the price). Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 3 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.

13. 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.

14. 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 3 days to file their complaints from the receipt of the letter of notification of award.

15. Ethics clauses / Corruptive practices

The 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, the 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 the EIT InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

16. Annexes

Annex 1: Draft Contract Template.

Annex 2: Tenderer's Declaration Form.