

# Request for proposals

Technical expert for: Data Driven Skill Anticipation and Matching.  
1 January 2021 till 31 December 2021 with possible extension

## EIT InnoEnergy

Deadline for submitting proposals: 15 December 2021

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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 technical expert and consultant for the period of 1 January 2021 till 31 December 2021 for an amount between 1 – 10 hours per week, (flexible planning based on demand) with possible extension for one or two more years, to work along the project team of SkillCharge 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**. In case of unexpected situations during the term of the contract, we could extend the number of working hours per week until the maximum of 40 hours, only if both parties have agreed by written communication (email) and it has been approved by EIT InnoEnergy.

**Description of the project Data Driven Skill Anticipation and Matching (written in 2018).**

<b>Title</b>	<b>Data Driven Skill Anticipation and Matching.</b>
<b>Priority</b>	<i>Preparing for the future through better data and foresight</i>
<b>Objective</b>	To use data generated by learning activities to improve the individual learning experience and to identify the learning activities that are needed to achieve the new competencies or competency levels required by future jobs.

Need/Problem/Opportunity	<p><b>NEED:</b> 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. Today, we address the skill gap in a reactive way: we identify skill deficits as they occur which is far too late. Consequently, we launch ad hoc training programmes to catch up.</p> <p><b>OPPORTUNITY:</b> The advances in a data science, AI, machine learning and learning analytics combined with data from other sources such as innovation roadmaps and industry trends allow us to 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>
Proposed action (max. 100 words)	<p>The EU and the education community have so far mainly invested in the application of learning analytics in a <i>descriptive</i> and <i>diagnostic</i> way to improve the quality of learning. We have the ambition to pilot and validate the next level of learning data applications that <i>predict</i> and <i>match</i> the learning activities and outcomes to the competency levels required for future jobs.</p> <p>(1) In this action we will DEFINE, IMPLEMENT and COMBINE the DATA sources required to predict the learning journey and the training requirements that are needed to evolve from one existing competency profile to future competency profile.</p> <p>(2) We will APPLY advanced DIGITAL TOOLS such as predictive models and recommendation engines to this data to identify the impact of innovation on existing skill profiles, define adaptive learning paths and propose the learning elements and activities that will lead to the required skills.</p> <p>(3) This will be DEMONSTRATED in 3 PILOT projects in the areas of 3 different EIT KICs.</p> <p>EIT KICs address sectors that go through major innovation driven societal and economic change: the need to address the skill deficit is a top priority. All KICs have in depth knowledge of the industry needs and the education systems in their respective domain and as such have the capacity to collect the data and work with the key stakeholders to align the pilot activities with real needs.</p> <p>Since all EIT KICs are also subject to the digital transformation, the pilot projects can address the digital skill needs in each sector.</p> <p>As such, this activity also supports priority 2 "<i>Supporting the development of relevant digital skills and competences</i>".</p> <p>The collection of learning data largely comes from digital learning environments and technology enhanced learning. As such, this activity also builds on priority 1: "<i>Leveraging the potential of digital technologies to enhance quality teaching, learning and assessment</i>".</p> <p>EIT InnoEnergy is a candidate to lead this activity and will execute one of the pilots in the context of the energy transition.</p>

<b>Target group</b>	1) Learning organisation will have the opportunity to adapt their programmes based on trends and future jobs. 2) Employer 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.
<b>EU value added (also considering subsidiarity)</b>	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. 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. Finally, the EU will be instrumental in scaling the pilots to other sectors and to impact employability and competitiveness in all countries and sectors.
<b>Implemented by and resources needed</b>	The activity will be implemented by the EIT KICs and their partners. At least 3 EIT KICs will participate in a pilot project for this activity. Each KIC will run a pilot with their partners. The duration of a pilot is estimated to be 1 year. The 3 pilots will be spread over the 2 years of the project and learn from each others findings. Resources are available.

We now come at the end of the two year programme. Most of the above mentioned objectives have been achieved and resulted in the web based tool called EIT InnoEnergy SkillCharge. The beta version can be found here: <https://skillcharge.innoenergy.com/>. We currently work on a second version for enterprises. The first release is planned by the end of the year. In 2021 we will work on a version which can be used by universities or learning institutes as a starting point to indicate the skills gap of the individual learner. The technical development of this next version needs to be guided by the technical expert. The other tasks of the technical expert will include the advisory of the software development and the support of the sales team when dealing with technical questions. The expert we are looking for has a broad experience in the application of Artificial Intelligence in general and Natural Language Processing specifically.

#### 4. Proposal Process

##### 4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers.

##### 4.2. Submission of proposal

	DATE (Calendar dates)
<b>Sending out RFP invitations to the potential suppliers</b>	<b>1 December 2020</b>

Deadline for requesting clarification from EIT InnoEnergy	11 December 2020
Deadline for submitting proposals	<i>15 December 2020</i>
Intended date of notification of award	18 December 2020
Intended date of contract signature	8 January 2020

Proposals must be emailed in English to the following address 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), highlighting your experience related to the needed skills for this project.
- the financial offer (the price for the services.) The Financial offer must be presented in *Euros per hour*. *The estimated amount of hours will be between 1 and 10 hours per week and this can vary throughout the year. The actual working hours needs to be reported and can be invoiced on a monthly basis. This should be less than 520 hours per year. If both parties agree during the term of the contract we could extend the number of working hours until 40 hours per week. In case of more than 520 hours per year, a written approval, for the estimated number of extra hours, from EIT InnoEnergy is required.* Prices must be indicated as net amount + VAT. The price should cover all costs. The project manager will be expected to bring an own laptop and telephone. A good WIFI connection is essential for our communication within EIT InnoEnergy and will also have to be inclusive in the price (no separate costs). Travel costs (not home-work) can be invoiced on actuals, only second class travels and only after approval from EIT InnoEnergy.
- **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.
- **The curriculum Vitae** of the project manager.
- The **availability and flexibility during the week and during the year** of the project manager.

An extension of the contract with the winner is possible during the years 2022 and 2023 in case of available budget and mutual satisfaction of delivered work against identical offer conditions.

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.

#### **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. 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.

#### **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 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.**

#### **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 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.



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

#### **4.13. *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.

#### **4.14. *Annexes***

*Annex 2: Draft Contract Template.*