

Tender for Applications

Evaluation of Climate-KIC's Pioneers into Practice programme

October 2014

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1. Introduction

Climate-KIC requires an evaluation report of the Pioneers into Practice (PiP) programme by analysing the current data and developing recommendations for the future delivery of the programme.

Climate-KIC wishes to invite formal proposals from experienced individuals/organisations to provide professional services in this important area of our strategic development.

The information and instructions provided in this brief are designed to ensure that all proposals are given equal and fair consideration. If you have any queries, please do contact us.

2. Climate-KIC and the PiP programme

2.1 Climate-KIC

Climate-KIC is one of the Knowledge and Innovation Communities (KICs) created in 2010 by the European Institute of Innovation and Technology (EIT), the EU body tasked with creating sustainable European growth while dealing with the global challenges of our time.

Climate-KIC is the EU's main climate innovation initiative. It is Europe's largest public-private innovation partnership focused on mitigating and adapting to climate change. Climate-KIC consists of companies, academic institutions and the public sector.

The organisation has its headquarters in London, UK, and leverages its centres across Europe to support start-up companies, to bring together partners on innovation projects and to educate students to bring about a connected, creative transformation of knowledge and ideas into products and services that help mitigate and adapt to climate change.

Climate-KIC currently has centres in France, Germany, The Netherlands, Switzerland, Denmark and the UK and has a Regional Innovation Implementation Community (RIC) consisting of Valencia, Central Hungary, Emilia Romagna, Lower Silesia, Hessen and the West Midlands.

<http://www.climate-kic.org/>

<http://eit.europa.eu/kics/climate-kic/>

2.1 Definition of the PiP programme

Pioneers into Practice is Climate-KIC's leading professional knowledge development programme for creating high-level skills for the low carbon economy. It has been managed by Climate-KIC's Regional Innovation Implementation Community (RIC). The programme started as a pilot in 2010. Since then it has grown substantially in terms of the number of participating European regions (from 6 to 12) and in the number of pioneers (from 50 in total to 230).

A preliminary evaluation of the programme was undertaken at the end of 2012 focused on capturing feedback from participants. Climate-KIC now wishes to undertake a more comprehensive evaluation which captures the experience of the participants but also analyses the programme objectives and activities as well as its contribution to wider developments in the respective regions. The study is intended to inform the development of the PiP programme over the coming years as well as providing a clearer evidence base for regional decision-makers and organisations of the value or otherwise of the programme.

2.2. Programme objectives

The programme objectives are to:

- Create an international community of low carbon innovators with the capacity to understand and manage the particular type of innovation needed for the transition to a low carbon economy.
- Develop a mix of interdisciplinary know-how and managerial capability among practitioners in low carbon innovation.
- Develop an understanding of the main systemic challenges in the transition to a low carbon economy and support the development of potential solutions.
- Develop a transition platform of key actors and activities in each region to provide the basis for regional activities.
- Promote interaction of existing front-runners and future project leaders within and across regions.

- Maximise the benefits of the low carbon transition for local places in terms of new ideas and thinking as well as economic renewal.

2.3 Programme structure

Programme participants are deliberately drawn from different sectors - industry, small companies, universities, research institutes, local and regional governments as well as non-profit and public organisations. These participants undertake the following programme activities:

- Undertake 2 x 1-month placements in leading low-carbon experiments in different European regions;
- Participate in a series of intensive workshops to facilitate the sharing of knowledge and understanding
- Receive expert mentoring and coaching from transition specialists
- Develop individual and group projects related to real-world challenges
- Showcase their ideas at PiP International Workshop and Climate-KIC's Innovation Festival.

3. Tender Specification

3.1 Main elements of the evaluation

The main elements of the evaluation are:

- To assess how the programme is delivering against its objectives and provide recommendations on areas for improvement;
- An analysis of the programme performance to date based on the available documentation (in particular the placement reports and groups assignments) as well as the feedback from programme participants in terms of the development of their own knowledge and competences;
- Evaluate the way the programme, in particular the placements and the mentoring, are developing new understandings and competences;
- To analyse how the programme is focused on addressing defined regional challenges, has influenced activities in the wider regional context (in terms of new practices, relationships and

initiatives) as well as led to new collaborations between regions;

- To review the programme's performance indicators and recommend how these could be further developed to reflect the programme's objectives;
- To review differences in the regional interpretation of the programme, including objectives, impact and management
- The development of a reflexive monitoring framework for the programme within the context outlined in the previous sections. This work should also include practical recommendations as to how the framework should be implemented on an on-going basis in terms of particular tools and methodologies.

3.2 Reporting and deliverables

The contractor is expected to produce an evaluation report of the Pioneers into Practice programme. The following sets out the steps to be completed ahead of the final report.

Inception report

The inception report should describe how the methodology proposed by the Contractor is going to be implemented in detail (having further examined the sources of secondary and primary data that will be used for the study). It shall not exceed 10 pages, annexes included. The report must, as a minimum, provide:

- An assessment of the data, whether it meets expectations and will provide a sound basis for responding to the study questions;
- A proposal for the structure of the interim report

Interim report

The interim report must as a minimum provide:

- An overview of the status of the study
- A description of problems encountered and solutions found
- A summary of initial findings and results of the data gathering
- An assessment of the data, whether it meets expectations and will provide a sound basis for responding to the evaluation question

Final report

The final report follows broadly the structure of the draft final report and is accompanied by an executive summary (max 2 pages). The main report must present, in full, the results of the analyses, conclusions and recommendations arising from the study. It must contain a description of the subject, the context of the study and the methodology used (including an analysis of its strengths and weaknesses). It must not exceed 50 pages (excluding annexes)

3.3 Organisation and meetings

The contract will be managed by a steering group consisting of Climate-KIC staff. It is expected that the contractor participate in up to three steering meetings.

3.5 Special requirements

The contractor is expected to possess extensive expertise in the field of evaluation / impact assessments, learning programmes and low-carbon innovation and as well as in the various modes of interaction between these themes.

3.6 Timetable

The indicative starting date is 10th November 2014. The contract will start after both parties have signed it. The period of execution is approximately 10 weeks. The following outline work plan and indicative timetable is envisaged.

Milestones	Indicative deadline
Indicative start date	10 November
Steering group meeting to agree inception report	17 November
Steering Group meeting and interim report	19 December
Draft final report	16 January
Final report	23 January

4. Contract value and payment arrangements

The study is estimated to amount to no more than €40,000 including travel costs and expenses.

First payment – after submission of the interim report

Final payment – on submission of the final report

5. Proposal submission and evaluation

Proposals should be sent to Christoph Auch at Provadis School of International Management (christoph.auch@climate-kic.org)

The main point of contact for the work will be Jose Luis Muñoz, PiP Programme Coordinator, munyoz_josbon@gva.es

The following evaluation criteria will be Award Criteria:

- Quality of the proposal in terms of the methodology and the proposed work to be undertaken (45%)
- Track-record of evaluating programmes similar to PiP and experience of the project team (35%)
- Cost (20%)

6. Service standards

The contract may not be directly with the KIC, however the below service standards are applicable regardless of contracting partner:

6.1 Appointment

As a service provider you may be asked to perform any of the following services in relation to specified initiatives of, or related to, the Climate-KIC:

- Your services and obligations in relation to the agreed work should be described in your offer
- Your appointment for all of the work shall be subject to you and the agreeing and signing an Agreement.
- Your work will be designed, supervised and signed off by the CKIC RIC Director. Subject to the Agreement, however, you will usually work on a remote or virtual basis with the PiP Programme coordinator, and the PiP Regional Managers, and other PiPTeam members, for example from your home or from local CKIC premises and you will provide your own tools in the performance of the services.
- By signing an appointment letter you confirm that you will work for the Climate KIC in a

personal capacity as an independent person or organisation and that you will not represent any conflicting organisation in the performance of your work. This appointment letter is not a contract of employment. The Climate KIC is not under an obligation nor is the Climate KIC liable to provide you with any compensation or coverage in the event of injury or illness.

- You must inform the Climate KIC RIC Director if you become aware of any factors that will materially affect the performance of your services or if you are unable to fulfill your obligations under the agreement to be set out.
- The agreement will enter into force on the date of the last signature of the appointment letter and shall last for the duration of the contract specified in the work packages. As the KIC will not provide you with the information needed to carry out your services until it has received the original signed copy of this appointment letter, please ensure that the original signed copy of this appointment letter reaches the KIC in good time before the anticipated start date of your work on any Assignment.

6.2 Terms of Payment

- All travel expenses shall be handled in accordance with the Climate KIC's expenses policy, a copy of which is available upon request. Travel expenses will, where reimbursement is permitted under an Assignment Agreement, be reimbursed on the basis of actual expenditure and you will be responsible for organising suitable arrangements. Travel must be limited to economy class flights, rail travel and public transport, and accommodation must be limited to hotels with a rating of three to four stars or lower.
- You will be required to submit supporting documentation including receipts and invoices to prove actual expenditure where the reimbursement of travel expenses is sought. The Climate KIC reserves the right to refuse to make a payment if your invoice is not supplied within 30 days of the completion of your work.
- Arrangements regarding payment of your fees are between you and the Climate KIC. If you are employed by an organisation it will be for you and your employer to reach an agreement as to the final destination of any payments and reimbursement, and the Climate KIC will not interfere in these arrangements.
- You must perform your services with due diligence, skill and care in a professional, timely and

workmanlike manner and to the best of your abilities. You must deliver a constant and high quality of work and act in accordance with this appointment letter, the Assignment Agreement, any instructions given to you by the KIC and all applicable laws, rules and regulations.

- The Climate KIC may withhold any payment in the case of non-performance or poor performance of the work on any Assignment and/or breach of any material obligations contained in the appointment letter and/or in the Assignment Agreement. The CKIC may recover any payment made to you and exclude you from further work if you breach the obligations arising from your appointment letter. The KIC will inform you in writing if it has decided to withhold or recover any payments from you.
- You hereby confirm that you will respect applicable national legislation with regard to taxation or other payments and liabilities in connection with any payment received from the CKIC and you agree to provide the CKIC with an indemnity on a continuing basis to this effect. This indemnity will survive the termination of this agreement. Upon request by any competent national authorities, the KIC may inform them about any payment made to you for the performance of your services.

6.3 Conflicts Of Interest

A conflict of interest may exist if you or your organization have a connection with the Climate KIC, platform, project, proposal or programme that you are to work on. Without limitation, a conflict of interest may arise if you:

- Have any connections; family or friend; with the hiring party at Climate-KIC

By signing the appointment letter you declare that you are not aware of any conflict of interest with the work that you will undertake for the KIC. If you are in any situation that could cast doubt on your ability to perform your work for the CKIC impartially, or that could reasonably appear to do so in the eyes of an external third party, you must inform the KIC immediately, detailing the nature of the potential conflict of interest.

6.4 Confidentiality

- You are not to discuss any aspect of your work with any third party, including other experts,

proposal applicants, KIC programme employees and any KIC officials that are not directly involved in your work, without the prior formal written consent of the Climate-KIC. You are not to disclose the findings of your work to anyone other than the Climate-KIC contacts without the express written consent of them.

- You have a duty to maintain the confidentiality of all documents whether paper or electronic relating to your work for the Climate-KIC. Upon completion of your work you must return, erase or destroy all confidential documentation if requested to so do.
- The obligations in terms 18 and 19 of this letter are in addition and without prejudice to your obligations under any Non-disclosure Agreement you have or are requested to sign in relation to your work as an expert for the KIC ("an NDA"). In the event of any conflict or inconsistency between this letter and an NDA (as defined), the NDA shall take priority, to the extent of such conflict or inconsistency.

6.5 Intellectual Property

- All intellectual property generated by you in the performance of your work for Climate-KIC is hereby assigned to the CKIC including but not limited to all data, reports, drawings, handouts or other material produced in the course of your work for Climate-KIC. You undertake to do all acts and execute all documents which may be necessary to confirm the title of the Climate-KIC to such Intellectual Property.
- Nothing in this agreement shall affect ownership of intellectual property existing prior to this agreement or generated outside the course of your work for the KIC which you have agreed to make available to the KIC for the performance of your work. Where your pre-existing intellectual property forms part of the Deliverable(s) you will be deemed to have granted the KIC a non-exclusive, perpetual, irrevocable, royalty-free license to use and sublicense this intellectual property as part of such Deliverable(s) (including any modifications or updates thereto or derivation thereof).

6.6 Data Protection

- When processing personal data (as defined in the Data Protection Directive) of the expert, Climate-KIC will at all times comply with data protection legislation from time to time in

force. You may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete.

6.7 Termination

- This agreement and/or any individual Assignment Agreement may be terminated by the KIC for any reason by giving you a minimum of 10 working days' notice. The KIC may instruct you to cease work immediately without formal notice in the event of non-performance or poor performance of your services or breach of any of the substantial terms of this appointment letter and/or the Assignment Agreement. The KIC may also terminate this agreement immediately upon written notice if you enter into any form of insolvency proceeding.