

Request for Quotation

For: Learning Coaches - Nairobi

Date: 3rd June 2024

1 Overview

1.1 Executive Summary

This is a Request for Quotation (RFQ) that details EIT Climate-KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	EIT Climate-KIC is looking to engage two Learning Coaches based in Kenya. The services will support the delivery of part of the EIT Climate-KIC Creating Circular Economy Innovation Cluster initiative funded by Ikea Foundation. Learning Coaches will be required to contribute to the design, facilitation, coaching, and delivery of the Circular Economy Journey - a two-weeks residential training programme delivered in Nairobi. Candidates must be experienced coaches, motivated, energetic, and available for the periods specified as well as preparatory sessions in advance.
The legal entity requesting these goods and/or services	Climate-KIC Foundation
Services and/or goods will be delivered to the following locations	Service will be delivered remotely and onsite services in the following location: <ul style="list-style-type: none"> Nairobi, Kenya
EIT Climate-KIC Contract Manager for submitting quotes and inquiries	Silvia Doglioni Programme Manager silvia.doglioni@climate-kic.org
Proposed contract term for successful candidates	12 months plus the option to renew for a further 6 months at EIT Climate-KIC's discretion

1.2 Timelines

EIT Climate-KIC has set the following indicative timelines for this RFQ:

Planned Date*	Milestones
3 rd June 2024	RFQ issued to bidders
12 th June 2024, 5PM EAT	Info Session with Q&A for interested bidders Register HERE)
3 business days before the Submission Deadline	Deadline for bidders to submit questions on the RFQ
24 th June 2024	Bidders submit quotes / Submission Deadline
From 25 th June 2024 to 19 th July 2024	EIT Climate-KIC team to review quotes EIT Climate-KIC to gain clarification from bidders EIT Climate-KIC notifies and invites bidders to a 30-minute interview
22 th July 2024	Notification of contract award



Planned Date*	Milestones
5 th August 2024	Proposed contract start date

* EIT Climate-KIC reserves the right to amend this timetable during the RFQ.

1.3 How you can participate

1. Review the RFQ documents provided by EIT Climate-KIC.
2. If you have questions on the RFQ, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
3. Submit a quote following the requirements at Section 0 by the Submission Deadline stated at Section 1.2.
4. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT Climate-KIC is the EU’s climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation. Headquartered in Amsterdam, it operates from 13 hubs across Europe and is active in 39 countries. EIT Climate-KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (EIT), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. See <https://www.climate-kic.org/> for more information.

2 Confidentiality

All information provided in this Request for Quotation (hereinafter “RFQ”) document and any information that may be subsequently disclosed during discussions, correspondence and negotiations is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “EIT Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFQ. The Supplier must not make any press announcements or publicise in any way EIT Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT Climate-KIC may require the execution of Non Disclosure Agreement as part of this RFQ or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

3 Introduction and Background

Over the past decade, EIT Climate-KIC pioneered an innovation clusters approach to tackle climate change challenges in different regions. In 2023 we see the launch of a new pilot programme in Kenya and India: [Creating Circular Economy Innovation Cluster](#) funded by [Ikea Foundation](#).

Through this project, EIT Climate-KIC and partners are establishing two circular economy innovation clusters in Nairobi, Kenya and Bengaluru, India, that will focus on waste prevention and waste management.

By doing so, the project will stimulate the growth of new circular start-ups, foster job creation, and grow investment opportunities. Whilst the accumulation of waste particularly affects vulnerable populations, the project puts emphasis on the position and role of the informal sector, women, marginalised communities, and migrant workers.

The exchange of knowledge and experiences between both locations can give valuable insights into tackling waste challenges and help guarantee long-term and self-sustaining practices, that can be replicated elsewhere.

It is in this context that in 2024 we will deliver a **Circular Economy Journey** in Nairobi (from October 31st to November 13th, included).

Journey is a two-week training programme empowering future leaders and innovators from all disciplines and all university and training levels to become active change agents within their ecosystem and to navigate the complexity within it. With its strong methodological approach and pedagogy, the programme combines innovation skills and personal development with learning about systems transformation, leadership, and entrepreneurship through contextualised and experiential learning.

During the programme, starting from a given challenge, participants will be invited to work in groups to develop innovative green business ideas. Along the Journey, they will be inspired by a combination of discussions with academic experts and practitioners, creative transferable skills sessions, inspiring workshops, and assignments all organised in collaboration between the Journey Host and EIT Climate-KIC.

The combination of deep system exploration and unique portfolio of talented participants will enable the creation of relatively advanced solution prototypes, whose level of transformative impact is strongly guided by the learning coaches that are supporting Journey participants in the design of their solutions.



4 Specification

4.1 Scope

EIT Climate-KIC is requesting quotations to work with two Learning Coaches for the Circular Economy Journey Nairobi 2024.

The coaches will be required to contribute to the design, facilitation, coaching, and delivery of the Journey programme in collaboration with EIT Climate-KIC and our local delivery partner. Candidates must be experienced coaches, motivated, energetic, available for the time periods specified as well as preparatory sessions in advance. They will be required to support and deliver the following tasks:

- Prepare:
 - An integrated programme with EIT Climate-KIC and local hosts
 - Working plans and outlines with your co-coach
 - Gain a good understanding of the local circular economy context
- Create:
 - A well-integrated group of participants focused on learning and doing (autonomous, group, and guided)
 - Self-sufficient teams who are empowered and active
 - Participants and teams who understand and value networking and community building
 - Participants who fully integrate and engage at all stages of the programme
- Deliver:
 - Facilitate the Circular Economy Journey programme
 - Provide coaching to Journey participants to work in collaborative groups/teams with the aim of developing a sustainable and innovative solution to a specific challenge: In the case of this Journey to support them to develop innovative ideas related to promoting a Circular Economy in Nairobi (e.g. design out waste and pollution through new products or services / improve waste management at household level and raise consumer awareness / address challenges of/ together with waste pickers – informal workers etc.)
 - Translation of the Journey Pedagogy into the group ethos
 - Support participants to understand and appreciate their own growth and development
 - Support groups to develop a systems map and identify key leverage points that they will target with their idea
 - A final event with Journey participants and local stakeholders from across the circular economy ecosystem
- Maintain:
 - A high level of belief in all participants throughout the programme that they can achieve extraordinary things

It is key that the engagement and discussions with attendees are authentic as part of this context-dependent knowledge creation process. The Learning coaches will ensure trust-building that allows participants unrestrained creativity in a collective context.

Following the event, the coaches will be required to participate in a debrief session with relevant parties. This will serve as a collection of lessons learned and enable further use of the outcomes and outputs for the lab in future years.

Coaches will be required to write a Final Report as a deliverable and to submit it at latest one month after the end of the two-week training programme.

The total number of days corresponding to this event and related services is expected to be up to 21 days distributed as following:

- Phase 1 (7 working days):
 - Familiarise with the Circular Economy Innovation Cluster Initiative, as well as with the Journey' methodology and pedagogy
 - Define the structure and Agenda of the Journey programme in collaboration with the local delivery partner and EIT Climate-KIC team
 - Work with your co-coach to define the work plan and outline of the Journey programme
 - Design, facilitate and deliver the Circular Economy Journey Kick-off Event for participants in collaboration with your co-coach, the local delivery partner and EIT Climate-KIC team
- Phase 2 (14 working days):
 - Attend and facilitate the Journey programme, in person, in Nairobi (from October 31st to November 13th, 2024 - included)
 - Constantly coordinate with your co-coach, the local delivery partner and EIT Climate-KIC team during the delivery phase
 - Prepare and submit to EIT Climate-KIC the Circular Economy Journey Final Report

Additional services related to this Scope may be requested on a day rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

The supplier will ensure sufficient financial, economic, technical and professional capacity to deliver the services in an efficient and effective manner.

4.2 Deliverables

The following deliverables are requested:

Deliverable 1: Circular Economy Journey Kick-off Agenda

Requirements:

- Develop the Kick-off agenda with the co-coach outlining the flow of the event and clearly outline the purpose, goals, and activities of the event
- Coordinate with EIT Climate-KIC and the local host for specific presentations
- Facilitate interactive sessions to engage participants and gather initial feedback. The event should effectively introduce participants to the Circular Economy Journey programme, leaving them motivated and informed
- Follow up with participants post-event for further engagement

Deliverable 2: Circular Economy Journey Final Report

Requirements:

- Write the Circular Economy Journey Final Report with the co-coach
- The report should provide a detailed overview of the journey programme, including objectives, activities, and outcomes as well as insights of participant feedback and program effectiveness.
- Lessons learned should be clearly articulated, highlighting both successes and areas for improvement
- Best practices and recommendations should be identified and presented in a manner that is actionable for future activities

The final report will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. The report is to be provided for unrestricted use by EIT Climate-KIC

and free from all third party copyright restrictions. EIT Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion. Further requirements regarding the report include:

- The EIT Climate-KIC brand guidelines provide the requirements for use of our logo. These are publicly available at <https://www.climate-kic.org/who-we-are/media-and-brand/>. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager.
- The provider should allow for rounds of review by EIT Climate-KIC and subsequent edits to ensure acceptable quality of the completed report.

4.3 Service Level Requirements

In providing goods and/or services to EIT Climate-KIC, the following service levels are requested:

- Services are requested during business hours 9am to 6pm CET excluding public holidays.
- Services may be required outside general business hours and flexible working arrangements are requested.
- The provider is to propose a suitable service level agreement to ensure key elements of goods and/or services delivery are defined, aligned and tracked over time. This should include escalation channels, performance indicators / targets and mechanisms for remediation of ongoing missed performance targets (e.g. credits, rebates or reimbursement).
- The service provider should be generally contactable and responsive during business hours by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.4 Sustainability

In order to uphold our commitment to sustainability, EIT Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- The services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of paper and plastic waste. Please discuss the use of brochures, paper agendas, poster boards and post-it notes with EIT Climate-KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4.5 Eligibility

EIT Climate-KIC reserve the right to reject quotes where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority

- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of an EIT Climate-KIC or group entity (discretionary basis)
- Will continue to be a full time employee of an EIT grant recipient or EIT Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make EIT Climate-KIC aware in your submission.

4.6 Required Experience and Capabilities

The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:

- Professional (learning) coach (3yrs min experience) with good knowledge of, and ability to, facilitate and support various methods of team development/dynamics.
- Facilitation Skills:
 - Proven ability to facilitate group discussions, workshops, and collaborative problem-solving sessions.
 - Relevant experience in facilitating, leading, energising, and motivating small and big groups of up to 150 participants from diverse cultural and academic backgrounds
- Mentoring and Coaching Experience:
 - Past experience in mentoring and coaching individuals or teams.
 - Ability to guide participants in developing their skills and addressing challenges.
- Innovation and Creativity:
 - Demonstrated experience in fostering innovation and creative thinking.
 - Ability to guide teams in generating new ideas and solutions for circular economy challenges.
 - Knowledge of system thinking and system innovation
- Adaptability and Flexibility:
 - Ability to adapt to changing situations and address unforeseen challenges.
 - Flexible approach to meet the diverse needs and backgrounds of participants.
- Expertise in Circular Economy:
 - In-depth knowledge of circular economy principles, practices, and challenges.
 - Familiarity with sustainable business models and circular design thinking.
 - Knowledge of the Nairobi circular economy local context (including the role of informal workers within the waste management sector)
- Communication Skills:
 - Ability to articulate complex concepts and ideas clearly.
 - Ability to provide constructive feedback to individuals and teams.
 - Strong communication skills in English language (at least C1)

4.7 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to EIT Climate-KIC. The EIT Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- EIT Climate-KIC can provide a purchase order number to be referenced on invoices.

- Where EIT Climate-KIC is requesting services over longer periods of time, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with EIT Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.8 Contract Management

A one-off agreement is proposed for award of work.

EIT Climate-KIC can share their standard terms and conditions but will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third party intellectual property rights;
- In addition, EIT Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with EIT Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to EIT Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by EIT Climate-KIC to service providers.

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope.	40%
Quality – quality of the application and ability of bidder to fulfil the scope of services and requirements	30%
Experience and Capabilities – ability to meet the requirements at Section 4.5	30%
Total	100%

6 Instruction to Bidders

6.1 Responding with your quote

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. A **Response** that sufficiently details the bidder's offer and responds to the requirements contained in this document.

- The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
2. A **Quotation** that meets the requirements described at Section 6.2 - please translate in Euros and specify any unique currency requirements (if applicable)
 3. Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC
 4. Completed and signed questionnaire that has been provided with this document ([Due Diligence Questionnaire available at this link](#))

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT Climate-KIC reserves the right to reject RFQ responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

6.2 Quotation requirements

EIT Climate-KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes VAT or any other taxes;
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with EIT Climate-KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in
- **Table 1** at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in **Table 2**.

Table 1: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
<ul style="list-style-type: none"> • Phase 1 ... as per Section 4.1 • Phase 2 ... as per Section 4.1
<ul style="list-style-type: none"> • Deliverable 1 of ... as per Section 4.2 • Deliverable 2 of ... as per Section 4.2
TOTAL (if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):

Item and unit cost (in Euros excluding VAT)
<ul style="list-style-type: none"> • Assistant – XX / day • Officer – XX / day • Specialist - XX / day • Project coordinator – XX / day • Consultant – XX/day • Principal consultant – XX/day • Partner – XX/day • ...

Table 2: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Subcontracting guidance

It is not anticipated that the delivery of these services will require subcontracting

6.4 Terms of this RFQ

1. Your response should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any response submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFQ, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFQ, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFQ, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your response to seek clarification.
4. Entering into contractual arrangements with EIT Climate-KIC in connection with this RFQ does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any response(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT Climate-KIC, at its sole discretion, reserves the right to accept or reject any or all of the responses received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between an EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between EIT Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their response to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.2.

10. As per above and where applicable, bidders must acknowledge receipt of this RFQ by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a response by the Submission Deadline.
11. This RFQ does not commit or obligate any EIT Climate-KIC company to pay any expenses incurred by you in the preparation of your response. All such expenses are solely at the risk of the bidder and by submitting a response you automatically agree that response becomes the property of EIT Climate-KIC.
12. Responses are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFQ.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFQ confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their response, to return to EIT Climate-KIC this RFQ and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFQ is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this RFQ. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.