

REQUEST FOR OFFERS

EIT RawMaterials *Request for Offers*

11 October 2021

The purpose of this **REQUEST FOR OFFERS** is to:

- Provide an introduction to EIT RawMaterials and the EIT HEI Initiative
- Outline the terms of reference for subcontracting support to develop an HEI Project Handbook, a key document of the new EIT HEI Initiative
- Solicit offers for contracting

Deadline: **25 October 2021, 18.00 CET**

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1. Background

[EIT RawMaterials](#) is a European initiative that aims to boost innovation in the raw materials sector and position Europe as a global leader in securing raw materials – fundamental building blocks necessary to the achievement of the UN SDGs and the European Green Deal. In order to do this, EIT RawMaterials brings together stakeholders from academia, R&D and industry collectively representing the entire raw materials value chain to carry out the following activities:

- (i) Develop, commercialise and launch technological solutions to the market
- (ii) Scout, support and mentor start-ups and idea holders with smart, circular, resource-efficient solutions to increase the competitive of raw materials industries
- (iii) Educate future innovators by delivering higher education programmes which equip learners with innovation knowledge, skills and attitudes (KSAs) and provide them with opportunities to ideate and accelerate solutions to real societal and industrial challenges
- (iv) Raise awareness amongst society about the significance of raw materials and how to get involved in a raw materials career but also to make the economy more circular
- (v) Upskill the current raw materials workforce ensuring it keeps pace to an evolving sector

EIT RawMaterials invests the majority of its funding into projects addressing the above activities, which are carried out by EIT RawMaterials Partners in so-called KAVA projects. In addition, several strategically relevant activities are centrally driven and managed by EIT RawMaterials staff, with involvement of EIT RawMaterials partners in supporting roles. EIT RawMaterials also coordinates the EIT's HEI Initiative, a major cross-KIC initiative involving all eight of the EIT's Knowledge and Innovation Communities.

2. EIT HEI Initiative: Innovation Capacity Building for Higher Education

The HEI Initiative is part of the EIT – the European Institute of Innovation and Technology. The EIT exists to drive innovation across Europe by integrating business, education and research to find solutions to pressing global challenges. The EIT's eight Innovation Communities – Knowledge and Innovation Communities or 'KICs', – exist as independent consortia putting this mission into practice across nine strategic priority areas for Europe.

To date, the Innovation Communities have worked with university partners to create substantial impact in boosting innovation in their areas of focus. This has taken place principally at faculty or departmental level – for example, EIT Health working with faculties of biosciences or medicine, or EIT RawMaterials with materials science or geology departments. Now, under Horizon Europe, the EIT's Strategic Innovation

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Agenda 2021-27 envisages bringing this expertise to entire HEIs at the institutional level, while reaching out beyond EIT KIC partner universities with the aim of reaching 750 HEIs across Europe. To make this happen, the EIT HEI Initiative has been developed and is implemented by these eight innovation communities, with EIT RawMaterials leading the project.

The objectives of the EIT HEI Initiative are to:

- Strengthen innovation and entrepreneurial capacity of HEIs at institutional level, engaging all actors of the education value chain
- Enable meaningful engagement with innovation ecosystems
- Empower people to transform ideas and expertise into tangible, societal value
- Create an entrepreneurial culture

Step 1: Stocktake Innovation and Entrepreneurial Capacity Building across the KICs through the establishment of the HEI Resource Hub

Leveraging their assets and experience, the EIT KICs will stocktake, review and consolidate a range of interventions and best practices in the form of programmes, models, tools etc in the HEI Resource Hub. The contents of the HEI Resource Hub may be accessed by the selected HEI projects to support the implementation of the Actions selected by HEI projects and included in their IVAP (Innovation Vision Action Plans) workplans. By doing so the HEI Initiative will leverage the investment, best practices, and processes developed, implemented and validated across the KICs since 2010.

Moreover, EIT KIC Partner and non-Partner HEIs will be able to access, customize and apply non-KIC innovation and entrepreneurial capacity building programmes within their own institutions, if applicable and relevant.

A taxonomy will be developed in 2021 to classify and group the EIT KIC and non-KIC programmes and interventions into Learning Ecosystems, which will be fully aligned to the four Domains of the HEI Initiative. These Learning Ecosystems will be able to continuously grow as and accumulate new resources, and made available as a valuable, rich source for HEI consortia participating in the HEI Initiative.

One salient measure to contribute to the development HEI Resource Hub will be a “KIC Showcase”, organised annually, where 4 partner HEIs from each EIT KIC will present education KAVA projects, 32 KAVA projects in total, to prospective applicants and selected HEI projects. These education KAVA projects will be automatically incorporated into the HEI Resource Hub.

Step 2: HEI Innovation and Entrepreneurial Capacity Baseline and Roadmap

In order to determine their innovation and entrepreneurial baseline, HEIs will carry out a self-assessment using the HEInnovate tool, formally integrating HEInnovate into the HEI Initiative, a requirement indicated in the SIA 2021-2027. Similar to the HEI Pilot Call for Proposals, an HEInnovate Online Info Session will be organized in December 2021 and open to all European HEIs in order to present HEInnovate, its relevance

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for the HEI Initiative and illustrate how it can be practically used in the HEI Call #2 for Proposals, launched on 18 November 2021.

This self-assessment will be carried out independently by the HEI consortia – either by an individual HEI or in a group self-assessment. The results of the HEInnovate self-assessment will drive the choice of Actions included in the IVAP of each HEI.

Step 3: HEI Call for Proposals

Consortia of HEIs and non-academic organisations will be selected by the HEI Initiative through open calls. The first HEI Call, the HEI Pilot Call for Proposals, was launched on 24 March 2021 and closed on 25 May 2021. After the HEI Pilot Call for Proposals closed, an eligibility check to ensure each HEI application fulfilled all eligibility criteria was performed. The eligibility check was followed by an independent, external evaluation and final selection. Full eligibility check, evaluation and selection process are described in Section 3 of this proposal, Quality and efficiency of implementation. Step 4: HEI Innovation Vision Action Plan Development

Step 4: Innovation Vision Action Plan Workshop – Kicking off the selected HEI projects

The aim of the 2-day IVAP Workshop is to gather the selected HEI projects in a common knowledge sharing space (online) and make them part of the HEI Initiative, creating engagement with other HEI projects and stakeholders and fostering the collaboration with different HEI projects for going a step forward in the development of Innovation and Entrepreneurship in the HEIs and achieve Institutional change.

The IVAP Workshop will create an environment in which selected HEI projects can discuss and collaborate with each other for a better project implementation. The institutional keynotes and presentations will provide some views and resources for addressing the collective action ideas that the consortia are facing, not focusing only on their own projects, but allowing a collective reflection to extract some lessons which could be applied in the IVAP Implementation phase.

Step 5: Innovation Vision & Action Plan Implementation

After the IVAP Workshop takes place, the HEI projects will begin implementing the description of work articulated in their IVAP. Each EIT KIC appoints Project Officer(s) who are (i) responsible for monitoring the HEI projects, (ii) first point of contact to the HEI projects, (iii) disseminates relevant information to the HEI projects, (iv) carries out the annual progress reviews with the HEI projects, (v) supports the HEI projects with both content- and administrative requirements and (vi) actively facilitates the engagement of the HEI projects within the broader HEI Initiative Community.

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As such, the EIT KICs and the corresponding HEI projects may develop specific interventions involving the expertise of EIT KIC partners to co-create novel approaches with the beneficiary HEIs through support mechanisms, such as through peer-to-peer networks. Augmented programmes, models and tools will be looped back into the repository of KIC programmes, models and tool in WP2 HEI Resource Hub, and shared with the other EIT KICs, accordingly.

Step 6: Monitoring and Evaluation

Because the pre-pilot year, 2021, takes an experiential learning approach, both continuous and dedicated monitoring, reflection and evaluation will be integrated into the implementation of the HEI Initiative and HEI projects, in order to extract lessons and transform lessons into improvements of the (i) entrepreneurship and innovation capacity building programmes, models and tools and (ii) overall implementation and assessment process.

3. Terms of Reference & Description of Work – Development and Finalization of Call for HEIs

EIT RawMaterials seeks a contractor to continue the create a EIT HEI Initiative Project Handbook, in close coordination with the EIT KICs.

The HEI Initiative Project Handbook will be used by the selected HEI projects and contain all processes, guidelines, timelines and templates to support the HEI projects to successfully implement their workplans. The HEI Initiative Project Handbook will build on and integrate existing material and resources already created within the HEI Initiative and within the EIT KICs.

The format, structure and contents of the HEI Initiative Project Handbook will be jointly developed with the successful subcontractor and the HEI Initiative team.

Below is the foreseen description of work to be performed by the successful subcontractor:

- Meet with the HEI Initiative team to discuss requirements and user needs of Handbook, as well as existing HEI Initiative branding
- Review all existing HEI Initiative materials and resources (e.g. process documents, definitions, templates), and determine how to use existing materials / determine if the existing materials can be used in the HEI Initiative Handbook
- Prepare and present a concept note which will include a proposal on style, format, layout and contents of the HEI Initiative Project Handbook; the concept note should address the needs of the organisations involved in the implementation of the HEI projects





- Review and incorporate feedback from the HEI Initiative to the concept note
- Prepare and present a second version of the concept note, which shall be the basis for the creation of the HEI Initiative Handbook, its contents and text, including all supporting templates and documents
- Create the HEI Initiative Handbook, its contents and text, and all supporting templates, references and documents

The above description of work will be carried out through two dedicated contact hours per week with the HEI Initiative team via telco. Agenda will be jointly prepared by the subcontractor and the HEI Initiative Team and sent by the subcontractor in advance. The subcontractor will take and circulate the minutes of the telcos. In addition, bilateral communication between the subcontractor and EIT RawMaterials will be necessary to ensure coordination and alignment.

Estimated Timeline

1 st or 2 nd week of November 2021	Kick-off meeting between subcontractor and HEI Initiative team
By 3 rd or 4 th week November 2021	All existing HEI Initiative materials and content to be reviewed: By 3 rd or 4 th week November 2021.
10 th December 2021	First draft of the concept note to be circulated and presented to the HEI Initiative Team
10 th January 2022	Second draft of the concept to be circulated and presented to the HEI Initiative team, after incorporation of all comments and feedback from the HEI Initiative Team
31 January 2022	First draft of HEI Handbook to be circulated and presented to the HEI Initiative Team
11 February 2022	HEI Initiative Team to provide feedback to the first draft of the HEI Initiative Handbook
28 February 2022	Second draft of HEI Handbook to be circulated and presented to the HEI Initiative Team



11 March 2022	HEI Initiative Team to provide feedback to the first draft of the HEI Initiative Handbook
31 March 2022	Final HEI Initiative Handbook circulated to and presented to the HEI Initiative Team

Contact person for the selected contractor will be the Head of Education at EIT RawMaterials.

4. Budget

Budget to be submitted by the prospective contractors based on number of days of work and costs of the created content, based on the above terms of reference.

5. Offer

All prospective contractors shall submit an offer to EIT RawMaterials illustrating how they would implement the description of work illustrated above, within the specified time frame, including the necessary budget. Selection will be based on the following criteria and weighting

- description of your approach to this work, background and relevant experience of the consultant/team (50%)
- total budget requested incl VAT (50%)

Offer should not exceed 3 pages.

This offer should be addressed to and sent via email to wesley.crock@eitrawmaterials.eu by **25 October 2021, 18.00 CET**.

EIT RawMaterials
Attention: Mr Wesley Crock
Tauentzienstrasse 11
10789 Berlin
Germany

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6. No Obligation

The submission of a proposal shall not in any manner oblige EIT RawMaterials to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

7. Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of EIT RawMaterials solely for the benefit of EIT RawMaterials.

8. No Guarantee

EIT RawMaterials makes no guarantee of future volumes and offers volume information for directional purposes only to assist vendors with proposal preparation.

9. Costs for preparing proposals / offers

No costs incurred by the contractor in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

10. Appeal /complaint procedure

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 RawMaterials. The contractors have *10* days to file their complaints from the receipt of the letter of notification of award.



11. Contact

For questions please contact Wesley Crock, Head of Education EIT RawMaterials
wesley.crock@eitrawmaterials.eu

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