

TENDER SPECIFICATIONS

Open call for tender 08/2020/OP/EITPROC
for Development of a Methodology for implementation of the EIT
Impact Framework (2021 – 2027)

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1. INTRODUCTION

1.1. Background

The European Institute of Innovation and Technology (hereinafter referred to as the 'EIT') is a European Union body established by Regulation (EC) No 294/2008 of the European Parliament and the Council of 11 March 2008¹ with the goal of taking a different route to address the EU innovation challenges by integrating the Knowledge Triangle of business, higher education and research. Its offices are located at Infopark – Building E, Neumann Janos 1/E, H-1117 Budapest, Hungary.

The EIT's mission is to contribute to the sustainable European economic growth and global competitiveness by reinforcing the innovation capacity of the Member States and the Union and addressing major challenges faced by the European society. It does this by promoting synergies and cooperation through integrating higher education, research and business in order to foster innovation and entrepreneurship in the knowledge triangle integration model. The EIT combines strategic orientation at EIT level, primarily through its Governing Board, with a bottom up approach within the thematic remits of its Knowledge and Innovation Communities (KICs). KICs are highly integrated legal entities, which function as pan-European partnerships and bring together excellent universities, research organisations, small-, medium and large enterprises and other innovation actors on a long-term commitment around specific grand societal challenges.

The KICs are designated by the EIT on the basis of an open competitive call. In 2009, the EIT designated three initial KICs in the fields of sustainable energy (EIT InnoEnergy), climate change adaptation and mitigation (EIT Climate-KIC) and next generation information society (EIT Digital, until 2015 named EIT ICT Labs). In 2014, two new KICs were designated in the areas of healthy living and active ageing (EIT Health) and raw materials-sustainable exploration, extraction, processing, recycling and substitution (EIT Raw Materials). In 2016, the EIT selected one additional KIC: EIT Food – sustainable supply chain from resources to consumers. In 2018, two more KICs were designated in the thematic areas of Urban Mobility and Adding Value Manufacturing.

The EIT supports each KIC initially for a 7-year period. This first period of financial support is followed by a mid-term review (7-year review). Only in case of positive outcomes of this review, the EIT continues the financial support for the remaining additional 7 years up to a maximum of 15 years. The EIT then performs a 15-year review of the KIC.

Partners in KICs work together with a common goal: a positive societal and economic impact for Europe, to be measured in terms of new business creation, innovation in existing emerging industries, businesses and SMEs, jobs creation, entrepreneurship education and delivery of a new generation of entrepreneurs, and the overall success of the KIC in addressing societal challenges within their priority thematic areas.

The EIT, jointly with the KICs has developed an Impact Framework (Annex XIII) and Pathway (Annex XII) that will underpin its future Strategic Innovation Agenda (2021-2027) (SIA) and will further strengthen its impact-focused approach to delivering world-class solutions to targeted societal challenges. The Impact Framework has been designed on the basis of EIT List of KPIs (Annex XVI) provisionally approved by the EIT Governing Board.

¹ OJ L 97/1 of 9.4.2008, as amended by Regulation 1292/2013 of the European Parliament and of the Council of 11 December 2013 (OJ L 347/174 of 20.12.2013)

The draft Impact Framework has been developed to date for the **Horizon Europe (HE) economic/technological impact pathways and indicators**² considering the mission and the strategic objectives of the EIT. The **societal impacts** need to be further determined by each KIC and, subsequently, the EIT Impact Framework incl. the List of KPIs to be updated respectively by end of 2020. The **current EIT Key Performance Indicators (KPIs)** capturing mainly output and results are integrated where possible to allow for continuity, comparative analysis and setting up baselines considering historic data. Apart from the **impacts and respective impact indicators**, the Impact Framework encompasses all other levels in the EIT impact pathway: **outputs, short-term and medium-term results and respective indicators**.

The EIT Impact Framework will serve in 2021 – 2027 the following critical functions:

- **Impact-led planning:** Each KIC should define in its Strategic Agenda the strategic goals it will aim to achieve by 2027 or by the end of Year 15. The KICs should also plan specific measures and targets for each strategic goal to ensure that the goals attainment can be evidenced and assessed. The KICs should also demonstrate which impacts, more specifically, the long-term societal changes as well as the long-term pan-European impact on human capital, job creation, economic growth it will aim to create. These should be underpinned by KPIs and respective sources of verification (as outlined in the Impact Framework). Milestones based on the KPIs included in the Framework should be established during key phases of the KICs individual Strategic Agendas to ensure progress against the goals is clearly measured and when needed corrective actions are considered. After defining its strategic objectives and impact outcomes, the KIC will then plan activities for achieving these (i.e. top-down strategic planning).
- **Evaluations including impact assessments:** Data collected against impact indicators will serve the basis for evaluations, 7 and 15-year reviews of the KICs and impact assessments. Both, the EIT Mid-term evaluation and the EIT Impact Study (2017) indicated that the systematic collection of impact data should be improved. This will become more important with the maturity of the first two waves of KICs. In addition, the Impact Framework will ensure the linkage between impact created at the mature phase of the KICs, on the one hand, and their activities and interventions in earlier stages, on the other: the output and result data already collated will provide supporting evidence for the impact achieved as a result of earlier activities. This will also facilitate the impact attribution although other attribution techniques should be applied.
- **Result-based investment:** The KPIs related to results, an integral part of the Impact Framework, will be used to inform the EIT Governing Board's decisions on future KIC funding. This will ensure alignment of the funding mechanism with achieved results and, respectively, KICs' progress towards the long-term strategic targets (impact indicators). Thus, the Framework will streamline and inform the EIT result-based funding decisions.

The societal impact need to be further determined by each KIC and, subsequently, the EIT Framework to be updated respectively by the end of 2020. Along with the KIC societal impacts, respective indicators and targets, this update will include the Horizon Europe KPIs (currently under development by DG for Research and

² https://ec.europa.eu/info/sites/info/files/research_and_innovation/ec_rtd_he-presentation_062019_en.pdf

Innovation (DG RTD)) and an impact pathway for the future EIT objective related to strengthening the entrepreneurship and innovation capacity of Higher Education Institutions.

1.2. Purpose

By the present public procurement procedure, the EIT seeks a service provider to support the **finalization of the EIT Impact Framework and development of a Methodology for its systematic implementation**. This includes: refinement of the outputs/results' and impact indicators and their definitions included in the Impact Framework, support for KICs in establishing their societal impacts and indicators, verification of relevant data sources, development of data collection approaches and tools to monitor progress and analysis, and support the future preparation of evaluation reports with respect to the economic, employment, innovation and societal impact of the EIT KICs. The purpose of this procurement procedure is to conclude a contract with a service provider able to provide the necessary services and handle the scope and volume of such services as detailed below.

In order to ensure the provision of these services, as described in point 2 below, the EIT decided to launch an open procurement procedure in accordance with Article 164 of the Financial Regulation (FR)³.

These specifications will become an integral part of the contract that will be concluded following the award procedure. Non-compliance to them during the performance of the contract may constitute a reason for EIT to terminate it.

EIT Regulation and EIT Strategic Innovation Agenda (2021 – 2027), as well as Horizon Europe legal framework are applicable documents to the current call. These documents will be adopted later on in 2020. The EIT may propose amendments to the contract to adjust to the final version of these documents. Any change will be agreed with the contractor in advance.

2. TECHNICAL SPECIFICATIONS

2.1. Description of services and deliverables

The service provider will be required to familiarize themselves with the emerging proposals and planned implementation of the impact pathways under development for the broader Horizon Europe programme and to work with the EIT to avoid duplication in data collection and where relevant, to make use of the same data sources.

The services required are to support the refinement of the Impact Pathways, the improvement and/or reconceptualising of the indicators to be used to measure outputs, results and impact, the identification of high quality data sources and where these are available, make arrangements to capture and align available data from these sources to provide baselines, benchmarks and/or evidence of the KICs' contributions. In the absence of existing data sources, these services are expected to capture evidence of impact from empirical data and/or pull together composite data into meaningful evidence of outcomes. Therefore the contractor/s for the EIT will need to ensure the EIT will have ongoing access to data sources, provide guidelines to manage the sensitivities of

³ REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

respecting Intellectual Property while maximising open access, and ensure the necessary territorial coverage and relevant KIC sector specific knowledge.

This service will require the development of data collection/capture approaches and tools. The EIT wishes to limit the amount of data required to be generated and reported by KICs directly and where this is essential, to provide smart, easy to use tools to do so. It is expected that the service provider has the capacity to recommend new approaches to data capture including where appropriate, big data and artificial intelligence (AI) technologies. All data collection tools must be in place ready for immediate deployment with baseline data recorded by mid-2021 at the very latest. These tools will support the EIT so that regular reporting on outcomes and impact progress can record progress against milestones.

Tasks

The following tasks are anticipated:

Tasks related to finalization of the EIT Impact Framework:

- Finalisation of the Impact Pathways (Annex XII) and Impact Framework (Annex XIII) with special attention to ensuring that the indicators and their definitions are valid and measurable, the outputs, results and impacts reported are based on sound methodologies, and are evidence based.
- Development of Impact pathway for the new EIT objective for strengthening the entrepreneurship and innovation capacity of the HEIs (incl. results, impacts, indicators, sources of verification etc.).
- Mainstreaming/incorporating the Horizon Europe KPIs (once developed by DG RTD) tailored to EIT.
- Providing support to KICs in developing their specific societal impact pathways incl. results, impacts, indicators, targets, sources of verification etc.).

Tasks related to developing the Methodology for implementation of the EIT Impact Framework:

- Collection and verification of baseline data (where available) and/or benchmark data for all indicators including where appropriate KIC data for past years.
- Design, development, and implementation of data collection approaches and tools to gather grounded data, and to source, scrape and/or consolidate relevant externally sourced data (e.g. Eurostat), in order to assess progress for the EIT as a whole and for each KIC Pathway, the outputs, results (short & medium-terms outcomes) and longer-term impact. Such tools may include different types of surveys (surveys of EIT learners/graduates, KIC partners, startups); bank of questions to be used for interviews etc. Consideration should be given to how AI can be used when designing data collection tools to improve efficiency and effectiveness of data collection and data analytics.
- Design, development and implementation of new composite approaches to bring together data sources to address difficult to measure outcomes and impact evidence.
- Preparation of proposals and guidelines for the impact data collection process providing descriptions of each of the proposed data collection approaches and tools: their advantages and disadvantages, when and how these are to be used, logistics of the processes and a responsibility matrix. Such guidelines must include the proposed approach to attribution including a methodology for isolating, assessing and interpreting impact data.

- Development of methodologies for KIC reviews: 7 and 15-year reviews of the KICs and proposals for an EIT impact study to be conducted by the EIT possibly in 2025.

All relevant tasks above should be aligned with Horizon Europe data collection approaches.

2.2. Reporting

The work carried out by the contractor under the contract will be the subject of the following deliverables:

Deliverable	Title and description
D1	Inception Report: this shall describe the activities undertaken during the inception phase and demonstrate comprehensive understanding of the contractor's interpretation of the operating environment particularly with regard to DG RTD developments on Horizon Europe impact pathways. The Report should include an updated plan of action and timeline for conducting the work. The report should also indicate where additional specialist expert input will be required (for example in KIC specialist domains) and specify the requirements. Anticipated risks and assumptions should also be outlined as well as a respective mitigation strategy.
D2	Updated versions of the EIT Impact Framework and Pathway and the eight KIC Impact Pathways (incl. societal impact pathways). This deliverable should pay special attention to ensuring that the indicators are valid and measurable, the results reported are based on sound methodologies, and are evidence based. The updated Impact Framework should include: <ul style="list-style-type: none"> - Finalized KPIs and definitions - KICs' societal impacts, definitions, indicators, sources of verification - Horizon Europe KPIs (tailored to EIT) - Outputs, results, impacts, KPIs and sources of verifying for the new EIT objective for strengthening HEIs innovation capacity and entrepreneurship
D3	A proposal describing the design, development, and implementation of data collection approaches and tools to gather grounded data, and source, scrape, mash-up and/or consolidate relevant externally sourced data (e.g. Eurostat), to assess progress for the EIT as a whole and for each KIC Pathway, the outputs, results (short & medium-terms outcomes) and impact.
D4	All proposed data collection approaches, tools, data sources, responsibility matrix and guidelines for their use.
D5	Baseline data (where available) and/or benchmark data for the indicators in the EIT Framework. If, and where appropriate, KIC data from past years to be considered.
D6	Methodologies for KICs 7 and 15-year reviews to be conducted in 2021 - 2027

D7	A proposal to design, develop and implement new composite approaches to bring together data sources to address difficult to measure outcomes and impact evidence.
D8	A status report on the implementation of new composite approaches bringing together data sources to address difficult to measure outcomes and impact evidence and guidance for use.
D9	Guidelines to be used with respect to all tools to be deployed for data collection and guidelines for their use. Guidelines for KICs with respect to the EIT's monitoring and review processes.
D10	Interim Report to include a word document and a summary slide presentation. The Interim Report shall describe the work carried out to date, methods applied, problems encountered, solutions found and the work programme planned for the following period. It should also include dashboards of progress against planned deliverables and any 'red flags' concerning the contract delivery.
D11	<p>Final Report to summarize the work carried out, methods applied, problems encountered, solutions found and limitations encountered due to unforeseen problems (if applicable).</p> <p>It should include:</p> <ul style="list-style-type: none"> - the final agreed version of the EIT Impact Framework and Pathway with all indicators to be used to evidence outputs, results (short & medium outcomes) - impact, baseline and/or benchmark data - responsibility matrix for data collection and analysis - the final, agreed versions of each KICs societal impact pathways with indicators, data sources, frequency of reporting and responsibility matrix <p>The set of tools to be deployed for data collection and guidelines for their use should also be submitted with the Final Report. The guidelines for the KICs 7 and 15-year reviews.</p> <p>The Final Report shall be presented as:</p> <ul style="list-style-type: none"> - a full word report, with accompanying Dashboards and Presentation slides, - an executive summary of the main deliverables and findings, - an abstract of no more than 200 words.

Presentation and references:

The data in above deliverables shall be presented in English in electronic format with an appealing layout, containing tables as well as appropriate graphics to illustrate the arguments. The Final Report shall be written in a high standard and proofread by a native speaker.

All reports must be sent to the EIT by the contractor in electronic format. They should have numbered paragraphs and pages and a clear identification, including:

- the contract number (not the call number),

- the acronym,
- the version (draft, revision or final) and
- the date.

The reports shall contain the following disclaimer:

“This report was produced under the Horizon 2020 Programme (2014-2020)/Horizon Europe Programme (2021 – 2027) in the frame of a service contract with the European Institute of Innovation and Technology (EIT). The content of this report represents the views of the contractor and is its sole responsibility; it can in no way be taken to reflect the views of the EIT or any other body of the European Union. The EIT does not guarantee the accuracy of the data included in this report, nor do they accept responsibility for any use made by third parties thereof.”

2.3. Meetings between the EIT and the contractor

Seven meetings are foreseen during the contract as follows:

- Kick-off meeting (M1)
- Inception Report meeting (M2)
- Interim Report meeting (M6)
- Final Report meeting (M10)
- 3 meetings with EIT and KICs representatives (and possibly the European Commission) (M2-9)

Four meetings will take place in Budapest at the EIT HQ, and three meetings will be held at the EIT House in Brussels. Three representatives of the contractor are expected to take part in each meeting (the Team Leader, senior and/or specialist experts depending on the meeting content and needs).

2.4. Timeframe for providing the services

The overall indicative timeframe is the following:

MONTH	ACTIVITY
M1	Kick-off meeting
M1-2	Inception phase (D1)
M2	Inception Report meeting
M2-6	Refinement and final version of the EIT Impact Framework (Annex XIII) and Impact Pathway (Annex XII) with all necessary details (KIC societal impacts, KPIs and definitions, baselines/benchmarks, data sources etc.) (D2) Deadline for approving D2 by the EIT is 3 weeks after receiving Horizon Europe KPIs or 30 Nov. 2020 whichever is the later. (This is needed so that the EIT Impact Framework is adopted by the EIT Governing Board in time for the next programming period 2021 – 2027). 1 st stage of development of the Methodology (D3, 5 and 7) Two meetings with KICs representatives, EIT and possibly European Commission.
M6	Interim Report (D10)
M7-10	Development, testing and full deployment of all data collection approaches, tools,

	methodologies and Review guidance. (D4,6,8,9) A meeting with KICs representatives, EIT and possibly European Commission.
M10	Final Report meeting (D11)

A detailed timetable respecting the above timetable should be provided in the offer.

3. CONTRACTUAL INFORMATION

3.1. Nature of the contract

The contract to be concluded is a direct service contract.

In drawing up his bid, the tenderers should bear in mind the provisions of the standard contract attached to the tender specifications (Annex IX).

Submission of a tender implies acceptance of all the terms specified in the present specifications and in particular in the attached standard contract including the general conditions applicable to contracts.

All documents presented by the tenderers become the property of the European Union and are deemed confidential.

The EIT will not reimburse expenses incurred in preparing and submitting offers.

Completing the adjudication or the procedure of the call for tenders in no way imposes on the EIT an obligation to award the contract.

The EIT shall not be liable for any compensation with respect to the tenderers if its tender has not been accepted, nor shall it be liable when deciding not to award the contract.

3.2. Participating in the tendering procedure

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties of the European Union⁴, and to all natural and legal persons in a third country which has a special agreement with the European Union on the conditions laid down in that agreement⁵.

3.2.1. Consortia

The tenderers may submit a joint offer by creating a consortium. In this case, each member of the consortium shall accept the terms and conditions set out in the tender specifications, the contract as well as in all the relevant Annexes.

The offer must identify the consortium members by filling in the relevant points of the Tenders' Identification Form (Annex I). The tenderer shall clearly specify the role and tasks of each member of the consortium. The members of the consortium shall designate one member as consortium leader with full authority to bind the consortium and each of its members. Each consortium partner shall fill in, date and co-sign with the consortium

⁴ The Member States of the European Union

⁵ Countries of the European Economic Area (Norway, Iceland and Liechtenstein), Former Yugoslav Republic of Macedonia, Albania and Montenegro

leader a power of attorney (Annex Ia). The consortium leader shall act as a single point of contact with the EIT in connection with the present public procurement procedure.

In case of a joint offer, all members of the consortium will be jointly and severally liable towards the EIT for the performance of the contract.

3.2.2. Subcontracting

Subcontracting is allowed. In such cases, the EIT may demand information on any part of the contract that the tenderer may intend to subcontract to third parties and on the identity of any subcontractor. The EIT reserves the right to validate the proposed subcontractor(s).

The offer must clearly identify the subcontractor(s) by filling in the relevant points of Annex I of these tender specifications and prove its willingness to accept tasks proposed to them by the tenderer (e. g. by way of enclosing a letter of intent (Annex Ib) of the subcontractors(s)). The offer shall describe which main task(s) will be subcontracted.

Once the contract has entered into force, the contractor shall retain full liability towards the EIT for the performance of the contract as a whole. The EIT will not have any direct legal commitment with the subcontractor(s).

3.2.3. SMEs

Each tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC.

3.3. Duration

The duration of the execution of the tasks shall not exceed **10 months**.

The contract shall enter into force on the day following the signature by the last contracting party. The service provision shall start as indicated in point 2.4.

3.4. Value of contract

The maximum overall value is maximum EUR 146,000.00 (excluding VAT).

3.5. Terms of payment

The payment shall be made in accordance with the provisions specified in the model of draft contract in Annex IX.

The total payment within the duration of the contract may not exceed the maximum volume laid down in point 3.4.

- Pre-financing:

No pre-financing is foreseen.

- **Interim payment:**

The Contractor shall submit a request with the invoice for the interim payment once Interim Report (Deliverable 10) has been finalized and provided all prior deliverables were submitted and approved by the EIT.

The invoice(s) shall be accompanied by:

- the Interim Report (Deliverable 10);
- a statement of reimbursable expenses in accordance with Article II.22 of the contract.

The EIT, provided that the report has been approved, shall make the payment within 60 days from receipt of the invoice. The contractor shall have 20 days in which to submit additional information or corrections, a new Interim Report or other documents if it is required by the contracting authority.

- **Payment of the balance:**

The Contractor shall submit a request with the invoice for the **payment of the balance once Final Report (Deliverable 11) has been finalized and provided all prior deliverables were submitted and approved by the EIT.**

The invoice(s) shall be accompanied by:

- the Final Report (Deliverable 11);
- a statement of reimbursable expenses in accordance with Article II.22 of the contract.

The EIT, provided that the report has been approved, shall make the payment within 60 days from receipt of the invoice. The contractor shall have 20 days in which to submit additional information or corrections, a new Final Report or other documents if it is required by the contracting authority.

4. CONTENT OF THE TENDER

The tender must include:

- (a) an **Administrative Part** including all the information and documents required by the EIT for the evaluation the of tender on the basis of the exclusion and selection criteria set out in point 4.1 below;
- (b) a **Technical Part** including all the information required by the EIT for the technical evaluation of the tender as set out in point 4.2 below,
- (c) a **Financial Part** setting out prices in accordance with paragraph 4.3 of these tender specifications.

4.1. Administrative Part

The administrative part of the tender must contain the documents including the identification of the tenderer and the exclusion and selection criteria.

4.1.1. Tenderers' identification

This section should include the following information set out in the identification form, in Annex I:

1. **Tenderer's identification form** (Annex I): Prospective tenderers are requested to complete and sign the identification form. In case of joint tenders, please fill in Annex Ia (Power of attorney) for each consortium member; in case of subcontracting, please fill in Annex Ib (Letter of intent) for each subcontractor.
2. **Legal identification form** (Annex II) which must be filled in and signed by an authorised representative, and should be accompanied by a copy of **official document(s)** (official gazette, company register etc.) showing the name of the legal entity, the address of the head office, and the registration number given to it by the national authorities. In case the official document mentioned does not contain information on your VAT number, a **copy of the VAT registration document**.
3. **Financial identification form** (Annex III) which must be filled in and signed by an authorised representative of the tenderer and his/her banker. As an alternative to the signature, a copy of a bank statement by hiding the turnover data which is not older than 3 months will be accepted.

4.1.2. Exclusion criteria and evidence

All tenderers shall provide a declaration on their honour (Annex IV) with their tender, duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour. The successful tenderers shall provide the documents mentioned as supporting evidence in Annex IV before signature of the multiple framework contract in cascade and within a deadline given by the contracting authority. If the requested evidence is not submitted in due time, the Contracting Authority can award the Contract to the Tenderer evaluated as the next-best. This requirement applies to all members of the consortium in case of joint tender and to the identified subcontractors.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.1.3. Selection criteria and evidence

By submission of an offer the tenderer confirms that he/she has the economic and financial, technical and professional capacity to provide the requested services according to the tender specifications and the payment schedule specified in the draft contract.

A. Economic and financial capacity criteria

Tenderers are required to provide sufficient information of their financial standing and more particularly proof that they have the necessary resources and financial means to carry out the work that is the subject of the tender.

The EIT shall have sole discretion assessing the tenderers' economic and financial capacity with regard to the criteria set out below, and where it considers this insufficient, the right to reject any offer.

Economic and financial capacity criteria:

In order to be economically and financially capable to provide the service, tenderers (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must demonstrate the following:

- The **minimum annual average turnover** in the last two financial years is equal or above EUR 300,000.00. The sum of the annual average turnovers of each consortium member will be taken into account to reach the minimum annual average turnover of EUR 300,000.00.

Evidence for the economic and financial capacity:

Proof of its economic and financial capacity shall be furnished by the tenderer by the presentation of balance sheets or extracts from **balance sheets** and **profit and loss accounts for the last two years for which accounts have been closed**, where publication of the balance sheet is required under the law of the country in which the tenderer is established.

If, for some exceptional reason that the EIT considers justified, the tenderer is unable to provide the evidence requested by the EIT, he may prove his economic and financial capacity by any other means that the EIT considers appropriate. In case of public bodies, other documents, in particular the body's budget for the current year could be considered as appropriate.

B. Technical and professional capacity criteria and evidence

Tenderers must provide evidence of technical and professional capacity to comply with the minimum standards set out below. It is recognised that this tender is seeking an organisation or lead organisation with the capacity to assemble the required team with a wide range of functional and domain competence and sectoral experience.

B.1 Technical and professional criteria for the tenderer:

B.1.1. The tenderer shall have a minimum of three projects completed in the last 5 years (counted from the submission deadline) with a minimum total consolidated value of 146,000.00 EUR. The submitted projects shall cover (altogether) all of the following competencies: measurement approaches and indicator development and data management, and impact planning and evaluation, and in at least 2 of the domain competencies listed in Figure A below.

B.1.2. The tenderer should be familiar with the historical and emerging approaches to measuring economic, environment and societal outcomes and impacts and in particular, to research and current practices in measuring the impact of interventions aimed at developing innovation ecosystems.

Functional competencies			
Measurement approach		Data management/indicators development	Impact planning and evaluation
Domain competencies	Science, technology, innovation change		
	Economic, social and government reform		

	Consumer/community/behavioural change		
	Societal/system change/transitions		
	Sustainable Development Goals (SDGs)		

Figure A: Competency map

B.2 Technical and professional criteria of the tenderer's team:

The tenderer shall have the capacity to put together a team which shall meet the following requirements and shall have:

Profile 1. - Team Leader/Project Manager

A **Team Leader/Project Manager** with a university degree in the social sciences and at least 10 years of relevant professional experience in the measurement of economic, employment and/or societal reforms and/or innovation including innovation ecosystems. The nominated person should have at least 3 years' project management experience of working across a large number of stakeholders with a wide range of competencies and experience.

Profile 2 – Experts (Team Members)

In addition to the Team Leader/Project Manager, the team **members proposed must include experts with high levels of competence in the following fields:** economic analysis/econometrics; Science, Technology and Innovation (STI) policy theory and implementation; European Higher Education policy; systems change; behavioral science and familiarity with interventions aimed at bringing about consumer and citizen behavior change; the Sustainable Development Goals (SDGs) and how they are being measured and the deployment of big data in complex analysis.

All experts should have at least 5 years' experience of relevant professional activities, as well as evidence of knowledge of state of the art in their respective field. Tenderers can submit several CVs for profile 2. The submitted profiles altogether shall cover all the listed fields.

Profile 3 - Specialist Experts

The tenderer will be required to source and engage **Specialist Experts** to provide expert advice and validation of relevant and viable impact indicators in the KIC specific sectors: Climate, Digital, Energy, Food, Health, Manufacturing, Raw Materials and Urban Mobility. Tenderers can submit several CVs for profile 3. The submitted profiles altogether must cover all KIC specific sectors.

Profile 4 - Project Assistant

A **Project Assistant** to support the Team Leader and assist in all logistics, communications and team members and EIT liaison. The nominated person should have demonstrated relevant project assistance experience of at least 3 years of working across a large number of stakeholders with a wide range of competences and experience.

All above team members shall have a proven adequate working knowledge of English minimum level B2.

The technical and professional criteria of the tenderer's team are significant because the tenderer has to demonstrate that the team has the theoretical and practical experience required for this work. This is NOT a research project although it may require some information sourcing to ensure a balance between state of the art and what can be implemented and will be sufficiently robust to support the EIT for the duration of the programme period 2021-27. The team must be able to demonstrate that they can complete the implementation of this service within the timeframe and work across many stakeholder organisations and domain experts.

Evidence:

Evidence of the technical and professional capacity of tenderers shall be furnished on the basis of the following documents:

Criterion	Evidence to be provided	Further details
Technical and professional criteria for the tenderer.	<p>1. Contracts or reference letters for each of the listed projects to be presented and Annex X.</p> <p>2. List of at least 3 completed relevant projects with relevant documents in the fields as indicated above in Section B-1 and Annex X</p>	<p>1. Contracts or reference letters for each of the listed projects to be presented. By the documents submitted the following data will have to be proven: contractor, beneficiary, date of completion, competence field(s)/scope of the contract;</p> <p>2. The list shall have references to projects or documents such as reports, publications, confirming the tenderer's required experience in the fields indicated in Section B-1 above. This list shall contain details, that will prove that the tenderer is familiar with the historical and emerging approaches to measuring economic, environment and societal outcomes and impacts and in particular, to research and current practices in measuring the impact of interventions aimed at developing innovation ecosystems.</p>
Technical and professional criteria of the tenderer's team. Profiles: 1, 2 and 4	Curriculum vitae of the team leader and the team members and Annex XI.	<p>Preferably in EU-pass format, but at least 2 pages long per person. Summaries will not be accepted.</p> <p>The CV should include information about the qualifications and relevant work experience and about the language abilities of the team members. They should refer to the competences noted above in section B2.</p>
Technical and professional criteria of the tenderer's team.	Curriculum vitae and Annex XI. - Evidence of effective project leadership and management should be	The CVs of the proposed Team Leader should demonstrate experience of at least 3 years of working across a large number of stakeholders with a wide range of competences and experience.

Profile 1	included in the CVs.	
Technical and professional criteria of the tenderer's team. Profile 4	Curriculum vitae and Annex XI . - Evidence of project assistance should be included in the CVs	The CVs of the proposed Assistant should demonstrate experience of at least 3 years of working across a large number of stakeholders with a wide range of competences and experience.
Technical and professional criteria of the tenderer's team: Profile 3	Curriculum vitae , Annex XI and a summary table of nominated and main expertise of the persons responsible for providing the services. List of experts proposed and their field of expertise.	The table should include evidence of each expert's experience and where experts have experience in one or more sectors, these should be indicated. Expert CVs should provide at least one reference for evidence of the relevant competence/s.

4.2. Technical part

The technical part shall describe in detail how the required services will be provided by the tenderer.

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion.

The contract will be awarded to the tenderer who submits the most economically advantageous bid, as assessed on the basis of the following technical award criteria and total price.

Technical award criteria and maximum points per criterion:

N°	Qualitative Award criteria	Weighting (max. points)
1.	Level of understanding of the content of the proposed assignment and its context.	20
2.	Quality and relevance of the methodology proposed for the finalisation of the EIT Impact Framework (Annex XIII) and Pathway (Annex XII), including the KPIs and their definitions as well as the proposed methodology for supporting KICs in determining their societal impact pathways (societal impacts, indicators and targets).	30
3.	Quality and relevance of the approach proposed for developing the Methodology for the Impact Framework implementation and specifically for developing the following deliverables: <ul style="list-style-type: none"> Baselines or benchmarks for all KPIs in the Impact Framework (established through working with each KIC) - ensuring the data sources used for baselines and/or benchmarking are relevant to the objectives and proposed impacts of the EIT and the KICs, and are robust and accessible. Recommendations on hard and soft data that need be collected using a variety of methods, e.g. surveys, questionnaires, interviews, focus 	30

	<p>groups, etc.</p> <ul style="list-style-type: none"> • A set of tools for results and impact data collection, e.g. design of different types of surveys (surveys of EIT learners/graduates, KIC partners, start-ups); bank of questions to be used for interviews, etc. Artificial Intelligence tools proposed/to be developed as appropriate. • Guidelines on the impact data collection process providing description of each of the proposed data collection tool: their advantages and disadvantages, when and how these to be used, logistics of the process, responsibility matrix. • Guidelines and a methodology on isolating, assessing and interpreting impact data to help attribute impact to the EIT or KIC activities. • Methodologies for KICs 7-year/15 year reviews and EIT/KICs impact study to be conducted by the EIT in 2021-2027. 	
4	<p>Quality of the proposed</p> <ul style="list-style-type: none"> - project management - work management including resource allocation within the team and time management, - measures proposed for risk assessment, monitoring and quality control 	20
Total technical score		100

The criteria are detailed as follows:

1. This criterion serves to assess whether the tenderer has understood all of the issues involved, as well as the nature of the work to be undertaken and the content of the final deliverables. The tenderer is requested to demonstrate that it is familiar with the context and the subject of the call for tender and has a good understanding of the service to be provided. The successful tenderer is expected to demonstrate a clear understanding of the work and objectives of the EIT and how it carries out its mandate. The tenderer is also expected to demonstrate knowledge and experience of EU RTD programmes (example Horizon 2020) and the Joint Research Centre and familiarity with the priorities and proposals for Horizon Europe.
2. This criterion is given high weighting due to the critical importance of establishing a robust, complete version of the EIT Impact Framework (Annex XIII) and Pathway (Annex XII) with indicators for impact outcomes that will span the period 2021- 2027. It is also crucial to reference the relevant credible publicly available data sources that are aligned with the stages of the Impact Pathway (outputs, short & medium term outcomes and impacts), support the EIT to refine the indicators and verify the proposed data sources at the relevant stages of the Impact Pathway including those that will be directly sourced from KICs. A critical aspect of the entire assignment is the support the contract will provide to each KIC on determining their societal impacts, indicators and targets, specific for the KIC societal challenge areas.
3. Similarly to the above, this criterion has a high weighting due to the importance of the tasks related to the implementation of the Impact Framework, incl. design and test of different data collection tools and development of guidance for their deployment, impact attribution and forthcoming EIT reviews and impact studies.

4. This criterion is a basic essential to providing confidence that the tenderer has the knowledge, project management, quality and data management systems to undertake this challenging work.

The offers will be assessed with respect to the planning for the completion of the contractual tasks, which should be clearly outlined in the tender. A clear division of the tasks among the proposed team members, the decision-making structure and a realistic timetable shall be included in the offer.

Since assessment of the tenders will be based on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. If certain essential points of these specifications are not expressly covered by the tender, the evaluators may decide to give a very low or zero mark for the relevant qualitative award criteria.

The points of the above criteria will be allocated according to the following system:

Points awarded ^{6[1]}	Definition
0%	No evidence / total failure: The tender totally fails to address the question under examination, or cannot be assessed due to missing evidence.
0- 29%	Very poor: The question under examination is addressed in an incomplete and unsatisfactory manner; serious concerns.
30-49%	Poor: The question under examination is partly addressed but with a few major gaps or issues.
50-59%	Satisfactory: The question under examination is generally addressed with only a few minor issues (up to 3 minor issues).
60-69%	Fair: The question under examination is fully addressed and the tender responds to all requirements of the Agency with no issues being identified.
70-79%	Good: The question under examination is fully addressed, the tender responds to all requirements of the Agency and it offers some added values.
80-89%	Very good: The question under examination is fully addressed, the tender responds to all requirements of the Agency and it offers good added values.
90-100%	Excellent: The question under examination is fully addressed and the tender offers excellent added values.

Maximum overall technical score

The maximum overall technical score for each tender will be calculated as the sum of the individual scores for all technical award criteria.

Thresholds

In order to guarantee a minimum level of quality, tenders that do not reach a minimum of 60% of the possible overall technical score for the technical evaluation will be eliminated from further evaluation (i.e. 60 points minimum, out of the overall total of 100 points).

^{6[1]} 100% equals the maximum number of points achievable per question

In addition, tenders that do not reach a minimum score of **50%** for each technical award criterion will be considered of insufficient quality and will be eliminated from further evaluation

4.3. Financial part

Prices must be inclusive of all additional costs.

Please be aware of Point 23 Annex 1 of the Financial Regulation applicable to the general budget of the Union⁷ on abnormally low tenders.

Only the tender(s) that reach the technical quality threshold mentioned will be subject to the price assessment.

Prices must be presented in the standard format of Annex V. Every offer that successfully passes the Award criteria evaluation will be assessed against the price offered.

The tenderers shall propose a total price that will consist of:

- **a fixed price for the service:** this price shall include all the costs pertaining to the provision of the requested service in particular:
 - o staff costs, social contributions and taxes, and other administrative costs for the team,
 - o data purchase,
 - o travel, hotel and subsistence costs for the internal meetings of the contractor;
 - o translation costs;
 - o any additional costs
 - o and any other cost related to the service, with the exception of the travel and subsistence expenses for the meetings with the EIT, as explained below.
- the **estimated costs for the travel, subsistence and accommodation expenses:** for the contractor to meet the representatives of the EIT, as indicated in point 2 above.

These costs will be reimbursed in accordance with Article I.4.3 and Article II.22 of the contract. No other costs will be reimbursed.

The tenderer's attention is drawn to the following points regarding the financial offer:

- Prices must be quoted **in Euro**.
- **Prices should be quoted free of all duties, taxes and other charges, including VAT**, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities; the amount of VAT should be shown separately.
- Prices are firm and not subject to revision.

⁷ https://ec.europa.eu/budget/library/biblio/publications/2018/financialregulation_en.pdf

4.3.1 Financial evaluation

The financial evaluation will be carried out on the basis of the Total Price indicated by the candidate in Annex V.

The candidate with the lowest Total Price will be awarded 100 points for the Financial score. The other candidates will be awarded points on the basis of the following formula:

Financial score = (lowest Total Price/Total Price of the bid in question) x 100

The lowest priced acceptable (that is eligible and has obtained at least the minimum points required in the technical evaluation) tender, will be used to compare the price of the remaining acceptable tenders. Thus, the more expensive the tender in terms of Total Price is, the fewer points it receives for the Financial score.

4.4. Ranking of the tenders

In order to determine the best value for money tender for the award of the contract, the quality/price ratio of 60/40 will be applied in the following way:

- The points awarded for technical quality (overall technical score) multiplied by 0,60
- The points awarded for the price (financial score) multiplied by 0,40

The points for technical quality and those for price will then be added together as follows:

<p style="text-align: center;">Score for tender X =</p> <p style="text-align: center;">(Overall technical score * 0.6) +</p> <p style="text-align: center;">(Financial score *0.4)</p>
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The tenderers will be ranked according to their total score and the contract will be awarded to the tenderer achieving the highest score.

5. ANNEXES

The following set of documents is provided to the tenderers:

- Invitation to tenderers
- Tender specifications
 - Annex I: Tenders` identification form
 - Annex Ia: Power of attorney
 - Annex Ib: Letter of intent
 - Annex II: Legal entity form for public entities/private entities/individuals
 - Annex III: Financial identification form
 - Annex IV: Declaration of honour
 - Annex V: Financial offer form
 - Annex VI: List of subcontractors
 - Annex VII: Commitment letter by identified subcontractor
 - Annex VIII: Commitment letter by an entity on whose capacity is being relied
 - Annex IX: Draft service contract and annexes
 - Annex X: Template for projects
 - Annex XI: Template for CVs
 - Annex XII: draft EIT Impact Pathway
 - Annex XIII: draft EIT Impact Framework
 - Annex XIV: List of Core KPIs 2021 – 2027
 - Annex XV. Guideline for documents to be submitted