



Request for proposals

**Recruiting Support – Executive Search
Years 2023 - 2027**

EIT InnoEnergy

Company KIC InnoEnergy SE

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EIT InnoEnergy is the trading brand of KIC InnoEnergy SE



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2. About EIT InnoEnergy

EIT InnoEnergy is **one of the World's leading climate tech investors**. As a European company with global reach, we are driven by one goal: to **accelerate and increase the impact of the innovations we support**. In doing so, we help create lasting economic growth and hundreds of thousands of jobs while driving forward Europe's goal of becoming the first climate-neutral continent by 2050.

We invest in **companies and people** spanning the entire innovation cycle from classroom to end customer across a broad range of areas. These include energy grids & storage, transport & mobility, hydrogen & renewables, sustainable buildings, & cities.

Some of our key achievements since 2010 at a glance:

- We have built the **largest sustainable energy innovation ecosystem in the world**, with +1200 partners and 29 shareholders from the industry, finance, research, and academia. These include firms like Volkswagen AG, Siemens Financial Services, EDF, ING, Engie, Total or Naturgy.
- Since being founded EIT InnoEnergy has supported **500+ start-ups**. We are currently invested in **ca. 300 portfolio companies**.
- In 2022, Startup Genome ranked us as **Europe's #1 and the world's #2 impact investor** in cleantech. Further rankings include (2020): **#1 most active energy investor globally** (Pitchbook), the **#2 global energy tech investor 2016-2020** (CB Insights), and the **#3 largest climate investor by number of deals** (PwC)
- We were one of the first investors in Swedish battery manufacturer **Northvolt** as well as up and coming industry leaders such as ***Skeleton Technologies, Vulcan Energy Resources*** or ***H2 Green Steel***.
- We play a leading role in the development of **three strategic value chains** – the [European Battery Alliance \(EBA\)](#), the [European Green Hydrogen Acceleration Centre \(EGHAC\)](#) and the [European Solar PV Industry Alliance \(ESIA\)](#) –, all of which aim to decarbonise Europe's industry, create millions of jobs and strengthen its competitive position in the world. Within this frame, we create our own industrial players. Examples are Verkor and Gravithy.
- Our EIT InnoEnergy Master School has attracted students from all over the world. To date, we have **>1,600 graduates**.

EIT InnoEnergy has offices across Europe and in Boston, US. EIT InnoEnergy is supported by the European Union through the European Institute of Innovation and Technology (EIT), a body of the European Union.

www.innoenergy.com

3. Scope of work

General Objectives & Scope of Work

EIT InnoEnergy does not only invest in companies in the cleantech and sustainable energy sector, we also (co-)create new industrial companies (« NewCos ») where we see an opportunity and need, that is where the market does not yet address a specific problem and required solutions and services are not on offer. We currently do this with a focus on three strategic value chains:

- Solar PV
- Batteries and storage
- Green Hydrogen

Further value chains/domains may become relevant. These NewCos are not start-ups in the classical sense. Their purpose is to make an impact, and to make it fast. They are conceived on a different, already much more mature level, with a short time to operation or already operating. They will also have secured funding and commitment from relevant stakeholders. Hence the requirements for the top-level management (CxO) and senior staff are correspondingly high, relevant experience and expert knowledge is essential. Knowledge of capital raising is a plus.

EIT InnoEnergy has decided to commission an expert with the search for suitable candidates for current and future job openings

- 1) at above-mentioned NewCos (co-created) by EIT InnoEnergy. Recruiting support will be needed mainly for executive and board level positions.
- 2) For vacancies at EIT InnoEnergy, if applicable.

Tasks and Deliverables

The appointed recruiter will

- Assess the respective particular situation (i.e. type of position & market) and advise on how to proceed.
- Help fine-tune job profile and offering.
- Implement and accompany the process until the position(s) has (have) been filled.

For this Tender:

- Tenderers are asked to present their approach and methodology to senior level & executive search, as well as any special services.
- Document your company's expertise with team member profiles/CVs and credentials/track record of relevant assignments, also in light of the aforementioned domains/value chains, ideally including three fairly new reference cases they have done at C-level within the energy sector.
- Highlight any field of particular expertise, if any.
- Highlight areas in which you have a special track record.
- As job openings will occur in different EU countries, we expect the executive search firm to be able to cover various geographies – please specify your international profile and capabilities.

- Propose arrangements for the event of an unsuccessful recruitment, i.e. if an appointed candidate resigns within the probationary period or turns out to be unsuitable.

Qualification and Minimum Requirements to Participate

Companies submitting an offer must meet the following minimum requirements :

1. A proven track record (of their consultants / headhunters) of at least 5 years in doing C-level placements in Global (European) Energy markets.
2. Sector coverage in at least 3 of our thematic fields: <https://bc.innoenergy.com/#thematic-fields>.
3. Type of companies/organisations → C-level positions with an entrepreneurial/high-growth focus, i.e., start-ups & scale-ups, incubators, investment/asset management firms, M&A/venture funding, NewCo's.
4. For these C-level type positions (sometimes in very niche/specific sectors) one needs to hunt globally – so a global search capability/database is essential.
5. Thorough due diligence as part of their selection process: structured interviews, background & reference checks, psychometric testing.

Proposals that do not meet and prove all of the above requirements will be excluded from the evaluation.

Assignment, Timing & Planning

- The work will be carried out on an ad-hoc basis, i.e. when an open position requires expert search.
- We intend to appoint one or multiple executive search firms depending on the offers we receive and sign a framework contract with each. This is to ensure that there will be a consultant available anytime when needed.
- Per assignment we will choose the expert who is best positioned to complete the task at hand, i.e. focus of expertise, market and availability.
- The total number of assignments will depend on the number of vacancies to be filled within the contract period, which cannot be foreseen at this point. There is no guarantee of an assignment, or a minimum number of assignments, in the contract period.
- Contract period: the service framework contract shall become effective with signature by both parties and will end automatically after 4 years.
- Please note: This Agreement ends automatically after 4 years, however, the last service requested before the contract termination date must still be delivered and completed even though the time needed to finalise the services goes beyond the termination date.

Important Notice:

This tender covers 4 (four) years, i.e. 2023 through to 2027.

The framework contract shall allow all subsidiaries/local entities of EIT InnoEnergy in the different EU countries (« co-locations ») to use the services of the appointed search firm(s) under the same conditions. Invoices must be sent to the respective co-location that requested the services.

The awarded contract is a non-exclusivity one. It means EIT InnoEnergy reserves the right to select a different supplier than the contracted winners of this tender in accordance with the internal procurement guideline.

4. Proposal Process

4.1. Participation

- a) Participation in this proposal procedure is open to all tenderers who meet the minimum requirements detailed under 3 scope of work (p.5).
- b) All participants must sign the Tenderers' declaration form attached and submit it with the proposal. Please note that the tenderer may not modify the text, it has to be submitted signed as provided by EIT InnoEnergy attached to the request for proposal document.

4.2. Submission of proposal

	DATE
Publishing of the RFP on EIT InnoEnergy website and TED	Fri 10.03.2023
Deadline for requesting clarification from EIT InnoEnergy	Fri 24.03.2023 CET
Deadline for submitting proposals	Tue 04.04.2023 CET
Intended date of notification of award	Tue 11.04.2023
Intended date of contract signature	Fri 21.04.2023

Proposals must be emailed in **English language** to the following address to:

Contact name: for the attention of **Mrs. Renata Hofmeister**

E-mail: renata.hofmeister@innoenergy.com

The proposal shall contain:

- **the technical response to the service requested (point 3).**
- **the financial offer (the price for the services.)** The Financial offer must be presented in **Euro**. Prices must be indicated as net amount + VAT.
- **an indication of supplier's insurance coverage.** The proposal must specify whether the supplier has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in **Euro** per event per insurance.

Responses should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read

the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Tenderers are requested to submit with their proposal together with the filled-out Tenderers' declaration form (see point 4.1).

4.3. Validity of the proposals

Tenderers are bound by their proposals for **90 days** after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further **60 days** to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by EIT InnoEnergy.

4.4. Requests for additional information or clarification

The request for proposal should be clear enough to avoid tenderers having to request additional information during the procedure. In case the tenderers are in need of additional information or clarification, please address it to the address below. **All information requested or answered may only be done through written communication – email only. All questions received and answers provided will be shared on the website in the call for proposal section where documentations related to this tender can also be found. All questions should be sent prior to deadline for requesting clarification as specified in 4.2. In case of complex or high value procurements, EIT InnoEnergy could arrange a clarification session which will be communicated to the tenderers.**

Contact name: for the attention of **Mrs. Renata Hofmeister**

E-mail: renata.hofmeister@innoenergy.com

EIT InnoEnergy has no obligation to provide clarification.

4.5. Costs for preparing proposals

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

4.6. Ownership of the proposals

EIT InnoEnergy retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connection with this procurement, will be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT InnoEnergy may transfer the proposal and the contract of the supplier to internal audit services, to the EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

4.7. Clarification related to the submitted proposals

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT InnoEnergy may request the tenderer concerned to submit, supplement, clarify or complete the

relevant information or documentation within an appropriate time limit. **All information requested or answered may only be done through written communication – email only.**

4.8. *Negotiation about the submitted proposal*

After checking the administrative compliance of the tenderers, EIT InnoEnergy may negotiate the contract terms with the tenderers. In this negotiation EIT InnoEnergy will ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT InnoEnergy shall provide further information about the proceedings and timing.

4.9. *Evaluation of proposals*

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 3 of the document.

Evaluation criteria

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Evaluation criteria (weight in %)

1. Relevant experience and competence of the company, based on references, track record and team member profiles/CVs (see also “areas of particular expertise” on p.4.). **(50%)**
2. General approach / methodology. **(20%)**

Total technical score (weight in %): 70%

1. Price/total cost - lowest offered fees **based on percentage of yearly gross salary** for final candidate shall receive the highest score, other shall be calculated in relation to that in linear equation. Proposed arrangements in case of unsuccessful recruitments will have an impact on this rating (see point 3 / p.4). **(30%)**

Total financial score (weight in %): 30%

Total maximum score: 100.

4.10. *Signature of contract(s)*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure.

For the contract the Service Agreement in Annex 2 shall apply. Any change desired by the tenderer in the provisions contained in the body of this Service Agreement needs to be communicated to EIT InnoEnergy as part of the proposal of such tenderer. Background for this is that such desired changes need to be taken into account in the evaluation of the proposal of each tenderer under Liability Exposure above. Significant changes are likely to lengthen the negotiation process, making it less likely that the Service Agreement can be signed in time.

Within 5 days of receipt of the contract from EIT InnoEnergy (and after the expiry of the appeal period), the selected tenderer shall sign and date the contract and return it to EIT InnoEnergy. Upon receipt, EIT InnoEnergy shall also sign and send back to the winner one signed copy. In case the

winning tenderer is unable to enter into the contract within the above mentioned time period, EIT InnoEnergy may decide to contract the second best.

4.11. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT InnoEnergy will notify tenderers of the cancellation. In no event shall EIT InnoEnergy be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT InnoEnergy has been advised of the possibility of damages.

4.12. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to EIT InnoEnergy. The tenderers have **10** days to file their complaints from the receipt of the letter of notification of award.

4.13. Ethics clauses / Corruptive practices

EIT InnoEnergy reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, EIT InnoEnergy may refrain from concluding the Contract.

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform EIT InnoEnergy immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

4.14. Many journeys. One welcome.

Diversity, inclusion and equality of opportunity are core EIT InnoEnergy values. We are committed to extending the same warm welcome to everyone, whatever their personal journey. We strive to ensure every voice is heard.

We value the contribution that different viewpoints make to our business of innovation. Having a variety of perspectives at all levels also equips us to meet the needs of the diverse communities we serve.

We extend our commitment across the career cycle. We recruit people from diverse backgrounds—for example, as of 2022, we employed 39 nationalities split 50-50 male-female. We then ensure that every member of our team is involved and valued, and receives equal recognition and opportunities for advancement.

In all areas of the employee experience (including recruitment, compensation and career development), and in all dealings with customers and communities, EIT InnoEnergy staff will value merit regardless of age, social status, race, colour or genetic features, disability, ethnic/social origin or national minority membership, gender, gender reassignment, sexual orientation, language, marital or partnership status, political or any other opinion, economic status, religion or spiritual belief.

Although we do not use this as a vendor selection criterion, we are interested in learning from others, and would be happy to receive anything about your Diversity values or policy that you would care to offer.



4.15. Annexes

Annex 1: Tenderers' Declaration form

Annex 2: Draft Contract Template