

# Request for Proposal

## Workshop Preparation and Facilitation for the Education Team

### 1. Context

#### 1.1 About EIT Manufacturing

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)

The European Institute of Innovation and Technology (EIT) launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)

EIT Manufacturing has the Head Quarters in France and six Co-Location in the North, South, West, East, and South-East of Europe.

The organization follow a matrix model combining pillars (education, innovation, business creation, etc.) with geographical areas (Co-locations).

#### 1.2 About EIT Manufacturing Education and its Team

The EIT Manufacturing Education aims at increasing the innovation and entrepreneurial capacity in Europe through attracting, educating, skilling and upskilling individuals: students, workers and professionals. The Education Programs and activities contributes to the EIT Manufacturing Strategic Agenda's objectives, key performance indicators and impact.

Education focuses on humans: engage, connect and empower them to become the backbone of a strong European Manufacturing Innovation Community; a prosperous and inclusive society.

Education in EIT Manufacturing is aligned with the objectives, principles and quality requirements of the European Institute for Innovation and Technology's Label. The education pillar has developed several programs and assets to support the education of students, upskilling and reskilling of the manufacturing employees/professionals aiming at

becoming financially sustainable after the initial investment. They include Digital Learning and Teaching Factories' marketplace Skills.move; EIT Labelled programmes for Master, Doctorates, Fellowships, and Non-Degree.

EIT Manufacturing is also involved in projects in collaboration with other Innovation Communities for major European initiatives in Education.

The Education Team is composed of 14 members with different roles and responsibilities.

## 2. Description

The purpose of this Request for Proposal (RfP), is to select a supplier to Facilitate a one-day in-person workshop in English for the Education team of EIT Manufacturing (14 people including the Director) in Milan, Italy, on March 20th-21st, 2023.

Workshop objectives:

- To nurture the team's cohesiveness, mutual trust, relational quality and collaboration, and work through tensions as needed, through a distinction between what is personal and a-personal
- To create a shared vision of the mission of the team, a shared mapping of the roles and contributions of each team member to enacting this vision and mission, as well as values and principles of collaboration
- Hence, to lay the foundation for further development of collaboration in the team

Scope of the service provision:

- Framing of the intervention with the Director, Paola Maria Fantini
- Preparation and delivery of 14 confidential individual interviews with team members
- Diagnosis of the current appropriation of the team's vision and mission by the various team members and of the team dynamics and recommendations
- Design of the 1-day workshop
- Facilitation of the 1-day workshop
- Communication support to the Director for engaging the team around the workshop preparation and the in-person gathering, as well as for the follow-up of the gathering

## 3. Deliverables

EIT Manufacturing requires that the selected vendor provides the following deliverables:

- Interview check-list (document)
- 14 confidential Interviews (output)
- Synthesis of the results
- Design of the workshop
- Facilitation of the workshop (ideally March 20th afternoon and March 21st morning)
- Summary of the take-aways from the workshop

## 4. Timeframe

### 4.1 Indicative Timeline

Activity	Responsible	Due date
RFP opening	EIT Manufacturing	08/03/23
Offer submission	Supplier	13/03/23
Evaluation and notification of award	EIT Manufacturing	14/03/23
Contract signature	EIT Manufacturing & selected supplier	15/03/23
Workshop facilitation	EIT Manufacturing & Supplier	20-21/03/2023

### 4.2 Clarification Requests

In case of obvious or perceived errors or omissions in the RfP, Suppliers can request additional information or clarifications by the deadline provided in the above timeframe. Please note the following:

- Clarification requests should be sent to the following email: [paola.fantini@eitmanufacturing.eu](mailto:paola.fantini@eitmanufacturing.eu)

### 4.3 Evaluation Criteria & Award Notification

The submitted proposals will be evaluated according to the following criteria:

- Quality and completeness of the Proposal: 50%
- Budget: 35%
- Coaching experience: 15%%
- Enterprise background and knowledge of EU agencies and their ecosystems 10%

The successful and unsuccessful Tenderers will be informed as soon as possible by the Award Notification (via email).

### 4.4 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 Manufacturing. The tenderers have one day to file their complaints from the receipt of the letter of notification of award.

### 4.5 Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Supplier and EIT Manufacturing. The outcome of this RfP will be to conclude an EIT Manufacturing purchase order with the selected supplier's proposal.

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract.

#### 4.6 Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Manufacturing will notify tenderers of the cancellation. In no event shall EIT Manufacturing 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 Manufacturing has been advised of the possibility of damages.

EIT Manufacturing 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 Manufacturing will engage in the termination of 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'). S/he should inform the EIT Manufacturing team immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.