

# Request for proposal

## SUPERNOVAS – Female Business Angels Training 2024

April 2024

### 1. Context

Supernovas is an EIT Community programme managed by EIT Manufacturing, EIT Food and EIT Urban Mobility, in its third edition in 2024. It is a game-changing initiative to increase the presence and role of women in the entrepreneurship and innovation ecosystem, both as entrepreneurs and investors.

In Europe, only 30% of the startups are led by women and this percentage is much lower (15%) in deeptech. Female-only founding teams received less than 2% of all VC funding in 2022, whilst around 20% went to mixed gender teams, and the balanced to all-male teams. One of the reasons for this is the limited presence of women in venture investment: in 2023, only 16% of GPs in European VC funds are women, and around 85% of investment committees only have male members. On top of this, female angel investors are in the minority in Europe — at just 14% of the angel community in the UK, 9% in Spain and 5% in France, and 2023 has seen a worrying reduction in the number of female active angels. There is strong evidence that increasing diversity in investment leads not only to more diverse investment, but also higher returns.

SUPERNOVAS has been carefully designed to tackle the existing gender-gap across the ecosystem. To do so, we have built a set of activities to unleash female potential in different roles:

- **Training for Female Investors:** both female Business Angels (which this RFP addresses) and women in Venture Capital (new entrants and experienced professionals). The goal is both to have more women in venture investment, and for them to play a larger role.
- **Women Investors Network:** to connect female investors with each other, offer them access deal-flow (through investment forums and our Data Room, both for female-led startups), facilitate co-investment and ultimately contribute to increase the funding opportunities of female-led startups.
- **Rocket-up:** to help female-led startups enter a new European market with a solid strategy and local validation of the product and service. The goal is to help female entrepreneurs grow and get funded.
- **Women2Invest:** to train women with STEAM studies in venture investment and connect them to firms active in this space (both VC and corporate VC) so that they can start their career in investment.
- **Women Leadership Programme:** in collaboration with EIC, to offer women in EIT Alumni community access to a broad network, mentoring, coaching, and training opportunities to take their managerial and leadership skills to the next level.

This request seeks a subcontractor to support Supernovas in the delivery of a training program for female angel investors, managed by the EIT Manufacturing Supernovas team.

## 2. Activity description and involvement of the potential subcontractor

In 2024 Supernovas will launch the second edition of its female Business Angel Academy, and in this context, we are looking for a subcontractor to support us with the delivery of the online training programme for new and experienced female business angels. As any other Supernovas activity, it targets a very international audience from all over EU, [Horizon Europe Associated Countries](#) and potentially beyond.

More specifically, the selected subcontractor is expected to deliver the following actions:

1. **Design the training program (June - July) and deliver it (September – mid November)** Using its own capabilities and network, the subcontractor is expected to design the training program for female business angels, taking into account that it targets a total of 90 participants, including both new (no or limited experience) and experienced female business angels<sup>1</sup>. More in detail, responsibilities include:
  - a. Propose a training structure (modules, type of content/training, length and periodicity of sessions, training methodology, tentative speakers/trainers and other aspects) and contents within the allocated budget that helps new business angels gain an understanding of the overall investment process and equips experienced ones to expand their investments. When possible, the training should take a practical and learning-by-doing approach.
  - b. Co-design with the SUPERNOVAS project managers an assessment methodology of expected learning outcomes consistent with EIT Manufacturing guidelines that is effective and practical.
  - c. Select and recruit trainers and speakers, subject to final approval by the Supernovas project managers (who might also propose some, when necessary), and onboard them. It is expected that at least 60% of the trainers are professionals with relevant angel investment experience.
  - d. Provide an online learning platform (internal or external) adequate for the methodology proposed and oversee its correct functioning, onboard selected participants, ensure that all the technical issues are properly arranged for each training session and that all the students will have access.
2. **Support Supernovas in the promotion of the programme and recruitment of candidates** (June - August). Supernovas will resource to its community and network to promote the educational program and attract candidates to participate, as well as handling applications (through our [platform](#)) and participant selection. The subcontractor is expected to support us as follows:
  - a. Prepare a brief dissemination and communication plan, to promote the programme and help Supernovas attract participants, including tasks and tentative dates.
  - b. Promote the program within its own network and using its own channels.
3. **Students' supervision and monitoring** (September – mid November<sup>2</sup>)
  - a. Ensure participants have access to the platform, sessions and materials as required.
  - b. Implement the agreed assessment methodology.
  - c. Provide data and help Supernovas project managers monitor whether participants are adequately following the course and achieving the expected outcomes, to allow for quick action when needed.

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<sup>1</sup> There is not a predefined specific KPI for the number of junior and senior participants to complete the course.

<sup>2</sup> Training should take place between these dates, not necessarily last the whole period. Number and frequency of sessions to be proposed (see 1.a)

4. **Complete a learnings and summary report** (November - December)  
 The selected subcontractor will write a short report on the execution and findings from the training, including information about participants, training contents and teaching methodology, learning outcomes and other relevant aspects.

### 3. Deliverables and timeline

Activity	Responsible	Date
RFP opening	EIT Manufacturing	12 April 2024
Offer submission deadline	Subcontractor	5 May 2024
Evaluation and notification of award	EIT Manufacturing	Tentatively 15 May 2024
Standstill period to receive complaints	Subcontractor	Tentatively 19 May 2024 2023
Contract signature	EIT Manufacturing & selected Subcontractor	Tentatively 26 May 2024
Project start	EIT Manufacturing & selected Subcontractor	1 June 2024
Submission of assessment and media coverage report	Subcontractor	15 December 2024

### 4. Eligibility criteria and selection process

To ensure the correct implementation of this activity, Supernovas would like to partner with a European organisation to support its delivery.

#### Eligibility requirements

- Legal persons (such as companies, incubators or accelerators, investment firms, higher education institutes, research institutes, non-governmental organisations, etc.) located in Europe.
- With proved experience designing and developing educational programmes related to the activity topic.
- Experience with female investors activities will be considered as an asset.

#### Proposal preparation

To demonstrate their interest and capabilities to Supernovas, the subcontractor is asked to submit a proposal (in word, pdf or power point format) that reflects:

1. Interest, expertise and experience (naming some examples of projects developed, its duration and the partners involved) in performing the tasks specified in 'Eligibility requirements' and more specifically in the 'Activity description and involvement of the potential subcontractor' section. The proposal should include a tentative list of trainers that might participate in the program.
2. A detailed budget representing value for money.

### Evaluation of proposals

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria, which will be examined in accordance with the document with the technical response to the activities requested.

Award criteria:

1. Project experience and competences (maximum: 20 points)
2. Methodological approach of the project and proposed project implementation (maximum: 20 points)
3. Best Value for Money (maximum: 20 points)

The results of the award procedure will be communicated in writing (via e-mail) both to the successful and unsuccessful tenderers.

### Price and proposal process

Proposals are requested to be emailed in English to the following address:

**Contact name:** Ana Alcaine (EIT Community Project Manager)  
**E-mail:** ana.alcaine@eitmanufacturing.eu

**The maximum budget is EUR 42,000 (including VAT should it apply).**

To select a subcontractor, the proposal shall contain:

- the technical response to the services requested.
- the financial offer (the price for the services expressed in euros, with VAT indicated separately) for a maximum of 42.000 euros (including VAT).

**We will receive proposal until 06.05.2024 23:59 CET with the aim of signing the contract by end of May. Late applications will not be considered.**

## 5. SUPERNOVAS brand, identity, logo use and intellectual property

Supernovas Business Angel Academy is an activity sponsored and managed by EIT Community, with the support of the selected subcontractor, and this point should be clearly stated in all materials and during the delivery of the training course.

1. All above listed actions will be designed, planned, and implemented in close collaboration with the Supernovas project manager. All actions will require the specific approval of the Supernovas project managers, who might ask for adaptations if necessary.

2. Supernovas, all its audio-visual materials, website, related contents, activities and the EIT Community Supernovas logo are property of the EIT Community. This must be clearly stated in every document, material, or communication (oral and written) produced by the subcontractor within the activity framework; before, during and after the activity implementation and must be done through the correct use of the Supernovas EIT Community branding and through the correct mention (in the case of oral presentations) of the EIT Community. The use of the Supernovas EIT Community logo must follow the EIT Community branding guidelines.
3. By means of the mentioned before, no intellectual or industrial property rights over EIT Community SUPERNOVAS project, activities, contents (creative materials, communications, website, videos, creations, texts...etc), products and brand are transferred to the subcontractor.
4. It is expressly forbidden for the subcontractor the appropriation, reproduction, transformation, distribution, public communication, making available, extraction, reuse, forwarding or use of any nature, by any means or process, of the EIT Community SUPERNOVAS project, activities, contents, products and brand; except in the cases where it is legally permitted or authorized by EIT Community.

## 6. Complaint procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals shall be addressed to EIT Manufacturing only via the following email address: [ana.alcaine@eitmanufacturing.eu](mailto:ana.alcaine@eitmanufacturing.eu).

The tenderers have 3 days to file their complaints from the date of receipt of notification of the results.

In your application to EIT Manufacturing the complainant shall explain what procedural aspects they consider having been violated along with any recommendations or remarks. Such claims need to be supported with data and facts and relevant documentation. An appeal whose sole purpose is to obtain a second evaluation for no reason other than that the complainant disagrees with the final award decision is to be rejected.

## 7. Negotiations and clarifications

EIT Manufacturing can organize as many rounds of negotiation as it is needed during the procedure in order to reach the highest quality of proposals and the best price.

Whenever possible, the negotiations should be carried out in writing, however, in special cases, video conference or even live negotiation can be organized. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of contract in order to clarify details and ambiguities.

In case of obvious or perceived errors or omissions in the RFP, tenderers can request additional information or clarifications by the deadline provided in the above timeframe through email at [ana.alcaine@eitmanufacturing.eu](mailto:ana.alcaine@eitmanufacturing.eu).

Upon receipt of the bids, they will be reviewed, and additional details might be requested from the tenderers as needed. The requests as well as the answers are to be submitted written by e-mail. Where information or documentation to be submitted by tenderers is incomplete or erroneous or where specific documents are missing, EIT Manufacturing staff may request the party concerned to submit, supplement, clarify or complete the relevant information or documentation within 20 days.

Bid preparation costs are not reimbursable and must be borne by the tenderers.

EIT Manufacturing owns all bids received in this RFP. Proprietary information of vendors in the bids will be kept strictly confidential. The offers as well as the contract may be submitted for audits.

## 8. Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Subcontractor and EIT Manufacturing. The winning subcontractor will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Manufacturing).

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract that will be awarded will have a maximum duration of 1 year. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for 1 year, will in no way exceed the bid (the amount contained in the offer) of the tenderer.

The awarded subcontractor will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the subcontractor is located in a country for which the EU commission has not issued an adequacy decision.

## 9. 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.

The tenderer 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.

The subcontractor cannot be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

- a) they are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- b) they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify;
- c) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or any other country of the EU;
- d) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU' financial interests;
- e) following a procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of contract for failure to comply with their contractual obligations.

The tenderers must not be in a situation of a conflict of interest, and they have sufficient economic and financial capacity, technical and professional capacity and legal and regulatory capacity to perform the requested services. A declaration of honour regarding the above shall be signed by the tenderer. Additional evidence or declarations might be requested by the contracting authority.

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