

Call for Applications for:

Participation in Capacity Building of Climate Innovation Ecosystems Actors to Accelerate Climate Technology Solutions in Latin America and Caribbean

Date: 22nd of August 2023

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1 Overview

1.1 Executive Summary

This is a Call for Applications that details EIT Climate-KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	<p>EIT Climate-KIC is launching an initiative focused on building capacity of climate innovation ecosystem actors in Latin America and the Caribbean to focus on accelerating climate ventures and solutions.</p> <p>EIT Climate-KIC seeks to select Entrepreneurship Support Organisations (ESOs) to support over a certain time. The selected ESOs will, depending on their needs, receive tailored capacity building and knowledge transfer in specific areas around supporting climate innovations.</p>
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	<p>To entities active and legally registered in Bolivia, Brazil, Chile, Colombia, Ecuador, Guatemala, Guyana, Haití, Honduras, Jamaica, México and Perú.</p> <p>The activities Will mostly happen virtually and no travel is anticipated nor required.</p>
EIT Climate-KIC Contract Manager for submitting quotes and inquiries	<p>Christian Daube Climate Innovation Director, Latin America and Caribbean at EIT Climate-KIC christian.daube@climate-kic.org and please copy climaccelerator@climate-kic.org</p>
Proposed contract term for successful candidates	<p>First phase: 6 months with a potential extension of 3 months under bilateral agreement. Start date: November 2023</p>
Key Partner	IDB Lab - https://bidlab.org/en

1.2 Timelines

EIT Climate-KIC has set the following indicative timelines for this Call for Applications:

Planned Date*	Milestones
22 nd of August	Call for Applications issued publicly.
5 business days before the Submission Deadline	Deadline for bidders to submit questions on the Call for Applications
By 30 th of September 2023, end of business days (EOB)	Bidders submit the application / Submission Deadline
Expected 1 st of October 2023	EIT Climate-KIC team to review submissions
Expected from 1 st to 22 nd of October 2023	EIT Climate-KIC to gain clarification from bidders through text or interviews
Expected 22 nd of October 2023	Notification of contract award
23:59 CET on 22 nd of October (5 days)	Standstill period ends
Expected 01 st of November 2023	Proposed contracts start date

* EIT Climate-KIC reserves the right to amend this timetable during the CFA.

1.3 How you can participate

1. Review the documents provided by EIT Climate-KIC.
2. If you have questions on the Call for Applications, email the Contract Manager at least 5 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
3. Apply following the requirements at Section 0 by the Submission Deadline stated at Section 1.2.
4. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT Climate-KIC is the EU's climate innovation initiative, working to accelerate the transition to a zero-carbon and resilient world by enabling systems transformation. Headquartered in Amsterdam, it operates from 13 hubs across Europe and is active in 39 countries. EIT Climate-KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (EIT), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. See <https://www.climate-kic.org/> for more information.

2 Confidentiality

All information provided in this Call for Applications (hereinafter “CfA”) document and any information that may be subsequently disclosed during discussions, correspondence and negotiations is confidential and must not be disclosed to any other party or used for any other purpose whatsoever without the prior written permission of Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “EIT Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this CFA. The Supplier must not make any press announcements or publicise in any way EIT Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT Climate-KIC may require the execution of Non-Disclosure Agreement as part of this CFA or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations regarding confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

3 Introduction and Background

3.1 Context

IDB Lab is seeking support to champion LAC's post-pandemic green recovery as a pathway towards more inclusive, sustainable, and resilient growth - aligned to the Paris Agreement. This initiative will strengthen the entrepreneurial innovation ecosystem in LAC to accelerate locally relevant CleanTech solutions. This will enable LAC entrepreneurship and innovation ecosystems to participate more proactively in addressing the climate crisis, via tailored capacity-building, promoting acceleration and commercial deployment of locally relevant innovation mitigation technologies.

IDB Lab has chosen EIT Climate-KIC as a partner to help build the capacity of the LAC Clean Technology Innovation Ecosystem and accelerate climate mitigation solutions. This will strengthen LAC accelerators and entrepreneurship actors in participating countries to accelerate locally relevant broad-based climate change mitigation and circular economy solutions.

EIT Climate-KIC will design and launch a bespoke initiative to build the capacity of ESOs in LAC to help them accelerate ClimateTech innovation to address the climate crisis.

We offer climate technology acceleration services, giving participating LAC accelerators and start-ups access to:

- A global network of climate experts,
- a climate impact framework (to assess and validate the climate impact and business potential of startups),
- program management tools,
- climate acceleration content,
- coaching and mentoring networks, and
- access to peer and investor networks.

LAC Accelerators, on-boarded to the acceleration program, will become part of an international climate community of EIT Climate-KIC, enabling LAC startups to access global resources, strengthening their capacity to deploy clean tech solutions.

Our proposal focuses on the following key areas of work whereas this CfA is limited to the stage and activities of year 1 and participating in year 1 is a pre-condition to be selected for the scope of work in year 2. Important is that it is needed to apply to the activities of year 2 through responding to a new CfA which will be published to the participating entities then.

Year 1: Capacity-building of Entrepreneurship Support Organisations (hereafter referred to as “ESO”):

- Identifying and selecting the most appropriate ESOs in the LAC region via an open call and objective selection process.
- These ESOs will, depending on their needs, receive tailored capacity building and knowledge transfer in specific areas around supporting climate innovations.
- These ESOs will build a programme strategy and design throughout the activities.
- These ESOs may then understand the next CfA for scope and budget of year 2 and can then propose the implementation of ClimAccelerators to EIT Climate-KIC.

Year 2: Acceleration of climate innovations in LAC:

Selected ESOs from Year 1 will then be funded and supported to implement ClimAccelerators:

- Identify and select entrepreneurial climate innovations in the region of LAC via an open call and objective selection process.
- Support the climate innovations by generating bespoke tailored capacity building and knowledge transfer around business acceleration and increasing climate impact.

While EIT Climate-KIC focuses on

- Implementing the Climate Impact Framework with the climate innovations participating in the programmes
- As well as advising the selected ESOs on the plan/curriculum and improvements of the contents being delivered to continue capacity building.

Throughout both years:

- Increasing the awareness from audiences of climate innovation ecosystems about the selected ESOs, new ClimAccelerators and participating climate innovations as well as the programme key insights and learnings of the scope of this work.
- Community access for ESOs and climate innovations through incorporating them into alumni communities as well as organize events with the wider EIT Climate-KIC community.

We intend to choose ESOs and climate innovations from as many of the following eligible countries as possible, including Bolivia, Brazil, Chile, Colombia, Ecuador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, and Peru.

3.2 Desired Outcome

The focus of the collaboration is based on:

- a) increasing the capacity and skills of staff at an Entrepreneurship Support Organizations (ESO) to better position themselves in the climate innovation ecosystem and focus on supporting climate innovations, as well as
- b) o design proposals and approaches towards climate-focused acceleration programmes within a specific region or industry to move forward with after the completion of the cohort

3.3 About our ClimAccelerator Work

ClimAccelerator is a global programme for start-ups to innovate, catalyse and scale the potential of their climate solutions. We are turning cleantech start-ups into successful businesses and harnessing the power of human ingenuity to drive rapid impact and unlock a net-zero, resilient future for all.

Over the past 10 years, the accelerator programme powered by EIT Climate-KIC has been a major climate innovation solution provider for more than 2,000 start-ups, with access to resources, tools, mentoring and networks. We're scaling the globe to break new ground in carbon reduction, adaptation, and resilience, and more.

3.4 Our Support to ESOs

Over the past two years, we have collaborated with more than 40 ClimAccelerator programmes in diverse regions globally, enabling them through the following support: Our goal is to enable Entrepreneurship Support Organisations to run ClimAccelerators effectively. Together, we can work as a collective of actors that will build on the operating system and catalyse entrepreneurship to tackle climate change. We would love to work with new as well as existing Entrepreneurship Support Organisations to bring climate entrepreneurship to the necessary scale.

With the support of Organisers, we support place or theme based ClimAccelerators in local contexts around specific Latin American and Caribbean countries. These programmes are delivered successfully and autonomously using our open-sourced, proven methodology, shaped over 10+ years of experience which you will be capacitated about in the first months of our collaboration.

Partnering with us is not just about facilitating linkages, but about building products that grow into successful solutions. Whether you are looking for solutions to transform your industry, access to investment opportunities, or ways to promote your brand and scale the impact of your grants, partnering with ClimAccelerator offers opportunities with measurable climate impact.

3.5 Programme Benefits

Participating in the capacity building of ESOs, you will receive access to:

- **Tailored capacity building:** Our contents and capacity building will run over four months with bi-weekly workshops and bi-weekly mentoring sessions to build capacity and also to help co-create a proposal to accelerate ClimateTech innovations in your respective regions.
- **Tailored Tools:** Our open-sourced Operating System provides everything you need to successfully run your own ClimAccelerator, including management tools, content, coaching and mentoring networks, and more.
- **Climate Impact:** We've developed a Climate Impact Framework that presents climate impact indicators alongside financial key performance indicators, allowing start-ups to assess and validate the credibility and business potential.
- **Positioning in the Global Climate Innovation Ecosystems**
- **Global Network:** Join the EIT Climate-KIC Community of 400+ organisations across the globe working to drive a net-zero carbon transition.

3.6 Requirements and Obligations

The following **obligations** are requested from the participants:

- Application to capacity building cohort,
- Availability of at least two staff members to be available for 80% of the capacity building activities which focus on at least but not exclusively two workshops and two grouped mentoring sessions per month for a total of four months,
- Focus on understanding of theory, practical exercises as well as co-creation of proposals focused on accelerating climate solutions which is to be submitted at the end of the cohort as a clear outcome, as well as
- Provision of feedback, final analysis and results of learnings and takeaways during and after the cohort activities.

The following **deliverables** are being required from the participants after the completion of the capacity building process of year 1:

- A clear strategy, vision and mission statement to support climate innovations
- A programme design and plan to accelerate climate innovations and ventures in either their geography and/or a chosen industry and sector

Focus on Sustainability:

To uphold our commitment to sustainability, EIT Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- The services are to be delivered digitally following a paperless policy.
- For events and workshops, please strictly minimise the generation of paper and plastic waste. Please discuss the use of brochures, paper agendas, poster boards and post-it notes with EIT Climate-KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

3.7 Eligibility

EIT Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services,
- Has been bankrupt or insolvent (last 7 years),
- Is sanctioned by a relevant authority,
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#),
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations,
- Is an individual prior employee of an EIT Climate-KIC or group entity (discretionary basis),
- Will continue to be a full-time employee of an EIT grant recipient or EIT Climate-KIC partner during the contract term (discretionary basis).
- Has its headquarter outside of the country mentioned in this document.

If any of these scenarios apply, please make EIT Climate-KIC aware in your submission.

3.8 Required Experience and Capabilities

The team delivering the services should be able to demonstrate the following experience and capabilities:

- Experience in Entrepreneurship and Entrepreneurship Support of at least two years,
- Previous experience of working on / supporting or leading accelerator programmes for Startups in the region
- Working knowledge of entrepreneurship and innovation ecosystems in their region,

- Developing and delivering analytical and audience-friendly insights,
- Adherence to evaluation professional ethics and quality standards,
- Basic written and spoken language competency in English,
- be legally constituted as an organisation (private, public, NGO, etc)

3.9 Language

The following activities will be conducted in the following languages:

- Conversations with the participants in English, and in Spanish where possible
- Workshops and mentoring sessions, contents and education in English and in Spanish where possible
- Further communications will most likely be in English throughout the whole process with possibilities.

3.10 Webinars: Introduction and Q&A

Additionally, EIT Climate-KIC offers at least two info sessions to introduce the activities and call for organisations, as well as collaboration with IDB Lab and further opportunities. These will happen around the following dates:

- In English on 31st of August 2023 at 11am Haiti / 9am in CDMX / 10am BOG / 5pm CET for 1 hour, register here: <https://climate-kic-org.zoom.us/meeting/register/tZErde-pqDooHt17ubEAjYY1ZNlcWbe4uCOW>
- In Spanish on 14th of September 2023 at 11am Haiti / 9am in CDMX / 10am BOG / 5pm CET for 1 hour, register here: <https://climate-kic-org.zoom.us/meeting/register/tZcodOCuri4jHtwHYcbqaxdKYl3OvpdrgEgC>

3.11 Application

Please apply by clicking the link below:

<https://climatekic.acceleratorapp.co/application/new?program=application-to-capacity-building-of-esos-in-latin-america-and-caribbean> in which you are requested to link documents about your legal constitution and a presentation about your organisation (best through a link leading to a folder in Google Drive or Dropbox, or any similar cloud storage provider).

Important to mention is that we ask you to:

- Submit the application in English;
- Attach the financial and legal documents/certifications in the original languages;
- Attach the profiles/CVs in English.

3.12 Agreement Management

A one-off agreement is proposed for award of work.

EIT Climate-KIC can share their standard terms and conditions but will consider the bidder's own terms and conditions on the basis that the bidder can incorporate the following:

- EIT Climate-KIC requires that service providers provide an indemnity to EIT Climate-KIC for breach of third party intellectual property rights;

- EIT Climate-KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See <http://www.climate-kic.org/policies/>;
- In addition, EIT Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with EIT Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to EIT Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by EIT Climate-KIC to service providers.
- In case of drop outs or a lower than 75% participation in the cohort's planned activities/meetings/trainings, the related entities cannot participate in future projects with EIT Climate-KIC.

3.13 Further Questions

Further questions? Please contact our team at: climaccelerator@climate-kic.org

We are looking forward to receiving your questions, comments and proposals, and working together to foster entrepreneurship and acceleration for climate impact and systems transformation at scale.

4 Selection Criteria

EIT Climate-KIC will assess bids based on the following factors and select up to 30 ESOs:

Component	Weighting
Experience in Entrepreneurship and Innovation Support for more than 2 years with proven evidence	40%
Experience in contributing to the Entrepreneurial Ecosystems nationally and/or internationally with proven evidence	20%
Financial Sustainability and future availability of sufficient capacity and resources for them as ESO	20%
Fit of the profiles/ESO members with the scope of activities	10%
Future strategies and visions of growth and increasing impact	10%
Total	100%

5 Instruction to Participants

5.1 Responding with your quote

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. A **Response** that sufficiently details the bidder's offer and responds to the requirements contained in this document.
 - The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - Professional references that can be reached by EIT Climate-KIC to verify previous services delivery
2. Resumes of individuals that will be assigned to conduct the services for EIT Climate-KIC
3. Completed questionnaire that has been provided with this document.

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT Climate-KIC reserves the right to reject CfA responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

5.2 Subcontracting guidance

It is not anticipated that the delivery of these services will require subcontracting

5.3 Complaints handling

EIT Climate-KIC offers bidders a mechanism to foster transparency and enable procurement best practice.

Bidders have the right in this procurement procedure, within a reasonable time, to address questions, request additional information and obtain feedback, as well as submit complaints. Requests for information or clarifications and complaints will be directed to the contact person (the Contract Manager or other designated person) indicated in this Call for Applications. EIT Climate-KIC reserves the right not to action complaints received after any applicable standstill period.

The Contract Manager will acknowledge, review and respond to complaints or clarifications presented by bidders in a reasonable time. EIT Climate-KIC reserves the right to conduct a procedural review, make changes to the published procurement documents or take other action in response to complaints at its discretion.

In the event of a serious irregularity in connection with this procurement, and after first exhausting the recourse of obtaining a reply from the contact person for this procurement, bidders and suppliers are referred to the channels outlined in EIT Climate-KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption (refer whistleblowing) available at <https://www.climate-kic.org/policies/>.

5.4 Terms of this CfA

1. Your response should be submitted according to the instructions as detailed in this section and should be valid for a period of at least three (3) months from the bid due date. Any response submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this CFA, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the CFA, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this CFA, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your response to seek clarification.
4. Entering into contractual arrangements with EIT Climate-KIC in connection with this CFA does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any response(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT Climate-KIC, at its sole discretion, reserves the right to accept or reject any or all of the responses received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between an EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between EIT Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their response to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.2.
10. As per above and where applicable, bidders must acknowledge receipt of this CFA by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a response by the Submission Deadline.
11. This CFA does not commit or obligate any EIT Climate-KIC company to pay any expenses incurred by you in the preparation of your response. All such expenses are solely at the risk of the bidder and by submitting a response you automatically agree that response becomes the property of EIT Climate-KIC.
12. Responses are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this CFA.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this CFA confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their response, to return to EIT Climate-KIC this CFA and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This CFA is for consideration in whole and not in part or parts unless otherwise indicated.
17. All efforts have been made to ensure the accuracy and validity of information contained in this CFA. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.