

Call for Experts Guidelines (Service provider)

The EIT – Making Innovation Happen

European Institute of Innovation and Technology (EIT)

2024

www.eitmanufacturing.eu



Guidelines for applying

EIT Manufacturing is looking for expert Service Providers that will be involved in co-designing and co-delivering services in business, technology and education fields, supporting EIT Manufacturing in creating great value to its partners and ecosystem members.

The portfolio of services to be delivered cover the thematic areas of **AI&Data, Circular Economy, Industrial Metaverse, Net Zero Industry, Renewable Energy** and **Upskilling/Reskilling**.

Service Providers can perform three different roles:

- **Consultants** provide expert advice and consulting to our internal stakeholders, supported start-up and core partners on their business and/or technological needs.
- **Content Creators** participate as guest speakers at our online and offline events and/or as authors/reviewers of whitepapers/position papers, industry insights and contribute to the creation of business intelligence reports as analysts & industry topic experts alike. They should be able to work in collaboration with our internal analysts and project managers and contribute with knowledge and experience in creating market, industry, technology competitive analyses for our partners
- **Coaches/Mentors** are responsible for the design and delivery of specific courses/modules to upskill/reskill professionals on business and/or technological topics.

What we are looking for

- Educational Excellence: Possess an advanced university degree in engineering, manufacturing, business, or a related field.
- Professional Experience: Bring 5 years (minimum) of professional experience in the manufacturing industry, in at least one of the thematic areas.
 - (*Consultant*) Relevant experience in delivering consultancy services to international organisations and senior leadership teams.
 - (*Content Creator*) Relevant experience in public speaking and creative and technical writing.
 - (*Coach/Mentor*) Relevant experience in designing, organising and facilitating workshops and trainings to a wide variety of audiences.
- Effective Communication: Excellent command of English (written and spoken)
- (plus) EIT Ecosystem: Prior participation in EIT activities and programs is a plus.

Following your application

- Our teams will review the profile submitted (please make sure you are exhaustive in the information provided).
- If you are selected, you will be invited to participate as an expert service provider in the context of the specific service delivery assignment, together with further details on the context and timing of the assignment.
- Upon accepting the invitation, you will be required to sign a service agreement that includes provisions for confidentiality and a declaration of any potential conflicts of interest.

The tasks will be performed fully in English and on a remote, in-person or hybrid basis depending on the nature of the assignment.

Task and Fees

The financial compensation is predefined by the table below to cover the effort of the expert service provider.

Each expert service provider will have to provide prior to the payment for the service provided:

- A signed declaration of time, based on the table below.
- The deliverables and documentation resulting from the service.
- An invoice to EIT Manufacturing, 2 Boulevard Thomas Gobert, 91120, Palaiseau, France.
- A signed description of the service.
- A signed Provision of Services Contract (draft to be provided by EIT Manufacturing).
- A Commercial Offer based on this Procedure.

Standard service provider's level of expertise, service type and daily rate:

Type of service \ Level of expertise	Medium	High	Master
Design, organisation, content creation/review, etc. (desk-work)	EUR 400	EUR 850	EUR 1500
Key-notes, seminars, workshops, trainings, etc. (performance-work)	EUR 600	EUR 1200	EUR 2100

Selection Criteria

Service providers are selected from the EIT Manufacturing database of External Experts which is compiled from an open Call for Experts.

The four-eyes principle and the segregation of duties are implemented in the assessment of all received applications and in the selection of profiles for a specific service.

Timely received proposals submitted by the service providers will be examined, evaluated and compared. The decision will be made according to the “Best Value for Money” principle, according to the following criteria (additional criteria might be applied):

Consultant

Criteria 1	Experience in the manufacturing domain
Criteria 2	Expertise working with leadership and organisational issues
Criteria 3	Experience in project management
Criteria 4	Consultancy background

Content Creator

Criteria 1	Experience in the manufacturing domain
Criteria 2	Expertise in assessing and generating technical information
Criteria 3	Experience in project management
Criteria 4	Public speaking and creative/technical writing background

Coach/Mentor

Criteria 1	Experience in the manufacturing domain
Criteria 2	Expertise in course/training design and delivery
Criteria 3	Experience in professional upskilling/reskilling activities
Criteria 4	Leadership and team management background

Each Criteria is scored on a scale from 1 to 5

The overall threshold is 3

Scoring grid

1	Extremely poor or None
2	Bad
3	Average
4	Good
5	Excellent

The compliance with the principles of transparency, non-discrimination, equal treatment and absence of conflict of interest will be ensured.

Eligibility Check – Upon reception of an application, a check must be made to determine if the applicant's profile satisfies the needed characteristics defined in the "What we are looking for" section.

EIT Manufacturing reserves the right to contact only the service providers selected according to the criteria outlined in this document.

EIT Manufacturing reserves the right to retain the supplier's profile for a maximum of 5 years in order to contact them for potential service opportunities.

It is the responsibility of the supplier to ensure their profile information is up to date with their current level of knowledge and expertise.

Confidentiality

Confidential Information means any data and information, such as but not limited to proposal/technical/financial and/or commercial information that EIT Manufacturing, its Affiliates or representatives may disclose directly or indirectly, whether in writing or any other form, to the expert service provider for the performance of the Services. Confidential information will not be considered any information that (i) was known publicly at the moment of the expert service provider's appointment or (ii) becomes known publicly through no action or fault of the service provider.

The expert service provider will also treat as confidential and process any personal data contained in the information provided by EIT Manufacturing in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

During the period beginning on the Effective Date of the services contract signed by the expert service provider and the EIT Manufacturing and continuing for a period of five (5) years thereafter (the "Confidentiality Period"), The expert service provider agrees not to: (i) use EIT Manufacturing's Confidential Information for any purpose other than for the Service; and (ii) disclose EIT Manufacturing' Confidential Information to any third party. The expert service provider also agrees to destroy or return any information received from EIT Manufacturing during the performance of the Services, unless and to the extent that is required by law.

Each expert service provider will have to sign the following declaration by entering into contractual relationship with EIT Manufacturing:

Declaration of confidentiality

- I will treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to the proposed assignment and/or the performance of the contract, and process any personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- I am fully aware of my obligations, inter alia in terms of confidentiality and personal data protection arising from my appointment as an expert evaluator or rapporteur by EIT Manufacturing.
- I will undertake to observe strict confidentiality in relation to my services as follows:
 - I will not use or disclose, directly or indirectly, confidential information or documents for any purpose other than fulfilling my obligations under the contract without prior written approval from EIT Manufacturing.
 - I will not discuss my work with others, including other expert service provider or staff not directly involved in the Service.
 - I will not communicate outside EIT Manufacturing any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

I shall continue to be bound by these undertakings after completion of my services unless this disclosure of confidential information is required by law.

- If material/documents/reports/deliverables are made available to me either on paper or electronically, I agree to be held personally responsible for maintaining the confidentiality of the documents or electronic files sent and for returning, erasing or destroying all confidential documents or files on completing my services as instructed.

GDPR Compliance

EIT Manufacturing is fully compliant with the General Data Protection Regulation (GDPR) throughout this selection procedure. Our Privacy Notice is available on our website for your review (available at <https://www.eitmanufacturing.eu/who-we-are/legal-documents/>). The selected Service Providers will be required to adhere to standard contractual clauses concerning privacy and data protection, which will be provided in relation to the contract. These clauses are part of our Standard Terms and Conditions, which will be sent and communicated to the Selected Suppliers. The awarded supplier will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the supplier is located in a country for which the EU commission has not issued an adequacy decision. The personal data collected for this purpose will be stored for no longer than 5 (five) years following the financial discharge for the year in which the selection was finalized, in order to comply

with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to the selection of an applicant, some of the documentation and personal data contained therein will be carried over into the database for service providers which is available to EIT Manufacturing personnel.

The processing is necessary to select applicants suitable to provide expert consulting to the EIT Manufacturing and to therefore enable it to perform its tasks. The legal basis being implemented and binding on the EIT MANUFACTURING's selection process of service providers is your consent through the application process and the execution and management of contracts we might have with you if selected and appointed. The applicable legal framework for data protection purposes for this processing of personal data is Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and the French data protection act (Loi informatique et libertés).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EIT MANUFACTURING. They also have the right to address themselves to the French data protection authority (CNIL) to lodge a complaint. The controller is the EIT MANUFACTURING, and can be contacted by email at support@eitmanufacturing.eu.

The Data Protection Officer can be reached at dpo@eitmanufacturing.eu.

The French Data Protection Authority (CNIL) can be contacted at <https://www.cnil.fr/fr/contacter-la-cnil-standard-etpermanences-telephoniques>.