

## Request for Proposals

**Request to submit a full proposal to become  
the Secretary  
for the IEA Clean Energy, Education and Empowerment Technology  
Collaboration Programme (C3E TCP)**

Prepared and Issued by the C3E Executive Committee

Issue Date: 2<sup>nd</sup> December 2019

Questions: 8<sup>th</sup> January 2020, 18:00 CET

Closing Date: 31<sup>th</sup> January 2020, 18:00 CET

Possible questions and full proposals should be sent by e-mail to: C3E inbox  
<[nrcan.C3E.rncan@canada.ca](mailto:nrcan.C3E.rncan@canada.ca)>

(please keep the size of the Email below 10 MB)

**Technology Collaboration Programme**  
by **iea**

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## **Call for Proposals to become the Secretary for the**

### **IEA Clean Energy, Education and Empowerment Technology Collaboration Programme (C3E TCP)**

#### **1. Summary**

This call document has been produced in accordance with the C3E Executive Committee (Exco) meeting 4 decision (Vienna, April 2019) to introduce a common fund and to establish a C3E TCP Secretary. The required secretary services are presented in this document. The deadline for proposals is 24th January 2020. The Secretary should commence its work on 1st April 2020.

#### **2. Background**

The Clean Energy, Education and Empowerment Technology Collaboration Programme, further referred to as the C3E TCP was launched as an initiative of the Clean Energy Ministerial in 2010. The Clean Energy Ministerial is a high-level governmental forum to promote policies in the field of clean energy technology. C3E was established as a Technology Collaboration Programme of the International Energy Agency in 2017. This should allow to boost international visibility and increase international collaboration. The C3E is a joint initiative of the IEA and the CEM.

The goal of the C3E is to inspire more women to enter into clean energy careers and support their careers by sharing successful strategies and policies and exchange of lessons-learned. The C3E TCP seeks to strengthen the role of women in the clean energy sector. The C3E TCP will recognise women in leadership roles and define role models, support network activities, generate best-practise examples and conduct awareness measures. The C3E works to achieve these goals through the following 5 workstreams:

- 1) Knowledge and Data Collection
- 2) International Ambassadors Program and Mentorship
- 3) Awards and Recognition
- 4) Communications
- 5) The Equal by 30 Campaign

The C3E TCP currently has 9 countries as contracting parties: Austria, Australia, Czech Republic, Canada, European Commission, Finland, Italy, Sweden, United States.

### **3. Objective of Request for Proposals**

The Executive Committee (ExCo) for the Clean Energy, Education and Empowerment Technology Collaboration Programme (C3E TCP) invites qualified organisations and companies to submit proposals to be selected as the “Secretary of the C3E TCP” and provide, in that capacity, administrative, communication and dissemination support services to its members.

### **4. Duration of the Appointment**

The successful candidate will be appointed initially for a three-year period from 1st April 2020 through 31st March 2023. This appointment may be extended if so decided by the ExCo. The appointment may be terminated by the Secretary or the ExCo by the end of each fiscal year (31st March) by written notification complying with a six months period of notice (30th September). The appointment will be automatically terminated if the C3E TCP is discontinued.

### **5. Operation of Common Fund**

C3E TCP introduced a Common Fund, a yearly due for member countries starting from the year 2020. The C3E TCP Secretary will operate the Common Fund of the TCP. A bank account for the C3E TCP will need to be opened. The C3E TCP Secretary is responsible for invoicing member countries and performs its duties with the funds drawn from the invoiced revenues. The invoices will be sent out in quarter 2 every year and will be reviewed by an ExCo member.

The C3E TCP Secretary is the only legal authority for and on behalf to the ExCo, so they will have the capacity to sign documents (e.g. contracts for services) to open and manage the bank account on behalf of the ExCo and to receive and disburse payments for and on behalf of the ExCo.

### **6. Supervision**

The Secretary will work under the supervision of the ExCo (chair, vice chair and delegates). The Secretary will ensure that the annual work plan is carried out within the budget provided by the ExCo.

Twice per year at every spring and autumn C3E ExCo meeting (approximately April and October) the Secretary will make presentations to the ExCo regarding activities and accomplishments. In addition, at every autumn ExCo meeting, a financial report detailing the ongoing financial year and an outlook for the following year will be prepared by the Secretary and presented to the ExCo (including expenses, funds available etc).

The ExCo Chair and Vice Chair(s) will provide direction to the Secretary. However,

the Secretary is expected to identify and act on emerging needs as they arise and to display initiative in anticipating issues for the ExCo or Chair.

## **7. Specification of Services**

The C3E TCP Secretary will provide the ExCo with a wide range of administrative, communication and dissemination services to assist with the overall management of the TCP.

The services of the secretary include but are not limited to:

### **Exco (meeting) Support**

The Exco Support covers all services with respect to the biannual (spring and autumn) ExCo meeting, including supporting the chair, host country and Exco delegates in the preparation and documentation of the meeting. In between the ExCo meetings, telephone conferences might be necessary to organise and may also require preparation of documents.

### **Financial management**

The management of the common fund implies taking responsibility for the sound financial management of the C3E TCP. The C3E TCP Secretary reports its financial management to the ExCo. Based on the actual financial status of the programme, an annual budget outlook should be prepared for each autumn ExCo meeting.

### **Administration of contacts**

The C3E TCP Secretary will be responsible for creating and administering different contact databases (ExCo members, observers, partner organisations, IEA/CEM contacts, C3E ambassadors etc). If a C3E newsletter is introduced, the Secretary will also manage the newsletter contacts in accordance with General Data Protection Regulation.

### **Membership procedures**

The C3E TCP Secretary supports the Chair with membership procedures (e.g. sending invitation letters, sending info packages to interested countries).

### **Preparing documents and presentations**

The C3E TCP Secretary prepares TCP related documents (annual briefings, TCP request for extension documentation). If needed, new presentation slides will be produced.

### **Maintaining Website content**

A stand-alone C3E International Website is in preparation. Once the website is online, the C3E TCP Secretary will get an introduction by the webmaster regarding content management. It will then be responsible for maintaining and regularly updating the C3E website. (e.g. news items, workstream documents, articles, events, uploading of Executive Committee meeting and workstream documents on a members only section of the site etc.)

### **Social media and newsletter**

The C3E TCP Secretary will actively feed the [@C3E Intl Energy](#) twitter account with tweets and retweets in order to increase its following and engage with other relevant organizations.

If the Exco decides to introduce a C3E Newsletter, these should be prepared, sent out and stored (a web based tool will be provided).

### **Communication and co-ordination**

This task includes all C3E internal (Exco chair, vice chairs, delegates, workstream leaders, IEA Secretary, CERT, CEM) and external communication (other partner networks).

In the attached list, the services are specified and the input hours per year estimated. Travel costs to 2 ExCo Meetings/year and 1 additional meeting for one person should be calculated (1 Europe, 1 Americas). The Secretary should be composed of a team of a minimum of 2 people (senior and junior or assistant level).

## **8. Essential Requirements of Applicants**

Applicants must meet the following essential requirements to be considered:

- Experience with providing secretary services
- Knowledge and expertise in gender equality and/or clean energy
- Experience in synthesis and dissemination of information
- Experience in web publishing esp. in English and web content management
- Experience in social media, newsletter and other communication tools
- Fluent in English for all team members (writing, speaking and understanding)
- Ability to maintain databases
- Ability to perform the following tasks:
  - Schedule meetings
  - Write up and disseminate meeting notes
  - Event planning
  - Read and become familiar with the governance documents and ensure the organization abides by the governance guidance
  - Manage organization web site for meeting information and to communicate among members and post items of common interest in gender equality for women in clean energy
  - Communicate with Executive Committee as needed
  - Communicate with CEM Secretariat as needed
  - Communicate with IEA Secretariat as needed
- Knowledge of the IEA Energy Technology Network preferred

## **9. Required Content of the Proposal**

The proposal should be structured in a logical way and contain the following information:

- information on your organisation (full legal name, legal status, legal address, actual location, contact information, total number of staff, annual turnover, accounting principles and procedures)
- A full description of your organisation and your qualifications to provide the services required
- Resumes of the proposed staff carrying out the services
- A calculation with the estimated hours and travel costs
- References for secretary services related to energy/climate/environmental technology and/or gender equality indicating the total financing the organisation received and length of project(s) within the last 5 years
- References for projects (e.g. R&D projects, awareness measures, events or other activities) indicating the total financing the organisation received and length of project(s). References for gender equality and/or energy/climate/environment projects are considered an asset.
- Description of experience in synthesis and dissemination of information (e.g. fact sheets or short articles). Include a minimum of 2 examples, the candidate could provide one on gender equality one on energy/climate/environment or on a comparable field.
- Description of experience in web publishing and web content management (include website example)
- Description of experience in social media, newsletter and other communication tools (include examples, twitter accounts, blogs etc.)
- Reaction time 2-3 days (Inquiries of the Exco need to be answered within 3 working days), applicant needs to confirm that such a reaction time can be met.

## **10. Eligibility**

This Request for proposal will be circulated to all current ExCo members and published on national level. Only proposals from organisations and companies in these countries will be accepted.

## 11. Time Schedule

Questions: 8<sup>th</sup> January 2020

All questions and answers will be circulated anonymized and provided to all applicants (15<sup>th</sup> January 2020)

Closing Date: 31<sup>st</sup> January 2020, 18:00 CET,

Late proposals will not be considered.

Evaluation and Decision Making: 7<sup>th</sup> March 2020

Start date for Secretary services: 1<sup>st</sup> April 2020

## 12. Proposal Evaluation

Proposals will be evaluated by member state representatives on the ExCo according to a numeric scheme against the following evaluation criteria. The ExCo will take the final decision.

### Evaluation Criteria

Criteria	Weight
Competence of the proponent in project management of secretary services for national governments or intergovernmental organisations	30%
Gender and energy/climate/environmental technologies experience	20%
Communication/dissemination and English language skills	20%
Price	30%

## 13. Notification

Unsuccessful applicants will be notified in writing. The selected organisation will receive an appointment letter for the C3E TCP Secretary summarising the term and conditions. The appointment letter, the request for proposals document and the proposal build the basis of the contract. To accept the appointment, the selected organisation need to send a Notice of Acceptance.

### Annex: List of Services and estimated time and effort per year



	first year 2020		second and third year 2021, 2022	
	Senior	Junior or Assistant	Senior	Junior or Assistant
<b>EXCO (Meeting) Support</b>	70	60	80	80
Assist host country and the ExCo chair with arrangements and communications				
Disseminate meeting documents to participants (agenda, workshop invitation, logistic info)				
Assist Chair and take minutes during meeting				
Prepare minutes of the Exco meetings, decisions & action items in a timely order and circulate to all ExCo representatives and to the IEA Secretariat (at the latest 2 weeks after the ExCo meeting)				
Organise and document Exco telephone conferences				
<b>Financial Management</b>	30	10	40	20
Management of the common fund (holding a bank account, invoicing contracting parties once a year...)				
Prepare the financial overview (income/outcome existing year) and an annual budget plan for the autumn meeting				
Manage material costs (for brochures...) -optional				
Manage own travel costs (1 person for 2 Exco Meetings + optional meetings)				
<b>Administration of Contacts</b>	10	20	20	40
Create and update a TCP contact database (Excel and Website) with Exco members, observers, partner networks (GWNET...) and organisations (CEM)				
Create and maintain a newsletter contact database - optional (not decided yet)				
<b>Membership Procedures</b>	20	10	30	10
Develop and update the membership procedures (letters of invitation to join the TCP)				
Respond to inquiries from observer countries, potential TCP participants				
<b>Preparing/Commenting Documents and Presentations</b>	30	10	60	50
TCP annual briefing for CERT				
Request for extension documentation (2021-2026) - End of Term (qualitative and quantitative Questionnaire, Strategic Plan, Presentation)				
Prepare ppt. presentations for the chair (e.g. for CEM, for TCP Universal Meeting ...)				
Give feedback on documents (Awards programme, ambassadors programme, data phamlet)				
<b>Maintaining Website content</b>	50	50	60	70
Put documents on the website (workstream reports, Award documents, Ambassadors profiles)				
Write articles for the website (news items - e.g. award winners)				
Announce relevant workshops, conferences on the website				
Archive all relevant documentation of the Exco in the protected section of the website				
Provide input/feedback to the Webmaster and workstream 4 leader for the further development of the website				
Provide templates, logos, ppt Master on the website				
<b>Social Media/ Newsletter</b>	30	20	40	40
Twitter postings @C3EInternational				
Prepare three C3E Newsletters per year, ask for inputs from workstream leaders, Exco participants, IEA SEC (March, June and November)				
<b>Communications &amp; Co-ordination</b>	60	20	70	50
Communication between ExCo, IEA secretariat desk officer and legal office, CERT				
Communication between Exco chair, vice chairs (draft agenda, draft minutes ...)				
Disseminate information between ExCo Chair and ExCo representatives (e.g. questionnaires, written procedures, etc.)				
Communication with workstream leaders (progress, reporting, legal procedures)				
Communication with the Clean Energy Ministerial Secretariat				
Correspondence with cooperation networks (GWNET ...)				
Manage the contact page of the website and the C3E mailbox				
<b>Total</b>	<b>300</b>	<b>200</b>	<b>400</b>	<b>360</b>

