

## Request for Proposals for secretariat services to:

### INTERNATIONAL ENERGY AGENCY ENERGY STORAGE TCP - ECES

#### Introduction

The Executive Committee (ExCo) for the International Energy Agency's Technology Collaboration Programme (TCP) Energy Conservation through Energy Storage (ECES), further referred to as the IEA Energy Storage TCP, invites qualified organizations to submit proposals to be selected as the secretariat of the ExCo and provide, in that capacity, administrative, communication and information dissemination support services to its members for a period of three years, possibly renewable, if so decided by the ExCo. The selected organization would commence its services on July 1<sup>st</sup> 2019.

Overall control and management of the programme is maintained by the ExCo, which not only monitors existing projects but identifies new areas where collaborative effort may be beneficial. The ExCo ensures that all projects fit into the strategy without unnecessary overlap or duplication but with effective liaison and communication. The ExCo evaluates all activities (Annexes, Working Groups, etc).

The expected services of the secretariat include:

#### Executive Committee Secretariat Services

The Secretariat will provide the ExCo with a wide range of administrative, communication and information dissemination services to assist it with the overall management of the IA.

The Secretariat may additionally assist Operating Agents (OA), who are responsible for the management of specific Annexes, and participants in managing individual programme activities. The detailed functions and the specific tasks to be performed by the Secretariat, based on the candidate's proposal, will be determined by the ExCo before the selected candidate takes its duties as Secretariat.

The Secretariat will work under the supervision of the ExCo and its Chair. The Secretariat will ensure that the Annual Work Plan is carried out within the budget provided by the ExCo. The ExCo will provide task-level direction to the Secretariat. However, the Secretariat is expected to identify and act on emerging needs as they arise and to display initiative in anticipating issues for the ExCo or Chair.

On behalf of the ExCo, the Secretariat will maintain communication links with the IEA Secretariat, the End Use Working Party (EUWP) and the Building Coordination Group (BCG), other TCP's and non-participating countries at the direction of the ExCo or as specified in the Secretariat Annual Work Plan. However, in any communications with such outside groups, the Secretariat shall make it clear that it does not replace the ExCo.

#### ***Services to be provided by the Secretariat include the following:***

##### ***EXCO (Meeting) Support:***

- Assist host country and the ExCo Chair with arrangements and communications
- Disseminate meeting documents to participants
- Assist Chair and take minutes during meeting
- Prepare minutes to be distributed to all ExCo representatives and to the IEA Secretariat, prepare key decisions/actions list and follow up actions

- Developing, maintaining and updating the membership procedures;
- The collection of contact(s)(information) to be added in the CRM system;
- Maintaining and updating the IEA Energy Storage TCP archive;

***Communications & Co-ordination:***

- Between ExCo and IEA Secretariat, e.g. preparation of IA Annual Report, IEA documents, End-of-Term Report
- Disseminate information between ExCo Chair and ExCo representatives, e.g. questionnaires, written procedures, etc.
- Between other IEA Implementing Agreements or the European Commission, etc
- Respond to inquiries from third parties, e.g. from potential IA participants
- Maintaining the website and databases and arrange for permanent updates related to ongoing and finished annexes, international events (workshops and conferences), relevant publications from within the IEA Energy Storage TCP and other resources;
- Update the mailing- and contact list;
- Keep record and archive all relevant documentation for the ExCo at the protected ExCo area on the website
- Provide login information to (new) ExCo delegates
- Preparing and distributing the Energy Storage TCP newsletter (aim is bi-monthly, provided there is enough input generated by the ExCo and Operating Agents);
- Supporting the Annexes with their website and external communication;
- Supporting the three-annual Stock conferences as liaison between ExCo members and conference committees;
- implementation of the IEA Energy Storage TCP corporate identity;
- Developing & maintaining a social media strategy;
- Manage the contact page of the website and the IEA Energy Storage TCP mailboxes

***Initiation of New Annexes:***

- Interface with IEA Office of the Legal Counsel
- Facilitate communications among participants
- Provide administrative support and assist to experts' meetings & workshops
- Encourage the use of the Annex part of the Energy Storage TCP website

***Support in relation to Existing Annexes:***

- On-going promotion of Annex participation & awareness
- Advice OA on IEA/IA procedures (e.g. Progress, Annual and Final Reports)

***Information Dissemination:***

- Compile Programme bibliography on the basis of the information from the Annexes
- Prepare, update and disseminate promotional material
- Prepare and disseminate Annex brochures synthesis and summary reports

***Other Tasks:***

- Perform other minor duties as assigned by the ExCo in its annual plan
- Prepare an annual communication plan and budget for approval at the autumn ExCo meeting.

The selected candidate will be expected to provide continuity of staff so that an "institutional memory" will reside in the Secretariat. An institutional memory ensures that changes in the ExCo

members will not slow down the work of the TCP.

### **Essential Requirements of Proponents**

Proponents must meet the following essential requirements to be considered:

- Knowledge of how the IEA IAs operate
- Experience with providing international secretariat services related to science and technology co-operation for IEA or other similar organizations.
- Experience in synthesis and dissemination of technical information.
- Fluent in English (writing, speaking and understanding)

### **Proposal's Essential Requirements**

The following information, at a minimum, must be provided in the proposal and will be considered in the proposal evaluation:

- A full description of your organization and its qualifications to provide the services required;
- Experience with international services for IEA or other similar organizations;
- Experience in synthesis and dissemination of technical information;
- A detailed plan of how the organization would provide the services described in the Secretariat Services above, including: details of services, staff competencies and expertise, facilities, and linkages (*e.g.* to information sources);
- CV's of the proposed staff carrying out the services
- An itemized annual budget, for each of the tasks specified in the Secretariat Services section above (headlines);
- daily rates for meetings, travelling, work outside of the meetings of personnel who may be assigned to the functions of Secretariat; and
- references for the last two years.

There is no specific format for the proposal, however all points indicated above must be addressed. IEA Energy Storage TCP will not be providing proposal preparation costs to submitting entities.

### **Where and When to Send Proposals**

Interested candidates are invited to submit their proposals electronically to mr. Teun Bokhoven, (Chair of the ExCo) by latest March 31<sup>st</sup>. His e-mail address is: [teunbokhoven@consolair.nl](mailto:teunbokhoven@consolair.nl)

### **Who Can Submit Proposals**

This Request for Proposal will be circulated to all ExCo representatives of participating countries. Only proposals from organizations in these countries will be accepted.

### **How Proposals Will Be Evaluated**

Proposals will be evaluated by a Review Committee made up of 3 representatives appointed to this task for evaluation by the ExCo.

The review committee will recommend a suitable proposal to the ExCo of the IEA Energy Storage TCP, which will be responsible for the final selection.

### **Important Considerations for Proposers**

- Late proposals will not be considered.
- No additional information, either in writing or verbally, to the present Request for Proposal, will be provided by the ExCo to any potential candidates.
- Unsuccessful proponents will be notified. The name of the selected proponent will be published at the IEA Energy Storage TCP website.