

Climate-KIC - Urban Transitions

Request for Proposals

2018 Experts Framework

Apply by: 12.00 CET on 30 November 2017

Division: EIT Climate-KIC - Urban Transitions

Reports to: Director Urban Transitions and programme managers

Contract:

- Experts framework – open to Climate-KIC partner experts and consultant experts contracted to Climate-KIC
- Duration: 1 January - 31 December 2018 initially with possible extension of up to 2 years to 31 December 2020

Remuneration and terms of engagement:

- **Individual Experts from Climate-KIC partners:** assignment confirmation and remuneration will be via standard Climate-KIC project task confirmation and reimbursement processes (co-funding will not necessarily be required for expert assignments)
- **Subcontracted Consultant Experts:** Individuals can be engaged as individual freelancers or from consulting companies. Daily rates will be negotiated for each project, within the maximum daily rate submitted as part of the response to this RfP. Remuneration will be based on the agreed schedule of works and monthly invoices.
- We anticipate directly appointing experts from the framework for some assignments, and running mini-competitions between framework members for other assignments. Appointment to the framework is not a guarantee that assignments will subsequently be awarded



1. Business Background

1) Climate-KIC

EIT Climate-KIC is the EU's largest public-private partnership addressing climate change through innovation, comprising of over 250 leading partners from business, academia, the public sector and NGOs. Our ambition is to contribute to creating a prosperous, inclusive, climate resilient society with a circular, zero-carbon economy.

We focus on levers of systemic change and a selection of priority areas where innovation is most needed to achieve deep decarbonisation and effective adaptation. We act as a platform to catalyse cross-sectoral, transformational change through innovation. This entails providing funding, composition of innovation consortia, working together with our partners to take a portfolio approach to innovation options, enrichment of business model design and implementation, tailored support for experimentation and scaling and support for very early stage ideation and pre-seed innovation

In order to make ourselves accessible to key actors and 'problem owners', we work along four priority themes: urban transitions, sustainable land use, sustainable production systems, and decision metrics and climate finance. A focus on entrepreneurship and innovation design, leadership and governance, capacity building for new skills and capabilities as well as policy evolution is threaded throughout. We run programmes for students, start-ups and innovators across Europe via centres in major cities and regions, convening a community of the best people and organisations.

Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

2) Urban Transitions

Sustainable urban development is imperative. Cities consume 75 per cent of natural resources globally (materials, energy, water), produce 50 per cent of global waste, and generate 60-80 per cent of greenhouse gas emissions. European cities can improve their resilience and meet decarbonisation targets by: (i) increasing the rate of retrofitting buildings to improve energy efficiency; (ii) enabling building and district scale renewable energy production; (iii) developing and restoring nature-based urban infrastructure; and (iv) delivering a shift to clean mobility-as-a-service. However, global spending on basic infrastructure – transport, power, water and communications – faces a financing gap of \$1 trillion annually (the global spend ought to be \$3.7 trillion, whereas it is currently \$2.7 trillion). Realising these ambitions will therefore demand trillions of investments, as well as innovation in systemic thinking, governance and financing. This requirement for transformative change presents a significant opportunity for innovative and sustainable markets to emerge.

Climate-KIC's Urban Transitions (UT) Theme catalyses the transformative shift towards decarbonised and resilient cities. In 2018, Urban Transitions will be taking significant steps towards becoming a global leader in enabling urban stakeholders to drive this systemic change. This will be achieved through enhancing our trusted platform for engagement, matching demand with climate innovation supply, and developing integrated solutions. By combining our rich partnership, innovation portfolio,



education programme and entrepreneurship approach, we aim to achieve the following impacts by 2030:

- Contribute to deep cuts in energy consumption at district level by at least *tripling annual retrofit rates across Europe and enabling district scale energy production*. Current retrofit rates are too low to achieve Europe's 2030 Climate and Energy Roadmap and 2050 greenhouse gas reductions target;
- Help lead the deployment of 20 *nature-based urban infrastructure solutions* for climate resilience. This is critical in the face of extreme heat, and urban flooding; and
- Support a 50% cut in greenhouse gas emissions from urban transportation in Europe, through catalysing a shift towards *clean mobility-as-a-service*, since transport is one of the areas most resistant to emissions progress in Europe.

The following driving forces are particularly important for achieving these impacts and will be a focus during the period of this assignment:

- Governance and capacity building - While most cities today have sustainability targets, not all urban stakeholders have the capabilities to translate their high-level targets into concrete plans and projects.
- Financing urban transformations - To accelerate investment in urban innovation and close the global infrastructure financing gap, we will develop a project preparation 'competence centre', combining early-phase stakeholder engagement methodologies from our city experience with investment-oriented project preparation approaches. Through capacity building of technical teams to present option appraisals in a 'bankable' manner, UT will scale up the number of 'investment grade' projects ready for financing.

2. The Opportunities

The 2018 Experts Framework panel will be engaged to support the Urban Transitions team across the following work programme areas on an as-needed basis. In your application please indicate in which of the areas below you are able to work at an 'international expert' level (we are not expecting any one individual to have the skills to address all of the below areas of expertise)

1) Project and Programme Support

The Urban Transition team expects to require support across a range of project and programme activities as part of delivering our agenda for 2018 – as outlined above. The following support is likely to be required:

- a. Supporting partner consortia (including match-making and connecting potential collaborators) with the development of potential projects (including helping to run project ideation and acceleration workshops in different European locations);
- b. Providing technical advice, business coaching and mentoring to project consortia and/or start-ups, in line with our 2018 priority areas:
 - Deep building retrofit and district-scale energy
 - Nature-based solutions
 - Urban mobility
 - Smart & sustainable districts
- c. Evaluation and quality assessment of project proposals
- d. Development of project and funding proposals
- e. Supporting internal programme management tasks – potentially including:
 - Operational systems improvement;
 - Project and grant administration, compliance reviews, and set of up projects in accordance with Climate-KIC operational processes
 - Monitoring programme budget and co-funding, and preparing update progress reports;
 - Business planning and annual reporting.
- f. Organise relevant Urban Transitions events and presence at other events – including project management, planning, logistics, travel planning, building strong content, aligning team contributions, tuning presentations, speaker engagement, etc.
- g. Strategic communications for Urban Transitions theme and programmes

When applying, please highlight very clearly which of these areas of project and programme management support you can support effectively. We are only seeking experts with significant relevant experience.

2) City Services

Municipalities and other key city stakeholders often lack the necessary capacity and experience to structure complex sustainable urban systems projects. The Urban Transitions team is working to fill this gap by expanding our support services to help city project teams with:

- a. Formulating a clear and measurable district aspiration/vision that is framed in a locally-relevant way – with a clearly linked performance evaluation framework.
- b. Analysing and assessing opportunities for urban systems projects – including the value-case for different strategic scenarios and pathways;
- c. Establishing clear urban plans, performance baselines, and an enabling policy environment;
- d. Stimulating community participation and ownership models;
- e. Developing locally appropriate business models that remove barriers to change and enable successful project delivery and long-term operation (e.g. governance structures, partnerships, commercial delivery and operational structures, and finance)
- f. Accessing and securing appropriate project finance; ensuring that urban systems projects are brought up to an 'investment grade' standard;
- g. Monitoring and evaluating project impacts and lessons learned;

To be selected to help us develop and deliver our services to cities, experts must have extensive experience and knowledge of best-practices globally in a number of the above areas.

3) Building Technologies

Buildings play a crucial role in mitigating climate change and are directly linked to the resilience of future neighbourhoods, districts and cities. Our deep retrofit projects focus systemic, scalable deep retrofit solutions that integrate several elements together into one approach. Our [Building Technologies Accelerator](#) flagship programme requires skills around deep retrofit to help us build capacity and evaluate emerging technologies at building level. We are looking for experts in the below fields to act as independent advisors to the programme and ensure that we fund the most innovative and impactful projects.

- a. Building fabric and façade optimisation design, including solar shading systems, double skin façade, high performing prefabricated façade elements, and innovative glazing;
- b. Low/Zero carbon building services;
- c. Innovative building integrated renewable energy sources for onsite energy generation;
- d. Next generation Building Management Systems/Building Energy Management Systems, including data management, visualisation and communication protocols amongst different sensors in a building;
- e. Scalable deep retrofit solutions which combine energy optimisation and occupant comfort, health and wellbeing;
- f. User engagement and behavioural change as part of deep retrofit solutions;
- g. Business models and financing of deep retrofit solutions;
- h. Innovative bio-based building materials;
- i. Nature-based solutions integrated at building level;
- j. Life Cycle analysis;
- k. Whole life costing;
- l. Prefabrication and off site deep retrofit solutions;
- m. Benchmarking;
- n. Able to influence the policy framework as a potential 'level of change'.



3. General Person Specification for Experts

We expect that experts appointed to the framework will be passionate about catalysing sustainable change in cities and are excited by Climate-KIC's Urban Transitions agenda.

Experts will have clear ability to contribute strongly to at least one of the above three opportunity areas, with a mixture of the following attributes, skills and experience:

- Educated to post-graduate degree level in an area such as sustainability, urbanism, community development, business management, engineering, or finance;
- Extensive experience working with cities on systemic sustainable urban systems projects, with a demonstrated ability to relate to different cities' challenges and contexts.
- In-depth knowledge of the support that cities need to develop innovative and integrated sustainable systems projects;
- Knowledge of best-practices in city project structuring, delivery models, governance and financing
- In-depth technical knowledge of one or more of our 2018 priority areas (deep building retrofit and district-scale energy, nature-based solutions, urban mobility, smart & sustainable districts)
- In-depth knowledge in one or more of the fields identified in the Building Technologies section;
- Excellent relationship, persuasion, educating and presentation skills – with an ability to inspire while offering robust independent advice.
- Proven ability to work independently and creatively, and to engage successfully with people at a senior level in commercial and city stakeholder organisations;
- Excellent project development and management skills; with proven experience securing project funding;
- Sound understanding of a range of EU programmes and organisations that support sustainable city action in Europe; experience with international programmes and organisations is also an asset.
- Fluent in English (pre-requisite) and ideally other European languages;

Some of these skills and experience requirements are more relevant to the three different opportunity areas highlighted above. Please clearly highlight how your relevant experience links to the areas where you think you can best support our work.



4. Application Process

Climate-KIC values diversity and welcomes applications from suitably qualified individuals regardless of age, gender, race, disability, sexual orientation, religion or ethnic background.

Applications may be submitted by:

- Climate-KIC partner organisations
- Other organisations (e.g. consulting companies, NGOs, EU organisations)
- Individual experts

All applications must highlight the individuals proposed and experts will be appointed on an individual basis (though contracts may be with organisations and more than one individual from an organisation may be appointed)

Applications should include:

- A cover letter succinctly setting out your vision for how you can contribute at an 'international expert' level to our work programme (max 200 words)
- A summary outlining how the individual(s) proposed meet the requirements outlined above (max 500 words per person);
- A full curriculum vitae for each individual proposed (max 3 pages);
- Proposed maximum day rates (in local currency). These rates will be used as the starting point for negotiating rates for specific assignments.

Please note that for external experts evaluating project proposals submitted to Climate-KIC to receive EIT funding, the remuneration is capped at 450 € per day. The experts can be engaged for a maximum of 10 days per year and we allow ½ day for the evaluation of each project proposal.

Applications will be assessed at a ratio of 60% skills and experience and 40% price.

Organisations may submit a single application containing proposals for multiple individuals. The above details should be provided for each individual.

We may shortlist applicants and then request either a project portfolio or interview as part of the final section process.

Please contact Tim Taylor tim.taylor@climate-kic.org if you have any questions about this application process.

Submission

Please send your full application by 12.00 CET on 30 November 2017 as a single pdf document to recruitment@climate-kic.org

With the subject line: Urban Transitions RfP 2018 Experts –BUSINESS/INDIVIDUAL NAME

