

# Request for Proposal for Expert in Inclusive Climate Innovation (long-term)

Date: 1 December 2025

## 1. Overview

### 1.1 Executive Summary

This is a Request for Proposal (RFP) that details 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	Climate KIC is requesting experts in inclusive climate entrepreneurship to support DEI (Diversity, Equity & Inclusion) capacity building with climate ventures, Entrepreneurship Support Organisations (ESOs) and climate investors, as well as content and toolkit development, and workshop delivery.
The legal entity requesting these goods and/or services	Stichting Climate-KIC International Foundation (Climate KIC)
Services and/or goods will be delivered to the following locations	Services will be delivered remotely. <ul style="list-style-type: none"><li>No onsite activities are required.</li></ul>
Climate KIC Contract Manager for submitting proposals and inquiries	Carla Erber Strategic Programmes Builder inclusivity@climate-kic.org
Proposed contract term for successful candidates	Framework agreement for 3 years (plus option to renew for a further 12 months at Climate KIC's discretion)
Budget ceiling	200.000€

### 1.2 Timelines

Climate KIC has set the following indicative timelines for this RFP:

Planned Date*	Milestones
01.12.2025	RFP in Market (published on website)
3 business days before the Submission Deadline, 23:59 CET on 13.01.2026	Deadline for bidders to submit questions on the RFP
23:59 CET on 18.01.2026	Bidders submit proposals / Submission Deadline
19.01.2026-23.01.2026	Climate KIC team to review proposals Climate KIC to gain clarification from bidders
26.01.2026	Notification of contract award



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Planned Date*	Milestones
03.02.2026 (5 business days)	Standstill period ends
16.02.2026	Proposed contract start date

\* Climate KIC reserves the right to amend this timetable during the RFP.

### 1.3 How you can participate

1. Review the RFP documents provided by Climate KIC.
2. Email the Contract Manager letting us know you will submit a proposal (within 2 business days if possible).
3. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible and will share collected answers in a document with all bidders at the same time.
4. Submit a proposal following the requirements at Section 0 by the Submission Deadline stated at Section 1.2.
5. Climate KIC will assess bids and notify bidders following the timeline at Section 1.2.

### 1.4 About Climate KIC

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. Climate KIC was established in 2010 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 Request for Proposal (hereinafter "RFP") 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 Stitching Climate KIC International Foundation or relevant subsidiary (hereinafter "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 RFP. The Supplier must not make any press announcements or publicise in any way Climate KIC's name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate KIC.

Climate KIC may require the execution of Non-Disclosure Agreement as part of this RFP 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 her party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

### **3. Introduction and Background**

#### **3.1 Climate KIC Entrepreneurship Programmes**

For the past 15 years, Climate KIC has supported thousands of climate-focused start-ups worldwide. Through our entrepreneurship programmes, we nurture ideas from conception to large-scale impact. Our ClimAccelerator programme has driven climate innovation globally supporting over 6,000 solutions and enabling start-ups to secure more than €6.5 billion in capital. Climathon engages citizens to spark ideas and inspiration, while ClimateLaunchpad transforms those ideas into viable, climate-positive ventures. Finally, ClimAccelerator scales these start-ups through radical collaboration and shared resources.

Over the past years, our entrepreneurship pipeline has evolved into multi-stakeholder, transformational programmes. As we move forward, partnerships and collaboration lie at the heart of our approach. We aim to harness the power of a diverse, global community to create the exponential impact needed for systemic change.

Entrepreneurs cannot succeed alone, they need access to ideation support, climate knowledge, business skills, networks, finance, and mentorship. Climate KIC bridges these gaps by supporting Entrepreneurship Support Organisations (ESOs) around the world with the tools, insights, and resources needed to strengthen the ventures they work with.

Together, these programmes connect citizens, students, experts, corporates, governments, and entrepreneurs within a global ecosystem of innovation, bridging the gap between climate-positive ideas and large-scale, systemic impact toward a zero-carbon, climate-resilient society.

#### **3.2 Inclusive Climate Innovation for Entrepreneurs and ESOs**

Climate KIC is deeply committed to embedding equality, inclusion, and justice at the core of climate innovation. Within our entrepreneurship work, we are expanding our focus on gender equity and inclusive innovation, recognising the urgent need to attract, support, and enable entrepreneurs from marginalised and at-risk groups.

We aim to empower our community of partners, innovators, and entrepreneurs to design and deliver inclusive solutions across the entire innovation lifecycle. This includes equipping partners to attract and support diverse innovators and helping entrepreneurs integrate inclusivity into their business models, teams, and products. Addressing barriers such as the underrepresentation of women and limited access to finance for marginalised groups is critical to achieving this vision.

To advance this work, we are seeking an expert in inclusive climate innovation for entrepreneurship to support capability-building, content and toolkit development, and workshop delivery.

Over recent years, Climate KIC and its partners have developed a strong foundation of resources to make climate entrepreneurship ecosystems more inclusive and impactful, including:

- [A Gender Mainstreaming Handbook for Climate Startups](#)
- [A Gender Mainstreaming Handbook for Climate Programmes \(ESOs\)](#)

- [An Inclusive Programme Design Guide for climate innovation practitioners](#)

These tools underpin our social impact and capacity-building efforts, helping start-ups, accelerators, and programme designers to embed gender equality and inclusion throughout their work.

## 4. Specification

### 4.1 Scope

Climate KIC is requesting proposals from experts with the aim of contracting one or more expert individuals/consultancies in a framework agreement to deliver across multiple of our international delivery programmes.

Please consider the following aspects in your proposal and estimations:

- The selected experts will be working not only with Climate KIC but with a cohort of multiple stakeholders from government agencies to ESOs to philanthropic foundations.
- We are looking for experts with clear knowledge/experience of working in local contexts, particular in the African, Asian and Latin American region.
- Climate KIC works with a systems innovation model, which means that we will be looking for a partner that understands and is able to embrace systems innovation and thinking.
- We are looking for a partner that is committed to co-creation and to decentralizing the creation of content/workshops.
- We are looking for a partner who demonstrates a strong understanding of intersectionality and is able to integrate diversity, equity and inclusion principles throughout the process.

### 4.2 Geographic Coverage

Bidders are encouraged to make it clear in their proposal what countries they can evidence practical working experience in and note any geographical limitations to the coverage of these services.

The current geographical focus of the work is on these countries, but could change in the future, hence applicants from other countries are welcome as well.

- In Africa:
  - a. Guinea
  - b. Niger
  - c. Togo
  - d. Mauritania
  - e. Madagascar
  - f. Sierra Leone
  - g. Tanzania
  - f. Uganda
  - g. Kenya
  - h. Mozambique
  - i. Nigeria
  - j. Benin

- k. South Africa
- k. Burkina Faso
- l. Cote d'Ivoire
- m. Senegal
- In Latin America and the Caribbean:
  - a. Dominican Republic
  - b. Honduras
  - c. México
  - d. Bolivia
  - e. Guatemala
  - f. Haiti
  - g. Perú
  - h. Colombia
  - i. El Salvador
  - j. Argentina
  - k. Costa Rica
  - l. Brazil
  - m. Chile
  - n. Ecuador
  - o. Guyana
  - p. Jamaica
- In Asia:
  - a. Vietnam
  - b. India
  - c. Papua New Guinea
- In the Pacific:
  - a. Vanuatu
  - b. Fiji

### 4.3 Type of work

Climate KIC is looking to engage the supplier in the types of services below. Please note: services provided will be defined by each SOW and will vary depending on the emerging needs of the programmes:

- Creation of tools/handbooks to be used by start-ups, Entrepreneurship Support Organisations (ESOs), and climate investors to work on integrating an inclusive lens into their organisations/work/products/programmes.
- Delivering workshops dedicated to supporting start-ups, ESOs, investors and other entrepreneurship stakeholders to use the developed handbooks or tools.
- Advance of existing and new inclusive climate innovation tools and handbooks.
- Assessing programme design to ensure partners' business models are best supported.
- How to integrate not only an inclusive lens into programme design but also design pro-poor business models.

- Building capacity internally for Climate KIC colleagues and partners to deliver workshops on gender mainstreaming, inclusive climate innovation, and inclusive design.
- Longitudinal studies on ESOs focused on following metrics to determine how robust the institution's inclusivity strategy/ approach is (organisation leadership, workplace culture, marketplace, community and transparency)
- Facilitation of learning and knowledge exchange for programme peers as well as potentially internally.

#### 4.4 Statements of Work, Plans, Deliverables and Reports

The plan of the creation of statements of work, final timelines and budgets, details of scope and objectives, deliverables and outcomes, etc. will be discussed individually under this framework agreement which may happen at any moment.

#### 4.5 Service Level Requirements

In providing goods and/or services to Climate KIC, the following service levels are requested:

- Services are requested during business hours 9am to 6pm CET excluding public holidays.
- Services may be required outside general business hours, and flexible working arrangements are requested to respect diverse time zones.
- The provider is to propose a suitable service level agreement to ensure key elements of goods and/or services delivery are defined, aligned and tracked over time. This should include escalation channels, performance indicators/targets and mechanisms for remediation of ongoing missed performance targets (e.g. credits, rebates or reimbursement).
- The service provider should be generally contactable and responsive during business hours by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

#### 4.6 Goods and Services

Goods are requested as part of this RFP. All quotes for goods are to be under the incoterm Delivered at Place (DAP) to the Climate KIC office/s described in Section 1.1. Please detail any minimum order quantities and further resolution to delivery charges if applicable to help minimise freight charges.

The expert/consultant is required to provide the goods with reasonable skill and care in accordance with industry best practice prevailing in the relevant sector. Further the successful bidder will be required to use suitably skilled and experienced personnel to provide such goods. An appropriate warranty should be proposed by the bidder.

The quality of the goods, materials, standards and techniques in providing the goods are expected to ensure their ongoing use over a multi-year period. All goods and services supplied or transferred to Climate KIC must be free from defects in workmanship.

Successful bidders must ensure the goods or services conform with all descriptions and specification provided by Climate KIC are fit for any purpose that Climate KIC explicitly or implicitly makes known to the bidder.

## 4.7 Sustainability

In order to uphold our commitment to sustainability, 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 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 expert/consultant are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

## 4.8 Eligibility

Climate KIC reserves 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 Climate KIC or group entity (discretionary basis)
- Will continue to be a full time employee of a grant recipient or Climate KIC partner during the contract term (discretionary basis)

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

## 4.9 Required Experience and Capabilities

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

- At least **5 years of proven professional experience** in gender mainstreaming and inclusive innovation practices, combined with a climate entrepreneurship background.
- Experience working with international entrepreneurship and educational climate programmes and organisations (see countries above).
- Essential skills and expertise requirements:
  - Fluent in written and oral English (required)
  - Experts must demonstrate thorough understanding, high-level expertise and applied experience in Gender Mainstreaming and Inclusivity, and at least one other (but preferably multiple) knowledge areas:
    - Climate Change
    - Entrepreneurship Training Programmes
    - System Innovation



- Access to Finance – Investment
- Communication
- Monitoring and Evaluation of gender mainstreaming activities
- The teams or individuals delivering the services shall demonstrate a commitment to diversity, equity, and inclusion within the proposed project team and organisation. The proposal should include information on the composition of the team with respect to diversity of background, ethnicity, race, gender, and other dimensions of identity as well as existing inclusivity practices and policies.
- Local hubs in key countries stated above.
- Experience developing content for global ESOs.

#### 4.10 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate KIC. The Climate KIC contract manager will inform the successful bidder where to submit invoices.
- Payment terms associated with delivery of the goods and/or services must be not less than net 30 days.
- Climate KIC can provide a purchase order number to be referenced on invoices.
- Where Climate KIC is requesting services over longer periods of time, we ask that bidders invoice in a pay as we go model (e.g. billed on a monthly consolidated invoice based on work completed or completion of deliverables).
- Requests for deposit payments are generally not accepted.
- If the bidder is requesting any form of payment prior to delivery of goods and/or services, this must be raised with Climate KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

#### 4.11 Contract Management

A framework agreement is proposed for award of work. 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:

- Climate KIC requires that service providers provide an indemnity to Climate KIC for breach of third-party intellectual property rights.
- In addition, 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 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 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 Climate KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate KIC liability to service provider also be similarly capped.
- No indemnities extended by Climate KIC to service providers.
- Climate KIC own, or are licensed, or otherwise possess legally enforceable rights, to use, sell or license, as applicable, all Intellectual Property (including, but not limited to, documents, information, data, software, source code, models, databases, techniques,



designs and other materials, results, deliverables, content and rights therein) in the Works and Documents created and paid for under the respective service agreements. The expert/consultant acknowledges and agrees that (i) Climate KIC shall retain exclusive rights to all Climate KIC Background IPR; and (ii) Expert/consultant has no right to use or license the Climate KIC Background IPR, except as expressly set forth in the Contract.

#### 4.12 Account Management

The provision of services associated with this RFP will be subject to the following account management requirements:

- The service provider can discuss and agree on the frequency and scope of periodic account management meetings with the Climate KIC Contract Manager
- Progress shall be reported monthly by email or call upon request
- KPI's to any Statement of Work are to be reported quarterly or as otherwise agreed.

## 5. Award Criteria

Climate KIC will assess bids based on the following factors:

Component	Weighting
<b>Cost</b> – the total cost for providing the services	40%
<b>Quality assurance</b> – suitability and capability of the proposed services to meet the specification, supported by clear processes, key performance indicators and reporting tools that demonstrate how a consistently high level of service will be monitored and maintained.	20%
<b>Demonstrated experience</b> - proven success cases in the design and usage of entrepreneurship-related training methodologies and contents related to the specified topics, audiences and specific geographies.	20%
<b>Demonstrated expertise</b> - proven success cases of working for an international entrepreneurship audience and/or a climate / environmental audience, and, in collaboration and co-designing with diverse partners with different backgrounds (ethnicity, gender, race, etc)	20%
<b>Total</b>	100%

## 6. Instruction to Bidders

### 6.1 Responding with your proposal

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

1. **A Proposal** that sufficiently details the bidder's solution and responds to the requests 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 Climate KIC to verify previous services delivery
2. **A Quotation** that meets the requirements described at Section 6.2
3. Resumes of individuals that will be assigned to conduct the services for Climate KIC

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

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

### 6.2 Quotation requirements

Climate KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- Provide a rate card for relevant grades of employment that will be conducting services for Climate KIC (e.g. day rate) instead of averaged rates. These may be used for additional services.
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please quote on a company letterhead or similar company form where possible.

Table 1: Provided quotations to include the following details

Rate card for services (per day/hour, in Euros excluding VAT):
<ul style="list-style-type: none"><li>• Assistant – XX / day</li><li>• Officer – XX / day</li><li>• Specialist – XX / day</li><li>• Project coordinator – XX / day</li><li>• Consultant – XX/day</li><li>• Principal consultant – XX/day</li><li>• Partner – XX/day</li><li>• Etc.</li></ul>

### 6.3 Subcontracting guidance

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

### 6.4 Complaints handling

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 Request for Proposal. 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. 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 Climate KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption (refer whistleblowing) available at <https://www.ClimateKIC.org/policies/>.

### 6.5 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, 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 RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate KIC, at its sole discretion, reserves the right to accept or reject any or all of the proposals 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 Climate KIC entity and a supplier(s) will obligate an Climate KIC entity in accordance with the terms and conditions contained in such agreement.
8. 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 Climate KIC and the supplier.

9. Bidders are required to email soft copies of their proposal 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 RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any Climate KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate KIC .
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP 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 proposals, to return to Climate KIC this RFP and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
16. This RFP 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 RFP. However, Climate KIC does not warrant the information accurate or comprehensive.