

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

Date: 1 December 2025 (Version 3 including updated Q&A, published 14 January 2026)

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">• No onsite activities are required.
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€ (two hundred thousand euros)

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
Cost – the total cost for providing the services	40%
Quality assurance – 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%
Demonstrated experience - 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%
Demonstrated expertise - 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%
Total	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.
 - o 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*).
 - o Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - o 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">• Assistant – XX / day• Officer – XX / day• Specialist - XX / day• Project coordinator – XX / day• Consultant – XX/day• Principal consultant – XX/day• Partner – XX/day• Etc.

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.Climate KIC .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.

7. Annex

(Q&A and clarifications on questions submitted via mail until 13 January 2026, changes and updates from Q&A document launched on 12 December 2025 marked in green)

1. Clarifications on Budget ceiling:

- The budget ceiling is €200,000 (two hundred thousand euros). In the original RFP, this was written as “200.000 €,” a number format commonly used in some European countries. The RFP has now been updated for clarity.
- This budget ceiling includes all taxes, as well as any travel or other ancillary expenses.
- The €200,000 is the total maximum budget available over the full 3-year duration of the framework agreement, per contracted individual or organisation. The budgets for specific activities and their respective deliverables will be agreed when drafting individual Statements of Work (SOWs). Consultants will receive multiple project-specific SOWs.
- Please note that €200,000 is the maximum possible amount that may be allocated under this framework contract. Actual budgets will depend on project needs and available funding, and will be confirmed only within the project-specific SOWs.
- A framework agreement renewal following the completion of the initial three-year period from the contract award is subject to a new RFP process.

2. Format of the Quotation:

The RFP outlines the required format of the quotation in section 6.2. In accordance with section 6.2. and Table 1, we ask you to provide a rate card (e.g. hourly or daily rates) for relevant grades of employment that will be conducting services for Climate-KIC.

As the scope of work outlined in Section 4.3 is currently high-level, and specific deliverables and budgets will be defined through project-specific Statements of Work (SOWs), we do not expect a very detailed budget at this stage. At this point, the most important information for our assessment is a rate card covering the relevant staff grades you propose to involve. Where possible, indicative cost estimates for different training and workshop formats would also be helpful. You are not required to list all profiles listed in *Table 1: Provided quotations to include the following details*, but only the ones relevant to your delivery approach.

There is no need to include travel costs or in-person engagement expenses at this stage, as these are not currently envisaged. Should such activities become relevant, associated costs will be discussed between Climate KIC and the selected supplier as part of the relevant project-specific SOW.

3. Deliverables:

Details on anticipated deliverables will be provided at a later stage, together with the corresponding budgets, during the development of individual project-specific Statements of Work (SOWs).

At this stage, we are primarily requesting your daily or hourly rates under the quotation (see section 6.2), together with the proposal and resumes of the individuals that will be assigned to conduct the services for Climate-KIC.

The types of work we anticipate will be a mix of the services stated in the RFP, based on project requirements in the coming years. At this stage, we are unable to provide indicative information on the balance between content or toolkit development and delivery, or on the expected number and length of workshops, as these elements will depend on future project needs. Likewise, the target audience for workshops and toolkits cannot be specified at this time and will be defined on a project-by-project basis, depending on demand.

In response to the question regarding whether the relevant expertise would be provided to the same ventures/ESOs every three years or changed annually, this also cannot be determined at this stage. The selection of ventures/ESOs and the frequency with which they are supported will depend on future project requirements and programme design, and it is likely that the target audience will vary from project to project.

In-person workshop delivery is not currently envisaged. Should this become relevant for a specific project, the location and associated travel budget will be agreed during the development of the relevant Statement of Work.

4. Format of the proposal:

Climate KIC does not prescribe a specific proposal structure or template. Bidders are requested to submit a proposal, a detailed quotation, and the resumes of all personnel proposed to deliver the services, in accordance with the requirements set out in the RFP. There is a typographical error in Section 1.3 of the RFP: under Point 4, the reference to "Section 0" should read "Section 6".

We do not prescribe a page limit for this proposal, please make sure to keep your proposal concise.

5. Incoterm Delivered at Place (DAP):

The Incoterm general terms are a standard clause, typically applicable to the provision of goods internationally. As the RFP does not anticipate the provision of goods, Incoterm DAP terms are not directly relevant in this context. For services, the expected performance is defined by the Service Level Agreement requirements outlined in Section 4.5 of the RFP.

6. Subcontracting:

It is not anticipated that the delivery of the requested services will require subcontracting. Bidders need to clearly indicate in their proposals whether they plan to subcontract part of the work under the contract scope. In our standard terms and conditions, we explicitly state that any transfer or assigned of the contract, including subcontracting, needs to receive our prior approval. In any event, subcontracting might make sense when the contract scope and complexity justify it. This applies to subcontracting after award. For the guidance on forming a consortium, please refer to point 11.

7. Climate KIC's standard terms and conditions & standard data protection clauses (as referred to in Section 4.11):

<https://www.climate-kic.org/wp-content/uploads/2020/02/One-Off-Services-Standard-Terms-and-Conditions-For-Supply-of-Goods-Or-Services-to-Climate-KIC.pdf>

8. Evaluation Criteria: Clarification on how geographic experience is weighted:

Geographic experience (Africa, Asia, LATAM) is considered across all three qualitative criteria—*Quality Assurance*, *Demonstrated Experience*, and *Demonstrated Expertise*.

- Under Quality Assurance (20%), geographic experience informs the supplier's ability to deliver high-quality, context-appropriate services across diverse regions and stakeholder groups.
- Under Demonstrated Experience (20%), geographic experience is explicitly relevant, as this criterion assesses success cases related to the specified topics, target audiences, and specific geographies.
- Under Demonstrated Expertise (20%), experience working with international, diverse, and multicultural audiences—including in Africa, Asia, and LATAM—contributes directly to the assessment.

In short, geographic experience is embedded within all three qualitative criteria and will be factored into the evaluation accordingly, even if it is not scored as a standalone component.

9. Clarification on need for local hubs in key countries:

Local hubs are preferred but not mandatory.

Local hub means in-country presence with local staff and partnerships. See clarification in point 8 on how geographic experience is assessed and point 18 for further information

on geographic coverage.

10. Required Inclusivity background and exposure:

We are seeking experts in inclusive climate innovation. Accordingly, substantial and demonstrable professional experience in gender mainstreaming and inclusive innovation practices is essential, complemented by a strong background in climate entrepreneurship. Experts must provide evidence of a deep understanding, advanced expertise, and a minimum of five years of practical professional experience in Gender Mainstreaming and Inclusivity, as well as in at least one (preferably several) of the knowledge areas outlined in Section 4.9 of the RFP.

11. Possibility to apply as consortium:

It is possible to apply as a consortium. In such cases, the framework contract would be signed by all participating entities, all being jointly liable for breaches of contract and damages to Climate KIC and third parties. In addition, undertakings jointly participating through a consortium will need to demonstrate at the time of the submission of their joint proposal their commitment to signing a private agreement governing all matters relating to their collaboration should they be awarded the contract.

Notwithstanding the above, it is Climate KIC's preference is to receive proposals from individual bidders.

12. Equal evaluation of Individuals vs teams:

The selection criteria and award criteria are all equally applied to all bidders, regardless of whether they are physical persons or legal entities. In particular with regard to the assessment of proposals, this will be carried out in application of the Most Economically Advantageous Tender criteria, which weighs professional ability and capacity and professional experience roughly at 60% while price is weighted at 40%.

13. Intellectual Property:

We confirm that it is a standard practice for consultants to retain ownership of their background tools, frameworks, methodologies, and only specific outputs will be transferred. This is reflected as such in our Standard Terms and Conditions, where background intellectual property remains with each party and Climate-KIC secures use/exploitation rights for foreground intellectual property.

14. Business hours:

Services under this RFP are requested during business hours 9am to 6pm CET excluding public holidays. That said, we aim to be flexible and will endeavour to accommodate different needs and time zones whenever possible, within the limits of project timelines and stakeholder availability.

15. Request for a Query clarification session:

We are not able to offer a query clarification session for this RFP, but will be launching a second Q&A document latest on January 14th, addressing all questions received after the release of this first Q&A document. Please make sure to share all remaining questions with us by 23:59 CET on 13.01.2026 the latest.

16. Request for Bid extension:

The submission deadline remains 18 January 2026. A second Q&A document will be issued no later than 14 January, addressing all questions received following the publication of this initial Q&A document. All urgent queries should be raised and resolved through this first Q&A to ensure that bidders have adequate time to incorporate any required clarifications and prepare their submissions prior to the deadline.

17. Other documents or resources that may be of interest to bidders:

- Our new landing page for inclusive climate innovation at Climate KIC: <https://www.climate-kic.org/programmes/climate-entrepreneurship/inclusive-climate-innovation/?file=templates%2Fblocks%2Fthree-teasers%2Fthree-teasers>
- Existing gender and inclusivity handbooks:
- Inclusive Design for Climate Innovation: <https://www.climate-kic.org/wp-content/uploads/2025/06/Inclusive-Design-for-Climate-Innovation-A-Practitioners-Guide-2.pdf>
- WeClim Equally- Gender-smart handbook for climate programmes: https://www.climate-kic.org/wp-content/uploads/2022/05/EIT-Climate-KIC-WeClim-Equally-Gender-Smart-Handbook_reduced.pdf
- WeClim Equally - Gender-smart handbook for climate entrepreneurs: https://www.climate-kic.org/wp-content/uploads/2024/06/WeClim-Equally_Gender-smart-handbook-for-climate-entrepreneurs.pdf

18. Geographic coverage:

We are primarily seeking a single consultant capable of delivering services across all, or the majority of, the geographies listed in Section 4.2. These geographies correspond to the regions where Climate KIC currently operates active entrepreneurship programmes and where support on inclusive climate innovation may be required.

However, Climate KIC may also appoint two or more experts under separate framework contracts in order to ensure adequate geographic coverage. Applicants are therefore requested to clearly specify any geographical limitations in their proposed service coverage.

Applicants are not expected to form consortia or partnerships prior to submitting a response to this RFP.

At this stage, there are no priority countries identified for this framework, as specific geographic needs will be determined based on future project requirements.

Please refer to Point 8 of this Q&A for details on how geographic experience will be assessed.

19. Evaluation Focus:

During the evaluation, Climate KIC places equal importance on both demonstrated field delivery in local contexts and the development of global toolkits and methodologies. Both areas are considered relevant and complementary, as the framework contract may involve hands-on, locally embedded work as well as the design and adaptation of tools, frameworks, and methodologies applicable across multiple regions.

20. Discretionary eligibility clauses (prior Climate KIC employee):

The inclusion of an expert who was previously employed by Climate KIC does not, in itself, automatically render a proposal ineligible. Such situations are assessed on a case-by-case basis, primarily from the perspective of preventing actual or perceived conflicts of interest.

The responsibility for identifying and managing potential conflicts of interest rests with Climate KIC. Accordingly, bidders are not expected to exclude former Climate KIC employees by default, nor is there an expectation that bidders can independently determine the eligibility implications of such prior employment. Each case will be reviewed in light of the specific role, timing, and nature of the former employment, as well as the proposed involvement of the expert in the assignment.

Bidders are encouraged to ensure transparency in their proposals, but the mere participation of a former employee—either in the proposal development or delivery phase—would not automatically lead to disqualification.

21. Multiple suppliers:

Climate KIC may select and enter into framework agreements with one or more suppliers (individual experts and/or organisations). Our preference is to appoint a single expert organisation capable of covering most or all required geographies and competencies. However, we reserve the right to contract multiple suppliers under separate framework

agreements where this enables complementary expertise and/or adequate geographic coverage.

If multiple framework agreements are established, specific assignments will be awarded based on the nature, scope, and geographic focus of each future project. Climate KIC will identify the supplier best suited to deliver the required services and will contract that supplier directly through a Statement of Work (SOW) for the relevant deliverables.

22. Language or languages to be used

Climate KIC's working language is English. Suppliers must therefore demonstrate full professional proficiency in English for all written and verbal communications and for the delivery of services.

While English is mandatory, additional language capabilities are considered a plus but are not required. Climate KIC occasionally delivers programmes in other languages (for example, the CATAL 1.5°^T programme in Spanish and French), and relevant language skills may add value depending on the assignment.

When submitting resumes of individuals proposed to deliver the services (as referenced in section 6.1), we ask suppliers to indicate the languages spoken by each team member and their level of proficiency.

23. Time Commitment & Envisaged projects under this RFP

This RFP is intended to establish a framework contract that enables future work on inclusive climate innovation with Climate KIC. At this stage, there are no concrete projects or specific deliverables envisaged for Q1 2026.

Engagements under the framework are expected to be ad hoc and driven by emerging project needs. For each assignment, the scope of work, timelines, level of effort, and associated budget will be defined and agreed jointly through an individual Statement of Work (SOW).

The number, type, and geographic coverage of SOWs over the 3-year framework will be determined by project needs as they arise. Each SOW will specify the local context, target countries, and details of workshops or other activities—including whether they are open to the supplier's broader network or restricted to Climate KIC participants.

24. Tools and handbooks format expectation

Toolkits and handbooks that we have developed thus far are linked in the RFP in section 3.2 and also in the first version of the Q&A under point 17. Other documents or resources that may be of interest to bidders).

25. Required references and evidence

If applicable, please include links to websites or online materials showcasing examples of work previously performed by the bidder (e.g. portfolios, work products, or similar evidence). Where possible, also provide professional references that Climate KIC may contact to verify the delivery of previous services. This information will support the assessors in evaluating and validating the bidder's relevant experience.

26. Management of Remote Delivery:

The division of responsibilities for managing remote sessions will be defined during the development of the project-specific Statement of Work (SOW). In most cases, Climate KIC is responsible for the promotion of the sessions, participant registration, and attendee onboarding. However, these responsibilities may be adjusted depending on specific project requirements and contextual considerations.

27. Payment Structure:

Under the framework agreement, the payment structure depends on the contractual setup of the experts involved. Where multiple individual experts are engaged, Climate KIC's preferred approach is to contract each expert individually under a dedicated project-specific mini-contract. In this case, payments are made directly by Climate KIC to each expert, with payment mechanics defined within each mini-contract and allowing for flexibility where appropriate.

In the event that experts participate as part of a formally constituted consortium, an

alternative arrangement may be considered whereby payment is made to a designated lead or coordinator, who would then be responsible for distributing payments to the other consortium members in accordance with their internal agreement. Any such arrangement would be subject to prior agreement and compliance with applicable contractual and liability requirements.