

# REQUEST FOR PROPOSAL

## Building Technologies Accelerator (BTA) – Building Market Briefs Local Partners

### Overview

**Programme**

BTA Flagship: Market Demand and Matchmaking

**Date Published**

16 April 2018

**Project Type**

Building Market Briefs – Market Demand Analysis

**Submission Deadline**

30 April 2018

**Delivery Period**

May– December 2018 (eight months under EIT SGA 2018)

### Who can apply?

This call is open to all EIT Climate-KIC Community Members.

### Business Background

**About Climate-KIC**

EIT Climate-KIC is the EU's largest public private partnership addressing climate change through innovation. We educate students and experienced professionals on the challenges and opportunities of climate change; we develop, implement, and fund innovation programs and projects with leading climate innovators; and we incubate and accelerate climate-relevant start-ups. In so doing, we focus on four thematic priority areas: urban transitions, sustainable land use, sustainable production systems, and decision metrics and finance.

We deliver our activities through a partnership of more than 250 leading organizations from the public, private, and academic sectors, and with more than 150 staff in major cities across Europe. Founded in 2010, Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

**About Climate-KIC's Building Technologies Accelerator Programme -Deep Retrofit solutions for cities and real estate owners**

"Buildings are responsible for approximately 40% of energy consumption and 36% of CO2 emissions in the EU. Currently, about 35% of the EU's buildings are over 50 years old and almost 75% of building stock is energy inefficient, while only 0.4-1.2% (depending on the country) of building stock is renovated each year. Therefore, more renovation of existing buildings has the potential to lead to significant energy savings, which could reduce the EU's total energy



consumption by 5-6% and lower CO2 emissions by about 5%.”<sup>1</sup> Cities face an urgent need to transform the current energy intensive building stock into low carbon and resilient.

The BTA programme was set up to address this challenge: although the need for climate solutions is becoming more urgent, integrated and scalable innovations are scarcely available and not easy to find or procure. This is the gap in the market that BTA bridges: matching supply and demand for Deep Retrofit. By offering scalable and affordable deep retrofit solutions BTA supports cities to achieve their zero energy ambitions.

To deliver the right solutions, BTA has an extensive network with the best partners from academia and industry in the fields of Deep Retrofit, Energy Efficiency, Health and Wellbeing in Buildings.

Our customers include cities, housing corporations, housing associations, start-ups and real estate companies.

## Task & Responsibilities

We are looking for EIT Climate-KIC Partners to support the core consortium in the development of Building Market Briefs (BMBs). The Building Market Briefs is a project incubated within the Building Technologies Accelerator (BTA) Flagship Programme of Urban Transitions. The BMB project addresses a key barrier for the scaling of low carbon innovation, the lack of comparable market data across countries in the EU. This limits the ability of established companies as well as start-ups to identify business opportunities for their product or service. EIT Climate- KIC and its partners are in the unique position to be able to address this via the data and the holistic competences available in the community. The scope of the project was co-created between the consortium, the target group (low carbon technology and services providers as well as policy makers) and the Urban Transitions team of EIT Climate- KIC.

The current output of the project covers a report on market indicators relevant for low carbon technology and service providers as well as complementary annexes, one survey based (assessing the perception of stakeholders in the market) and the other one a building stock model based (assessing market volumes based on modelling the construction activities in the market). The two annexes by their nature are ongoing activities and will be updated regularly

The aim is to provide insights on the character of the market in a condensed form, filling the gap between very high-level reports like the IPCC report and very granular reports such as market studies on insulation sales in south Italy.

So far, work has been carried out to develop Building Market Briefs for Switzerland, the UK, France, Germany and the Netherlands. In 2018, we are seeking partners with strong local networks and experience in delivering and distributing surveys to a wide network of stakeholders, as well as good access to building stock data. The markets of Austria, Italy, Poland and Spain have been prioritised for 2018. Nonetheless, we invite partners from other regions who might hold and/or have access to unique and comprehensive databases on the building stock to also respond to this RfP.

Due to the crucial part of a strong presence in a local market's ecosystem, we anticipate that a partner consortium will most likely be focusing on a single country. Nonetheless, we are open to proposals where partner consortia can demonstrate knowledge and expertise in delivering the work described in the RfP, in more than one local market.

For more information on the Building Market Briefs project and a copy of the report for Switzerland, visit the [BTA website](#).

The Partner Organizations selected for this work will work closely with the lead partner (Chalmers University of Technology) and the existing consortium of the Building Market Briefs project, responsible for coordination and overall delivery at project level. The lead partner works closely with the BTA Flagship Manager and the Director of Urban Transitions to ensure the success of the delivery of the project.

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<sup>1</sup> <https://ec.europa.eu/energy/en/topics/energy-efficiency/buildings>



## Required Project Structure and Deliverables for Local Partners

This section provides a description of the work packages to be delivered by each local partner applying to deliver a brief, these should be clearly laid out in the relevant proposal form providing detailed information on how these will be delivered. The deliverables are also summarized in Table 1.

### WP1 - Support in the development of Report for #country#; in collaboration with existing consortium

- Support in data sources: - suggesting which data sources would be good to identify sets of data.
- Language support in data sources, when needed

Supporting Documents Provided to Local Partners: Template for Data Support Report (Typically excel format due to nature)

Deliverables: Report on data support (D1): List of data support when needed for each chapter as well as the specific indicators for which the authors may not be able to identify a good source and/or face a language issue.

### WP2 – Lead of the distribution and dissemination of the Survey for Annex 1 for #country#; in collaboration with Wuppertal Institut and Chalmers University

- Proof-read the survey questionnaire and translate the content into the official language(s) of the country
- Distribute the survey, according to BMB Survey methodology
- Answer 'bmbsurveycontact' mailbox from that country.

Supporting Documents Provided to Local Partners: Document describing the Survey Distribution Methodology Instructions (in pdf format) and a template sample of the survey in excel format.

Deliverables: Survey questionnaire revision (D02): Proof-read the Survey and translate the content into the official language(s) of the country, **BMB Survey Distribution (D03):** Cover min. quota for the BMB Survey

### WP3 – Support in the development of Annex 2 for #country#; in collaboration with TEP Energy and Chalmers University

- First Screening on data availability in the market
- Initial Data collection of original sources
- Description of collected data sources in short report
- Processing of collected data and gap filling
- Review of model results of the status quo of the building stock
- Input on Scenario generation (validation of scenario drivers)
- Review of model results of the building stock scenario

Supporting Documents Provided to Local Partners: Overview Literature Review Report

Deliverables: Annex 2 documentation and data support (D04): Support in the development of chapter C for the country the local partner is responsible for.

### WP4 – Revision and writing of the Executive summary of BMB for #country#; in collaboration with Chalmers University

- Support in the identification of 2-3 reviewers of the BMB for the country
- In collaboration with 2-3 reviewers, proof reading of the country's BMB draft (report any anomaly)
- Writing of the executive summary

Supporting Documents Provided to Local Partners: Country's brief (as a draft)

Deliverables: Revision and writing of the Executive summary (D05): Revision of the brief (in collaboration with the reviewers) and writing of the executive summary brief for the country the local partner is responsible for.



## Selection Criteria & Process

All proposals will be assessed fairly and transparently in the context of EIT Climate-KIC's 2018 priorities, programme eligibility, and assessment criteria. Conflicts of interest are mitigated through a disclosure process, and conflicted individuals are recused from the decision process in such instances.

For Earlier-Stage innovation programmes, the review mechanism consists of an internal review followed by a decision taken by the programme board. For Later-Stage innovation projects, the review mechanism consists of both an internal review and an external independent review followed by a decision taken by the programme board.

For all other call processes, EIT Climate-KIC follows a similar evaluation and selection process.

### Eligibility Criteria

Proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	Eight months (May – December 2018), not spanning multiple calendar years <sup>2</sup>
<b>Maximum EIT funding request</b>	€50.000 (FIFTY THOUSAND EUROS) per local market
<b>Co-funding</b>	No minimum co-funding, but proposals including co-funding will be favoured.

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria for assessing Pathfinder proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal meet the criteria and requirements of the Building Market Briefs Call, as laid out above?</li> </ul>
<b>Access to building stock data</b>	20%	<ul style="list-style-type: none"> <li>Does the partner have good access to databases, organisations and unique data in relation to the building stock in the local market?</li> </ul>
<b>Partner network in local market</b>	20%	<ul style="list-style-type: none"> <li>Can the partner demonstrate in depth knowledge of the market status and a strong network with representatives of supply and demand?</li> </ul>
<b>Value for Money</b>	20%	<ul style="list-style-type: none"> <li>Are cost explanations detailed? And is the budget in each cost category commensurate with the resources allocated?</li> <li>How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and/or KPIs?</li> <li>How appropriate is the funding request in relation to the anticipated benefits?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>Does the proposal clearly demonstrate the partner's research and/or academic track record in the field of building stock data and/or modelling?</li> <li>Does the proposal clearly demonstrate the partner's track record and previous experience in successfully distributing online surveys and handling data?</li> <li>Experience in building stock data management and statistical analysis will be favoured.</li> <li>Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> </ul>

<sup>2</sup> Projects must conclude work in the same calendar year as they have started.



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<b>Quality of Plan and clarity of outputs</b>	10%	<ul style="list-style-type: none"> <li>• A consortium with multiple resources and flexibility to handle varying workload will be favoured.</li> <li>• Are the work plan and work packages clearly explained and relevant to support the project objectives?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Is the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant requested? (Note: Multi-annual projects must be broken down by year.)</li> <li>• Is consideration given to how the results and learnings inform further action?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
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## Submission Instruction

Please submit your proposal, using the specific Project Proposal Form available from the Climate-KIC Website (<http://www.climate-kic.org/calls-for-proposals/>), by **30 April 2018** to [applications@climate-kic.org](mailto:applications@climate-kic.org) and [Marietta.Chatzinota@climate-kic.org](mailto:Marietta.Chatzinota@climate-kic.org). Applications can be submitted at any time from the launch of the call to the closing date. The proposal must be submitted in the Adobe Form only.

Two Q&A briefings will be scheduled to answer any queries from partners responding to this RfP. The briefings will take place on the following dates. Interested parties can sign up by emailing [Marietta.chatzinota@climate-kic.org](mailto:Marietta.chatzinota@climate-kic.org).

- 20 April 2018 – 16:00 – 16:45 CEST
- 25 April 2018 – 15:00 – 15:45 CEST

**Please note:** No extensions will be granted under any circumstances. Any changes to the proposal requested by the applicant after submission will not be allowed. Climate-KIC has a responsibility to ensure that any public funding it provides is used for its approved purposes and that, when an organisation receives funding, it is used appropriately. The information that is requested is required to verify that projects are set up and planned effectively by the organisation(s) receiving funding. Please ensure that all the information requested in the Proposal Form is provided. Without the availability of the relevant information, the application will not be progressed.

## Project Set-Up

Once the Proposal is approved, the Partner Organization will be invited to submit a Task Confirmation (TC), which will be jointly developed with Climate-KIC. This TC will describe the specific work undertaken in the Delivery Period (2018 only) and any KPIs and Deliverables to be produced for reporting purposes.

Once submitted, the TC will be reviewed by Climate-KIC Holding B.V. (“BVH”) and BVH will determine whether to include the Project in KAVA BTA Flagship- Market Demand and Matchmaking.<sup>3</sup> This KAVA is set out in Annex 1 of the applicable Specific Grant Agreement (SGA) agreed between The European Institute of Innovation and Technology (EIT) and BVH (on its own behalf and on behalf of Partner Organisation and others). If the TC is approved, BVH will then issue a Task Confirmation Letter confirming that the Project will be included in the KAVA mentioned above.

The task confirmation will be issued with a maximum EIT contribution of EUR 50,000 per local market (incl. for covering indirect costs as defined in the Horizon 2020 Financial Guidelines).

The Partner Organisation will file a cost report and contribute to the overall performance reporting for the Building Market Briefs project, as part of the year-end reporting process under the conditions set out in this document and in the TC.

Any inclusion by BVH of the Project in KAVA, pass through of EIT cost reimbursement and any other BVH (and group) activity and support is subject to the following agreements and terms and conditions:

- The TC will be completed as per the Proposal (subject to any conditions and agreed amendments),
- The Project is executed as detailed in the Proposal (as amended) and TC and must pass stage reviews and other in-year evaluations, and
- Partnership Agreement between BVH, Partner Organisation and others (such agreement to remain operative for the duration of any BVH activity and support).

If included in a KAVA, EIT’s reimbursement of the costs incurred in connection with the Project and any other activity or support is subject to the following agreements and terms and conditions:

- Framework Partnership Agreement between EIT and BVH, as acceded to by Partner Organisation and others,
- Applicable Specific Grant Agreement(s) between EIT and BVH (on its own behalf and on behalf of Partner Organisation and others).

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<sup>3</sup> KIC Added Value Activity – a term specified by EIT in accordance with Article 2(11) of the Consolidated EIT Regulations

Please refer to the documents, guidelines and other material communicated by BVH (on its own behalf and on behalf of EIT) from time to time including as published on <http://www.climate-kic.org/partner-information-page/>

## Other Information

**Avoiding duplicate funding:** If applicants are knowingly involved in any EU funded project (of a similar nature to your proposal) that is currently underway or pending approval, then details should be provided. Especially in instances that involve shared resources or shared outputs. e.g. same person working, similar outputs, using same equipment etc.) For further guidance, please contact your local Climate-KIC Lead.

**Conflicts of interest:** Conflicts of interest should be declared by applicants before submitting proposals. Interests declared will be scrutinised by non-conflicted Climate-KIC staff and drawn to the attention of members of the decision-making board on funding (such members themselves should also not be subject to a conflict). Climate-KIC Terms and Conditions include a requirement for organisations to have effective processes in place to manage conflicts of interest. If new conflicts arise once an award has been made these should be declared and managed using the organisation's and Climate-KIC's established processes.

**Language:** All application documents should be written in English. Exceptions can be made for supporting documents, such as Letters of Intent, which could be written in one of the official languages spoken in the country the application is submitted. In order to be assessed by all reviewers, you may choose to provide a short summary in English. Climate-KIC reserves the right to request for a translation at any time.