



Procurement Advertisement

Requestor Details	
Name	Marta Esteve
Legal Entity	EIT Climate-KIC, S.L. (Spain)
Job Title	Communication Manager

Contract Details	
Contract Title & Reference	Communication Technical Assistance
Type of Contract	<i>Services</i>
Short Description	The purpose of this request for proposal (RFP) is to hire high level quality communication technical assistance to support the communication and dissemination activities of EIT Climate-KIC. This communication support includes the management of events of different EIT Climate-KIC programmes with activities predominantly in Spain and others related with Innovation Ecosystem in the country.
Contract Duration	Up to three years starting late January, early February 2019
Details of goods/services to be provided	<p>EIT Climate-KIC is looking for experienced freelance or agency to deliver high quality services, including:</p> <ul style="list-style-type: none"> • Graphic design of agendas and support for their contents, preparation and invitation, • Prepare and deliver online newsletters and its delivery • Manage event attendees (including recruitment, compiling registrations and assist practical event administration activities) for events run by EIT Climate-KIC. • Preparation/writing of press releases and/or material for social media/websites. • Website and social media management including supporting interviews and writing/compiling/publishing success stories. • Advise, manage, support and report on social networks derived from EIT Climate-KIC Spain activities and events. • Graphic design of communication materials for events or other communication activities (rollers, folders, banners, ppt, brochures, merchandising, etc.) of EIT Climate-KIC such as visual reports, flyers, infographics, etc.

	<ul style="list-style-type: none"> • Online event support (to upload photo gallery, videos, presentations, banners, etc.). this may include taking photos and video when there is no professional hired.
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Timescales	
Deadline for receipt of Expressions of Interest	18 th January, 2019 (13 hr CET)-RFP will be issued on January 18 th , 2019 (17:00 hrs CET)
Deadline for receipt of proposals	28 th January 2019 (13:00 hrs CET)
Proposal must be valid for	Three (3) years

Contact Details for Expressions of Interest	
Contact Person	Marta Esteve
Email	marta.esteve@climate-kic.org