

REQUEST FOR PROPOSAL

START-UP PROGRAMME – MASTERCLASSES

Overview

Programme KAVA 3.1.1 – Start-up Programme - Masterclasses	Date Published 14-February-2019
Project Type Organisation of Masterclasses/ Programme Delivery	Submission Deadline 28 February 2019
Delivery Period April 2019 – December 2019 (9 months under EIT SGA 2019),	

Business Background

About EIT Climate-KIC

Climate-KIC (“CKIC”) 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 350 leading organizations from the public, private, and academic sectors, and with more than 150 staff in major cities across Europe. Founded in 2010, CKIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

About the Entrepreneurship Programme

CKIC runs Europe’s largest ideation, incubation, and acceleration program for climate-relevant start-ups. We have supported over 1200 startups over the last 8 years, and the Accelreators now run from 32 locations across 24 European countries.

About Masterclasses

Climate-KIC Masterclasses are two-day workshops which aim to enhance the entrepreneurial skills and knowledge of participants on a specific topic related to the challenges encountered while establishing a venture. The Masterclasses were started in 2012 to provide high-level education to start-ups participating in the Accelerator programme. The Masterclasses do not just educate its participants, they also provide the start-ups with opportunities to network, socialize and to exchange experiences and ideas and thus work to reinforce a cross European start-up ecosystem.

Task & Responsibilities

We are looking for a CKIC Partner Organization¹ to lead the coordination and administration of up to five Masterclasses that are planned to be delivered in 2019 across Europe.

The Partner Organization selected for this work will report to the Entrepreneurship Director and the Greenhouse Manager and will work closely with the Accelerator Leads in the CKIC locations and within our program delivery partners.

Project Phases

The Project will be carried out in two phases. Phase 1 focuses on the preparatory, design and development work required to establish our Masterclass offering (March – April), based on the work carried out in the previous years. Phase 2 focuses on the implementation of the activities in cooperation with the selected delivery partners and the continuous improvement of the Masterclass offering in 2019.

Key Responsibilities & Work Packages

Phase 1: Preparatory, Design and Development Work

- Identify potential key topics as well as renowned speakers/experts to be invited. From previous Masterclasses, the Climate+KIC team has a list of outstanding speakers and coaches, so in this work consult and liaise with the Entrepreneurship Director and core team; in case a short research is planned for this purpose, evaluation data from the previous year will be provided by the Entrepreneurship team
- Liaise with local delivery partners of the Accelerator to identify interested locations willing to function as host in 2019
- Develop a structured course outline/curriculum as an overview of the planned Masterclasses in 2019
- Prepare the cost overview, including efforts to increase financial sustainability
- Establish measures to decrease the climate impact (e.g. limit travel costs to the minimum, incl. a carbon offset scheme)

Phase 2: Implementation, evaluation and follow-up of the Masterclasses with Delivery Partners

- A) Marketing and promotion of the Masterclasses
- Using on the existing available material, the partner will create new marketing documents in line with the Climate-KIC branding guidelines and promote the workshops within the CKIC channels with a clear focus on the target group of Accelerator start-ups
- B) Operations/Delivery
- Organise the travels and accommodation for the expert speaker(s)
 - Select start-ups for the offered Masterclasses and facilitate the communication with participants before, during and after the workshop
 - Organise the venue, catering and course material in each location
 - Liaise with the selected expert speaker(s) to structure its timeline, content and methodology
 - Prepare and carry out course evaluation, monitoring and follow-up activities (set up both qualitative and quantitative measurements)
- C) Administration & Reporting
- Manage and approve finances: including procurement, invoicing, etc. (e.g. travel costs for selected speakers, catering provide, venue costs etc.)
 - Prepare all data and material related to the EIT performance and cost reporting

¹ The organization must be a Core or Affiliate Partner of Climate-KIC, must have a Partnership Agreement with the Climate-KIC Holding B.V. that is operative at the time of submitting the Proposal and remains operative during the Delivery Period, and must have acceded to the Framework Partnership Agreement (FPA) with EIT prior to submitting the Proposal.

Project Set-Up

Once the Proposal is approved, the Partner Organization will be invited to submit a Task Confirmation (TC, including a detailed budget), which will be jointly developed with Climate-KIC. This TC will describe the specific work undertaken in the Delivery Period (2019) 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 3.1.1 Organisation of Masterclass.² 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 Project 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 125'000 (for 5 Masterclasses, incl. for covering indirect costs as defined in the Horizon 2020 Financial Guidelines). While there are no strict co-funding requirements, the ability to contribute co-funding to the Project will be part of the selection criteria (see below).

The Partner Organisation will file a performance and cost report 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 3.1.1, 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)

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/>

Selection Criteria & Process

Proposals will be graded on a scale from 1 (poor) to 5 (excellent) in the following areas:

- Execution strategy and plan, incl. an overview of a course curriculum and pointing out the following points: (25 % weight)
 - Show value for money and eco-system engagement, e.g. by embedding the Masterclasses in local ecosystem/partner network and (external), planning around relevant events, and in this way outlining its value and benefits
 - Ability to identify focus areas, where start-ups need support (thematic alignment to the 12 Impact Goals of Climate-KIC)
 - Ability to identify and recruit world-class speakers in their corresponding field
 - Develop a proposal for financial sustainability, i.e. commercial business models, for running the Masterclasses. Possible models could be attracting sponsorships, applying a fair and realistic fee model structure, e.g.
- Ability to contribute (pre-) and co-funding to guarantee financial sustainability (25%)
- Experience in managing administrative tasks displaying operational excellence (25%)

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

- Demonstrating a clear focus on climate impact (e.g. by incl. opportunities to decrease the travel efforts and expenses, plant-based catering etc.)(25%)

The proposals will be reviewed by Climate-KIC's Start-Up Programme Board. Announcement of the outcome can be expected within 3-4 weeks of the submission deadline.

Submission Instruction

In order to express your interest in this RFP, please contact julia.milbredt@climate-kic.org. Climate-KIC will then open an application for you via our online portal, Plaza. Please submit your proposal **by 28 Feb 2019** through Plaza. Applications can be submitted at any time from the launch of the call to the closing date. Applications submitted outside of Plaza will be deemed ineligible.

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. CKIC 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.

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 CKIC Lead.

Conflicts of interest: Conflicts of interest should be declared by applicants before submitting proposals. Interests declared will be scrutinised by non-conflicted CKIC 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.

Brexit: UK Partners and Linked Third Parties, and consortiums involving UK entities are advised to read the communications issued by Climate-KIC regarding eligibility and the UK's exit from the EU detailed under the Brexit section on the [website](#).

