Call for Learning Coaching services for Journey Summer School and Climate Innovation Leadership

Date: 16/11/2020

1 Overview

1.1 Executive Summary

This is a Request for Proposal that details EIT Climate-KIC’s requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services: Learning Coach for The Journey Summer School and Climate Innovation Leadership programme

Total workload of contract: 27.5-55 days, spanning from January to December 2021, depending on options applied for. This document outlines four different coaching options, please see the table below for the specified workload per task.

Reporting to: Climate-KIC Holding B.V, Strategic Programmes Team – Climate Innovation Leadership and Journey Summer School point contacts.

Key working relationships: EIT Climate-KIC Journey team, Climate Innovation Leadership team, Journey participants, Journey co-coach, parallel Journey coaches, EIT Climate-KIC partners (managers at locations and their network)

Delivery Locations: Services will be delivered remotely through online platforms provided by EIT Climate-KIC, as well as in person at the Journey location assigned.

Contract duration: Services will be delivered between 1st January 2021 – 31st December 2021

Apply by: 23:59 CET 6th December 2020

Key Contact: Elizabeth Dirth, Journey Lead, Elizabeth.dirth@climate-kic.org

1.2 Timelines

EIT Climate-KIC has set the following indicative timelines for this procurement process:

<table>
<thead>
<tr>
<th>Planned Date*</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/11/2020</td>
<td>Information document available</td>
</tr>
<tr>
<td>Planned Date*</td>
<td>Milestones</td>
</tr>
<tr>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td>23:59 CET 6th December 2020</td>
<td>Proposals due</td>
</tr>
<tr>
<td>7th–9th December</td>
<td>EIT Climate-KIC reviews submissions</td>
</tr>
<tr>
<td>10:00 CET 9th December 2020</td>
<td>Invitations to interviews are sent shortlisted submissions</td>
</tr>
<tr>
<td>11th 14th 15th December 2020</td>
<td>Interviews take place</td>
</tr>
<tr>
<td>17th December 2020</td>
<td>EIT Climate-KIC makes decisions</td>
</tr>
<tr>
<td>17th–18th December 2020</td>
<td>All decision letters are sent</td>
</tr>
<tr>
<td>11th January 2021</td>
<td>Contract start date</td>
</tr>
</tbody>
</table>

* EIT Climate-KIC reserves the right to amend this timetable during the process.

Please see section 6.1 for instructions on how to participate.

1.3 About EIT Climate-KIC

EIT Climate-KIC is Europe’s largest public-private innovation partnership focused on climate change, consisting of dynamic companies, the best academic institutions and the public sector. EIT Climate-KIC is one of three Knowledge and Innovation Communities (KICs) created in 2010 by the European Institute of Innovation and Technology (EIT). The EIT is an EU body whose mission is to create sustainable growth. We support this mission by addressing climate change mitigation and adaptation.

We integrate education, entrepreneurship and innovation resulting in connected, creative transformation of knowledge and ideas into economically viable products or services that help to mitigate climate change. 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 Climate-KIC Holding B.V. or relevant subsidiary (hereinafter “EIT 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 EIT Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT 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 either 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

EIT Climate-KIC is one of the Knowledge and Innovation Communities (KICs) designated by the European Institute of Innovation and Technology (EIT) as key drivers of European excellence, innovation, and growth. This work is to provide learning coaching for our two educational programmes for young people (18-30) running throughout 2021, the Journey and Climate Innovation Leadership. These programmes are separately run, but closely interconnected and require similar coaching needs.

Journey

The Journey is a transformative educational experience, amplifying and accelerating climate action by training young people (18-30) to become effective change agents so they can create the systems transformation we need to see, now. Through training and empowering young people, the programme supports the realisation of their full potential in working towards climate action, systems transformation and building a brighter future for themselves. Participants will go through 4 stages during the journey: online learning, residential immersion in one of 9 cities across Europe, cross-programme online collaboration and a community summit. Participants will come from the final year of our EIT Master Label programme, or from our Climate Innovation Leadership pilot programme. Participants are divided into groups of 30-40 and each group will be accompanied by 2 coaches. Coaches will also need to be present for the online collaboration and community summit. For more details, please see website: http://journey.climate-kic.org/

In 2020 Climate-KIC will be running 9 Journeys. We seek 18 coaches (2 per Journey). Pairing of coaches to co-coaches and locations will be carried out by Climate-KIC during selection. We seek 3 coaches who will take on the additional task of facilitating and delivering Leg 1 (the online leg) of the Journey to all 300 participants. We also seek 2 coaches who will take on the additional task of facilitating the online community summit.

Candidates must be experienced coaches, motivated, energetic, available for the time periods specified as well as preparatory sessions in advance and interested in the EU context of climate change, personal development, and innovation.

The Journey’s educational pedagogy is the specially formulated CCPOC model:

- Content: focus on content that is grounded in real life and can be experienced by the participants, or comes directly from their own experiences.
- Context: external context brought into the classroom, and real life inputs sought as a means to validating knowledge
- Peer teaching: Participant peer teach based on their experience, and the new experiences they are encountering. Their knowledge is equal to that from other sources
- Ownership: Equal distribution of responsibility for learning amongst all participants, placing the onus on the learners to achieve their full potential as a unit.
- Continuous dialogue: Discussion around inputs and learnings to continuously assess their helpfulness to meet participant and group goals.

Climate Innovation Leadership Pilot
The Climate Innovation Leadership programme is an evolution of the Master School programme from EIT Climate-KIC; a programme with nearly ten years’ experience in empowering and enabling students to act on climate. Built on the foundation of the EIT Label framework, the Climate Innovation Leadership programme is spreading an entrepreneurial mindset over Europe as a tool to transform our societies in sustainable way.

Climate Innovation Leadership is an extracurricular student-centric demand-led 12-month programme spreading and amplifying climate action. The programme empowers university students from all disciplines and all levels to become effective change agents through systems transformation and community building.

Climate Innovation Leadership also offers a framework for universities to engage with their local ecosystem and the wider EIT Climate-KIC network of partners, programmes, and activities. By the end of the programme, participants will gain the ability to combine climate insights with new entrepreneurial and systems innovation skills to deliver an action plan to develop sustainable products/services that would offer a comprehensive solution to combating the climate change challenge.
4 Specification

We are currently looking for the following contracts to be filled:

<table>
<thead>
<tr>
<th>OPTION</th>
<th>AVAILABLE</th>
<th>ACTIVITIES</th>
<th>WORKLOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3 Coaches</td>
<td>Journey Summer School Climate Innovation Leadership</td>
<td>43.5 days</td>
</tr>
<tr>
<td>B</td>
<td>3 Coaches</td>
<td>Journey Summer School + Leg 1 of the Journey Climate Innovation Leadership</td>
<td>55 days</td>
</tr>
<tr>
<td>C</td>
<td>2 Coaches</td>
<td>Journey Summer School + Community Summit Climate Innovation Leadership</td>
<td>52.5 days</td>
</tr>
<tr>
<td>D</td>
<td>9 Coaches</td>
<td>Journey Summer School -</td>
<td>27.5 days</td>
</tr>
</tbody>
</table>

Please specify in your email, motivation letter and competence table which Option(s) you prefer, if you prefer more than one, please rank your preferences with 1 being the strongest preference.

Journey Summer School Coaching Tasks

Participants join the Journey as individuals from different disciplines and backgrounds. The Journey is a summer school based on Systems innovation methodologies and drawing strongly on community empowerment (and networking), and climate leadership development. As a learning coach you will support the participants through this process.

The outcome is a highly networked and integrated group who have the vision, tools, knowhow and capacity to support the transformation of society to a sustainable future. It is the coaches responsibility to support this transformation by supporting the group and individuals, engaging with the Journey programme and pedagogy, and holding the learning space for all.

The assignment is also highly collaborative as you will work in both your own Journey team but also closely with all parallel Journeys running in other locations.

Foundational tasks (Option A+B+C+D):

Prepare:
- An integrated programme with your local hosts
- Working plans and outlines with your co-coach

Create:
- A well-integrated group focused on learning and doing (autonomous, group, and guided)
- Self-sufficient teams who are empowered and active
- Linkages across Journeys running in parallel
- Participants and teams who understand and value networking and community building
- Participants who fully integrate and engage at all stages of the Journey.

Deliver:

- Translation of the Journey Pedagogy into the group ethos
- Participant engagement with a learning log
- Support for participants to understand and appreciate their own growth and development
- Support for participants to create a change plan on a local, European and pan system level
- Collaborative groups who work across parallel Journeys in different locations
- Climate change makers!

Maintain

- A high level of belief in all participants throughout the programme that they can achieve extraordinary things

Additional Journey Coaching tasks:

**Option B:** If selected for coaching Leg 1, the online Journey, you will also be responsible for preparing and delivering our common foundation content in collaboration with other coaches and hosts assigned to this Leg.

**Option C:** If selected for delivering the Summit, you will also be responsible for facilitating the online summit and working with a summit working group made up of Climate-KIC staff and Journey participants to design and deliver the event.

**Climate Innovation Leadership Coaching Tasks:**

The Climate Innovation Leadership programme is focusing on three complementary learning dimensions: Personal Development, Inspiration and Experiential Learning. As a learning coach you will support the participants through their Personal Development path.

EIT Climate-KIC overall objective of bringing a systemic change on the socio-economic system could be declined in developing a Personal development offering to bring a systemic change on our students’ mindsets. Students will learn how to own and develop their own career in climate action. Students will be lead through different development steps with a large degree of freedom as regards rules they want to use for themselves or the group they belong to, for instance in terms of content or assessment.

During the programme, students will be invited to participate in 8 group coaching sessions. The groups of students will learn how to assess themselves in a peer-to-peer mode under supervision / facilitation of a coach.

**Foundational tasks (Option A+B+C):**
- Organise and delivery coaching sessions for 3 groups of 6/7 students each (8 coaching sessions of 1h30 per year: 1 session per month per group = 24 session along the year)
- Set and deliver monthly individual coaching if request by students (20 students)
- Set and define monthly homework for students
- Align with other coaches
- Maintain a high level of belief in all participants throughout the programme that they can achieve extraordinary things

Additional services related to this Scope may be requested on a day rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

4.1 Deliverables

You will be expected to deliver the following:

- Attendance at coach training days relevant for both programmes
- Programme planning and preparation with Journey managers, co-coach prior to the Journey and Climate Innovation Leadership team.
- Achieving the coaching tasks as set out above though:
  - Coaching: enabling participants to set goals and work towards them, creating self-learning environments, non-directional support, helping others realise their potential.
  - Facilitating: Translating input sessions into actions and placing it in the context of learning process, supporting group discussions and dynamics, offering input, supporting cross Journey interactions
  - Role modelling: being an exemplar individual who is a self-learner, curious, engaged, present, and conscious.

Other expectations:

- To maintain safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation, as delegated by local Journey Manager
- Any other duties commensurate with the grade of the post as directed by line manager / supervisor

To support these deliverables, the following will be provided:

Provided by your Journey location:

- Workshop facilitators to deliver the Journey tools and systems methodologies
- The overarching programme that is supported and complemented by your coaching
- Drop in contributors, access to stakeholders and experts.
- Prototyping facilities
- Work rooms for coaching
- Resources (post its, flip charts, beamers, etc.)

**Provided by Climate-KIC Journey team**

- Training on the Journey pedagogy, methodologies, and learning outcomes
- The participant learning log
- A coach guide
- Templates for assessed projects
- Support as needed

**The timeline of the deliverables is as follows:**

**Journey:**

- 2.5 days’ coach training and programme development workshops: **April–May** (Attendance is mandatory, online)
- 5 days of preparation and planning spread throughout **June, July and August**.
- 14 days of full-time on location coaching; you must be available to stay in residence, and travel with the group, for the full time. **24th July – 8th August**
- Some evening and weekend preparations during the programme
- 2 days of online facilitation and guiding peer-coaching **throughout August**
- 3 days of participation and occasional facilitation support in the online community summit **10th–12th September**
- Debriefing and feedback with your team and the Climate-KIC team in the autumn.
- The Summit facilitation assignment will require and additional 12 days of work through August
- The online facilitation assignment will require an additional 12 days of work in June and July

**CIL:**

- Introduction to the Climate Innovation Leadership programme (January)
- **2 days per month per 8 months (February- November, July and August excluded):**
  - Alignment with the Climate Innovation Leadership team
  - Alignment with other coaches
  - Session preparation
  - Monthly coaching groups (3 groups per coach)
  - Monthly individual coaching (20 students per coach)

**4.2 Required Experience and Capabilities**

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

**Essential:**

- Professional (learning) coach (3yrs min experience)
- Trained and experienced in facilitation, observation and feedback skills
• Good knowledge of, and ability to, facilitate and support various methods of team development/dynamics
• Good knowledge of, and ability to, support and develop individuals (within a group context) in leadership and/or change making.
• Understanding and awareness of systems innovation methodologies
• Confidence to work in scientific and technological field
• Leading, energising and motivating small and big groups of up to 40 students from diverse cultural and academic backgrounds
• Supporting the development of others
• Proficient level of English (C2 equivalent)
• Understanding of (or a personal engagement with and passion for) climate change adaptation and mitigation
• Ability to collaborate closely with a co-coach and Journey and Climate Innovation Leadership team
• Confidence with online coaching, facilitation and education

Desirable:

• Knowledge of business, political, or social dynamics, and how they can be transferred to scientific and innovation projects.
• Professional coach, trained from a recognised coaching institution (EMCC or ICCE accredited is preferred, but equivalent experience from coaching practice will be accepted)
• Equipped with arrange of tools used in systems innovation e.g. stakeholder mapping, dialogue, visioning, understanding drivers, transformational change planning.
• Background experience as a coach or otherwise in the field of climate change.

4.3 Payment & Invoicing

• Payment schedule will be specified, where relevant, in the contract for services.
• Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to EIT Climate-KIC. The EIT 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 net 30 days.
• EIT Climate-KIC can provide a purchase order number to be referenced on invoices.
• Where EIT 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 EIT Climate-KIC.
• If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.4 Contract Management

A one-off agreement is proposed for award of work.

EIT 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:

• EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third party intellectual property rights;
• EIT Climate-KIC’s primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, EIT Climate-KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See http://www.climate-kic.org/policies/;
• In addition, EIT 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 EIT 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 EIT 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 EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
• No indemnities extended by EIT Climate-KIC to service providers.
• Please be aware that all coaches must have the appropriate insurance and indemnity cover relevant to the coaching tasks they take up.

4.5 Service Level Requirements

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

• Services are requested during business hours 9am to 6pm CET, however, services may be required outside general business hours, in particular on weekends during the residential stay, and flexible working arrangements are required.
• 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 Sustainability
In order to uphold our commitment to sustainability, EIT 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, where relevant
- 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 EIT 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 suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience – Sufficient relevant experience demonstrated to be able to deliver the work</td>
<td>40%</td>
</tr>
<tr>
<td>Availability - Ability to fulfil the scope of services, in a manner consistent with EIT Climate-KIC’s objectives and those of this project, and according to the timeline of the work.</td>
<td>10%</td>
</tr>
<tr>
<td>Skills and Capabilities – meets the skills and capability requirements set out in Section 4.2.</td>
<td>40%</td>
</tr>
<tr>
<td>Motivation - clear enthusiasm and motivation to undertake the work.</td>
<td>10%</td>
</tr>
<tr>
<td>Compliance with our procurement rules</td>
<td>Pass/fail</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</table>
6 Instructions

6.1 Submission Procedure

Application Procedure

Submit the following to Elizabeth.dirth@climate-kic.org by 23:59 CET 6th December 2020

- CV (maximum 2 pages)
- Competency profile (see template provided below, 2 pages max, in the format provided)
- Letter of motivation in English (maximum 1 page) outlining your suitability for the assignment, and highlighting relevant experience to support your application.
- Preferred tasks (please use table below to select options)

Clearly state the task(s) you apply for in your application email, and in your letter of motivation. There are a number of different coaching positions. If you apply for more than one, please send us one email and list the different tasks that you apply for and your preferences.

EIT Climate-KIC values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion or ethnic background.

For shortlisted applicants, interviews will be held by Teams and are scheduled to take place on the 11th 14th –and 15th of December 2020.

6.2 Day Rate

We will use a day rate of 340 euros per day for all contractors delivering these services.

6.3 Subcontracting guidance

Subcontracting of the activities is not allowed.

6.4 Competency Framework

EIT Climate-KIC Journey Summer School and Climate Innovation Leadership

Learning Coach Competencies

Please fill in the table below with examples where you believe you have a stated competency. Please be honest on where your strengths and weaknesses lie, as this will help us match you with a suitable co-coach, should you be selected.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Example of how you have previously demonstrated this competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empower others</td>
<td>Participants are not passive learners, they must be empowered as rich sources of knowledge and skills. Participants should be able to drive and shape the journey.</td>
</tr>
<tr>
<td>Support uptake of new content</td>
<td></td>
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<tr>
<td>------------------------------</td>
<td></td>
</tr>
<tr>
<td>Participants will look to their coaches for inspiration and guidance in how new tools and methodologies offered during the programme can be applied to their journey experience. (You may or may not have any familiarity with these tools prior to their introduction.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Give feedback</th>
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<tbody>
<tr>
<td>Honest critical feedback on work done, and next steps (goal setting), including personal and team development.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilitate small and large groups</th>
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</thead>
<tbody>
<tr>
<td>9 students per Climate Innovation Leadership. 40 participants per Journey. 300 participants online.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work with culturally diverse groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will come from a wide range of cultural and academic backgrounds. Coaches are expected to have experience in intercultural management and group pedagogy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Positive attitude to fighting climate change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will expect coaches to show understanding, passion and interest in this field. (Direct teaching and expertise are brought in by other providers.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theoretical references</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaches are asked to state their references or schools of thought from which they draw inspiration - in terms of psychology, organisational development, personal development, systemic interactions, intercultural management, group pedagogy and other relevant fields</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Digital coaching &amp; facilitation</th>
</tr>
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<tbody>
<tr>
<td>Please describe how you would approach online learning or coaching if you were required to deliver in this way.</td>
</tr>
</tbody>
</table>
Adaptability
The format of the programme in 2021 is different than we have ever delivered it, please describe how you respond in such situations.

Complement to a co-coach
Describe the skill set / personality of your ideal co-coach to deliver the journey most effectively. (What are your areas of weakness in the contract description)

<table>
<thead>
<tr>
<th>Option A</th>
<th>Option B</th>
<th>Option C</th>
<th>Option D</th>
</tr>
</thead>
</table>

Please select which option you apply for. If you select more than one, please rank your preferences (1 = first preference)

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 EIT Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT 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 EIT Climate-KIC entity and a supplier(s) will oblige an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT 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 EIT 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 EIT 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 EIT 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 EIT 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, EIT Climate-KIC does not warrant the information accurate or comprehensive.