

Request for Proposal

For: Towards a Climate Positive Climate-KIC: GHG Emissions Accounting and Emissions Reduction Strategy Development – Consultancy Services

Date: March 2024

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) 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 and/or goods requested	GHG Emissions Accounting and Emissions Reduction Strategy Development – Consultancy Services
The legal entity requesting these goods and/or services	<ul style="list-style-type: none"> Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: <ul style="list-style-type: none"> Multiple European countries where Climate-KIC offices are located
EIT Climate-KIC Contract Manager for submitting quotes and inquiries	Carys Boyle Chief of Staff Carys.boyle@climate-kic.org
Proposed contract term for successful candidates	3-6 months

1.2 Timelines

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

Planned Date*	Milestones
13 March 2024	RFP issued to bidders
Within 2 business days of receiving this RFP	Bidders to confirm they will respond to RFP
3 business days before the Submission Deadline	Deadline for bidders to submit questions on the RFP
27 March 2024	Bidders submit quotes / Submission Deadline
Expected 27 March – 07 April 2024	EIT Climate-KIC team to review quotes EIT Climate-KIC to clarify proposals from bidders
Expected 8 April 2024	Notification of contract award
Expected 15 April 2024	Proposed contract start date

* EIT 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 EIT Climate-KIC.



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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.
4. Submit a quote following the requirements at Section 0 by the Submission Deadline stated at Section 1.2.
5. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT 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. EIT Climate-KIC was established in 2010 and is predominately funded 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 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 proposal 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

At a time when countries, cities and companies around the world are committing to zero carbon targets, it is essential that an organisation such as EIT Climate-KIC demonstrates that it is among those leading the action on climate change and taking responsibility for its own emissions by setting clear targets for becoming a carbon neutral, and in due course, a climate positive organisation.

As a first step, it is imperative that the organisation measures its emissions and creates transparency and accountability around the responsible use of resources and related impacts, including climate change. As such, we are looking to work with a supplier who specialises in providing GHG emissions accounting services and developing effective emissions reduction strategies, to conduct a thorough inventory of EIT Climate-KIC's GHG emissions (scope 1,2,3) and develop a carbon reduction strategy and a set of management recommendations to help the organisation and its value chains to achieve its ambitious targets.

4 Specification

4.1 Scope

EIT Climate-KIC are requesting proposals for the following services:

- Comprehensive Greenhouse Gas (GHG) emissions accounting services
- Development of management guidance for implementing an emissions reduction strategy which will enable EIT Climate-KIC to develop and achieve ambitious climate targets.

Specifically, this will include:

- Conducting a thorough inventory of our organization's GHG emissions, including direct (Scope 1), indirect (Scope 2), and relevant indirect emissions (Scope 3), following internationally recognized protocols such as the GHG Protocol.
- Utilising industry-standard methodologies and tools to quantify emissions across all relevant operational activities, including but not limited to energy consumption, transportation, waste management, and procurement.
- Analysing data to identify emission hotspots, trends, and opportunities for emissions reduction.
- Developing a comprehensive GHG emissions report, detailing emissions sources, methodologies used.
- Development of a comprehensive emissions reduction strategy, including support with setting ambitious targets and timelines.
- Providing training to management on the implementation of recommended emissions reduction strategies.
- Providing support and guidance in the implementation of recommended emissions reduction initiatives, including setting targets, tracking progress, and ensuring compliance with regulatory requirements.
- Assisting in the development of communication materials to transparently convey our organization's emissions profile and reduction efforts to stakeholders.

The supplier will ensure sufficient financial, economic, technical and professional capacity to deliver the services in an efficient and effective manner throughout the duration of the contract.

EIT Climate-KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services.

The services will be delivered to meet the following project milestones:

Milestone	Time frame (indicative)
<p>Project Kick-off Meeting:</p> <ul style="list-style-type: none"> • Introduction to key project team members. • Review of project objectives, scope, and deliverables. • Confirmation of project timeline and milestones. • Discussion of data access and collection requirements. 	<p>Week 1</p>
<p>Data Collection and Inventory:</p> <ul style="list-style-type: none"> • Identification and engagement of key stakeholders for data collection. • Review of existing documentation and records. • Collection of relevant data on energy consumption, transportation, waste management, procurement, and other operational activities. 	<p>Weeks 2-4</p>
<p>GHG Emissions Quantification:</p> <ul style="list-style-type: none"> • Utilization of industry-standard methodologies and tools to quantify GHG emissions. • Analysis of collected data to identify emission sources and trends. • Validation of emissions calculations and data accuracy. 	<p>Weeks 5-7</p>
<p>Emissions Reporting:</p> <ul style="list-style-type: none"> • Compilation of emissions inventory report detailing Scope 1, Scope 2, and relevant Scope 3 emissions. • Development of emissions reduction recommendations and strategies. • Review and refinement of the report based on internal feedback. 	<p>Weeks 8-9</p>
<p>Strategy Development:</p> <ul style="list-style-type: none"> • Collaboration with key stakeholders to prioritize emissions reduction initiatives. • Development of a comprehensive emissions reduction strategy, including setting targets and timelines. • Identification of potential barriers and challenges to implementation and mitigation strategies. 	<p>Weeks 10-12</p>
<p>Implementation Planning:</p> <ul style="list-style-type: none"> • Detailed planning for the implementation of recommended emissions reduction initiatives. • Allocation of resources, responsibilities, and timelines for each initiative. • Development of monitoring and reporting mechanisms to track progress towards emissions reduction goals. 	<p>Weeks 13-14</p>

Milestone	Time frame (indicative)
<p>Communication and Reporting:</p> <ul style="list-style-type: none"> • Development of communication materials to transparently convey emissions profile and reduction efforts to stakeholders. • Preparation of a final report summarizing project findings, recommendations, and next steps. • Presentation of findings and recommendations to senior management and stakeholders. • Providing training to management on the implementation of recommended emissions reduction strategies 	<p>Weeks 15-16</p>

4.2 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 excluding public holidays.
- 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.

4.3 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.
- 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.

4.4 Eligibility

EIT Climate-KIC reserve the right to reject quotes 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 EIT Climate-KIC or group entity (discretionary basis)
- Will continue to be a full time employee of an EIT grant recipient or EIT Climate-KIC partner during the contract term (discretionary basis)

If any of these scenarios apply, please make EIT Climate-KIC aware in your submission.

4.5 Proposal Requirements

Interested suppliers are invited to submit proposals that include the following information:

- Company background, including relevant experience and expertise in providing GHG emissions accounting services for organisations of similar size and complexity.
- Description of methodologies, tools, and data sources utilized in GHG emissions quantification and reporting.
- Proposed approach and timeline for conducting the GHG emissions inventory and developing the emissions reduction strategy.
- Qualifications and experience of key personnel who will be involved in the project.
- Cost proposal, including a breakdown of fees for each phase of the project and any additional expenses.

4.6 Payment & Invoicing

- 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 not less than 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.

4.7 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.

4.8 Account Management

5 Award Criteria

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

Component	Weighting
Cost – the total cost for providing the scope.	40%
Methodology and approach – meeting the requirements at Section Error! Reference source not found. as evidenced by its response.	30%
Experience and Capabilities – ability to meet the requirements at Section 4.4 as evidenced by its response.	20%
Sustainability – ability to meet the requirements at Section 4.3 as evidenced by its response.	10%
Total	100%

6 Instruction to Bidders

6.1 Responding with your proposal

EIT Climate-KIC are requesting the following are submitted to bid on this contract:

1. A **Response** that sufficiently details the bidder's offer and responds to the requirements contained in this document.
 - 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*).
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 EIT Climate-KIC

Any alternative solutions or services that the bidder may wish to bring to the attention of EIT Climate-KIC should be included at the end of your response. EIT 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 Proposal requirements

EIT 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 EIT 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 EIT 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 with the resolution described in **Table 1** at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in **Table 2**.

Table 1: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
• Services ... as per Section 4.1
• Deliverable 1 of ... as per Section Error! Reference source not found.
• Deliverable 2 of ... as per Section Error! Reference source not found.
• Deliverable 3 of ... as per Section Error! Reference source not found.
• License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (if applicable)

Item and unit cost (in Euros excluding VAT)
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 • ...

Table 2: Example resource-based quotation for proposed labour

Section	Area	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Service delivery	Workshop facilitation	e.g. Facilitator	e.g. Workshop preparation and delivery	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Facilitator's assistant	e.g. Workshop delivery support	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.3 Terms of this RFP

1. Your response 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 response 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 response 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 response(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 responses 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 obligate 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 response 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 response 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 response. All such expenses are solely at the risk of the bidder and by submitting a response you automatically agree that response becomes the property of EIT Climate-KIC.

12. Responses 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 response, 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.