Request for Quotation

For: Feasibility study and Market research for Climate Leadership Academy

Date: 13/05/24

1 Overview

1.1 Executive Summary

This is a Request for Quotation (RFQ) that details EIT Climate-KIC's requirements for services. Please treat this document in accordance with the confidentiality obligations detailed further in this document.

<table>
<thead>
<tr>
<th>Services and/or goods requested</th>
<th>A feasibility and needs analysis on the current and future climate related vocational skills/competencies needs for professionals in both the EU and internationally. Market research, curriculum development and business model drafting to support Climate-KIC's Climate Leadership Academies’ offerings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The legal entity requesting these goods and/or services</td>
<td>Climate-KIC Holding B.V.</td>
</tr>
<tr>
<td>Services and/or goods will be delivered to the following locations</td>
<td>Services will be delivered remotely</td>
</tr>
</tbody>
</table>
| EIT Climate-KIC Contract Manager for submitting quotes and inquiries | Kate Martin  
Designer & Producer – Learning Services  
kate.martin@climate-kic.org |
| Proposed contract term for successful candidates | 6 months |

Timelines

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

<table>
<thead>
<tr>
<th>Planned Date*</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th May 2024</td>
<td>RFQ published</td>
</tr>
<tr>
<td>7th June 2024</td>
<td>Bidders submit quotes / Submission Deadline</td>
</tr>
</tbody>
</table>
| Expected 11th June 2024 | EIT Climate-KIC team to review quotes  
EIT Climate-KIC to gain clarification from bidders |
| Expected 14th June 2024 | Notification of contract award |

1.2 How you can participate

1. Review the RFQ documents provided by EIT Climate-KIC.
2. Email the Contract Manager letting us know you will submit a quotation (within 2 business days if possible).
3. If you have questions on the RFQ, 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.

* EIT Climate-KIC reserves the right to amend this timetable during the RFQ.
5. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 0.

1.3 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 Quotation (hereinafter “RFQ”) 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 RFQ. 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 RFQ 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

In the next decades, every job is a climate job. The challenge of climate change is daunting and urgent. At the same time, when government and industry leaders are tasked with transforming their practices to build climate resilience, they often find themselves lacking the knowledge and capability to complete the tasks.

How might we build climate competency and upskill our workforce for the future?

“As the European Union and the United States set ever-more ambitious targets to address climate change, the number of job vacancies in the green economy is increasing. However, the supply of skilled talent remains low for these in-demand green sector jobs.
In Europe, it is estimated that 18 million people will need to be reskilled for the continent to reach its climate goals. Reducing Europe’s net carbon emissions to zero by 2050, in line with the European Green Deal, will certainly require a continent-wide reskilling effort.”

*World Economic Forum*

“The EU’s 55% emission reduction objective by 2030 and our ultimate 2050 climate neutrality goal will require deep changes in our economy and energy systems. From designing electric cars to operating huge solar farms that generate renewable electricity, new jobs and new skills will be needed to build this greener economy. Choosing a green career might be the most effective climate action you can take!

Whether you want to become a solar engineer, a climate researcher, or a zero-waste chef, you will need to develop green skills”

*European Climate Pact*

EIT Climate-KIC proposes to work with hundreds of professional leaders in the next decade through a Climate Leadership Academy (see annex A) that will provide the public and private leadership workforce with real-time, hands-on development and innovation capacities related and adapted to their green-sustainability strategic plans and ambitions.

Central to EIT Climate-KIC strategy is the belief that when people and organisations come together to push the boundaries and do something novel, they must use opportunities to reflect together, learn from successes and failures, make sense of changes and adapt. As such, all learning and capability activities are shaped around the key principle of learning by doing.

The workforce attending the Academy will acquire learnings from established partnerships between EIT Climate-KIC and international institutions while connecting to the local needs via the advisory group of local leaders and decision-makers. All the activities are based on existing collaborations, initiatives, and networks.

EIT Climate-KIC is looking for a feasibility and needs analysis on the current and future climate related vocational skills/competencies needs for professionals in both the EU and internationally to enable the identification of key markets/industries/organisations to shape our Climate Leadership Academies” offerings”.

4 Specification

4.1 Scope

EIT Climate-KIC are requesting quotation for:

A) **Feasibility and climate skills needs study** in the EU and internationally of current & future climate-related vocational skills & knowledge needs for mid/senior level professionals, that would help us fine-tuned the directions of CKIC’s Climate Leadership Academy offering. Specifically, we are looking to identify the soft and technical skills gaps and build a curriculum to inform paid for, vocational, learning by doing modular course design for sustainability professionals in the following suggested areas:

- Cities and Regions
- Industry Value Chains
- Land Use, Forestry, Agriculture and Farming
- Entrepreneurial Solutions & Ventures
B) **Market research** examining the current and future potential for vocational climate related skills development for mid/senior professionals. Including, but not limited to any existing climate related academy offerings. Providing the identification of key markets/industries/organisations to inform the business model development of CKIC Climate Leadership Academy (an initiative aiming to help the public and private leadership workforce acquire upskill/reskill their capabilities for delivering more innovative solutions and processes related to sustainable and green transition development).

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

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 suggested project milestones:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Time frame</th>
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<tbody>
<tr>
<td>Feasibility and climate skills needs study draft 1</td>
<td>29th July – 2nd Aug 2024</td>
</tr>
<tr>
<td>Feasibility and climate skills needs study draft 2</td>
<td>5th – 9th Aug 2024</td>
</tr>
<tr>
<td>Feasibility and climate skills needs study Final</td>
<td>16th Aug 2024</td>
</tr>
<tr>
<td>Climate Leadership Academy Market Research draft 1</td>
<td>26th – 30th Aug 2024</td>
</tr>
<tr>
<td>Climate Leadership Academy Market Research draft 2</td>
<td>13th September 2024</td>
</tr>
<tr>
<td>Climate Leadership Academy Market Research Final</td>
<td>20th September 2024</td>
</tr>
</tbody>
</table>

4.2 **Objectives**

**Overall Objective:**
To assess the feasibility and develop a refined curriculum for the Climate Leadership Academy (CLA) offered by EIT Climate-KIC.

**Specific Objectives:**

**Needs Assessment (A):**
- Determine the current and projected climate-related vocational skills needs for professionals (mid-senior level) in the EU and internationally.
- Identify specific skill gaps (soft/technical mix) & curriculum needs for
  - Cities
  - Industry Value Chains
  - Regions and Land Use
  - Entrepreneurial Solutions & Ventures
- Establish the needs and expectations of potential CLA participants (public and private leadership workforce) for vocational, paid for learning/trainings.
Market Research (B):
- Identify existing "Climate Leadership Academies" or similar programs globally.
- Analyse the content, format, target audience, and effectiveness of these programs.
- Benchmark CKIC’s proposed CLA against existing offerings.
- Propose initial business model options based on identified market opportunities

Additional Considerations:
- The Needs Assessment should consider both the current and upcoming years to ensure the CLA is future-proof.
- Market research should focus on programs with a similar focus on upskilling and reskilling leaders for a green transition.
- The findings from both needs assessment and market research will be used to refine the direction and offerings of the CKIC Climate Leadership Academy.
- The work needs to consider the strategic fit with Climate-KIC’s learning approach

4.3 Deliverables

The following deliverables are requested:

A. Feasibility and Climate Skills Needs Study

Deliverable 1 - Comprehensive Report: This report will outline the current and projected climate skills shortage in the EU and internationally for various professional sectors as mentioned in this document. Based on the skills gap analysis, the report should provide specific recommendations for the Climate Leadership Academy program.

Requirements:
- The report should utilise a mixed-method approach, including quantitative data analysis (e.g., job market trends) and qualitative research (e.g., interviews with industry experts).
- It should segment the skill shortage by professional sector, geographic region, and skill type (soft vs. technical skills).
- The report should include projections for the skill gap in the coming years to inform the development of the Climate Leadership Academy program.
- Recommendations should address the identified skill shortages and align with the objectives of the Academy.
- This should include suggestions for curriculum content, target audience, suggested high level formats (e.g., online, in-person), and program duration.

B. Market Research for Existing Climate Leadership Academies

Deliverable 2 - Competitive Landscape Analysis and Best Practices Report: This report will identify and analyse existing Climate Leadership Academy programs or similar offerings in the EU and internationally. This report will identify best practices in the design and delivery of Climate Leadership Academies

Requirements:
• The analysis should compare these programs with the proposed CKIC Climate Leadership Academy.
• It should consider factors such as program format, target audience, learning outcomes, and strengths and weaknesses.
• The report should identify any potential gaps in the existing market that CKIC’s Academy can address.
• The report should identify successful strategies used by existing programs, such as innovative teaching methodologies, effective participant engagement techniques, and alumni network development.
• It should highlight best practices relevant to the goals of CKIC’s Academy and recommend their potential integration.
• It should provide high level business model options.

Reports will be requested to be written at a suitably professional standard using a recognised (or specified) referencing style upon request. The format and structure will be discussed during a preliminary briefing with the successful party. The reports are to be provided for unrestricted use by EIT Climate-KIC and free from all third-party copyright restrictions. EIT Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion. Further requirements regarding the reports include:

• The EIT Climate-KIC brand guidelines provide the requirements for use of our logo. These are publicly available at https://www.climate-kic.org/who-we-are/media-and-brand/. The extent that other requirements (e.g. typeface) apply to the report can be discussed with the Contract Manager.
• The provider should allow for rounds of review by EIT Climate-KIC and subsequent edits to ensure acceptable quality of the completed report.

4.4 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.
• Services may be required outside general business hours and flexible working arrangements are requested.
• 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.

4.5 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.

4.6 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.

4.7 Required Experience and Capabilities
The team or individuals delivering the services should be able to demonstrate the following experience and capabilities:
• Demonstrated experience conducting feasibility studies, particularly for educational programs or workforce development initiatives.
• Prior experience with climate change issues and the green economy.
• Proven track record of research methodology, including quantitative and qualitative data collection (e.g., surveys, interviews, focus groups).
• Experience in analysing the impact of climate change on businesses and industries.
• Experience in learning design and curriculum development
• Ability to conduct research with a global perspective, considering international trends and best practices.
• Familiarity with relevant EU policies and initiatives related to climate change and skills development
• Experience working in the European Union (EU) is a plus.
• Developing and delivering analytical and audience-friendly reports
• Adherence to evaluation professional ethics and quality standards
• Written and spoken language competency in English

4.8 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.
• If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.9 Contract Management

A one-off / framework 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.

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>Cost – the total cost for providing the scope.</td>
<td>50%</td>
</tr>
<tr>
<td>Quality – suitability and capability of the proposed services to deliver the scope of the service in the Specification as evidenced by its Response.</td>
<td>20%</td>
</tr>
<tr>
<td>Experience and Capabilities – ability to meet the requirements at Section 4.7 as evidenced by its response.</td>
<td>30%</td>
</tr>
</tbody>
</table>

Total 100%
6 Instruction to Bidders

6.1 Responding with your quote

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).
   - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
   - Professional references that can be reached by EIT Climate-KIC to verify previous services delivery

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 RFQ 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 Quotation 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.
- The quotation is requested to include a week-by-week resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer **Table 2** as an example.
- 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 requested as per Section 4.1
- Deliverable 1 as per Section 4.3
- Deliverable 2 as per Section 4.3

TOTAL

Rate card for services (per day/hour, in Euros excluding VAT):

- Assistant – XX / day
- Specialist - XX / day
- Consultant – XX/day

Table 2: Example resource-based quotation for proposed labour

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

6.3 Subcontracting guidance

It is not anticipated that the delivery of these services will require subcontracting

It is acceptable for bidders to sub-contract parts of the service but EIT Climate-KIC is keen to understand which elements of the service this would apply to. In your response, state which sections are proposed to be subcontracted and advise EIT Climate-KIC of the sub-contractor name and address (address is not required for an individual).

6.4 Terms of this RFQ

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 RFQ, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFQ, 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 RFQ, 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 RFQ 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 0.

10. As per above and where applicable, bidders must acknowledge receipt of this RFQ 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 RFQ 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 RFQ.

13. The formatting of this document and the attached response document should not be altered.

14. Whilst this RFQ confers no legal rights on its addresseees, 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 RFQ and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.

16. This RFQ 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 RFQ. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.