

Request for Quotation

Learning Design Industry Track

Date: June 12th, 2025

1. Overview

1.1 Executive Summary

This is a Request for Quotation (RFQ) that details 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	Learning activity and content design for industry focussed education and training.
The legal entity requesting these goods and/or services	Stichting Climate-KIC International Foundation Plantage Middenlaan 45 1018 DC Amsterdam Netherlands
Services and/or goods will be delivered to the following locations	Services will be delivered remotely and in-person (upon agreement with the Climate KIC team)
Climate KIC Contract Manager for submitting quotes and inquiries	Alberto Ogura Industry Decarbonisation Lead alberto.ogura@climate-kic.org
Proposed contract term for successful candidates	One-Off Services Agreement

1.2 Timelines

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

Planned Date*	Milestones
Thursday, June 12 th , 2025	RFQ published on the Climate KIC website
June 13 th – 20 th , 2025	Upon request: 1:1 Information sessions with Climate KIC Team
Monday, June 23 rd , 2025	Deadline for bidders to submit questions on the RFQ
Thursday, June 26 th , 18:00 CEST	Bidders submit quotes / Submission Deadline
June 27 th – 30 th , 2025	Climate-KIC team to review quotes Climate-KIC to gain clarification from bidders

July 1 st , 2025	Notification of contract award
July 4 th , 2025	Standstill period ends
July 7 th , 2025	Proposed contract start date

* Climate KIC reserves the right to amend this timetable during the RFQ.

1.3 How you can participate

1. Review the RFQ documents provided by 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.
5. Climate KIC will assess bids and notify bidders following the timeline at Section 0.

1.4 About Climate KIC

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. Climate KIC was established in 2010 and has been 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 "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 Climate KIC's name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate KIC.

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

Climate KIC is advancing a comprehensive suite of learning activities aimed at driving systemic change across industry ecosystems and is seeking a strategic partner - research and learning agency - to support the design and delivery of these initiatives. These learning activities are designed to enable organizations to better navigate the evolving climate landscape and foster cross-sectoral collaboration. The key components of these initiatives include:

- Going Beyond ESG: Learning modules designed to enhance business preparedness for climate-related requirements by encouraging companies to adopt a broader perspective beyond compliance.
- Future Clean Industry Scenarios: Workshops aimed at fostering cross-sectoral thinking and identifying practical pathways toward clean competitiveness within value chains.
- Industry-Government Dialogues: Sessions that promote collaboration between regional institutions, government agencies, businesses, and other relevant stakeholders to generate innovative public-private partnership ideas.

Through these learning sessions, we aim to target i.a. industry associations, innovation clusters, regional entrepreneurship, and innovation agencies, as well as medium- to senior-level representatives from companies and research institutions, particularly within RIS (Regional Innovation Scheme) regions.

When designing and delivering learning activities, we aim to adopt a systems-thinking approach, emphasizing hands-on, interactive experiences that foster insight generation and sensemaking, ultimately leading to actionable outcomes.

From a strategic partner, we are seeking expertise in learning experience and content design, session planning, preparation and facilitation, as well as post-production, with a strong focus on collaborating closely and co-designing alongside the Climate KIC team. Additionally, a proven track record of working with industry ecosystem stakeholders and networks to drive participant engagement is essential.

4. Specification

4.1 Scope

The specific scope of work and type of support required for the design and delivery of learning activities will be agreed upon in consultation with the selected agency and will be included in a statement of work. Depending on the level of support required, several agencies may be selected to deliver the learning activities.

Overall, Climate KIC is planning to deliver up to twelve learning sessions (both online and in-person) by the end of 2025, spread across three thematic tracks.

Sessions are expected to range from 2-3 hours for shorter online modules to full-day sessions for in-person workshops.

The services are to be delivered in the period of June – December 2025.

To co-create these tracks, Climate KIC are requesting the agency's quotation for:

(Please copy this table to provide your quotation as per section 6.2)

Activities and actions co-created with the Climate-KIC team, and other agencies if necessary, across the three streams Split of responsibilities will be agreed in the Service Agreement.		Quotation Please confirm the activities you quote for and include the day rates that apply to this type of work.
Learning design needs assessment	<ul style="list-style-type: none"> Set learning objectives and specify the target audience Identify knowledge or skill gaps Collect stakeholder input and feedback to better understand their pain points, prioritize learning objectives, and support learning design Evaluate the learning environment, including platforms, tools, and resources available for learning delivery, benchmark them against best practices, and ensure alignment with learning needs Establish metrics to evaluate the success of learning activities and progress. 	
Learning experience design	<ul style="list-style-type: none"> Co-create the learning pathway, including the overall track outline and design of individual modules and workshops Implement feedback loops and iterative development Design customised learning experience based on the target audience needs 	
Learning content and material preparation	<ul style="list-style-type: none"> Conduct desk research and offline work to prepare learning materials, including presentations. 	

	<ul style="list-style-type: none"> Select and curate high-quality content including case studies and relevant examples from credible sources Design learning tools and environments (e.g., Miro board) Tailor content for specific regional contexts, when applicable. 	
Session planning and preparation	<ul style="list-style-type: none"> Support participant engagement and recruitment Develop lists of pre-reading materials, surveys, or questionnaires, when applicable. 	
Facilitation	<ul style="list-style-type: none"> Prepare facilitation notes and outline Deliver and facilitate online and on-site learning activities, if needed – conduct session dry runs Use interactive tools such as polls, Q&A, breakout rooms, or group activities to foster participation Conduct real-time troubleshooting, handling participant concerns during sessions. 	Virtual facilitation: On-site facilitation: (if different rates apply)
Feedback and Improvement	<ul style="list-style-type: none"> Collect feedback from initial events and implement improvements in the next events 	
Post-production	<ul style="list-style-type: none"> Sense make and gather feedback and lessons learned for sharing with the Climate-KIC team Identify follow-up actions for both participants and the Climate-KIC team based on the session feedback Convert session materials into reusable content for future use or broader distribution 	
Coordination with the Climate KIC team, and other agencies if necessary	<ul style="list-style-type: none"> Regularly communicate and conduct working meetings with the Climate KIC team, and other agencies if necessary, to co-design and co-deliver learning activities Provide inputs for logistics and planning Report on delivered activities 	
Ad hoc service questions	Tbd.	Include your general day rates

The facilitation of the in-person sessions may require travel. Costs for travel and accommodation will be reimbursed (provision of receipts is required), or booked directly by Climate KIC. Any travel will need to be agreed with the Climate KIC team (Contract Manager as per 1.1) and is subject to Climate KIC's travel policy (Second Class trains, economy flights).

The scope does not include event management and logistics (catering etc.).

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.

The contract may be appointed to a panel of providers. A panel of up to 4 will be selected and then appointed contractually prior to delivery of services. Appointment to the Panel does not guarantee award of work. Climate KIC reserve the right to seek quotation from one or more panel members during the duration of the contract at our own discretion.

4.6 Service Level Requirements

In providing goods and/or services to 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 (e.g. related to in-person workshops).
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.7 Sustainability

In order to uphold our commitment to sustainability, 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:

- 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 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.

4.8 Eligibility

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

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

4.9 Required Experience and Capabilities

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

- Experience in learning design and facilitation for professionals and in transnational contexts, applying challenge-led learning and participatory learning methods.
- Working knowledge of systems thinking, strategic foresight, futures thinking, and scenario planning, along with a solid understanding of the thematic areas outlined in section 3.
- Understanding of industry decarbonisation/ clean industry pathways and value chain transformation.
- Proven track record engaging industry ecosystem stakeholders and established networks
- Familiarity with public-private partnership use cases and implementation models

4.10 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate KIC. The 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.
- Climate KIC can provide a purchase order number to be referenced on invoices.
- Where 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 Climate KIC.

4.11 Contract Management

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

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:

- Climate KIC requires that that service providers provide an indemnity to Climate KIC for breach of third party intellectual property rights;

- Climate KIC's primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, 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, 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 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 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 Climate KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate KIC to service providers.

5. Award Criteria

Climate KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope.	40%
Quality – suitability and capability of the proposed services to deliver the scope and requirements in the Specification as evidenced by its Response.	30%
Experience and Capabilities – ability to meet the requirements at Section 0 as evidenced by its response.	30%
Total	100%

6. Instruction to Bidders

6.1 Responding with your quote

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)
2. A **Quotation** that meets the requirements described at Section 0

Any alternative solutions or services that the bidder may wish to bring to the attention of Climate KIC should be included at the end of your response. 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) via electronic copy.

6.2 Quotation requirements

Climate KIC request that bidders quote in the following manner as appropriate to delivery of the services:

- Using the table provided under 4.1 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 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 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 services in your quotation.
- **Please quote on a company letterhead or similar company form where possible using the table under 4.2.**

6.3 Subcontracting guidance

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

6.4 Complaints handling

Climate KIC offers bidders a mechanism to foster transparency and enable procurement best practice.

Bidders have the right in this procurement procedure, within a reasonable time, to address questions, request additional information and obtain feedback, as well as submit complaints. Requests for information or

clarifications and complaints will be directed to the contact person (the Contract Manager or other designated person) indicated in this Request for Proposal. Climate KIC reserves the right not to action complaints received after any applicable standstill period.

The Contract Manager will acknowledge, review and respond to complaints or clarifications presented by bidders in a reasonable time. Climate KIC reserves the right to conduct a procedural review, make changes to the published procurement documents or take other action in response to complaints at its discretion.

In the event of a serious irregularity in connection with this procurement, and after first exhausting the recourse of obtaining a reply from the contact person for this procurement, bidders and suppliers are referred to the channels outlined in Climate KIC's Strategy & Policy Anti-Fraud, Bribery and Corruption (refer whistleblowing) available at <https://www.climate-kic.org/policies/>.

6.5 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. 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 Climate KIC in connection with this RFQ does not guarantee work will be awarded.
5. Climate KIC reserves the right to reject any response(s) received after the submission date/time.
6. Climate KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. 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 Climate KIC entity and a supplier(s) will obligate an Climate KIC entity in accordance with the terms and conditions contained in such agreement.
8. 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 Climate KIC and the supplier.
9. Bidders are required to email soft copies of their response to the Contract Manager detailed in Section 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 confirming whether they intend to submit a response by the Submission Deadline.

11. This RFQ does not commit or obligate any 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 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 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 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.

All efforts have been made to ensure the accuracy and validity of information contained in this RFQ. However, Climate KIC does not