

Request for Quotation

Methodology development and facilitation of peer-to-peer learning sessions for Entrepreneurship Support Organisations.

Date: 30 June 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	Climate KIC is looking for an experienced expert in designing a general learning methodology for Climate KIC and facilitate a module of four peer-to-peer learning sessions for a cohort of 13 entrepreneurship support organisations (ESOs).
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 to a cohort of organisations that are based in the following countries: <ul style="list-style-type: none"> Hungary, Turkey, Israel, Poland, Austria, Latvia, the Netherlands, Greece, Spain, Czechia, Estonia, Cyprus, Portugal
Inclusive Procurement	When procuring specialised services we look to achieve diversity in the service provider pool. We actively encourage proposals and quotations from underrepresented individuals and groups.
Climate KIC Contract Manager for submitting quotes and inquiries	Eva Ros Project Lead eva.ros@climate-kic.org
Proposed contract term for successful candidates	July-November 2025

1.2 Timelines

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

Planned Date*	Milestones
30 June 2025	RFQ issued to bidders
9 July 2025	Bidders submit quotes / Submission Deadline
11 July	Notification of contract award
Expected start date: 14 July	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 2 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 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 "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 has selected 13 European a to participate in an online capacity-building programme aimed at strengthening their ability to foster climate innovation. The programme supports this cohort with advanced skills, tools, and methodologies to support climate-focused start-ups effectively. This programme will leverage best practices from previous projects to ensure impactful and long-lasting results for participating ESOs. The selected ESOs receive tailored training and networking opportunities, enabling them to develop systemic transformation strategies, enhance leadership on Diversity, Equity and Inclusion (DEI) strategies, and improve climate innovation capabilities to ensure gender inclusivity and diversity. In the selection process priority focus has been given to select ESOs based in Regional Innovation Scheme (RIS) Countries. Subsequently, >50% of the selected ESOs are women-led.¹

Curriculum

Between June and October 2025, the selected cohort will receive nine different masterclasses that are focussed on climate innovation and entrepreneurship support. Additionally, the programme will offer space for the organisations to exchange and learn from each other through peer-to-peer learning sessions.

Objective

The desired outcome of Climate KIC for this procurement activity is two-fold. Firstly, the selected bidder will co-design and facilitate a four-part learning module for our ESO cohort. This module will complement and build on the Masterclasses that the cohort will receive, as well as offering space for the ESOs to share challenge areas or topics of interest that they wish to address during these learning sessions. All content in this programme will be offered online. Secondly, the selected bidder will support Climate KIC in developing a peer-to-peer learning methodology that can be used in future programmes and engagements with Entrepreneurship Support Organisations.

¹ Climate KIC defines an ESO as women-led where 51% of top managerial roles (e.g., CEO, COO or equivalent) are held by women and for the purposes of the programme, the lead participant in the programme will also be a woman.

4. Specification

4.1 Scope

Climate KICs engagements is growing across different regions and there is an increasing need to facilitate learning processes between organisations. For this reason, Climate KIC wants to develop a learning methodology that we can use for future programmes that involve ESOs.

One of the first activities that requires support from a learning expert is for an online capacity building programme offered to a cohort of 13 selected European based ESOs. Climate KIC is requesting a proposal and quotation for co-designing and facilitating a four-part module of peer-to-peer learning sessions that will be offered to this cohort. The module will be designed to complement and reflect on the Masterclasses that the ESOs receive. The learning sessions will be facilitated online and will be approximately 2 hours each. This engagement can be considered as a pilot or case study that falls under to objective to design a general learning methodology for Climate KIC.

The contract will be appointed to a panel of providers. A panel of at least 3 providers will be selected and then appointed contractually prior to delivery of services. Appointment to the Panel does not guarantee award of work. Climate KIC reserves the right to seek quotation from one or more panel members during the duration of the contract at our own discretion.

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

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

Milestone	Time frame
Kick-off and coordination meeting with Climate KIC	14-18 July 2025
Final draft of the training module & agenda for the first learning session	28-1 July/ August 2025
First learning session	11-15 August 2025
Second learning session	15-19 September 2025
Third learning session	29 September-3 October 2025
Final learning session	27-31 October 2025
Short debrief report delivered & debrief call with Climate KIC	30 November 2025
Final learning methodology delivered & training session provided to Climate KIC	30 November 2025

*Climate KIC estimates the scope of this work to be between 10 and 14 working days for the design, delivery and debriefing as well as coordination meetings with Climate KIC.

4.2 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. Bidders are encouraged to suggest methodologies and strategies that consider the following:

Learning methodology for Climate KIC programmes with ESOs

- Include learning and reflection strategies targeted at organisations that work in entrepreneurial ecosystems supporting start-ups and entrepreneurs (e.g. through incubators, accelerators or other programmes that support entrepreneurs).
- Emphasis on climate innovation as the overarching theme of Climate KICs work and programmes
- Connect the methodology to Climate KIC's capacity support portfolio especially our work around systems thinking, MEL and DEI & inclusive programmes design.
- The methodology should be created in a modular sense so that Climate KIC can adapt it to the needs of specific programmes
- Consider that different geographies that Climate KIC will use and adapt the methodology for, as well as the diversity in maturity level of the organisations that Climate KIC works with (e.g., some organisations are new to the climate innovation space and working with learning methodologies)

Peer-to-peer learning module for ESO cohort

- Learning and reflection strategies for a cohort of 13 European based ESOs
- Climate innovation as the main focus of this programme and for this training module to reflect on
- Consider the different levels of experience and knowledge that the selected ESOs have across the cohort
- Design interactive and engaging sessions that foster collaboration between the different ESOs

4.3 Deliverables

The following deliverables are requested (see also the milestones under section 4 for details on the timeline)

Deliverable 1: Develop a learning methodology for Climate KIC

Requirements:

- A methodology document will be developed, enabling Climate KIC to design and tailor learning sessions for ESOs (max of 10 pages)
- The final document will be delivered in Word or Powerpoint format and will be suitable to incorporate into online platforms such as Notion
- It will include practical exercises and tools that are suitable for online delivery

Deliverable 2: Develop a peer-to-peer learning module of four peer-to-peer learning sessions

Requirements:

- A detailed workplan and agenda for each of the four peer-to-peer learning sessions will be co-developed in coordination with Climate KIC.
- A draft agenda for each of the learning sessions will be provided at least 7 days before the session.
- The final agenda for each session will be delivered at least 3 days before the session.

Deliverable 5: Training session for Climate KIC on the learning methodology

- After completion of the methodology, a training session will be delivered to Climate KIC focussing on practical use of the methodology
- Deadline: 30 November

Deliverable 3: Facilitate four peer-to-peer learning sessions for ESO cohort

Requirements:

- In coordination with Climate KIC the four training sessions will be delivered online (zoom)

Deliverable 4: Debrief report on the peer-to-peer learning module for ESO cohort

Requirements:

- After completion of all the training sessions a short debrief report (max 2 pages) will be delivered to Climate KIC containing learnings that Climate KIC can incorporate into the learning methodology that the supplier has developed under Deliverable 1.

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 and other deliverables are to be provided for unrestricted use by Climate KIC and free from all third-party copyright restrictions. 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 Climate KIC brand guidelines provide the requirements for use of our logo.
- The provider should allow for rounds of review by Climate KIC and subsequent edits to ensure acceptable quality of the completed report.

4.5 Service Level Requirements

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

- The service provider should be generally contactable and responsive during business hours by phone or email.
- The service provider is available for regular coordination meetings with Climate KIC. Specific agreements will be made during the kick-off meeting.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.6 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:

- The services are to be delivered digitally following a paperless policy

4.8 Eligibility

When recruiting we look to achieve diversity in the candidate pool. We actively encourage applications from underrepresented groups and are happy to consider reasonable adjustments to that will foster success in potential employees from diverse backgrounds and life situations. And because our team has differing needs and personal circumstances, we offer a high degree of flexibility to accommodate all working patterns. We are committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, our services, programs, and activities.

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 developing learning methodologies and capacity building
- Experience in developing and delivering training modules to diverse audiences but in particular to entrepreneurship support organisations
- Experience with climate innovation and working in entrepreneurial ecosystems
- Developing and delivering analytical and audience-friendly reports

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

4.11 Contract Management

A one-off 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.	20%

Component	Weighting
Ability of bidder to fulfil the scope of services, in a manner consistent with Climate KIC's objectives and those of this project, as evidenced by its Response.	10%
Methodology and approach – meeting the requirements at Section 0 as evidenced by its response.	20%
Experience and Capabilities – ability to meet the requirements at Section 0 as evidenced by its response.	10%
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 concise **response** that sufficiently details the bidder's offer and responds to the requirements contained in this document (maximum of 2 pages). Additionally, please also provide:
 - Include the resume(s) and a short bio on the person(s) to be developing and delivering this work
 - 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 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:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.
- Please use the format in table 1 as an example to create the quotation.

Table 1: Example resource-based quotation for proposed labour

Deliverables	Description	Resource	Task	Quantity (days)	Resource day rate (EUR excl. VAT)	Subtotal cost (EUR excl. VAT)
Deliverable 1	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 Subcontracting guidance

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

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. 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