

NZC CESF Procurement

**CESF Procurement Document to be published externally
for the purposes of procuring expert support for cities in
Ireland**

Date: September 2025 – **Updated October, 13rd 2025**



Funded by
the European Union

Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
RFP	Request for Proposal
NZC-SGA2 / SGA2-NZC	NetZeroCities Specific Grant Agreement No.2 to Scale the Cities Mission Platform
NMG	National Mirror Group
DCEE	Department of Climate, Energy, and the Environment

Summary

This document outlines the scope, process, and evaluation criteria for the deployment of Support via the City Expert Support Facility (CESF) to the community of practice among cities within the same national context. The document is organised as follows:

1. Overview.....	4
1.1. Executive Summary	4
1.2. What is the CESF within the framework of NZC-SGA2 T1.6?.....	4
1.3. Timelines	4
1.4. About Climate-KIC.....	5
1.5. About NetZeroCities	5
1.6. About CapaCITIES.....	5
1.7. About National Platforms.....	6
2. Confidentiality	7
3. Specifications.....	8
3.1. Scope	8
3.2. Context	8
3.3. Required Experience and Capabilities	9
3.4. Objectives	10
3.5. Responsibilities	12
3.6. Services and Activities.....	12
3.7. Deliverables	18
3.8. Indicative Budget.....	19
3.9. Eligibility.....	19
3.10. Sustainability.....	19
4. Contracting (third parties)	20
4.1. Payment & Invoicing.....	20
4.2. Contract Management.....	20
5. Award Criteria	20
5.1. Expertise / Experience (30%)	20
5.2. Capacity to Deliver (30%)	21



5.3. Price Criteria (40%)	21
6. Instruction to Bidders.....	21
6.1. Responding with your proposal.....	21
6.2. Quotation requirements.....	22
6.3. Terms of this RFP	24

1. Overview

1.1. Executive Summary

This is a Request for Proposal (RFP) that details Climate-KIC's requirements for services to support cities in the NetZeroCities programme, through the NZC City Expert Support Facility (CESF). Please treat this document in accordance with the confidentiality obligations detailed further in this document.

Services and/or goods requested	Expert support to the Community of practice of cities in Ireland.
The legal entity requesting these goods and/or services	Stitching Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services and/or goods will be delivered, remotely and on-site to the following locations: <ul style="list-style-type: none"> Ireland
Climate-KIC Contract Manager for submitting proposals and inquiries	CESF Manager Luisa Carretti cesf@netzerocities.eu
Proposed contract term for successful candidates	18 months, deliverables and activities based

* Details on what is referred to as a community of practice of cities can be found in Section 1.7.3 below.

Table 1: Procurement executive summary

1.2. What is the CESF within the framework of NZC-SGA2 T1.6?

The City Expert Support Facility (CESF) within the framework of NZC-SGA2 1.6 is a grant-funded expert deployment service aimed at enhancing collaboration among cities within their national contexts. It focuses on strengthening the participation of cities interested in climate neutrality, in collaborative spaces and communities of practice among cities offered by national platforms and ecosystems.

Through Work Package 1 in SGA2, specifically from Task1.6, a dedicated support programme is being organised to strengthen communities of practice among cities (including Mission cities and other cities), support collaborative work between them in their national environment, and advocate for greater participation of cities that are not part of the 112 Mission Cities.

1.3. Timelines

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

Planned Date*	Milestones
30 September 2025	RFP issued to bidders
6 October 2025 20 October 2025, 23:59 CEST	Deadline for Bidders to submit clarifications/questions
14 October 2025 28 October 2025, 23:59 CEST	Bidders submit proposals / Submission Deadline
21 October 2025 November 07 2025	Evaluation Completed, bidders informed of outcome
28 October 2025	Alcatel Period

*5 days from announcement of award	
05 November 2025 Mid November 2025	Proposed contract start date

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

Table 2: Timeline table

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. To proceed, please submit a proposal following the requirements by the Submission Deadline stated at Section 1.3. Climate-KIC will assess bids and notify bidders following the timeline at Section 1.3.

1.4. About Climate-KIC

Climate-KIC is Europe's leading climate innovation agency and community, supporting cities, regions, countries and industries to meet their climate ambitions through systems innovation and place-based transformations.

Together with our partners, we generate, implement and integrate climate solutions by mobilising finance, testing business models, and opening pathways for institutional change and behavioural change. We orchestrate large-scale demonstrations that show what is possible when cycles of innovation and learning are deliberately designed to trigger exponential decarbonisation and build resilient communities. Climate-KIC is the project lead for NetZeroCities (NZC).

1.5. About NetZeroCities

NetZeroCities (NZC) is a project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and supports them by developing, promoting, and integrating new and existing tools, resources, and expertise into an online platform accessible to all cities (**Mission Platform**). The project – designed to **support cities that are part of the EU's Horizon 2020 and Horizon Europe supported Mission "100 Climate-Neutral and Smart Cities by 2030"** and other cities aiming at reaching climate neutrality – tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

1.6. About CapaCITIES

CapaCITIES is a project is a Horizon Europe project (2022-2024) that offers support for national and regional authorities to advance their governance structures and strengthen dedicated support for cities to implement the EU Cities Mission. The project started its second phase (CapaCITIES 2.0) in May 2025, during which, beyond the 15 countries in phase 1 (**Austria, Czech Republic, Finland, France, Greece, Hungary, Italy, the Netherlands, Poland, Portugal, Romania, Slovakia, Spain, Sweden, and Turkey**), it gathers representatives from additional 12 countries to the group of partners.

CapaCITIES 2.0 has a total of 27 countries scope, where consortium members work is designed specifically to support the development of national platforms through strengthening the engagement of national entities in designing support services to regional and local authorities to reach climate neutrality. The duration of the CapaCITIES 2.0 is 2 years and will be closely related to the support provided under the NZC scope, towards the development of countries' national platforms.

1.7. About National Platforms

1.7.1 What are National Platforms

National platforms are multi-stakeholder national ecosystems that complement the efforts of the EU Cities Mission platform in their country-specific context. They aim to foster joint learning and progress among all cities that face similar challenges, given their shared national context. They support cities that are part of a community of practice in developing and implementing Climate City Contract (CCC) in the local language and seek to scale up actions and good practices between them. They also provide assistance to cities for emerging inquiries, ensuring that such support is coordinated jointly with NZC, among many other functions.

National platforms can create a conducive environment for joint learning and collective progress among cities facing similar challenges within the same national context. This is why these communities of practice among cities are also considered ideal workspaces for the participation of cities that are not part of the 112 Mission Cities, to accelerate their transition to climate neutrality. They enable other cities to participate in peer-learning opportunities and collaborative spaces alongside Mission Cities. This interaction provides them with valuable insights and methodologies, fostering a sense of inclusion and engagement in the broader climate neutrality objectives. By facilitating access to tools, resources, and support services developed under the Mission Platform, national platforms ensure that cities can effectively contribute to and benefit from the collective efforts done at national level by Mission Cities towards climate neutrality.

1.7.2 Alignment between NZC and CapaCITIES to support National Platforms

NetZeroCities and CapaCITIES work towards better alignment and coordination to deliver complementary support to all European countries and mobilise Member States and Associated Countries to establish their own national platforms for climate neutral cities. This coordination and close collaboration are crucial to build one comprehensive support programme. While CapaCITIES support is designed with the national level in mind, the NetZeroCities services are mostly city-facing.

This means that the two projects offer support at these two levels:

Work with the national level

CapaCITIES focuses on bringing together national representatives involved in national platforms and includes networking events between countries, transnational exchange of knowledge and good practices, thematic capacity-building sessions, mentoring programs, and resourcing. By doing so, it aims at supporting national authorities in improving national support frameworks for local authorities, including regulatory frameworks. CapaCITIES, given the constraints on resources, emphasises collective learning at the national level rather than providing support to the different national authorities in an individualised way.

Work with the local level

NZC is designed to support cities and, within the framework of national platform support, to strengthen the community of practice among cities within the same national context. This collective support includes technical assistance, finance and investment advisory, peer-to-peer learning, development of collaborative actions, and collective learning sessions. This approach works in harmony with CapaCITIES' initiatives, creating a synergistic effect that significantly enhances the capacity to reinforce national ecosystems within the Member States.

By providing complementary support, both programs collectively contribute to a more robust framework within the various national contexts for achieving climate neutrality.

1.7.3 Community of Practice within the same national context

Throughout this document, the term “community of practice among cities” refers to collaborative spaces where cities of the same country regularly engage with one another on regular basis. These communities

are designed to enable local governments to combine efforts in the development and implementation of climate actions aimed at achieving decarbonization, thereby establishing a cohesive community of practice. The subcontractor, required to provide strategic expert services for multi-level and multi-stakeholder engagement and climate finance mobilisation, will be carry out their activities promoting a community of practice between the diverse stakeholders involved.

The key general objectives of the community of practice are:

- A) to empower individuals who work on climate in local administrations and communities;
- B) to foster collaboration between cities, information sharing and the exchange of ideas, experiences, lessons learnt and best practices;
- C) to help municipalities address and tackle concrete barriers.

In this context, cities exchange experiences, collectively address shared challenges, and engage in knowledge-sharing sessions that respond to their evolving needs. Central to these communities of practice is the continuity of interactions, which fosters sustained collaboration among cities that not only face similar regulatory constraints and challenges but also share commonalities in language and cultural nuances. This sustained engagement enables cities to consolidate their efforts, drawing on shared knowledge and best practices within the same cultural and regulatory context.

The community of practice fostered by this service will focus on strengthening Multi-Level Climate Governance, Stakeholder Engagement, Capacity Building, and Climate Finance Mobilisation.

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 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 RFP. 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 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. Specifications

3.1. Scope

In the context of the efforts of **Irish cities** within the **EU Mission for 100 Climate Neutral Cities by 2030**, and specifically the opportunity identified to provide additional support to the community of cities working toward the mission's objectives within the **Ireland's** national ecosystem, NZC / Climate-KIC is requesting a quotation for services from an organisation or individual able to operate within this national context. The role involves supporting teams from NetZeroCities, as relevant, to take charge of and facilitate the process described below.

The following is a **general description of the services** and actions to be provided by the awarded supplier, followed in subsequent sections with detailed information.

- (1) Expert support, namely *collective technical assistance*, aimed at fostering radical collaboration between cities, increasing their capacities and improving the cooperation of the community of practice of cities with national authorities, and different stakeholders within **Ireland**.

The support will be directed towards cities that are already part of the Mission in **Ireland** — Mission Cities, Pilot Cities, Twin Cities, cities participating in online discussion groups — and other interested cities wanting to achieve climate neutrality.

- (2) Organisation of one in-person *annual national event* to support cities, promote co-implementation of projects and to enhance collaboration between cities, national and regional authorities, and other stakeholders. The services will also include encouraging the participation of CapaCITIES 2.0 partners or similar initiatives in this event.

Presentations and technical support will take place predominantly in Ireland; therefore, presenters must be fluent in English. The collaboration and interaction with NetZeroCities partners will be in English, likewise.

The **general objective** of the described support is to enhance collaboration between cities, members of the National Mirror Group (created by the DCEE and made up of representatives from the cities, government departments, national agencies, regional assemblies, academia, business, and civil society) , and other key stakeholders in Ireland, through the facilitation of training and peer-to-peer learning activities, the provision of specialized technical assistance, and other initiatives. Specifically, it aims to strengthen the community of practice of cities within the national platform, creating collaborative spaces where Mission cities and other cities committed to decarbonization goals can receive support, work on common challenges, share learnings and make progress toward these objectives.

In this context, the subcontractor is expected to **identify and promote** the exchange of experiences among cities, **support** the collective tackling of shared challenges, and **engage** key actors in knowledge-sharing sessions that build capacity around their evolving needs.

3.2. Context

NetZeroCities, through SGA2 Task 1.6, 'Sub-European Peer-to-Peer Collaboration', is actively working to provide tailored support in various national contexts. The aim is to provide additional support to cities, foster communities of practice between cities in each nation, i.e. to strengthen city-to-city collaboration spaces at national level and thus help to reinforce national platforms. To achieve this, NZC has developed a country-specific support framework tailored to the unique characteristics and needs of each context.

In Ireland, significant progress has been made: Dublin and Cork as mission labelled cities are actively working on the implementation of their Climate City Contracts (CCCs); whereas Galway has advanced their climate initiatives taking part of the NetZeroCities Pilot Cities Programme. Additionally, cities are fostering collaborations with the recent established National Mirror Group (NMG), which is essential to build a national collaborative ecosystem and better access to resources. Cities have recently submitted a working plan to the NMG, looking for creating a favourable environment for implementation.

Some examples of the recent steps these three frontrunners' cities have been involved under the Mission framework are:

- Mutual learning and thematic project support, through the pilot city programme, where pilot cities developed new actions, like the Microcredentials Project by Cork City Council to train key stakeholders and government officers in specific topics about climate and the city decarbonization. This programme also allowed them to be paired with a Twin City, fostering cross city exchanges, and mutual collaboration spaces to enhance their local strategies.
- Webinars and other shared spaces to exchange knowledge and experiences on retrofitting by Galway, a “beyond silos session” by Dublin, or the adaptation of data to develop a customised Net Zero Planner for Cork city, to mention some.
- Financial mapping of the Irish ecosystem through the NZC Capital Hub: TNO specialists have conducted applied research on available financial instruments that cities could apply for, aligned to their project's goals and needs.

Some of the key actors that shall be broadly engaged in the proposed activities, who are currently active in the country's climate ecosystem include, but are not limited to:

Climate Change advisory Council (<https://www.climatecouncil.ie/>); CARO (<https://www.caro.ie/>); Sustainable Energy Authority of Ireland (SEAI); ESB; Department of Environment, Climate and Communications(DECC); Environmental Protection Agency (EPA); National Treasury Management Agency; Chambers Ireland; Bord na Mona; Skillnet Ireland; Oireachtas Committees; Regional Education Training Board ; National Transport Authority; Office of Public Works; Health Service Executive ; Local Government Management Agency.

Building on this approach, and as part of the broader NZC program of support to all countries, new services are planned for the upcoming one-and-a-half-year period. In the case of Ireland, these services, which will be contracted through this tender, are to be delivered by an individual or organization with deep expertise in the Irish national context. This approach ensures targeted support that directly addresses the objectives outlined in this RFP.

Finally, as part of this specific support, each country has a NetZeroCities partner responsible for coordinating the work. In the case of Ireland, this role is fulfilled by *Polytechnic University of Madrid* (UPM).

3.3. Required Experience and Capabilities

The supplier will ensure sufficient capacity to deliver the services in an efficient and effective manner. The organisation, team or individuals delivering the services must be able to demonstrate the following experience and capabilities:

Minimum Requirements

- Fluency in English
- Proven knowledge of local authorities' competencies, and national regulatory frameworks
- Proven connection with national and local stakeholders for at least 5 years
- Ability to engage with local elected representatives, drive cooperation between local authorities of different sizes, proven by a demonstrated experience of at least 5 years working with local authorities
- Ability to propose systemic approaches to reach climate-neutrality and apply the Mission-approach
- Excellent understanding of policies and regulations at the intersection of climate / environment and urban development, at national and EU level.
- Proven experience in climate policy at both national and local levels, ideally within the Irish or EU context.
- Demonstrated experience on project management and lifecycle.
- Demonstrated ability to work across multi-stakeholder and multi-level governance frameworks.

- Strong facilitation and stakeholder engagement skills.

Desirable experience and capabilities:

- Experience in **designing and managing cross-sectoral networks**, including government, academia, civil society, and private actors.
- Knowledge of **climate finance instruments**, project bankability, and funding mechanisms.
- Familiarity with **EU climate programs** (e.g., Horizon Europe) and **relevant Irish institutions**, including but not limited to:
 - Climate Change Advisory Council
 - Climate Action Regional Offices (CARO)
 - Sustainable Energy Authority of Ireland (SEAI)
 - Environmental Protection Agency (EPA)
 - Department of Environment, Climate and Communications (DECC)
- Good understanding of cities' challenges in achieving climate neutrality by 2030; direct connection to cities.
- Good understanding of the Mission approach of NetZeroCities and CapaCITIES.
- An apolitical / neutral role to ensure the ability to build trust among actors from different political spaces, both at the local and between other levels of government
- Good embeddedness into national structures; direct connection to critical national institutions and penholders, including financial eco-system players
- Enabler of cooperation with other stakeholders (private companies, third sector, etc.)
- Ability to coordinate the involvement of the national government, the European Commission and finance institutions (national banks, regional / municipalities public banks, etc).

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

3.4. Objectives

The following **objectives** are established for the outsourced services, defining the goals that the planned activities shall support and accomplish.

These goals collectively aim to accelerate Ireland's climate transition, foster inter-city and national collaboration, and scale up the Mission approach through systemic, well-funded, and inclusive efforts.

Objectives		
Objective	Description	
1	Strengthen the community of practice and raise awareness on climate change amongst political leaders in local governments.	<p>Dublin and Cork are the two Mission Cities in the country and Galway participated in the Pilot City Programme. There is an opportunity to strengthen collaboration amongst these frontrunner cities, and with other mission-minded cities to advance their climate neutrality strategies.</p> <p>The strengthened community of practice between cities and national stakeholders committed to advancing their climate neutrality efforts shall be built on existing structures and create added value by:</p> <ul style="list-style-type: none"> • Foster collaboration, knowledge sharing and the exchange of ideas, experiences, challenges, lessons learnt and best practices, especially regarding the adoption of the methodologies and tools proposed by NetZeroCities (Transition team, Climate Transition Map, etc.). • Work together with the City Councils to identify common challenges and barriers and to find solutions collectively. • Support the multi-level collaboration– between local, regional, and national authorities. • Reinforce NMG and cities collaboration, to design common strategies to overcome challenges and channel resources towards implementation. • Work together with key actors currently active in the Irish climate ecosystem, while engaging newcomers, to coordinate efforts making a more efficient use of resources and closing information gaps. • Scale up local initiatives not only to engage other mission-minded cities, but also to gain national support, leveraging the great efforts being made by the frontrunner's cities.
2	Build Collaborative Structures and Capacity of cities, following a holistic, transformative and systemic approach.	<ul style="list-style-type: none"> • Empower actors within local administrations to embark on climate efforts through dedicated capacity building, using, where relevant, the tools, examples, and resources already delivered by NetZeroCities, such as the Climate Transition Map or Net Zero Planner. These tools and resources shall also be adapted to the national context. • Establish cross-sectoral working groups and organize capacity-building activities around key thematic areas. These efforts aim to break down silos, promote systemic thinking, and accelerate climate-related action through peer learning, shared tools, and coordinated strategies. <p>Training must be adjusted to concrete needs and focus awareness raising or more specific tasks, like district heating, retrofitting of social housing or public buildings, electric vehicles infrastructure, project lifecycle monitoring and bankability.</p>

3	Support cities in access to funding, and strengthen the network of financing actors to implement forthcoming initiatives	<p>Support Irish cities to develop bankable projects and access to funding. This activity will be done in collaboration with the existing services provided to Mission Cities to better coordinate work and accelerate access towards funding and implementation</p> <p>To create a robust network of finance-related stakeholders capable of supporting long-term climate action, aiming at aligning national existing financial instruments.</p>
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3.5. Responsibilities

Responsibilities	
1	Awarded supplier will take part of regular meetings (estimated at once per month) with NZC partners to ensure the coordination of the activities with other support provided by NZC (that we aim at coordinating with national stakeholders, including CapaCITIES, Covenant of Mayors, etc.). The awarded supplier will not carry out activities within the scope of the awarded services without the respective coordination with NZC.
2	Awarded supplier will use the NZC communication materials and apply the communication guidelines provided by NZC. Awarded supplier won't promote their own- or third-party services when delivering the required services, unless formally agreed by the NZC partner in charge of coordinating the work in the concerned country.
3	Awarded supplier will participate in NZC's Capacity Building Activities where necessary (up to one 2h-session per quarter).
4	Dates and location of activities proposed will be subject to the formal approval of NZC partner in charge of coordinating the work in the concerned country; this is especially the case for the in-person annual event to be organised.
5	Awarded supplier will involve the local authorities suggested by NetZeroCities in the delivered activities. Refusal must be duly justified.
6	Awarded supplier will propose, based on their expertise and knowledge of the national ecosystem, any adjustments deemed necessary to the planned activities and approaches during service provision. Any modifications to the proposed activities or approaches will be subject to the approval of the designated NZC partner responsible for coordinating efforts within the respective country.

3.6. Services and Activities

3.6.1 General information

The following workplan contains the activities to be delivered. It is designed to offer flexibility so that the service providers, taking advantage of their specific and valuable knowledge of the national ecosystem of Ireland, can adapt the activities as well as propose additional ones that they consider necessary to achieve the objectives described above.

Therefore, proposals including complementary approaches or additional services to enhance the process described above would be welcomed, where they can contribute to the objectives. To integrate this flexibility into the subcontracting process, is foreseen that that applicants will submit a '*Proposed Workplan*' as part of the required documentation (See section 6.1).

In the 'Proposed Workplan,' the bidder may propose modifications to the mandatory activities, provided these are well-reasoned and justified.

3.6.2 Workplan: Activities

To achieve the objectives stated in Section 3.4, the following activities shall be carried out by the service provider in the period of 18 months (starting in October 2025). All activities will be carried out in coordination the NetZeroCities partner responsible for coordinating the work, in this case UPM. For each activity, the listed Key Performance Indicators (KPIs) shall be achieved.

The work distribution among the 4 activities proposed is the following:

Activities		% of effort
Activity 1	Transferability of the Mission Approach at the National Level	25%
Activity 2	Establish and coordinate working groups and capacity-building activities	40%
Activity 3	Access to funding support, in coordination with the Capital Hub	25%
Activity 4	National Event	10%

Mandatory activities description		
Activity 1. Transferability of the Mission Approach at the National Level		According to objective: 1
Description	<p>Serving to objective 1, this activity includes sharing experiences, preventing duplication of resources, and enhancing knowledge and capacity building, while working in coordination with other NZC initiatives—all of which will contribute to a stronger national climate ecosystem.</p> <p>Key tasks of Activity 1 will be focused, but are not limited on, the following:</p> <ul style="list-style-type: none"> • Analysing the national context and stakeholder landscape to define effective strategies for transferring the Mission approach to the national level. • Accelerating the development of a collaborative national framework, based on the learnings of the Cities already engaged in the Mission Cork, Dublin, and Galway). • Strengthening collaboration between cities and the national government, represented by the NMG, by systematizing communications and coordination processes. • Supporting cities to better aligning their project implementation and communication strategies to gain public support and raise political awareness, leveraging successful Mission-cities cases and the political momentum generated by the front runners. <p>Building on the work of Cork and Dublin as Mission cities, and Galway's active engagement with initiatives like the NZC Pilot City Programme, this activity aims to consolidate the leadership of these frontrunners in advancing a</p>	

	<p>collaborative and scalable national framework and also engaging mission-minded cities that are interested in starting their Mission journey and in aligning their local initiatives to the Mission approach.</p> <p>This activity will also focus on facilitating stronger connections between cities and the national government (via the NMG). The subcontractor shall explore how to better shape the national support to facilitate the development of enabling conditions, using the NZC tools, knowledge, cases of success, and instruments to further develop the national ecosystem. Additionally, coordination with the CapaCITIES 2.0 Project, as well as with the Covenant of Mayors Europe initiative, will enhance the capacity to reinforce the Irish national ecosystem.</p> <p>The subcontractor is expected to promote local and national dialogue, engage politicians and other key stakeholders, and raise national awareness of climate-related policies among national authorities.</p>
Participating Stakeholders	Cities (Mission City, other interested cities); National Mirror Group and other relevant authorities (local and national level) ministries and agencies; City Councils representatives, private sector; academia/research; and civil society organisations working in the climate policy initiative scope.
KPI	<ul style="list-style-type: none"> Number of regular contact points with the key stakeholders, including national and local actors: at least 4 coordination meetings Number of stakeholders joining the national platform/community: at least 8 actors from diverse sectors, such as representatives from NMG, city councils, academia, private sector. <p>The KPIs will be implemented by the subcontractor, who will be responsible for the planning, execution, and reporting of all related activities. While participation from the cities is voluntary, it is in their interest to engage and help ensure that the subcontractors' efforts align with their local priorities.</p>
Activity 2. Establish and coordinate working groups and capacity-building activities & organise a community of practice for cities	
According to objective: 2	
Description	<p>This activity aims to foster a community of practice among cities (including cities already engaged in the Mission and cities aiming at achieving climate neutrality), enabling faster and more efficient implementation of activities, addressing common challenges, and maximising opportunities within the Irish context to accelerate progress toward their decarbonisation goals.</p> <p>The subcontractor is expected to enhance the development of this community of practice, building on existing initiatives, frameworks, and multi-stakeholder collaborative structures already in place among Irish cities.</p> <p>The subcontractor shall leverage the tools and resources available on the EU Cities Mission portal and create an online group within the portal, providing Irish cities with access to these resources and a dedicated communication channel for sharing information. In its proposal, the subcontractor shall outline specific NZC tools and resources that can complement its ongoing activities, strengthen the community of practice, and address the needs of cities.</p> <p>In addition, the subcontractor will organise training activities focused on building capacities among individuals or teams working within local public administrations.</p> <p>The aim is to establish multi-stakeholder working groups and organise workshops with a transversal perspective on climate goals.</p> <p>The subcontractor is required to identify key experts and relevant topics that can help translate applicable knowledge and tools into action. It is expected that the activity promotes the development of innovative approaches to achieving</p>

	<p>climate goals, as well as concrete implementation roadmaps, by engaging people from diverse areas of expertise within a multi-level framework and encouraging the sharing of past experiences, research findings, and practical tools. The subcontractor will involve more cities in addition the of three already engaged, to ensure they can learn from frontrunners and enhance their climate commitments.</p> <p>The training shall be practical, and topics refined by the subcontractor with cities. Here are some proposals that could be considered. Some formats suggested are already part of the NZC tools available in the portal, that could be adapted accordingly:</p> <ul style="list-style-type: none"> • Projects design, planning, and funding: <ul style="list-style-type: none"> ▪ Capacity building on projects' development: lifecycle define and financing ▪ Implementation of tools like the Net Zero Planner¹ ▪ Training on specific topics: district heating, retrofitting of social housing or public offices, electric vehicles infrastructure, to mention some. • Regulatory frameworks challenges: Sessions could take the form of collaborative workshops, allowing cities to identify common challenges and regulatory obstacles around areas of interest, and develop local and national policy solutions. The workshops' outcome will be the development of a coordinated roadmap that aligns the efforts of all cities, develops an action plan to overcome these barriers and plans joint actions to request changes from national or regional governments where relevant, presenting these back to the NMG. • Communication strategies and joint narratives. Cities have expressed interest in developing shared narratives to better coordinate and amplify their communication efforts. Sessions may include peer exchange, joint campaign planning, and the adaptation of successful approaches from leading European cities, supporting more impactful public engagement and storytelling. • Social awareness and just transition: citizen and third-sector engagement. These sessions will focus on practical strategies to engage citizens and support small businesses in taking concrete steps towards decarbonisation. Centred around themes such as energy-efficient home retrofitting or low-carbon mobility, the aim is to co-develop solutions that promote behavioural change, improve access to incentives, and ensure a fair and inclusive transition. <p>The described sessions and activities will take place in either an online or in-person format, with a preference for the latter whenever feasible.</p>
Participating Stakeholders	Multi-actor and multi-level participation, including City Council officers working in climate and environmental departments, finance departments and treasuries, infrastructure departments and others. Ideally, representatives of the political level will also be included.
Formats	The described sessions and activities may be delivered in two formats:

¹ **NetZeroPlanner** is a powerful online tool that enables cities to analyse and enhance the effectiveness of their Climate Action Plans (CAPs), ensuring they achieve their decarbonisation goals. By allocating costs, benefits, and co-benefits to specific carbon sub-sectors and relevant stakeholder groups, the tool allows cities to maximise returns—both in carbon reductions and financial savings—for each investment they make.

	<ul style="list-style-type: none"> Sessions for cities already involved in the Mission, i.e., Mission Cities, Pilot Cities, and those participating in the Twinning City Programme in Ireland. Joint sessions that bring together both groups: cities already involved in the Mission and other interested cities aiming to achieve climate neutrality. <p>While the joint format is preferred whenever feasible, the choice of format will be guided by the content and objectives of each specific session to ensure that the sessions achieve tangible progress on issues relevant to cities with shared needs.</p>
KPI	<ul style="list-style-type: none"> Number of workshops organised: at least 6 during the implementation period Number of cities participating at least 6 cities (including the 2 Mission Cities). Number of stakeholders participating in workshops: representatives from at least 8 organisations, including both public and private sectors. <p>The KPIs will be implemented by the subcontractors, who will be responsible for the planning, execution, and reporting of all related activities.</p>
Activity 3. Access to funding support, in coordination with the Capital Hub	
According to objective: 3	
Description	<p>To ensure the sustainability of funding sources for climate action, the subcontractor will support cities in building a strong network of financing actors and identifying effective financial mechanisms to implement forthcoming initiatives. This work is also essential for securing stable, long-term support for the operation and growth of the National Platform.</p> <p>Cities in Ireland are actively advancing a range of climate-related initiatives and projects with support from various stakeholders. To strengthen these interactions and ensure successful implementation and further scalability of projects, the subcontracted entity is expected to work in coordination with the Capital Hub .</p> <p>The Capital Hub team is already working in scoping and developing projects in the country. The role of the subcontractor will focus on providing additional and complimentary support, for development of new solutions, or to ensure their replication by a broader number of cities. Support will be given in priority to develop solutions interesting a large number of cities and having a potential for replication.</p> <p>This perspective will help identify national solutions and strategies to address common needs and challenges, such as regulatory barriers, or organisational or structural funding barriers (for example, barriers to engage with private finance where appropriate).</p> <p>Key tasks include (all in coordination with the Capital Hub and CFS efforts):</p> <ul style="list-style-type: none"> Following up conversations and facilitating efficient interaction between cities and other actors by, where suitable, systematizing communication channels and processes for reaching out to key actors for project origination and development, financial or otherwise. Facilitating project assessment, bankability and preparedness in coordination with the capacity building activities, of activity 2 described above.
Participating Stakeholders	<p>Cities (Mission Cities, Mission-minded cities); relevant national ministries and agencies; regional authorities; private sector actors; philanthropies; academia/research and civil society organizations</p>

KPI	<ul style="list-style-type: none">• Number of projects supported by the subcontractor, where relevant in coordination with the Capital Hub: at least 2 during the implementation period.• Number of cities involved in exploring joint financing for projects (including other interested cities beyond Mission cities): at least 2 during the implementation contract period. <p>The KPIs will be implemented by the subcontractors, who will be responsible for the planning, execution, and reporting of all related activities. While participation from the cities is voluntary, it is in their interest to engage and help ensure that the subcontractors' efforts align with their local priorities.</p>	
Activity 4. National Event		According to objective: 1 and 3
Description	<p>The subcontractor will organise a national event in the contractual period.</p> <p>It will provide an opportunity to share the progress of the EU Cities Mission and to discuss strategies for accelerating climate neutrality within the national context, bringing together key stakeholders, such as the DCEE, the Climate Change advisory Council, the Sustainable Energy Authority of Ireland (SEAI), Environmental Protection Agency (EPA), Chambers Ireland, Bord na Móna, Oireachtas Committees, National Transport Authority (NTA). The event is also an opportunity for cities to showcase their progress, sharing challenges and raising awareness on benefits they found through this journey, among key stakeholders driving local climate-related initiatives.</p> <p>The subcontractor is expected to liaise with UPM (the NZC partner organisation responsible for Ireland in this task) and other local partners willing to contribute to the event.</p> <p>While collaboration with CapaCITIES 2.0 is fundamental to the event's organisation, resources shall be invested aiming to coordinate both projects so to maximise the number of national initiatives offered to the country. This would still require close coordination with the CapaCITIES 2.0 partners to ensure their active participation and to guarantee that all events are complementary and mutually reinforcing.</p> <p>There is flexibility regarding the event's format, duration, and content to ensure adaptability to the specific needs, context, and implementation strategies of the cities involved.</p>	
Target participants	<ul style="list-style-type: none">• Mission Cities of Dublin and Cork, along with other Ireland cities like Galway and other Mission-minded cities interested in advancing their climate neutrality efforts.• Representatives from local agencies and existing city council networks.• Various levels of government, including relevant government agencies, regional governments, and national Ministries.• Key stakeholders from the private sector, financial institutions, research, and civil society sectors in Ireland. Additionally, philanthropic entities and civil society organisations will help ensure a transversal approach.	
KPI	<ul style="list-style-type: none">• At least 50 participants.• Representatives from at least 6 Irish cities attend the event for 2025, including political representatives.• At least 8 other national or regional stakeholders participate the annual event.	

	<ul style="list-style-type: none"> • At least 8 additional stakeholders from the private sector, civil society and research sector attend. <p>The KPIs will be implemented by the subcontractors, who will be responsible for the planning, execution, and reporting of all related activities.</p>
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3.7. Deliverables

In case you need a specific deliverable, please add it here.

The following deliverables are requested:

Deliveries	
Detailed Workplan and Brief Baseline Report	
Description	<p>At the start of the contract, the awarded individual/organization will be required to deliver:</p> <ul style="list-style-type: none"> - A detailed workplan aimed at precisely establishing the activities that will take place during the contract period. This Workplan will be approved by NetZeroCities partner in charge of Ireland. - Brief baseline report (2-page max) aimed at documenting the current state of key aspects of the national ecosystem. This document will serve as the foundation for monitoring the activities and services implemented as part of this support initiative.
Content	<p>The Workplan will include:</p> <ul style="list-style-type: none"> - A detailed outline of the activities to be carried out, specifying the dates, content, cities to be invited, other stakeholders involved, the criteria established for these selections, and any additional information deemed relevant. <p>The Brief Baseline Report will include the following information on the existing community of Practice among local governments:</p> <ul style="list-style-type: none"> - Frequency of meetings among local governments, the participating local governments, types of representatives involved (e.g., technical staff and/or political level), participation of other stakeholders (e.g., other levels of government, private sector, academia, others), the existence of multi-city projects (if applicable), etc. <p>In case the supplier proposes a methodology based on existing collaboration and initiatives, they shall explain how the activities performed in this contract will be complementary and increase the impacts.</p>
Deadline	To be submitted in Month 2 (M2) of the contract start date.
Final Report	
Description	<p>At the conclusion of the contract, the awarded individual/organization will deliver a comprehensive Final Report. This report will provide a detailed account of the outcomes of the activities and services delivered during the support period, as well as the progress achieved in relation to the baseline situation documented in the Baseline Report. The report will aim to assess the advancements made, evaluate the effectiveness of the actions taken, and propose strategic next steps to further strengthen both the Community of Practice among local governments and the national platform.</p>
Content	<p>The Final Report (10-page max) will include details about the activities conducted throughout the contract period. It will include an evaluation of the outcomes achieved, highlighting key results, challenges encountered, and the strategies used to overcome them. Evidence shall be provided regarding the achievement of the KPIs (list of attendees, agendas, pictures, etc.). A survey (proposed by NZC) addressed to participants to events, and to the capacity-building program, to assess their satisfaction and gather suggestions shall be</p>

	included in annex of the report, as well as any materials developed (concept note, advocacy note, materials for capacity building sessions, etc.). Furthermore, it will reflect on the alignment of the activities with the overarching objectives, including their contribution to strengthening the Community of Practice among local governments and the national platform. Lastly, the report will provide actionable insights and recommendations to inform and guide future initiatives, ensuring continued growth and collaboration within the ecosystem. Additionally, the report will include any information the awarded individual/organization considers relevant.
Deadline	To be submitted in Month 18 (M18) of the contract start date.

3.8. Indicative Budget

All tasks are defined to be performed in time period of 18 months, starting in October 2025.

The total quotations must not exceed €105,100; including a maximum allocation of 4,500 EUR designated for logistics associated with the annual event, including but not limited to catering, venue rental, and related expenses. This budget is without any VAT.

3.9. Eligibility

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

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

3.10. 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:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner 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. Contracting (third parties)

The below is applicable for NZC External Parties only.

4.1. Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. 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, bidders can invoice in a pay as we go model (e.g. a consolidated invoice based on work completed or completion of deliverables - to be clarified during contracting).
- 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.

4.2. Contract Management

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

Climate-KIC can share their standard terms and conditions and 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;
- 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

The following criteria will be used.

5.1. Expertise / Experience (30%)

Expertise and Experience as a criterion determines whether or not the proposed supplier is able to actually deliver the services. The questions to be asked and evaluated in this criterion are:

- Relevant Experience – does the suppliers response show a history of delivering on projects like the package currently being evaluated? (20%)
- Relevant Expertise – do the individuals proposed for the delivery of this work have the relevant qualifications required to deliver this work? (10%)

Suppliers shall provide evidence that they comply with the minimum requirements, and if applicable the desirable requirements, indicated in section 3.3.

5.2. Capacity to Deliver (30%)

Once it has been established that the supplier has the relevant expertise and experience, the next criteria examines whether the supplier has the capacity to take on the work. This criterion is to be addressed via the following questions:

- **Current Workload** – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time. (20%)
- **Management Measures** – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration. (10%)

5.3. Price Criteria (40%)

- Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.
- Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
- An example of how this formula operates in practice can be found below:

Description	Formula	Tenderer		
		T1	T2	T3
Tendered Price	A	€500	€490	€510
Lowest Price	B	€490		
Calculation	$C = B/A$	0.98	1.00	0.96
Convert to Points	$D = C \times 40^*$	39.20	40.00	38.43

* The conversion to points will be based on the weighting attributed to price in the total evaluation.

Table 3 - Example scoring methodology for price lots

6. Instruction to Bidders

6.1. Responding with your proposal

Climate-KIC requests the following documentation to be submitted to bid on this contract:

1. **A Proposal** that sufficiently details the bidder's solution and responds to the prompts and requests contained in this RFP.
This proposal shall include:
 - **A Proposed Workplan** based on the content of Section 3.4, 3.5, 3.6 and 3.7, indicating how the supplier plans to deliver the activities (methodology, timeline, topics, demonstrating the added value compared to potential existing initiative or work, etc.). Any modifications, proposed adjustments, or additional activities should be specifically oriented towards addressing the needs of the stakeholders who will receive the support, namely the cities within the national ecosystem of Ireland. The proposed workplan shall clearly differentiate

the methodology and activities proposed to address the mandatory activities included in section 3.6, and the ones proposed in addition (if any) to meet the objectives.

- **Evidence that the suppliers have the experience and expertise** to deliver the services as mentioned in section 5.1 and 3.3 (list of previous projects and activities, resumes of individuals that will be assigned to conduct the services described in this document), and **the capacities** as mentioned in section 5.2 (current workload, management measures)

This proposal may include:

- A **letter of support** containing the endorsement of various key stakeholders of the national ecosystem/platform. Namely, national authorities, representatives of different key municipal governments (Mission cities, Pilot cities, among others). This requirement is suggested, not compulsory.

Climate-KIC reserves the right to request this letter of support from potential bidders for awarding the bid.

2. The bidder is, amongst **other items**, also kindly asked to provide:
 - their trading name, VAT or tax identification number (if applicable) and registered trading address (please note, address is not required for an individual).
 - 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 Climate-KIC to verify previous services delivery.
3. **A Quotation** that meets the requirements described at Section 6.2.

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, at CESF@netzerocities.eu

6.2. Quotation requirements

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

1. Please provide a fully itemised quotation in Euros, detailing all applicable costs related to the assignment. The quotation must specify:
 - o Whether prices are inclusive or exclusive of VAT.
 - o The supplier's VAT number, including country code, if applicable.
 - o Whether the reverse charge mechanism is expected to apply.
2. To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:
 - o If you do not intend to charge VAT, briefly confirm whether the reverse charge mechanism applies and provide a short explanation (e.g., intra-EU B2B supply of services under Article 196 of the EU VAT Directive).
 - o If you do intend to charge VAT, specify the VAT rate and, if you are based in a different EU country than the Netherlands, briefly explain why the reverse charge mechanism does not apply under your national legislation.
3. Please note: The correct application of VAT and related legislation is the sole responsibility of the supplier. Climate-KIC reserves the right to request supporting documentation or legal clarification regarding VAT treatment at the contracting stage.
4. Suppliers must complete a main quotation by creating a summary table and listing each Activities (please refer to the point 3.6.2 of the RFP) involved.

Each row of the table should correspond to a clearly defined Activity as listed in the Scope of Work.

For each cost item/Activity, in the same line/row or below after listing the cost for each Activity, the supplier must indicate the quantity (days/week/month) and the subtotal. The supplier may

also include the name of the personnel involved in the specific Activity, (please refer to the point 3.6.2 of the RFP), whose specific personal costs will be highlighted in the separate weekly or monthly resource plan, broken down by role, number of days and daily rates (as described in the above point 5). The rates and prices indicated in the quote and associated to each deliverable, are fixed and not subject to revision for the entire duration of the contract.

Please check below "Table 5" which is a simple and non-exhaustive example of the main quote table.

5. Please provide a resource-based quotation in the form of a rate card, specifying the roles and corresponding daily or hourly rates for all personnel involved in delivering the services (e.g., Project Manager, Technical Expert, Analyst, Lawyer, etc.). Avoid average or blended rates. Refer to Table 6 below as a simple, non-exhaustive example of the rate card format.

In addition, include a weekly or monthly resource plan, broken down by:

- Role
- Number of days (or hours)
- Daily (or hourly) rates

Clearly indicate the delivery schedule and the allocation of human resources throughout the project life cycle, referencing the expected deliverables as outlined in the RFP.

If you are proposing optional services or value-added components, clearly distinguish these from the core offer. Price them separately and label them as "optional".

6. Travel and subsistence for this assignment are expected to be minimal and must be clearly itemised in the quotation. While no travel is currently foreseen, suppliers are required to estimate and include in their quote any potential costs related to travel or accommodation that may arise during the implementation of the assignment. This includes potential domestic and international travel. Please note that time spent travelling is not considered billable. Suppliers are encouraged to propose remote collaboration and digital engagement methods wherever possible to minimise environmental and financial impact.
7. Please submit your quote on official company letterhead or a formal company document, in English. The quote should be submitted in PDF format. The quote shall include company name, address and VAT/TAX code, contact details, date of submission, name and role of the authorized signatory.
8. The quotation should remain valid at least 90 calendar days from the submission deadline.
9. Climate-KIC encourages environmentally sustainable business practices. Within the quote, where possible, suppliers are encouraged to indicate any sustainable approaches (i.e. digital documentation, remote collaboration) that can reduce the environmental impact during the provision of services.
10. The bidder shall explicitly declare any current or past institutional, commercial, financial, or organizational relationship with the National Institutions for which the tender is issued, including but not limited to: a) Membership or affiliation in the bidder's organization b) Any contractual, financial, or in-kind support received from or provided c) Participation in governance, technical, or advisory bodies.

Table 5: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
Activity 1 of ... as per Section 3.6.2
Activity 2 of ... as per Section 3.6.2

Activity 3 of ... as per Section 3.6.2
License fees (per user per month/annum, and in aggregate) if applicable
TOTAL (excl. VAT)
TOTAL (incl. VAT, if applicable)
Rate card for services (per day/hour, in Euros excluding VAT):
Assistant – XX / day
Officer – XX / day
Specialist - XX / day
Project coordinator – XX / day
Consultant – XX/day
Principal consultant – XX/day
Partner – XX/day
...

Table 6: 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 (excl. VAT)						€ XX.00
Grand total (incl. VAT – if applicable)						€ XX.00

6.3. Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least six (6) months from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.

3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/Grant and Resource Allocation Committee (GARAC) reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a 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 proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 1.3.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a proposal by the Submission Deadline.
11. This RFP does not commit or obligate any Climate-KIC company to pay any expenses incurred by you in the preparation of your Proposal. All such expenses are solely at the risk of the bidder and by submitting a proposal you automatically agree that proposal becomes the property of Climate-KIC.
12. Proposals are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this RFP.
13. The formatting of this document and the attached response document should not be altered.
14. Whilst this RFP confers no legal rights on its addressees, it is not intended that any other persons acquire rights or obligations in respect of or arising under it.
15. Unsuccessful bidders agree, by the submission of their proposals, to return to 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, Climate-KIC does not warrant the information accurate or comprehensive.