

Request for Proposal

For: Framework Agreement for On-Demand Advisory Services Supporting Urban Climate and Energy Transition

Date: 09 April 2026

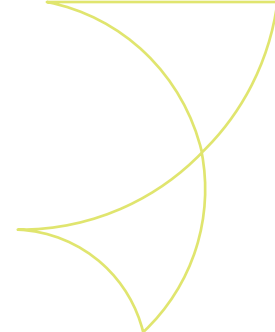
1. Overview

1.1. Executive Summary

This is a Request for Proposal (**RFP**) 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 seeks to procure on-demand advisory, analytical, and capacity-building services to support energy systems transitions, climate strategies, and climate finance, primarily in the context of the Cities Mission and NetZeroCities programme.
The legal entity requesting these goods and/or services	Stichting Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	<p>Services will be delivered remotely to the following locations:</p> <ul style="list-style-type: none"> • Services will primarily be delivered remotely across Europe, depending on programme needs. <p>Some onsite services may be required at:</p> <ul style="list-style-type: none"> • Some onsite services may be required at locations of participating cities or partner organisations, primarily within Europe.
Climate KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti NZN Operations Project Manager bids@netzerocities.eu
Proposed contract term for successful candidates	24 months, with the option to extend up to a maximum of 36 months at Climate KIC’s discretion, commencing on May, 03 rd 2026





1.2. Timelines

Planned Date*	Milestones
09 April 2026	RFP issued to bidders
16 April 2026 (23:59 CET Time)	Deadline for bidders to submit questions on the RFP
23 April 2026 (23:59 CET Time)	Bidders submit proposals / Submission Deadline
24-28 April 2026	Climate KIC team to review proposals Climate KIC to gain clarification from bidders
27 April 2026	Notification of contract award
11 May 2026	Proposed contract start date

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

1.3. How you can participate

1. Review the RFP documents provided by Climate KIC.
2. Email the Contract Manager letting us know you will submit a proposal (within 2 business days if possible).
3. If you have questions on the RFP, email the Contract Manager at least 3 business days before the submission deadline. We aim to respond in a timely manner wherever possible.
4. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
5. Climate KIC will assess bids and notify bidders following the timeline at Section 1.2.

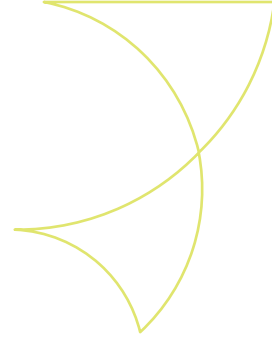
1.4. About Climate KIC

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 (), a body of the European Union.

Stitching Climate KIC International Foundation is recognised as a public benefit organisation by the Dutch tax authorities ("*Algemeen Nut Beogende Instelling*", ANBI) and all its activities are geared to ensure a greater protection of the environment and, by virtue of that, generate tangible benefits for the whole society.

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 Stitching Climate-KIC International Foundation 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 the Supplier who have access to confidential information must be notified of their obligations regarding confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

3. Introduction and Background

Climate-KIC is a leading climate innovation initiative, working to accelerate the transition to a net zero and climate-resilient society. It operates through a diverse knowledge and innovation community and supports systemic change across sectors, with a strong focus on cities and urban systems.

In the context of initiatives such as the Cities Mission and the NetZeroCities programme, Climate KIC supports cities in designing and implementing ambitious climate transition strategies, particularly in relation to energy systems transformation and access to finance.

To complement its internal capacity and provide access to highly specialised expertise and global experience, Climate KIC is seeking to establish a framework agreement with a qualified supplier to deliver on-demand advisory, analytical, and capacity-building services.

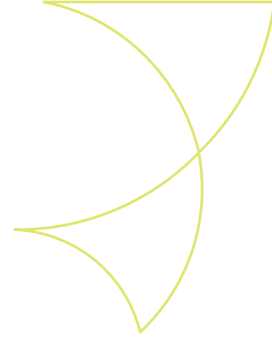
The objective of this procurement is to ensure flexible and timely access to high-quality expertise to support cities and Climate KIC in addressing complex technical, financial, and regulatory challenges related to climate transition.

4. Specification

4.1. Scope

Climate KIC requests proposals for the provision of on-demand advisory, analytical, and capacity-building services in support of energy systems transition, climate transition strategies, and capital innovation.





The selected supplier will support Climate KIC and its partners in addressing complex technical, financial, and regulatory challenges associated with the design and implementation of urban climate transition strategies.

Services may include, but are not limited to:

1. Advanced scoping and analytical support related to energy systems and transition pathways, including business analysis and decision-support tools;
2. Advisory services on policy and regulatory frameworks relevant to climate and energy transition;
3. Economic modelling, development of financing strategies, and financial structuring support;
4. Capacity-building activities, including training, coaching, and advisory support to city representatives, technical consultants, and other stakeholders;
5. In-depth assessments of energy transition strategies, implementation challenges, and business cases, including “owner’s representative”-type advisory services;
6. High-level strategic advice to Climate KIC on its approach to supporting cities in the areas of energy transition and climate finance.

The services may be delivered in relation to assignments focusing on specific countries or regions, depending on programme needs.

The services will be delivered on an on-demand basis through individual Statements of Work (SOWs), which will define the specific scope, deliverables, timelines, and budget for each assignment.

Given the demand-driven nature of the services, specific tasks and outputs cannot be fully defined in advance.

4.2. Deliverables

Due to the on-demand nature of the services, specific deliverables will be defined within each Statement of Work (SOW).

However, typical deliverables may include:

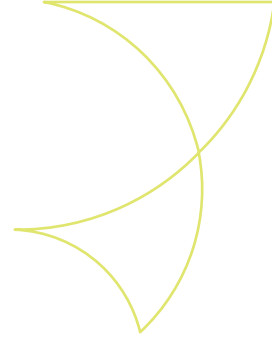
- analytical and technical reports;
- financial and economic models;
- policy briefs and regulatory assessments;
- strategic recommendations and advisory notes;
- training materials and the design and delivery of workshops.

4.3. Service Level Requirements

The service provider is expected to deliver high-quality, evidence-based outputs and demonstrate flexibility and responsiveness in addressing requests.

The provider should be contactable and responsive during standard business hours and ensure timely delivery in line with agreed timelines defined in each SOW.





Services should be delivered by suitably qualified and experienced professionals.

4.4. 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 a Climate KIC or group entity (discretionary basis)
- Will continue to be a full-time employee of a 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.

4.5. Required Experience and Capabilities

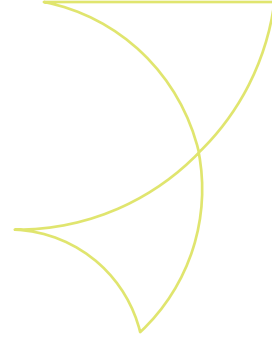
The supplier should demonstrate expertise in one or more of the following areas:

- energy systems and decarbonisation strategies;
- urban climate transition planning;
- climate finance, investment strategies, and financial structuring;
- policy and regulatory frameworks related to energy transition;
- economic modelling and business case development;
- capacity-building and stakeholder engagement.

4.6. Payment & Invoicing

- 4.6.1. 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 services must be not less than net 30 days.
- 4.6.2. Climate KIC can provide a purchase order number to be referenced on invoices.
- 4.6.3. 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.
- 4.6.4. 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.

4.7. Contract Management

A framework agreement is proposed for the award of this contract.

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;
- In addition, Climate KIC will ask that service providers comply with the Ethical Standards for Climate KIC Contractual Counterparties available at <https://www.ClimateKIC.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.

Climate KIC reserves the right to award this framework agreement to one or more suppliers, depending on the outcome of the evaluation process.

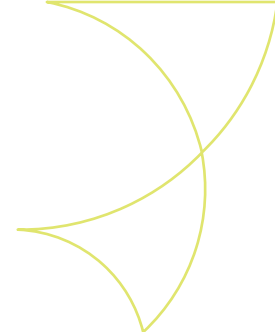
The award of the framework agreement will be based on the evaluation criteria set out in this RFP. However, the award does not guarantee the award of specific assignments, nor does it imply a commitment on the part of Climate KIC for any level of work.

Individual Statements of Work (SOWs) will be allocated based on the specific requirements of each assignment and the suitability of the supplier to deliver the required services.

5. Award Criteria

Climate KIC will assess bids based on the following factors:





Component	Weighting
Cost – the total cost for providing the scope.	40%
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 proposal	15%
Methodology and approach – meeting the requirements at Section Error! Reference source not found. as evidenced by its proposal	20%
Experience and Capabilities – ability to meet the requirements at Section Error! Reference source not found. as evidenced by its proposal	25%
Total	100%

6. Instruction to Bidders

6.1. Responding with your proposal

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

1. **A Proposal** that sufficiently details the bidder's solution and responds to the requests contained in this document.
 - The bidder is kindly asked to include their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - Include website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other)
 - Professional references that can be reached by Climate KIC to verify previous services delivery
2. **A Quotation** that meets the requirements described at Section 6.2
3. Resumes of individuals that will be assigned to conduct the services for Climate KIC

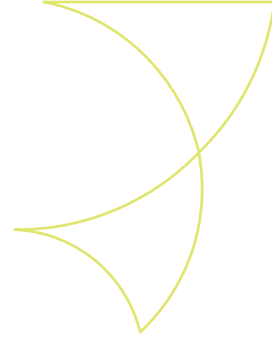
Any alternative solutions or services that the bidder may wish to bring to the attention of Climate KIC should be included at the end of your response. Climate KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

All responses shall be made to the Contract Manager (refer Section 1.1) via electronic copy

6.2. Quotation requirements

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





- Provide a rate card for relevant roles (hourly or daily rates) that will be used for delivery of services under individual SOWs, excludes VAT or any other taxes;
- The quotation may include an indicative resource plan with resolution on role title, days and day rates to reach a total proposed labour cost. Please refer Table 2 as an example.
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the services in your quotation.
- Please quote on a company letterhead or similar company form where possible with the resolution described in Table 1 at a minimum. Where a resource plan can be provided or explicitly requested, please refer the example in Table 2.
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Table 1: Provided quotations to include the following details

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



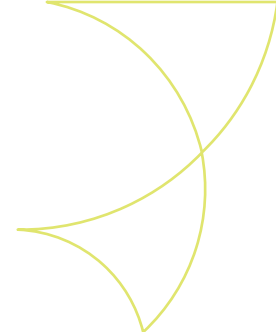


Table 2: Example resource-based quotation for proposed labour

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

6.3. Subcontracting guidance

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

Climate KIC require at least one relevant reference including the name and phone number of a current contact within that organisation.

6.4. 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. Any inquiries regarding this RFP can be directed to the contract manager at this email address luisa.carretti@climate-kic.org. 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 reserves the right to reject any proposal(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 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 an 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 1.2.
10. As per above and where applicable, bidders must acknowledge receipt of this RFP by return email to the Contract Manager detailed in Section 1.1 confirming whether they intend to submit a 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.

