

Request for Proposal

For: Advisory services for climate impact assessment

Date: May 20 2025

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	Advisory services to validate Climate KIC's climate impact assessments focusing on mitigation potential and Life Cycle Assessment.
The legal entity requesting these goods and/or services	<ul style="list-style-type: none">Stitching Climate KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely across geographies: including Europe, Africa, Latin America and South-East Asia.
Climate KIC Contract Manager for submitting proposals and inquiries	Yasmina Choueiri Climate Impact Advisor Yasmina.choueiri@ClimateKIC.org
Proposed contract term for successful candidates	1 year with an option to extend.

1.2 Timelines

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

Planned Date*	Milestones
May 26 th 2025	RFP issued to bidders
3 business days before the Submission Deadline	Deadline for bidders to submit questions on the RFP
June 12 th 2025	Bidders submit proposals / Submission Deadline
Expected June 19 th and June 27 th 2025	Climate KIC team to review proposals Climate KIC to gain clarification from bidders
Expected June 30	Notification of contract award
23:59 CET on July 7 th (5 business days)	Standstill period ends
Expected July 8	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.



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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.

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.ClimateKIC.org/> for more information.

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 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 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 her 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 impact is at the core of Climate KIC's Entrepreneurship Solutions & Ventures. We are dedicated to providing support to start-ups through climate impact assessments that enable them to carry out comprehensive self-assessments of their climate impact and improve their environmental footprint, using a set of tools and methodologies. These resources are designed to facilitate the generation of important impact metrics, covering aspects such as climate mitigation, adaptation, circularity and diversity, equity & inclusion.

Internally you will be working mainly with the Entrepreneurship Solutions & Ventures team at Climate KIC in close interaction with Entrepreneur Support Organisations (ESOs) and start-ups spread across the globe. Your work will revolve around the climate impact assessment with a specific focus on validating climate impact mitigation potential of startups using a comparative Life Cycle Assessment approach.

4 Specification

4.1 Scope

Climate KIC is requesting quotation for a climate advisor that will work on project basis to support with activities related to the Climate Impact Assessment work focusing on validating the climate impact assessment of startups with a focus on mitigation potential following the life cycle assessment approach.

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

Climate KIC reserves the right to award the contract to more than one third party supplier to achieve suitable capabilities for the geographical coverage described. Bidders are encouraged to make it clear in their proposal what countries they can evidence experience in and note any geographical limitations to the coverage of these services.

Some key activities include:

- Provision of 1:1 mentoring sessions to start-ups,
- Application of procedures to validate climate impact claims,
- Development of climate impact reports

Some optional activities might include

- Facilitation of (mostly virtual) workshops on climate impact measurement and (self-)assessment methods to build capacities at Entrepreneur Support Organisations (ESOs) and start-ups,
- Support in the development of climate impact methodologies,
- Managing climate impact metrics of portfolios of start-ups in our various programmes.

The proposal should consider the following:

- Example of climate impact validation reports.
- Life-Cycle Assessment and/or mitigation potential assessment example completed by the bidder.

Additional services related to this Scope may be requested on an hour rate basis. Please ensure a rate card is included with your submission and any other applicable costs associated with supplementary services.

4.2 Methodology

The service provider is asked to use our validation procedure for delivery of the services. This should include following the step by step guide to validate the mitigation potential of startups based on a Life Cycle Assessment approach.

The validation process includes the following:

- First review of the self-assessment submitted by the start-up

- Providing feedback to the start-up in order to get a validation or improving the exercise (offline and/or by videocall)
- Final validation of the assessment
- Creating the validation report

4.3 Objectives

The main objective is to have an effective 3rd party validation of the potential avoided GHG emissions of the startups' innovations.

4.4 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
- For events and workshops, please strictly minimise the generation of paper and plastic waste. Please discuss the use of brochures, paper agendas, poster boards and post-it notes with Climate KIC.
- We ask our service providers to consider the greenhouse gas emissions from transport to our offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.
- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4.5 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 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.

4.6 Required Experience and Capabilities

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

Experience in life cycle assessment (LCA) and knowledge of the ISO 14040 and ISO 14044 requirements; developing full LCA of products or services; analysing the mitigation potential of products or services; using different emissions factors data bases (such as IDEMAT or others); being able to identify weaknesses in LCAs; transferring knowledge to startups by being able to advise and help them to improve their LCA.

Written and spoken local language competency in English mandatory. French and Spanish are desirable.

4.7 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.

4.8 Contract Management

A framework 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;
- 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.

5 Award Criteria

Climate KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope.	40%
Capacity & Availability – 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	20%
Experience and Capabilities – ability to meet the requirements at Section 4.6 as evidenced by its proposal	40%
Total	

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.
 - o 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 6.2
3. Resumes of individuals that will be assigned to conduct the services for Climate KIC
4. At least two examples of past projects.

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:

- Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;

- Provide a rate card for relevant grades of employment that will be conducting services for Climate KIC (e.g. day rate) instead of averaged rates. These may be used for additional services.
- Travel and subsistence for these services are strictly limited. Domestic travel and subsistence will not be reimbursed unless agreed in advance and in writing with Climate KIC. If you require international transport and/or accommodation, please make this clear and estimate costs in your quotation. Time for travel will not be billable hours.
- Include all applicable costs or charges associated with providing the goods and/or services in your quotation.

6.3 Complaints handling

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

Bidders have the right in this procurement procedure, within a reasonable time, to address questions, request additional information and obtain feedback, as well as submit complaints. Requests for information or clarifications and complaints will be directed to the contact person (the Contract Manager or other designated person) indicated in this Request for Proposal. Climate KIC reserves the right not to action complaints received after any applicable standstill period.

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

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

6.4 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. 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 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 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 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.