

Request for Proposal

For: Carbon Markets Consultant

Date: 26th July 2024

1 Overview

1.1 Executive Summary

This is a Request for Proposal (RFP) that details EIT 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	EIT Climate-KIC is looking to engage consulting support in relation to the carbon markets, to support the implementation of its newest initiative, the Innovation Portfolio Credits. We are seeking consultants experienced in the Voluntary Carbon Markets, particularly with project preparation and sourcing experience in Europe.
The legal entity requesting these goods and/or services	Climate-KIC Holding B.V.
Services and/or goods will be delivered to the following locations	Services will be delivered remotely during CEST business hours.
EIT Climate-KIC Contract Manager for submitting proposals and inquiries	Ana Yovtcheva Finance Innovation Analyst ana.yovtcheva@climate-kic.org
Proposed contract term for successful candidates	1 September 2024 to 31 December 2024, plus option to renew at EIT Climate-KIC's discretion

1.2 Timelines

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

Planned Date*	Milestones
26 th July 2024	RFP Issue Date
23 rd August 2024	Submission Deadline
1 th September 2024	Supplier selection & contract award

* EIT 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 EIT 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 5 business days before the submission deadline. We aim to respond in a timely manner wherever possible.



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4. Submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2.
5. EIT Climate-KIC will assess bids and notify bidders following the timeline at Section 1.2.

1.4 About EIT Climate-KIC

EIT 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. EIT Climate-KIC was established in 2010 and is predominately funded by the European Institute of Innovation and Technology (EIT), a body of the European Union.

As a Knowledge and Innovation Community (KIC), it brings together more than 400 partners from business, academia, the public and non-profit sectors to create networks of expertise, through which innovative products, services and systems are developed, brought to market and scaled-up for impact. See <https://www.climate-kic.org/> for more information.

2 Confidentiality

All information provided in this Request for 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 "EIT 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 EIT Climate-KIC's name, this document, the quotation process or any subsequent agreement without the prior written consent of EIT Climate-KIC.

EIT 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 Introduction and Background

EIT Climate-KIC is the driving force behind the EU's climate innovation. To date, we have supported more than 3,700 businesses in over 50 countries and catalysed more than €2 billion in follow-on investments. Each start-up company in the EIT Climate-KIC ecosystem represents a bold idea that is strategically positioned to enable positive systemic change, and we are constantly looking for new ways in which we can further support them and amplify their impact.

We have identified numerous start-ups in our ecosystem which are already avoiding or removing greenhouse gases from the atmosphere, but which cannot monetise on that impact through the certification and sale of carbon credits due to several barriers. Participation in the Voluntary Carbon Markets can sometimes be inaccessible to certain project developers whose solutions are too innovative and do not match existing methodologies. Moreover, the process for certifying carbon credits can be laborious and resource-intensive, further deterring project owners with budget constraints.

This is why EIT Climate-KIC is launching a pilot for a new initiative, the Innovation Portfolio Credits (IPC). For the pilot, EIT Climate-KIC will build a portfolio of 5-8 companies from its ecosystem which have the potential to generate high-quality carbon reduction and removal credits by Q1 2026. EIT Climate-KIC will provide technical assistance and support the companies throughout the certification process. We will also act as a broker and tap into our extensive network to find buyers who are interested in investing in innovation and carbon credits simultaneously, and pre-sell the portfolio's future credits to secure upfront funding for the start-ups. This front-loaded capital will seek to cover the certification costs and to enable those project developers to launch or further scale projects that they would have otherwise been unable to deploy.

The IPC will be delivered in partnership with the Gold Standard Foundation. We are now looking for a consultant with experience in the Voluntary Carbon Markets, and the certification process for carbon credits more specifically, who can help us to provide technical assistance to the portfolio companies and support them in the preparation of the necessary documents for submission to the Gold Standard and the Validation and Verification Bodies (VVBs).

4 Specification

4.1 Scope

EIT Climate-KIC is requesting quotations to work with a Carbon Markets Consultant. The Consultant will work with EIT Climate-KIC to support the IPC companies in going through the Gold Standard certification process, outlined here: <https://globalgoals.goldstandard.org/certify-a-project/>.

Where needed, the Consultant will also be expected to support the companies with preparing proposals toward the Gold Standard for adaptation of existing methodologies, or the creation of new ones, as per the process outlined here: <https://globalgoals.goldstandard.org/401-sdgiq-methodology-approval-procedure/> and <https://globalgoals.goldstandard.org/in-development/>

In particular, the Consultant will be expected to deliver the following tasks **for each of the companies in the IPC:**

- Provide guidance and advice on relevant project documentation for submission to the Gold Standard and the VVB.
- Be available to answer technical and operational questions from the start-ups regarding the certification process.

For the companies requiring that an amendment of an existing methodology be prepared, or that a new methodology be created altogether, the Consultant is expected to:

- Help with the preparation of a concept note for a new or updated methodology; and
- Help with the preparation of a full new or adapted methodology.

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

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

4.2 Deliverables

For the preparation of each deliverable, the Consultant is expected to:

- Coordinate with the project developers to gather the necessary information for the successful completion of each deliverable;
- Provide feedback to the project developers on the content and quality of their deliverables;
- Conduct capacity-building sessions with guidance on how to complete each deliverable;
- Facilitate peer-to-peer feedback and the exchange of ideas and lessons learnt.

The following deliverables are requested **for each of the companies in the IPC:**

Deliverable 1: Key Project Information Notes

Deliverable 2: Gold Standard Stakeholder Consultation Meeting

Deliverable 3: Stakeholder Consultation Report

Deliverable 4: Project Design Document (PDD)

The following deliverables are requested **for the IPC companies requiring amendments to the existing Gold Standard methodologies or the creation of a new methodology each of the companies in the IPC:**

- **Deliverable 5: Concept note for a new or updated methodology**
- **Deliverable 6: Full new or adapted methodology**

4.3 Service Level Requirements

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

- Services are requested during business hours 9am to 6pm CET, excluding public holidays.
- The provider is to propose a suitable service level agreement to ensure key elements of goods and/or services delivery are defined, aligned and tracked over time. This should include escalation channels, performance indicators / targets and mechanisms for remediation of ongoing missed performance targets (e.g. credits, rebates or reimbursement).
- The service provider should be generally contactable and responsive during business hours by phone or email.
- Services should be delivered by professionally competent and appropriately experienced individuals.

4.4 Sustainability

In order to uphold our commitment to sustainability, EIT 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
- 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

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

If any of these scenarios apply, please make EIT 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 supporting project developers to undergo the certification process for their carbon credits.
- Working knowledge of the Voluntary Carbon Markets and the Gold Standard processes and methodologies.
- Developing and delivering analytical and professionally written reports.

4.7 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to EIT Climate-KIC. The EIT 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.
- EIT Climate-KIC can provide a purchase order number to be referenced on invoices.
- Where EIT 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 EIT Climate-KIC.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.8 Contract Management

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

EIT 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:

- EIT Climate-KIC requires that that service providers provide an indemnity to EIT Climate-KIC for breach of third-party intellectual property rights;
- EIT Climate-KIC's primary source of funds is the European Institute of Innovation and Technology (EIT) eit.europa.eu/. Consequently, EIT Climate-KIC is obliged to pass through certain FPA/SGA terms to all service provider and service providers are required to agree and comply with such terms. See <http://www.climate-kic.org/policies/>;
- In addition, EIT 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 EIT 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 EIT 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 EIT Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, EIT Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by EIT Climate-KIC to service providers.

5 Award Criteria

EIT Climate-KIC will assess bids based on the following factors:

Component	Weighting
Cost – the total cost for providing the scope.	40%
Quality – suitability and capability of the proposed services to deliver the scope and requirements, as evidenced by the proposal.	30%
Experience and Capabilities – ability to meet the requirements in Sections 4.1 & 4.2, as evidenced by the proposal.	30%
Total	100%

6 Instruction to Bidders

6.1 Responding with your proposal

EIT 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*).
 - Professional references that can be reached by EIT 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 EIT Climate-KIC

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

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

- 6.3 Please provide itemised quotations in Euros and specify if the quote includes / excludes VAT or any other taxes;
- 6.4 grades of employment that will be conducting services for EIT Climate-KIC (e.g. day rate) instead of averaged rates. These may be used for additional services.
- 6.5 The quotation is requested to include a week by week 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 EIT 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.
- 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**.

Table 1: Provided quotations to include the following details

Item and unit cost (in Euros excluding VAT)
<ul style="list-style-type: none"> • Services as per Section 4.1
<ul style="list-style-type: none"> • Deliverable 1 as per Section 4.2 • Deliverable 2 as per Section 4.2 • Deliverable 3 as per Section 4.2 • Deliverable 4 as per Section 4.2 • Deliverable 5 as per Section 4.2 • Deliverable 6 as per Section 4.2
TOTAL:
Rate card for services (per day/hour, in Euros excluding VAT):
<ul style="list-style-type: none"> • Consultant – XX/day • Associate Consultant – 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	Technical assistance with document preparation	e.g. Consultant	e.g. Prepare a PDD	e.g. 3	e.g. € XX.00	e.g. € XX.00
		e.g. Associate Consultant	e.g. Prepare a PDD	e.g. 1	e.g. € XX.00	e.g. € XX.00
...
Grand total						€ XX.00

6.6 Subcontracting guidance

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

6.7 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 EIT Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. EIT Climate-KIC reserves the right to reject any proposal(s) received after the submission date/time.
6. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. EIT 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 EIT Climate-KIC entity and a supplier(s) will obligate an EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. EIT 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 EIT 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 EIT 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 EIT 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 EIT 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, EIT Climate-KIC does not warrant the information accurate or comprehensive.