



**NET
ZERO
CITIES**

Call for Independent Experts September-October 2022

Call for EOI (Expression of Interest) opens: 16 September 2022
Deadline for submission: 05 October 2022
Outcome communication: 14 October 2022



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Call for Independent Experts September-October 2022

Contract Details	
Title	Call for Independent Experts
Short description	Independent Experts to assist with application evaluations
Proposed type of contract	Framework Agreement with Statements of Work
Type of process	Call
Legal entity	Climate-KIC Holding B.V.
Contact information	Submissions and inquiries can be made to experts@climate-kic.org
Contract duration	3 years

Timescales	
Deadline for receipt of submissions	Wednesday 5 October 2022 23.59 CEST
Notification of successful/unsuccessful	Friday 14 October
Contract term	Three-year framework contract from the date of signature, commencing no later than 4 November 2022

The detailed timeline can be found at the end of this document.

NetZeroCities (NZC) Pilot Cities Programme

About NetZeroCities

NetZeroCities (NZC) is a four-year project that is funded by the Horizon 2020 Research and Innovation Programme, in support of [European Union's Green Deal](#). It is designed to help cities overcome the current structural, institutional, and cultural barriers they face and enable them to **achieve climate neutrality by 2030**. The NZC project offers advanced capabilities related to systemic change; citizen engagement and participation; participatory and innovative governance; capital and financial structuring; and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate neutral.

NZC will support the EU's Mission of "[100 Climate-Neutral and Smart Cities by 2030](#)", newly launched as part of the Horizon Europe programme. The project will work as a service-oriented platform supported by world-class practitioners. It will help European cities by providing them with the support and solutions they need to achieve their net-zero goal in a socially inclusive way.

New and existing tools, resources, and expertise will be developed and promoted into a one-stop platform accessible to all cities through an online portal. Dedicated services will be designed to **support cities that are part of the EU's Mission "100 Climate-Neutral and Smart Cities by 2030"**. In addition, NetZeroCities will support a series of **Pilots** to help drive rapid learning about how to achieve climate neutrality at city scale, and run a **twinning programme (City Learning Programme)** to enable peer-learning.

NZC Pilot Cities Programme

The NZC Pilot Cities programme will identify and support European cities to test and implement innovative approaches to rapid decarbonisation over a two-year pilot programme, working across thematic areas and functional silos in support of systemic transformation. The selection of Pilot Cities will seek to address all urban systems, including mobility, energy systems and the built environment, material and resource flows, natural areas, cultural/social/financial/institutional systems, and accessible public spaces. Any one pilot might target all or a combination of these urban systems, depending on their context and the scale of the proposed pilot.

The Pilot Cities are expected to test and implement innovative solutions, or groups of solutions, at city or district level over the duration of the pilot project, surfacing explicit lessons learnt from the innovative trajectories, with knowledge, capacity and capabilities developed at a city level. A clear set of innovative solutions ready to be implemented, scaled and/or replicated should be identified by the end of the pilot project. This could include new business models, policy initiatives, governance innovation, funding or financing models, and replication or scaling strategies.

Selected pilot cities will receive funding and hands-on support from City Advisors and NZC Consortium partners



to refine their pilots before starting implementation. As cities and/or local communities participating in pilot work to leverage additional resources, the Mission Platform will assist them in building funding and financing for full implementation and subsequent replication and scaling efforts.

Finally, numerous activities will be organised to advance learning among Pilot Cities as a key component for building capabilities, replicating successful innovations, and deepening relationships. A twinning programme (City Learning Programme) will link each lead city with two or three twin cities from across EU member states. The twinning effort aims at building inclusive participation in effective climate action, nurturing just transitions, and building social cohesion.

The coordination of and across selected pilots is a necessity both at the city scale and the EU scale in order to build a diversity of proof-points showing pathways for further and far-reaching transformation in European cities and across the European Union. The pilot selection process therefore aims to construct a strategic portfolio where each pilot has the potential to test and demonstrate the viability of a pathway to change in a particular context. Together, pilot cities are complementary in painting the picture of what systemic change could look like.

NZC: Scope of work for Independent Experts

EIT Climate-KIC will assign external experts to support the evaluation of the applications received for the NZC Pilot Cities Programme Call. The portfolio of proposals to be evaluated will pertain to the NZC priorities: the transition of relevant city systems, domains related to their main emissions sources, and to the climate-neutral city transition (stationary energy/built environment, energy generation, mobility and transport, green industry, circular economy, and nature-based solutions). Skills, professional experience, and expertise linked to at least one NZC priority are welcome. An appreciation of systems thinking, and systems change, are core to the objectives of this programme.

Assigned Experts shall get acquainted with the relevant background documents (all [Call-related documents and guidelines](#)) and attend the online briefing training with EIT Climate-KIC before starting to evaluate the Pilot Cities Programme proposals.

They shall qualitatively evaluate the assigned proposals according to the evaluation criteria established in the [Call Guidelines](#) and in line with the instructions for Experts. Experts must appraise each criterion (and each related question) with a score accompanied by a clear qualitative statement, clearly justifying the given score as well as providing evaluation conclusions per criterion. If applicable, suggested recommendations/conditions should be included. All evaluations shall be provided in English.

Where required, Experts shall be available to discuss their evaluation with other Experts in consensus meetings convened by the NZC consortium.

Assignment for the NetZeroCities Pilot Cities Programme Call

Each proposal received for the NetZeroCities Pilot Cities Programme call will be reviewed by at least two independent expert reviewers, with each reviewer anticipated to review 3-5 reviews and undertake a briefing and system training.

Successful applicants who join this pool of experts will require the following to be considered for assignment to review under the NZC Pilot Cities Programme:

- In-depth knowledge of one or more of our priority areas:
 - consumption of electricity generated for buildings, facilities, & infrastructure (stationary energy; built environment etc.),
 - consumption of non-electricity energy for thermal uses in buildings & facilities,
 - energy generation,
 - mobility and transport,
 - green industry,
 - circular economy,
 - nature-based solutions,
 - multi-sector waste management and disposal,



- industrial process emissions,
- land use (agriculture, forestry, and other land uses);
- Knowledge, experience, expertise in:
 - policy and governance,
 - social innovation,
 - democracy and participation,
 - urban economics,
 - sustainable development,
 - business and finance,
 - climate change mitigation and adaptation,
 - urban planning and/or built environment sector technology (especially digitalisation and/or smart cities),
 - transport and mobility,
 - energy sector,
 - digital solutions;
- Good understanding of systems innovation, systems thinking, and systems change.

Prior to any work assignment, you will be issued guidelines covering a description of the tasks, duration, remuneration rates, and reimbursement methods (“Statement of Work”). The per-review rate for this call is 175 EUR; based on approximately 3.5 hours of services per review (i.e., half a day’s work), including the required training.

Experts appointed to work on this activity will be issued both a Code of Conduct, including a confidentiality section, and a Conflict of Interest for each assignment to be reviewed and signed.

Background to the Call for Independent Experts

EIT Climate-KIC appoint a pool of independent experts with subject matter expertise to conduct ad hoc reviews and other tasks in support of our activities. Independent experts are appointed to the pool using a selection process. When a review or other task is required, appointed experts are contacted to confirm availability and support review.

Please refer the following pages and relevant [questionnaire](#) for further information on the application process.

About EIT Climate-KIC

EIT Climate-KIC is Europe’s largest public-private innovation partnership focused on climate change, consisting of dynamic companies, the best academic institutions, and the public sector. EIT Climate-KIC is one of three Knowledge and Innovation Communities (KICs) created in 2010 by the European Institute of Innovation and Technology (EIT). The EIT is an EU body whose mission is to create sustainable growth. We support this mission by addressing climate change mitigation and adaptation.

We integrate education, entrepreneurship, and innovation resulting in connected, creative transformation of knowledge and ideas into economically viable products or services that help to mitigate climate change. See <https://www.climate-kic.org/> for more information.

EIT Climate-KIC works at the cutting edge of innovation for climate change initiatives. Internally, our people have a wealth of knowledge and are spread across Europe, however we encounter many specialist subject areas. It is also often a requirement that we engage independent experts at the request of our funders for the review of proposals and projects – such as for the **NetZeroCities Pilot Cities Programme**.

NetZeroCities endeavours to utilise strong expert assessors in these specialist areas to ensure funding, policy, and programmes lead to favourable climate outcomes.

The purpose of this call is to service the upcoming **NetZeroCities Pilot Cities Programme call**, launching in September 2022. New and existing experts are encouraged to apply in the process further described below.



Confidentiality

All information provided in this 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 EIT Climate-KIC Holding B.V. or relevant subsidiary.

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 Call for Independent Experts. 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 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 regarding confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.



How to apply

Guidance if you are a new applicant

If you **do not** currently hold an active Independent Expert contract with EIT Climate-KIC, we invite you to submit a new application. For your submission to be considered, both of the following must be completed:

1. Complete and submit this [questionnaire](#)
2. Email a CV to experts@climate-kic.org

If you currently hold an **active** Independent Expert contract with EIT Climate-KIC, you only need to complete and submit the online questionnaire.

Please read the following pages to understand the scope of engagement, skills/expertise being requested, eligibility criteria and related requirements.

Please note that for a submission to be considered, a CV and the online form must be submitted to EIT Climate-KIC by the deadline. EIT Climate-KIC reserves the right to reject applications that are not submitted in full by the deadline or do not meet eligibility criteria. For any queries, please contact experts@climate-kic.org.

Guidance for existing EIT Climate-KIC experts

If you already have an Independent Expert contract with EIT Climate-KIC, please check the expiry of your contract.

1. If your contract has **expired**, or will expire before February 2023 do, we invite you to reapply (i.e., to be considered for reviewing under the NZC Pilot Cities Programme call). Please follow the how to apply instructions “Guidance if you are a new applicant” above to **submit a new application (see process above)**.
2. If your contract **expires after February 2023**, and you wish to be considered for reviewing under the NZC Pilot Cities Programme call) we would like to update your areas of expertise. Please read the above section in the call document regarding the Net Zero Cities programme and complete this [questionnaire](#) to ensure we have the most up-to-date information.

If your circumstances have changed or you wish to query EIT Climate-KIC, please contact experts@climatekic.org.

Existing experts are informed that remuneration for working as an expert has changed. EIT Climate-KIC are engaged in new projects that may require the support of independent experts at lower or greater levels of resourcing than previous examples.



Further information

Place of work:	<p>All or part of the evaluation and monitoring may be carried out remotely (work can be conducted at your home) depending on the nature of the tasks requested.</p> <p>Review sessions and audits, involving project representatives, may take place either at EIT Climate-KIC offices, beneficiaries' premises, or remotely via online meetings.</p>
Confidentiality	<p>Independent Experts handle commercially sensitive information and will be required to subscribe to stringent confidentiality and non-disclosure provisions contained within the contractual document before receiving any such information.</p>
Conflict of Interests	<p>Independent Experts shall have no conflicts of interest. Selected experts will be contractually bound to this requirement (see Minimum Eligibility Requirements section). Prior to appointment of any work package, experts shall confirm they have no conflicts of interest regarding the proposed activity.</p>
Remuneration	<p>The per-review rate for this call is 175 EUR; based on approximately 3.5 hours of services per review (i.e., half a day's work), including the required training.</p> <p>If travel is required by NZC, reasonable travel and subsistence costs will be discussed on a case-by-case basis in advance. At this stage, it is anticipated the tasks will be provided remotely.</p>
Eligibility	<p>Minimum eligibility requirements apply. Please refer below for further information.</p>
Amount of work	<p>The volume of work depends on NZC's needs at that time. An independent expert may work for up to 25 days per year, and up to 75 days in a three-year period.</p>
Paperless policy	<p>EIT Climate-KIC have a paperless policy and operate in a digital environment. Experts are expected to use digital communications and be able to attend calls on an online platform.</p>
Contracting	<p>Successful applicants will enter a framework-style agreement (Appointment Letter), with tasks committed (when required by NZC) on a statement of work basis (Assignment Summary). As tasks are ad hoc, please note that we cannot offer a minimum commitment to the quantity of reviews to any Independent Expert.</p> <p>Your data All successful applicants will have to comply with all applicable laws, codes of practice, statutory guidance and accept EIT Climate-KIC's General Terms and Conditions which can be found at https://www.climate-kic.org/policies</p> <p>All successful applicants warrant and represent that they have the authority to agree and accept these. Personal data provided may be processed, including sharing with other organisations, by EIT Climate-KIC and certain sensitive data elements will be visible to other partners or potential partners of EIT Climate-KIC. By submitting your application to EIT Climate-KIC, you warrant and represent that in providing personal data in connection with the application, you have consented to the provision of this personal data and the processing of it by EIT Climate-KIC in the manner indicated in accordance with our Privacy Policy, and that the partner organisation or potential partner of EIT Climate-KIC provides the personal data in accordance with applicable law.</p>

Scope of Work

Independent Experts, as peer reviewers, may be invited to perform the following tasks on an ad hoc basis for NZC:

- Evaluate proposals following the assessment process and guidelines. This process requires critical assessment of proposals, completion of a scoring sheet template with detailed justifications, and to provide conditions and recommendations as necessary.
- Attend and participate in meeting to discuss their evaluation with an assessment rapporteur and other reviewers to understand and clarify questions regarding the assessment process and discuss the outcomes of the assessment.
- Participate in stage gate or progress meetings for further assessment, evaluation, or monitoring actions if necessary and depending on the conditions stipulated for each proposal.
- Similar tasks related to the evaluation of proposals and/or projects.

This principal purpose of this call is to source Independent Experts to support the proposal evaluation of the NZC Pilot Cities Programme 2022.

Applicants will register their areas of expertise as part of the application process. We may request further information from Independent Experts on areas of expertise from time to time.

Who are we looking for

Applicants to NZC's Independent Expert pool are anticipated to be:

- Educated to a post-graduate degree level in a relevant field, or have 8 years of experience within a specific industry
- Experienced in providing reviews or similar independent services for funding institutions
- Experienced with international programmes and organisations
- Fluent in English (required), written and verbal

Further, we are looking for candidates with:

- High-level of expertise, and/or applied experience, in at least one (but preferably multiple) of the thematic and priority areas of work that NZC is engaged in, as outlined in the linked [questionnaire](#).
- Excellent understanding of EU regional policy framework, EU programmes supporting regional transitions, including EU structural funds (infrastructure, cohesion, modernisation funds) Understanding of Horizon Europe framework or other EU funding mechanisms is preferable.
- Good understanding of systems innovation, systems thinking, and systems change.

Specific knowledge/expertise areas are further detailed in the [questionnaire](#).

Minimum Eligibility Criteria

Independent Experts are required to meet eligibility criteria to ensure the integrity of appointment and the assessment process. This includes ensuring appointments and reviews are free from conflicts of interest.

Minimum Eligibility Requirements

- Candidates are **not** affiliated to or employed by an EIT Climate-KIC grant beneficiary (including, but may not be limited to, an EIT Grant recipient, NetZeroCities grant recipient, parties in consortium with EIT Climate-KIC, or another subgrant recipient)
- Candidates are otherwise free from conflicts of interest to participate in the Call for Independent Experts



Candidates are **not** engaged with EIT Climate-KIC in any other form (e.g., in a consultancy contract)

Please note that Independent Experts can only be engaged as reviewers for proposals (not under another concurrent contract with EIT Climate-KIC).

Independent Experts must be free from conflicts of interest regarding any proposal or project they are appointed to review. This will be confirmed at the point of the Assignment Summary.

EIT Climate-KIC must receive a copy of the CV and submitted online form by the Deadline for receipt of submissions. EIT Climate-KIC reserves the right to reject applications that are incomplete or do not meet the minimum eligibility requirements.

For further information regarding conflicts of interest, you can refer EIT Climate-KIC's Conflicts of Interest & Gifts Policy available at <https://www.climate-kic.org/policies>



Assessment Criteria

NZC will rank applications based on the following factors:

Criteria	Weighting
Applicants are not engaged with EIT Climate-KIC in any other form. Please note that Experts that review proposals can only be engaged as reviewers for proposals.	Pass/Fail
Applicants meet minimum eligibility criteria	Pass/Fail
Applicant scores at least 50% on a final weighted score across assessment criteria	Pass/Fail
Experienced in providing reviews or similar independent services for funding institutions and/or with international programmes and organisations.	25%
Experience with EU regional policy framework, EU programmes supporting regional transitions including EU structural funds (infrastructure, cohesion, modernisation funds).	15%
Relevant education and suitable expertise, aligned to/with the NZC thematic and priority areas, as detailed in this call (specifically in the 'Assignment for the NetZeroCities Pilot Cities Programme Call' section). Post-graduate degree level in a relevant field, or 8 years of experience within a specific industry.	35%
Experience in any of the following areas (as relevant): innovation, business creation/ modelling, education.	25%

EIT Climate-KIC reserve the right to reject candidates who score less than 50% on the final weighted score across these assessment criteria.



Detailed timeline

Action	Deadline/timescale	Document
Applicants Deadline for submission	Wednesday 5 October 2022 23.59 CEST	Application documents must include: <ul style="list-style-type: none"> • Completed online form • CV <i>(Existing experts must only complete the online form.)</i>
EIT Climate-KIC contacts successful candidates	From 14 October 2022	N/A
Successful candidates will be asked to provide necessary documents before contracts are awarded	From 17- 31 October November 2022	Successful candidates must return completed: <ul style="list-style-type: none"> • Supplier set up forms <i>(Note: not required if already an existing vendor)</i>
<p>Following receipt of this information, independent experts will be provided access to the Call and Grant Management system. You will:</p> <ul style="list-style-type: none"> • Need to register and accept the Terms and Conditions of use • Attend a training on how to use the system 	In direct response to the provision of all relevant documents.	N/A
When EIT Climate-KIC requests a review, you will be contacted to verify availability and freedom from conflict of interest. If agreed, you will be issued an assignment summary	Anytime within the validity of the framework contract. The contract is valid for three years from the date of signature, commencing no later than 4 November 2022	Assignment summary



General Guidelines

1. Candidates are required to email their CV to experts@climate-kic.org no later than the deadline for receipt of submissions, along with completing the online form.
2. Applications are to be kept as clear and concise as possible and should be sequenced and numbered in accordance with the format of this Call for Independent Experts.
3. The formatting of this document and the online questionnaire should not be altered.
4. Your application should be submitted according to the instructions as detailed in this document and should be valid for a period of at least six (6) months from the Contract Award date. Any application submitted outside the scope defined may be rejected without provision for re-submission.
5. Any further information pertaining to this Call for Independent Experts, of whatever nature, must be directed to the experts@climate-kic.org. If a point of clarification materially affects the Call for Independent Experts, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
6. Entering into contractual arrangements with EIT Climate-KIC in connection with this Call for Independent Experts does not guarantee work will be awarded.
7. EIT Climate-KIC reserves the right to reject any application(s) received after the submission date/time.
8. EIT Climate-KIC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
9. EIT Climate-KIC, at its sole discretion, reserves the right to accept or reject any or all the applications 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 EIT Climate-KIC entity and a supplier(s) will obligate a EIT Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
10. This Call for Independent Experts does not commit or obligate any EIT Climate-KIC company to pay any expenses incurred by you in the preparation of your application. All such expenses are solely at the risk of the bidder, and by submitting an application you automatically agree that application becomes the property of EIT Climate-KIC.
11. Whilst this Call for Independent Experts 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.
12. Unsuccessful bidders agree, by the submission of their applications, to return to EIT Climate-KIC this Call for Independent Experts and any and all papers, records, data and materials supplied to them in connection with it, including all copies made by them.
13. This Call for Independent Experts is for consideration in whole and not in part or parts.
14. All efforts have been made to ensure the accuracy and validity of information contained in this Call for Independent Experts. However, EIT Climate-KIC does not warrant the information accurate or comprehensive.

