



NZC CESF Procurement RFP

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

Date: 30/07/2026

Authors: Luisa Carretti (Climate-KIC), Andres Fernandez (CKIC), Marta Arosio (Energy Cities), Olga Krajewska (ICLEI)



Table of contents

1. Overview.....	4
1.1 Executive Summary	4
1.2 Timelines	4
1.3 About Climate-KIC.....	5
1.4 About NetZeroCities	5
1.5 NZC Climate City Contracts (CCC).....	5
1.6 NZC Pilot Cities Programme.....	5
1.7 NZC Community of Practice	5
2. Confidentiality	6
3. Specification.....	7
3.1 Background.....	7
3.2 Scope	8
3.3 Required Experience and Capabilities	9
3.4 Methodology	10
3.5 Objectives	10
3.6 Services and Activities.....	11
3.7 Deliverables	15
3.8 Indicative budget	17
3.9 Eligibility.....	17
3.10 Sustainability.....	17
4. Contracting (third parties)	19
4.1 Payment & Invoicing.....	19
4.2 Contract Management.....	19
5. Award Criteria	20
5.1 Evaluation across quality criteria.....	20
5.2 Evaluation Criteria.....	21
5.2.1 Expertise / Experience (30%)	21
5.2.2 Capacity to Deliver (10%).....	21
5.2.3 Methodology (20%).....	21
5.2.4 Price Criteria (40%).....	21
6. Instruction to Bidders.....	23
6.1. Responding with your proposal.....	23
6.2. Quotation requirements	23
6.3. Terms of this RFP	28



Abbreviations and acronyms

Acronym	Description
NZC	NetZeroCities
CESF	City Expert Support Facility
CCC	Climate City Contracts
RFP	Request for Proposal
GARAC	Grant and Resource Allocation Committee
CoP	Community of Practice

Request for Proposal

For: Expert Support to Facilitate the National Platform for Climate Neutral Cities in Türkiye

Date: 30/07/2026

1. Overview

1.1 Executive Summary

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

Services and/or goods requested	Expert Support to the community of practice of Cities in the Republic of Türkiye
The legal entity requesting these goods and/or services	Stitching Climate-KIC International Foundation
Services and/or goods will be delivered to the following locations	Services will be delivered remotely to the following locations: Türkiye Services will be delivered on-site at: Various cities in Türkiye Additionally, services will be provided remotely to: Cities in Türkiye
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti Shuva Thapa CESF@netzerocities.eu
Proposed contract term for successful candidates	21-25 September 2026 / 31 October 2027

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
30/07/2026	RFP issued to bidders
14/07/2026	Deadline to submit questions/ Submission Deadline (23:59 CEST Time)
24/08/2026	Bidders submit proposals / Submission Deadline (23:59 CEST Time)
04-08/09/2026	Assessment results announcement (subject to finished evaluations and selection of a winner)
Expected: 21-25 September 2026	Proposed contract start date

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

Table 2: Timeline table

Should you have any inquiries regarding the Request for Proposal (RFP), please submit them via email to CESF@netzerocities.eu by the deadline specified in the table above. We aim to respond in a timely manner wherever possible. To proceed, please submit a proposal following the requirements at Section 6 by the Submission Deadline stated at Section 1.2. NetZeroCities team will assess bids and notify bidders following the timeline at Section 1.2.

1.3 About Climate-KIC

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

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

1.4 About NetZeroCities

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

1.5 NZC Climate City Contracts (CCC)

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts is a central feature of the [EU Mission on 100 Climate Neutral and Smart Cities](#) by 2030. While not legally binding, these contracts represent a clear and highly visible political commitment. This commitment extends not only to the EC, national and regional authorities, but also to the citizens they serve. These contracts outline the city's path to achieve climate neutrality by 2030, accompanied by a comprehensive investment strategy.

1.6 NZC Pilot Cities Programme

The **NZC Pilot Cities Programme** supports large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition. As such, the NZC Pilot Cities Programme and its subgrant-funded activities are an opportunity for Mission Cities to put into practise elements of their developing and/or finalised Climate City Contracts and the plans contained in them and learn by doing so in the process.

1.7 NZC Community of Practice

The [NZC Community of Practice \(CoP\)](#) is a collaborative space on the Mission Platform, which gathers city officials, experts and practitioners from public organizations, private organisations or public-private organisations directly involved in climate neutrality programmes, activities or solutions. Through this community, we recognize that there are already many existing resources, knowledge, and solutions available, and we aim to foster their connection to cities to help them achieve their climate goals. Through the online portal group and monthly webinars, the CoP encourages the sharing of challenges, questions, and solutions related to climate neutrality, facilitating discussions that inspire innovative collaborations and drive city strategies for achieving climate goals.

The CoP plays a complementary role in the context of the City Expert Support Facility. While participation in the CoP is not required to submit an offer and has no influence on the evaluation process, it may provide added value for suppliers in other contexts. It provides a space where city needs can be openly shared and discussed, and where suppliers can stay engaged, respond to emerging

opportunities, and contribute their expertise. For more information on how to join the CoP and present your services, please contact helena.suarezgroen@lgi.earth.

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 (hereinafter “Climate-KIC”).

The Supplier must not disclose any such information, materials, specifications, or other documents to any third parties or to any other part of the Supplier’s group or use them for any purpose other than for the preparation and submission of a response to this RFP. The Supplier must not make any press announcements or publicise in any way Climate-KIC’s name, this document, the quotation process or any subsequent agreement without the prior written consent of Climate-KIC.

Climate-KIC may require the execution of Non-Disclosure Agreement as part of this RFP or for future commercial engagements. As part of preparation for the submission of the response and in any subsequent negotiations, the Supplier is allowed to disclose confidential information to others within the Supplier organisation, external advisors, or subcontractors, provided that the confidentiality conditions are adhered to.

Employees of either party who have access to confidential information must be notified of their obligations with regard to confidentiality and of the disciplinary proceedings which will result if confidentiality conditions are breached.

The scoring information (includes price) and the successful proposal will be shared with the City that is the beneficiary of the contract prior to contract execution. The unsuccessful proposals may also be shared with the city for feedback. Please make Climate-KIC aware if there are any potential issues with the dissemination of your proposal for the purposes of informing the city of the outcome.

3. Specification

3.1 Background

NetZeroCities, through Special Grant Agreement 2 (SGA2) Task 1.6, 'Sub-European Peer-to-Peer Collaboration', is actively working to provide tailored support in various national contexts. The aim is to provide additional support to cities, foster communities of practice between cities in each country, i.e. to strengthen city-to-city collaboration spaces at national level and thus help to reinforce national support structures for climate neutral cities (national platforms). To achieve this, NZC has developed a country-specific support framework tailored to the unique characteristics and needs of each context.

In practice, the subcontractor will deliver the following activities (find detailed description under *Activities*), building on what has already been achieved and delivered in the Turkish context:

- **External communication and outreach** - Promote the EU Cities Mission in Türkiye.
- **Internal communication, coordination, and knowledge management** - Develop and maintain the Community of Practice amongst Turkish cities, incl. capacity-building activities, piloting implementation opportunities, systematic communication.
- **Pathways for implementation** - Develop actionable recommendations and pathways to implement climate transition projects in cities, while building multilevel and multi-stakeholder partnerships.

The Cities of **Izmir** and **Istanbul** are the Mission Cities from Türkiye and were awarded the EU Mission Label for its Climate City Contracts respectively in March 2024 and in May 2025. As part of the Mission, both cities have participated in the NetZeroCities Pilot programme. In their pilots, Izmir focused on fostering a culture of electricity energy efficiency and accelerating the adoption of renewable energy sources ([GCC Synergy](#)), and Istanbul on developing a green and carbon neutral building transition guide to reconstruct residential buildings under their Urban Transformation Plan ([Build4Green](#)).

Nine Turkish municipalities - **Eskisehir** and **Konya** (cohort 1); **Antalya** and **Şişli Municipality** (cohort 2); **Bandırma Municipality**, **Gaziantep Metropolitan Municipality** and **Menteşe Municipality** (cohort 3); **Samsun** and **Mersin Yenisehir** (cohort 4) - were accepted into the NetZeroCities Twinning Learning programme, through which they worked with allocated Mission Cities on priority climate transition topics and shared methodologies and good practices. A number of Turkish cities also benefited from the NetZeroCities offer for Mission-minded cities, like Online Planning Lab, as well as NetZeroCities services delivered at the national level.

To strengthen national engagement and city-to-city collaboration, NetZeroCities has contracted a local partner, **Marmara Municipalities Union** (MMU), to facilitate a capacity-building programme in Türkiye. This programme aims at supporting the development of a Community of Practice of Turkish cities, promoting collaboration across municipal and national stakeholders, and addressing collective needs flagged by the cities. In early October 2025, MMU launched a [Climate-Neutral Cities Network](#) (İNSA) that brought together **55 Turkish municipalities** committed to climate action. The network benefited from a carefully curated learning programme delivered by local experts in Turkish language between April and June 2026. The programme consisted of three thematic modules: Data & coordination; Technical transformation; Funding & Financing – with sessions dedicated specifically either to Accelerator Cities (Mission and Twin Cities) as well as Newcomer Cities.

At the national level, NetZeroCities collaborates also with the **Scientific and Technological Research Council of Türkiye** (TÜBİTAK) that explores possible governance models for the emerging Turkish national platform, bringing together local, regional and national governments for climate neutrality in the framework of the CapaCITIES project. The **Union of Turkish Municipalities** is another ally that supports our engagement in Türkiye.

To support these developments in Türkiye, and to build on services delivered by a Turkish local partner between August 2025 and August 2026, the support services are planned to continue throughout 2026 and beyond until October 2027. These services, which will be contracted through this tender, are to be delivered by an individual or organisation with deep expertise in the Turkish national context and

experience in convening stakeholders from local, regional and national governments. This approach ensures targeted support that directly addresses the objectives outlined in this RfP.

Finally, as part of this specific support, each country has a NetZeroCities partner responsible for coordinating and monitoring the work. In the case of Türkiye this role is fulfilled by ICLEI.

3.2 Scope

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

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

- (1) *Expert support* aimed at fostering collaboration between cities with regards to financing climate transition in Turkish cities, with specific focus on built environment – both on the technical and socio-economic aspects (four dialogue meetings and one Policy Brief), increasing their capacities and improving the cooperation of the community of practice of cities with national authorities, and different stakeholders in Türkiye. This support will be directed towards Turkish cities that are already participating in the Mission activities (e.g. Mission and Twin Cities) as well as other interested cities wanting to achieve climate neutrality. Additionally, the learnings from this process will be disseminated with a wider group of cities via webinars.
- (2) *Coordination support* aimed at establishing coherent collaboration processes for Turkish cities, regular meetings, feedback loops, process documentation, meaningful links to national authorities and other relevant stakeholders ("secretariat" function).
- (3) *Support transition* from planning to implementation, addressing systemic barriers in governance, finance, and delivery of climate actions.
- (4) *Organisation of two annual EU Cities' Mission Events / Türkiye* (one in 2026 and one in 2027) to promote the EU Cities Mission and its activities in Türkiye amongst wide group of cities as well as other relevant stakeholders.

Presentations and technical support will take place predominantly in Turkish; therefore, presenters must be fluent in Turkish. The collaboration and interaction with NetZeroCities partners will be in English and full professional proficiency in English of those engaged in the delivery is mandatory.

The **general objective** of the described support is to enhance collaboration between cities and other relevant stakeholders in the Turkish context **with a particular focus on the built environment** as the primary arena through the development of the systemic pathways for implementation of climate neutrality, as well as organising complementary capacity building activities that can support the process and/or communicate its progress to a wider community of cities. Specifically, it aims to strengthen the exchange between cities on climate neutrality (Community of Practice) and the national support for climate neutral cities ("National Platform") in Türkiye. To this end, **strong internal coordination skills** (knowledge sharing and management, delivery of collaborative processes, maintaining long term collaboration) as well as **external outreach and communication skills** (multilevel and multi-stakeholder collaboration, awareness raising, promotion) are crucial.

Additionally, this targeted support is intended as seed funding with the primary objective of maximising impact by strengthening collaborative networks within each country. Therefore, this initiative also aims to serve as kick-start and to encourage the continuity of funding once the support described in this RfP is completed.

The services will be delivered to meet the following project milestones:

Milestone	Time frame
Launch of the process development of implementation pathways – work with cities	Sept to Nov 2026
First dialogue meeting	Sept to Dec 2026
First Deep Dive Series	Sept to Dec 2026
Second dialogue meeting	Jan to June 2027
Second Deep Dive Series	Jan to June 2027
Third dialogue meeting	Jan to June 2027
Policy Brief	June to Sept 2027
Annual EU Cities' Mission Event / Türkiye	Oct 2027

The selected supplier is expected to work collaboratively with experts from the NetZeroCities consortium, as well as to engage with the cities and key stakeholders of the Turkish national ecosystem. NetZeroCities representatives specifically City Advisors (who are resourced already and do not have to be represented in a financial offer) and Mission Cities are to be engaged on a day to day basis where needed, on baseline briefings, the overarching strategic approach within which this assignment takes place, and for sharing good practices/learning from other Mission and Mission-minded cities, where relevant.

3.3 Required Experience and Capabilities

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

Minimum Requirements

- Fluency in Turkish (native speaker or C1 level)
- Professional proficiency in English (minimum C1 level)
- Proven knowledge of Turkish local authorities' competencies and national regulatory frameworks
- Proven connection with Turkish national and local stakeholders for at least 5 years
- Ability to engage with Turkish local elected representatives, drive cooperation between local authorities of different sizes, demonstrated by at least 5 years of work with local authorities; outreach abilities to a large number of cities
- Good embeddedness into Turkish national structures; direct connection to critical national institutions and penholders, including financial eco-system players
- Excellent understanding of Turkish policies and regulations linked to **financing climate transition in cities** (specific focus on built environment and energy), as well as relevant national processes, institutions and stakeholders
- Strong project management and administrative skills to coordinate the Community of Practice
- Good understanding of Turkish governance systems and competencies relevant for climate neutrality across different levels of governance

Desirable experience and capabilities:

- Good understanding of Turkish cities' challenges in achieving climate neutrality at the latest by 2050; direct connection to cities.
- Prior familiarisation with existing Turkish municipal climate action initiatives, national network activities, and capacity building efforts already undertaken with Turkish cities to build on established foundations
- Good understanding of the Cities Mission approach.
- Good understanding of the NetZeroCities and CapaCITIES programmes.
- Ability to propose systemic approaches to reach climate-neutrality and apply the Mission-oriented innovation approach.
- An apolitical / neutral role to ensure the ability to build trust among actors from different political spaces, both at the local and between other levels of government.

- Ability to facilitate cooperation with other stakeholders (private companies, third sector, etc.).
- Ability to coordinate the involvement of the national government, the European Commission and finance institutions (national banks, regional / municipalities public banks, etc).

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

3.4 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology must build upon and complement the Cities Mission approach, and take into account

- Systemic approach, methodologies and tools developed by NetZeroCities (e.g. Climate Transition Map, Climate City Contracts, etc.)
- Community building by fostering shared goals, active participation and supportive environments
- Commitment to high quality of service delivery and stakeholder communication
- Participation in onboarding activities and regular coordination calls with NetZeroCities partners, including close collaboration with Turkish Mission Cities and their designated City Advisors, to ensure alignment with local implementation needs and strategic priorities.
- Aligning service delivery to relevant national processes and windows of opportunities (e.g. COP31 in Türkiye and the associated Action Agenda process, Nationally Determined Contributions review cycle, the Climate Law implementation deadline for Local Climate Change Plans, and emerging municipal needs to ensure that the network's collective outputs are visible, timed and usable across related processes)
- Aligning service delivery to a European multi-project and multi-actor environment
- Adaptive management and ability to thrive in a fast-paced environment

3.5 Objectives

General objectives		
Objective		
1	Mobilise Turkish municipalities for the implementation of the EU Cities Mission	The EU Mission of Climate Neutral and Smart Cities become a catalyst for local governments in Türkiye to accelerate their transition towards climate neutrality.
2	Strengthen and grow the Community of Practice amongst Turkish cities	The EU Cities Mission is promoted amongst Turkish municipalities. Learnings and knowledge from the Turkish Mission and Twin Cities are collected and shared with a broad range of Turkish municipalities. The NetZeroCities offer for cities interested in the Mission is disseminated.
3	Coordinate the Community of Practice amongst Turkish cities and its activities	The Community of Practice brings together Mission Cities as well as cities from outside of the Mission (Mission-minded cities) to offer a dedicated dialogue, learning, and workspace on key challenges linked to climate neutrality. It delivers relevant trainings, learning and capacity-building activities as well as provides needed expertise. The Community of Practice is a structured and coordinated space for municipalities that aims to operate long term and address systemic challenges for cities to transition to climate neutrality. It is managed by the subcontractor, including maintaining regular communication, documenting all meetings and processes, spotting windows of opportunities at the national level, and logically structuring thematic and/or policy processes for cities.
4	Mobilise relevant national authorities for the	The EU Cities Mission is a catalyst for policy, regulatory, governance, funding, and technical processes to be unlocked at the

	implementation of the EU Cities Mission	national level to support local governments in reaching climate neutrality. Relevant ministries and national institutions are aware of the EU Cities Mission and involved in the activities organised within the Community of Practice amongst Turkish cities. Municipalities are included in key strategic discussions at the national level linked to local climate neutrality.
5	Mobilise relevant stakeholders from outside of the public sector for the implementation of the EU Cities Mission	The EU Cities Mission is a catalyst for multi-stakeholder dialogue and collaboration with business, academia or civic society actors relevant for local climate transformations.

3.6 Services and Activities

General

information

The following outline workplan defines the mandatory activities and expected outputs to be delivered under this assignment.

Bidders may propose their preferred methodology, sequencing of activities, stakeholder engagement approach and implementation arrangements, provided these remain within the boundaries of the scope of work and objectives defined in this RFP.

The Proposed Strategic Workplan submitted by bidders should therefore explain how the bidder intends to deliver the mandatory activities and objectives described in this document, including any methodological considerations considered relevant to the Turkish national context.

Workplan: Mandatory and Recommended Activities

To achieve the objectives stated in Section 3.6, the following activities must be carried out by the supplier in the 14-months period after the contract signature. All activities will be carried out in coordination the NetZeroCities partner responsible for coordinating the work, in this case ICLEI. For each activity, the listed Key Performance Indicators (KPIs) must be achieved..

Mandatory activities	
Activity 1: Systemic pathways for implementation of climate neutral built environment	
Description	The supplier will design and deliver a structured and continuous process aimed at driving concrete improvements in the legislative, programmatic, and financial framework conditions for implementation of climate neutrality actions in Turkish Cities. The process will follow a systemic approach and address cross-cutting enabling conditions while giving strategic priority to the built environment, in particular: • energy efficiency and deep retrofit of buildings • integration of renewable energy in buildings • alignment of building renovation with urban transformation processes • development of appropriate financing and business models (e.g. ESCO, EPC, blended finance) This focus reflects the central role of buildings as a primary emissions source and implementation opportunity in Turkish cities, as well as their relevance to national priorities such as earthquake resilience and urban transformation. The process will address enabling conditions across: • climate finance and access to funding • regulatory and administrative frameworks (e.g. building codes, permitting, procurement) • multi-level governance (including Climate Law implementation and coordination with Provincial Climate Boards)

	• monitoring, reporting, and verification (MRV) systems • sectoral implementation challenges, with a primary focus on the built environment, while allowing complementary themes such as renewable energy systems and mobility to be addressed where relevant The supplier will organise and facilitate a series of multi-level, multi-stakeholder dialogue meetings, ensuring that these form part of a coherent policy development and implementation cycle, rather than standalone events. These dialogues shall specifically: • identify barriers to large-scale building renovation and energy efficiency investments especially in municipal owned buildings • explore solutions for financing and delivery at city level • strengthen coordination between municipalities, national authorities, and financial actors • connect local implementation needs with national regulatory and funding frameworks A specific focus shall be placed on: • translating Türkiye's Climate Law into operational practices for municipalities • enabling the implementation of Local Climate Change Plans through bankable building retrofit and energy efficiency pipelines • strengthening the contribution of cities to national climate targets (NDC), particularly through the buildings sector Mission Cities (Istanbul and Izmir) shall play a central role as: • demonstrators of building-related transition approaches (e.g. retrofit, district-scale solutions, digital energy systems) • contributors to identifying implementation barriers • anchors for replication of solutions in other Turkish cities The supplier will deliver: • Actionable recommendations focused on improving the enabling framework for building efficiency and climate-neutral urban development • A final report including a forward-looking implementation roadmap, highlighting pathways to scale building-related climate actions across Turkish cities Where relevant, the process shall align with: • national climate and energy policy processes • Türkiye's NDC implementation and reporting • EU policy developments and funding frameworks (including post-2028 MFF)
Participating stakeholders	Two Mission Cities, cities from outside of the Mission, relevant ministries, relevant experts, business and industry
KPIs	At least 20 Turkish municipalities will be included in the process of developing the implementation roadmap (2 Mission Cities and 18 Mission-minded cities). Minimum 3 multi-level and multi-stakeholder dialogue meetings, including cities, national / regional authorities and other relevant stakeholders. One Recommendation Brief addressed to regional policy makers summarising the recommendations harvested in the process. Report summarising the outcomes of the multi-level dialogue process.
Activity 2: Organisation of an annual multi-stakeholder event and capacity-building activities for cities (Community of Practice)	

Description	The supplier will design and deliver one annual, high-level, multi-stakeholder event to raise awareness about the EU Cities Mission; mobilise municipalities across Türkiye; strengthen collaboration between cities, national authorities, and key stakeholders; support the transition from planning to implementation. The event shall go beyond knowledge-sharing and integrate practical, implementation-oriented components, including peer learning between cities presentation of tested solutions and pilots, interactive workshops focused on overcoming implementation barriers, exchange between cities and financing institutions. A key objective of the event is to support the development of a national Community of Practice focused on implementation, where cities collaborate on shared challenges. The supplier is encouraged to structure thematic or challenge-based learning processes (e.g. through cohorts, working groups or deep dives) that: • group cities around common barriers (e.g. buildings, mobility, renewable energy, governance) • support development of practical outputs (e.g. project concepts, governance solutions, investment pipelines) • facilitate exchange between Mission Cities and other Turkish municipalities The annual EU Cities' Mission Event / Türkiye will: • showcase concrete progress and implementation results from cities • present developed policy recommendations and investment opportunities • consolidate the Community of Practice for long-term continuation Mission Cities (Istanbul and Izmir) shall play a central role in the event by: • sharing implementation experiences • contributing to peer learning processes • supporting replication of solutions in other cities
Participating stakeholders	Two Mission Cities, cities from outside of the Mission, relevant ministries, regions relevant experts
KPIs	At least 30 Turkish cities will participate in the annual event (20 cities participating in A1 + 10 additional cities of at least 50 000 inhabitants). At least 10 other relevant stakeholders (e.g. national / regional authorities, business) join the annual event. The capacity-building process for cities shall be embedded in the event (e.g. thematic workshop).
Activity 3: Coordination, Knowledge Management and National Alignment Mechanisms	
Description	The supplier will establish and operationalise a dedicated coordination and communication mechanism ("secretariat") to ensure an effective collaboration between municipalities, national and regional authorities, EU Cities Mission Ecosystem, the local, national, and European levels, in particular within the framework of NetZeroCities (NZN). This mechanism will serve as the operational backbone of the national platform for climate-neutral cities in Türkiye and will focus on enabling implementation. This mechanism will be structured around three core components: 1. External communication and outreach The supplier will develop and implement a comprehensive communication approach to increase awareness of the EU Cities Mission and its activities in Türkiye. This will include tools such as dedicated social media channel, a website or webpage, a newsletter, a group on the Mission Portal, and other targeted outreach activities. A primary objective will be to reach a broad range of Turkish cities and encourage their participation in, or engagement with, the Mission Community of Practice. In addition, communication efforts will target Turkish national and regional authorities, as well as other relevant stakeholders (e.g. private sector actors), showcasing

	ongoing work, implementation progress, replicable solutions, opportunities for engagement and funding. 2. Internal coordination, knowledge management, and capacity building The supplier will establish effective internal coordination mechanisms to ensure smooth and continuous interaction within the Mission Community of Practice, including both Mission Cities, their City Advisors and additional participating cities. This will include regular exchanges, structured feedback loops, and systematic communication processes, ensuring that all stakeholders have a clear and up-to-date overview of ongoing activities and developments. A central element of this component will be the development of structured learning and capacity-building processes for cities. The supplier will organize at least two dedicated Deep Dive Series in which Mission Cities will cooperate with Mission-minded Cities on solving specific issues related to climate neutrality. Each Deep Dive Series will be structured as following: - it will consist of at least 2 consequential meetings (webinars or in person) organized around a specific topic in line with those listed under <i>Activity 1: Systemic pathways for implementation of climate neutral built environment in cities</i>. Attendees are expected to take part in the whole series in order to provide continuity of knowledge across each deep dive series. - The first meeting will be dedicated to Mission Cities sharing their approaches, lessons learned, and practical solutions on the selected topic with Mission-minded Cities and selecting specific areas for the following deep dive sessions. - The second meeting will focus on getting into more detail of those selected specific areas in cooperation between Mission Cities and Mission-minded Cities and around structuring concrete conclusions, recommendations and solutions. - Each Deep Dive Series will contribute to the preparation of at least one expertise, reflecting the knowledge shared during the series and outlining conclusions, recommendations, and solutions - The supplier will initiate the follow up action resulting from the conclusions, recommendations, and solutions (e.g. sending each Deep Dive Series closing document and recommendations to relevant ministries). - The supplier will ensure robust knowledge management across all activities. This includes setting out a clear plan for each Deep Dive Series, systematic documentation of meetings, webinars and workshops, as well as the development of a structured and accessible knowledge base for stakeholders. Furthermore, internal coordination will include regular engagement with national authorities, ensuring continuous exchange between the local and national levels and enabling cities' experiences and needs to be reflected in policy discussions. To guide implementation, the supplier will develop a clear and structured work plan outlining thematic priorities, planned activities, and expected outcomes. This work plan will ensure strong alignment between dialogue processes, policy advocacy efforts, and capacity-building activities. 3. Alignment with national policy processes The supplier will ensure strong alignment between platform activities and; Türkiye's Climate Law implementation (including Local Climate Change Plans), Nationally Determined Contributions (NDC), national energy and climate planning processes relevant EU programmes and funding frameworks Activities will aim to strengthen the role of cities in national climate governance,
--	--

	support cities' access to finance, improve coordination between levels of governance. Where relevant, the supplier will also facilitate dialogue with national authorities, support development of joint positions or inputs from cities identify opportunities to aggregate and communicate urban contributions to national climate targets. .
Participating stakeholders	Two Mission Cities, cities from outside of the Mission, relevant ministries, regions relevant experts
KPIs	A dedicated website or webpage will be established. Social media (including LinkedIn) and other communication channels (newsletter) will be developed and used regularly to communicate about the ongoing activities. At least 30 Turkish cities of at least 50 000 inhabitants will be included in the Mission Community of Practice (20 cities participating in the process of developing implementation roadmap + 10 additional cities). Smaller cities may participate but will not be counted for the KPI. At least 2 thematic Deep Dive Series for the extended Mission Community of Practice. Regular communication will be established and maintained with at least two relevant ministries.

3.7 Deliverables

The following deliverables are requested:

Deliverable 1: Detailed Workplan and Brief Baseline Report

Requirements:

At the start of the contract, the awarded individual/organisation will be required to deliver:

- A **detailed workplan** aimed at precisely establishing the activities that will take place during the contract period. This Workplan will be approved by NetZeroCities.
- A brief **baseline report** (2-page max) aimed at documenting the current state of key aspects of the national ecosystem. This document will serve as the foundation for monitoring the activities and services implemented as part of this support initiative.

The **Workplan** will include:

- A detailed outline of the activities to be carried out, specifying the dates, content, cities to be invited, other stakeholders involved, the criteria established for these selections, and any additional information deemed relevant.

The Brief **Baseline Report** will include the following information on the existing national conditions:

- Concise summary of status quo for the relevant elements of the work, including Community of Practice; National Platform; policy, regulatory and funding framework on financing energy transition in cities; outline of key challenges for local climate transformations.
- Level of embedment of the EU Cities Mission in the national context
- Mapping of relevant national processes for the Community of Practice
- In case the Community of Practice already exists - frequency of meetings among the participating local governments, types of representatives involved (e.g., technical staff and/or political level), participation of other stakeholders (e.g., other levels of government, private sector, academia, others), the existence of multi-city projects (if applicable), etc. In case the supplier proposes a methodology based on existing collaboration and initiatives, they must explain how the activities performed in this contract will be complementary and increase the impacts.

To be submitted in Month 2 (M2) of the contract start date.

Deliverable 2: Ongoing documentation of activities

Requirements:

The **Ongoing documentation** will include:

- The running documentation of the whole process, including meeting notes, summaries from events and discussions, list of communication items shared with cities, etc.
- This will be a living document systematically populated by the coordinator, which can be accessed by all relevant stakeholders (e.g. cities, ministries, NetZeroCities team)

To be started in Month 2 (M2) and submitted at the end of the contract (M14); document will be systematically (at least once a month) updated by the supplier and made accessible to the NetZeroCities team at all times.

Deliverable 3: Final Report**Requirements:**

- At the conclusion of the contract, the awarded individual/organization will deliver a comprehensive Final Report. This report will provide a detailed account of the outcomes of the activities and services delivered during the support period, as well as the progress achieved in relation to the baseline situation documented in the Baseline Report. The report will aim to assess the advancements made, evaluate the effectiveness of the actions taken, and propose strategic next steps to further strengthen both the Community of Practice among local governments and the national platform.
- The Final Report (10-page max) will include details about the activities conducted throughout the contract period. It will include an evaluation of the outcomes achieved, highlighting key results, challenges encountered, and the strategies used to overcome them. Evidence shall be provided regarding the achievement of the KPIs (list of attendees, agendas, pictures, etc.). A survey (proposed by NetZeroCities) addressed to participants to events, and to the capacity-building program, to assess their satisfaction and gather suggestions shall be included in annex of the report, as well as any materials developed (concept note, advocacy note, materials for capacity building sessions, etc.). Furthermore, it will reflect on the alignment of the activities with the overarching objectives, including their contribution to strengthening the Community of Practice among local governments and the national platform. Lastly, the report will provide actionable insights and recommendations to inform and guide future initiatives, ensuring continued growth and collaboration within the ecosystem. Additionally, the report will include any information the awarded individual/organization considers relevant.

To be submitted in Month 14 (M14) of the contract start date.

Deliverable 4: NZC CESF Delivery Report**Requirements:**

- Upon completion of the delivery of support, the appointed supplier must submit the NZC CESF Delivery Report. This report will be validated by NetZeroCities contact point for Türkiye (ICLEI and Turkish Mission Cities' Advisors in receipt of the support, as described in the Assignment contracted. It will serve as a brief but comprehensive report summarising the entire process, outcomes and learnings, and any identified follow-on actions, next steps and/or deployment of/connectivity to NetZeroCities and Mission Platform services and offers.

All the deliverables must be written in English and respect a suitably professional standard using a recognised (or specified) referencing style upon request. The reports are to be provided for unrestricted use by Climate-KIC and free from all third-party copyright restrictions. Climate-KIC will receive ownership of such work products and may make them available to other parties, publish online, or other at our discretion.

3.8 Indicative budget

All tasks are defined to be performed in a time period of 14 months.

The total quotation must not exceed **37.400 EUR (excluding VAT)**. Within this ceiling, a maximum amount of 4.000 EUR (excluding VAT) is allocated to event-related logistics, including but not limited to catering, venue rental, and related expenses.

Bidders are required to submit one single consolidated financial offer covering:

- (1) Professional fees related to the delivery of the services described in this Request for Proposal;
- (2) Event-related costs associated with the organization of the EU Cities Mission events.

Event-related costs are expected to be incurred directly by the selected supplier and subsequently re-invoiced to Climate-KIC. Local VAT applicable to event-related costs shall be quoted separately and in addition to the above ceiling, in accordance with the VAT and invoicing rules set out in the quotation requirements.

Professional fees shall be invoiced in accordance with the applicable reverse-charge mechanism for cross-border services invoiced to Climate-KIC in the Netherlands.

3.9 Eligibility

Climate-KIC reserve the right to reject proposals where the proposed supplier:

- Has insufficient technical, professional or financial capacity to deliver the services.
- Has been bankrupt or insolvent (last 7 years)
- Is sanctioned by a relevant authority
- Does not comply or has previously not complied with our [Ethical Standards for Contractual Counterparties](#)
- Has been convicted of crime, links to terrorism, breach of tax or social security obligations
- Is an individual prior employee of Climate-KIC or the overall Climate-KIC Group (discretionary basis)
- Will continue to be a full-time employee of an EU grant recipient or a Net Zero Cities Consortium partner during the contract term (discretionary basis)
- **Has a price more than the Public Procurement Directive threshold, currently EURO 221,000. Bids of this size cannot be accepted under this procurement process.**

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

Moreover, Net Zero Cities Consortium partners shall not participate in this request for proposals as subcontracting between consortium partners is prohibited under EU funding rules.

3.10 Sustainability

In order to uphold our commitment to sustainability, Climate-KIC aims to minimise any negative impact we may have on the natural and built environment by effectively managing our resources.

In the efforts to procure in a sustainable manner with minimal impact, the following requests are made of the bidder:

- Where practical, the services are to be delivered digitally following a paperless policy
- For events and workshops, please strictly minimise the generation of waste. We ask our service providers to consider the greenhouse gas emissions from transport to our/city/partner offices and events. Cycling, walking, public transport and rail are preferable over air travel wherever possible.

- We love to hear what suppliers are doing to minimise impact. Feel encouraged to share your approach and policies if applicable.

4. Contracting (third parties)

4.1 Payment & Invoicing

- Payments will be made following provision of a correctly rendered undisputed digital (via email) invoice to Climate-KIC. Climate-KIC contract manager will inform the successful bidder where to submit invoices.
- The standard payment term is 100% of the total contract value upon acceptance of the Final Delivery Report. Invoices for the Final Delivery Report may only be submitted following formal written acceptance by the Climate-KIC Contract Manager.
- Payment terms associated with the delivery of goods and/or services must be not less than net 30 days from the date a correct and undisputed invoice is received.
- Any request for a deviation from the standard payment term (e.g., payment in tranches) must be explicitly raised within the bidder's proposal and is subject to the review and prior written approval of the Climate-KIC Contract Manager. If a deviation is approved, all payments will be strictly linked to the achievement of one or more clearly defined deliverables. The Contract Manager reserves the right to approve or reject any requested payment schedule deviation.
- Climate-KIC can provide a purchase order number to be referenced on invoices.
- Requests for deposit payments are generally not accepted.
- If submitting invoices for subscription services, please ensure these fees are itemised and priced at line level.

4.2 Contract Management

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

Climate-KIC can share its standard terms and conditions on request. Bidders may propose their own terms and conditions; however, any final contract must incorporate the requirements below regarding Intellectual Property, liability, data protection and ethical standards:

- Background IPR
 - Each party keeps ownership of the Intellectual Property Rights it held before the contract or created independently of the assignment ("Background IPR").
 - The supplier must grant Climate-KIC a non-exclusive, royalty-free, perpetual and transferable licence to use any supplier Background IPR needed for Climate-KIC to use, adapt or further develop the contract deliverables. This licence may be sub-licensed to Climate-KIC group companies, affiliates or project partners for the same purpose.
 - The supplier receives no rights over Climate-KIC's Background IPR beyond what is strictly necessary to perform the services.
- Foreground IPR: All Intellectual Property Rights created in providing the services ("Foreground IPR") will be owned by Climate-KIC. The supplier must be able to assign these rights to Climate-KIC and take reasonable steps to support this.
- Climate-KIC will ask that service providers comply with the Ethical Standards for Climate-KIC Contractual Counterparties available at <https://www.climate-kic.org/policies>
- Service providers are required to comply with Climate-KIC's standard data protection clauses (can be provided in advance on request) and provide an indemnity for any breach;
- The liability of the service provider to Climate-KIC (and affiliates) to be uncapped in respect of breach of data protection clauses. For all other heads, liability of the service provider to Climate-KIC (and affiliates) may be capped at a reasonable multiple of fees not less than 2X. If applicable, Climate-KIC liability to service provider also be similarly capped;
- No indemnities extended by Climate-KIC to service providers.

5. Award Criteria

5.1 Evaluation across quality criteria

To ensure consistency across quality criteria evaluation, each criterion shall be scored on a scale of 0-5 using the following methodology. This score is to then be adjusted to align with the % weighting of the specific area being evaluated.

For example, if the specific criterion has a weighting of 15% and the supplier scores a 4 out of 5, the supplier will receive a weighted score of 12% for that specific criterion.

Score Awarded	Definitions	Commentary
0	An unacceptable response	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	A poor response	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
2	A below expectation response	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
3	A satisfactory response that meets expectations	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
4	A good response	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements.
5	A very good response	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to Climate-KIC; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described.

Table 3 - Quality Criteria scoring table

5.2 Evaluation Criteria

5.2.1 Expertise / Experience (30%)

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

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

5.2.2 Capacity to Deliver (10%)

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

1. Current Workload – The suppliers shall provide the current list of projects being delivered by the individuals proposed for this package, this shall include the effort required for existing work as a % of their time (5%).
2. Management Measures – The supplier shall provide detail into how they manage capacity issues as well as provide any additional resources or measures they have in place in the event of capacity issues, or if there is a need for scope increases or acceleration (5%).

5.2.3 Methodology (20%)

The purpose of this criterion is to assess the suitability of the technical approach detailed by the supplier in the offer, particularly with regard to the overall scope of the contract and specifically with regard to the services therein comprised. The proposed methodology should be, therefore, fit for purpose, considering the specific characteristics of the services, the needs of the city or local authority, and risks identified in relation to the contract execution, among other aspects. Some aspects to consider for assessing the proposed methodology:

1. The specific methods and tools the supplier will use to deliver the services and attain the overall objectives of the assignment;
2. The proposed logical sequence of phases for the deliverables (e.g., intake, analysis, reporting, implementation);
3. The intellectual and professional approach to the challenges or issues indicated in the tender specifications, and more in particular, how the team proposed by the supplier will work together and how their specific expertise will be applied to the assignment;
4. How the team will identify potential project risks and what mitigation strategies they propose;
5. The internal quality controls to ensure that the deliverables provided are of a consistently high standard.

5.2.4 Price Criteria (40%)

Price will consist of 40% of the evaluation weightings. The evaluation method will ensure that the lowest price total of the Pricing Schedule achieves the maximum available marks, with other Bidders scores calculated proportionately. The scoring methodology will be applied per pricing schedule section and combined to identify the overall lowest price submission. The lowest price submission will

achieve the maximum available score with the other Bidders prices scoring points inversely proportionate to the lowest.

1. Pricing evaluation will follow the universally accepted formula of (Lowest Price / Tendered Price x Price Criteria Points (40)).
2. An example of how this formula operates in practice can be found below:

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

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

Table 4 - Example scoring methodology for price lots

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 prompts and requests contained in this RFP. The bidder is, amongst other items, also kindly asked to provide:**
 - their trading name, VAT or tax identification number (if applicable) and registered trading address (*please note, address is not required for an individual*).
 - website links to examples of work previously performed by the bidder if applicable (e.g. portfolios, work products or other).
 - professional references that can be reached by Climate-KIC to verify previous services delivery.
2. **A Quotation** that meets the requirements described at Section 6.2.
3. **Resumes** of individuals that will be assigned to conduct the services described in this document.
4. The total submission (including attachments) must not exceed 30 pages total.
5. The proposal must be submitted in EURO;
6. The proposal must be submitted using the PDF file format

All proposals/offers must be submitted via email to bids@netzerocities.eu by the deadline indicated in this RFP.

For **any requests for clarifications or questions** related to the contents of this RFP, bidders must send an email to cesf@netzerocities.eu.

Climate-KIC reserves the right to reject RFP responses that do not confirm with these guidelines.

6.2. Quotation requirements

1. Please, provide a fully itemised quotation in EURO, detailing all applicable costs related to the assignment. The bidders must submit one single consolidated financial offer, which includes:
 - Professional fees (Covering all personnel, expert consultancy services, background research, content design, facilitation, and general administrative overheads.); and
 - Event-related costs (venue, catering, logistics etc.) strictly tied to the mandatory in-person EU Cities Mission Events;

Even though these two components must be clearly separated in the quotation, they should still form part of one overall offer amount.

2. Tax and AT Disclosures - To enable Climate-KIC to assess the financial and tax implications of your bid, the financial proposal must explicitly specify:
 - Whether prices are inclusive or exclusive of VAT;
 - Whether the cross-border reverse charge mechanism is expected to apply to the professional service fees;
 - The explicit local VAT rate percentage and estimated VAT amount applicable to the event-related logistical costs;

- Bidders who **do not intend** to charge VAT on professional fees must briefly confirm that the reverse charge mechanism applies and provide the regulatory reference (e.g., intra-EU B2B supply of services under Article 196 of the EU VAT Directive);
- Bidders who **do intend** to charge VAT must specify their national VAT rate and provide a clear legal justification as to why the reverse charge mechanism does not apply under their local jurisdiction;
- Costs must be clearly separated between professional service fees and event-related costs;

Invoicing will be directed to the company:

STICHTING CLIMATE-KIC INTERNATIONAL FOUNDATION, VAT NL860987541B01.

Please note: The correct application of VAT and related legislation is the sole responsibility of the supplier. Climate-KIC reserves the right to request supporting documentation or legal clarification regarding VAT treatment at the contracting stage.

3. Main Quotation Table: Suppliers must provide a **main quotation table, which constitutes the primary financial basis for evaluation, ranking and comparison of bids**. The Main Quotation Table shall summarize all Deliverables listed in Section 3/ 3.5 and shall clearly distinguish between professional service fees and event-related costs, in accordance with the Point 2 of this section "*Quotation Requirements*".

Each row must correspond to a **deliverable** that means a **clearly identifiable cost item** and include:

- Deliverable number-name;
- Cost category (Professional service fees / Event-related costs);

At the end of the table, suppliers must include the following totals:

- Total professional service fees (excl. VAT)
- Total event-related costs (excl. VAT)
- VAT Rate – percentage rate applicable (if any)
- VAT Amount (if any)
- Overall total (excl. VAT) – sum of professional service fees + event-related costs
- Overall total (incl. VAT) – sum of professional service fees + event-related costs

Note: The overall total (**excl. VAT**) will be used as the basis for financial evaluation and comparison of bids.

The Main Quotation Table must be internally consistent with the Rate Card (Table 6) and the Resource Plan (Table 7), which serve as supporting documentation for cost verification and traceability.

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

4. Rate Card: Bidders shall provide a comprehensive **rate card** listing every personnel category/role, expert profile, assigned to the project.

Blended, generalized, or averaged day-rates are strictly prohibited. If the bidder's internal system utilizes hourly tracking, rates must be converted into standard daily rates using the binding conversion formula: 1 Working Day = 8 Hours. All rates must remain fixed for the entire contract duration.

Required columns for Table 6:

- Role (use consistent naming across all tables)
- Daily rate (EUR/day)
- Hourly rate (EUR/hour) — optional
- Short description of role

Please check below "**Table 6**" which is a simple and non-exhaustive example of the rate card table.

5. Resource Plan: Bidders must submit a monthly Resource Plan showing the exact distribution of effort across the project lifecycle. This matrix ensures complete mathematical traceability between the personnel rates, the months of execution and the Deliverables subtotals listed in Table 5.

For each **month** (or project phase, if more relevant), the supplier shall indicate:

- The **deliverable(s)** planned for that period (as listed in Section 3/3.5),
- The **role(s)** involved,
- The **number of days** allocated to each role,
- The **daily rate** (EUR/day) — as provided in the Rate Card (Table 6), and
- The **calculated cost** (EUR = days × daily rate).

The **same role names and rates** used in Table 6 must be used in this table and referenced consistently in the **Main Quotation (Table 5)**.

Suppliers may also include a **summary line** at the end of the table totaling the days and cost per role, as well as overall totals per deliverable.

Required columns for Table 7:

- Month / Phase
- Deliverable Number/Name (ref. Section 3/3.5)
- Role
- Days in month
- Daily rate (EUR/day)
- Cost (EUR = days × rate)

Please check below "Table 7" which is a simple and non-exhaustive example of the resource plan table.

6. Travel and subsistence: Travel and accommodation expenses for this assignment are expected to be minimal and must be factored into the main quotation table under its dedicated line. Bidders must estimate and encapsulate all national and international transit costs required to execute the mandate.

- Non-Billable Time: Actual time spent traveling is strictly non-billable and cannot be recorded as worked days in Table 7.
- Event Travel Alignment: Any travel or subsistence costs directly incurred by speakers, city representatives, or staff specifically for the two in-person events must be categorized under Event-Related Costs for budgeting, invoicing, and VAT isolation purposes.

7. Quotation Submission

- a. Financial proposals must be submitted on official company letterhead (or formal organizational document for legal entities), drafted entirely in English, and uploaded exclusively in secure PDF format. The document must clearly display the organization's full legal name, registered operating address, valid VAT/Tax identification number, submission date, and the signature of an authorized representative.
- b. All quoted prices must remain valid and binding for a minimum period of 90 calendar days from the tender closing deadline.
- c. Climate-KIC encourages environmentally sustainable business practices. Within the quote, where possible, suppliers are encouraged to indicate any sustainable approaches (i.e. digital documentation, remote collaboration) that can reduce the environmental impact during the provision of services.
- d. The bidder shall explicitly declare any current or past institutional, commercial, financial, or organizational relationship with the City/Municipality for which the tender is issued, including but not limited to: a) Membership or affiliation in the bidder's organization b) Any contractual, financial, or in-kind support received from or provided to the city c) Involvement in previous or ongoing projects funded or coordinated by the city d) Participation in governance, technical, or advisory bodies.

Table 5: Example – Main Quotation Table

Deliverable Number/Name	Cost Category	Subtotal – Excluding VAT (EUR)	VAT Rate - %	VAT Amount (EUR)
D1 – Inception Report	Professional service fees	10,100	N/A	0
D2 – Final Report	Professional service fees	15,800	N/A	0
D2 - Event Logistics – annual meeting	Event-related costs	2,500	21%	525
TOTALS				
Total professional service fees (excl. VAT)		25,900		
Total event-related costs (excl. VAT)		2,500		
Total VAT on event-related costs		525		
Overall Total (excl. VAT)		28,400		
Overall Total (incl. VAT)		28,925		

Table 6: Example – Rate Card (Resource-Based Quotation)

Role	Daily rate (EUR/day)	Hourly rate (EUR/hour, optional)	Short description of role
Project Manager	900	112.50	Overall coordination and liaison
Technical Expert	700	87.50	Technical lead on energy audits

Table 7: Example - Resource Plan (Monthly Allocation)

Month / Phase	Deliverable ID	Role	Days	Daily rate (EUR/day)	Cost (EUR)
---------------	----------------	------	------	----------------------	------------

Month 1	D1 – Inception Report	Project Manager	5	900	4,500
Month 1	D1 – Inception Report	Technical Expert	8	700	5,600
Month 2	D2 – Event Logistics – annual meeting	Analyst	12	450	5,400

6.3. Terms of this RFP

1. Your proposal shall be submitted according to the instructions as detailed in this section and will be valid for a period of at least ninety (90) days from the bid due date. Any proposal submitted outside the scope defined may be rejected without provision for re-submission.
2. Any further information pertaining to this RFP, of whatever nature, must be directed to the Contract Manager detailed in Section 1.1. If a point of clarification materially affects the RFP, our response will be circulated to all bidders, otherwise the response will only be sent to the bidder seeking clarification.
3. If any doubt exists concerning any element of this RFP, a clear statement should be made on the assumptions taken to arrive at your quoted costs, or alternatively contact us prior to submitting your proposal to seek clarification.
4. Entering into contractual arrangements with Climate-KIC in connection with this RFP does not guarantee work will be awarded.
5. Climate-KIC/GARAC reserves the right to reject any proposal(s) received after the submission date/time.
6. Climate-KIC/GARAC reserves the right to undertake post-bid negotiations with none, all or a shortlist of bidders.
7. Climate-KIC/GARAC, at its sole discretion, reserves the right to accept or reject any or all of the proposals received and not to award any business and shall not be bound to give reasons for any decision. Only the execution of a written agreement between a Climate-KIC entity and a supplier(s) will obligate a Climate-KIC entity in accordance with the terms and conditions contained in such agreement.
8. Climate-KIC reserves the right to procure services from alternative suppliers(s) where the successful bidder is, or becomes, uncompetitive within the market. However, issues over pricing and specification will be resolved through discussion and mutual agreement between Climate-KIC and the supplier.
9. Bidders are required to email soft copies of their proposal to the Contract Manager detailed in Section 1.1 based on the timeline at Section 0.
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.
18. Following notification of the procurement outcome, Climate-KIC will observe a standstill period of five (5) calendar days before entering into the contract with the successful bidder. During this period, unsuccessful bidders may submit a written request for clarification regarding the evaluation outcome or request a review of the evaluation process where they consider that the procurement procedure has not been conducted in accordance with the provisions of this Request for Proposal. Any such request must be submitted in writing within the standstill period to the CESF Contract Manager, Luisa Carretti, by email at CESF@netzerocities.eu. Climate-KIC will consider all requests received before proceeding with contract signature. Upon expiry of the standstill period and provided that no outstanding review requests remain under consideration, Climate-KIC may proceed with the contract award and execution.