NZC CESF Procurement RFP

CESF Procurement of external expert for the design and delivery of a climate justice learning and knowledge exchange programme for The Hague

SGA3-MCCC-028 The Hague (Climate Justice)

Date: ~~11 August 2026~~ **UPDATE: 28 August 2026**

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A list of Questions and Answers is published at the bottom of the RFP.

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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 for The Hague Climate Justice Lab — Stakeholder Ecosystem Development, Learning Labs, and Knowledge Dissemination

Date: ~~11 August 2026~~ **UPDATE: 28 August 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	Climate-KIC, acting on behalf of NetZeroCities, is seeking expert support for the design and delivery of a climate justice learning and knowledge exchange programme for The Hague, including stakeholder ecosystem development, structured learning events with a socially-inclusive methodology, and a replicable dissemination product. .
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	The Hague Services will be delivered remotely to the following locations: • The Hague (The Netherlands) Some onsite services may be required at: • The Hague (The Netherlands)
Climate-KIC Contract Manager for submitting proposals and inquiries	Luisa Carretti Mateusz Hoffman CESF@netzerocities.eu
Proposed contract term for successful candidates	~~28 September 2026~~ **UPDATE: 09/14 October 2026** Expected duration: End of September 2026 – December 2027approximately 15 months

Table 1: Procurement executive summary

1.2 Timelines

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

Planned Date*	Milestones
11 August 2026	RFP issued to bidders
25 August 2026 (23:59 CEST Time)	Deadline to submit questions
~~**01 September 2026 (23:59 CEST Time)**~~ **UPDATE: 09 September 2026 (23:59 CEST Time)**	Bidders submit proposals / **Submission Deadline**

Planned Date*	Milestones
~~11 September 2026~~ **UPDATE: 18/21 September 2026**	Assessment results announcement (subject to finished evaluations and selection of a winner)
~~28 September 2026~~ **UPDATE: 09/14 October 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.

1.4.1 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.

1.4.2 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.

1.4.3 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.

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

The Hague Climate Justice Lab [The Lab] is a two-year urban learning programme launched in February 2026, bringing together the Municipality of The Hague, Duurzame Den Haag, The Hague Humanity Hub, and Leiden University to research, test, and structurally integrate climate justice into the city's governance, policy, and practice. The Lab operates as an action-learning programme designed to produce actionable outcomes for policy and practice, with interim insights designed to feed back into the programme and inform adjustments across three interacting tracks: (A) resident-centred learning, (B) cross-sector knowledge exchange, and (C) municipal policy innovation.

The Lab is funded by the Municipality of The Hague. Seed funding covers the minimum viable programme, including the core activities needed to run the Lab locally, including initial conversations and engagement with partners. As the Lab got underway, it became clear that a series of structured events with a clear methodology and documentation mechanism would not only produce better results locally, but create the conditions for the Lab's approach to climate justice governance to be documented and made available to other cities. The CESF funds that additional layer, enabling the Lab to produce replicable methodologies, harvested knowledge on climate justice in practice, and an activated network of locally and internationally operating organisations that are active carriers of knowledge and advocacy on climate justice beyond The Hague. The Lab is designed not only to generate learning for The Hague, but to contribute to a growing body of practice on climate justice governance that Mission Cities can draw on and contribute to.

Current situation: The Lab is in its first year of operation. Resident engagement and policy work are actively underway. The CESF funds the specialist methodology, harvesting infrastructure, and knowledge products needed to make the Lab's learnings travel beyond The Hague

Key stakeholders the supplier will work with:

- Municipality of The Hague: Mission City, client
- Internationally-operating organisations at the intersection of climate, peace, and justice, based in or operating from The Hague
- Community organisations, resident initiatives, and civil society actors in The Hague
- Policymakers and municipal staff participating in the learning events

Key risks and challenges:

- The Lab is an action-learning programme. The contractual scope and deliverables remain fixed. The supplier's facilitation techniques and stakeholder engagement approaches may be adapted during implementation in response to emerging learning.
- Ensuring equal participation across very different actor backgrounds: residents, international organisations, policymakers, requires specialist socially-inclusive facilitation expertise
- Climate justice work operates in a politically sensitive context. The Lab operates with awareness of this and prioritises what is achievable within current conditions. The supplier should approach stakeholder engagement with discretion and adaptability
- The assignment timeline is fixed, with preparatory work required before Fall 2026 when the first Learning Lab is scheduled

Key externalities:

- The Lab is designed as a first 2-year phase with ambition to continue for 2 more years afterwards. The supplier should support the Lab in building a credible foundation for future development
- Outreach to Mission Cities including Rotterdam, Bristol, and Dortmund, and cities beyond the Mission working on similar agendas, is underway to explore potential to connect into the process.

3.2 Scope

Climate KIC, acting on behalf of NetZeroCities, is requesting proposals for specialist expert support to The Hague's Climate Justice Lab across three components, to be delivered between the end of September 2026 and December 2027.

Component 1 — Stakeholder Mapping & Ecosystem Development

Estimated effort: ~15 working days

The assignment covers development and activation of two distinct but interconnected networks: locally-rooted community organisations and resident representatives working on climate justice in The Hague, and internationally-operating organisations at the intersection of climate, peace, and justice. It includes:

- deepening the existing stakeholder mapping through targeted research and documentation;
- identifying organisations' relevance, potential contribution and participation requirements;
- undertaking one-to-one engagement and relationship-building with selected organisations;
- preparing and onboarding stakeholders for meaningful participation in the Climate Justice Lab;
- designing a governance framework for the emerging ecosystem, including roles, structures and operating conditions; and
- producing a documented ecosystem map and governance framework that can support the network beyond the CESF period.

The ecosystem mapping is expected to cover approximately 10-15 local organisations and resident representatives, and 15-20 internationally-operating organisations. Each will require direct relationship-building and preparation for meaningful participation in the Lab.

Engagement with civil servants and municipal staff will be coordinated by the Municipality of The Hague, and engagement with Mission Cities will be coordinated by NetZeroCities — neither is part of the supplier's scope.

Component 2 — Climate Justice Learning Labs

Estimated effort: ~30 working days (based on 4 events)

Design and delivery of four structured cross-sector learning events in The Hague, conducted in Dutch and English depending on participants and session context, bringing together diverse actors — residents, policymakers, civil society, and international organisations — with a socially-inclusive methodology, producing harvested knowledge to inform ecosystem development and climate policy, and to serve as a learning resource for Mission Cities working on similar agendas.

The assignment covers the full delivery cycle across four events over 12 months, including:

- design of the overall learning journey;
- preparation and adaptation of each event;
- Identification, outreach, and onboarding of participants to support balanced and inclusive participation;
- design and facilitation of each session;
- development of knowledge-harvesting tools;
- structured synthesis of insights following each event;
- reflection and iterative refinement of the methodology between events; and
- production of reusable learning outputs for Mission Cities.

Each Learning Lab is expected to bring together between 24 and 60 participants, running between 2 to 6 hours per session, depending on the proposed session design.

Where input from Mission Cities would be relevant to the topic and format of a particular session, the event design should be sufficiently flexible to accommodate an appropriate form of participation. Any such participation will be coordinated by NetZeroCities and will not entail recruitment, travel or logistical responsibilities for the supplier.

NetZeroCities will provide limited strategic input during the initial design phase and at agreed review points during the assignment. The selected supplier will retain responsibility for the design, preparation, facilitation, knowledge harvesting, synthesis and delivery of all outputs.

Component 3 — Learning Dissemination Product

Total estimated effort: ~16 working days

Synthesizing the methodology, harvested knowledge and learnings from across the Climate Justice Lab into a transferable framework or methodology that can be adapted by other cities. The assignment includes:

- Synthesis of insights and lessons generated through planning, delivery and review of Labs;
- Development of a replicable and adaptable framework or methodology for application by other cities, as appropriate;
- Translation of technical and methodological insights into accessible formats for different audiences;
- Design and production of a publicly accessible knowledge product designed for replication by other cities, in a format proposed by the supplier based on the learnings generated through the assignment; and
- Preparation of digital outputs suitable for dissemination through Mission Cities and wider city networks (outputs may be suitable for printing, but this budget should not envision print runs).

The selected supplier will coordinate with NetZeroCities to ensure that outputs are suitable for dissemination beyond The Hague.

The proposal should consider the following:

- The Lab is an action-learning programme — the proposed methodology may remain sufficiently flexible to adapt facilitation techniques or stakeholder engagement approaches during implementation, without implying changes to the agreed scope or deliverables.
- Equal participation across diverse actor backgrounds is central to the Lab's design — the proposal must demonstrate specialist expertise in socially-inclusive facilitation
- Dutch language competency is required for community and resident engagement activities

At the start of the assignment, the selected supplier will be expected to participate in a baseline briefing with NetZeroCities and the city to establish a shared understanding of the programme context and strategic approach. Where relevant, NetZeroCities will share learnings from other cities working on similar agendas to inform the supplier's approach — this does not require additional sessions or formal outputs from the supplier. NetZeroCities experts are resourced separately and do not need to be represented in the financial offer.

For clarity, the following services are specifically **"Out of Scope"**: Venue, catering and logistics for events.

3.3 Milestones

The services are expected to be delivered according to the following (indicative) milestones:

Milestone	Deliverables	Time frame
Initial stakeholder identification completed	D1: Ecosystem Map and Governance Framework	Q3 2026
Learning Lab 1	D2: Socially-Inclusive Event Methodology and Knowledge Harvest	Q3 2026
Learning Lab 2	D2: Socially-Inclusive Event Methodology and Knowledge Harvest	Q1 2027
Learning Lab 3	D2: Socially-Inclusive Event Methodology and Knowledge Harvest	Q2 2027
Learning Lab 4	D2: Socially-Inclusive Event Methodology and Knowledge Harvest	Q3 2027
Ecosystem map and governance framework finalised	D1: Ecosystem Map and Governance Framework	Q3 2027
Synthesis and framework development completed	D3: Learning Dissemination Product	Q3 2027
Dissemination artifact delivered	D3: Learning Dissemination Product	Q4 2027
NetZeroCities CESF Delivery Report submitted	D4: NZC CESF Delivery Report	Q4 2027

3.4 Expected Budget

As planning assumption, the overall estimated effort for the assignment is approximately 65 working days.
The maximum budget available for the support is EURO 70.000,00 (VAT excluded) including travel cost and budget for specialist / external experts.

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

- Experience designing and facilitating structured multi-stakeholder learning processes with demonstrated expertise in socially-inclusive facilitation and enabling equal participation across diverse actor backgrounds
- Embedded knowledge of The Hague's actor ecosystem, including the peace, justice, and humanitarian networks, or demonstrated ability to rapidly develop this through local partnership
- Experience in transition management and/or transition arena methodology applied in governance or policy contexts
- Experience working at the intersection of climate, justice, and/or humanitarian action
- Specialist knowledge harvesting and translation of qualitative insights into replicable frameworks or methodologies
- Experience designing governance structures for multi-stakeholder ecosystems
- Experience producing knowledge artifacts and dissemination products designed for replication across cities or organisations
- Written and spoken Dutch language competency for community and resident engagement

3.6 Methodology

The service provider is asked to adopt a suitable and professionally accepted methodology to deliver the services. The methodology should consider:

- How the approach ensures socially-inclusive participation across diverse actor backgrounds, including residents, international organisations, and policymakers, with explicit attention to power dynamics and equal participation conditions
- How knowledge is systematically harvested during and between events, and translated into outputs usable by other cities
- How the methodology remains adaptive and responsive to emerging learning throughout the programme, while delivering against agreed scope and deliverables
- How the governance model for the ecosystem is designed to outlast the CESF period

3.7 Objectives

- Activate and deepen The Hague's network of locally and internationally-operating organisations at the intersection of climate, peace, and justice, and design a

governance structure that allows the ecosystem to function independently beyond the CESF period

- Design and deliver four structured cross-sector learning events with a socially-inclusive methodology, producing harvested knowledge and a documented event methodology applicable beyond The Hague
- Synthesise and translate learnings from across the Lab's events and tracks into a replicable and adaptable framework or methodology, and produce a dissemination artifact designed for use by other cities
- Ensure Mission Cities across the NetZeroCities programme can access and benefit from the methodology, knowledge, and ecosystem developed through this assignment

3.8 Deliverables

The following deliverables are requested – all are to be delivered in English.

1) **Deliverable 1: Ecosystem Map and Governance Framework**

Component: 1 — Stakeholder Mapping & Ecosystem Development

Language: English

Delivery: Initial version in October 2026; Final version in October 2027(following Learning Lab 4)

Acceptance: This deliverable will be reviewed and formally accepted by the Municipality of The Hague

Requirements:

- A documented map of engaged local and international organisations at the intersection of climate, peace, and justice, including their relevance to the Lab and participation requirements. Accompanied by a governance framework — including roles, decision-making principles, and operating conditions — that enables the network to function independently after the CESF period.

Format: written document.

Intended use: foundation for the Lab's ongoing ecosystem development and a replicable model for other cities.

2) **Deliverable 2: Socially Inclusive Event Methodology and Knowledge Harvest**

Component 2 — Climate Justice Learning Labs

Language: English

Delivery: within four weeks of Learning Lab 4 (estimated October 2027)
Acceptance: This deliverable will be reviewed and formally accepted by the Municipality of The Hague.

Requirements:

- A documented event methodology covering the arc of four Learning Labs: sequencing, thematic development, socially inclusive facilitation approach, and articulation between local and international participants. IThe deliverable shall include a knowledge harvesting framework and toolkit, to support the systematic capture of learning throughout the assignment. Knowledge

harvesting shall be undertaken continuously across all four Learning Labs and consolidated into one Knowledge Harvest Report, capturing the key insights, recurring patterns and implications for ecosystem development and climate policy.

Format: methodology document, knowledge harvesting toolkit and one consolidated knowledge harvest report.

Intended use: To document the methodology and consolidate the knowledge generated throughout the Learning Labs, providing the evidence base for Deliverable 3 and a replicable approach for other Mission Cities.

3) Deliverable 3: Learning Dissemination Product

Component 3 — Learning Dissemination Product

Language: English

Delivery: December 2027
Acceptance: This deliverable will be reviewed and formally accepted by the Municipality of The Hague

Requirements:

- Building on the methodology and the consolidated Knowledge Harvest Report produced under Deliverable 2, the supplier shall develop a practical and transferable framework or methodology that enables other cities to apply the key learnings from The Hague Climate Justice Lab.A synthesis of learnings from across the Lab's events and tracks, translated into a replicable and adaptable framework or methodology designed for implementation by other cities. The deliverable shall also include the design and production of a publicly accessible knowledge product for digital publication and online dissemination, in a format proposed by the supplier and agreed with the Municipality of The Hague and NetZeroCities, suitable for replication by other cities.

Format: To be determined in accordance with learning and framework

Intended use: To disseminate the methodology, lessons learned and practical approach developed through the Climate Justice Lab, enabling adaptation and replication by other Mission Cities and other interested cities and organisations.

4) Deliverable 4: NetZeroCities CESF Delivery Report

Requirements:

Deliverable 4: CESF Delivery Report

Requirements:

- Upon completion of the delivery of support, the appointed provider must submit the CESF Delivery Report. This report should be validated by the city/ies in receipt of the support, as described in the Assignment contracted. It should serve as a brief but comprehensive report summarizing 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.
- In English, using Dutch technical terminology and nomenclature as required, with translation of Dutch-language terminology and nomenclature to English.

Deliverables will be requested to be written at 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.

3.9 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 should 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 x 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 (p*lease 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.

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 English and in Euros, detailing all applicable costs related to the assignment. The quotation must specify:

The supplier's VAT number, including country code, if applicable.

- Whether prices are inclusive or exclusive of VAT.
- Where VAT is applicable, the exact VAT rate (%) to be applied.
- Whether the reverse charge mechanism is expected to apply.

To enable Climate-KIC to assess the financial and tax implications of your bid, please also confirm the following:

If VAT will not be charged:

- Confirm whether the reverse charge mechanism applies.
- Provide a brief explanation of the legal basis (e.g. intra-EU B2B supply of services under Article 196 of the EU VAT Directive).

If VAT will be charged:

- Explicitly state the VAT rate (%) that will be applied to the invoice.
- If the supplier is established in an EU Member State other than the Netherlands, briefly explain why the reverse charge mechanism does not apply, with reference to the relevant national or EU VAT provisions.

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.

2. **Main Quote Table**: Suppliers must provide a **main quotation table** summarising all deliverables listed in Section 3/3.8 (Scope of Work/Deliverables).
   The financial proposal shall be submitted as a fixed-price quotation covering the full scope of the assignment. Unless expressly stated otherwise in the Request for Proposal, no additional costs, expenses or fees (including travel, accommodation, subsistence, overheads, administrative costs or any other incidental expenses) shall be reimbursed by Climate-KIC during contract implementation.

   Each row of the Main Quote Table must correspond to a deliverable and include:

- Deliverable name (as listed in Section 3.4)
- Unit of measure (e.g. days, weeks, or months — use the most appropriate for the task)
- Quantity
- Unit price
- Subtotal

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

The subtotal for each deliverable shall be fully traceable to the corresponding effort and daily rates presented in the Resource Plan (Table 7) and Rate Card (Table 6).

3. **Rate Card:** Suppliers shall provide a **rate card** listing each personnel category/role that will contribute to the assignment, together with the applicable **daily rate in EUR (EUR/day)**. Rates must be **specific to each role** and **must not be blended or averaged** across personnel.

If your organisation normally operates with **hourly rates**, you must also indicate the equivalent **daily rate**, applying the following standard conversion to ensure comparability across bids:

Standard conversion: 1 working day = 8 hours.

The rate card must include all roles foreseen in the delivery of the assignment (including subcontractors or external specialists, where applicable.) and shall use **the same role names** that appear in the **Main Quotation (Table 5)** and the **Resource Plan (Table 7)**. All rates must be **fixed for the entire contract duration** and expressed in EUR, excluding VAT (VAT treatment is covered in the previous section).

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.

4. **Resource Plan**: Suppliers shall also provide a **Resource Plan**, showing the allocation of human resources across the project life cycle.
   The plan must use a **single consistent time unit**, which for this assignment is **monthly** (i.e. time buckets in calendar months).

This plan ensures full traceability between the resources, the deliverables and the associated costs. The total cost shown in the Resource Plan shall reconcile with the total quotation submitted 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 3.4 – Scope of Work),
- 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 totalling the days and cost per role, as well as overall totals per deliverable.

Required columns for Table 7:

- Month / Phase
- Deliverable ID (ref. Section 3.4)
- 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.

5. For External Suppliers (Non-NZC Consortium): Travel and subsistence costs required for the delivery of the assignment shall be fully included in the fixed-price quotation and clearly itemised. No additional reimbursement of travel or accommodation costs will be made during contract implementation. Time spent travelling is not considered billable. Bidders are encouraged to propose remote collaboration and digital engagement methods wherever possible to minimise environmental and financial impact.
6. Please submit your quote on official company letterhead or a formal company document, in English. The quote should be submitted in PDF format. The quote shall include company name, address and VAT/TAX code, contact details, date of submission, name and role of the authorized signatory. The quotation shall be signed by an authorised representative of the supplier.
7. The quotation should remain valid at least 90 calendar days from the submission deadline.
8. 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.
9. 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 Municipality c) Involvement in previous or ongoing projects funded or coordinated by the Municipality d) Participation in governance, technical, or advisory bodies. The bidder shall also declare any potential conflict of interest that could reasonably be perceived to affect the impartial performance of the assignment.

Table 5: Example – Main Quotation Table

Deliverable ID / Name	Unit	Quantity	Unit price (EUR)	Subtotal (EUR)
D1 – Inception Report	days	13	–	10,100
D2 – Final Report	days	20	–	15,800
Total				25,900

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	Project Manager	5	900	4,500
Month 1	D1	Technical Expert	8	700	5,600
Month 2	D2	Analyst	12	450	5,400

6.3 Terms of this RFP

1. Your proposal should be submitted according to the instructions as detailed in this section and should be valid for a period of at least 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 seven (7) 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.

List of Questions and Answers

RFP Reference: SGA3-MCCC-028 The Hague (Climate Justice)

Questions	Answers
1. When will potential bidders receive the answers to the questions? May I ask for 1 week between the answers to the questions and the deadline for submitting the proposal? Thus, it will allow me to fully integrate your answers into the proposal.	The responses to bidders' questions will be shared in a timely manner. Climate-KIC will ensure that all bidders are given sufficient time to consider the clarifications and, where necessary, adjust their proposals accordingly. Accordingly, the submission deadline will be extended to provide an appropriate period between the circulation of the clarifications and the revised submission deadline.
2. Will all the (anonymised) questions and answers received from potential bidders be shared? It is not clear from the text of the RfP if that would be the case.	All questions received from potential bidders will be consolidated into a single Questions and Answers document, which will be shared with all bidders. The document will not disclose the identity of the bidders who submitted the questions.
3. The milestone table places both D1 (initial) and Learning Lab 1 in Q3 2026, but the contract starts 28 September 2026, and the background text refers to "Fall 2026." Can you confirm the actual date for Lab 1 and the D1 initial deadline, and the realistic preparation window before it?	The contract start date (28 September) is later than originally planned. Therefore, the first milestones are now also expected later: - D1 initial version: Q4 2026 (expected: early November) - D2 first Lab: Q4 2026 (expected: first half of November) The preparation window will thus be at least one month, starting on 28 September 2026.
4. Component 1 says "deepening the existing mapping". Would you be able to share what already exists and which partner produced it, so I know how to design the effort of Component 1?	The existing mapping on Airtable identifies organisations in the climate justice ecosystem connected to The Hague, including research institutes, civil society, and so on. So far 55 organisations (each with contact people) have been identified, with information including stakeholder type, scale, climate justice theme, social justice focus, role in the ecosystem, target audience, type of expertise, degree of influence, potential role in lab, and collaboration potential. The production and maintenance of this existing overview is done by the key partners of the lab. This mapping will be shared with the selected

Questions	Answers
	supplier in line with GDPR-regulations (so specific names and emails may have to be removed).
5. Component 2 asks for the development of knowledge-harvesting tools. Are there already tools available in the Platform? And would you be able to share them?	There are no established tools yet that can be shared. The Lab has informally tried a few approaches, but without a consistent methodology. Developing appropriate knowledge-harvesting tools is therefore part of the supplier's role. These tools should align closely with the methodology chosen for the learning labs themselves.
6. How do the supplier's ecosystem-development and facilitation roles sit alongside Duurzaam Den Haag, The Hague Humanity Hub (which already holds much of the international peace/justice network) and Leiden University? Who owns which relationships? And what is the role of Duurzaam Den Haag, The Hague Humanity Hub and Leiden University in giving guidance to the project and its parts?	The supplier is responsible for coordinating this project and delivering on the specified deliverables and milestones. Within this, Duurzaam Den Haag and The Hague Humanity Hub act as proactive strategic and guiding partners, contributing their existing networks, expertise and community connections. For Duurzaam Den Haag, this means mostly local residents (initiatives); for The Hague Humanity Hub, this means relevant professionals (from local to international) working on (climate) justice. Leiden University plays a limited or no role in guiding the supplier's work, as their role is advisory rather than leading project design or implementation. Relationship ownership will be determined collaboratively at the start of the project, clarifying responsibilities, points of contact and governance arrangements.
7. NetZeroCities will provice limited strategic input during the initial design phase and at agreed review points during the assignment. What role will the other partners play (Municipality, Duurzaam Den Haag, The Hague Humanity Hub, Leiden University) in the strategic direction of the assignment?	The supplier accounts to the Municipality. Together with the key partners of the lab (Duurzaam Den Haag and The Hague Humanity Hub), they will set and steer the strategic direction of the project to make sure it fits well in the overall structure and objectives of the lab. The supplier is expected to follow the direction and guidance given by them. The specific ownership and collaboration structure will be explicitly discussed at the start of the project.

Questions	Answers
8. Could you confirm exactly which participant groups the supplier is responsible for recruiting per Lab, and target numbers? The document states that Municipal staff are handled by the Municipality and Mission Cities by NZC. Would Municipal staff and mission cities be part of the labs?	Further development of exact participant groups is part of the assignment, as mentioned under Component 2: "Identification, outreach, and onboarding of participants to support balanced and inclusive participation." Understanding the local context and having the sensitivity to reach out to appropriate organisations and create the right conditions to welcome them to the events is a crucial part of the project. Representatives of mission cities and GDH are included in the participant count.
9. Who provides the participant invitationD/communications infrastructure across all four Labs?	Developing the right message and consolidating the necessary information for the invitations and outreach is within the supplier's scope. The actual dissemination will be done through the channels of key partners and is out of scope for the supplier.
10. Par 3.7 states that an objective is to design and deliver 4 structured cross-sector learning events. Are these the same as the labs?	Yes. The four structured cross-sector learning events referred to in Section 3.7 are the four Climate Justice Learning Labs covered under Component 2 of the RFP. The supplier will therefore be responsible for the design and delivery of four Learning Labs over the course of the assignment.
11. The language of the 4 labs will be either Dutch or English of possibly both. Is professional interpretation provided or funded separately, or is unassisted bilingual facilitation expected.	In case the event does become bilingual, assistance should be available for those who need it. Professional interpretation will not be separately provided or funded. If the supplier cannot facilitate it in both languages themselves, professional assistance should be included in the supplier's fixed-price quotation. If the supplier *can* do it themselves, no separate interpretation cost needs to be included in the quotation. For example, this could be done by designing the session format accordingly with a welcome/intro in both languages, followed by splitting the attendees into language-specific breakout groups for discussions. This depends on the design of the event.
12. The budget is a maximum of 70k Euros for approximately 65 days of work. However, when I add the days from all the components, it adds	The approximately 65 working days indicated in Section 3.4 represent an overall planning assumption for the assignment and are not

Questions	Answers
up to 61 days of work. Are we expected to define these numbers more exactly in our proposal?	intended to constitute a fixed or mandatory number of days. The estimated effort indicated for the three components is approximately 15 days for Component 1, 30 days for Component 2 and 16 days for Component 3. Bidders may propose a different allocation of working days if, based on their proposed approach and methodology, they consider this necessary to deliver the full scope and deliverables effectively. In such case, the proposed allocation should be clearly explained and justified in the proposal and reflected in the Resource Plan. Any proposed resource allocation must remain within the maximum available budget of EUR 70,000 (excluding VAT).
13. The standard term is 100% on acceptance of the final report (Q4 2027), that is roughly 15 months after start. Would tranche payments tied to D1 and each of the four Labs be acceptable?	Yes, bidders may propose a payment schedule based on tranches linked to clearly defined deliverables. Any proposed deviation from the standard payment terms must be explicitly included in the bidder's proposal and will be subject to prior written approval by the Climate-KIC Contract Manager. If approved, payments will be strictly linked to the achievement and formal acceptance of the relevant milestones/deliverables.
14. One item in the eligibility checklist raises a concern for us. It states: “Climate-KIC reserve the right to reject proposals where the proposed supplier: 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).” Our organization is currently a recipient of EU funding through the DEAR Programme, via the intermediary Wilde Ganzen / Connect for Global Change, until November 2026. Could you please clarify whether this would affect our eligibility to apply for this tender?	The eligibility criterion set out in the RFP will be applied during the formal assessment of the submitted proposals. Bidders should provide all relevant information regarding any EU funding received, including the nature of their funding arrangement, as part of their proposal. The eligibility assessment will be carried out on the basis of the information and supporting documentation submitted at that stage.

Questions	Answers
15. Section 6.2.9 requires applicants to disclose any relations with the City. Does this requirement also apply to subcontractors?	The disclosure requirement under Section 6.2.9 formally applies to the bidder/main contractor. Proposed subcontractors are not required to submit a separate declaration under this provision. However, bidders should ensure that any relevant information concerning proposed subcontractors that may give rise to a potential conflict of interest in relation to the Assignment is disclosed as part of their proposal.
16. Could you please share the Climate KIC's Standard Data Protection Clause?	Yes. The Climate-KIC Standard Data Protection Clause is provided below for bidders' reference. **DATA PROTECTION** The parties shall comply with applicable data protection legislation including but not limited to the General Data Protection Regulation (EU) 2016/679 (**GDPR**) and any national implementing laws, regulations and secondary legislation, in each case as amended, supplemented or replaced from time to time. The Supplier warrants that it has obtained the informed, clear and explicit consent of any data subject whose personal data (within the meaning of applicable legislation) it transfers to Climate-KIC, including but not limited onward processing and transfer by Climate-KIC in line with Climate-KIC's publicly available Privacy Policy at https://www.climate-kic.org/policies/privacy-policy/ as updated from time to time. The terms data controller, data processor, data subject and personal data shall have the same meaning as in Regulation (EU) 2016/679 as amended, supplemented or replaced from time to time. For the purposes of the Contract, both parties can be data controllers and processors. The data processor shall process personal data only to the extent, and in such a manner, as is necessary for the performance of these Contract

Questions	Answers
	and shall not process the personal data for any other purpose nor beyond the term of the Contract. The data processor shall promptly comply with any request from the data controller requiring the data processor to amend, transfer or delete the personal data and shall provide the data controller with full co-operation and assistance in relation to any request made by a data subject to have access to that person's personal data. The data processor shall provide the data controller with full cooperation and assistance in meeting its obligations under the GDPR or any other data protection legislation, including but not limited to ensuring the security of processing and the conduct of data protection impact assessments. The Supplier (or any subcontractor) must not transfer or otherwise process personal data outside the European Economic Area (EEA) unless they have taken necessary measures to ensure that the transfer complies with applicable data protection laws and regulations. The data processor shall promptly inform the data controller if any personal data is lost or destroyed or becomes damaged, corrupted, or unusable or if it becomes aware of any unauthorised or unlawful processing, or if it receives any request to act in a way which is incompatible with the GDPR and any other local data protection legislation. The data processor warrants that: • it will process the personal data in compliance with all applicable laws, enactments, regulations, orders, standards and other similar instruments,

Questions	Answers
	• it will ensure that employees and other workers are subject to a duty of confidentiality in relation to personal data processed under these Conditions, • it will not permit sub-processing of personal data under the Contract except as permitted herein, other than with the prior written consent of the data controller, • it will take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against the accidental loss or destruction of, or damage to, personal data including, but not limited to, appropriate security measures, and • on termination of the Contract, if requested by the data controller, it will delete or return all personal data in accordance with the data controller's instructions.