



**REQUEST FOR PROPOSAL:**  
**Open call for the provision of support for EIT RawMaterials**  
**for Control and Audit strategy**

**1. Request for Proposal (RFP)**

EIT RawMaterials invites you to respond to this Request for Proposal (RfP) on Control and Audit strategy.

**2. Introduction to EIT RawMaterials**

Europe is home to world leaders in manufacturing, game changing innovative technologies and an entrepreneurial infrastructure that can boost the transition to a resource-efficient and sustainable society. A sustainable supply of raw materials is vital for both this transition and for Europe's industrial activity.

EIT RawMaterials, initiated and funded by the EIT (European Institute of Innovation and Technology), a body of the European Union, is the largest and strongest consortium in the raw materials sector worldwide. Its mission is to develop raw materials into a major strength for Europe by boosting competitiveness, growth and attractiveness of the European raw materials sector via radical innovation, new education approaches and guided entrepreneurship.

EIT RawMaterials unites more than 120 partners – academic and research institutions as well as businesses – from more than 20 EU countries. Together we collaborate on finding new, innovative solutions to secure the supply of the raw materials and improve the sector all along the value chain – from extraction to processing, from recycling to reuse.

The vision of EIT RawMaterials: To develop raw materials into a major strength for Europe' will be realized by integrating knowledge from industry, higher education and research and by engaging stakeholders from the entire raw materials value chain. EIT RawMaterials will promote increased resource efficiency and the improvement of processes and products, support the introduction of new, innovative technologies and rethink our current linear economic model to move towards a circular approach. Further focus areas are to increase human capital in the raw materials sector and promote entrepreneurial education at all levels.

We see a Europe with industrial strength built on a foundation of efficient, secure and sustainable supply and use of raw materials. In this vision, products, processes and solutions are geared towards the closure of closely interconnected material cycles. These dynamic and rapidly changing material cycles will attract new investments, enhance the innovation capacity for competitiveness and incite



the interest of talented, skilled, entrepreneurial employees. The aim is for society as a whole to appreciate the value of raw materials and perceive the sector as innovative and attractive.

EIT RawMaterials aims to significantly enhance innovation in the raw materials sector by sharing of knowledge, information and expertise: Entrepreneurs, Start-ups and SMEs receive funding and support through our partner network and collaboration activities.

EIT and EIT RawMaterials are and will be an integral part of Horizon Europe Framework Programme for Research and Innovation 2021-2027. EIT RawMaterials has evolved to an open, integrated, outward-looking and expanding partnership **closely connected with the policy agenda of the European Commission** and driven by a strategy to create industrial symbiosis through innovation across value chains’.

EIT RawMaterials is becoming a **‘network- and service-focused organisation** (2021-2027) with the ambitious aim to emerge as a stand-alone and profitable, fully-fledged professional service organisation.

### **3. Activity to which the RfP is referring to**

EIT RawMaterials is evaluating alternative solutions for external support to set up its “Control and Audit Strategy” for subgrantees that receive funds of >60k EUR and <430k€. The objective is to reduce the level of ineligible costs and the level of liability risk coming from the new cascading model.

### **4. Description of Services to be provided**

Prerequisites : Understand the types of cost categories and the application of Articles 6, 8 and 20 of the Annotated Grant Agreement AGA.

Understand the rules of the Annotated Grant Agreement (AGA) and their application

EIT RawMaterials has nearly 200 subgrantees that receive funds of >60k EUR <430k€ in its Business Plan 2023. This amounts to a volume of circa 28m EUR for 2023. The costs will be sampled and



analysed in the period of April to June 2024 as well as beyond in a continuous and recurring fashion. This requires a solid Control and Audit Strategy including, for example:

- Define sampling and verification strategy and approach including possible priorities (e.g. personnel costs, subcontracting costs, travel costs, subgranting, purchase costs, other costs and indirect costs)
- Define scenarios on proceeding with findings and follow-up requirements
- Define and develop documentation requirements and templates
- Define activities and resource requirements to run Control and Audit Strategy
- Develop and run trainings for internal team members of EIT RawMaterials
- Consult on internal resource requirements
- Develop continuous and recurring control strategy and process
- Actively support the sampling, verification and auditing of subgrantees ('phase 2' support OPTIONAL)

Based on this tender EIT RM might decide to increase the scope up to performing sampling subgrantees that receive 60k to 430k€

The main purpose of this RfP is the selection of a service provider in order to support EIT RawMaterials in the development. The aim is to sign a contract for this with the selected company. In specific, the company is invited to submit an offer which will demonstrate:

#### Expertise

- Proven track record and expertise in auditing for profit and non-profit organisations
- Proven track record in accounting matters for profit and non-profit organisations
- Proven track record and expertise in an international environment
- Proven track to deliver actionable recommendation towards Company management and beyond
- Proven track record to deal with public funding

We expect the following KPIs as being applicable to drive the work

- clear documentation and methodology draft
- accurate definition of audit risk
- adequation between proposed plan and ressources (either financial or internal)
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In line with that, please describe the services you are offering and your designated way of cooperation with EIT RawMaterials. Seeing our developments in the past, and the tasks ahead of us, we deem this as an important aspect to understand how a cooperation might work and where the critical points and handovers would take place.

## **5. Selection Criteria**

EIT RawMaterials will use multiple criteria to select the most appropriate partner. The following list summarizes the major qualitative areas that will be evaluated:

- Services and KPIs offering as defined in section 4, and approach to ensure them **(40%)**
- Previous relevant experience as defined in section 4 **(30%)**
- Budget **(30%)**

## **6. Response Contents and Format**

Please complete all sections of the RFP as defined under Section 7. If additional material is required for one or more tasks, please label attachments clearly and reference them in your response. Your response to this RfP will serve as the basis for the consideration of your potential as a selected venture.

## **7. Information Requirements**

For the purposes of understanding more about your company and your ability to successfully fulfill this important EIT RawMaterials requirement, please provide the information below as part of your response, clearly referencing each specific question.

### **a. Corporate Information**

Give a brief overview of your organization's involvement in providing services as described above in the marketplace covering the "Expertise" requests of Section 4.

### **b. Proposal**



Describe your proposal as a response to the generic elements mentioned in this RfP and in specific in the “Services” and “KPIs” requests of Section 4.

The proposal should foresee for each action, a detailed set of deliverables, timeline and milestones and should be complemented by an estimate of costs.

### **c. Financials**

Describe your pricing model and a detailed financial analysis that is requested to execute your proposal.

## **8. Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the Communications and Response section above. All responses must be received on or before close of business (3:00 pm CET) on the proposals due date indicated in the key dates table below.

## **9. Key Dates**

*25.03.2024.: RfP available and advertised*

*05.04.2024: Proposals submission deadline*

*15.04.2024: Award by EIT RawMaterials*

*01.05.2024: Commencement of work*

## **10. No Obligation**

The submission of a proposal shall not in any manner oblige EIT RawMaterials to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

## **11. Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of EIT RawMaterials solely for the benefit of EIT RawMaterials.



## **12. No Guarantee**

EIT RawMaterials makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

## **13. Costs for preparing proposals / offers**

No costs incurred by the tenderer in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

## **14. Contact**

Cyrille Saunier, Head of Finance, is the designated EIT RawMaterials representative for this initiative.

For any information related to this RfP, please direct all inquiries to her contact information as follows:

For questions please contact :

Cyrille Saunier, Head of Finance

EIT RawMaterials GmbH, Europaplatz 2 10557 Berlin Germany

Phone: +49 174 18 70 270

Email: [cyrille.saunier@eitrawmaterials.eu](mailto:cyrille.saunier@eitrawmaterials.eu)

[www.eitrawmaterials.eu](http://www.eitrawmaterials.eu)