

Request for proposal:
Compliance Advisory and Operations
Partner for Digital Regulations:
Data Protection, AI Systems, and
Accessibility

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1. Overview

1.1. EU Raw Materials Academy and EU Advanced Materials Academy

The **European Raw Materials Academy (ERMAcademy)** is a flagship initiative funded by the European Commission to support the upskilling and reskilling of Europe's raw materials workforce. In response to growing demands for sustainability, digitalisation, and industrial resilience, the Academy aims to close critical skills gaps across the entire raw materials value chain — from exploration and processing to recycling and circularity. Designed to serve professionals, SMEs, large enterprises, and public authorities alike, the ERMAcademy will offer a portfolio of high-quality, future-oriented learning programmes aligned with evolving labour market needs and EU policy priorities, such as the Critical Raw Materials Act and the Green Deal Industrial Plan.

The Academy's training delivery will be underpinned by a next-generation digital platform, currently under development, which provides personalised learning pathways, AI-powered skills matching, and access to a European network of certified training providers. As a long-term, cross-sectoral education ecosystem, the ERMAcademy is being implemented by EIT RawMaterials in close collaboration with industry, academia, and public institutions. Its mission is to become the leading education and workforce development platform for the raw materials sector in Europe, fostering strategic autonomy, innovation, and green transition through inclusive and targeted learning opportunities.

The **European Advanced Materials Academy (EAMAcademy)** is a flagship initiative funded by the European Commission to strengthen Europe's leadership in advanced materials through targeted upskilling and reskilling. In response to the fast-evolving demands of innovation, digitalisation, and sustainability, the Academy aims to close critical skills gaps in the design, development, and application of advanced materials across sectors. It will support students, professionals, SMEs, large enterprises, and public authorities by offering a comprehensive portfolio of cutting-edge learning programmes aligned with EU priorities such as the "Advanced Materials for Industrial Leadership" communication and the Green Deal Industrial Plan.

Training delivery will be supported by a centralised digital platform that hosts all course offerings, provides access to a network of certified education and training providers across all EU Member States, and issues digital credentials to ensure skills visibility and workforce mobility. The EAMAcademy will also deploy talent-matching tools and work in close collaboration with EU initiatives, national education systems, and industry stakeholders. Implemented by EIT RawMaterials, the EAMAcademy aspires to become Europe's primary education and talent development platform in advanced materials, driving competitiveness, innovation, and industrial resilience.

1.2. EIT Raw Materials

EIT RawMaterials is a 'Knowledge and Innovation Community' (KIC) created by the European Institute of Innovation and Technology (EIT), aimed at promoting innovation in the raw materials sector across Europe. Established in 2015, EIT RawMaterials works to secure the sustainable supply of raw materials to the European industry by driving innovation, education, and entrepreneurship along the entire raw materials value chain.

We are a knowledge-driven business and a catalyst for industrial progress. Our offerings leverage our expertise and that of our network – the world's largest network in the raw [and advanced] materials sector – which includes companies at every stage of evolution, from start-ups to market leaders, along with leading international universities, research organisations, and top experts and future talent from the sector.

Our activities span from mining and mineral processing to material recycling and substitution, focusing on increasing resource efficiency and fostering a circular economy.

We inform policy, apply knowledge, accelerate innovation, create opportunity, and unlock commercial value – for our partners and customers throughout the raw materials value chain to develop the raw materials sector as a strategic strength and foundation for a secure, sustainable future for Europe.

Our offerings are designed to help our partners and industry to be part of Europe's strategic agenda to ensure supply chain security and make the 'Green New Deal' a reality that benefits the people of Europe and partner nations.

For more information about our company please visit the following website:

<https://eitrawmaterials.eu/>

2. Scope of work

2.1. General Objectives

The purpose of this RfP is to engage a **Compliance Advisory and Operations Partner** to support the EU Raw Materials Academy (ERMAcademy) and European Advanced Materials Academy (EAMAcademy) in achieving full compliance with applicable digital regulations in the areas of data protection, artificial intelligence, and accessibility. The selected partner will provide expert guidance as well as hands-on operational support to ensure that the academies' platform and operations comply with the EU General Data Protection Regulation (GDPR), the forthcoming EU Artificial Intelligence Act (AI Act), and relevant German/EU accessibility requirements such as the Barrierefreiheitsstärkungsgesetz (BFSG, the German Accessibility Strengthening Act implementing the European Accessibility Act). The overall objective is to have all necessary compliance measures in place and validated by **1 September 2025**, thereby enabling the academies to launch its digital platform and related services in full compliance with these regulations.

This engagement will involve both advisory services (assessing requirements, planning and auditing) and execution of compliance tasks (developing policies, procedures, and technical fixes) in close cooperation with the ERMAcademy team. It explicitly **excludes** certain educational accreditation or qualification framework activities; specifically, compliance related to ZFU certification, ECTS credits, and EQF alignment are **out of scope** for this RfP and will be handled through a separate RfP by the academies. The focus of this partnership is strictly on **GDPR, AI Act, and accessibility (BFSG/EAA)** compliance domains.

In essence, we are floating this RfP to bring someone onboard who will manage and establish compliance on these regulations end-to-end: documents, processes, policies, etc. in relation to both academies.

Proposals are invited from legal entities or qualified professionals.

2.2. Detailed Scope of Work

To achieve the above objectives, the scope of work for the compliance partner shall include the following key tasks and deliverables:

- Review and validate the regulatory compliance checklist (provided on project start) – The partner will thoroughly review the existing ERMAcademy and EAMAcademy regulatory checklist for GDPR, AI Act, and accessibility compliance to confirm if it is complete, accurate, and up-to-date. This entails verifying that all relevant legal obligations and action items are captured for each of the three compliance areas and recommending any additions or corrections to the checklist as needed.
- Develop a comprehensive compliance roadmap – Based on the validated checklist, the partner will define a clear roadmap to achieve full compliance with GDPR, the EU AI Act, and BFSG. This roadmap should outline the necessary steps, timelines, and responsibilities for implementing each compliance requirement.
- Manage and execute compliance implementation tasks – The partner is expected to actively manage and carry out the operational tasks required to attain full compliance in each domain, including:
 - GDPR/Data Protection: Conducting assessments, preparing privacy policies, establishing data processing agreements, and setting up mechanisms for subject rights and breach response. The company will also work with EIT RawMaterial's DPO to define compliance and breach mechanisms as well as roadmap for ongoing compliance monitoring and audits
 - AI Act: Determining risk classification, performing risk/impact assessments, preparing documentation, and ensuring transparency and accountability in AI system design and deployment for the academy platform. Also, you will support project officers understanding the implications of the AI act, and support them to take the right steps, should we receive proposals from universities/industries that intend to use AI in the service of education.
 - Accessibility (BFSG/EAA): Auditing digital assets against EN 301 549 and WCAG 2.1 AA standards, implementing fixes, and publishing accessibility statements for platform and content. For the learning content hosted on our platform, the content development partner has been provided instructions on making the learning content accessible. The compliance partner will provide EIT RawMaterials with tools to measure and monitor accessibility of content in line with WCAG 2.1 AA or WCAG 2.2 AA (preferable). They can also perform reviews on the content developed by the content development partners to provide feedback. These would be 6 modules to begin with additional ones as we progress.
 - In addition to these, there are other digital regulations that we need the support of the prospective partner to advise us if they apply to us. If the application of these regulations applies to us, these would also be added to the scope of regulations in addition to the major regulations mentioned in the bullets above. These include, but

are not limited to, if relevant:

- EU Micro Credentials Act
 - ISO
 - Digital Services Act
 - Web Accessibility Directive - Directive (EU) 2016/2102
 - EU Accessibility Directive - Directive (EU) 2019/882
 - Jugendmedienschutz-Staatsvertrag (JMStV)
 - [Digitale-Dienste-Gesetz \(DDG\)](#)
 - EU NIS2 Directive - Directive (EU) 2022/2555
- Monitor progress and ensure compliance by September 1, 2025 – The partner will project-manage the above efforts and deliver all related outputs, including final compliance documentation, a readiness audit, and recommendations for maintaining ongoing compliance.
 - **Expected results:** advise on, establish, and make us compliant with these regulations by Sep 1! We need a partner who can manage the end-to-end compliance process as a managed service.
 - Depending on mutually agreed analyses, there may also be a component of “post-go-live” support extending into months beyond September, focusing on continuous monitoring and improvement, as well as periodic checks and internal audits. Should this requirement be confirmed, these would be defined separately at the end of August 2025. Procurement of partners for the maintenance phase will be in line with the procurement policies of EIT RawMaterials. Eventually, maintenance would be managed through a different contract.

Where possible, the partner should leverage automation or reusable templates to minimize administrative burden and reduce the time and cost investment.

An EU Skills Marketplace for the RM Sector

All trainings for the two academies will be hosted and are planned for integration on the EIT RawMaterials’ digital skills development platform, our central digital learning environment and skills marketplace. The platform will support SCORM packages, modular stacking, learner analytics, and integration with credentialing frameworks, as well as AI-based training recommendations.

The partner will need to:

- Ensure all training documentation prepared for regulations reflects the actual delivery format and trainee experience on the digital platform
- Coordinate with platform managers to retrieve training exports and metadata as needed
- Advise on any LMS-specific technical issues that may affect digital regulatory compliance

Accreditation and Quality Standards

All consultancy outputs should align with the standards and procedures of the EIT RawMaterials Academy Quality Objectives and Quality Assurance Policy, particularly where these relate to training design, documentation consistency, learner protection, and content transparency. These documents can be found on the EIT RawMaterials webpage where this call has been posted.

Note: Any tasks or requirements related to ZFU, ECTS, or EQF are expressly excluded from this scope, as these areas are managed outside of this contract.

3. Proposal Process

3.1. Participation

Participation in this proposal procedure is open to all tenderers.

All participants must sign the Tenderers' declaration form attached (Annex #1) and submit it with the proposal.

Please note that the tenderer may not modify the text, it must be submitted signed as provided by EIT RawMaterials attached to this request for proposal document.

3.2. Submission of proposal

EVENT	DATE (Calendar dates)
Publishing the RFP on EIT RawMaterials website	Friday, 4 July 2025
Deadline for submitting proposals	Monday, 4 August 2025
Intended date of notification of award	Tuesday, 12 August 2025
Intended date of contract signature	Thursday, 14 August 2025

Proposals must be emailed in English to the following address:

Contact name: for the attention of Adnan Hardwarewala

E-mail: adnan.hardwarewala@eitrawmaterials.eu

Also, please mark a copy of your inquiry/submission emails to RMAcademy@eitrawmaterials.eu

The proposal shall contain:

- Tender concept as technical response to the requested services including timeline and milestones (section 2)
- Team presentation: Full profile for each team member; qualification (education and professional background) of each team member; knowledge and understanding of relevant topics as specified in section 2, illustrated by appropriate case studies.
- The financial offer covering the whole project as a fixed price must be presented in Euro including taxes and fees. Additional services for "post-go-live" support shall be remunerated on a time and material basis for which daily rates must be offered with an estimated scope of 20 person days (only for the purpose of comparability, the actual scope may be higher or lower than this estimate).
- All prices must be indicated as net amount + VAT and **must be below 219,999 EUR**. Please note, the target price range for the work to be completed by 1st September is 60k-70k EUR.
- Indication of supplier's insurance coverage. The proposal must specify whether the supplier
 - o has taken out a company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.
- Tenderers' declaration form.
- Examples and testimonials from previous clients demonstrating your ability to manage such

- projects
- Highly preferable: past experience with academic/public academies in similar projects

Proposals must be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderers are, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals shall, if applicable, also become an integral part of any resulting contract.

The tenderer represents that the individual submitting the natural or legal entity's proposal is duly authorized to bind its entity to the proposal as submitted. The tenderer also affirms that it has read the instructions to tenderers in this RfP document and that it has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

Personal data collected in the procedure shall be processed and stored for purposes of conducting the procedure and implementing and processing the contract. The provision of personal data is neither contractually nor legally required; however, it is a prerequisite for the consideration of proposals in this procedure.

In addition, reference is made to the **Information GDPR**.

3.3. Requests for additional information or clarification

In case the tenderers are in need of additional information or clarification, please address it to the address below. All information requested or answered may only be done through written communication – email only.

Contact name: for the attention of Adnan Hardwarewala

E-mail: adnan.hardwarewala@eitrawmaterials.eu

Also, please mark a copy of your inquiry/submission emails to RMAcademy@eitrawmaterials.eu

3.4. Validity of the proposals

Tenderers are bound by their proposals 90 days after the deadline for submitting proposals.

3.5. Costs for preparing proposals

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

3.6. Ownership of the proposals

EIT RawMaterials retains ownership of all proposals received under this procedure. Proprietary information identified as such, which is submitted by tenderers in connection with this procurement, will

be kept confidential.

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, for the purposes of safeguarding the EU's financial interests, EIT RawMaterials may transfer the proposal and the contract of the supplier to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

3.7. Clarification related to the submitted proposals

After submission, proposals shall be reviewed for compliance with formal requirements as set forth in this RfP document. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT RawMaterials may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit. All information requested or answered may only be done through written communication – email only.

3.8. Negotiation about the submitted proposal

After reviewing the formal compliance of the tenders, EIT RawMaterials may negotiate the contract terms with the tenderers. In this negotiation EIT RawMaterials will request all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiations, EIT RawMaterials shall provide further information about the proceedings and timing.

3.9. Open Competition

The EU Raw Materials Academy and EU Advanced Materials Academy serve the skills needs of the entire EU Raw Materials industry. To this end, this is an open procurement call to all entities, and therefore, applicants are not required to be partners of the EIT RawMaterials KIC membership network. Furthermore, no preference will be given to EIT RawMaterials members and proposals will be evaluated solely on the merits of the applying entities and their proposed project plans.

3.10. Evaluation of proposals

Each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document.

Technical criteria	Points
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- Technical Specifications (section 2)	40
- Individual experience of the proposed team	20
- Comprehensiveness of proposed results	10
- Feasibility of the proposed implementation timeline and its details	10
<i>Total score for technical criteria</i>	80
Financial criterion	
Lowest offered price shall receive the highest score, others shall be calculated in relation to that in linear equation	20
<i>Total score for financial criterion</i>	20
Total maximum score	100

3.11. *Signature of contract*

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the procedure.

3.12. *Appeals/complaints*

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. Appeals should be addressed to EIT RawMaterials. EIT RawMaterials is only able to address complaints before the contract is awarded to the successful tenderer.

3.13. *Cancellation of the procedure*

EIT RawMaterials reserves the right to suspend or cancel the procedure, where the procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, EIT RawMaterials may refrain from concluding the contract.

In the event of cancellation of the procedure, EIT RawMaterials will notify the tenderers of the cancellation. In no event shall EIT RawMaterials be liable for whatsoever, including, without limitation, damages for loss of profits, in any way connected to the cancellation of the procedure.

3.14. *Ethics clauses / Corruptive practices*

The supplier shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). The supplier should inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Furthermore, the supplier acknowledges and accepts the Code of Conduct of EIT RawMaterials which can be downloaded via www.eitrawmaterials.eu.

Annexes

Annex 1: Tenderers' Declaration form – available on the procurement page of the EIT RawMaterials website:

Link: <https://eitrawmaterials.eu/>

Follow path: home > about us > procurement > RfP

Annex 2: Information GDPR – available on the procurement page of the EIT RawMaterials website