



Request for proposal:

Educational Outreach Partner for Promoting the Power of Advanced Materials

1. Overview

1.1. EU Raw Materials Academy

The **European Raw Materials Academy (ERMAcademy)** and the **European Advanced Materials Academy (AMAcademy)** are flagship initiatives funded by the European Commission to support the upskilling and reskilling of Europe's raw and advanced materials workforces. In response to growing demands for sustainability, digitalisation, and industrial resilience, the Academy aims to close critical skills gaps across the entire materials value chain — from exploration and processing to recycling and circularity, and substitution using advanced materials. Designed to serve professionals, SMEs, large enterprises, and public authorities alike, the Academy projects 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, the Pact for Skills, the Net Zero Industry Act, and the Green Deal Industrial Plan.

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/>

1.3. Girls Go STEM Initiative

EIT RawMaterials coordinates the Girls Go STEM Initiative (<https://eit-girlsgostem.eu/>), leading it in collaboration with the other six EIT Knowledge and Innovation Communities (KICs): EIT Health, EIT Food, EIT Urban Mobility, EIT Culture & Creativity, Climate KIC, and 28 Digital. The initiative aims to close the gender gap in STEM by training and inspiring 14-19-year-old girls to pursue STEM higher education and careers through an online learning platform, the Circular Learning Space (<https://circularlearningspace.eu/>).

2. Scope of work

2.1. Objectives of the Assignment

EIT RawMaterials seeks to procure an experienced outreach partner to drive course completions for the "Power of Advanced Materials" foundation course, hosted on the Girls Go STEM platform (Circular Learning Space). The outreach partner will be engaged as a freelance subcontractor or legal entity for a one-year pilot period.

The primary objective of this assignment is to mobilise secondary school students across the EU to access, engage with, and complete the "Power of Advanced Materials" course, contributing directly to the learner reach KPIs of the European Advanced Materials Academy (AMAcademy).

Definition of Completion:

A completion is defined as a learner who has successfully finished all units of the course and passed the final quiz with a minimum score of 75%, as recorded on the Circular Learning Space platform.

Specifically, the outreach partner will be expected to:

- Drive a minimum of 5,000 verified course completions by 31 August 2027
- Mobilise schools and educators across Europe to integrate the course into their timetables or extracurricular programmes
- Ensure that all outreach activities are aligned with the Girls Go STEM brand and messaging guidelines agreed with EIT RawMaterials

About the Course

"The Power of Advanced Materials" is a foundation-level, classroom-facing module of 3 hours total duration, structured in two distinct phases designed to suit school timetables:

- Phase 1 -- Knowledge Units (approximately 1 hour): Two learning units introducing learners to advanced materials, their properties, and their role in circular and sustainable design. Units are structured in 30-minute pages and completed individually.
- Phase 2 -- Challenge Units (approximately 2 hours): Four structured project units in which learners apply their knowledge through a hands-on innovation challenge, culminating in a peer presentation.

The course is currently live in English on the Circular Learning Space platform and will be available in 26 other languages (Albanian, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Lithuanian, Latvian, Macedonian, Polish, Portuguese, Romanian, Serbian, Slovak, Slovenian, Spanish, Swedish, Ukrainian and soon in Turkish) by the end of September. The course is designed for delivery in a classroom or facilitated extracurricular setting; the Challenge phase explicitly requires group coordination by a teacher or facilitator. Outreach partners should factor this into their school engagement and delivery approach. Proposals should demonstrate a clear approach to supporting schools and teachers in delivering both phases effectively and sustaining learner engagement through to the final assessment.

2.2. Scope of Services

The subcontractor is expected to provide outreach services across the following areas. The scope may be adjusted over time by mutual written agreement via a change request, provided it remains aligned with the deliverables and acceptance criteria set out below.

School and Educator Engagement

- Mobilise schools, educators, and youth networks across target EU member states to register on the Circular Learning Space platform and deliver the course to their students
- Develop and maintain relationships with schools and education authorities to sustain engagement throughout the contract period
- Support teachers and facilitators in understanding the course structure and delivery requirements, particularly the facilitated group work required in the Challenge Phase
- Propose and justify a target country mix based on the tenderer's existing network strength and language readiness; there is no fixed country allocation. The proposed country strategy will form a scored element of the technical evaluation and tenderers are expected to provide a detailed and substantiated case for their proposed geographic scope

Learner Engagement and Incentives

- Design and implement learner engagement strategies to drive course uptake and completion across both the Knowledge and Challenge phases, with particular attention to reducing drop-off at the transition between phases
- Proposed strategies may include student challenges, competitions, peer recognition mechanisms, or other incentives appropriate to a secondary school audience
- The cost of any proposed student incentive mechanisms must be included within the maximum contract value; incentive mechanisms should be proportionate and should not constitute the primary cost component of the proposal

Brand Alignment and Communications

- Ensure all outreach materials, communications, and activities are aligned with the Girls Go STEM, European Advanced Materials Academy, and EIT RawMaterials' brand and messaging guidelines, which will be provided by EIT RawMaterials in coordination with Girls Go STEM within 14 days of contract signature
- Coordinate with EIT RawMaterials on any public-facing content prior to dissemination

Reporting and Traceability

- Provide monthly progress updates against the 5,000-completion target
- Deliver a final completion report by 31 August 2027 documenting learner numbers, country

- breakdown, language breakdown, and engagement activities delivered
- Ensure all learner data is handled in compliance with GDPR; platform-based completion records are the primary traceability method, with offline completions accepted under the conditions set out above

Deliverables

Indicative deliverables include (non-exhaustive):

- A detailed outreach and engagement plan for the contract period, submitted within 30 days of contract signature
- Monthly progress reports against the 5,000-completion KPI
- Midpoint review report at month six, including a revised projection for total completions by end of contract
- Final completion report with full learner, country, and language breakdown
- All outreach and communications materials produced under the contract

Payment will be structured against three milestones: submission and approval of the outreach and engagement plan, the midpoint review report, and the final completion report. The weighting of payments against each milestone will be agreed at contract signature.

Required Expertise and Profile

Tenderers should demonstrate:

- Proven experience in outreach, education engagement, or programme dissemination targeting secondary school students in Europe.
- Evidence of previous learner mobilisation at scale, demonstrating the capacity to effectively engage large volumes of participants.
- A demonstrable network spanning a minimum of five EU member states, with a credible case for EU-wide reach over the contract period
- Experience coordinating school-based or facilitated programme delivery, including working with teachers and school administrators
- Familiarity with digital learning platforms and online course delivery contexts
- Experience working within or alongside EU-funded education or skills initiatives is considered an asset
- Strong written and verbal communication skills in English; multilingual capacity is considered an asset given the EU-wide scope of the engagement

Contractual Setup and Working Modality

- The subcontractor will be engaged as an independent freelancer, a legal entity, or a consortium of organisations.
- The assignment runs for 12 months from 1 September 2026 to 31 August 2027
- The maximum contract value is EUR 49,999 net (excl. VAT); proposals exceeding this ceiling will be excluded from evaluation
- The subcontractor will work in close coordination with the designated EIT RawMaterials contact for prioritisation, reporting, and acceptance of deliverables
- All work must comply with EIT RawMaterials policies, confidentiality requirements, and applicable EU regulations
- Services will be performed with full professional and organisational independence, using the contractor's own tools and methods, with flexibility in working time and place, provided that agreed deliverables and milestones are achieved as scheduled
- The delivery of services will not involve any integration into EIT RawMaterials' organisational structure, and no employment-like instructions will be issued; participation in internal routines will occur only where strictly necessary to complete agreed work packages

3. Proposal Process

3.1. *Participation*

Participation in this proposal procedure is open to all tenderers.

Tenderers are requested to submit a single proposal package clearly structured according to the sections outlined below. The proposal must enable EIT RawMaterials to assess the tenderer's technical suitability, relevant experience, and financial offer in a transparent and comparable manner.

Proposals should be concise, clearly written in English, and focused on the services requested under Section 2 of this RfP.

All participants must sign the Tenderers' declaration form attached 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. *Technical Proposal*

The technical proposal should demonstrate the tenderer's understanding of the assignment and their ability to deliver the required services. At a minimum, it should include the following elements

3.2.1. *Understanding of the Assignment*

- A brief description of the tenderer's understanding of the objectives, scope, and context of the assignment
- A short explanation of how the proposed outreach approach will support EIT RawMaterials in achieving 5,000 verified course completions by 31 August 2027. Tenderers are encouraged to include a quarterly learner forecast to demonstrate how these numbers will be achieved over the contract period

3.2.2. *Proposed Approach and Methodology*

- Description of the proposed approach to mobilising schools, educators, and youth networks across target EU member states
- Proposed target country mix with clear justification based on existing network strength and language readiness
- Proposed learner engagement and incentive mechanisms, including how the tenderer will support sustained engagement across both phases of the course
- An indicative timeline and phasing of outreach activities across the 12-month contract period

3.2.3. *Network and Track Record*

- Description of the tenderer's existing network of schools, educators, or youth organisations across EU member states
- Evidence of previous outreach delivery in comparable programmes, including reach achieved, country coverage, and completion or engagement rates where available.

3.3. *Financial Proposal*

The financial proposal must be submitted with the technical proposal and should include:

- A total cost for the engagement in EUR, not exceeding EUR 49,999 net (excl. VAT)
- A breakdown of costs by milestone or activity component, including any proposed student incentive mechanisms
- Clear indication of whether prices are net amounts and the applicable VAT rate
- Any assumptions, exclusions, or conditions that may affect pricing.

Proposals exceeding EUR 49,999 net will be excluded from the evaluation process.

3.4. Submission Format

- Proposals must be submitted electronically in PDF format.
- All documents must be clearly labelled and referenced to this RfP.

Failure to provide the required information may result in exclusion from the evaluation process.

3.5. Submission of proposal

EVENT	DATE (End of Business)
Publishing the RFP on EIT RawMaterials website	20 July 2026
Deadline for requesting clarification from EIT RawMaterials	30 July 2026
Deadline for submitting proposals	6 August 2026
Intended date of notification of award (earlier date possible)	14 August 2026
Intended date of contract signature (earlier date possible)	21 August 2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of Adnan Hardwarewala.

E-mail: adnan.hardwarewala@eitrawmaterials.eu

The proposal shall contain:

- Tender concept as technical response to the requested services including deliverables, milestones and acceptance criteria where applicable (section 2)
- the financial offer (the price for the services.) The financial offer must be presented in Euro. Prices must be indicated as net amount + VAT. For evaluation purposes the net total amount (excl. VAT) will be used.
- Information on GDPR compliance.
- an 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.

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.

3.6. 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. All questions should be sent prior to the deadline for requesting clarification as specified in the timeline above.

for the attention of Adnan Hardwarewala
E-mail: adnan.hardwarewala@eitrawmaterials.eu

3.7. Validity of the proposals

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

3.8. 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.

3.9. 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.

3.10. 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.

3.11. *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.

3.12. *Open Competition*

The EU Advanced Materials Academy serves the skills needs of the entire EU Advanced 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.

3.13. *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
Delivery methodology and feasibility: quality, credibility, and scalability of the proposed approach, including the likelihood of achieving at least 5,000 verified course completions within the contract period	20
Network strength: evidence of existing school and educator networks in target EU member states	15
Track record: evidence of comparable outreach or education engagement delivery	20
Learner engagement approach: quality of proposed incentive and engagement mechanisms	20
Total score for technical criteria	75
Financial criterion	
Lowest offered price shall receive the highest score; others shall be calculated in relation to that in linear equation	25
Total score for financial criterion	25
Total maximum score	100

3.14. Signature of contract

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

3.15. 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.

3.16. 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.

3.17. 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 RfP page of website)

EIT RawMaterials GmbH
Knesebeckstr. 62
10719 Berlin
Germany

Contact
info@eitrawmaterials.eu
www.eitrawmaterials.eu

Bank details
Commerzbank Berlin
IBAN:
DE11100400000193505500
BIC: COBADEFFXXX

Commercial Register
AG Charlottenburg
HRB 168389 B
Finanzamt für Körperschaften
II
VAT: DE301692026

Managing Directors
Bernd Schäfer
Andreas Klossek

EIT RawMaterials GmbH, Knesebeckstr. 62, 10719 Berlin, Germany

Day Month Year

ANNEX 1: TENDERERS' DECLARATION FORM

Subject: <Project Title>

Dear Sir/Madam,

In response to your letter of invitation for the above contract we,

[Name(s) of legal entity or entities] _____,

hereby declare that we:

- * are submitting this tender for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member / leader in a consortium or as an individual candidate);
- * we confirm that we are **not** / are in any of the situations listed below and we acknowledge that we should be excluded from participation from this procedure if our firm:
 - a) is bankrupt, subject to insolvency or winding-up procedures, where our assets are being administered by a liquidator or by a court, where we are in an arrangement with creditors, where our business activities are suspended, or where we are in any analogous situation arising from a similar procedure provided for under national laws or regulations;
 - b) has been established by a final judgment that the economic operator is guilty of any of the following: fraud; corruption; participation in a criminal organisation; money laundering or terrorist financing; terrorist-related offences or offences linked to terrorist activities; child labour or other forms of trafficking in human beings;
- * we also confirm that we 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'). We will inform EIT RawMaterials immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

- * we accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').
- * we accept that during the implementation of the contract and for four years after the completion of the contract, EIT RawMaterials has the right for the purposes of safeguarding the EU's financial interests, to transfer the proposal and the contract of the supplier to internal audit services, EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office ('safeguarding the EU's financial interests').

We understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

Date of signing: _____

Name and position of authorised representative:

Signature of authorised representative:
