



Request for proposal:

Event Management Services for the Girls Go STEM Project

1. Overview

1.1. EIT RawMaterials

EIT RawMaterials is a 'Knowledge and Innovation Communities' (KICs) 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.

For more information about our company please visit the following website: <https://eitrawmaterials.eu/>

1.2. Girls Go STEM

The Girls Go STEM Initiative (<https://eit-girlsgostem.eu/>), formerly the Girls Go Circular initiative, is led and coordinated by EIT RawMaterials with six other 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.

1.3. The EIT Women and Girls in STEM Forum

The EIT Women and Girls in STEM Forum is the initiative's annual flagship event, bringing together secondary school girls and their teachers from across Europe alongside policymakers and industry partners. At its heart is the Girls Go STEM Student Challenge — a European competition in which girls aged 14–19 develop and pitch STEM solutions to a real-world problem. National winning teams present their projects on stage at the Forum, where a jury selects the overall winners.

The 2026 Forum is planned for 25-26 November in Prague, with an expected attendance of max. 200 participants (including student teams and teachers, Girls Go STEM student and teacher ambassadors, industry partners, policymakers, EIT and partner KIC colleagues). Day 1 is designed exclusively for competing student teams and their teachers (max. 120 people), featuring interactive workshops and a site visit. Day 2 opens to all participants with a livestreamed stage programme including panel discussions, a fireside chat, and the Student Challenge finale culminating in a live award ceremony. The stage programme is followed by a 'student fair' featuring partner booths and parallel mentoring sessions for the girls and training for the teachers. As part of the wider EIT Community, the Forum also welcomes representatives from partner KICs and initiatives, who may contribute as speakers, workshop facilitators, or exhibitors.

2. Scope of work

EIT RawMaterials seeks an experienced event agency to support the Girls Go STEM initiative with the planning, coordination, and on-site delivery of the EIT Women and Girls in STEM Forum (WGSF) 2026, its annual flagship event. The selected agency will act as an implementation and coordination partner, working closely with the Girls Go STEM project team to ensure seamless event execution.

As an EU-funded initiative, Girls Go STEM is committed to responsible and sustainable event practices. The selected agency is expected to reflect this in its approach to catering, travel, procurement, and waste management throughout the planning and delivery of the event.

2.1. General Objectives

- a. Deliver an engaging, high-quality event experience for approximately 200 participants, including secondary school students and teachers, policymakers, and industry partners.
- b. Ensure smooth end-to-end logistics from registration and travel through to on-site delivery and post-event wrap-up.
- c. Provide a high-quality stage for the Girls Go STEM Student Challenge finale and award ceremony.

2.2. Detailed Scope of Work

The selected agency will be responsible for the following tasks:

1. Venue & Logistics Coordination

- a. Liaise with the venue provider already selected by EIT RawMaterials (Spojka Events s.r.o) on space allocation, floorplan design, event flow, catering menu proposals, and dietary management.
- b. Ensure accessibility compliance, contingency and risk planning, and adherence to child safeguarding requirements, given that a significant proportion of participants are minors, aged 14-17 (e.g. clear signage and wayfinding, staff support during hotel–location transfers, no alcohol at meals, incident reporting procedure).
- c. Manage regular coordination meetings with the venue and report to the EIT RawMaterials project team.

2. Participant & Registration Management

- a. Set up and manage a participant registration workflow, including confirmations, reminders, and helpdesk support.
- b. Produce and manage participant badges and on-site check-in.
- c. Prepare and distribute practical information packages for all participant groups (students, teachers, speakers, and partners).

3. Travel, Accommodation & Hospitality

- a. Coordinate travel logistics for up to approximately 120 participants, including student finalist teams, accompanying teachers, and invited speakers.
- b. Manage flight bookings and transfers (e.g. bus from hotel to venue) for eligible participants.
- c. Source and manage dinner venues for student and teacher groups, including identification of suitable restaurant spaces (preferably privatised) for up to three group dinners during the event period.
- d. Administer participants' and speakers' travel reimbursement processes, including verification and documentation for EU audit compliance.

4. Programme Implementation Support

- a. Coordinate speaker logistics, including scheduling, travel and accommodation guidance, and reimbursement administration.
- b. Provide technical support for speakers on-site.
- c. Support rehearsal coordination with venue technical staff.
- d. Manage session scheduling support and coordination of technical transitions between sessions.

5. On-Site Operations

- a. Provide a dedicated on-site event coordination team for the full duration of the event (25-26 November, including setup and welcome dinner on 24 November), including an event manager and sufficient support staff to cover registration, room management, and participant assistance.
- b. Source, procure, and manage branded merchandise and participant giveaways (e.g. tote bags) in line with Girls Go STEM brand guidelines.
- c. Book and coordinate participant interaction activities (e.g. 360-camera, 3D printer, etc.) as well as up to 10 booths for partners.
- d. Manage teardown, storage, and return shipment of unused printed materials, signage, and merchandise following the event.

6. Streaming & Hybrid Delivery

- a. Procure and manage a streaming supplier for the livestreaming of the stage programme/Student Challenge Finale.
- b. Ensure recording and post-event access to streamed sessions.
- c. Automated subtitle translation for online viewers (up to 24 languages) is a desirable feature.

7. On-site Materials & Production Implementation

- a. Print, produce, and manage all physical event materials (signage, banners, name badges, printed programmes, etc.) based on final designs provided by EIT RawMaterials or the Girls Go STEM communications agency.
- b. Coordinate transport, on-site placement, and installation of all physical materials.
- c. Implement approved digital assets (presentation templates, animations, screensavers, jingles) across all event screens and AV systems.
- d. Facilitate on-site access and logistics support for the communications agency's content capture team (photography, video, interviews).

8. Financial Management & Reporting

- a. Contract and manage all subcontractors (catering, streaming, transport, etc.) within the approved budget framework.
- b. Maintain detailed budget tracking with approval thresholds and provide regular financial updates to EIT RawMaterials.
- c. Manage invoicing timelines and approval processes in compliance with EIT RawMaterials' requirements.
- d. Deliver a post-event debrief meeting and a final implementation report, including statistics on participant profiles (in-person and online).

Please note that venue rental, as well as accommodation services for students and teachers, are outside the scope of this Request for Proposals (RFP). These services are procured directly by EIT RawMaterials.

2.3. Expected Cooperation

The agency will be engaged for a single-event contract covering the period from contract award through to the completion of post-event reporting, expected by December 2026. The contract covers all services required for the preparation, delivery, and wrap-up of the Women and Girls in STEM Forum on 25-26 November 2026 in Prague.

The contractor will plan and manage project timelines to ensure all milestones and deliverables are met on schedule. A regular coordination meeting between the contractor and the EIT RawMaterials project team is expected throughout the planning period. EIT RawMaterials will provide access to relevant project management tools to facilitate task tracking and collaboration.

The contractor shall maintain comprehensive documentation covering all work implemented and staff effort devoted to the tasks. Such documentation shall be made available to EIT RawMaterials upon request within three working days, for audit or legal compliance purposes.

2.4. Team Requirements

The working language is English. All team members delivering the work are expected to have full professional proficiency in English.

The contractor is expected to provide the following key capabilities as part of the project team. Each team member should have a minimum of three years of relevant experience. Demonstrated experience delivering events in Prague or in the Czech Republic is considered an asset, as is familiarity with local suppliers and venue infrastructure:

- Event Project Manager / Key Account Manager — overall coordination and single point of contact for EIT RawMaterials
- Logistics Coordinator — venue liaison, catering, transport, and supplier management
- On-site Event Manager — leading event operations during the event
- Production & Visual Assets Coordinator — event materials, signage, branding implementation
- Travel & Reimbursement Administrator — travel bookings and EU-compliant reimbursement documentation

2.5. Budget Framework

There is a budget ceiling of €137,500 (VAT excluded) for the full scope of services. This ceiling is all-inclusive and covers the agency fee as well as all pass-through costs, including but not limited to catering, participant flights, transport, subcontractors, and any other costs necessary for the delivery of the event. As an indication, approximately €51,500 is allocated for participant travel expenses (flights and local transport), and approximately €86,000 for all remaining event delivery costs including the agency fee. Tenders exceeding this ceiling will be excluded from further proceedings.

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 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	15 July 2026
Deadline for requesting clarification from EIT RawMaterials	20 July 2026
Deadline for submitting proposals	25 July 2026
Intended date of notification of award	4 August 2026
Intended date of contract signature	7 August 2026

Proposals must be emailed in English to the following address:

Contact name: for the attention of Silke Müller

E-mail: girlsgostem@eitrawmaterials.eu

The proposal shall contain:

- the technical response to the requested services (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.
- Information on GDPR compliance, if applicable.
- an indication of supplier's insurance coverage. The proposal must specify whether the supplier 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 authorised 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.

3.3. *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. All questions should be sent prior to the deadline for requesting clarification as specified in section 3.2.

Contact name: for the attention of Silke Müller

E-mail: girlsgostem@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 is 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. Evaluation of proposals

Each proposal will be evaluated in accordance with the award criteria mentioned below. The award criteria will be applied in accordance with the requested services indicated in section 2 of this RfP document. The award decision will be made according to the “Best Value for Money” principle. The award criteria will be the following:

Technical criteria	Points
<u>Initial Event Management Plan</u> : covering all aspects and services as described in section 2 of this RfP-document, showcasing in particular the proposal of high-quality event management services which contribute in the best possible way to the objectives pursued with the event.	40
<u>Team Presentation</u> : The team members have the appropriate experience in the planning and realisation of events that are comparable in type and size to the EIT Women and Girls in STEM Forum. The agency: - (either itself or with local partners) has sufficient personnel (see roles in 2.4) to ensure that there are no risks to the success of the event. On-site support is vital for ensuring smooth event delivery and addressing real-time challenges.	10
- Has proven delivery of multi-day events with a multi-stage programme for 200 participants or more.	10
- Has proven track record in events with minors including appropriate safeguarding measures.	10
- Has track record coordinating travel/hospitality logistics for large numbers of participants.	5
- Has experience administering EU-compliant travel reimbursement processes.	5
<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 a linear equation	20
<i>Total score for financial criterion</i>	20
Total maximum score	100

3.10. Signature of contract

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

For the contract, the Service Agreement (Annex 2) shall apply. Any change desired by the tenderer in the provisions of this Service Agreement needs to be communicated to EIT RawMaterials as part of the proposal. Significant changes are likely to lengthen the tender procedure, making it less likely that the Service Agreement can be signed in time.

The signing of the Service Agreement after the award of the contract is for declaratory and documentation purposes only.

3.11. 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.

3.12. 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.

3.13. 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'). He 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

Annex 2: Service agreement