



Request for proposal:

Freelancer contract of Data Analyst

1. Overview of 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.

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 M2i Platform is EIT RawMaterials' strategic Metals and Minerals Intelligence Platform, designed to consolidate, structure and visualise raw materials market intelligence in a technically robust business intelligence environment. It brings together data on commodities, value chains, technologies, projects, market trends, supply risks and strategic opportunities, and transforms this information into reliable dashboards, reports and analytical outputs. By combining raw materials expertise with Power BI-based visualisation, data modelling and integration across relevant internal and external sources, the platform supports evidence-based analysis and the monitoring of strategic priorities across the raw materials sector.

The general objective of this assignment is to provide Technical Senior Data Analyst support for the M2i Platform and related Business Intelligence activities, ensuring that the platform is underpinned by high-quality data models, robust datasets, reliable Power BI reports and technically sound analytical outputs. The Contractor will structure, transform, validate and document raw materials market intelligence data,

develop and optimise Power BI dashboards, and contribute to data integration, quality assurance and technical delivery. The assignment will combine advanced Power BI expertise, data modelling, data transformation, analytical dataset design and raw materials market intelligence to ensure that the M2i Platform delivers accurate, maintainable and actionable insights on commodities, value chains, market trends, projects, supply risks and strategic opportunities.

We need a contractor to support the Innovation Team in developing the M2i Platform during a couple of years.

2.2. Detailed Scope of Work

The Contractor shall provide the services autonomously and independently, at his own discretion and on his own invoice. Section 2.2 separates the assignment into four non-overlapping levels: the overall scope, the main technical activity areas, cross-cutting integration and documentation responsibilities, and the concrete deliverables that may be requested during the contract period.

A. Scope of Work

- Provide Technical Senior Data Analyst support for the M2i Platform and related Business Intelligence activities, ensuring that raw materials data is converted into reliable, maintainable and actionable analytical outputs.
- Cover the full analytical data lifecycle required for the platform, from understanding source data and analytical needs through to data modelling, validation, reporting support and technical handover.
- Support the technical evolution of the platform so that dashboards, datasets and analytical outputs remain scalable, consistent and fit for decision-making across commodities, value chains, projects, supply risks and strategic opportunities.

B. Technical Activities

- Analyse source data, reporting requirements and market intelligence use cases in order to define appropriate datasets, semantic models, indicators, measures and dashboard logic.
- Configure, test and optimise Power BI and Microsoft Fabric components, including data transformations, semantic models, calculations, reports, refresh processes and performance improvements.
- Perform technical checks on analytical outputs, including data consistency, reconciliation, refresh reliability, usability and maintainability before outputs are accepted as deliverables.

C. Data Integration, Documentation and Handover

- Maintain coherent integration between source systems, Microsoft 365, Power BI, Microsoft Fabric and other relevant data environments, ensuring that technical dependencies are identified and managed.
- Maintain concise technical documentation covering source data, assumptions, transformation logic, data model design, quality checks, dashboard configuration and known limitations.
- Prepare handover material needed for continuity, maintenance and future development, without duplicating the deliverable-specific documentation listed below.

D. Deliverables

The following are output-based deliverable categories that may be requested during the contract period. The time sheet will be reviewed against deliverables provided by the Freelancer. Each deliverable shall be agreed through monthly planning with EIT RawMaterials and shall result in a tangible output, such as an implemented data model, integrated data source, optimised report, documented technical solution, access-management configuration, monitoring solution or release-ready dataset.

1. Platform Architecture, Data Model and Backend Improvements

- Implemented and documented improvements to the platform backend, lakehouse architecture or data model, including optimised layers, revised Gold layer structures or dedicated fact tables for key business domains such as trade, production, commodities or comparable datasets.

2. Data Integration, Source Expansion and Quality Assurance

- Integrated and validated internal or external data sources, with evidence of ingestion, transformation, reconciliation and data quality checks supporting reliable analytical use.

3. Microsoft Fabric and Power BI Optimisation

- Implemented migration of selected calculations, business logic or data transformations from Power BI into Microsoft Fabric where appropriate, with simplified report logic and documented impact on maintainability or performance.
- Optimised Fabric pipelines, semantic models, Power BI datasets, embedded reports, refresh processes or processing efficiency, supported by testing evidence or performance comparison where relevant.

4. Security, Access Management and Platform Usage Monitoring

- Design and implement the required multi-tenant architecture to support separation of internal and external environments, including secure authentication, access management and simplified administration.
- Design and implement a solution for capturing user metrics and monitoring platform usage across the web platform.

5. Data Governance, Standardisation and Documentation

- Documented governance, standardisation or quality-control improvements, including master data conventions, deployment checks, technical documentation updates or lakehouse maintainability measures.

6. Platform Expansion and Future Releases

- Prepare the platform for future releases by onboarding additional commodities, sectors, dashboards, datasets and analytical capabilities.

The engagement shall begin immediately after contract signature. It shall end automatically after two years. EIT RawMaterials shall be entitled to terminate the contract with three months prior notice in the event it is not satisfied with the Contractor's performance. The right to terminate for cause shall remain unaffected.

The overall hours of work is indicatively estimated to be a maximum of 2.000 person hours over the entire contract term.

The work of the Contractor for EIT RawMaterials shall, in average on an annual basis, not exceed 75% of the total working hours of the Contractor for all its customers, and the Contractor represents and warrants that the Contractor will use at least 25% of his working time for other customers.

Workload could vary depending on the monthly planning which shall be estimated and reasonably agreed between the parties in advance per month. The Contractor shall inform EIT RawMaterials of any reasonably expected deviations as soon as possible.

The provider is not entitled to a specific amount of person hours under this contract. The specific amount shall be subject to monthly planning and decision by EIT RawMaterials.

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	August 21 st 2026
Deadline for requesting clarification from EIT RawMaterials	September 15th 2026
Deadline for submitting proposals	September 20 th, 2026
Selection of the best three proposals	September 29 th 2026
Interviews related to respective assignments	Mid October
Intended date of award notification	End of October 2026
Intended date of contract signature	Early November 2026

Proposals must be sent in English using the following application process:

<https://eitrawmaterialsgmbh.teamtailor.com/jobs/8234691-data-analyst-m-f-d-freelancer-b2b/ee5d899d-2d05-4523-8258-9f8681bf3159>

The proposal shall contain:

- A minimum of **one reference for services that are comparable** in terms of scope and complexity, i.e.
 - Work in an agile project framework (i.e. SCRUM or comparable).
 - Work in a multilingual project framework (English and other).
 - Examples of Website or Work done by the freelancer with complex database and ETL (**Extract, transform, load**) and/or Power BI activities
- **Short outline of the approach** to taking over and familiarising oneself with an ongoing transition project (max. 2 A4 pages).
- **CVs of the freelancer** with track record / personal references as proof of the required programming languages and IT skills.
- The **financial offer** (the price for the requested services). The financial offer must be presented in Euro as net amount per person hour + VAT.

- 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 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.

3.3. 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 2.2.

Contact name: for the attention of David MERCHIN, Head of Business Intelligence
David.merchin@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. Evaluation

The proposals will be evaluated in two steps, (i) evaluation of the proposals (100 points) and, for the best three bidders with the highest score under (i), evaluation of respective assignments given to them (100 points).

Proposal evaluation

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
Proven track record in comparable Technical Senior Data Analyst assignments, including data modelling, dataset structuring, business intelligence reporting, technical analysis, and delivery of analytical outputs of similar scope and complexity	20
Evidence of advanced Power BI capability, including relevant examples or references demonstrating data modelling, Power Query transformations, DAX measures, dashboard development, KPI design, testing, optimisation, and maintainable reporting outputs	20
Track record of experience in the raw materials sector such as, mining, metallurgy, recycling, circular economy, advanced materials, supply-chain, or comparable industrial sectors. This experience should be demonstrated through previous assignments, references, datasets, reports, dashboards, or analytical outputs	20
<i>Total score for technical criteria</i>	60
Financial criterion	
Lowest offered hourly rate price shall receive the highest score, other shall be calculated in relation to that in linear equation	40
<i>Total score for financial criterion</i>	40
Total maximum score proposal evaluation	100

Assignment evaluation

The best three bidders with the highest score based on the above mentioned proposal evaluation will be requested to perform an assignment which they have to present in an online interview.

This case study is designed to evaluate your analytical thinking, data sourcing capabilities, Power BI skills, DAX knowledge, and ability to communicate business insights. It will consist of following tasks related to Raw Materials:

Task 1 – Data Discovery

Task 2 – Data Preparation

Task 3 – Power BI Dashboard

Task 4 – DAX Measures

Task 5 – Business Insights & Recommendations

The assignment will be shared with you at the end of the Proposal evaluation.

The performance of the assignment will be evaluated in accordance with the below mentioned award criteria.

#	Criteria	Points	Details
1	Business Understanding & Insight Generation	25	Understanding of the respective commodity and identification of meaningful risks, opportunities, and trends.
2	Data Sourcing & Analytical Rigor	20	Quality and credibility of data sources, appropriateness of chosen indicators, handling of data limitations, logical analysis, and sound methodology.
3	Power BI Dashboard Design	25	Clarity, visual storytelling, KPI selection, usability, management-level presentation, filtering/navigation, and overall professionalism of the dashboard.
4	Technical Skills (DAX & Data Preparation)	15	Correctness and sophistication of DAX measures, quality of data transformation, data model design, assumptions, and reproducibility of the work.
5	Communication & Executive Presentation	15	Ability to explain findings concisely, quality of the written summary, clarity of conclusions, and suitability for a senior management audience.

#	Criteria	Points	Details
	Total maximum score assignment evaluation	100	

The score achieved under (i) the proposal evaluation and (ii) the assignment evaluation will be added. This means the total maximum score is up to 200 points.

The bidder with the highest aggregated total score will be awarded.

3.10. Award and Information

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

3.11. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the tender procedure may file a complaint. This 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 [Code of Conduct | EIT RawMaterials - Developing raw materials into a major strength for Europe](#)

