Request for proposal:

[Cross KIC Entrepreneurial Education and Skills Cluster freelancer]

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 EIT Cross-KIC Entrepreneurial Education and Skills Cluster brings together eight Knowledge and Innovation Communities (KICs) to deliver a comprehensive, unique, cross-sectoral educational offering that directly supports the Union of Skills and STEM Strategic Education Plan. The Cluster is coordinated by EIT RM and consists of five distinct initiatives/Work Packages, each led by a different KIC.

Under the overall framework of the EIT Cross-KIC Entrepreneurial Education and Skills Cluster, EIT RM is looking for a freelancer to support us across the Work Packages where EIT RM has an important role.

The assignment will start on 1 January 2027 and run until 31 December 2027 (up to 60 hours per month). EIT RawMaterials reserves the right to extend the contract once until 31 December 2028 under the same terms and at the hourly rate offered, subject to satisfactory performance, continued need and availability of funding. The extension shall be exercised by written notice of EIT RawMaterials at least two months before expiry. The contractor has no entitlement to an extension.

2.2. Detailed Scope of Work

Support the Cluster Coordinator in times of increased workload, related to EIT periodic reporting and amendments:

- Support in collecting input on budgets from all the Work Packages and in preparing the consolidated version for the Cluster (in alignment with Funding and Tenders Portal).
- Support in collecting input on content from all the Work Packages and preparing a consolidated version of the Business Plan for the Cluster.
- Preparing clear timelines for the Cluster to ensure all the inputs are collected and consolidated on time, working together with the Cluster Coordinator
- Supporting the Cluster Coordinator with the creation of mandatory deliverables
- Taking minutes of relevant meetings when necessary
- Preparation of templates for internal work of the Cluster

Work as the representative of EIT RawMaterials in Work Package 4 EIT Talent:

- Regularly attend the bi-weekly Work Package 4 meetings, representing EIT RM and providing updates on activities and progress
- Act as liaison between EIT RM Alumni and the cross KIC Alumni
- Ensure requests for input from Work Package Lead are taken care of on time
- Collaborate with the Work package lead and provide input on startups and interns from EIT RM that would potentially cooperate in the Internship scheme
- Follow and report on the work relevant for the EIT RM Alumni community
- Ensure effective communication with the rest of the WP4 members
- Provide regular updates to the Cluster Coordinator on the developments in the Work Package

Support Work Package 1 – Girls go STEM

- Support EIT RM team working on Girls go STEM when workload is extremely high. Activities can involve support with course implementation, events preparation, ambassadors coordination, student challenge coordination and reporting.

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	17 November 2026
Deadline for requesting clarification from EIT RawMaterials	19 November 2026
Deadline for submitting proposals	28 November 2026
Intended date of notification of award	First half of December 2026
Intended date of contract signature	Second half of December 2026
Intended commencement of services	1 January 2027

Proposals must be emailed in English to the following address:

Contact name: for the attention of Anja Suknaic
E-mail: anja.suknaic@eitrawmaterials.eu

The proposal shall contain:

- The technical response to the requested services (section 2).
- CV of the freelancer and track record/references as proof of the required experiences (details in section 3.9).
- The financial offer (the price for the services). The financial offer must be presented in Euro. Tenderers must provide their net hourly rate, excluding 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 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 3.2.

Contact name: for the attention of Anja Suknaic

E-mail: anja.suknaic@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 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
An advanced project management background and understanding of the EIT environment. At least 3 years of experience with initiatives/projects involving multiple organisations. Experience in multi-partner European innovation partnerships (e.g. EIT KICs, EIT Cross KIC, European Partnerships or large Horizon Europe consortia), evidenced by at least one project reference.	30
Advanced skills in Excel and understanding of EIT/EC reporting tools Excel proficiency: Ability to use Excel for reporting, budget tracking, and monitoring project progress, including the use of advanced formulas. Applicants should describe their level of proficiency in their application. Portal proficiency: Ability to use the EU Funding and Tenders Portal and the EIT Data Portal to access, manage, or update project-related information. Applicants should briefly describe their experience with these portals in their application.	30
A track record of working with projects that are funded/co-funded with European public funds - Horizon Europe funds and understanding of the Horizon Europe funding rules. Experiences with Horizon Europe rules and procedures: Listing at least three Horizon Europe-funded project in which the freelancer was involved, including the project name, duration, and their role. Practical application: Ability to apply Horizon Europe rules and procedures, including understanding the main cost categories, the difference between eligible and ineligible costs, understanding periodic reporting, financial and technical reporting processes and deliverable and milestone requirements. Applicants should briefly describe their relevant responsibilities in their application.	20
Total score for technical criteria	[80]
Financial criterion	
Offered price The financial criterion is assessed on the basis of the offered hourly rate	20

(net, excl. VAT). Score = (lowest offered hourly rate / tenderer's hourly rate) × 20	
Total score for financial criterion	[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 Freelance contract (Annex 2) shall apply. Any change desired by the tenderer in the provisions of this Freelance contract 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 Freelance contract can be signed in time.

The contract shall enter into force upon signature by both parties.

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: Freelance Contract Template