

REQUEST FOR PROPOSAL FOR COACHES AND LECTURERS

Company details:

Name: PANNON Pro Innovations Ltd.
Headquarter: 2066 Újbarok, Fő út 39., Hungary
Registration Number: 07-09-024072
Tax Number: 24668699-2-07

About the company's activities briefly:

PANNON Pro Innovations Ltd. is partner of EIT Climate-KIC. Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union. PANNON Pro offers a gateway to dedicated funds and cutting-edge know-how through the leading thematic European network of academic, industrial, policy and research partners.

Our Programmes:

- Accelerator programme: cleantech incubation programme for cleantech startups
- ClimateLaunchpad programme: EIT Climate-KIC cleantech start-up idea competition
- Greenhouse: pre-incubation programme for cleantech start-ups
- „The Journey”: 3-5 weeks climate innovation summer school for Msc and PhD students
- Catapult: 2 weeks thematised summer school for PhD students
- Spotlight, Catalyst: thematized education programmes for climate professionals

More information here: <https://klimainnovacio.hu/>

Subject of the call:

This request for proposal aims to find lecturers, trainers and coaches for EIT Climate-KIC (www.climate-kic.org) programmes being experts in the following areas:

- Sustainable Land Use
- Sustainable Production Systems
- Urban Transition
- Business Development with special focus on: marketing, market research, Business Model Canvas, design thinking, life cycle assesment, pitch training ect.
- Software development
- Hardware design engineering

Programmes are typically organized in Budapest but some may be in other locations in Hungary.

Requirements:

- Professional background with references. Coaching or mentoring in former EIT Climate-KIC activities or letter of recommendation from EIT Climate-KIC is an advantage.

Requirements regarding pricing and invoicing:

- Bidder is asked to set the price in a way that it includes all related cost elements necessary to deliver the services.
- Bidder is asked to inform the company of any possible additional requests concerning travelling to events organized outside of Budapest.
- Remuneration needs to be set in HUF/hour or EUR/hour (the EUR amount is being converted on 320 HUF/EUR exchange rate).
- Besides the hourly rate there is an option to provide a half or full day fee.
- In case the bidder applies different fee for certain type of tasks (e.g. lecture, coaching, p2p coaching, follow-up) these fees are requested to be shared.
- Bidder should declare either its capability to issue an invoice or contracting as an individual. In latter case the hourly fee needs to be set as net amount.
- If bidder can only contract as an individual he/she must select one of the following options: (1) staying in Hungary for more than 183 days/year or (2) being a tax resident in a country other than Hungary.
- The company may annul a tender that sets a price that is above the budget available for the given project, since these project budgets are stated in EIT Climate-KIC Business Plan.
- The company does not make pre-payment.

Elements to be included in the proposal:

- field of expertise of the bidder
- english CV or LinkedIn profile link
- references
- price (set according to the above criterias)
- company registration number in case of contracting as legal entity
- availability (is there any period of the year when bidder is not available; for what time span can the bidder undertake the service)

Evaluation of tenders:

The company evaluates the tenders from professional point of view based on the references, recommendations. May invite the bidder for a personal interview or visit a lecture/presentation of the bidder, if possible.

Further aspect is whether the field of expertise fits the given programme's syllabus.

Besides the professional content and price decision is influenced by the availability of the bidder, because some programmes need an engagement over a calendar year (e.g. start-up incubation).

The company may select more bidders from the same area of expertise.

Contract award:

Framework contract is awarded to the selected bidders. Based on the framework contract the actual work is ordered by the company according to the timing of the programmes. Concluding a framework contract is not a guarantee for actual delivery since the programmes (not likely, but) may change.

Information on submitting a proposal:

Proposals are treated confidentially but from the nature of EIT Climate-KIC programmes they might need to be shared with auditors, EIT Climate-KIC and EIT during financial audits.

There is no deadline to submit the proposals but the company may decide to close the call if sufficient number of proposals are received.

The proposals may be sent to the company:

- by e-mail to chance@ppis.hu or
- by regular mail to PANNON Pro Innovations Ltd., 1525 Budapest, P.O. Box 193., Hungary

The language of the proposals should be English.