



Co-funded by the
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Request for proposals

**Development and enhancement of educational modules
within the *Girls Go Circular* programme**

EIT Food – Making Food Innovation Happen

Knowledge & Innovation Center on Food,
part of the European Institute of Innovation and Technology (EIT)

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<http://www.eitfood.eu>

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1. Overview of EIT Food

EIT Food is Europe's leading food innovation initiative, working to make the food system more sustainable, healthy and trusted. The initiative is made up of a consortium of key industry players, startups, research centres and universities from across Europe. It is one of nine Knowledge and Innovation Communities (KICs) established by the European Institute for Innovation & Technology (EIT), an independent EU body set up in 2008 to drive innovation and entrepreneurship across Europe.

EIT Food operates across four pillars: education, innovation, entrepreneurship, and public insights & engagement. The education team manages multiple educational programmes targeting a wide range of audiences – from secondary school pupils throughout professionals in industry or civil society. All programmes focus on innovation and entrepreneurship in the agrifood sector.

To support the [Girls Go Circular](#) (GGC) educational programme, the education team is launching this Request for Proposals (RfP) to recruit an education consultant to:

1. **Develop a new online learning module** about food circularity as part of the Girls Go Circular programme (**Service 1**).
2. **Revamp, update, improve and extend an already existing module** to align with the learning design framework created in 2024 as part of the Girls Go Circular programme (**Service 2**).

If you are passionate about education, food circularity, food system, online learning and youth, we would love to hear from you!

Vendors may apply for one or both services of this RfP. All positions are remote and open to candidates based anywhere in Europe.

2. Scope of work

The education team of EIT Food requests support from an educational consultant to develop a new learning module related to circularity in the food system as well as to revamp, update, improve and extend an existing learning module of the EIT Youth online learning programme [Girls Go Circular](#) (GGC). In line with the [Digital Education Action Plan 2021-2027](#), more specifically Action 13: Women's participation in STEM, the programme aims to empower schoolgirls aged 14-to 19- years olds to become future leaders and entrepreneurs in STEM fields.

The programme's objectives are to achieve systemic impact in terms of:

1. Attracting more women to STEM and ICT. By increasing interest and knowledge in these fields at the secondary school level, the project contributes to closing the existing gender gap.
2. Introducing youth to the circular economy and emerging societal challenges.
3. Introducing youth to deep tech and its necessity for a more globally competitive Europe.
4. Driving thematic content important to EIT and the KICs into the curriculum.
5. Providing teachers with resources and training to incorporate challenge-based learning and innovative thinking into their classrooms.

At the core of the project, there is a Moodle-based learning platform called Circular Learning Space. Through this platform, students work individually and in groups during online and in-person sessions. The platform includes several modules of different lengths and difficulty levels, exploring the circular economy and deep tech from different angles. As part of our improvement initiatives, a learning design framework for the program was established in 2024 to ensure consistency across all learning modules. Under this framework, modules are categorized as either foundation or advanced level. Foundation modules have a duration of 3 hours, while advanced modules extend to 5 hours.

The methodology of Girls Go Circular is based on a learning-by-doing approach that engages students in activities such as online research, entrepreneurial role-plays, or challenge-based exercises. The skills developed align with the [EU Digital Competences Framework 2.2 \(DigComp\)](#), [the European Entrepreneurship Competence Framework \(EntreComp\)](#), and the [European Sustainability Competence Framework \(GreenComp\)](#). The following skills are developed:

1. Evaluating and managing data, information, and digital content
2. Interacting, sharing, and collaborating through digital technologies
3. Managing digital identities
4. Developing digital content
5. Entrepreneurial and leading skills
6. Green skills and sustainability-driven mindset
7. Familiarising with deep-tech topics
8. Societal problem solving
9. Critical thinking

Additionally, each module is accompanied by a teacher guidebook, a vital resource designed to support educators in navigating the platform effectively. This guidebook serves as a comprehensive tool, providing insights into each module, topic, and digital exercise and offering guidance to teachers in their preparation for facilitating classroom sessions.

Specifically, this Request for Proposals (RfP) focuses on two different services:

1. **Develop a new online learning module** about food circularity as part of the Girls Go Circular programme (Service 1).
2. **Revamp, update, improve and extend an existing module** to align with the learning design framework created in 2024 as part of the Girls Go Circular programme (Service 2).

The positions for the two services have defined scopes, structured selections processes, clear time commitments as well as structured work agreements (Contracts). Applicants must be available for the expected time commitment and deliverables.

Service 1: Develop a new online learning module about food circularity as part of the Girls Go Circular programme

Objectives:

Service 1 involves the development of a new foundation learning module (3 hours length) about food circularity, which will be integrated in Moodle-based learning platform. This module must align with EIT Food's missions, integrate Deep Tech elements and align with the learning design framework established in 2024.

Key responsibilities:

- Analyse EIT Food's missions and identify a suitable topic for the learning module. The selected topic should focus on food circularity, ensuring alignment with the EIT Food's missions and the Girls Go Circular project.
- Develop a new the foundation module (3 hours length). This includes the development of interactive learning elements such as assignments, quizzes, videos.
- Analyse, introduce and recommend content in line with the *Girls Go Circular* Learning Design framework, introduced in 2024.
- Analyse, identify, recommend and introduce deep tech solutions relevant to the field in the learning module, aligning with the overarching objectives of the [Deep Tech Talent Initiative](#).
- Develop the teacher guidebook for the new learning module.

- Once the modules are finalised, prepare and compile all the materials needed for the translation. This includes generating the video subtitles as VTT files, transferring content into Excel spreadsheets, and creating any additional supporting materials.

Requirements and capabilities:

The team or individual/s delivering the services should be able to demonstrate the following experience and capabilities:

- Proficient in the English language (at least C1)
- 5+ years of experience working with public sector, multi-lateral, philanthropic, and private sector organisations to develop practical, relevant, and effective measurement and learning systems in international contexts.
- Demonstrated and tested advanced presentation skills
- Computer literacy combined with strong communication skills to convey the results in plain language to non-experts.
- Experience in working with deep tech-focused projects
- Experience in working with the EU Digital Competences Framework 2.2 (DigComp), the European Entrepreneurship Competence Framework (EntreComp), and the European Sustainability Competence Framework (GreenComp).
- Experience in working on (gender) inclusion-focused projects
- Experience in working on circular economy/agri food-focused projects

Key dates and deliverables:

1 April	Proposed contract start date
1-10 May	Progress meeting on the new module
15 May	New foundation module is finalised
30 July	Teacher notes are finalised
30 August	Materials for translation are finalised

Service 2: Revamp, update, improve and extend an existing module in alignment with the learning design framework established in 2024 as part of the Girls Go Circular programme

Objectives:

Service 2 focuses on revamping, updating, improving and extending the existing ‘*Deep Tech Innovation from farm to fork*’ learning module. This module touches upon the intertwining of the agriculture and food systems and how deep tech advancements can help them become more circular and sustainable. The module is accessible upon signing up on the [Moodle-based learning platform](#). Originally developed in 2023 in collaboration with EIT Manufacturing and Climate KIC, the module currently has a total duration of 5 hours and 35 minutes.

As part of our improvement initiatives, service 2 aims to update, revamp and extend the module to align with the *Girls Go Circular* Learning Design framework, introduced in 2024. The project involves updating, improving, extending and restructuring the content to create two distinct learning paths: a foundation module (3 hours) and an advanced module (5 hours), transforming the existing content into a more comprehensive and structured learning pathway. The advanced module will be developed as an extension of the foundational one. This service will be carried out in collaboration with EIT Food, EIT Manufacturing and Climate KIC.

Key responsibilities:

- Analyse the current learning module to update, improve, extend and restructure the content to create two distinct learning modules: a foundation module (3 hours length) and an advanced module (5 hours length).
- Analyse and develop new content for the learning modules in line with the *Girls Go Circular* Learning Design framework, introduced in 2024. This includes the improvement and development of interactive learning elements such as assignments, quizzes, videos.
- Analyse, identify, recommend and introduce deep tech solutions relevant to the field in the learning modules, aligning with the overarching objectives of the Deep Tech Talent Initiative.
- Develop the teacher guidebook for the foundation and advanced modules.
- Once the modules are finalised, prepare and compile all the materials needed for the translation. This includes generating the video subtitles as VTT files, transferring content into Excel spreadsheets, and creating any additional supporting materials.

Requirements and capabilities:

The team or individual/s delivering the services should be able to demonstrate the following experience and capabilities:

- Proficient in the English language (at least C1)
- 5+ years of experience working with public sector, multi-lateral, philanthropic, and private sector organisations to develop practical, relevant, and effective measurement and learning systems in international contexts.
- Demonstrated and tested advanced presentation skills
- Computer literacy combined with strong communication skills to convey the results in plain language to non-experts.
- Experience in working with deep tech-focused projects
- Experience in working with the EU Digital Competences Framework 2.2 (DigComp), the European Entrepreneurship Competence Framework (EntreComp), and the European Sustainability Competence Framework (GreenComp).
- Experience in working on (gender) inclusion-focused projects
- Experience in working on circular economy/agri food/climate/manufacturing-focused projects

Key dates and deliverables:

1 April	Proposed contract start date
1-10 May	Progress meeting on the foundation module derived from the 'Deep Tech Innovation from farm to fork'
15 May	Foundation module derived from the 'Deep Tech Innovation from farm to fork' is finalised
25 June-5 July	Progress meeting on the counterpart advanced module derived from the 'Deep Tech Innovation from farm to fork'
15 July	Advanced module derived from the 'Deep Tech Innovation from farm to fork' is finalised
30 July	Teacher notes are finalised
30 August	Materials for translation are finalised

3. Proposal Process

3.1. Participation

Participation in this proposal procedure is open to all tenderers.

3.2. Submission of proposal

	Date
Sending out RFP invitations to the potential suppliers	26 February
Deadline for requesting clarification from EIT Food	12 March
Deadline for submitting proposals (for the development of a new module and the revamping of an existing module)	14 March
Intended date of notification of award (for the development of a new module and the revamping of an existing module)	25 March
Intended date of contract signature (for the development of a new module and the revamping of an existing module)	1 April

Proposals must be emailed in **English** to the following address to:

Contact name: for the attention of Ms. Laura Borge del Rey

E-mail: laura.borge@eitfood.eu

The total amount of the contract for the **development of a new module** will be a maximum **17,000EUR** (VAT included)

The total amount of the contract for revamping and extending the existing module will be a maximum of 24,000 EUR (VAT included) . Since this project is a joint collaboration with **EIT Manufacturing** and **Climate KIC**, the selected consultant will sign **three separate contracts**, each with a maximum value of **€8,000** (VAT included).

The proposal(s) shall contain:

- A brief description of your **relevant experience**
- Proposed steps for a timely submission, ideally including some milestones
- Detailed overview of the **services offered** (administrative, financial and technical)

- **Financial offer.** The Financial offer shall be expressed in Euros, VAT shall be indicated separately.
- **Declaration of Honour** (see annex II)

Responses should 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 counter-proposals, if applicable, shall also become an integral part of any resulting contract.

The tenderer confirms 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 confirms that it has read the instructions to tenderers and has the experience, skills and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

3.3. Validity of the proposals

Tenderers are bound by their proposals for 90 days after the deadline for submitting proposals or until they have been notified of non-award.

The selected winner must maintain its proposal for a further 60 days to close the contract.

Proposals not following the instructions of this Request for Proposal can be rejected by EIT Food.

3.4. Requests for additional information or clarification

In case the tenderers require additional information or clarifications, these should be addressed to the person indicated below. All communication between EIT Food and tenderers is only possible in writing, all requests will be done and answered by e-mail only. All questions should be sent prior to deadline for requesting clarification as specified in Section 3.1. In case of complex or high value procurements, EIT Food may arrange a clarification session of which it will inform all tenderers.

Contact name: for the attention of Mrs. Laura Borge del Rey

E-mail: laura.borge@eitfood.eu

EIT Food has no obligation to provide clarification. Nevertheless, EIT Food shall make its best effort to respond to all clarification requests within 3 business days of receipt.

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. Clarification related to the submitted proposals

After submission of the proposals, they shall be checked if they satisfy all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderers are or appears to be incomplete or erroneous or where specific documents are missing, EIT Food may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an

appropriate time limit. All communication between EIT Food and tenderers is only possible in writing, all requests will be done and answered by e-mail only.

3.7. Negotiation about the submitted proposal

After checking the administrative compliance of the tenderers, EIT Food reserves the right to negotiate the contract terms with the tenderers. In this negotiation EIT Food may ask all tenderers to adjust the proposal or specific sections of the proposal within an appropriate time limit. In case of negotiation, EIT Food shall provide further information about the proceedings and timing.

3.8. Evaluation of proposals

The quality of each proposal will be evaluated in accordance with the below mentioned award criteria. The award criteria will be examined in accordance with the requested service indicated in Section 2 of the document.

Award criteria:

1. Project experience and competences of the members of the proposed project teams (maximum: 25 points)
2. Methodology approach of project and proposed project implementation (maximum: 25 points)
3. Availability and timeline in the critical period; Availability will be assessed based on the ability to meet expected deadlines, responsiveness to ad-hoc requests, and flexibility within project timelines (maximum: 10 points)

Total technical score: 60 points maximum

4. Price or total cost: lowest offered expert unit price shall receive the highest score; the score for other offers shall be calculated in relation to that in linear equation (maximum: 40 points)

Total financial score: 40 points maximum

Total maximum score: 100 points

The results of the award procedure will be communicated in writing (via e-mail) to the successful and unsuccessful tenderers.

3.9. Appeals/complaints

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals should be addressed to EIT Food. The tenderers have 3 calendar days to file their complaints from the dispatch of the award notification e-mail

3.10. Signature of contract

Please refer to Annex 1 for the template contract that shall apply to this procedure. Any changes desired by the tenderer in the provisions contained in the body of this Service Agreement must be communicated to EIT

Food as part of the proposal of such tenderer. Any such changes will be considered as part of the evaluation of the proposal of each tenderer

Note: Should the tenderer insist on using their own template, a draft contract needs to be submitted along with the tender proposal. Use of supplier template is only possible after review and approval from EIT Food's Procurement and Contracts Officer.

Within 5 of receipt of the contract from EIT Food, the winning tenderer shall sign and date the contract and return it to EIT Food. Upon receipt, EIT Food shall countersign and return one signed copy of the contract to the winning tenderer.

If the selected tenderer fails to sign the contract or to deliver the requested services, EIT Food reserves the right to offer the position to the next highest-scoring bidder.

3.11. Cancellation of the proposal procedure

In the event of cancellation of the procurement procedure, EIT Food will notify tenderers of the cancellation. In no event shall EIT Food be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT Food has been advised of the possibility of damages.

3.12. Ethics clauses / Corruptive practices

EIT Food reserves the right to suspend or cancel the procedure, where the award 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 Food may refrain from concluding the Contract.

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 immediately inform EIT Food if there is any change in the above circumstances at any stage during the implementation of the tasks.

3.13. Annexes

Annex I: Contract Template. The Contract Template is provided for information purposes only and might be subject to considerable modifications.

Annex II: Declaration of Honour