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Request for Proposals (RFP)

EIT Community Officer of the EIT Community Hub in Romania

EIT FOOD

EIT Food CLC North-East Sp. z o. o.

Koszykowa 54

00-675 Warsaw , Poland

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eitfood.eu

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1. Invitation to Provide a Proposal

EIT Food CLC North-East Sp. z o.o. (hereinafter “EIT Food”) is pleased to announce **this Request for Proposals (RfP) aimed at identifying a qualified supplier (hereinafter referred as “provider” or “supplier”) to carry out the EIT Community Officer role in Romania.** This RfP is issued on behalf of the EIT Community SRI/RII Cluster, a collaboration between all EIT Knowledge and Innovation Communities (hereinafter “KICs”), with the possibility of changes in participating EIT KICs over time.

The selected provider will act as the central operational and coordination point for EIT Community activities in Romania, strengthening the visibility and impact of the EIT Community at local, regional, and national levels. The EIT Community Officer (hereinafter “ECO”) will be responsible for implementing joint activities, engaging diverse stakeholder groups, and fostering synergies between the EIT KICs to maximise community outreach and innovation uptake, acting as the one-stop shop for EIT Community activities in Romania.

With regards to the eligibility requirements, applicants must have physical presence in Romania as a legally registered entity within the country.

This RfP covers the period starting on January 1, 2026 until December 31, 2026. Pending evaluation and funding availability, it may be extended for an additional period of 12 months (2027) and further for an additional period of 12 months (2028). In total the RfP covers the period of up to 36 months.

Submission deadline: December 14, 2025, at 23:59 CEST.

Offer should be sent by e-mail to milda.krauzlis@eitfood.eu and adam.strzelecki@eitfood.eu

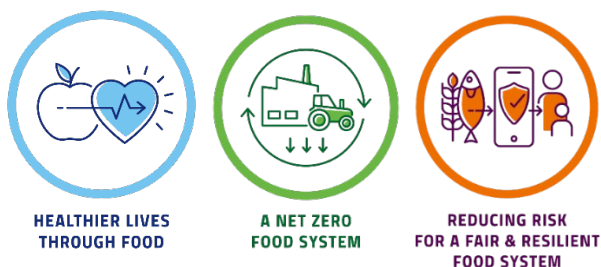
2. Introduction

2.1. EIT Food

EIT Food is the world’s largest food innovation community, creating connections right across the food system. Supported by the European Union (EU), we invest in projects, organisations and individuals which share our goals for a healthy and sustainable food system.

We have built a unique not-for-profit business to carry out transformative programmes in skills, education, entrepreneurship, start-up investment and communications. We deliver these programmes in partnership with our members to create a culture and build a community which sees the long-term value in the food innovation we fund.

Our Missions



EIT Food's Missions respond to major societal challenges within the food system. The alignment of our chosen challenges towards United Nations Sustainable Development Goals (SDGs) and EU policy is detailed in our main funding [strategy document](#) agreed with EIT (European Institute of Innovation & Technology). For more about our Missions-led approach please visit [our website](#).

2.2. The European Institute of Innovation and Technology and the Knowledge and Innovation Communities

The European Institute of Innovation and Technology (EIT) is a European Union body established by Regulation (EC) No 294/2008 of the European Parliament and the Council of 11 March 2008.

The EIT's mission is to contribute to the sustainable European economic growth and global competitiveness by reinforcing the innovation capacity of the Member States and the Union and addressing major challenges faced by the European society. The EIT nurtures entrepreneurial talent and supports new ideas, bridging the "knowledge triangle" of leading companies, universities, and research centres to form dynamic cross-border partnerships called Knowledge and Innovation Communities (KICs). These KICs are dedicated to driving systemic change in Europe and beyond, focusing on key areas such as climate change, energy, health, food, manufacturing, raw materials, digitalisation, urban mobility, culture and creativity. KICs are highly integrated legal entities, which function as pan-European partnerships. There are nine thematic KICs: EIT Food, Climate-KIC, EIT Digital, EIT InnoEnergy, EIT Health, EIT RawMaterials, EIT Manufacturing, EIT Urban Mobility and EIT Culture and Creativity.

2.2.1. The EIT Community

The EIT Community is a collaborative network comprising the European Institute of Innovation and Technology and all its Knowledge and Innovation Communities (EIT KICs). By harnessing the collective expertise of the KICs, the EIT Community initiatives power innovation, entrepreneurship and creativity. We believe that together, we can foster a competitive, inclusive, and sustainable economy for generations to come.

2.2.2. EIT Community Strategic Regional Innovations Cluster

The EIT Community Strategic Regional Innovations Cluster (from 2026 functioning as EIT Community Regional Innovation and Internationalization Cluster), commonly referred to as the SRI/RII Cluster, is a joint activity of several KICs, funded by the EIT, to implement cross-sectoral actions to boost innovation in Europe's emerging economies, including those countries eligible for support under the EIT Regional Innovation Scheme (RIS), which encompasses modest and moderate innovator countries according to the European Innovation Scoreboard and emerging innovator countries in Europe, including the six Western Balkan economies, Moldova and Armenia.

This unique initiative involves various EIT KICs working closely within a cluster framework, each contributing expertise and resources. The SRI/RII Cluster seeks to identify synergies among the KICs operating in RIS-eligible and other emerging innovator countries, enhancing existing programs to benefit the wider EIT Community and its stakeholders. Communication and dissemination efforts are central to this mission.

3. Scope of the work

3.1. General objectives

By the present procurement procedure, EIT Food on behalf of the EIT Community SRI/RII Cluster is seeking professional support for the coordination and implementation of the EIT Community Hub activities in Romania, by appointing a qualified supplier to fulfil the role of the EIT Community Officer (hereinafter being referred to as “ECO”). This document, along with its annexes, constitute a Request for Proposal (RfP) issued by EIT Food for a potential procurement of services in the field of innovation ecosystem engagement, stakeholder mobilisation and support for the EIT Community Hub Romania.

Applicants **must** be a legally registered entity with a physical presence in Romania. Proposals submitted by natural persons will **not** be accepted. Applicant must provide evidence of official registration (e.g. company registration certificate, NGO license, or equivalent documentation demonstrating legal status in Romania).

The KICs that actively take part in the EIT Community are:

- [Climate-KIC](#): Working to accelerate the transition to a zero-carbon economy;
- [28Digital](#): Driving Europe’s digital transformation;
- [InnoEnergy](#): Achieving a sustainable energy future for Europe;
- [EIT Food](#): Leading a global revolution in food innovation and production;
- [EIT Health](#): Giving EU citizens greater opportunities to enjoy a healthy life;
- [EIT Manufacturing](#): Strengthening and increasing the competitiveness of Europe’s manufacturing industry;
- [EIT RawMaterials](#): Developing raw materials into a major strength for Europe;
- [EIT Urban Mobility](#): Smart, green and integrated transport;
- [EIT Culture and Creativity](#): Creatives without borders, innovation without limits.

In this context, on behalf of the EIT Community SRI/RII Cluster, EIT Food is aiming to conclude one contract for 2026 , with the possibility of a 2 year extension (one after another). The specifications of the present RfP will become an integral part of the contract. Non-compliance during the implementation phase may lead to early termination by EIT Food.

Applicants must meet the following eligibility conditions:

- Single Legal Entity: If the applicant is applying as a single entity, it must be registered in Romania and must operate as a recognized legal entity.
- Physical Presence: All the applicants should have a physical presence in Romania, such as a registered office or permanent operational base.

Please note that proposals submitted by individuals (natural persons) nor consortia are **not eligible**. Moreover, only one proposal per applicant is allowed.

The candidates have to propose one potential EIT Community Officer (proposed expert), who will be assessed and take part in the selection process, including the interview phase. If the candidate is awarded, the entity will have to nominate that same proposed expert as ECO.

3.2. Detailed scope of work

The overall objective of this Request for Proposals (RfP) is to identify a qualified supplier (single legal entity) to act as the **EIT Community Officer (ECO) in Romania**, serving as the operational and coordination focal point for EIT Community activities at the national, regional, and local levels.

The selected supplier will:

- Enhance the visibility and impact of the EIT Community in Romania.
- Facilitate stakeholder engagement, foster collaboration among EIT Knowledge and Innovation Communities (KICs), and support innovation uptake.
- Act as the single contact point for EIT Community activities, offering tailored support to local stakeholders and facilitating access to EIT opportunities.
- Implement a coordinated set of actions aligned with the EIT RIS Implementation Framework and the EIT Community Officer Performance Monitoring and Evaluation Guidelines.

The contract will cover the period 1st January 2026 to 31st December 2026, with a possible 12-month extension in 2027 and further 12-month extension in 2028 subject to performance and funding availability.

The appointed ECO will be responsible for implementing activities across the following four work packages, as defined in this RfP:

Work Package 0: Administration and Coordination

- Set up and maintain a branded physical presence in Romania.
- Establish and maintain coordination mechanisms among EIT Community Hub members.
- Contribute to strategic alignment with national authorities, innovation stakeholders, and other EU-supported networks.
- Collect and share intelligence about the local innovation ecosystem, including needs, opportunities, and challenges.
- Coordinate local EIT Community branding, internal communication, and information exchange.

Work Package 1: Local Community Development

- Serve as the primary entry point for local stakeholders interested in EIT activities.

Support applications to RI&I (Regional Innovations and Internationalisation) Cluster and individual KIC calls in innovation, education, and business creation.

- Implement outreach and communication activities.
- Engage local intermediaries such as universities, incubators, or innovation agencies.

Work Package 2: Business Development for Financial Sustainability

- Generate leads to support the financial sustainability of both the RI&I Cluster and individual KICs.
- Identify opportunities for KIC partnership memberships, funding, and service sales.
- Facilitate investment and funding access for KIC-supported startups and scaleups.

Work Package 3: External Fundraising

- Identify and propose joint projects involving EIT KICs and national/regional authorities, aligned with RIS3 priorities.
- Scout and support co-funding opportunities through EU, national, or regional programmes such as ESIF (European Structural and Investment Fund) and IPA (Instrument for Pre-Accession).
- Support the implementation of collaborative, cross-KIC initiatives to amplify local impact.

3.3. Location, timing, planning and reporting.

The intended start date is, at the latest, 01/01/2026 and is expected to last, at the latest, until 31/12/2028.

Location

The provider must have a **physical presence in Romania**, either through a registered office or permanent operational base. This applies to all entities in the case of a consortium.

Timing

- Contract #1: 1st January 2026 to 31st December 2026
- Contract #2: 1st January 2027 to 31st December 2027 subject to performance evaluation and budget availability.
- Optional extension of Contract #2: 1st January 2028 to 31st December 2028, subject to performance evaluation and budget availability.

Please note that EIT Food reserves the right not to sign Contract #1 until its budget for BP2026-2027 is confirmed (estimated before 1 January 2026). If the budget is not confirmed, the contract will not enter into force.

Planning

The proposal must include a detailed **Activity Plan** covering the months of January 2026 – December 2026), aligned with the performance framework (Annex 4).

Annual activities should be planned and reported using a predefined template (Annex 4).

Reporting

- The contractor is required to submit:
 - **Yearly Activity Plans**
 - **Quarterly review reports**
 - **Monthly briefings**
- Additionally, all KPIs and deliverables must be tracked and reported as specified in the Performance Monitoring Guidelines (annex 5).

Payment terms

Available maximum fund for the requested services is 159 000.00€ (VAT excluded), which includes:

53 000.00€ (VAT excluded) for activities delivered in 2026, 53 000.00€ (VAT excluded) for activities delivered in 2027 (optional), 53 000.00€ (VAT excluded) for activities delivered in 2028 (optional).

In Payment shall be made upon the acceptance of the deliverables completed, as specified below:

For the year 2026 (depending on budget availability), the estimated maximum budget is 53 000.00€ (VAT excluded) and it will be paid as follows:

1. Advance Payment 2026: 60% of the contracted amount for 2026 disbursed upon the acceptance of Activity Plan by EIT Food .
2. Final payment 2026: 40% of the contracted amount for 2026, disbursed upon successful completion of the year's activities and approval of all deliverables.

For the year 2027 (optional depending on budget availability, positive performance evaluation of the contract activities, KPIs has been issued by EIT Food), the estimated maximum budget is 53 000.00€ (VAT excluded) and it will be paid as follows:

3. Advance payment 2027: 60% of the contacted amount for 2027 disbursed upon the acceptance of Activity Plan by EIT Food.
4. Final payment 2027: 40% of the contracted amount for 2027, disbursed upon successful completion of the year's activities and approval of all deliverables.

For the year 2028, optional depending on budget availability, positive performance evaluation of the contract activities, KPIs has been issued by EIT Food), the estimated maximum budget is 53 000.00€ (VAT excluded) and it will be paid as follows:

5. Advance payment 2027: 60% of the contacted amount for 2028 disbursed upon the acceptance of Activity Plan by EIT Food.
6. Final payment 2027: 40% of the contracted amount for 2028, disbursed upon successful completion of the year's activities and approval of all deliverables.

On a yearly basis, a reduction of up to 1 000€ in payments will be applied for each KPI strand unit not achieved in the proposed plan.

For the years 2026, 2027, and 2028, the annual funding allocations have not yet been formally approved at the time of publication of this Request for Proposals. When submitting the financial offer, applicants should consider a maximum indicative budget of approximately EUR 159 000.00 (VAT excluded).

The final contractual amounts for future years (2026, 2027 and 2028) will be confirmed once the corresponding annual budgets are approved by the EIT. These amounts, or those of the financial offer (whichever is lower) will be reflected in the contract, in accordance with the terms and conditions agreed upon at contract signature. All payments are subject to:

- Receipt and validation of the required financial and activity reports (not applicable to the first payment).
- Fulfilment of contractual obligations;
- Availability of funds as determined by the EIT Community and relevant budget holders.

EIT Food shall make the payment within 30 days from receipt of the invoice acceptance.

The payment of all related taxes (except VAT) and other costs (social contributions, and similar obligatory costs) is the responsibility of the applicant. Delayed or missing payments of the above obligations cannot be accepted by EIT Food and will lead to the termination of the contract.

3.4. Methodology of work

The supplier must adopt a collaborative, impact-oriented methodology that:

- Leverages the strengths of all EIT KICs.
- Responds effectively to local innovation needs.
- Aligns with the EIT RIS Implementation Framework (2025–2027) and the **EIT Community Officer Performance Monitoring and Evaluation Guidelines**.
- Incorporates cross-cutting coordination, outreach, stakeholder engagement, and knowledge sharing.
- Ensures active collaboration with the broader EIT Community Officer network and participation in joint initiatives.

3.5. Deliverables

The expected deliverables include, but are not limited to:

- **Administrative Deliverables:**
 - Branded physical office setup.
 - Memorandum of Understanding signed by all local EIT Community Hub members.
 - Participation in monthly and annual ECO coordination meetings.
 - Activity plans, reports, and internal updates.
- **Operational Deliverables:**
 - Supported applications and participants referred to the calls.
 - Generated leads contributing to the financial sustainability of KICs and the Cluster.
 - External funding secured for additional EIT Community Hub activities.
 - Event organisation, stakeholder engagement metrics, and communication analytics.
- **Communication Deliverables:**
 - Country webpage (in local language and English), with regular updates.
 - Management of social media channels.
 - Regular posts and engagement statistics.
 - Press releases, testimonials, and media mentions (optional).

Each deliverable is tied to **quantitative KPIs**, as outlined in Annex 5, with minimum annual thresholds for each work package strand.

4. Proposal Process

4.1. Proposal Schedule

	DATE
Request for Proposals publication	28 November 2025
Date for submitting requests for additional information	8 December 2025
Deadline for submitting proposal	14 December 2025
Interviews to potential supplier	15-18 December 2025
Intended date of notification of award	19 December 2025
Stand still period	3 days
Intended date of contract signature	23 December 2025
Intended start date of the contract implementation	1 st January, 2026

4.2.Submission of proposal

Proposals are requested to be emailed in written form, **in English** to the following address until **the deadline of 14 December 2025, at 23:59 CET**, considering the following details:

Subject: Proposal EIT Community Officer Romania

E-mail: milda.krauzlis@eitfood.eu and adam.strzelecki@eitfood.eu

Contact name: Milda Krauzlis (RIS Programme Manager) and Adam Strzelecki (Senior Project Manager) at EIT Food.

The proposal shall contain:

1. Evidence of official registration in Romania (e.g. company registration certificate, NGO license, or equivalent documentation demonstrating legal status in Romania). Optionally, the European Commission template could be used, accessible through the following URL: https://commission.europa.eu/publications/business-partners-legal-entities-and-bank-accounts_en.
2. Annex 2 correctly filled in, with the financial offer (159 000.00€ or less) and the technical offer, including the name of the proposed expert(s)
3. Annex 6 correctly filled in, including as attachments the documents that would prove the numbers stated in the checklist.
4. The Activity Plan for the period 1st January 2026 to 31st December 2026 (based on the template in Annex 4.
5. Annex 3 correctly filled in.

The email including the proposal from the bidder should be sent and delivered by the deadline.

- Proposal must be submitted in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password.
- Proposal must be signed by the tenderer.
- Proposal will be deemed timely submitted, if it is received by EIT Food by the submission deadline. All risks associated with the delay or loss of the proposal shall be borne by the Tenderer only. EIT Food will deem proposal received after the submission deadline invalid.
- Proposal should be concise and clear. The tenderer's proposal will be incorporated into any contract that results from this procedure. Tenderer is, therefore, cautioned not to make claims or statements that they are not prepared to commit to contractually. Subsequent modifications and counterproposals, if applicable, shall 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 request for proposals and has the experience, skills, and resources to perform, according to conditions set forth in this proposal and the tenderers' proposal.

4.3. Minimum requirements

The following documents and declarations are to be submitted together with the tender by the tenderer (in case of a group of tenderers, this applies to each member). In order to be considered valid, proposals must include:

- Tender Submission form and Tender declaration form (Annex 2 and 3) together with supporting documents evidencing the legal name of the Tenderer and its physical presence in the country (copy of the official documents showing the name of legal person, the address of its head office, and the registration number given to it by the national authorities if applicable);
- Annex 4: Activity plan covering the first 12 months of work (from 1st January 2026 to 31st December 2026).
- Annex 6 correctly filled in.
- An administrative part including all the information and documents required by the EIT Food for the evaluation of the tender on the basis of the exclusion and selection criteria set out below;
- Any amendment requests after the tender submission deadline and the notification of award shall not be accepted or discussed. EIT Food is not obliged to accept any amendment requests, proposed modifications nor contract templates.

4.4. Validity of the proposal

Tenderers are bound by their proposal 60 days after the deadline for submitting the proposal or until they have been notified of non-award, whichever period is longer.

The winners 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.

4.5. Additional information before the deadline for submitting proposals

The instructions to the tenderers should be clear enough to avoid the tenderers having to request additional information during the procedure. In case the tenderer is in need of additional information, please address it to the address below.

Subject: Additional information EIT Community Officer Romania

E-mail: milda.krauzlis@eitfood.eu and adam.strzelecki@eitfood.eu

Contact name: Milda Krauzlis (RIS Programme Manager) and Adam Strzelecki (Senior Project Manager) at EIT Food.

EIT Food has no obligation to provide clarification if decides.

4.6. Cost for preparing proposals

No costs incurred by the tenderers in preparing and submitting the proposal are reimbursable. All such costs must be borne by the tenderer.

4.7. Ownership and confidentiality of proposals

EIT Food retains ownership of all proposals received under this tendering procedure. Proprietary information identified as such, which is submitted by tenderer in connections 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, the CA has the right for the purposes of safeguarding its financial interests that the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

4.8. Clarification related proposals

After submission of the proposal, it shall be checked if it satisfies all the formal requirements set out in the proposal dossier. Where information or documentation submitted by the tenderer is or appears to be incomplete or erroneous or where specific documents are missing, the CA may request the tenderer concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit.

5. Evaluation of proposals

5.1. Exclusion criteria

The Tenderers will be excluded from participation in the current procedure, if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b) it has been established by a final judgment or a final administrative decision that the Tenderer is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgment or a final administrative decision that the Tenderer is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Tenderer belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii. entering into agreement with other Tenderers with the aim of distorting competition;
 - iii. violating intellectual property rights;

- iv. attempting to influence the decision-making process of the contracting authority during the procurement procedure;
- v. attempting to obtain confidential information that may confer upon its undue advantages in the procurement procedure;
- d) it has been established by a final judgment that the Tenderer is guilty of fraud, corruption, or money laundering.

5.2. Award criteria

EIT Food will award a contract to the tenderer who submits the most advantageous technical and financial proposal based on best value for money based on the following criteria (including the weighting assigned to them). The quality of each proposal will be evaluated in accordance with the below mentioned award criteria.

During the assessment of the submitted proposals, a range of the number of tenderers will be set and the invitation to take part in interviews will be sent only to a number of tenderers, which fall within the upper limit of that range. The upper limit of that range will be no more than 5 candidates. A round of interviews will be conducted with short listed tenderers, potential suppliers with the best professional capacity. Tenderers will be requested to indicate minimum two suitable time slots for the interview within the given timeframe.

The award criteria will be examined in accordance with the requested service indicated in Section 2 of the document and ensure best value for money by applying the below equation. The technical score is calculated based on the following assessment rating:

DESCRIPTION	SCORE
Proposed expert(s) previous experience	Max. 41 points
1. Proven experience of previous (up to 5 years) or current European Union funded projects/tenders (like Horizon Europe, Digital Europe, or Interreg) including ESIF and IPA programmes with involvement of the proposed expert(s). The candidate will need to justify the previous experience in EU projects of the proposed expert(s) in the technical proposal (see annex 2 and 6) by providing at least: - Title and scope of the EU project/tender. - Description of the EU Project/tender - Involvement/role of the proposed expert(s) in the EU Project/tender. - Website link to the project or public tender decision (if available). Based on this evidence, the tender will be scored as follows: ➤ 3 EU funded or more projects/public tenders: 15 points	21 points

➤ 2 EU funded projects/public tenders: 10 points ➤ 1 EU funded project/public tender: 5 points ➤ 0 EU funded projects/public tenders: 0 points For each EU project/public tender, we will award extra 2 points if it's related with ➤ Business creation ➤ Innovation ➤ Education.	
2. Proven experience of prior events organised with the involvement of EIT KICs (or comparable European innovation bodies) participated by the proposed expert(s) as speaker or moderator. The candidate will need to justify the previous events organised by the proposed expert(s) by providing at least: - Title of the event - Topic of the event - Place and date of the event - Link to the agenda of the event - Role of the supplier and the proposed expert in the project/services provided. Based on this evidence, the tender will be scored as follows: ➤ 3 or more events: 15 points ➤ 2 events: 10 points ➤ 1 event: 5 points ➤ 0 events: 0 points	15 points
3. Proven experience managing an EIT RIS Hub (or equivalent innovation body) in Romania with involvement of the proposed expert(s). The candidate will need to justify the previous or current experience managing an EIT RIS Hub in Romania of the proposed expert(s) by providing at least: - Name of the EIT KIC (or equivalent innovation body) that was represented. - Years of operation. - Link (if online) or any other proof of the award, like a reference letter from the KIC. - Involvement/role of the proposed expert(s) in the representation. Based on this evidence, the tender will be scored as follows: ➤ Previous experience documented: 5 points ➤ No previous experience documented: 0 points	5 points

Activity plan and interview phase	Max 59 points
4. For all the Key Performance Indicators (KPI's) outlined in the Performance Monitoring and Evaluation Guidelines (Annex 5), indicate the number of strands addressed in the Activity Plan, as specified in Section 3.2: ➤ More than 10 strands: 10 points ➤ 6 to 10 strands: 5 points ➤ 5 or less strands: 0 points	10 points
5. Number of optional activities included in the activity plan, based on the Guide (annex 5): ➤ 19 or more optional activities: 9 points ➤ 10 - 18 optional activities: 6 points ➤ 1 - 9 optional activities: 3 points ➤ 0 optional activities chosen: 0 points	9 points
6. Feasibility of the tenderer 's activity plan, overall methodology and scope of work.	10 points
7. Content of the activity plan, detailed description, attention to details of the submitted proposal. Quality of the offer and organization of the proposed expert(s)' services and resources.	10 points
8. Proposed expert identified the main gaps/challenges in the local innovation ecosystem and prioritised them accordingly Number of gaps identified and prioritised: ➤ 5 gaps/challenges: 10 points ➤ 4 gaps/challenges: 8 points ➤ 3 gaps/challenges: 6 points ➤ 2 gaps/challenges : 4 points ➤ 1 gap/challenge: 2 points	10 points
9. How easily and clearly can the proposed expert express themselves in English.	5 points
10. To what extent is the proposed expert able to understand and take part in innovation and work-related communications.	5 points

Points 6, 7, 9 and 10 of the evaluation criteria will be evaluated using a comparative ranking system, where proposals are assessed and ranked in order of merit by the evaluation committee. Points are then assigned based on the ranking, using one of the following two scales, depending on the maximum score allocated to the criterion:

	If the criterion has a maximum score of 10 points:	If the criterion has a maximum score of 5 points
Best candidate:	10 points	5 points
2 nd best candidate	7 points	4 points
3 rd best candidate	4 points	3 points
4 th best candidate	1 point	1 point
5 th best candidate and below	0 points	0 points

In both cases, only the top four proposals receive points; all others receive zero. This method ensures a relative scoring approach that rewards the strongest proposals per criterion.

The other criterion (1, 2, 3, 4, 5 and 8) does not need to follow the previous rational. Evaluators can therefore give to the different proposed experts the points that they consider for each criterion.

The applicable award criteria will be weighted as follows:

A. Technical content: 85%

B. Financial offer: 15%

Aggregate evaluation and scoring:

A. Technical content (maximum weighted score: 85%)

Evaluation of the technical content will be carried out following the below sub-criteria:

I. Technical capacity of the Tenderer (maximum score: 100)

B. Financial offer (maximum weighted score: 15%)

The financial offer must be presented in EUR. Prices must be indicated as net amount, excl. VAT.

The lowest offered price shall receive the highest score (100); others shall be calculated in relation to that in linear equation.

5.3. Selection of the suppliers

The final selection of the supplier will be based on the best price-quality ratio principle. The best price-quality ratio is established by weighing technical quality against price on a 85%/15% basis, i.e.

Total technical score: max. 100 (weight: 85%)

Total financial score: max. 100 (weight: 15%)

Total score: max. 100 (total technical score x 0,85 + total financial score x 0,15)

The winners shall be the one with the highest total score summed from technical and financial scores, and that tenderer shall be proposed for the contract.

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

5.4. Signature of contract(s)

For the contract, the template in Annex 1 shall apply.

Within 3 days of receipt of the contract from EIT Food, the selected tenderer shall sign and date the contract and return it to EIT Food.

5.5. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Food will notify the tenderers of the cancellation. In no event shall EIT Urban 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.

5.6. Appeals / Complains

Tenderers believing that it has been harmed by an error or irregularity during the award process may file a complaint. Appeal should be addressed to EIT Food. The tenderer has 3 days to file their complaint from the receipt of the letter of notification of award.

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

Up to two proposed experts will be appointed for the full duration of the services as the EIT Community Officer, and the appointed expert should fulfil the eligibility requirements listed under point 3.1. With reference to expert replacement for the ECO position initiated by the sub-contractor, the newly proposed expert must also fulfil the eligibility criteria under point 3.1 of the relevant pre-qualification notice. Approval of the replacement request on the EIT Community Officer is the exclusive right of the Contracting Authority upon receiving the opinion of the Steering Committee of the SRI/RII Cluster.

5.8. Safeguarding of EU's financial interest

The potential or actual supplier should accept that during the implementation of the contract and for four years after the completion of the contract, EIT Food has the right for the purposes of safeguarding the EU's financial interests, the proposal and the contract of the supplier may be transferred to internal audit services, EIT, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Annex 1. Service Agreement for 2026

SUBCONTRACT AGREEMENT
(hereinafter referred to as the "Contract")

concluded by and between

company name: EIT Food CLC North-East sp. z o.o.

registration number: 0000699422 (District Court for the capital city of Warsaw, XII Commercial Division of the National Court Register)
having its registered seat at: Koszykowa 54, 00-675 Warsaw, Poland
VAT number: PL5213800253
REGON:36861386100000

represented by: Marja-Liisa Meurice, President of the Management Board
(hereinafter referred to as "**CLC**"),

and

company name:
registration number, name of the register: (..... Register Agency)
having its registered seat at:
VAT number:
represented by:, Director
(hereinafter referred to as "**EIT Community Officer**")

(CLC and EIT Community Officer hereinafter collectively referred to as the "**Parties**")
on the below mentioned day in accordance with the following terms and conditions:

Preamble

- A) EIT Food IVZW (hereinafter referred to as "**EIT Food**"), founded in 2016 in Antwerpen designated by the European Institute of Innovation and Technology (hereinafter referred to as "EIT") as an EIT Knowledge and Innovation Community (hereinafter referred to as "KIC") is a pan-European partnership, with a consumer-centred approach, to empower innovators, entrepreneurs and students to develop world-class solutions to societal challenges, accelerate innovation, create jobs and increase Europe's competitiveness in the food sector.
- B) Whereas the EIT Food will provide financial support via CLC to the EIT Community Officer of the EIT Community RIS Hub Romania for its participation in "EIT Community Regional Innovation and Internationalization Cluster (hereinafter referred to as "CrossKIC RI"), Project no., (HE project no.)". EIT Community Regional Innovation and Internationalization Cluster is a joint activity of several KICs, funded by the EIT, to implement cross-sectoral actions to boost innovation in Europe's emerging economies.
- C) Whereas in this Subcontract Agreement the Parties wish to lay down the contractual arrangements between them regarding their respective rights and obligations.
- D) EIT Community Officer (ECO) is an entity appointed to represent and facilitate the activities of the EIT Community Hub at a country level. EIT Community Officer is responsible for tasks as outlined in general in the "EIT RIS HUBS Minimum Standards and Guiding Principles", specifically in the "ECO Performance Monitoring and Evaluation Guidelines". EIT Community Officer is a contact point of EIT Community Hub in targeted countries. The process of selecting

EIT Community Officers was conducted through an open, competitive call for expression of interests and transparent selection procedure followed to identify subcontractor(s) in selected countries targeted by EIT RIS Country-specific roadmaps (2023-2025) (Final adopted and corrected version). The call document: “Request for Proposals (RFP) EIT Community Officer of the EIT Community Hub in Romania.” (hereinafter referred to as “**Request for Proposals**”) is attached as Annex 3.

- E) For the implementation of the activities under “EIT Community Regional Innovation and Internationalization Cluster” CLC intends to bring EIT Community Officer as subcontractor in covering the implementation of certain action tasks described in Annex 1 to this Contract.

I. Subject of the Contract

- 1.1. CLC orders from EIT Community Officer and EIT Community Officer undertakes to complete the certain action tasks described in Annex 1 to the Contract (referred to as “Scope of work” or “Activity Plan “Annex 1”). The works to be completed by EIT Community Officer are hereinafter collectively referred under the name of “**Services**” and individually under the name of “**Service**”.
- 1.2. EIT Community Officer is aware of the action tasks the Services are necessary for.
- 1.3. Scope of work contains the detailed description of the minimal scope of different tasks in the frame of the Services and if relevant their timetable.
- 1.4. Scope of work will be further elaborated in the form of Annual action plans. Annual action plan submitted in drafts by the EIT Community Officer as part of the Proposal during procurement of the Service (see Annex 3) will be further developed by EIT Community Officer (the article 4.1 applies respectively) and after approval of CLC will be implemented as part of the Service delivery.
- 1.5. In case of contract extension for 01.01-31.12.2027, the annual action plan for 2027 shall be submitted in drafts by the EIT Community Officer until 01.01.2027 and accepted by CLC until 30.01.2027. In case of contract extension for 01.01-31.12.2028, the annual action plan for 2028 shall be submitted in drafts by the EIT Community Officer until 01.01.2028 and accepted by CLC until 30.01.2028.

II. Completion of the Services

- 2.1. EIT Community Officer shall organize the Services in Romania in such a manner as to ensure that they are completed according to the requirements of CLC, and shall proceed in accordance with the instructions of CLC. In case of any doubt EIT Community Officer is obliged to contact CLC and require CLC’s decision on the doubtful issues.
- 2.2. EIT Community Officer guarantees the expert execution of the Services in first class quality. EIT Community Officer shall notify CLC immediately if it cannot complete the Services either in whole or in part according to the requirements, or if sees any problems that can cause delay in completion.
- 2.3. When performing the Services, EIT Community Officer shall use its own tools and materials, as well as work forces.

- 2.4. EIT Community Officer is entitled to involve subcontractors only with the prior written consent of CLC. Subcontractors need to be selected taking into account the best value for money criterion or, if appropriate, the lowest price. In doing so, EIT Community Officer must avoid any conflict of interest. If EIT Community Officer involves any subcontractors, then EIT Community Officer shall be liable for any and all works performed by these subcontractors as if EIT Community Officer has performed those works itself.
- 2.5. The EIT Community Officer shall continuously inform the CLC during the completion of Services especially if any information for completion is necessary for the CLC, including for the evaluation purposes.
- 2.6. CLC shall issue a Performance Certificate (referred to as “Performance Certificate”) after completion of Services in a proper and timely manner. In case certain tasks described in Scope of work are not implemented properly or timely, they will not be included in the Performance Certificate. In such case, the article 3.3 applies.
- 2.7. EIT Community Officer ensures that the CLC, the European Institute of Innovation and Technology, the European Commission, the European Public Prosecutor’s Office (EPPO) the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can carry out checks, reviews, audits, investigations on the Subcontractor and evaluations related to Subcontractor collaboration and an evaluation of the impact of the Services.
- 2.8. EIT Community Officer ensures that it complies with certain obligations as follows:
- preventing conflict of interest,
 - keeping confidentiality and security,
 - being in line with ethics,
 - acknowledge EU support visibility,
 - acknowledge specific rules for carrying out action,
 - providing information regarding costs eligibility,
 - record-keeping of proper implementation of the Services.
- In case of doubt EIT Community Officer shall act according to the CLC’s instructions related to the above obligations.
- 2.9. EIT Community Officer will make all their best endeavour to support CLC in the implementation of activities and projects implemented under the CrossKIC RI Project aimed at supporting the knowledge and innovation triangle in their geographical areas of activity. In particular, EIT Community Officer shall support CLC in promotion and dissemination activities, facilitating communication, organizing events, consolidating data, and ensuring adherence to EIT standards and principles without exerting hierarchical control over RIS country representative entities in local activities connected to implementation of EIT Community projects.
- 2.10. EIT Community Officer shall submit to CLC the agenda of each event included in the Activity Plan two weeks before the event takes place. In case of the events for external audience included in the Activity Plan, the agenda of the event is subject to a prior approval of the CLC.

III. Contract fee, terms of payment

- 3.1. The fee of the EIT Community Officer is up to €€ (VAT excluded) for activities enumerated in Scope of work, including all costs incurred related to the completion of Services (hereinafter referred to as “Service Fee”). The fee for the Service includes:€ (VAT excluded) for activities delivered in 2026,€ (VAT excluded) for activities delivered in 2027,€ (VAT excluded) for activities delivered in 2028. The yearly fees may be modified if both Parties agrees and if the total fee calculated as the summary of the

yearly fees does not exceed 159 000€ (VAT excluded). These amounts do not include deductible value-added tax (VAT), and whether VAT is deductible or not will be determined by the legislation of Romania.

- 3.2. EIT Community Officer has no right to claim for any additional costs, reimbursements or fees on any legal ground except for the Service Fee fixed in this Contract. The here fixed Service Fee is due in whole only if the EIT Community Officer fully fulfils the Services.
- 3.3. Payments are linked to meeting the agreed performance targets set up in Scope of work and eligible expenses. If the EIT Community Officer does not achieve the specific agreed performance target („indicator of activity” in the Scope of work), the Service Fee is reduced. The reduction of up to 1 000€ in service fee will be applied for each KPI strand unit not achieved in the proposed plan. The reduction will be corresponding to the level of a difference between the specific agreed performance target (KPI) and the level of the actual performance. In all cases, the grounds for payment of the Service Fee or its reduction is the Performance Certificate referred to in article 2.6.
- 3.4. Each time once the CLC accepts the submitted by EIT Community Officer action plan, the EIT Community Officer shall submit invoices for the first instalment covering the pre-finance payment up to 60% of yearly Service Fee within 14 days from the action plan acceptance. Each time once the CLC accepts the submitted by EIT Community Office report mentioned in Chapter IV and issues the Performance Certificate, the EIT Community Officer shall submit invoices for the second instalment covering the second payment up to 40% of yearly Service Fee (balance payment) within 14 days from getting the Performance Certificate . CLC shall pay the amount of the invoice to EIT Community Officer via bank transfer to the bank account indicated in the invoice within 30 working days when CLC receives the invoice from the EIT Community Officer. Payment terms described in the Request for Proposals (p. 3.3) apply accordingly. CLC is entitled to reduce the amount due on the grounds of article 3.3 and 6.4.
- 3.5. EIT Community Officer shall indicate the following data on the invoice:
- Company name: EIT Food CLC North-East sp. z o.o.
Address: Koszykowa 54,
00-675 Warsaw, Poland
VAT: PL5213800253
- 3.6. Payment by the CLC to the EIT Community Officer, shall be made to the following bank account:
- Company name:
Statutory address (street name and number, zip code, city town, country):,
Romania
VAT number:
IBAN:
BIC/SWIFT code:
Bank name:
Bank address:, Romania
With reference: EIT Community Hub Romania
- 3.7. If the Contract is terminated before the completion of the Project, the CLC shall refund EIT Community Officer costs related to properly and timely implemented activities, on the grounds of the Performance Certificate.

IV. Reporting

- 4.1. EIT Community Officer shall submit to the CLC the following deliverables each year:
- 1) Annual action plan (AP) describing the main activities, success criteria, targets for Key Performance Indicators (KPIs) and modus operandi of the EIT Community Officer.
 - 2) Quarterly review reports (QR), using the template provided by the EIT Community Regional Innovation and Internationalization Cluster.
 - 3) Annual report (refers to the months of actions executed in a respective year) using the template provided by the EIT Community Regional Innovation and Internationalization Cluster.
 - 4) Monthly progress briefs (MB) to be submitted to the EIT Community Strategic Regional Innovation Cluster describing the main activities undertaken by the EIT Community Officer and main achievements.
- The plans should contain description of activities to be implemented with expected results. The reports shall contain description of the work performed and description of results achieved. Any deviation from the Scope of work shall be justified.
- 4.2. CLC shall present reports templates within a month from the day of signature of the Contract.
- 4.3. EIT Community Officer shall co-operate with the CLC to provide all information as is required to fulfil the reporting obligations towards CLC, EIT Community and the EIT.
- 4.4. EIT Community Officer shall submit the supporting documents regarding each of the actions enumerated in the Annex 1 Scope of work together with the deliverables reports respectively, such as:
- Agenda of the event/activity;
 - List of participants' attendance;
 - Pictures and/or movies from the event, including among others the presentation of visible roll ups and/or promotional EIT Community signs;
 - Presentations and other communication materials with visible EIT Community RIS Hub logos, as well as the EU flag;
 - Images, links and/or documents proving all publications in social media;
 - Emailing lists and/or publications announcing the event/activity;
 - Etc.
- 4.5. EIT Community Officer shall submit the supporting documents in a form of the links or printscreens or scans of paper versions of the newspaper publications where EIT Community Hub and EIT is mentioned, as stipulated in Annex 1 together with the reports respectively.

V. Duration of the Contract, termination

- 5.1. The Parties agree to conclude this Contract as from the date of its signature by both Parties. The Contract ends on 31/12/2026. Incurred costs are eligible as from the 1/01/2026.
- 5.2. If a budget for the service is provided after 2026 and both parties agree, CLC might extend the contract after 2026. In such a case the Contract shall be renewed for a successive period of 1 year. The financial terms will remain similar with service fee calculated pro rata for the time of extension. This contract will not be extended automatically. First extension for 2027 shall be signed until 15.12.2026 and second for 2028 until 15.12.2027. The scope of the activities for 2027 or 2028 shall be defined by parties for the successive period. The Contract shall automatically end when CLC's financing is terminated.

5.3. Parties are entitled to terminate this contract at any time with 30 day notice period without payment of any compensation. If either party is guilty of a serious breach of its obligations under this Contract in a manner which cannot be resolved, or where the breach could be resolved but is not resolved within 8 days (after receiving a notice from the other party requesting that the breach should be resolved), the other party will be entitled to terminate this Contract immediately without payment of any compensation. Parties hereby agree that all Services completed by EIT Community Officer at the time of termination shall be covered by CLC except if the Service cannot be utilized for achieving the goals under Scope of work. In the latter case EIT Community Officer shall not be entitled to any fees and the costs. Either Party is entitled to terminate the Contract with immediate effect if the other party becoming insolvent, or going under liquidation or bankruptcy procedure.

5.5. It is regarded as a serious breach of the Contract especially if,

the CLC

- shall not pay the Service Fee or its proportional part,

the EIT Community Officer

- acts contrary to the CLC's interest,
- does not provide the CLC with necessary information,
- violates its confidentiality obligations,
- falls into delay with completing any of its obligation, or provides defaulted services, causing consequences on the CLC or jeopardize the goal under Scope of work, or due to the repeatedly fulfilment, defaulted actions EIT Community Officer loses the CLC's confidence,
- there shall be a final decision brought by any court or authority related to the EIT Community Officer's any professional activity.

5.6. The Parties hereby establish that the regulations applicable naturally beyond the period of this Contract (e.g. confidentiality, warranty regulations, etc.) shall be applied after the termination of the Contract.

5.7. In a situation where the a person appointed as EIT Community Officer's key expert is no longer employed/contracted by the EIT Community Officer's legal entity, the other key expert may take over its duties after consultations between parties and written approval of CLC..

VI. Representations and warranties, penalty

6.1. EIT Community Officer represents and warrants that EIT Community Officer and its key expert, staff and subcontractors involved in Service delivery possess all skills, workforce, material and tools and have acquired all possible licenses necessary to perform the Service and operates and acts according to all relevant law regulations. EIT Community Officer represents and warrants that the Services are in compliance with this Contract as well as the CLC's requirements.

6.2. EIT Community Officer represents and warrants that its fulfilment does not violate any third party intellectual property rights, and exempts CLC from any liabilities arising from third party claims. Any responsibility arising from this matter will fall upon EIT Community Officer.

6.3. EIT Community Officer represents and warrants that the fulfilment of the Services is performed in accordance with relevant national and EU legal provisions on data protection. Any responsibility arising from this matter will fall upon EIT Community Officer.

6.4. In case if EIT Community Officer breaches the regulations of this Contract, CLC is entitled for a penalty payment from the EIT Community Officer. The extent of penalty is as follows:

Delayed fulfilment: 0,5% of the Service Fee per day for the delayed period and another 10% of the Service Fee if the defective fulfilment jeopardises the successful completion of the Services or causes damages (extra costs) to CLC.

Defective fulfilment: 30% of the value of the service(s) in question and another 15% of the Service Fee if the defective fulfilment jeopardises the successful completion of the Services or causes damages (extra costs) to CLC.

Non-fulfilment (including the case when CLC terminates this contract due to the EIT Community Officer's default fulfilment): 30% of the Service Fee.

- 6.5. In case if EIT Community Officer does not properly complete the Services, or the CLC suffer any lost due to the EIT Community Officer's action or omission, EIT Community Officer is also obliged to cover CLC's damages. In any case, the CLC aggregate liability towards the EIT Community Officer shall be limited to the amounts of the financial contribution allocated to EIT Community Officer.
- 6.6. If EIT Community Officer breaches any of its obligations under Articles 2.7 and 2.8, the EIT Community Officer shall not be entitled for Service fee. EIT Community Officer assumes the risks of the EIT approval procedure, the non-approval or rejection of fees and cannot claim for any damages, any indemnities. If the fees are rejected by any entitled entity, CLC is not obliged to reimburse EIT Community Officer's fees, costs or damages.
- 6.7. Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Contract.

VII. Intellectual property regulations

- 7.1. The Parties state that EIT Community Officer might create or participate in creation of intellectual properties during the completion of the Services. The Parties agree that any kind of intellectual properties shall be transferred by EIT Community Officer to CLC without any territorial or time limit and with the right to all manners of usage and utilization including but not limited to reproduction, distribution and revision. EIT Community Officer shall have no right for any kind of usage and utilization of the transferred properties without CLC consent. The above mentioned transfer shall be made upon separate agreement.
- 7.2. The counter-value of such rights is included in the Service Fee or partial Service Fee. The property rights shall be acquired by CLC upon payment of the Service Fee.
- 7.3. Any intellectual property provided by CLC to EIT Community Officer for the completion of the Services may only be used or modified by EIT Community Officer to the extent required for the completion of the Services.
- 7.4. It is understood by the EIT Community Officer that no license or right of use under any patent or patentable right, copyright, trademark or other proprietary right is granted or conveyed by this Contract.

VIII. Confidentiality

- 8.1. The expression "Confidential Information" means any and all information, know-how, particulars, registers, notes, drawings, plans, analysis, including any kind of such verbal communication that has been recorded afterwards in any way, in relation to CLC, the Contract, the Scope of work, the Services, particularly, but not limited to, its production systems etc.,

provided to EIT Community Officer either before the signing of this Contract or thereafter, clearly identified by CLC as confidential.

- 8.2. EIT Community Officer undertakes to use the Confidential Information exclusively for the fulfilment of Services. The disclosure of Confidential Information and materials shall not result in any obligation to grant the Recipient any rights therein.
- 8.3. EIT Community Officer shall not disclose nor make the Confidential Information accessible to any third persons. EIT Community Officer further undertakes to disclose the Confidential Information only to its employees, auditors, tax- or legal experts and to those subcontractors approved by CLC who have a need to know such information for their work and undertakes to take all necessary and useful measures in order to have the Confidential Information protected by such persons with at least the same degree of care it uses for protection of its own proprietary and confidential information. EIT Community Officer shall ensure that its subcontractors undertake a confidentiality obligation with the same content as included in this Contract.
- 8.4. The obligations as per this section shall not apply to any information which the recipient can prove,
- (a) is at the time of disclosure already in the public domain or becomes available to the public through no breach by the recipient of this Contract;
 - (b) is received by the recipient from a third party free to lawfully disclose such information to recipient;
 - (c) was in the recipient's lawful possession prior to receipt from the discloser as evidenced by written documentation;
 - (d) is independently developed by the recipient without the benefit of any of the Confidential Information as evidenced by written documentation;
 - (e) is approved for release by written agreement of the discloser;
- 8.5. In the case of a breach of this section CLC may claim the 30% of the Service Fee as penalty and the eventual damages caused by EIT Community Officer from EIT Community Officer. This section shall perpetually survive the termination or the expiration of this Contract and bind the Parties after.

IX. Force Majeure

- 9.1. 'Force Majeure' means any situation or event that: (i) prevents either party from fulfilling their obligations under the Contract, (ii) was unforeseeable, exceptional situation and beyond the Parties' control, (iii) was not due to error or negligence on their part (or on the part of third parties involved in the action), and (iv) proves to be inevitable in spite of exercising all due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of Force Majeure, labour disputes or strikes, or financial difficulties cannot be invoked as Force Majeure.
- 9.2. If by reason of Force Majeure, either party is unable to perform or there are delays by such party in the performance of any such obligation, then in the event that Force Majeure affects such party's obligations, such party's performance of any such obligation shall be suspended as long as the Force Majeure continues and the time for performance of that obligation shall be extended accordingly, and the party otherwise in default shall not in any event be liable to the other party for any loss or damage whatsoever and howsoever arising (whether direct or indirect loss or damage) incurred or suffered or for any breach of any of the terms of the Contract by reason of such Force Majeure.

- 9.3. In case Force Majeure does not make performance impossible but delays it, the performance date is elongated with the delay period caused by Force Majeure.
- 9.4. If either party's performance of its obligations is affected by Force Majeure it shall forthwith notify the other party of the nature and extent thereof. Damage and loss deriving from late or no notification shall be borne by the defaulting Party.

X. COVID-19 related measures

- 10.1. If, due to an epidemic condition resulting from COVID-19, it becomes impossible to implement the actions listed in the Scope of work in the manner provided for in the Contract, the EIT Community Officer will immediately contact the CLC to agree on an alternative methods of Scope of work implementation.
- 10.2. EIT Community Officer will strictly follow the applicable local rules regarding COVID-19, in order to ensure the safety of the participants of the activities listed in the Scope of work.
- 10.3. CLC may not in any circumstances be held liable for any issues regarding the EIT Community Officer activities' participants safety.

XI. Communication and branding

- 11.1. The Parties designate the following contact persons for communication with respect to this Contract:

For CLC

Name: Milda Krauzlis

Phone: 0048 736 093 094

E-mail: milda.krauzlis@eitfood.eu

For EIT Community Officer:

Name:

Phone:

E-mail:

The Parties hereby undertake to inform the other Party in writing without delay about any change in the contact persons. The consequences arising from the non-fulfilment of this obligation shall be for the defaulting Party. There is no need to amend this Contract in case of any change in the contact persons or their data.

- 11.2. EIT Community Officer shall send invoices and other documentation (if necessary) in electronic format to the following address: milda.krauzlis@eitfood.eu with a copy to clcnortheast@eitfood.eu.
- 11.3. All information necessary for the fulfilment of the EIT Community Officer shall be delivered through e-mail and phone or personal consultation. The Parties agree that the termination letter and any warning letter sent to the other party in connection with a breach of contract may only be communicated to the other Party in writing and shall be sent to the other Party by registered mail.
- 11.4. Unless the CLC requests or agrees otherwise or unless it is impossible, any communication activity related to the specific action (including in electronic form, via social media, etc.) as well as any infrastructure, equipment and major results funded by the specific grants must:
- (a) display the EIT Community RIS Hub logo as adopted by EIT Food;
 - (b) follow the relevant EIT Community RIS Hub Visual identity, guidelines and templates.

XII. Miscellaneous provisions

- 12.1. This Contract and its Annexes constitute the entire agreement of the Parties in the subject matter and supersede any other agreement in this regard. The Parties explicitly exclude the application of the general terms and conditions of any of the Parties.
- 12.2. This Contract shall not be considered modified, altered, changed or amended in any respect unless in writing by an authorized representative of both Parties hereto.
- 12.3. If any one or more of the provisions contained in this Contract or any document executed in connection herewith shall be invalid, illegal, or unenforceable in any respect under any applicable law, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired. In such case the parties hereto oblige themselves to use their best efforts to achieve the purpose of the invalid provision by a new legally valid stipulation.
- 12.4. This Contract may not be assigned by EIT Community Officer without the prior written consent of the CLC.
- 12.5. The provisions of the law regulations relevant at the CLC's registered seat shall apply to the Contract. Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination, shall be settled finally and binding and under exclusion of the ordinary jurisdiction by the court operating at the CLC's registered seat. The language to be used in the proceeding shall be the court's official language.
- 12.6. Processing of personal data in the framework of the Contract is based on Personal Data Processing Agreement (Annex 2).

After reading and interpreting this Contract, the Parties hereby sign this Contract as it is fully in accordance with their contractual intent.

Dated:

Signed on behalf of CLC:
Officer

Name: Marja-Liisa Meurice
Position: President of the Management Board

Signature:

Signed on behalf of EIT Community

Name:
Position: Executive Director

Signature (and stamp, if applicable):

List of annexes to the Subcontract agreement between CLC and EIT Community Officer

Annex 1 Scope of Work (Activity Plan accepted by RI Cluster)

Annex 2 Personal data processing agreement

Annex 3 Request for Proposals. EIT Community Officer of the EIT Community RIS Hub in Romania. Guidelines.

Annex 4 Detailed Proposal submitted

Annex 2 Personal data processing agreement

Personal data processing agreement ("the Agreement")

concluded on, in Warsaw

between:

EIT Food CLC North-East Sp. z o.o. with a registered office in Warsaw 00-675, ul. Koszykowa 54, REGON (Polish National Business Registry Number) 368613861, NIP (Tax Identification Number) 5213800253, KRS (National Court Register) 0000699422

represented by:

Marja-Liisa Meurice, President of the Management Board

hereinafter referred to as the **Controller**,

and

company name:

registration number, name of the register:

having its registered seat at:

VAT number:

represented by:

hereinafter referred to as **Processor**,

collectively referred to as the "Parties", reading as follows:

Paragraph 1 Entrusting personal data processing

1. In connection with the implementation of the subcontract agreement concerning EIT Community Officer activities in 2021 the Controller entrusts to the Processor the task of personal data processing pursuant to Article 28 of the Regulation (EU) of the European Parliament and of the Council 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, further referred to as "Regulation").
2. The Controller represents that he is the Controller of the personal data which processing he entrusts.
3. Data to be processed contain information about the beneficiaries of the project – participants of events organised in line with subcontract agreement concerning EIT Community Officer activities in 2025 - 2028 (name, surname, contact information and contact details) and other information necessary for the purposes of evaluation of notifications, adequate provision of support and project financial settlement.
4. The Controller entrusts the Processor with personal data processing within the scope specified in Paragraph 2.
5. The Processor represents that it has the means that enable proper processing of the personal data that was entrusted by the Controller, within the scope and for the purpose specified in the Agreement.
6. The Processor represents also that the persons employed for the purposes of processing of personal data have been granted the authorisations to process personal data and that these persons have been familiarised with the provisions on personal data protection and with the liability for non-compliance with them and undertook to comply with them, as well as to maintain the secrecy of the processed personal data and the methods of securing them for an indefinite period of time.

Paragraph 2

The scope and purpose of data processing

1. The Processor shall process the following categories of personal data/personal data sets on the basis of this Agreement:
Personal information (name and surname),
Contact information and contact details (address, e-mail, phone number).
2. The personal data processing entrusted by the Controller shall be conducted by the Processor only for the purpose of implementation of the EIT Community Officer activities referred to in Paragraph 1 section 1 in a manner consistent with this Agreement.
3. Above mentioned EIT Community Officer activities include making available collected personal data to the Controller.

Paragraph 3

Method of implementation of the Agreement in terms of personal data processing

1. The Parties undertake to perform obligations under this Agreement with utmost diligence in order to secure legal, organisational and technical interests of the Parties in terms of processing of entrusted personal data.
2. The Processor processes the personal data only on documented instructions from the Controller.
3. The Processor undertakes to, while processing the personal data referred to in Paragraph 2, section 1, secure them by applying technical and organisational measures aimed at proper security, adequate to the threats and to the category of the personal data being protected, entrusted for the purposes of processing, in particular secure them against making them available to unauthorised persons, taking away by an unauthorised person, processing in violation of provisions of law, and change, loss, damage or destruction.
4. The Processor represents that:
 - a) it keeps documentation presenting the method of personal data processing,
 - b) all devices and IT systems possessed by the Processor and used for the purposes of data processing ensure high safety level,
 - c) it applies technical and organisational measures ensuring the protection of the processed personal data, in particular the personal data security measures against making them available to unauthorised persons, taking them away by a person that was not granted a right to do it, processing in violation of provisions regulating protection of personal data, change, loss, damage or destruction within scope the Processor is responsible for.

Paragraph 4

Right to carry out check

1. The Controller of data, according to Art. 28, section 3, item h) of the Regulation has the right to check whether the measures applied by the Processor while processing and securing the entrusted personal data comply with the provisions of the Agreement.
2. The Controller of data shall exercise the right to carry out check during working hours of the Processor and minimum 7 days in advance the Controller informs about a check.
3. The Processor undertakes to remedy the breaches observed during check within the time limit indicated by the Controller of data, not longer than 7 days.

Paragraph 5

Obligations of the Processor

1. The Processor is obliged to keep confidential all information obtained during data processing and after its completion.

2. The Processor shall be liable for making available or use of personal data not in conformity with the agreement, in particular for making available the personal data entrusted for the purposes of processing to unauthorised persons.
3. The Processor undertakes to immediately inform the Controller of data about every proceedings, in particular administrative or legal proceedings, concerning processing by the Processor the personal data specified in the Agreement, about every administrative decision or ruling the Processor is subject of, concerning processing of these data, as well as about all planned (if the Processor is aware of such situation) or carried out checks and inspections concerning processing in the Processor of these personal data, in particular checks and inspections carried out by inspectors authorised by the Inspector General for the Protection of Personal Data.
4. The Processor undertakes to process the personal data specified in the Agreement pursuant to this Agreement, the Regulation and to other provisions of generally applicable law, which protect rights of persons the data relate to.
5. The Processor, taking into account the nature of processing, where possible, supports the Controller by appropriate technical and organisational measures in meeting the obligation of responding to the requests of the person the data relate to, within the scope of exercising of the person's rights.
6. The Processor, taking into consideration the nature of processing and information available to it, supports the Controller in meeting the obligations specified in Articles 32-36 of the Regulation.
7. The Processor shall be obliged to promptly notify the Controller about:
 - a) each legally justified request of making personal data available to the competent state authority, unless the prohibition of notice results from the provisions of criminal procedural rules when the prohibition is intended to ensure confidentiality of initiated investigation;
 - b) each unauthorised access to the personal data;
 - c) each request received from the person, whose data it processes, at the same time refraining from answering the request.
8. The Processor undertakes to promptly and adequately answer each question of the Controller concerning processing of personal data entrusted to the Controller under the Agreement.
9. The Processor shall make available to the Controller all information necessary for the purposes of demonstration of meeting obligations specified in this Agreement.

Paragraph 6

Entrusting personal data for the purposes of sub processing

1. The Processor shall not use services of another processor without prior detailed or general consent of the Controller.
2. Transfer of entrusted processing of personal data specified in the Agreement to a third country may occur only upon a written request of the Controller of data, unless such obligation is imposed on the Processor by the law of the EU or the member state's law that applies to the Processor. In such a case, prior to the start of processing, the Processor shall inform the Controller of data about this legal obligation, unless this law prohibits transferring such information due to an important public interest.
3. Another processor should meet the same guarantees and obligations that were imposed on the Processor by this Agreement.
4. The Processor shall bear full responsibility to the Controller for failure to meet the obligations in terms of data protection imposed on another processor.

Paragraph 7

Term of Personal Data Processing Agreement, termination of Agreement

1. This Personal Data Processing Agreement shall be concluded for a definite period, it shall be applied from the date of its conclusion to the date of elapsing of the 5 years time limit running from the day following the payment of balance of the project, referred to in Paragraph 1 section 1.
2. Each Party may terminate this Agreement for important reasons in advance, by giving one month notice, effective as of the calendar month end.

3. After expiry of the term of Agreement, specified in section 1, the Processor undertakes to promptly, but not later than within 5 calendar days, return or remove all personal data, the processing of which was entrusted to the Processor, including to effectively remove them from electronic media that the Processor holds.
4. In the case referred to in section 2, the term specified in section 3 shall run from the date of elapsing of the term of 5 years running from the day following day of payment of balance of the project, referred to in Paragraph 1, section 1.

Paragraph 8
Final provisions

1. Any amendments of this Agreement shall be deemed invalid unless made in writing.
2. To all matters not regulated by this Agreement the provisions of the Polish Civil Code and of the Regulation.
3. In the case when this Agreement refers to provisions of law, the provisions of law shall mean also other provisions concerning personal data protection, as well as all amendments that will come into effect after the date of concluding of the Agreement, as well as legal acts that shall replace the indicated provisions.
4. The disputes arising in connection with the Agreement shall be settled by the Court having jurisdiction over registered office of the Controller.
5. The Agreement has been drawn up in two identical copies, one for each of the Parties.

Controller
EIT Food CLC North-East
sp.z o.o. represented by:
Marja-Liisa Meurice, President of the
Management Board

Processor
.....
represented by:
.....,
Executive Director

Annex 2. Tenders' submission form

Tender Submission Form for the procedure of the EIT Community Hub in Romania

1. Tender submitted by

Name of legal entity	
Registered address	
Tax registration number	

2. Contact person

Name	
Address	
Telephone	
E-mail address	

3. Statement

I, <name>, the undersigned, being the authorised signatory of the above tenderer, hereby declare that we have examined and accept without reserve or restriction the entire content of the tender documentation for the above procurement procedure. I offer to provide the services requested in the tender documentation on the basis of the following, which comprise our financial offer and our technical offer [if applicable]:

Award criteria	Tenderer's Offer
Financial offer: <presented in EUR (gross amount, excl. VAT)>	 EUR
Technical offer:	Name of the proposed expert to become EIT Community Officer: Find attached the evidence of official registration in Romania as well as the documents proposed for evaluation, based on the award criteria (article 4.2), including the Proposed activity plan (based on annex 4) and the Experience of the proposed expert checklist.

Signed:

[Signature of legal representative]

[Position of legal representative, if applicable]

Annex 3. Tenderer's declaration form

<Date>

<Name and address of Contracting Authority >

Subject: *<Please include here the title of the procurement procedure>*

TENDERER'S DECLARATION

Dear Sir/Madam,

In response to your request for proposals for the above contract I, < Name and position of natural person or authorised representative of the firm>, hereby declare that:

I am submitting this tender for this contract. I confirm that I am not participating in any other tender for the same contract in any form (as in a consortium or as an individual candidate);

I also confirm that I 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'). I will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;

I accept that during the implementation of the contract and for four years after the completion of the contract, the supplier must keep confidential any data, documents or other material that is identified as confidential at the time it is disclosed ('confidential information').

I accept that during the implementation of the contract and for four years after the completion of the contract, the Contracting Authority has the right for the purposes of safeguarding its financial interests, the proposal and the contract of the supplier may be transferred to internal as well as external audit services.

I understand that if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative>

Annex 4. Activity plan template

Activity Plan 2026

(this plan will be considered to be revised for 2027 and in 2028 in case of prolongation of the contract)

Country	Romania
Category (White Spot or Established Country)	White Spot country
EIT Community Officer Name	
Organisation(s)	

Work Package 1 Local Community Development for Innovation/Education/Business Creation

EITECO01 - Applicants/participants supported/referred by the ECO to the RI&I Cluster innovation, education, business creation calls and training opportunities	KPI	Strand 1 EIT Jumpstarter programme	Strand 2 EIT Regional Innovation Booster	Strand 3 EIT Global Outreach programmes	Strand 4 EIT Global Outreach training opportunities	KPI Total Minimum: 7 applicants 10 participants
	Number of applications	Number	Number [only if a RIB project in your country]	Number	do not write	0
	Number of participants	do not write	do not write	do not write	Number	0
EITECO02 - Applicants, participants supported/referred to individual KIC's innovation, education, business creation calls and training programmes	KPI	Strand 1 EIT KICs Innovation Calls	Strand 2 EIT KICs Education Calls	Strand 3 EIT KICs Business Creation Calls	Strand 4 EIT KICs training programmes	KPI Total Minimum: 5 applicants 5 participants

			<i>Number of applications</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>do not write</i>	<i>0</i>
			<i>Number of participants</i>	<i>do not write</i>	<i>do not write</i>	<i>do not write</i>	<i>Number</i>	<i>0</i>
ACTIVITIES M - Mandatory activities must be implemented and metrics filled in, O - Optional activities can be selected and metrics need to be given for selected All activities must be implemented or facilitated by the EIT Community Officer								Metrics
YES	M	Personalised outreach and support / Number of intermediary organisations (e.g.: universities, startup associations) engaged to support outreach (min. 6)						<i>Number</i>
YES	M	Programme-specific communication / Number of EIT Community Hub country page programme-specific webpage posts (min. 6)						<i>Number</i>
YES	M	Programme-specific communication / Average number of visitors of the EIT Community Hub country page posts/updates (min. 60)						<i>Number</i>
YES	M	Programme-specific communication / Number of EIT Community Hub programme-specific social media posts (min. 30)						<i>Number</i>
YES	M	Programme-specific communication / Average number of engagements of the related posts (min. 150)						<i>Number</i>
YES/NO	O	Personalised outreach and support / Number of applicants supported with 1:1 advisory services (coaching sessions)						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of events organised by the EIT Community Officer						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of participants at events organised by the EIT Community Officer						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of presentations by EIT Community Officer or KIC representative at external events organised by third party						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of participants at presentations by EIT Community Officer or KIC representative at external events organised by third party						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of website posts by external organisation						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of newsletter posts (EIT Community Hub or third party)						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of programme-specific media mentions						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of press releases published						<i>Number</i>
YES/NO	O	Programme-specific communication / Number of testimonials, impact stories collected						<i>Number</i>
YES/NO	O	Other, please specify:.....						<i>Number</i>
YES/NO	O	Other, please specify:.....						<i>Number</i>

WP1 Activity descriptions

Please provide strategic approach, methodology and description of the activities

[Max 1,000 words]

Work Package 2 Business Development for Financial Sustainability

EITECO03 - Leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the RI&I Cluster		KPI	Strand 1 EIT Jumpstarter teams, participants	Strand 2 EIT Global Outreach startups/scaleups	Strand 3 EIT Global Outreach services/modules		KPI Total <i>Minimum: 5 leads</i>
		<i>Number of leads</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>		<i>0</i>
EITECO04 - Leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the KICs		KPI	Strand 1 KIC new partner with membership fee	Strand 2 Local funding to KICs	Strand 3 KIC services sold		KPI Total <i>Minimum: 5 leads</i>
		<i>Number of leads</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>		<i>0</i>
YES	M	Coordinate the collection of local funding, investment opportunities, potential customers / Number of funding, investment opportunities and potential customers collected					<i>Number</i>
YES	M	Direct engagement activities / Number of engagements with potential leads					<i>Number</i>
YES	M	Leads generation for the Regional Innovation Booster companies (only MT, HR, HU, PL)					<i>N/A</i>

YES/NO	O	Arrangement of funding opportunity by the national authorities to reimburse membership fees for KIC partners / Number of funding opportunity generated	Number				
YES/NO	O	Facilitation of funding by the national authorities to pilot the EIT Regional Innovation Booster in a country (other than PL MT, HU, HR) / Number of warm introductory meetings	Number				
YES/NO	O	Other, please specify:.....	Number				
YES/NO	O	Other, please specify:.....	Number				
WP2 Activity descriptions Please provide strategic approach, methodology and description of the activities <i>[Max 1,000 words]</i>							
Work Package 3 External fundraising							
EITECO03 - External fundraising		KPI	External funding raised				KPI Total Minimum: 10k EUR
		Amount of funding	Number				0
YES	M	Scout for and recommend to the EIT KICs opportunities to implement joint projects, including projects involving local authorities and institutions to strengthen cooperation with EIT and EIT KICs, financed through other EU, national, regional funds (including ESIF and IPA III) / Number of projects scouted and recommended					Number
YES	M	Scout for and recommend to the EIT KICs opportunities to implement joint projects, including local talents which could be supported via the portfolio of opportunities offered by the EIT Community; / Number of projects scouted and recommended					Number

YES	M	Contribute to, support and where appropriate, with the agreements of the EIT KICs, lead any horizontal exploratory efforts towards securing co-funding opportunities, including matching KIC thematic area with the local RIS3 priorities / Number of horizontal efforts made	Number
YES	M	Secure meetings with relevant national, regional authorities and facilitate the preparation for the submission of joint proposals for national, regional funding in case of general EIT Community actions / Number of proposal submission	Number
YES	M	Suggest and support, including, where appropriate and with the agreement of the EIT KICs, lead the implementation of possible joint activities amongst the EIT KICs, to be implemented nationally and, or regionally, aligned with relevant RIS3 priorities / Number of projects, activities implemented	Number
YES/NO	O	Other, please specify:.....	Number
YES/NO	O	Other, please specify:.....	Number

WP3 Activity descriptions

Please provide strategic approach, methodology and description of the activities

[Max 1,000 words]

Work Package 0

Administration and coordination

YES	M	Set up and maintain a physical space branded / Number of physical space established and maintained	Number
YES	M	Develop a good understanding of the EIT model and keep up-to-date with the KICs activities	N/A
YES	M	Collaborate closely with the wider network of EIT Community Officers including by sharing information, good practices, collaborating on joint initiatives as well as any other activities which would support the EIT Community and the local innovation ecosystem	N/A
YES	M	Form good working relations with the whole EIT Community, including the SRI/RII Cluster and Community Members	N/A

YES	M	Review and report to the EIT Community Officer Coordinator via the Lead KIC SPOC of the EIT Community Officer	N/A
YES	M	Any other tasks mandated by the EIT Management which, in principle, supports the EIT RIS Hubs to contribute to the achievement of the EIT's Objectives and implementation of its Strategy and Annual Work Programmes	N/A
YES			
YES	M	Local EIT Community coordination - Deploy and keep up-to-date the Governance Memorandum of Understanding of the EIT Community Hub that sets up the working relations with all Members of the EIT Community Hub, including other EIT KIC Offices present in the same ecosystem nationally;	N/A
YES	M	Local EIT Community coordination - Establish working method which limits administrative burdens, while supporting their minimum functions; Design a work method, necessary tools for information sharing/coordination so as to facilitate continuous information exchange, identify the need for, facilitating the implementation of shared services for Hub Members with a view to improve efficiency;	N/A
YES	M	Local EIT Community coordination - To the greatest extent possible, and when appropriate, ensure a coordinated approach amongst the EIT KICs, Members of the EIT Community Hub, and other EIT KIC Offices, EIT Alumni Network towards national authorities including relevant NCPs and Managing Authorities;	N/A
YES	M	Local EIT Community coordination - Facilitate and coordinate EIT Community branding efforts, sharing information and advising KICs and Community Members.	N/A
YES	M	Local Intelligence Gathering - Provide support, in close cooperation with other Hub Members and potentially other EIT Community Officers, to the EIT and the EIT KICs with navigating the local innovation landscape.	N/A
YES	M	Local Intelligence Gathering - At the request of the EIT KICs, support any necessary updating of the local Country-specific roadmap and support with its implementation, as appropriate	N/A
YES	M	Local Intelligence Gathering - Maintain a fully updated understanding of the local innovation ecosystem, including its innovation needs and gaps / Number of ecosystem map	Number
YES	M	Local Intelligence Gathering - Coordinate the collection of local funding opportunities and relevant key national events and bring these to the attention to the EIT KICs, the Members of the EIT Community Hub Members, and other EIT KIC Offices; / Number of local funding opportunities and relevant national key events collected.	Number
YES	M	Local Relationships - Build a strong working relationship with NCP and national authorities, in order to highlight to the national authorities, the added value of the EIT, and influencing the national position in FP10 negotiations / Number of engagements with national authorities	Number
YES	M	Local Relationships - Liaise with representatives of other innovation support actions (COST, EEN, EUREKA, EIT Alumni, EPO, EUIPO, RCC, etc.) / Number of engagements with other EU support actions	Number
YES	M	Local Relationships - Build strong working relationship with key local innovation stakeholders / Number of Cooperation MoUs signed	Number
YES/NO	O	Local Relationships - Participate in national policy dialogues in relation to the knowledge triangle / Number of dialogues, meetings participated with national authorities	Number
YES/NO	O	Local Intelligence Gathering - Provide data on the local EIT-supported start-ups' development (such as new customers, external funding obtained etc.) / Number of startups for which data s provided	Number
YES/NO	O	Other, please specify.....	Number
YES/NO	O	Other, please specify.....	Number
Communication			
YES	M	General communication - Collect information to share through applicable channels related to the EIT KICs' activities, events, results and opportunities of interest to local stakeholders with a view to their dissemination internally and externally;	N/A
YES	M	General communication - Coordinate and support local joint EIT Community communication efforts, including by managing the EIT Community Hub country webpage / Number of visitors of the EIT Community Hub country webpage	Number

YES	M	General communication - Update the EIT Community Hub country webpage, in the local language, with information on EIT Community activities and opportunities / Number of EIT Community Hub country webpage updates	Number
YES	M	General communication - Manage the EIT Community Hub social media channel / Number of new LinkedIn followers	Number
YES	M	General communication - Publish posts on EIT Community Hub social media channel / Number of posts for general communication	Number
YES	M	General communication - Enhance Audience Interaction on EIT Community Hub social media channel / Number of engagements for general communication posts	Number
YES	M	General communication - Organise a kick-off event (only for newly established EIT Community Hubs) / Number of participants at kick-off event	N/A
YES/NO	O	General communication - Lead or support press announcements (in close alignment with the RI&I) / Number of press announcements	Number
YES/NO	O	General communication - Collect testimonials, impact stories / Number of testimonials, impact stories collected	Number
YES/NO	O	General communication - Other, please specify.....	Number
YES/NO	O	General communication - Other, please specify.....	Number

WPO Activity descriptions

Please provide strategic approach, methodology and description of the activities

[Max 1,000 words]

EIT Community Officer
guide to performance monitoring and assessment
2026-2028

Regional Innovations and Internationalisation (RI&I)

Cross-KIC/EIT Community Cluster

August 2025

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Introduction

The European Institute of Innovation and Technology (EIT) Strategic Innovation Agenda 2021-2027 ([Decision - 2021/820 - EN - EUR-Lex](#)) designates “increasing the regional impact of the EIT KICs” through an enhanced EIT Regional Innovation Scheme (RIS), reinforced with a significantly stronger mandate and additional financial resources, as a key, EIT priority. While this recognises the Scheme’s success since its establishment, expectations on the EIT RIS to deliver increasing levels of impact in line with the EIT’s objectives remain high. To meet these expectations, the EIT RIS needs an “all hands on deck” approach, with the whole EIT Community working together towards a common goal. In particular, it must be ensured that the 27¹ EIT Community Hubs established by 2026 in RIS countries, the outermost regions and in a neighbouring country, with their unique, on-the-ground presence, strongly contribute to the EIT’s objectives and Key Performance Indicators (KPIs).

The “[EIT RIS Implementation Framework \(Updated 2025-2027\).pdf](#)” outlines the mission, the minimum functions, the structure of the EIT Community Hub Members and the tasks and responsibilities of the EIT Community Officers serving the EIT Community Hubs.

Scope

The scope of this document is to provide a structured set of guidelines for the EIT Community Officers in planning and implementing their annual activities, and define their monitoring and evaluation system by defining the key performance indicators (KPIs), which are meant to support and contribute to the EIT Impact Framework KPIs. The guide also defines mandatory and optional activities for the EIT Community Officers to enhance their impact on the local EIT Community. Minimally expected target values are also determined, the monitoring process, and a final evaluation score is defined. The nature of this system presents enough flexibility to implement it not only to EIT Community Officers in RIS countries, but eventually to potential EIT Community Officers established in other geographies.

This document will come into force on 1 January 2026 and will supersede the previous ECO monitoring and evaluation guidelines 2023-2025. The revision of this document is expected in the first quarter of each year, starting in 2027.

Work packages and key performance indicators

The EIT RIS Implementation Framework has defined a comprehensive list of functions that the EIT Community Officer is expected to undertake. Some tasks are administrative, while others refer to an objective explicitly, where measurable targets can be defined. The Cluster’s approach to define the **EIT Community Officers Key Performance Indicators (EITECO KPI)** is in line with the strategic objective of the EIT, and was set to measure the direct contribution of the EIT Community Officers to the broader EIT Impact Framework KPIs. The ECO indicators are focusing both on supporting the

¹ Potentially involving other neighbouring countries associated to Horizon Europe

Regional Innovations and Internationalisation (RI&I) Cluster activities and on contributing to the individual KIC's impact and financial sustainability). Each key performance indicator has a subset of strands that provides more detail for the implementation.

EIT Community Officers' KPIs have been developed and approved by the representatives of the RI&I Cluster, leveraging the experience of 2 years of ECO deployments, and after a series of workshops and consensus meetings conducted during June and July 2025. The EITECO KPIs are defined as SMART (specific, measurable, achievable, relevant, and time bound) indicators and represent an evolution from the previous ECO KPI list set up and used in the Business Plan 2023-2025. The ECO KPIs and tasks are organised into 4 work packages.

Work Packages	Key Performance Indicators	
WPO Administration and Coordination	No specific KPI	
	RI&I Cluster	KICs
WP1 Local Community Development for Innovation/Education/Business Creation * only applicable in RIB pilot countries.	EITECO01 – Number of applicants, participants supported/referred by the ECO to the RI&I Cluster innovation, education, business creation calls and training programmes <u>Strand 1.</u> Number of EIT Jumpstarter programme eligible applicants supported/referred by the ECO. <u>Strand 2*.</u> Number of Regional Innovation Booster applicants eligible supported/referred by the ECO. <u>Strand 3.</u> Number of Global Outreach programme applicants eligible supported/referred by the ECO <u>Strand 4.</u> Number of Global Outreach training programme participants supported/referred by the ECO	EITECO02 – Number of applicants, participants supported/referred to individual KIC's innovation, education, business creation calls and training programmes <u>Strand 1.</u> Number of EIT KIC Innovation Calls applicants eligible supported/referred by the ECO <u>Strand 2.</u> Number of EIT KIC Education Calls applicants eligible supported/referred by the ECO <u>Strand 3.</u> Number of EIT KIC Business Creation Calls applicants eligible supported/referred by the ECO <u>Strand 4.</u> Number of KIC training programme participants supported/referred by the ECO
WP2 Business Development for Financial Sustainability	EITECO03 – Number of leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the RI&I Cluster <u>Strand 1.</u> Number of leads facilitated by the ECO for national, regional, local funding (grant or investment) raised by EIT Jumpstarter teams, participants. <u>Strand 2.</u> Number of leads facilitated by the ECO for national, regional, local funding (grant or investment) raised by Global Outreach supported startups/scaleups. <u>Strand 3.</u> Number of leads generated by the ECO converted in Global Outreach selling GO Academy modules.	EITECO04 – Number of leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the KICs <u>Strand 1.</u> Number of leads facilitated by the ECO for new KIC partner membership fee. <u>Strand 2.</u> Number of leads facilitated by the ECO for national, local funding secured (co-funding or co-investment) that supports the KICs financial sustainability. <u>Strand 3.</u> Number of leads facilitated by the ECO for revenue converted by the KICs with sold services.
	External funding raised for the EIT Community Hub activity	

WP3 Fundraising for the EIT Community Hub	EITECO05 Amount of non-EIT funding raised for additional activities of the EIT Community Hub (preferably together with EIT Community Hub Members) contributing to the EIT core KPIs
--	---

3.1. The Definition of the Key Performance Indicators

The description of the KPIs is the following:

EITECO01	Applicants, participants supported/referred by the ECO to the RI&I Cluster innovation, education, business creation calls
Definition: EIT Community Officers are requested to strategically scout and secure new applicants, applications to the calls published by the RI&I Cluster initiatives: EIT Jumpstarter, Regional Innovation Booster, Global Outreach programmes and participants for the Global Outreach training sessions.	Evidence:
	Cross-check of the applications registry of the Cluster programmes and training programme participant list with the submitted structured data
	Structured data: • Name of the applicant to the Cluster programme or Name of the training participants • Title of the cluster programme or the training programme • Means of support provided by the ECO

EITECO02	Applicants, participants supported/referred by the ECO to the KIC's innovation, education, business creation calls
Definition: EIT Community Officers are requested to strategically scout and secure new applicants, applications to the calls published by the KICs in the areas of innovation, education and business creation and ensure participants at KICs education programmes.	Evidence:
	Cross-check of the applications registry of the KIC calls and training programme participant list with the submitted structured data
	Evidence or structured data: • Name of the applicant • Title of the KIC call • Means of support provided by the ECO

EITECO03	Number of leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the RI&I Cluster
Definition:	Evidence:

EIT Community Officers are requested to support revenue generation and secure funding to contribute to the financial sustainability of the RI&I Cluster by supporting EIT Jumpstarter, Global Outreach and Regional Innovation Booster programmes supported startups, scaleups to attract investment, local funding. EIT Community Officers are also requested to contribute selling the Global Outreach services/modules.	Strand 1. and 2. Signed declaration of the startup, scaleup supported by the ECO indicating the amount of investment attracted or funding raised, and the support provided by the ECO attaching any public information, term sheet or proof of the investment closed. Strand 3. Invoice issued by Global Outreach Structured data: • Name of the startup, scaleup supported • Cluster programme • Amount of investment attracted, funding raised, revenue generated • Means of support provided
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EITECO04	Number of leads for revenue, funding facilitated by the ECO to contribute to the financial sustainability of the KICs
Definition: EIT Community Officers are requested to support revenue generation and secure funding to contribute to the financial sustainability of the KICs by introducing leads for new membership fee paying entities (or potential shareholders to KICs), co-investment/revenues to KICs portfolio startups or selling KICs services locally.	Evidence: Strand 1. Warm introductory meetings with the participation of KIC or filling out dedicated form as per the Cluster assignment Strand 2. Signed declaration of the startup/scaleup supported by the ECO indicating the amount of investment or revenue attracted, and the support provided by the ECO, attaching any public information, term sheet or proof of the investment/revenue closed. Strand 3. Invoice issued by the KIC for the service, or proof of service acceptance. Structured data: • Representative and organisation of the lead • KIC • Amount of investment/revenue attracted, funding raised, revenue generated

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EITECO05	External funding raised for additional EIT Community Hub activity
Definition: EIT Community Officers are requested to raise external funding for additional EIT Community Hub activities (including its Members signatories of the governance MoU) via submitting proposals and implement projects through other (non-EIT) EU / national / regional funds. These projects shall (1) involve local authorities and institutions to strengthen synergies with EIT/EIT KICs or (2) target local talents which could be supported via the EIT Community opportunities or (3) support general EIT Community actions or (4) joint activities amongst the KICs to implement locally. These projects preferably shall align with local RIS3 priorities. The scope of the project should be defined by the EIT Community Hub based on the ecosystem needs and the competence of the EIT Community Officer.	Evidence: Copy of the funding (grant, sponsorship, etc.) agreement, including project/activity description to the secured funding with the description of the activities clearly in line with the EIT core KPIs Structured data: • Amount of funding raised • Funding organisation • EIT CH members involved, if any (at least 1 except white spot countries) • Type of funding • EIT relevance of the project/activity • Activity(ies) funded

3.2. Responsibility areas of EIT Community Officers

The responsibility areas of the EIT Community Officers depend on the EIT KICs representation in the country.

There are countries where the EIT KICs on the ground representation can be very broad, and there are different stakeholders representing the knowledge triangle of the KICs, EIT local KIC representatives (former RIS Hubs) and Co-Location Centers, thematic experts established. In these countries and territories ("**well established countries**"), the EIT Community is well populated, there is potential for cross-KIC activities but less for individual-KIC support, and the EIT Community Officer has a more coordinative role, avoiding overlap with existing KIC experts (the "EIT Community Hub members").

There is another set of countries and territories where there is no or little on-the-ground EIT KIC representation; however, stakeholders relevant to the EIT Community are ready to be engaged and actively take part in EIT activities and the building of the local ecosystem and integrate the knowledge triangle. These countries known as "**white-spot**" countries with no significant KIC presence. In white-spot countries, the EIT Community Officer will have a deeper representative role.

These major roles are important to distinguish because both the KPI targets expectation and how to monitor activities will differ in "established" and "white-spot" countries. The tables below set

the targets to be achieved on an annual basis by the ECO depending if it operates in a white-spot or a well-established country. For clarity, the countries² that are deemed to be white-spot are: Albania, Bulgaria, Cyprus, Malta, Moldova, Montenegro, North Macedonia, Serbia, Ukraine.

Countries	EITECO1	EITCO2	EITCO3	EITCO4	EITCO5
Well established countries	Yes	Only for KICs not present in the country	Yes	Only for KICs not present in the country	Yes
White-spot countries	Yes	Yes	Yes	Yes	Yes

3.3. Minimum targets

EIT Community Officer minimum yearly target values			
		White Spot Countries	Established Countries
EITECO01	Number of applicants eligible supported/referred by the ECO to the RI&I Cluster innovation, education, business creation call	5 applicants (programmes) or participants (trainings)	10 applicants (programmes) or participants (trainings)
EITECO02	Applicants eligible supported/referred by the ECO to the KIC's innovation, education, business creation call	5 applicants (programmes) or participants (trainings)	10 applicants (programmes) or participants (trainings)
EITECO03	Number of leads facilitated by the ECO to contribute to the financial sustainability of the RI&I Cluster	4 qualified leads	6 qualified leads
EITECO04	Number of leads facilitated by the ECO to contribute to the financial sustainability of the KIC	4 qualified leads	6 qualified leads
EITECO05	External funding raised	10k EUR	20k EUR

The above KPI targets are established for the EIT Community Officers operating on the country level and yearly basis. **The target values are established as minimums and can be subject to change**

² The list is indicative and will be updated in case of change.

defined by the Lead KIC depending on the needs of the programme, the previous years' baseline data or the size of the country.

Activities per Work Packages

The activities mandated to the EIT Community Officers in the [EIT RIS Implementation Framework \(Updated 2025-2027\)](#) document are also integrated in a way that they serve the purpose to contribute to the impact framework rather than being a task on its own. Tasks outputs are measured with **EIT Community Officer metrics** and support the achievement of EIT Community Officers key performance indicators.

The EIT Community Officer activities are integrated into 4 work packages, each of them including mandatory and optional activities contributing to the achievement of the EITECO KPIs.

Mandatory activities are defined as per the RIS Implementation Framework (Updated 2025-2027) document and contribute to the KPI achievement.

4.1. Mandatory activities

Work package 1 – Administration/Coordination/Communication

Administration activities:

- Develop a good understanding of the EIT model and keep up-to-date with the KICs activities;
- Set up and maintain a physical space, in a city accepted by the Cross-KIC Strategic Regional Innovations Cluster and the EIT, after having consulted with or at least informed the national authorities in advance, where local stakeholders, including NCPs, can physically, walk-in to obtain information on, as well as gain access to the EIT Community, while additionally, aiding with the EIT's on-the-ground visibility and branding;
- Collaborate closely with the wider network of EIT Community Officers including by sharing information, good practices, collaborating on joint initiatives as well as any other activities which would support the EIT Community and the local innovation ecosystem
- Any other tasks mandated by the EIT Management which, in principle, supports the EIT RIS Hubs to contribute to the achievement of the EIT's Objectives and implementation of its Strategy and Annual Work Programmes.
- Form good working relations with the whole EIT Community, including the SRI/RII Cluster.
- Review and report to the EIT Community Officer Coordinator via the Lead KIC SPOC of the EIT Community Officer.

Expected deliverables

- 5 photos of the 1 EIT Community Hub Office with relevant branding
- Attendance at 10 monthly ECO/SPOC meetings yearly (attendance list) and 1 ECO Annual Meeting or informal gathering

- Presentation of at least 1 good practice, joint opportunities (ppt slide deck, good practice case studies shared, templates to be used by other ECOs)
- 1 yearly Activity Plan, 4 quarterly review reports and 12 monthly briefing sessions, per year, with Lead KIC SPOCs
- Flash reports to EIT in case of events for which participation is mandated by EIT or with the participation of high-level EU, national government representative.

Coordination activities:

Local EIT Community coordination:

- Deploy and keep up-to-date the governance Memorandum of Understanding of the EIT Community Hub that sets up the working relations with all Members of the EIT Community Hub, including other EIT KIC Offices present in the same ecosystem nationally;
- In consultation with the Members of the EIT Community Hub, and other EIT KIC Offices present in the same ecosystem, establish a smooth and efficient working method which limits administrative burdens, while supporting their minimum functions;
- Design an appropriate work method and necessary tools for information sharing / coordination so as to facilitate continuous information exchange between the Members of the EIT Community Hub, and other EIT KIC Offices present in the same ecosystem nationally;
- To the greatest extent possible, and when appropriate, ensure a coordinated approach amongst the EIT KICs, Members of the EIT Community Hub, and other EIT KIC Offices, EIT Alumni Network towards national authorities including relevant NCPs and Managing Authorities;
- Identify the need for and facilitating the implementation of shared services for Hub Members with a view to improve efficiency;
- Facilitate and coordinate EIT Community branding efforts, sharing information and advising KICs and Community Members.

Local intelligence gathering:

- Maintain a fully updated understanding of the local innovation ecosystem, including its innovation needs and gaps;
- Build a strong working relationship with the key local innovation stakeholders, including relevant NCPs and other national authorities, in order to highlight to the national authorities, the added value of the EIT, and influencing the national position in FP10 negotiations. Also, liaise with representatives of other innovation support actions present in the local innovation ecosystem, including the local COST National Coordinators and the Enterprise Europe Network representatives, or the local EIT Alumni network amongst others;
- In cases where EIT Community support is not possible, refer local stakeholders to other support networks such those run by the national and regional authorities, Enterprise

Europe Network, COST, or other support networks, such as those run by national and regional authorities, as well as those with which EIT has a Memorandum of Understanding (e.g. EPO, EUIPO, RCC);

- Provide support, in close cooperation with other Hub Members and potentially other EIT Community Officers, to the EIT and the EIT KICs with navigating the local innovation landscape, including by:
 - contributing to the development of EIT maps / ecosystem mapping;
 - identifying and regularly reporting (potentially based on a template to be provided by the Regional Innovations & Internationalisation Cross-KIC/EIT Community Cluster) on the most pertinent challenges observed in delivering EIT activities and achieving results on a national and / or regional level, including observed political climate shifts, important regulatory changes, or other factors seen as potentially impacting the execution of EIT activities and outcomes.
 - identifying and regularly reporting (potentially based on a template to be provided by the Regional Innovations & Internationalisation Cross-KIC/EIT Community Cluster) on identified unexplored potential opportunities and promising areas of growth, including shifts in policies or regulations, which encourage specific areas of promising development in terms of innovation.
- Coordinate the collection of local funding opportunities and relevant key national events and bring these to the attention to the EIT KICs, the Members of the EIT Community Hub Members, and other EIT KIC Offices;
- At the request of the EIT KICs, support any necessary updating of the local Country-specific roadmap and support with its implementation, as appropriate;

Expected deliverables

Local EIT Community Coordination:

- 1 Memorandum of Understanding signed by all EIT Community Hub Members and updated, if needed
- Local intelligence gathering:
- 1 description document of the local innovation ecosystem, including needs and gaps, challenges observed in delivering EIT activities, unexplored opportunities (yearly updates)
- Report the engagement with National Authorities (including Ministries, NCP, etc) and the results of highlighting the EIT added value in the National and European innovation ecosystem.
- 1 database of key local innovation stakeholders (including EIT Community Members, NCP, local EIT Alumni Community and other innovation support actions (organisation, contact details, and engagement, including referrals to other innovation support actions) to be considered as the EIT/local ecosystem map
- Upon request, support to the KICs' update of the local Country-Specific Roadmap

Communication activities:

- Collect information to share through applicable channels related the EIT KICs' activities, events, results and opportunities of interest to local stakeholders with a view to their dissemination internally and externally;
- Coordinate and support local joint EIT Community communication efforts, including by managing and updating the EIT Community Hub website, in the local language, with information on EIT Community activities and opportunities, including dedicated sections targeted towards specific stakeholders, including, students, start-ups, national authorities and so on, as well as the EIT Community Hub social media channel;
- Organise a kick-off event (for newly established EIT Community Hubs)

Expected deliverables

- Country page in English and in the local language at the eit-ris.eu website, maintained by the RI&I Cluster and attracted 100 visitors yearly
- Social media analytics showing that the EIT Community Hub LinkedIn page increased the followers at least by 25% yearly; weekly 1 post in addition to the below mandatory posts linked to the KPIs and an average of 10 engagements per post

Work package 2 – Local Community Development for Innovation, Education, Business Creation

- Serve as a centralised contact gateway for local stakeholders to the EIT Community as a whole, and refer stakeholders to contact persons within other relevant EIT KICs, best suited to support their needs and, and support applicants to RI&I Cluster or KIC calls, or when EIT Community offer is not available refer to other EU innovation support actions, such as COST, EUREKA, EEN, EPO, EUIPO, etc.

Expected deliverables

- Reports on submitted applications supported/facilitated by the ECO
- Personalised outreach monitoring excel filled in
 - Social media analytics showing 5 LinkedIn posts per RI&I strands with an average 10 engagements generated

Work package 3 – Business Development for Financial sustainability

- Coordinate the collection of local funding opportunities (public, private grants, sponsorship, investments, etc.) and bring these to the attention to the EIT KICs, the Members of the EIT Community Hub, and other EIT KIC Offices;
- Support the fundraising (public, private funding, investment, service sold) for Jumpstarter, Global Outreach and Regional Innovation Booster³ supported startups/scaleups

³ only applies to the RIB pilot countries

- Facilitate the purchase of Global Outreach Academy module or KIC innovation services, education programmes by local stakeholders
- Refer membership fee paying partners for KICs
- Facilitate the co-funding to, co-investment with KIC programmes

Expected deliverables

- 1 funding map as excel table with local funding opportunities (source of funding, target group of the local funding and contribution to the Financial Sustainability) and yearly update

Work package 4 – External fundraising for additional activities of the EIT Community Hub contributing to EIT KPIs

- Scout for and recommend to the EIT KICs opportunities to implement joint projects, including projects involving local authorities and institutions, financed through other EU / national / regional funds (including ESIF and IPA III) as well as local talent which could be supported via the portfolio of opportunities offered by the EIT Community;
- Contribute to, support and where appropriate, with the agreements of the EIT KICs, lead any horizontal exploratory efforts towards securing co-funding opportunities, including matching KIC thematic area with the local RIS3 priorities, securing meetings with relevant national / regional authorities and facilitate the preparation for the submission of joint proposals for national / regional funding in case of general EIT Community actions;
- Suggest and support, including, where appropriate and with the agreement of the EIT KICs, lead, the implementation of possible joint activities amongst the EIT KICs, to be implemented nationally and / or regionally, aligned with relevant RIS3 priorities;

Expected deliverables

- 1 copy of the joint project proposal submitted for ESIF or IPA III funding with value of at least 10K€
- 1 copy of the submitted proposal in relation to RIS3 priorities for national / regional funding with value of at least 10K€
-

4.2. Optional activities

Work package 1 – Administration/Coordination/Communication

- Participate in national policy dialogues in relation to the knowledge triangle
- Lead or support press announcements (in close alignment with the RI&I)
- Collect testimonials/impact stories

- Provide data on the local EIT-supported start-ups' development (such as new customers, external funding obtained etc.)

Work package 2 – Local Community Development for Innovation, Education, Business Creation

- Facilitating the organisation of EIT Community awareness-raising events
- Presentation of RI&I and KIC opportunities at external events by the EIT Community Officer or by the KIC or Cluster representative
- Website posts at external organisations facilitated by the ECO
- Personalised support with 1:1 advisory service (e.g.: coaching sessions)
- Promotion via newsletter posts (EIT Community Hub or third party)
- Public communication through programme-specific media mentions

Work package 3 – Business Development for Financial sustainability

- Arrangement of funding by the national authorities to reimburse membership fees for KIC partners
- Contacts for funding by the national authorities to pilot the EIT Regional Innovation Booster in a country (other than Poland, Malta, Hungary, Croatia)

Performance monitoring and assessment

The EIT Community Officers will be overall monitored and evaluated by the EIT Community Regional Innovation and Internationalisation (RI&I) EIT Community Cluster, although they will be supported by one lead KIC in each country, which will be responsible for contracting and monitoring the EIT Community Officer.

The performance of EIT Community Officers is measured through a unified and simplified evaluation and reporting system. The EIT Community Officer prepares yearly activity plans with quarterly planning of the activities, KPIs, metrics and insert the approved activities, metrics, KPIs to the online platform provided by the RI&I Cluster.

Monthly, the ECO updates its progress within the online platform of the RI&I Cluster and briefs the status of the implementation of the Activity Plan to the lead KIC SPOC in the monthly monitoring meeting.

Quarterly, the ECO reports are collected in the format of an appealing presentation and shared with lead KIC SPOCs. The lead KIC SPOC presents the quarterly results with traffic light assessment to the SRI/RII Cluster Steering Committee and to EIT.

Assessment of the performance of the EIT Community Hub is both quantitative and qualitative and done quarterly, accumulating to a yearly final assessment.

Quantitative assessment:

Green light – Very Good (Score 3) - The KPIs and metrics are overperformed and **above** the minimum targets.

Yellow light – Fair (Score 2)- The KPIs and metrics are **equal to** the minimum targets.

Red light – Weak (Score 1)– The KPIs and metrics are **below** the minimum targets, and the deviation is not justified and there was no mitigation plan provided.

The quantitative assessment with the traffic light evaluation is done for each KPIs and metrics. And the average traffic light scores will provide a quantitative traffic light assessment.

Qualitative assessment:

For each KPI and for the Administration/Coordination/Communication activities, a qualitative assessment is performed as well.

Green light – Very Good (Score 3) - The implementation of the activities to reach KPIs and metrics in a very good quality, convincingly and successfully. Optional activities were also carried out. The deliverables and reports provided all the information and evidence needed, and there are no concerns or areas of weakness.

Yellow light – Fair (Score 2) – The activities were carried out in line with the objectives per target, although some small improvements could be still made. No optional activity was carried out. The report gives clear information on all or nearly all of the activities carried out.

Red light – Weak (Score 1) – The activities failed to reach the objectives of the KPIs or cannot be judged due to missing or incomplete information. No optional activity was carried out. The content of the report does not address the questions asked or gives very little relevant information.

A red light in the annual performance review in either the quantitative or qualitative assessments will need to be corrected during the following year. Two consecutive red light annual assessments will be evaluated by the Steering Committee of the KIC Cluster and might lead to cancellation of the contract.

Approved annual EIT Community Officer reports are to be added as annexes to the EIT Community Hub Annual report by the Lead KIC to provide an up-to-date description of the existing distribution and role of Community Hubs to the EIT.

Appendix 1. Glossary

Local EIT Community Stakeholder– All stakeholders having a connection to EIT (partners, supported organisations, student Alumni, local authorities, etc.) in the country.

EIT Community Hub Member – Signatory entities of the governance MoU among KIC CLCs, EIT KIC local representatives and EIT national contact point (NCP).

EIT KIC partner – Official partner of an EIT KIC

Lead – An individual or organization that has shown interest in a programme, product or service who can be considered a potential customer (paying member, service purchaser for KICs or Global Outreach, investors or funding agency for startups/scaleups). The lead is not yet a confirmed customer, but a promising prospect due to their initial engagement with a meeting between relevant representatives (warm introduction) or by filling out dedicated form expressing interest.

Key Performance Indicators (KPIs) – The measurable indicators tied to strategic objectives of the EIT Community Officer

Metrics – Measurable value that indicates the performance of the activities leading to reaching KPIs or executing mandatory activities.

Deliverable – Concrete evidence produced to prove that an activity has been carried out as required (document, log, lists, etc.).

Appendix 2. EIT Core KPIs

The [EIT Simplified Impact Framework | EIT](#) lists the EIT Key Performance Indicators. There are 37 EIT KPIs relevant to all KICs and 61 specific societal impact KPIs to be achieved by all 9 KICs in their thematic areas. EIT Community Officers are expected to raise non-EIT funds for local activities in the country directly or indirectly contributing to the EIT core KPIs listed⁴ below and not overlapping with activities in WP1 and WP2:

[EITHE02] Innovations launched on the market with sales revenue of at least 10 000 EUR documented.

[EITHE04] Start-ups created for the purpose of an innovation project to organise and support the development of an asset having financial transactions of at least 10 000 EUR.

[EITHE05] Start-ups created by students enrolled and graduates from EIT-labelled programmes

[EITHE06] Investment attracted by KIC-supported start-ups and scale-ups

[EITHE07] Graduates from EIT-labelled programmes

[EITHE11] Financial Sustainability (FS)

[EITHE22] Number of new and established KIC Partners from RIS countries

⁴The list is for reference only, and the EIT Impact Framework in effect shall supersede in the event of any inconsistency.

Annex 6. Proven experience of the proposed expert

If there are two proposed experts, you have to include the proven experience of both experts.

Proven experience	Number of experiences	
1. Proven experience of previous or current awarded European Union projects/tenders (like Horizon Europe, Digital Europe, or Interreg) including ESIF and IPA programmes with involvement of the proposed expert(s).	Number of awarded projects/tenders:	Out of them, how many are related with business creation, innovation or education?
2. Number of prior events organised with the involvement of EIT KICs (or comparable European innovation bodies) participated by the proposed expert(s) as speaker or moderator.		
3. Proven experience managing an EIT RIS Hub (or equivalent innovation body) in Romania with involvement of the proposed expert(s).		

Please provide the required information for all experiences

1.Proven experience of previous or current European Union projects/tenders (like Horizon Europe, Digital Europe, or Interreg) including ESIF and IPA programmes with involvement of the proposed expert(s). (please copy-paste the table):

Project/Tender title:	
Funding/procuring organisation:	
Type of funding/procuring organisation (please underline):	European, national, regional or local

Topic (please underline)	business creation, innovation, education or others
Funding programme, in case of grant (please underline)	Horizon Europe, Digital Europe, Erasmus, ESIF, IPA or others (if others, please specify:)
If available, project/tender award decision webpage link (showing the supplier name):	
Role of the supplier and the proposed expert in the project/services provided (max. 1000 characters):	

2. Number of prior events organised with the involvement of EIT KICs (or comparable European innovation bodies) participated by the proposed expert(s) as speaker or moderator. (please copy-paste the table):

Title of the event:	
Topic:	
Place and date:	
Link to the agenda (if online) or copy paste it here:	
Role of the supplier and the proposed expert in the project/services provided (max. 1000 characters):	

3. Proven experience managing an EIT RIS Hub (or equivalent innovation body) in Romania with involvement of the proposed expert(s). (please copy-paste the table)

Name of the EIT KIC (or equivalent innovation body) that was represented	
Years of operation:	
Link (if online) or any other proof of the award, like a reference letter from the KIC.	
Involvement/role of the proposed expert(s) in the representation (max. 1000 characters)	