

REQUEST FOR PROPOSALS

Support for the Preparation of a Horizon Europe Proposal (SET Plan Wind Flagship Call)

1) INTRODUCTION & LEGAL FRAMEWORK

The Contractor, European Energy Research Alliance aisbl, on behalf of its Joint Programme Wind Energy, invites proposals for the provision of consulting services (“the Services”) to support the preparation of a Horizon Europe proposal under the SET Plan Wind Flagship Call 2026. By submitting a proposal, bidders accept the terms of this Request for proposals and confirm the accuracy and completeness of the information provided. This procedure is conducted in accordance with the applicable public procurement principles under Belgian law (jurisdiction: Brussels). In the event of discrepancies, the English version of this document shall prevail.

Eligibility and Independence: To ensure impartiality and avoid any conflict of interest, bidders shall not participate as partners or beneficiaries in the Horizon Europe consortium resulting from this proposal, nor be direct recipients of funding under the associated Financial Support to Third Parties (FSTP) mechanism. By submitting a proposal, bidders confirm their full independence from any potential consortium partners or FSTP beneficiaries.

2) MAIN CONTRACTOR

Name: European Energy Research Alliance aisbl – Joint Programme Wind Energy (EERA JP WIND)

Registered Address: EERA AISBL, Rue de Namur 72, 1000 Brussels, Belgium

Registration Number: BE 0553 779 829, legally represented by Mr. Adel El Gammal, Secretary General

Contact Point: Julien Balsen – EERA JP Wind Manager – j.balsen@eera-set.eu

All communications regarding this Request for proposals must be in writing and addressed to the contact point above.

3) SUBJECT AND SCOPE OF WORK

Objective

The Contractor seeks a consultancy to assist in drafting a competitive Horizon Europe proposal responding to the SET Plan Wind Flagship Call ([HORIZON-CL5-2026-09-D3-03](#) p112-118). The contractor will work closely with the EERA Joint Programme Wind Energy Management Board and its partners to ensure a coherent, high-quality submission.

Scope of Work - Minimum expected workstreams:

- Workstream 1 – Proposal Strategy & Structuring

- Support in defining the overall concept, objectives, and expected impacts.
- Advise on proposal architecture, consortium design, governance and alignment with the call text and policy objectives.

- Workstream 2 – Drafting & Quality Review

- Contribute to and refine the proposal narrative (Excellence, Impact, Implementation).
- Support consistency, clarity, and compliance with Horizon Europe templates.

- Workstream 3 – Coordination Support

- Facilitate inputs from consortium partners.
- Ensure timely delivery of all sections and annexes.
- Demonstrate outstanding communication and responsiveness towards consortium partners, in particular the coordinating partner, ensuring proactive engagement and availability through regular exchanges (e.g. Teams meetings, emails).
- Provide templates and manage quality control during drafting.

To this end, the contractor should carry out all supporting activities in close collaboration with the EERA Joint Programme Wind Energy Management Board. Specifically, the contractor shall:

- Plan and coordinate the entire process of preparing an application, defining tasks, schedule, and milestones to ensure on-time submission of the proposal, considering the specifications and characteristics of the topic.
- Analyze and structure the technical and financial characteristics of the project to optimize the alignment with the selection and evaluation criteria of the call and to boost the chances of success of the application.
- Collect, analyze, and organize the information and data needed to prepare the proposal in coordination with the EERA Joint Programme Wind Energy Management Board.
- Be in charge of writing the full application file and all associated documents building on the inputs provided by Consortium.

4) Methodology, format and language specifications

The contractor shall lead the assignment in coordination with the designated project team. This coordination will be ensured by periodic meetings and workshops and constant communication with project team and any relevant stakeholders. In particular, the application drafting process will be entirely led by the contractor but conducted as an iterative process with the designated project team to maximize the quality of the proposal and the facts and data checking throughout the whole assignment. The meeting and the communication will be held in English. All deliverables must be submitted in English and in editable electronic form.

5) Reporting and meetings

Meetings

The meeting participants will include the relevant members of the contractor's team on the one hand and, on the other hand, experts from the project team. The project team may also invite other stakeholders involved in the project when deemed necessary. Meetings will be held using the TEAMS application.

Timetable

A kick-off meeting will be organized with the project team after the selection of the contractor (target date: 25 November 2025). The aim of the meeting will be to: present the project and the progress made, to introduce the contractor's team members as well as the project team members, to define common working tools and methodologies, to share a timetable and the next steps. The kick-off meeting will also serve to present and share all available information and documentation on the project.

Based on the information analyzed as well as on the call schedule, the contractor will propose a relevant work plan for the assignment and present it to the project team 15 days at the latest after the kick-off meeting. To anticipate any unforeseen delays, the work plan shall lead to the completion of the writing of the full application at least 1 week before the call deadline (by 24 March 2025). Adequate resources and appropriate organization of the work (including management of potential delays) should be clearly defined.

- D1: Draft proposal outline and structure – due mid-December 2025
- D2: Full draft version for internal review – due January 2025
- D3: Final submission-ready proposal (Part A & Part B) – due end of February 2026

6) CONTRACT TYPE, BUDGET CEILING & TERM

Contract Type: Services contract

Estimated Value: €100,000 (excl. VAT)

Contract Duration: From November 2025 until March 2026

7) ELIGIBILITY & MINIMUM QUALIFICATIONS

Participation is open to natural or legal persons with full legal capacity and proven experience in Horizon Europe proposal preparation.

Independence condition:

The consultant shall not participate, directly or indirectly, in any other consortium submitting a proposal under this call, whether as a service provider, consultant, or beneficiary, in order to ensure full independence and avoid any conflict of interest.

Minimum Technical Capacity:

- Proven experience with at least ten (10) successful Horizon Europe or H2020 proposals.
- Proven experience in setting up research Partnerships and/or running services for research Partnerships in the research framework of the EU.
- Demonstrated knowledge of the SET Plan and wind energy sector.
- Multidisciplinary team (technical, impact, financial, communication).
- Experience with large multi-partner consortia.

Minimum Financial Capacity:

- Annual turnover of at least 200.000 € in one of the last three fiscal years.

8) CLARIFICATIONS

Questions must be submitted to j.balsen@eera-set.eu no later than 21 November, 17:00 CET. Answers will be shared with all bidders (anonymized).

9) PROPOSAL SUBMISSION

Proposals must be submitted electronically to j.balsen@eera-set.eu by 24 November 2025, 17:00 CET. Late submissions will not be accepted.

- A technical offer, including at least:
 - Detailed description of the methodology and the deliverables.
 - Work plan, including the timeline and total duration of work.
 - Description of the consulting firm and composition of the proposed team: for each team member their category of expertise and role within the team must be specified, and the CVs of all team members shall be attached to the technical offer.
 - The references of the firm and of the contributors involved in the assignment will be described, in particular in the following areas:
 - Track record and assignments to prepare application forms for European funding (type of project, scope of the mission and results obtained), as regards Horizon Europe, in particular large Innovation Actions (IA) and/or cascade funding calls.
 - Track record and assignments related to Wind technologies.
 - A list of references and data sources to consider.
- **Financial offer**

The financial offer shall include cost for full application, including grant agreement preparation (fixed fees or fixed fees + variable fees).

The contractor must lead and coordinate the preparation and submission of the full application in coordination with EERA Joint Programme Wind Energy Management Board. The contractor will ensure that the application meets all eligibility criteria, administrative requirements, and evaluation criteria. **The contractor shall produce the full application package.**

- **Deliverables**

Preparation and submission of the full application by the contractor on the European Commission Funding & Tenders platform.

10) Requirements

The expected requirements for this assignment are as follows:

- A team of consultants with strong expertise in energy projects (and in particular Wind energy) and related technologies, with their associated Curriculum Vitae.
- A team of consultants with strong expertise and proven experience in Horizon Europe, with their associated Curriculum Vitae.

The offer shall include the CVs (and names) of the Senior Experts (>10 years of experience) who will oversee the strategic and day-to-day coordination of the preparation of the application.

11) EVALUATION & AWARD

- **Technical Proposal (60 pts):** methodology, experience, team, quality.

- Compliance with technical requirements & methodology (35 pts)
- Work plan & resources (10 pts)
- Team qualifications/key experts (10 pts)
- After-support/warranty & knowledge transfer (5 pts)

- **Financial Proposal (40 pts):** price competitiveness.

Highest total score will be recommended for award.

12) CONTRACT TERMS

Payments:

- 30% on contract signature
- 40% on delivery of Draft Proposal (D2)
- 30% after final acceptance (D3)

Two types of fees can be included only: preparation and success fees. Total value cannot exceed 100.000 (excluding VAT)

Subcontracting: Allowed with consent.

IP: All deliverables belong to EERA JP WIND upon payment.

Confidentiality: GDPR compliance.

Jurisdiction: Brussels, Belgium.

13) INDICATIVE TIMELINE

- Request for Proposal publication: 6 November 2025
- Clarification deadline: 14 November 2025
- Proposal submission deadline: 24 November 2025
- Evaluation & award: 28 November 2025
- Contract signature: December 2025
- Proposal submission: March 2026

14) ANNEXES (TEMPLATES)

Annex A – Technical Specifications

- Background/context

- Proven experience in the preparation and management of large-scale projects (e.g., involving more than 30 partners, budgets exceeding €15M), with concrete examples.
- Experience and capacity within the FSTP framework, including the number of Horizon Europe projects managed, total funding (in €M) handled under FSTP, etc.
- Proven experience in setting up research Partnerships and/or running services for research Partnerships in the research framework of the EU.
- Track record in demonstration projects in the energy sector.
- A multidisciplinary and experienced team, including technical, communication, legal, and financial profiles.
- Experience in proposals funded with coordinators from across Europe.
- An established office in Brussels with more than 10 staff members, or an equivalent measure of quality and excellence
- Sound knowledge of the ETIPs and the SET Plan.

- Objectives & success criteria

- Detailed tasks & deliverables (with acceptance criteria)

- Reporting & meetings cadence

- Assumptions & dependencies

- Constraints & out of scope

Annex B – Declaration on Honour [Template]

I, the undersigned [full name], acting for and on behalf of [bidder legal name], hereby declare that: (a) the bidder is not in any situation of exclusion; (b) meets the selection criteria in Section 5; (c) complies with legal, tax and social security obligations; (d) Neither the consultancy nor any of its affiliates are or will be directly or indirectly involved in a competing proposal under the SET Plan Wind Flagship Call 2026 submits a single proposal; and (e) accepts the terms of the RFP.

Authorized signatory:

Name: [] Title: [] ID/Passport: [] Date & place: []

Signature: _____

Annex C – References Form

| Description of assignment | Client | Completion date | Contract value (excl. tax) |

Upon request, provide client certificates or other evidence of satisfactory performance.

Annex D – Financial Offer Form

Bidder: [legal name] Currency: []

Option A (fixed price): Total fixed price (excl. tax): [amount]

Option B (fixed price + success fee):

- Estimated effort (person-days): []

- Not-to-exceed total price (excl. tax): [amount]

Payment schedule proposal:

Signature of authorized signatory: _____

Name/Title:

Date & place: