



Request for Proposals

Interim Partner Manager (e.V.)

24/10/2025

Procedure timeline	Type of procedure	Maximum budget until the end of January 2026
24/10/25 - publication 04/11/25 – deadline 07/11/25 – results	Open	35 000 EUR

Applications should be submitted through [this form](#). Applications received through another channel won't be accepted.

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About EIT Culture & Creativity

EIT Culture & Creativity is the institutional partnership dedicated to transforming **European cultural and creative sectors and industries** (CCSI) to be more sustainable, resilient, and competitive.

Launched in 2023 by the European Institute of Innovation and Technology, an EU body, we provide access to funding, knowledge, and tailored support. As part of the largest European innovation network, we build **lasting connections between research, industry, academia, and cultural institutions**.

Our vision is to fundamentally strengthen the CCSI as a vital force for transformation—economically, socially, and environmentally.

Our mission is to drive responsible growth in and beyond the CCSI **through innovation, education, business creation, and societal transformation**.

Our first focus is on five key areas: **architecture, gaming, fashion, cultural heritage, audiovisual and media**. We support innovators every step of the way to scale their ideas, translate innovation into impact, and redefine what entrepreneurship means today.

We are present across 30 countries, with our HQ in Cologne, and Regional Hubs in Amsterdam, Barcelona, Bologna, Helsinki, Košice, and Vienna — building **a powerful ecosystem** that transcends silos, sectors, and localisation.

We believe that culture and creativity are not luxuries, but a critical infrastructure for resilience, renewal, and economic growth. Whether you are a creative innovator, a company, a university, a research centre, a cultural institution, an investor, a policymaker, a civic leader, or someone on a learning journey, we invite you to join us in **imagining desirable futures for Europe**.

Find out more at www.eit-culture-creativity.eu.

The context

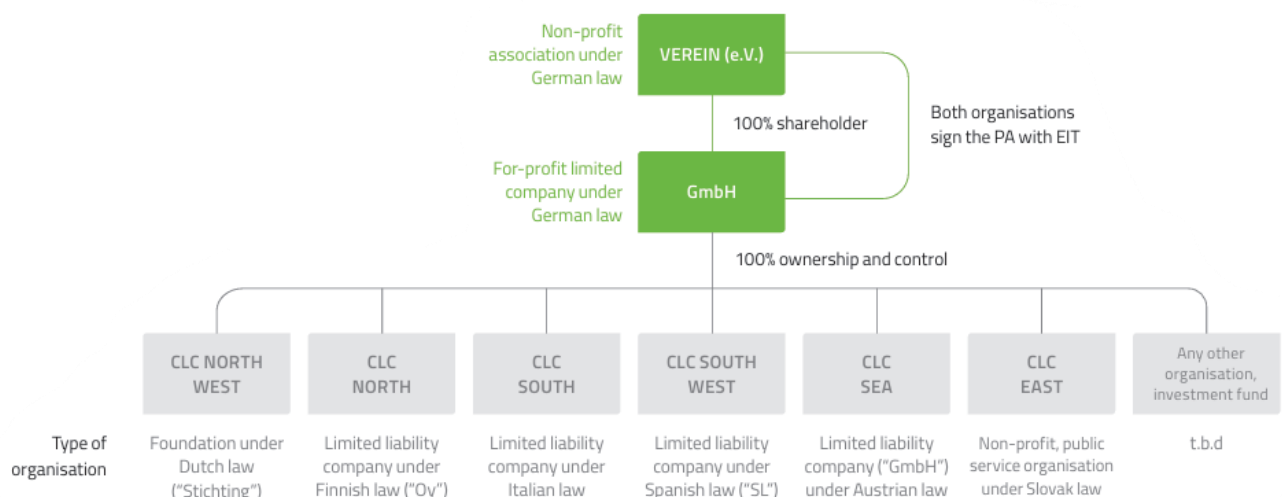
EIT Culture & Creativity is formed of a group of legal entities: EIT Culture & Creativity e.V., a non-profit association, and the KIC LE, a limited company (GmbH) both with seat in the city of Cologne, and therefore under German law; and the Co-Location Centres, which will be GmbH subsidiaries, incorporated under respective national law.

The EIT Culture & Creativity registered association (eingetragener Verein, e.V.) will be the legal platform for core partners to be connected and organized as a community in the General Assembly, in which they exercise voting rights to decide on EIT Culture & Creativity's general activities.

The e.V. legal form is optimal for large number of members, allowing for an easy access for new members and a flexibility in the composition of the membership services. Due to this open self-regulatory structure, it further allows the implementation of different membership classes. Additionally, its status as a non-profit organization facilitates the access to other non-profit organizations or public funded organizations in the field of arts, culture, education and innovation.

The e.V. is the holding entity of the limited company (GmbH) that functions as legal entity of the Knowledge & Innovation Community (KIC LE).

Legal Structure:



Our partners are leading organizations in the Cultural and Creative Sectors and Industries and represent all functions in the Knowledge Triangle: education, innovation and business creation.

For our e.V. members we harness the power of the Innovation Community, tapping into the diversity of CCSI stakeholders to help each member achieve goals they cannot achieve alone, while contributing to the shared endeavour.

Find more about: [Our Community](#)

As our organization continues to grow, it is essential that our **Partner Strategy and Offerings** evolve in tandem. We must continuously assess our partner ecosystem to ensure alignment with our strategic priorities and market opportunities. This involves strengthening existing relationships, expanding into new partnership models, and enhancing the value we deliver through joint solutions and services. By deepening collaboration, improving enablement programs, and introducing innovative initiatives, we can drive mutual growth and long-term success for our partners.

For this project EIT Culture & Creativity invites for submitting a Proposal for the position of **Interim Partner Manager** to support the development and implementation of the partner strategy for the EIT Culture & Creativity e.V., established under German law.

Budget: Maximum of up to €35,000 (VAT excluded) until end of January 2026.

This is an initial contract that **may be extended or renewed** afterwards if the collaboration proves successful for both parties.

The mission

This short-term assignment (initially 3 months, can be extended) aims to design and operationalise a coherent and **effective partner management framework** that ensures strong alignment between the e.V., the Headquarters, and the Co-Location Centres (CLCs). The Interim Partner Manager will play a key role in strengthening partner relations, supporting governance processes, and contributing to the sustainable and efficient functioning of the organization.

Key Responsibilities:

- Develop and implement the partner strategy for the EIT Culture & Creativity e.V. in line with the organization's Strategic Agenda and Business Plan.
- Ensure strong coordination and alignment with the CLCs, fostering a unified approach to partner engagement across all regions.
- Act as the primary point of contact for partners regarding membership, engagement, and contribution processes, ensuring transparent communication and timely follow-up.
- Support governance and decision-making processes of the e.V., including the preparation of partner-related documentation for the General Assembly and Board meetings.
- Collaborate closely with the CEO and relevant teams to ensure the partner strategy aligns with financial, legal, and operational frameworks.
- Contribute to optimizing partner-related processes, ensuring compliance with EIT guidelines and adopting best practices already applied by other KICs.

Profile:

- Proven experience in partnership management, stakeholder relations, or membership coordination, ideally within an international or network-based organization.
- Solid understanding of the legal and operational framework of associations under German law (eingetragener Verein – e.V.).

- Strong communication, negotiation, and interpersonal skills, with the ability to manage relationships across diverse stakeholder groups.
- Strategic, structured, and solution-oriented mindset, capable of driving operational efficiency.
- Proficiency in English required; fluency in German is a strong asset.

This assignment offers an opportunity to play a pivotal role in consolidating EIT Culture & Creativity's partner ecosystem, ensuring smooth coordination across its governance structures and regional operations, and contributing to its long-term institutional sustainability.

The timeline

Opening of the procedure	October 24
Closing of the procedure	November 4
Communication of the results	November 7
Standstill and appeal period	3 days
Award of the procedure	November 13
Signature of the contract	November 13

During the time of the procedure, the EIT Culture & Creativity team will receive questions via email (hiring@eit-culture-creativity.eu) and will seek to provide an answer within 24 hours from Monday to Friday.

The evaluation

Proposals received by **7 November at 23:59 CET** will be evaluated by a three-person selection committee. Each criterion will be scored individually (1 = low, 5 = high).

Criteria #	Description	Weight
Experience in Partner Management (e.V.)	Demonstrated experience in partner management, stakeholder relations, membership coordination for an e.V. Experience with EU projects or the CCSI is an asset (not a requirement).	50%
Methodology and approach	Understanding of the brief and clarity of the proposed approach.	30%
Cost of service	Value for money and transparency of costs.	20%
Total		100%

Proposal(s) received after the deadline will not be evaluated.

The selection committee is not obliged to award or contract an offer.

The offer from the tenderer

The tenderer has to be an individual, working for an organization that can invoice in the EU.

Tenderers are required to submit a comprehensive proposal including:

1. **Portfolio and/or CV** highlighting relevant experience.
2. **Methodology & approach:** description of your approach to delivering the requested services.
3. **Budget proposal** in daily and/or hourly rate.
4. **2-3 References** if not already mentioned in CV.
5. Any other elements you consider relevant.

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Please note: Costs incurred in preparing and submitting the proposal will not be reimbursed.

General terms and conditions

All proposals will be treated confidentially, and any personal or other data is treated in accordance with applicable GDPR rules.

- The information that EIT Culture & Creativity will provide in the context of this procurement procedure in writing or verbally is considered confidential and should not be disclosed to any other external parties without prior written approval from EIT Culture & Creativity.
- The final Framework Agreement may be subject to further negotiation if so required.
- Data protection rules are followed according to GDPR.
- It is expected that the relationship between EIT Culture & Creativity and the selected applicant will respect the principle of fairness and loyalty in the execution of the procurement procedure and during the lifetime of the contract.

Appeal procedure

SUBMISSION OF APPEAL

(a) Interested parties who wish to lodge an appeal must do so in writing within three business days [3] from the date of November 7, 2025.

(b) Appeals must be submitted to the designated contact person specified in the RFP documentation.

CONTENT OF APPEAL

(a) Detailed description of the grounds for appeal.

(b) Supporting evidence and documentation.

(c) Contact information of the appellant for communication purposes.

REVIEW COMMITTEE

(a) A review committee will be appointed to oversee the appeal process.

(b) The review committee will be comprised of three members not involved in the evaluation committee to ensure impartiality in evaluating the appeal.

REVIEW PROCEDURE

Upon receipt of an appeal, the review committee will promptly acknowledge its receipt and commence the review process.

The review committee will conduct a thorough examination of the appeal, including:

(a) (b) (c) Assessing compliance with EIT CULTURE & CREATIVITY procurement rules and relevant national legislation.

Evaluating the merits of the grounds for appeal and supporting evidence provided.

The review committee may request additional information or clarification from the appellant or the contracting authority, if necessary.

DECISION MAKING

- (a) The review committee will render a decision on the appeal within seven calendar days from the date of receipt.
- (b) The decision will be communicated in writing to the appellant and the contracting authority.
- (c) If the appeal is upheld, the review committee may recommend appropriate remedial actions, which may include re-evaluation of bids, correction of errors, or other measures to address the concerns raised in the appeal.

CONFIDENTIALITY AND TRANSPARENCY

- (a) The appeal process will be conducted with utmost confidentiality to protect sensitive information and ensure fairness to all parties involved.
- (b) However, to promote transparency and accountability, the review committee's decisions may be published in anonymised form, excluding any confidential information.

FINALITY OF DECISIONS

- (a) (b) The decisions rendered by the review committee shall be final and binding on all parties involved. There shall be no further recourse or appeal against the decisions of the review committee, except as provided for by applicable law.

COSTS AND EXPENSES

- (a) Each party shall bear its own costs and expenses incurred in relation to the appeal procedure, unless otherwise determined by the review body.

CONTINUATION OF PROCUREMENT PROCEDURE

- (a) The procurement process may continue during the pendency of any appeal, unless otherwise decided by the review committee or required by applicable law.

Conflict of Interests

The conflict of interest is defined as all measures to prevent any situation where the impartial and objective implementation of the service could be compromised for reasons involving family, emotional life, political or national affinity, personal economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify EIT Culture & Creativity without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The tenderers and EIT Culture & Creativity must ensure to collaborate and exchange information respecting fairness, transparency, and equal treatment for all parties engaged. It is expected that:

- The tenderer ensures to EIT Culture & Creativity that it is not engaged in a EIT Culture & Creativity funded project, nor engaged in the preparation of an EIT Culture & Creativity proposal;
- The tenderer has no link with any of the person within the EIT Culture & Creativity organisation and cannot access material or information on an exclusive basis;
- The tenderer has no unfair advantage given by a current employee of EIT Culture & Creativity;
- The tenderer will not contact, nor approach any member of the selection committee, nor employee of EIT Culture & Creativity to obtain additional information and/or exclusive information;
- The tenderer will answer the RFP with fairness.

The tenderer, or employee of EIT Culture & Creativity must informed immediately the contact person of the RFP if any irregularity is identified.

The tenderer acknowledges the code of conduct of EIT Culture & Creativity, publicly available on the website: <https://eit-culture-creativity.eu/about-us/the-library/>

Contract

The final award does not yet constitute the contract. The contract will be concluded at the time of signature by the tenderer and EIT Culture & Creativity. The winning tenderer will be sent the contract to be signed, indicating the deadline by which the signed contract should be returned to EIT Culture & Creativity.

The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract.

The awarded tenderer will ensure to provide its services always being GDPR compliant and will guarantee to EIT Culture & Creativity, even at the tender stage, that there are the needed safeguards.

For any information contact hiring@eit-culture-creativity.eu