

Call for Tenders

Provision of project management, Community management and communication services to support VERDI project activities

Objectives of the procurement procedure	To select a company and/or a professional to support project management and communication activities in VERDI project
Project	VERDI's ambition is to enhance the understanding of the epidemiology, outcomes, prevention and treatment of variants of SARS-CoV-2 amongst children and pregnant women as a global response to the pandemic. The project will also investigate vaccine strategies in children and pregnant women on disease and transmission in the face of new VoC. This evidence will allow us to rapidly deliver recommendations on the best strategies to control viral spread in paediatric populations, as well as on optimized clinical management and treatment of COVID-19 children and pregnant women.
Expected starting date	4 May 2023
Expected duration of the collaboration	Until 3 May 2024
Date of the call	4 April 2023
Deadline for submitting proposals	21 April 2023 at 23:59 CEST

Fondazione Penta ETS

Corso Stati Uniti 4, 35127 Padova, Italy

Iscrizione Registrato Prefettizio Padova n.30 ex D.P.R. 10.2.2000 n.361

C.F 92166930286 P.Iva 04150680280

www.penta-id.org

Background

Fondazione Penta ETS (hereon **Penta**) coordinates, promotes, and sponsors research and activities in paediatric infectious diseases. To date, Penta has hosted 42 studies and taken part in 33 European Union (EU)-funded projects.

The VERDI consortium consists of 28 centers of excellence in Europe, the USA, Africa, the Caribbean, the Middle East and Southeast Asia. It is coordinated by the University of Padua and Penta Foundation (Italy), with scientific coordination shared between University of Padua and University College London.

In order to better support the VERDI project and support the related deliveries specifically on project management activities, **Penta is seeking the services of a company and/or a professional with project management and community/network management skills and previous experience in University/Scientific Research environment.**

Description of service

In collaboration with Penta's Programs Department, the selected company and/or professional shall support the project management activities. A breakdown of associated tasks is provided below:

- Contribute to the definition, development, and communication of objectives to Partners and Stakeholders;
- Control, monitor and create documentation related to outputs (milestone, deliverable, report, minute);
- Monitor the budget;
- Interact with consortium partners and stakeholders to timely achieve objectives and mitigate risks;
- Communicate the results of studies through scientific publications, including publications in journals, presentations at conferences, posters, etc.
- Support dissemination activities and the organization of events
- Support networking activities and collaborate with other initiatives and projects in relation to the goal of *Preparedness for future pandemics*.

Qualifications or specialised experience required

- BA in project management or business or administration or science (for companies: CV of the appointed personnel).
- Marketing certification (e.g. copywriting; proofreading; etc.).
- Project management experience, also as administrative assistant or administration services.
- Experience in creating content and social media management.

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- Experience in supporting the development, promotion, and analysis of projects in the University/Research field.

How to submit a proposal

The proposal, in English language, should include:

- A company/professional presentation
 - Company project portfolio or professional CV
 - A quotation for 12 months collaboration (approximately 40 hrs/week for the above listed supporting services)
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- **Please note that maximum available budget for this activity is 45,000 Euro, VAT and all costs included.**

The proposal should be submitted via email to People Department at people@pentafoundation.org by 21 April 2023, 23:59 CEST. The email subject line should read **Call for Verdi project**. Applicants will hear about the result of their application as soon as possible after the deadline.

Evaluation criteria

The evaluation criteria shown in the table below will be applied for evaluating proposals received.

Evaluation Criteria	Scoring	Weighting
Overall Quality of the portfolio/CV	0 to 5	30%
Alignment of the skills/certifications/experiences with the description of the service and the qualifications/experience required	0 to 5	50%
Economic offer	0 to 5	20%

Score	Description
0	No answer or totally irrelevant response
1	A very poor answer, indicating a proposal that fails to meet the very basic needs and requirements of Penta, or requires an unacceptable compromise

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2	A poor answer, indicating a proposal that fails to meet some of Penta's basic needs and requirements, and which demonstrates significant weaknesses or requires major compromises from Penta.
3	A satisfactory answer, indicating a proposal that meets Penta's basic needs and requirements, but which demonstrates tangible weaknesses or requires some minor compromises from Penta
4	A good answer, indicating a proposal that generally meets Penta's needs and requirements, with only very minor weaknesses or issues
5	An excellent answer, indicating a proposal that fully meets Penta's needs and requirements with no weaknesses or issues

Conditions of tendering

Penta reserves the right to withdraw this tender at any time and may choose not to award a contract as a result of this process. In any event, Penta will not be liable for any costs incurred by bidders in the preparation or submission of tenders, nor those which arise from interviews as part of the process.

Penta reserves the right to hold negotiations with the bidders. Successful tenders will be expected to enter into a formal contract with Penta.

Penta will treat all bidders' responses as confidential to it during the procurement process. Penta may use any information within a bidder's response to tender for any reasonable purpose connected with this call for tenders.

Further information and questions

Questions and requests for clarification should be submitted in writing to Giuseppe Bonura, Penta's Chief People Officer – Giuseppe.bonura@pentafoundation.org – no later than 19 April 2023 23.59 CEST.

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