

Recruitment Support – CEPI UK

Background

Emerging infectious diseases pose a growing threat to global health security in a world of higher population density, increased mobility, and ecological change. But they are costly and complex to develop.

CEPI is an international alliance that finances and coordinates the development of new vaccines to prevent and contain infectious disease epidemics.

We do this by identifying relevant diseases and financing vaccine development. To handle these processes, CEPI currently employs around 45 employees and a number of consultants. We have plans to increase the number of employees to around 60 this year, with around 7 vacancies in the London office.

Please see www.cepi.net for further information about the organisation and mission.

Scope of Request for Proposal

CEPI is seeking to engage with recruitment support providers to help recruit for vacant roles and provide interim or temporary resource across the breadth of the organisation.

Areas of Recruitment

The primary areas of recruitment CEPI is looking for providers to support are:

- Vaccine Development – Project and Programme Management
- Vaccine Chemistry Manufacturing and Controls (CMC)
- Vaccine Clinical Development
- Legal and Business Development

Additionally, there might be the need to support recruitment for:

- Communications, Advocacy and Resource Mobilisation
- Finance and Operations
- Vaccine Science

CEPI expects that relevant candidates will come from across the globe and may need to relocate.

Engagement

Successful providers will be engaged on framework agreements. The framework agreements will have an initial duration of 2 years, with the option to extend by a year at a time up to a maximum of 4 years.

The number of assignments given to each provider may vary according to CEPI's needs throughout the period of the agreement.

Whilst most of the assignments will be to seek candidates for the London office, there may be opportunities to seek candidates for other offices as appropriate.

Tentative Schedule

The following is the expected time scale for the procurement process. However, CEPI reserves the right to change the time schedule at any time.

Activity	Date
Request for proposals advertised	12 April 2019
Deadline for submission of written proposal	26 April 2019
Selection process completed	10 May 2019
Contract initiation and agreement	13 May 2019

Proposal Instructions

Providers are asked to submit an electronic copy of the proposal by no later than **23:59:59 on Friday 26 April 2019**.

To be considered the submission must:

- Be no more than **5 pages in length** (you can include annexes but the total document must not exceed 15 pages)
- Be in English and in an electronic PDF format
- Provide full details (name, registered address, company registration etc.) of the organisation
- Detail the areas you can provide assistance with from the 7 bullets noted in Areas of Recruitment above
- Summarise the experience you have in each area of recruitment
- Detail the methodology used to search, screen assess and present a shortlist of suitable candidates
- Include a typical timetable from notification / briefing to offer negotiations
- Provide no more than 4 relevant / similar case studies / examples
- Include a copy of the completed [Tenderer Declaration form](#) – downloadable from cepi.net/tenders (these pages are not included in the maximum document length noted above)
- Include a copy of the completed [Tenderer Information Sheet](#) – downloadable from cepi.net/tenders (these pages are not included in the maximum document length noted above)
- Be sent to tenders@cepi.net no later than the time and date stated above.

Please note that as part of our assessment we may ask for references from clients you have worked with to validate your experience in similar work.

Please note:

- Proposals received after the deadline will not be considered.
- Costs for the preparation of proposals will not be refunded.

Evaluation Criteria

We will assess the proposals against the information provided in the proposal.

Framework Agreements will be awarded to the tenderer(s) who have demonstrated that they successfully deliver against the scope. All proposals will be assessed based upon the following criteria:

Competence, Experience and the ability to deliver (70% weighting)

- Able to clearly demonstrate that they can deliver against the scope

Price (30% weighting)

- Provide a competitive price proposal for their work (all quoted costs should exclude VAT)

Confidentiality

By accepting to take part in this RFP process, your firm agrees to keep in confidence all information imparted to you by CEPI during the period of consultancy, not to disclose it to third parties, and not to use it for any other purpose than for participation in the RFP process.

Cancellation

CEPI reserves the right to change the time plan or cancel the competition without any obligation to cover any cost associated with the tender process.

Additional Information

If you have any questions, please contact glenn.foster@cepi.net.