



## Request for Proposal

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### Support CEPI Regulatory Activities to Accelerate the Deployment of Vaccines and other Biologic Countermeasures against Epidemic and Pandemic Threats

The Coalition for Epidemic Preparedness Innovations (CEPI) is an international coalition of governments, academic, philanthropic, private, public, and intergovernmental institutions whose vision is to create a world in which epidemics and pandemics are no longer a threat to humanity.

CEPI's mission is to accelerate the development of vaccines and other biologic countermeasures against epidemic and pandemic threats so they can be accessible to all people in need.

Through its access-focused research, development and manufacturing programmes the organisation is investing in preparedness and innovation now to develop life-saving vaccines against known threats like Lassa fever and Nipah and to dramatically reduce the future risk of pandemics through the 100 Days Mission, making the world a safer place for all.

Since its inception CEPI has catalysed action from product and platform development to enabling sciences and manufacturing innovations, overseeing progress and scientific breakthroughs that would have been impossible without CEPI's intervention. It has invested in over 70 vaccine candidates or platform technologies and contributed to scientific breakthroughs that bring the prospect of protection against a host of viral threats closer than ever before. These include the first-ever licensed Chikungunya vaccine, the first-ever Lassa vaccine into Phase II trials and the first-ever Nipah vaccines on the cusp of entering Phase II. Through this progress, CEPI is generating crucial data and knowledge about vaccines for pathogens from many of the most dangerous viral families that will help the world to face down a future Disease X.

CEPI's network of Global South vaccine manufacturing partners on three continents is helping to boost sustainable vaccine production and outbreak response manufacturing capacity, and its global regulatory network and the networks of preclinical facilities and laboratories are ready to rapidly respond to outbreaks close to the source.

CEPI's work during COVID-19 helped to set the agenda. It conceptualized and co-led COVAX together with the Regulatory Advisory Group (RAG) – which delivered around 2 billion doses to 146 countries, saving an estimated 2.7 million lives – and supported the development of one of the world's largest portfolios of vaccines against SARS-CoV-2, seven of which have been approved for domestic or global use.

Central to CEPI's pandemic-busting plan is the 100 Days Mission: a goal spearheaded by CEPI and embraced by the G7, G20 and industry leaders, to accelerate the time taken to develop safe, effective, globally accessible vaccines against new threats to just 100 days. Through its investments, its partnerships and its advocacy, CEPI is building the critical capabilities needed to deliver the 100 Days Mission and galvanizing support for this goal which could make a world without pandemics a reality.

CEPI is a not-for-profit association under Norwegian Law and has offices in Oslo (HQ), London, and Washington, DC.

More details about CEPI and its mission can be found on our website: [www.cepi.net](http://www.cepi.net)

## Scope of Tender

Support the Advancement of the Regulatory Ecosystem with focus on Africa that can efficiently regulate vaccines and facilitate the acceleration of the development, production, the approval and the deployment of biologic countermeasures against epidemic and pandemic threats.

To support the CEPI Regulatory activities in Africa in alignment with the Regulatory Strategies for Africa and the 100 DM, we are seeking consultancy services from a service provider with broad and cutting-edge expertise in the following areas:

- Strong knowledge of the global pharmaceutical landscape and the regulatory approval pathways for vaccines at the regional (US, EU, Africa) and the global (WHO Prequalification) level for infectious disease control and Epidemic preparedness.
- In-depth knowledge of the initiatives for the manufacturing and the access to vaccines and other biologic countermeasures against epidemic and pandemic threats in the Africa region, preferably with an extensive work experience and established networks with the major stakeholders and the partners of the vaccine regulatory ecosystem in at least two African regions.

## Successful Proposals

We are seeking to engage with a competitive and cost-effective consultancy firm who can provide and commit resources for the duration of between 2 months to 3 years.

The consultancy services are expected to blend seamlessly into CEPI's operations and the contracted firm will report to the Snr. Regulatory Lead, Middle East and Africa, with oversight by the CEPI Regulatory Affairs Europe-Middle East-Africa head.

## Bidder Qualification

To be considered for a contract, the expertise of the consultancy firm must meet the following criteria:

- Experience in vaccine regulatory affairs or relevant disciplines or area such as clinical R&D, pharmacovigilance and Quality Assurance with demonstrable technical capabilities and experience in Africa.
- Technical support for the adoption or the revision of regulatory frameworks on emergency authorization and regulatory reliance in the context of epidemic and pandemic preparedness through an international coordination framework (e.g., WHO Coalition of Interested Parties) with African stakeholders and global players.
- Preparation and enhancement of the regulatory oversight for local vaccines manufacturing initiatives in Africa as result of a multilateral cooperation between an African manufacturer and global funders or technical partners.
- Demonstrated capabilities to recruit and mobilize experts to Africa on a short notice for capacity strengthening activities for regulators (Practical strengthening) on all aspects of vaccines regulation including CTD dossier review and the applicable international regulations.
- Proven networking and collaborative relationships with health authorities and regional health institutions involved in the regulatory harmonization, the regulatory convergence, and the regulatory strengthening initiatives (WHO GBT assessment) in Africa; extensive involvement in the Regulatory Harmonization programs in Africa evidenced by several scientific publications and communications at international scientific conferences including the Scientific Conference on Medicines Regulation in Africa (SCoMRA).

- Awareness of the CEPI's strategy 2.0 and the 100 Days Mission and working experiences with African partner countries or institutions of the CEPI such as Rwanda, Senegal, and francophone Regional Economic Communities, including French speaking proficiency.
- Experience in the drafting and the adoption of regional and continental regulatory strategies and harmonization/preparedness initiatives under consideration of the global context and the Global South strategies.
- Experience working in matrix, international, and multicultural environments is a must; efficient and productive interactions and communication with relevant internal and external stakeholders, Professional level of spoken and written English and French (Portuguese and/or Arabic nice to have).
- Ability to travel regularly to Africa and internationally for meetings with CEPI and CEPI's partners.

Please note that as part of our assessment we may ask tenderers to provide references from clients you have worked with to validate your experience in similar work. CEPI will also carry out due diligence screening and where appropriate, ask you to complete a due diligence questionnaire.

## Tentative Time Plan

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

| Activity                                    | End Date                  |
|---------------------------------------------|---------------------------|
| Request for proposals advertised            | 12-01-2026                |
| Deadline for submission of written proposal | 03-02-2026 (23:59:59 GMT) |
| Selection process completed                 | 14-02-2026                |
| Contract initiation and                     | 21-02-2026                |
| Agreement signed                            | 28-02-2026                |

## Tender Instructions

To be considered for a contract award under this request for proposals, please submit the written proposal (not exceeding 5 pages + applicable resumes and annexes) in English.

The proposal must include the following information:

- Clear indication of which areas of work your organisation wants to be considered for;
- Brief background information on the individual, consortia, partnership or firm, including details of previous experience in relevant specialties;
- Documented ability and capacity to perform the work to a high standard, on time, and on budget;
- An indication of the availability of each proposed resource and associated budget, including fee rates for additional services
- Indication of expected cost / rate for work completed
- Two examples of similar work undertaken with similar clients (we may ask for relevant contact details should we decide to take up references).
- Completed tender declaration form (appendix A below)
- Completed Supplier Details Form (appendix B below)

Deadline for submission is Midnight (23:59:59 GMT) on the date shown in the time plan above.

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

Electronic copies of your proposals should be sent to: [tenders@cepi.net](mailto:tenders@cepi.net) in PDF format.

## Evaluation Criteria

We will assess the proposals against the information presented in the Scope detailed above. The contract will be awarded to the tenderer(s) who: have demonstrated that they can meet the technical capabilities and qualifications detailed in the scope and provided an economically competitive offer.

Please note that CEPI will negotiate contracts with only a subset of tenderers.

## 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.

## Duration

The duration of any Framework Agreement awarded under this Request for Proposals will be a maximum of 3 years. Individual Call Offs (specific projects or elements of work awarded under the terms of the framework agreement) will vary in value and duration according to their content and complexity.

Performance under the Framework Agreement will be evaluated regularly and the option to renew, replace or terminate may be provided based upon that evaluation.

## General terms

This RfP and any of the information contained in it does not constitute an offer or invitation on the part of the CEPI to enter into an agreement. Any prospective provider shall be required to enter into an agreement with CEPI.

The information in this RfP is provided by CEPI. It does not purport to be comprehensive and has not been independently verified. While it has been prepared in good faith, no representation, warranty, assurance or undertaking (express or implied) is or will be made. All and any such responsibility or liability is expressly disclaimed by CEPI.

CEPI will not in any circumstances be liable for any costs, expenditure, work or effort incurred by a respondent in carrying out enquiries in relation to, proceeding with, or participating in, this RfP.

CEPI reserves the right to:

- a. withdraw or change the requirements of this RfP from time to time without giving notice;
- b. seek clarification or documents in respect of proposals;
- c. disqualify any respondent that does not submit a proposal in accordance with the instructions in this RfP;
- d. disqualify any respondent that makes any misrepresentation in relation to its proposal; and
- e. choose not to enter or award any agreement as a result of the RfP.

CEPI will retain the intellectual property rights in the published RfP materials. Respondents will retain ownership of all intellectual property rights contained in their proposal. By submitting a proposal, respondents agree to grant to CEPI a non-exclusive, worldwide, royalty-free license to use, reproduce, and analyse the submission for the purposes of evaluating proposals and improving our RfP process, including enhancing our internal systems and tools.

Respondents should note that CEPI is permitted to disclose the contents of proposals to:

- a. third parties who may be involved in the assessment of the proposals; and
- b. CEPI's investors to facilitate oversight and monitoring over CEPI's activities,

provided that these they are bound by appropriate confidentiality obligations.

Any personal data included in a proposal shall be processed by CEPI in accordance with CEPI 'External Privacy Notice' found here: <https://cepi.net/cepi-external-privacy-notice>

## Additional Information

If you have any questions, please contact Jacqueline Acquah at [jacqueline.acquah@cepi.net](mailto:jacqueline.acquah@cepi.net)

## Appendix A – Tender Declaration Form

Before awarding any contract, and as part of the procurement procedure, CEPI, its Partners, representatives and Awardees will need to ensure that the candidates comply with the CEPI Third Party Code in force from time to time (available at <https://static.cepi.net/downloads/2025-04/Third%20Party%20Code%202025.pdf>), (the “CEPI Third Party Code”). Written confirmation in the form of this signed document should be provided to confirm this.

CEPI, its Partners and Awardees reserves the right, even if such confirmation is given, to investigate / audit any of the situations listed if it has reasonable grounds to doubt the contents of such confirmation. This right to audit is applicable for CEPI’s supplier/ contractor and its supply chain. For the purpose of the declaration signed below, the term “the Tenderer” refers to the following:

Name of Tenderer / Organisation: CEPI Regulatory Affairs Europe – Middle East – Africa (EMEA)

Registered Office Address:

Registration Number (as appropriate):

### ELIGIBILITY

The Tenderer hereby declare that I/we agree(s) to participate in the procurement procedure in adherence to the principles stated in the CEPI Third Party Code and are fully aware that any failure to comply could lead to our exclusion from the tender process and to the rejection of our bid.

The Tenderer agrees to carry out our duties to the highest professional standards, with no consideration linked to possibilities for future contracts. The Tenderer commits to adhere to the CEPI Third Party Code throughout our commercial and procurement activities and have procedures in place to ensure that respect for these principles and standards is upheld by our staff and contractors.

I/we hereby furthermore declare that the Tenderer:

- (a) is not subject to any conflict of interest in the ongoing procurement procedure for this contract and there has not been any misrepresentation in the information supplied along the process;
- (b) is not bankrupt or being wound up or having its affairs administered by the courts. It has not entered into an arrangement with creditors or suspended business activities and is not the subject of proceedings concerning those matters;
- (c) we or persons having powers of representation, decision-making or control over them have not been convicted of an offence concerning their professional conduct by a final judgment;
- (d) has never been proven guilty of any grave professional misconduct;

- (e) has not failed to fulfil their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country where the contract is to be performed;
- (f) has never been convicted for fraud, corruption, illegal activity, involvement in a criminal organisation or money laundering by a final judgment.
- (g) Where air transport is required, preference shall be given to providers who are not on the EU Safety Ban List and whose aircraft are registered in countries which meet the International Civil Aviation Organization's standards.
- (h) shall not engage the services of a transport provider known to also transport illicit or illegal goods such as narcotics or to transport arms, ammunition or other conflict-sensitive materials to or from territories subject to a UN or EU embargo.
- (i) shall not engage in the sale or transport of arms or conflict-sensitive supplies to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

#### AVAILABILITY OF WHISTLEBLOWING CHANNEL

It is everyone's responsibility to ensure that CEPI and its partners remain in compliance with the CEPI Third Party Code. You are strongly encouraged to report any intentional or unintentional non-compliance with the CEPI Third Party Code to CEPI Governance, Risk and Compliance Manager ([GRC.Manager@cepi.net](mailto:GRC.Manager@cepi.net)). If you are concerned about retaliation and prefer to report anonymously, you can do so through the Whistleblowing Channels implemented at CEPI. Please see [www.cepi.net](http://www.cepi.net) for further information regarding the Whistleblowing Channels. Rest assured, CEPI will not tolerate any retaliation against anyone who has reported an actual or suspected violation in good faith.

#### DECLARATION CONCERNING CONFIDENTIALITY

I/we agree to hold in trust and confidence any information or documents disclosed to us, discovered by us or prepared by us during the course of the tender and agree that it shall be used only for the purposes of this process and shall not be disclosed to any third party. I/we understand that any unauthorized disclosure by us may render the Tenderer liable to legal action.

#### SIGNATURES

Signed on behalf of the Tenderer: \_\_\_\_\_

Name (block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B – Supplier Details Form

CEPI completes checks on all suppliers to ensure that we are engaging in accordance with good practice and relevant legislation.

Please can you provide the following information so that we can undertake these checks as soon as possible.

|                                   |  |                      |  |
|-----------------------------------|--|----------------------|--|
| Organisation Name:                |  |                      |  |
| Name of Key Contact:              |  |                      |  |
| Organisation Registration Number: |  |                      |  |
| Jurisdiction of Registration:     |  |                      |  |
| Date of Registration:             |  | Number of Employees: |  |
| Registered Address:               |  |                      |  |
| Telephone:                        |  | Mobile:              |  |
| Email address:                    |  |                      |  |
| Website:                          |  |                      |  |
| Completed by:                     |  | Date:                |  |

Please ensure that you inform CEPI if any of the parameters above change.

For office use only:

|                                       |  |               |  |
|---------------------------------------|--|---------------|--|
| Supplier, PE and PAYE Check Comments: |  |               |  |
| OK / not OK:                          |  | Completed by: |  |
| Signed:                               |  | Date:         |  |