



Administrative and Executive Support Services for CEPI

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.

Scope of Tender

CEPI is seeking administrative and executive assistant support services from an external provider. The services in scope include:

1. Calendar Management
2. Schedule and coordinate meetings, appointments, and travel arrangements for the assigned team or line manager.
3. Take meeting minutes and follow up on action points
4. Coordinate the logistics for large team events/meetings, including booking venues, arranging catering, coordinating travel, manage the room bookings and being a first point of contact for visitors.
5. Creating and updating distribution list
6. Provide administrative support for special projects and initiatives.
7. Track team tasks and collaborate with team members to ensure project timelines are met, [if possible] assist with budget and expense tracking; process invoices, receipts, and reimbursements, coordinate weekly updates, conduct research and gather information as needed; enter and update data in various databases and systems; generate and prepare reports as required.
8. Ensure familiarization and effective use of existing administrative systems and adherence to established processes and procedures where required
9. Work with external and internal teams to collate and distribute materials.
10. Work closely with colleagues in all three CEPI offices (Oslo, London and Washington, DC) to improve administrative processes across the organization:
 - a. Support onboarding process for new employees.
 - b. Assist with the employee database
 - c. Support and manage ad hoc tasks related to key projects and/or initiatives.
 - d. Support and assist in usage of digital tools.
 - e. Facility Management liaison
11. Participate in office administration and coordination activities associated with the Oslo/London/US offices as appropriate.

Additionally, Executive Assistants will be using the below listed tools that are specific to CEPI.

- Egencia
- Xledger
- One Drive
- Trello
- CEPI Central
- MS Teams
- Salesforce
- Jira
- SharePoint

Successful Proposals

CEPI intends to engage with consultancy firms capable of providing administrative professionals who can support CEPI's global operations across multiple time zones. The successful supplier is expected to integrate seamlessly with CEPI teams and will report to CEPI's administrative function or other designated managers.

Bidder Qualification

Eligible tender submissions can be accepted consultancy firms, administrative service organisations or similar entities with the capacity to supply dedicated resources. Proposals must demonstrate:

- Experience providing administrative, operational or executive-assistant support at scale
- Documented capability in resource allocation, time management and project support

- Ability to commit resources with appropriate availability to support CEPI priorities
- Experience working in international, multicultural, matrix-based environments
- Strong communication skills with internal and external stakeholders
- High proficiency in written and spoken English
- Ability for staff to travel if required

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	01/02/2026 (23:59:59 GMT)
Selection process completed	14/02/2026
Contract initiation and agreement	27/04/2026

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)
- Completed Supplier Business Continuity Assessment (Appendix C 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 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 (70%) and provided an economically competitive offer (30%).

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 Jennifer Ricaut Jennifer.ricaut@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 (and 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: _____

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). 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 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:

Appendix C - Supplier Business Continuity Assessment

Section 1 – Name & Contacts	Response
Name of organisation: Name of CEPI tender / RFP you are responding to:	
Name and role of responder: Email address:	
Section 2 – Programme Management	Response
Who in your organisation is responsible for business continuity (BC) management? How are BC roles and responsibilities documented? <i>Please attach documentation to support your response e.g. policy statement, framework etc</i>	
Section 3 – Business Impact Analysis (BIA) & Risk Assessment	Response
Do you employ a formal BIA process to identify and prioritise your organisation's critical activities? <i>Please attach example documentation to support your response</i>	
Do you proactively manage risks which could impact key activities? <i>Please attach example documentation to support your response</i>	
Section 4 – Business Continuity Planning	Response
Do you have a BC plan(s) to maintain/recover your critical activities? Do you employ a BC/incident management team to coordinate your response to incidents? <i>Please attach documentation to support your response</i>	
Section 5 – Training & Exercising	Response
Are your BC plans validated through regular training and exercising?	
Section 6 – Review & Maintenance	Response
How often and by what means do you evaluate your BC programme e.g. internal/external audit/BC Owner review?	

