

# Request for Proposal (RfP)

## Recruitment Assistance Services for Legal Officer position at EITM March 2024

### 1. Context

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organizations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organizations, to promote the transformation of manufacturing towards the digital economy, towards the circular economy and the decarbonization of industry, by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

EIT Manufacturing is an association under the law 1901 created in 2019. Along with the EIT Manufacturing there are 8 (eight) other KICs with the aim to lead the action and create services across Europe, improving the competitiveness of European companies.

EIT Manufacturing is currently looking to onboard a Legal Officer in its Headquarters. For that, the association is seeking recruitment assistance services in order to identify potential candidates for the ongoing selection process.

### 2. Description & Deliverables

The selected Supplier shall provide specific assistance on sourcing and shortlisting a minimum of 10 (ten) suitable candidates for the position of EITM's Legal Officer having the qualifications as described in the attached Job Description.

The selected Recruitment Agency shall be responsible for identifying and screening suitable candidates from both the pool of candidates provided to EITM and those identified through the Agency's independent recruitment efforts.

The desired deliverable is a suitable pool of qualified, diverse, and pre-screened candidates that can be interviewed by our internal panel. Ultimately, we consider the key deliverable to be a signed employment contract with a suitable candidate.

The supplier shall operate on a success fee basis, wherein no payment shall be due unless a candidate is successfully recruited through their services. In the event that no candidate is recruited, the supplier may be entitled to a minimum payment for the services rendered, but not to a full payment equivalent to the entire recruitment process.



### 3. Timeline

The deadline to submit the offer is **10/04/2024** and the awarded tenderer shall provide legal services on the monthly basis as described earlier until the expiration date of the contract. The indicative timeline for the call for proposals is as follows:

Activity	Responsible	Date
RFP opening	EIT Manufacturing	03/04/2024
Offer submission	Supplier	10/04/2024
Evaluation and notification of award	EIT Manufacturing	12/04/2024
Contract signature	EIT Manufacturing & selected supplier	17/04/2024

All offers shall be submitted within the above-mentioned deadline to the following link: <https://eit-manufacturing.prioritize.linksquares.com/new-task?token=eqfghK7TdyCO3ZdVaPfvqgS5gx2LiEf2lmaueYxnGfUzCJhpKHMNjUwW1oN-KF7i>

To start your application, please click on the link above and then click on "Procurement". Then, please, fill in the fields with the description/data of the RfP you are applying for. Note that the Requester's name and email should be your name and email.

After completing the information, upload your proposal in the "attachments" option at the bottom of the screen, and click "Submit Task" to finalize your application. Please notice that you will not receive any confirmation on your e-mail. However, you should ensure that this message appears to you on the screen after submitting your proposal: "Task created successfully".

If you have any questions, please contact us at the following email address: [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu)

#### Proposal Requirements:

Proposals should include the minimum following information:

- a) Company Profile: An overview of the supplier's history, experience, and international presence.
- b) Relevant Experience: Details of prior experience working with European regulated entities or bodies, particularly in the non-profit sector and with legal recruitments
- c) Proposed Methodology: A clear outline of the methodology that will be employed to map and mitigate legal risks.
- d) Work Plan: A detailed work plan (process) outlining the timeline for completion of the project.
- e) Budget: A detailed and comprehensive budget proposal, including all costs associated with the project. The proposed cost for the services should be Success Fee based. i.e., no retainer, no shortlist partial fees and alike.



## 4. Evaluation Criteria and Award Notification

Timely received proposals submitted by the tenderers will be examined, evaluated, and compared in accordance with the following criteria and the contract shall be awarded to the highest ranked tenderer. The decision will be made according to the “Best Value for Money” principle. All lots will be evaluated with the following criteria:

- a. Value for money (40%)
- b. Experience with legal recruitment (please include in the proposal any document to this effect) (30%)
- c. Proposed recruitment process (please include in the proposal any document to this effect) (30%)

An Evaluation Committee of 3 people will be established. Each bid will be evaluated and ranked according to the criteria above.

The compliance with the principles of transparency, non-discrimination, equal treatment, and absence of conflict of interest will be ensured.

The successful and unsuccessful tenderers will be informed in writing (via email) about the result of the award procedure. In case the winning tenderer is unable to enter the contract, EIT Manufacturing may decide to contract the supplier receiving the second highest ranking.

In duly justified cases, however, no later than 2 calendar day before the original deadline, the submission deadline can be extended.

Upon request from the tenderer concerned, EIT Manufacturing will as quickly as possible, and in any event within 15 calendar days from receipt of a written request, inform:

- any unsuccessful candidate of the reasons for the rejection of its request to participate,
- any unsuccessful tenderer of the reasons for the rejection of its tender, including, if this is the case, its decision that the works, supplies or services do not meet the performance or functional requirements,
- any tenderer that has made an admissible tender of the characteristics and relative advantages of the tender selected as well as the name of the successful tenderer or the parties to the awarded contract,
- any tenderer that has made an admissible tender of the conduct and progress of negotiations and dialogue with tenderers.

Information referred to above may be withheld where the release of such information would be contrary to the public interest, would prejudice the legitimate commercial interests of an economic operator, or might prejudice fair competition between economic operators.

Should there be a suspicion that the provider will not be able to perform according to the price offered, EIT Manufacturing has the right to ask for explanations and may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or cost proposed.

#### Complementary Note on the Evaluation Process:

After the initial evaluation of submitted proposals, it is possible that the potential top-ranked suppliers may be shortlisted for participation in a Pitch Session. It is important to emphasize that the evaluation will be conducted in strict accordance with the criteria outlined in the published Request for Proposal (RfP).

The primary objective of the Pitch Session is to facilitate a deeper understanding of the received proposals, provide an opportunity to elaborate on specific details, and allow the EIT Manufacturing to get to know the team of professionals better. During this session, the shortlisted suppliers will have the chance to present their proposals, clarify any questions, and discuss how your firm can best meet the legal consulting needs of EIT Manufacturing.

Further details regarding the Pitch Session, including dates and logistics, will be communicated to the shortlisted suppliers following the initial evaluation of proposals.

#### Disclaimer of Liability for Technical Failures:

EIT Manufacturing shall not be held liable for any technical failures, interruptions, or glitches occurring in its digital tool designated for receiving proposals in the Request for Proposals (RfP) as mentioned in the link above, irrespective of the underlying reasons. EIT Manufacturing assumes no responsibility for any loss or damage resulting from such technical issues.

#### Verification of Proposal Receipt:

In case of any doubt or uncertainty regarding the submission status, the supplier is obligated to take appropriate measures to confirm the receipt of their proposal, utilizing the communication channels and tools made available by EIT Manufacturing for such verification. It is the sole responsibility of the supplier to verify the successful submission and receipt of their proposal through the available means provided by EIT Manufacturing.

By participating in the proposal submission process, the supplier acknowledges and accepts that EIT Manufacturing disclaims any liability related to technical failures affecting the digital tool and that the supplier is accountable for ensuring the successful transmission and receipt of their proposal.

## 5. Complaint procedure

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. Appeals shall be addressed to EIT Manufacturing only via the following email address [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu). The tenderers have **5 (five) days** to file their complaints from the date of receipt of notification of the results.

In your application to EIT Manufacturing the complainant shall explain what procedural aspects they consider having been violated along with any recommendations or remarks. Such charges need to be supported with data and facts and, if possible, – documentation. An appeal whose sole purpose is to obtain a second evaluation for no reason other than that the complainant disagrees with the final award decision is to be rejected.

## 6. Negotiations & Clarifications

Negotiations can be held in the following cases:

- if it is identified that the scope of services issued by EIT Manufacturing is not detailed enough, incomplete or some areas are lacking crucial information to complete the procedure for direct awards;
- if EIT Manufacturing has the intention to reduce the offered prices to find the best value for money;
- if all submitted prices are above the planned budget and it is everyone's interest to finish the procedure with success – in that case, price negotiation can take place. During a price negotiation, all tenderers are called to lower their prices by the same deadline in a written form;

EIT Manufacturing can organize as many rounds of negotiation as it is needed during the procedure in order to reach the highest quality of proposals and the best price.

Whenever possible, the negotiations should be carried out in writing, however, in special cases, video conference or even live negotiation can be organized. EIT Manufacturing also reserves the right to invite the tenderers to an individual meeting before the final award of contract in order to clarify details and ambiguities.

In case of obvious or perceived errors or omissions in the RfP, Tenderers can request additional information or clarifications by the deadline provided in the above timeframe through email at [procurement@eitmanufacturing.eu](mailto:procurement@eitmanufacturing.eu).

Upon receipt of the bids, they will be reviewed, and additional details will be requested from the tenderers as needed. The requests as well as the answers are to be submitted written by e-mail. Where information or documentation to be submitted by tenderers is incomplete or erroneous or where specific documents are missing, EIT Manufacturing staff may request the party concerned to submit, supplement, clarify or complete the relevant information or documentation within 3 day(s).

Bid preparation costs are not reimbursable and must be borne by the tenderers.

EIT Manufacturing owns all bids received in this RFP. Proprietary information of vendors in the bids will be kept strictly confidential. The offers as well as the contract may be submitted for audits.

## 7. Contract

The final award does not yet constitute the Contract. The Contract will be concluded at the time of signature by the Supplier and EIT Manufacturing. The winning supplier will be sent the contract to be signed (indicating the deadline by which the signed contract should be returned to EIT Manufacturing).



The invoicing will be based on a mutually agreed schedule; it will be detailed in the contract. The contract that will be awarded **will have a maximum duration of 3 (three) months**. The tenderer agrees that the total value of the contract to be signed with EIT Manufacturing for the mentioned period and will in no way exceed the bid (the amount contained in the offer) of the tenderer.

The awarded supplier will be requested to sign Standard Contractual Clauses (SCC) if no other GDPR compliant safeguards exist, and the supplier is located in a country for which the EU commission has not issued an adequacy decision.

## 8. Confidentiality Obligation

All information, whether written or oral, exchanged between the parties involved in this Request for Proposals (RfP) process, hereinafter referred to as the "Parties," shall be considered confidential and proprietary.

The Parties agree not to disclose, provide access to, or otherwise make available any confidential information to any third parties, including but not limited to individuals, companies, or organizations, who are not directly involved in the RfP process, without the express written consent of the disclosing Party.

"Confidential Information" shall encompass, without limitation, all data, documents, proposals, discussions, designs, specifications, financial information, technical data, trade secrets, and any other information disclosed by one Party to the other during the course of the RfP process.

The obligations of confidentiality shall not apply to information that is:

- a) Publicly available at the time of disclosure or subsequently becomes publicly available through no fault of the receiving Party.
- b) Already in the possession of the receiving Party prior to disclosure and not subject to an existing confidentiality obligation.
- c) Disclosed to the receiving Party by a third party with the legal right to do so without breaching any confidentiality obligations.
- d) Required to be disclosed by law, court order, or governmental regulation, provided that the disclosing Party is promptly notified and given the opportunity to seek a protective order.

Any Party found in breach of this confidentiality clause shall be subject to legal measures, including but not limited to litigation, injunctive relief, and monetary damages, as deemed appropriate by the disclosing Party.

The obligations of confidentiality as set forth in this clause shall survive the termination or completion of the RfP process and shall remain in effect for a period of 5 (five) years, unless both Parties mutually agree in writing to terminate this confidentiality agreement.

This confidentiality clause shall be governed by and construed in accordance with the laws of France. Any legal action arising out of or in connection with this clause shall be subject to the exclusive jurisdiction of the courts of Paris, France.

## 9. Cancellation of the proposal procedure

In the event of cancellation of the proposal procedure, EIT Manufacturing will notify tenderers of the cancellation. In no event shall EIT Manufacturing be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a proposal procedure, even if EIT Manufacturing has been advised of the possibility of damages.



The tenderer shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). S/he should inform the EIT Manufacturing team immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

The supplier cannot be a EIT Manufacturing Partner or Activity Partner. Any bid from such an economic operator will be rejected.

Tenderers will be excluded if:

- a. they are being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata.
- b. they have been guilty of grave professional misconduct proven by any means which the EIT Manufacturing can justify.
- c. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or any other country of the EU.
- d. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU' financial interests.
- e. following a procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of contract for failure to comply with their contractual obligations.

The tenderers must not be in a situation of a conflict of interest, and they have sufficient economic and financial capacity, technical and professional capacity and legal and regulatory capacity to perform the requested services. Additional evidence or declarations might be requested by the contracting authority.

EIT Manufacturing reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities, conflict of interest or fraud. If substantial errors, irregularities, conflict of interest or fraud are discovered after the award of the tender, EIT Manufacturing may refrain from concluding the Contract.

## ANNEX I

### Legal Officer – EIT Manufacturing Paris

Full-time employment at the EIT Manufacturing Headquarter in Paris Saclay

#### About the position

As our Legal Officer, the successful candidate will be reporting to the Head of Legal of the EIT Manufacturing Association and will work in a lot of different domains such as EU law, matters relating to Horizon Europe Regulation, Contract Law, Data Protection law and other legal areas.

#### Missions and key Accountabilities:

The Legal Officer will have tasks such as:

The tasks and responsibilities will in principle include the following areas:

1. Legal advice  
Provide legal advice on various matters such as Horizon Europe and EIT Regulation, project matters, partnership contractual arrangements, association matters (loi 1901), data protection, governance, commercial activities etc.
2. Contract drafting and management  
Draft and support negotiating contracts like MoUs, NDAs, partnership arrangements (funding or other agreements), Consortium Agreements etc.  
Follow up on contract interpretation, implementation, performance and enforcement;  
Assist EIT Manufacturing staff with issues in contract lifecycle;  
Support in building and maintaining of an up-to date contractual and other legal commitments database.
3. Provide support for launching call for proposals (funded activities), such as reviewing legal aspects of call guidelines, advice on Conflict of Interest, prepare and review contracts for experts etc.
4. Assist the Head of Legal with preparation and maintaining documentation of the Association organs such as the Partner Assembly (launching written resolutions, minutes of the Partner Assembly etc.)
5. Assist the Head of Legal with drafting, maintaining and updating relevant policies (such as Anti-Fraud policy, Code of Conduct, privacy statements, terms and conditions etc.).
6. Procurement  
Assist the legal team with procurement procedures (launching requests for proposals, contract drafting and negotiation with suppliers, follow-up of suppliers' contracts when needed (there is a specific person dedicated to procurement in the legal team). The procurement matters are managed by the Senior Legal and Procurement Officer.
7. Provide support for the implementation of any other task falling in the fields of responsibility of the Legal Team, as well as liaise with other departments, to ensure the execution of related





corporate tasks, such as planning, reporting, administration, financial and budget management, risk management.

**Qualifications:**

- A master's degree (M2) and Bachelor's degree in law.
- At least 3-4 years of professional experience as a legal counsel or lawyer with tasks similar to the job description (contract drafting, legal advice, EU law...)
- Good command of IT tools (Office, etc.),
- Near native English language level (The Association's working language is English).

**Skills:**

- You have a legal analytical thinking and can provide legal solutions to complex issues
- Excellent communication skills both orally and in writing
- You are proactive and trustworthy with a positive mindset
- You show a can-do attitude and like challenges
- You like working in a fast-paced environment

**Experience (plus):**

- Experience in drafting contracts, providing legal advice on EU law, IP law, Procurement and/or Data protection in a multicultural setting.
- Experience with providing legal advice in relation to funding schemes such as Horizon Europe or other.
- Previous experience in Associations or EIT KICs
- Admittance to an EU Bar association
- Command of French language is desired as some of the work might be in French.

**We offer:**

- a full-time employment under French law
- a multicultural environment with a friendly atmosphere
- luncheon vouchers
- Remote work possibility from the following countries: Belgium, Greece, Italy, Spain, Hungary, France, Portugal, Germany.

**Location**

The role location will be at EIT Manufacturing in Paris, France.

**Equal opportunities**

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

**Selection Committee**

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview at EIT Manufacturing with the Head of Legal and HR. Candidates will be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.



### Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

### Application

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: [hr.hq@eitmanufacturing.eu](mailto:hr.hq@eitmanufacturing.eu) .  
with subject header "EIT Manufacturing Legal Officer Paris".

The application should be written in **English**.  
Only complete applications will be evaluated.

