



# Request for Proposal

IT Support and training - PromiseSuite

June 2021, Palaiseau

## 1. Context

EIT Manufacturing (KIC) is focused on promoting entrepreneurship, innovation, and education in the domain of Manufacturing. EIT Manufacturing brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, 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 bigdata.

Among Europe it exists 8 other KICs with the one we can participate to lead the action and create services across Europe and improve the competitiveness of European companies.

EIT Manufacturing is an association under the law 1901 created in 2019 and need some support in the use of its main IT tool, PromiseSuite, to strengthen and optimize the use of the tool by the end-users and the new IT Development Manager.

## 2. Description and deliverables

EIT Manufacturing is looking for someone to support end-users and the new IT Development Manager in the use and appropriation of the main tool (web-based technology). Then the following missions are expected:

- **Supporting** EIT Manufacturing users and the future IT Development Manager in the use of PromiseSuite
- Providing **Training** for the future new IT Development Manager and **support webinars** on PromiseSuite usage for users and staff of EIT Manufacturing partners
- **Support** Operations Team during the process of Business Plan 2021 Amendment and Business Plan 2022 preparation and submission
- **Participating** in building the relevant materials and documentation for users in EIT Manufacturing
- **Coordinating** with other entities in the **development of new specifications** in PromiseSuite in order to be compliant with the required specifications from Horizon Europe
- **Conduct data analysis** and support the development of managerial dashboard based on collected data in PromiseSuite



Skills required:

- Strong IT background (relationship database)
- Data analyst skills (extraction of data and build queries)
- Preferably knowledge of European funding Program programmes, especially as related to EIT

## 4. Timeline

We expect an answer by the end of June 2021.

The contract will be from July 2021 to December 2021.

We expect an answer with a lump sum per month for the services described above.