

## Request for Project Office Support Services (Initial Scope)

### Purpose

EFOMP seeks to appoint a Projects Office to cover end-to-end support across EU funding opportunities, from call monitoring to proposal development and post-award project office support. The initial expected workload is approximately 0.30 FTE (30% of a Project Manager).

### Required service coverage

#### EU funding call monitoring and updates

The provider will deliver regular updates on EU project calls that match EFOMP's agreed thematic priorities. Those priorities will be defined a-priori with EFOMP and used to maintain a shared pipeline of calls already considered relevant by EFOMP, together with newly emerging opportunities within the same themes.

#### Proposal stage support (when EFOMP decides to pursue a call)

Where EFOMP expresses interest in a specific opportunity, the provider will support proposal preparation by coordinating administrative inputs and timelines, attending consortium meetings as required, managing the relevant EU submission/management portal and partner communications, and supporting scientific grant writing coordination and consortium administration to ensure a coherent and compliant proposal package.

#### Post-award support (once a project is funded)

Once a grant is awarded, support will be adapted to EFOMP's role in the consortium.

**If EFOMP is the project managing entity (coordinator):** assist the coordinator with organising management committee and working group meetings; prepare agendas, minutes, action logs and follow-up trackers; and support the organisation of dissemination and education & training activities included in project deliverables.

**If EFOMP is not the project managing entity (partner/beneficiary):** attend relevant project meetings and keep minutes for EFOMP's internal use; coordinate deliverable inputs with EFOMP scientific consultants participating in the project; and support dissemination and education & training activities where EFOMP has agreed to contribute as part of the project.

#### Interfaces and reporting (applies throughout)

Throughout the above activities, the provider will interface with the EFOMP Office and EFOMP Treasurer to support the timely preparation and submission of financial

information reports to the EU portal, and will maintain regular interaction with the EFOMP Projects Committee for oversight and internal reporting.

### **Expression of Interest and selection**

Providers should submit a short expression of interest including a brief profile, up to three relevant EU-project references, proposed team and availability at ~0.30 FTE, indicative rate(s), and a short description of their approach to call monitoring and project support. EFOMP will evaluate responses and select one provider for contracting discussions.

Please send your proposals to the Projects Committee [projectscommittee@efomp.org](mailto:projectscommittee@efomp.org) and cc Secretary General of EFOMP at: [secretary@efomp.org](mailto:secretary@efomp.org) before 20th of April 2026

Sincerely,

Efi Koutsouveli

President EFOMP

Brenda Byrne

Secretary General EFOMP