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**resaver**

**RESAVER – REQUEST FOR SERVICE**

***HORIZON EUROPE PROPOSAL***

***DRAFTING – GRANT TO BE IDENTIFIED***

# CONTEXT AND BACKGROUND

RESAVER Pension Fund was created to facilitate the free circulation of researchers by removing pensions as an obstacle to mobility and by supporting research performing organisations, regardless of their size, to operate cross-border and increase their attractiveness to international employees.

RESAVER is a pan-European occupational pension fund that is operational in 7 countries and is exclusively open to public and private institutions employing researchers. Occupational pension plans are often salary-linked and jointly financed by the employer and employee.

RESAVER offers a secure retirement option with strong governance procedures, in full compliance with European and local legislations and closely monitored by the European Commission. The setup costs and (a part of) running costs of the fund were and are sponsored by the European Commission.

RESAVER is in the process of applying for additional grant funding from the European Commission to cover part of the operating costs and the expenses of marketing and growth initiatives from 2025 for 3-4 years. As the pension fund grows, the Board of Directors is aiming to build in-house capacities and rely less on external service providers and consultants.

# PURPOSE, OBJECTIVES AND SCOPE

The purpose of the procurement is to support RESAVER with drafting the proposal for the RESAVER grant to the identified beneficiary. The selected partner/person will build on the available documents and draft the proposal under the steering of the Board of Directors (“BoD”) and the Pension Fund Manager (“PFM”). The selected expert will coordinate the drafting process and work with the PFM to finalise the content of the proposal. The PFM will directly liaise with the Research Executive Agency (“REA”) to upload the proposal to the EC portal.

The Board of Directors has a clear idea of the activities and work packages that will form the basis of the grant proposal. The expert will draft a comprehensive proposal based on the standard Horizon Europe grant template (Parts A and B).

The proposal will be drafted in Q3 2024.

# EXPERIENCE

The selected expert must have at least 3 years of experience with drafting proposals for Horizon 2020 or Horizon Europe.

The expert must be able to work as a freelancer and is based in one of EU Member States.

# ORGANISATION OF THE WORK

The selected expert will perform the tasks within the maximum number of working days indicated in the proposal.

The selected expert will be able to work remotely from any country within the European Union.

Working hours and ways of working to be agreed with RESAVER.

# INDICATIVE TIMETABLE

July - September 2024: drafting proposal

- Weekly meetings (online) with the PFM.

October - December 2024: grant agreement preparation

- Ad hoc exchanges with the PFM and REA

# PROPOSALS

Interested experts are requested to send the following documents to [contact@resaver.eu](mailto:contact@resaver.eu) by 30 June 2024:

- CV, highlighting relevant expertise
- Service proposal, including the total fee in EUR (excl. VAT), based on the number of working days and daily rate