

# Call for tenders - Support for project management

## Project : ACTT4Cosmetics

### Context:

Cosmetic Valley is the coordinator of the French cosmetic industry. It has been supporting, for 28 years, economic growth in the cosmetics industry by organizing the network, helping to drive exports, and supporting innovation.

The association has been selected to coordinate a European project ACTT4Cosmetics, co-funded by the Horizon Europe program. Gathering 7 partners from Portugal, Italy, France and Poland and 2 Associated partners from Romania and Ukraine, the project will start on May 1<sup>st</sup>, for 5 years, with a budget of 3,6M€, co-funded by 50%.

<b>Project name:</b>	Improve Interconnected innovation ecosystems supporting Actions for Citizen awareness and Twin Transition in the entire cosmetic value chain
<b>Project acronym:</b>	ACTT4Cosmetics
<b>Call:</b>	HORIZON-EIE-2022-CONNECT-02
<b>Topic:</b>	HORIZON-EIE-2022-CONNECT-02-01
<b>Type of action:</b>	HORIZON-COFUND

### Purpose of the service proposal:

Cosmetic Valley is looking for a consulting firm capable to provide a support for the ACTT4Cosmetics project management.

### Missions :

- Support for management of the project (incl. consortium meetings, minutes...)
- Follow up of the deliverable and milestones
- Follow up of the financial and administrative part
- Support for the Reporting period and Final Reporting
- Provide a project management software tool
- Realize a Project Handbook : to collect and present information that can help all beneficiaries in ACTT4Cosmetics project to carry out the work planned in the DoA, follow the procedures and be compliant with the quality assurance plan and the administrative and financial rules and deadlines.
- Realize a data management plan (DMP) : outline how research data will be managed, stored, shared and preserved throughout the ACTT4Cosmetics project.

### Specific details about the mission :

- The duration of the mission is 60 months - from May 1<sup>st</sup> 2023 until April 30<sup>th</sup> 2028
- The consultant must speak French

### Procedure :

- Launch of the call for tenders : April 17<sup>th</sup>
- Deadline to answer : April 30<sup>th</sup> by sending an email to Justine Hégou – [jhegon@cosmetic-valley.com](mailto:jhegon@cosmetic-valley.com)
- Evaluation and selection between May 2<sup>nd</sup> and May 5<sup>th</sup>.