



Call for tender: EU Biotech and Life Sciences Alliance MEP Group Secretariat services 2026

Tender application deadline February 28, 2026.

Contract start date April 1, 2026

Introduction: The informal MEP group ‘EU Biotech and Life Sciences Alliance’ was successfully launched in July 2025 and currently represents 13 MEPs, with a [dedicated website](#) and [LinkedIn page](#).

EuropaBio invites proposals for tenders to support delivery of the Secretariat for this MEP Group from April 1, 2026. The period of support for the Secretariat will be from April 1 – December 31 2026, with opportunity for contract extension into 2027.

This tender is open to independent contractors and companies, and the contract will be held by EuropaBio aisbl.

Services sought:

The successful contractor will provide the following services:

- Work with MEP co-Chairs and wider MEP representation to deliver workprogramme in place for 2026
- Deliver a monthly written policy briefing for Group MEPs covering target legislations
- Deliver working meetings for the MEP Group for relevant biotechnology aspects within legislations (The EU Biotech Act Part I as priority, plus associated legislations) – anticipated 4-6 weeks when Parliament is sitting
- Track and report legislative activities that are relevant to MEP priorities
- Liaise with external organisations to request and secure briefings information that is provided to MEPs
- Maintain quality control and transparency for all information provided to MEPs
- Track agreed metrics on group delivery for reporting and provide performance and governance oversight to EuropaBio three times per year
- Respond to MEP enquiries within the remit and capacity of Secretariat role
- Respond to external queries regarding the group
- Liaise with MEP co-chairs to review activities and ensure on track for work programme
- Engage with potential new MEPs and integrate them into the group
- Publication of reports and other documents from the MEP Working Group
- Undertake communications work on behalf of MEP group (website updates, LinkedIn posts) to ensure visibility of group and MEPs within the group
- Ensure broad stakeholder representation for information provided to the group and for engagement within hosted activities
- The provider will exclusively support administrative and organisational tasks and will not participate in, influence, or contribute to political decision-making processes

Contract finance: The contract includes a fixed cost of €6000 per month, excluding TVA, to cover personnel commitment. Travel and consumables are additional. Events and activities beyond the list above will be budgeted as additional costs.

The contract will have varying workload each month through the year, depending on MEP Group activities, and the Secretariat will deliver core support to the MEP group, communication and events delivery, plus reporting to the contract holder.

EuropaBio is the underlying legal entity through which Secretariat operation is supported. EuropaBio provides website and social media hosting, plus support in the engagement of the wider biotechnology community for MEP activities and dissemination of MEP group outcomes.

Selection criteria: Tenders will be evaluated on

- Track record of engagement to European Parliament and MEPs, with previous Interest Group experience
- Knowledge of biotechnology/life sciences
- Permanent presence within Brussels and able to access the European Parliament
- Demonstration of skills profiles for delivery of tasks and topics required above
- Ability to work flexibly per month to suit MEP Group calendar

Tender structure

- Overview of capability to deliver services required, including the skills and experience required listed above (max 3 pages)
- Description of legal entity (max 1 page)
- Personnel (single/multiple) available to work within the contract (max 1 page)

Stages of process

- Deadline for Expression of Interest: 17h00 CET February 28
- Interview phase: March 5 – 13
- Contract award for start: April 1

Call for tender issued by:

EuropaBio aisbl

europabio.org

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Please submit a written tender and all enquiries to:

EuropaBio aisbl

communications@europabio.org

Deadline February 28th, 17h00 CET.