

# RFP- Seeking a Facilitator for the EIT Food Healthy Ageing Think & Do Tank

**2025 | Application deadline: Before 11th of December 2024**

EIT Food is looking for a potential facilitator to dynamise and report on offline and online meetings and workshops regarding the activities in 2025 of the EIT Food Healthy Ageing Think & Do Tank (henceforth “the services”).

**Application deadline: Before 11<sup>th</sup> of December 2024, 17:00**

Further details about EIT Food can be found at: [www.eitfood.eu](http://www.eitfood.eu). With respect to the present call, **EIT Food will not provide new information that has not already been included in this call document**, but can assist the potential applicants by explaining contents of this document (please contact [CLCSouth@eitfood.eu](mailto:CLCSouth@eitfood.eu))

The tender should be clear and comprehensive so that EIT Food is able to have a clear understanding about the tenderer, their ways of working with clients, their suggested expertise and services, and their delivery capacity in order to make an informed decision.

## 1. What is EIT Food?

EIT Food is one of the largest and most impactful food-related initiatives worldwide. As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), EIT Food connects partners from leading businesses, universities, and research centres across Europe. It is a people-centric and resource-smart transformer of the European food system, driving consumer confidence and improved global health.

EIT Food’s vision is to put Europe at the centre of a global revolution in food innovation and production, and its value in society. EIT Food will engage consumers in the change process, improve nutrition and make the food system more resource-efficient, secure, transparent, and trusted.

Since its launch in 2017, EIT Food has built a unique not-for-profit business to carry out transformative programmes in skills, education, entrepreneurship, start-up investment and communications. It delivers these programmes with its partners to create a culture and build a community which sees the long-term value in the food innovation it funds through open and competitive calls for projects. Find more about us here: [www.eitfood.eu](http://www.eitfood.eu)

## 2. What is EIT Food Healthy Ageing Think & Do Tank?

The EIT Food Healthy Ageing Think & Do Tank unites strategic partners across Europe to drive innovation, knowledge exchange, and impactful initiatives for food system transformation that supports healthy ageing. Our goal is to align the food system with the unique needs of ageing populations, enhancing quality of life through collaborative efforts in policy, equity, accessibility, and innovation

EIT Food acts as an “orchestrator” and the General Secretariat of the Think Tank owing to its neutral position in the agrifood sector and it provides a platform where members of the Think Tank can work together. The ultimate objective of the Think Tank is to promote the upscaling and adoption of innovative solutions which have the potential to deliver impact in the field of Healthy Ageing, according to EIT Food’s Impact Goals and Missions.

The Think Tank on Healthy Ageing is structured around three core Working Groups (WGs), each addressing a distinct thematic focus:

1. Preventing Age-Related Non-Communicable Diseases (NCDs) through Diets – Concentrates on dietary interventions to mitigate the risk of age-related diseases.
2. Targeted Approaches for Healthy Ageing – Designs solutions customized for the specific needs of various ageing populations.
3. Enhancing Wellbeing through Microbiome Health – Investigates the role of the microbiome in promoting overall wellness and ageing.

More information can be found in the following link: <https://www.eitfood.eu/projects/eit-food-healthy-ageing-think-tank>

## 3. What are we looking for?

EIT Food is actively seeking a senior-level facilitator with a strong background in the agrifood sector that will play a central role in preparing, organising, and supporting Think Tank meetings and activities.

Three in-person plenary meetings and three online sessions will occur in 2025 (dates and venues TBD), enabling WG members to share insights, track progress, and define future actions. Task Forces may also be convened to address emerging needs.

EIT Food Healthy Ageing Think Tank facilitator will work closely with the e Think Tank Leaders for EIT Food and General Secretariat. This is an opportunity to create impact on the European agrifood systems and drive the change in their transformation.

The role of the Think Tank coordinator is self-driven and aims to mobilise the already engaged Think Tank membership to contribute their expertise to ultimately lift the barriers in Healthy Ageing field via a wide range of Think Tank activities.

### 3.1. Key Responsibilities:

#### 1. Daily Operational Management and Assistance

- Work with EIT Food leaders to align the Think Tank with strategies and objectives.
- Ensure smooth implementation of decisions from the Steering Committee and Leadership Group.
- Manage daily workflows, communication, and coordination among Think Tank members.
- Maintain and update the Think Tank's online workspace (Teams).
- Assist in meetings (Steering Committee, Leadership Group) and ensure follow-up on decisions.
- Support logistics for meetings and events, and work closely with the Think Tank Facilitator.
- Monitor activities, track progress, and report on alignment with EIT Food's Healthy Ageing goals.

#### 2. Communication

- Collaborate with the leadership team to ensure clear and consistent communication about the Think Tank.
- Manage incoming communication and provide regular updates to Think Tank members.
- Communicate with external stakeholders, including policymakers, partners, and industry associations.
- Assist in content creation and document drafting, ensuring clarity and professionalism.

#### 3. Relationship Building

- Coordinate Think Tank representation at external events and engage with stakeholders.
- Foster collaboration and innovation with EIT Food partners and stakeholders in the Healthy Ageing area.
- Identify new business and collaboration opportunities.
- Prepare an annual report summarising Think Tank's outputs and making recommendations.

### 3.2. Skills and Experience

- **High Level of English:** Fluent in English, comfortable leading discussions, moderating sessions, and using professional jargon relevant to the agrifood sector.
- **Sector Expertise:** Extensive experience working on topics related to agriculture, nutrition, and health.

- **Stakeholder Engagement:** Proven track record of collaboration with key stakeholders, such as academic institutions and public organisations.
- **Leadership and Facilitation Skills:** Ability to inspire, mobilise, and effectively coordinate a diverse group of experts and stakeholders.
- **Operational & Project Management:** Strong organisational skills, task tracking, and meeting coordination.

#### 4. What do we do need from you?

Interested candidates are invited to submit their applications via email to [CLCSouth@eitfood.eu](mailto:CLCSouth@eitfood.eu) before **December 11th, 17:00** using the subject line: "**Facilitator Role | HAT&DT | 2025.**"

The application should include the following documents:

- **CV (in English):** Highlighting relevant experience, qualifications, and expertise in the topic.
- **Motivation Letter**
- **Economic Offer**

Shortlisted candidates will be contacted for an interview.