



**Request for Proposal**  
**Science Program Management and Scientific Writing Services**  
**July 21, 2020**

**BACKGROUND**

The Society for Women's Health Research (SWHR) seeks proposals for science program management and scientific writing services support.

SWHR is a 30-year-old national nonprofit dedicated to improving women's health through science, policy, and education. SWHR is a thought leader on research in biological sex differences in health and disease. Thanks to SWHR's efforts, women are now routinely included in most major medical research studies and scientists are considering sex as a biological variable in their research. A core pillar of SWHR's work is its scientific programs, examples of which can be found [here](#).

SWHR is seeking part-time contractual support to manage and execute two new scientific programs and write three peer-reviewed papers on the topics of menopause, autoimmune (skin) diseases, and women's vision (paper-writing only):

- I. **Interdisciplinary Roundtable and Public Forum: The Impact of Menopause on Women's Health.** SWHR will convene a diverse panel of basic and clinical researchers, health care providers, patients/patient advocates, and thought leaders for a closed roundtable meeting to address issues around the impact of estrogen depletion in menopause on women's health and the debilitating effects of vasomotor symptoms. A public forum will be held after the roundtable to highlight the research, policy, and educational needs that can improve health outcomes for women.

*Program Deliverables: Roundtable meeting, public forum, peer-reviewed paper, and communications/dissemination plan for work products*

- II. **Interdisciplinary Roundtable and Public Forum: The Impact of Alopecia, Atopic Dermatitis, and Psoriatic Arthritis on Women's Health.** SWHR will convene a diverse panel of basic and clinical researchers, health care providers, patients/patient advocates, and thought leaders for a closed roundtable meeting to discuss the health, social, and economic impact of alopecia, atopic dermatitis, and psoriatic arthritis on women's health. A public forum will be held after the roundtable to highlight the research, policy, and educational needs that can improve health outcomes for women with these autoimmune conditions.

*Program Deliverables: Roundtable meeting, public forum, peer-reviewed paper, and communications/dissemination plan for work products*

- III. **Women's Vision Health Peer-Reviewed Paper.** Using the recording and transcript of SWHR's Interdisciplinary Roundtable on Women's Vision Health, draft a peer-reviewed paper that outlines the unmet needs and knowledge gaps identified during the event and explores the best means to further research, expand treatment options, and improve disease awareness. Coordinate roundtable participants for their review of the paper and incorporate their feedback.

*Program Deliverables: Peer-reviewed paper*

## **SUBMISSION**

Please submit all responses to Katie Schubert, SWHR President and CEO, at [kathryn@swhr.org](mailto:kathryn@swhr.org) by **Friday, August 14, 2020**.

## **GOALS**

Submissions should address the following goals:

- The development and execution of interdisciplinary scientific workshops and public forums
- An understanding of women's health and translating scientific findings into digestible products for diverse stakeholders
- Experience in a collaborative, peer-reviewed writing process (especially with academics and researchers)
- Ability to work collaboratively with designated SWHR staff
- Ability to meet deadlines

## **SCOPE OF WORK**

Scope of work must include:

- Menopause Program
  - Planning and executing the interdisciplinary roundtable event, including vetting the participants, creating the agenda and discussion guide, and managing logistics
  - Planning and executing the public forum in close collaboration with relevant SWHR staff, such as the Director of Communications
  - Writing a detailed summary and a blog post after the meeting, in collaboration with SWHR's Director of Communications
  - Producing a peer-reviewed paper, in collaboration with roundtable participants, and submitting to a peer-reviewed journal
- Autoimmune (Skin) Diseases Program
  - Planning and executing the interdisciplinary roundtable event, including vetting the participants, creating the agenda and discussion guide, and managing logistics
  - Planning and executing the public forum
  - Writing a detailed summary and a blog post after the meeting, in collaboration with SWHR's Director of Communications
  - Producing a peer-reviewed paper, in collaboration with roundtable participants, and submitting to a peer-reviewed journal
- Women's Vision Health Paper
  - Producing a peer-reviewed paper after the roundtable, in collaboration with event participants, and submitting to a peer-reviewed journal by December 15, 2020
- Meeting bimonthly or monthly with relevant SWHR staff on progress toward goals
- Monitoring and sharing with SWHR staff of key articles, publications, studies, etc., on relevant issues as needed

## **REQUIREMENTS**

- Background and expertise focused on science;
- Experience in producing a roundtable event;
- Experience in publications and/or science writing; and
- Experience with women's health issues a plus.

**SKILLS**

- Excellent interpersonal skills
- Excellent communication skills
- Keen attention to detail and superior organizational skills
- Technology-efficient
- Ability to work both independently and collaboratively when appropriate
- Takes initiative without direction

**STRUCTURE**

The consultant will report to SWHR's President and CEO and work with SWHR's Vice President of Development, Director of Communications, Programs Coordinator and other SWHR staff as applicable/appropriate.

**BUDGET**

To fulfill these responsibilities, please provide a proposal that includes a budget breakdown for each project.

**PROPOSAL EVALUATION**

All proposals will be reviewed by SWHR's President and CEO, Vice President of Development, Chief Financial Officer and Director of Communications, and will be evaluated using the following criteria:

1. Overall match between the RFP requirements and proposal: Understanding of scope and objectives, as well as completeness and coherence of response
2. Qualifications and relevant previous work
3. Demonstrated ability to carry out project development and implementation of similar character and size to deliverables described
4. Ability to meet SWHR's timeframe for program requirements
5. Cost effectiveness

**Proposals must include:**

1. A resume (if a firm is responding, please include resume/bios for all team members involved)
2. A cover letter, including:
  - a. Qualifications and previous work
  - b. Examples of ways to address some of the responsibilities
  - c. References from current/former clients

Proposals will be reviewed on a rolling basis. If necessary, interviews will be conducted between August 24-28, 2020.