

Call for tenders

Preparation of programme and organisation of event, Gothenburg and Stockholm, 1-3 October 2018

The Rosa-Luxemburg-Stiftung, Brussels Office is currently developing its new strategic focus on the Nordic countries, as part of the organisation's regional strategy for Europe. Our organisation has a long tradition of working with progressive political actors, trade unions, left-oriented civil society groups and academics in Scandinavia. We wish to build upon this by establishing long-term collaborative relationships with partner organisations to further our mutual interests. As part of this strategy, we are planning a fact finding visit to Sweden, 1-3 October 2018 to

- Familiarise ourselves with the work of partners and discuss potential for future cooperation,
- Discuss current challenges and opportunities for progressive politics in Sweden,
- Gauge ideas for future long-term cooperation on specific activities and for developing strategies for joint, comprehensive responses to neoliberal policies and the emerging hegemony of right-wing political actors,
- Proffer networking opportunities with the Rosa-Luxemburg-Stiftung broadly, the German party Die Linke as well as European Left Party and GUE/NGL group in the European Parliament.

The tender is for a service to prepare and implement a three-day visit to Gothenburg and Stockholm. In addition, a short formal report should be prepared for the Rosa-Luxemburg-Stiftung website after the event.

Profile:

- Fluency in English
- Comprehensive knowledge of the Swedish political landscape, parliamentary and non-parliamentary left, trade unions and movements
- Excellent local knowledge (event venues, catering, accommodation etc. in Gothenburg and Stockholm)
- Very good, proven knowledge and skills in the independent organisation of events
- Very good communication skills

Conditions:

This contract of work and services is not renewable.

ROSA LUXEMBURG STIFTUNG BRUSSELS OFFICE

Terms of reference:

Preparation of programme:

- Prepare the programme for a three-day visit to Gothenburg and Stockholm, in coordination with the responsible project manager in Brussels
- Arrange meetings with politicians, trade unions, think tanks, academics, NGOs and social movements

Organisation of delegation visit (in line with our tendering guidelines and in coordination with the responsible project manager):

- Arrange for a suitable venue for meetings and catering for the duration of the stay
- Arrange translation services
- Coordinate registration and travel for participants
- Book accommodation for participants

Communication with participants before and during the event:

- Disseminate important information to members of delegation (travel, accommodation, directions to venue/hotel, programme and other vital information)
- Support the smooth implementation of the meetings conference (including set up of meeting room, catering, support for signatures lists etc.)

After the visit:

- Preparation of a brief summary of visit of about 1,000 words, in English, by 29 November 2018
- Invoice to the Rosa-Luxemburg-Stiftung after completion of all tasks

Please send your comprehensive CV specifying how you meet the profile criteria and a financial proposal by email to ada.regelmann@rosalux.org. Deadline is Wednesday, **13 June 2018, 17:00 hours CET**.