

Call for Tenders – Framework contract:
Assistant to the Vice President

Post title: **Framework contract – Assistant to the Vice President**
Location: EU
Starting date: As soon as possible and for a period of two years

ABOUT THE ORGANISATION

The Institute of European Democrats (IED) - ASBL, is a non-profit association based in Brussels and has been established in September 2007 as an independent research institute. The Institute of European Democrats is an innovative European political and cultural research institute that offers fresh political ideas as well as a strong and respected cultural background to the European Democratic Party (EDP), to which it is formally affiliated.

ABOUT THE CALL FOR TENDERS

The IED is seeking a qualified individual to fill the position of Assistant to the Vice President. The selected contractor will play a key role in the daily functioning of the Vice President's office, ensuring smooth operations through high-quality administrative and event-related support.

The selected candidate for the position of Assistant to the Vice President will have key responsibilities, including providing comprehensive administrative support, managing events, and ensuring the efficient functioning of the Vice President's office. The individual will collaborate closely with the Vice President and other team members to enhance the overall effectiveness of the Institute.

The framework contract is intended to provide a solid foundation for ongoing collaboration and mutually beneficial partnerships.

The IED is funded by the European Parliament and operates under Regulation (EU, Euratom) No 1141/2014.

This call is also regulated under Article II.9 of the Funding Agreement between political parties and foundations and the European Parliament.

EVALUATION CRITERIA

Candidates will be evaluated based on the following criteria:

1. **Years of Experience:** The candidate's experience in relevant administrative roles will be a key factor in the selection process. Preference will be given to candidates with over 10 years of experience in similar positions.
2. **Profile Alignment:** The candidate's qualifications and experience must align with the requirements outlined in the job offer.

3. Price Proposal: Candidates are required to submit a yearly price proposal. A competitive balance of experience and cost-effectiveness will be viewed favorably.

TENDERING PROCESS

Interested candidates should submit their detailed CV and cover letter by **23:59 CET on 26 May 2025** to:

✉ procurements@iedonline.eu

Subject line: *Proposal_IED Call for Tenders – Assistant to Vice President*

Your personal data will be processed solely by IED and used only for the purpose of this call. It will be stored securely and in compliance with GDPR regulations. To confirm your consent under GDPR, please include the following statement in the body of your email: **"I agree to the IED processing my data for the purpose of the Call for Tenders procedure."**

The review of offers and tenders is scheduled to take place between **27 May and 30 May 2025**.