

Call for Tenders – Framework contract:
Assistant to the President

Post title: **Framework contract _ Assistant to the President**
Location: EU
Starting date: As soon as possible and for a period of 2 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 President. The selected candidate will play a crucial role in supporting the IED through administrative and event-related tasks. We are looking for a dedicated and experienced professional to contribute to the success of our organization.

The framework contract will be awarded to a single contractor. The selected candidate for the position of Assistant to the President will bear key responsibilities, including providing comprehensive administrative support, managing events, and ensuring the efficient functioning of the President's office. The individual will collaborate closely with the 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 is being regulated under the 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 level of experience in relevant administrative roles will be a key factor in the selection process. Extensive experience exceeding 10 years will be given strong consideration during the evaluation process.

2. **Profile Alignment:** The candidate's profile must align with the requirements outlined in the job offer.
3. **Price Proposal:** Candidates are required to submit a monthly payment proposal. More experience for a lower price will be favorably considered. Payments will be processed on the 27th of each month and transferred to the bank account specified by the winner of the call.

TENDERING PROCESS

Interested candidates should submit their detailed CV and a cover letter no later than 23:59h (CET) on 27 November 2023 to:

procurements@iedonline.eu

with the subject line "Proposal_IED Call for tenders Assistant to President".

Your personal data will be processed solely by IED and only for the purpose specified in this call. It will be stored safely and securely following the GDPR laws. To ensure GDPR compliance please include the following sentence to the body of your email confirming your consent: "I agree to the IED processing my data for the purpose of the Call for Tenders procedure".

Review of the offers and tenders is scheduled to take place between 27th November and 4th December 2023.