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

Post title: Framework contract – Assistant to the Vice President

Location: EU (Brussels, Belgium)

Starting date: As soon as possible, for a duration of 2 years

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ABOUT THE ORGANISATION

The Institute of European Democrats (IED) – ASBL is a non-profit association based in Brussels, established in September 2007 as an independent research and policy institute. IED provides innovative European political and cultural research and supports the European Democratic Party (EDP), to which it is formally affiliated.

IED is funded by the European Parliament and regulated under Regulation (EU, Euratom) No 1141/2014, as well as Article II.9 of the Funding Agreement between political parties, foundations, and the European Parliament.

ABOUT THE CALL FOR TENDERS

IED seeks a qualified individual to provide support to the Vice President. The framework contract will cover **administrative, organisational, and event-related tasks**, including:

- **Administrative support:** correspondence, emails, phone calls, reports, presentations, calendar management, travel arrangements, and document handling.
- **Event and meeting support:** organising and coordinating meetings and events, including General Assemblies, Board of Directors meetings, and internal IED meetings. Support for events across Europe, with particular focus on Germany when relevant.
- **Communication and coordination:** acting as a liaison between the Vice President and staff, members, or external partners; drafting correspondence; monitoring deadlines.
- **Other duties:** supporting special projects and performing ad hoc assignments as requested.

Framework contract details:

- Provides flexibility to adapt to workload across the year.
- No fixed volume of work is guaranteed; all services must be delivered within the agreed maximum annual fee.
- The role may require occasional travel within Europe.

SELECTION CRITERIA

- Excellent command of **English**.
- Very good command of **German** (written and spoken); French is a plus.
- Experience assisting in a similar role, including event preparation and budgeting.
- Ability to fit the needs of the Vice President while supporting IED's operational requirements.

FINANCIAL INFORMATION

- Candidates must submit an **annual fee proposal**, with a **maximum of €8,000/year (excluding VAT)**.
- Total contract value for 2 years: €16,000 (excluding VAT).

EVALUATION CRITERIA

Offers will be evaluated based on:

- Relevant professional experience.
- Technical capacity and proposed approach to tasks.
- Multilingual communication skills (English and German).
- Availability and responsiveness.
- Price and overall value for IED.

AWARD CRITERIA AND SCORING METHOD

Only offers meeting all selection criteria will be evaluated. The contract will be awarded to the most economically advantageous tender, based on the following weighted criteria:

1. **Quality – 60% of total score**

Sub-criterion	Points	Description
Relevant professional experience	15	Years of experience in executive or administrative assistance and event support; extensive experience (>5 years) will be given strong consideration. Experience in the political, non-profit, or research sectors is an asset.
Technical capacity & methodology	15	Proposed approach to task management, planning, and organisation

Sub-criterion	Points	Description
Multilingual communication (English & German)	10	Ability to communicate professionally in both languages; knowledge of French is a plus
Familiarity with European Parliament funding rules	5	Understanding of EU political/non-profit funding rules
Availability and responsiveness	10	Demonstrated capacity to respond in a timely and reliable manner
Fit with IED operational requirements	5	Ability to integrate effectively into the Vice President's office and support operational needs

2. Price – 40% of total score

Sub-criterion	Points	Description
Annual fee proposed	40	Maximum €8,000/year (excluding VAT). Lower fees combined with strong experience are favourably scored

Note: Abnormally low offers may be rejected if the price is not justified satisfactorily.

TENDERING PROCESS

Submit:

- CV and cover letter.
- Proposed annual fee (max €8,000/year, excluding VAT).
- Confirmation of GDPR consent: "I agree to the IED processing my data for the purpose of the Call for Tenders procedure."

Deadline: 23:59 CET, 22 December 2025
Email: procurements@iedonline.eu
Subject line: "Proposal_IED Call for Tenders – Assistant to the Vice President"

Tender review period: 23–30 December 2025

FRAMEWORK CONTRACT

- Duration: 2 years.
- Tasks requested via email or other communication.
- Maximum annual fee €8,000 (excluding VAT); total contract value €16,000 (excluding VAT).
- All services must be delivered within the agreed total fee; no additional payments or annexes will be accepted beyond this maximum.

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