

# Call for Tenders\_Extended to 06 September

## Moderation and Facilitation, Rosa Luxemburg Stiftung's European Summer School, Brussels, 3–6 October 2024

The Rosa-Luxemburg-Stiftung (RLS) is an internationally operating, left non-profit organisation for civic education affiliated with Germany's 'Die Linke' (Left Party). Active since 1990, the foundation has been committed to the analysis of social and political processes and developments worldwide. We work in favour of a more just world system based on international solidarity.

### About the project

Over the course of 3.5 days, the Rosa-Luxemburg-Stiftung's European Summer School 2024 will provide a space for 60-70 left-wing activists, politicians and experts from across Europe and further afield to explore, discuss and propel the scope and potential of feminist economics. A 'Feminist Economy' approach allows bringing together practices and perspectives conceived by movements from a variety of social struggles – including anti-capitalist, de-colonial, intersectional, or eco-feminist perspectives – and policy fields as diverse as mobility, labour (paid and unpaid, formal and informal), energy, housing, and many more, to forge solutions to the challenges facing societies globally.

### Moderation/ Facilitation

We are looking for a dynamic and experienced Moderator/Facilitator (team) to take over some slots of a 3,5-day event that will be conducted entirely in English. The event will bring together participants from diverse backgrounds, fostering discussions, knowledge sharing, and collaborative problem-solving. The selected moderator will play a crucial role in guiding conversations, ensuring engagement, and maintaining a productive and inclusive environment. We will have a big room available for the entire number of participants, as well as two further rooms for groups of up to 25 people.

- Framework moderation by prior arrangement;
- Facilitation of an interactive session to give the 60-70 participants the opportunity to get to know each other;
- Facilitation of three engaging sessions to reflect on the topics discussed during the day and give participants the opportunity to apply them in their work

Time and date of the relevant sessions:

- 3 October 2024: 15:00 – 16:15 (75min): “Getting to know each other”
- 4 October 2024: 16:00 – 17:00 (60min): “Reflection of the day”
- 5 October 2024: 13:30 – 14:15 (45min): “Opportunities for action”
- 6 October 2024: 10:00 – 11:00 (60min): “Reflection of the whole Summer School”

## Your profile

- Relevant work experience moderating or facilitating events, workshops, or conferences, preferably in an international or multicultural setting;
- Relevant experience in political education for adults;
- Good, proven track record of working independently and meeting deadlines;
- Identification with the aims of the Rosa-Luxemburg-Stiftung;
- Fluency in English: Must have excellent command of spoken and written English, with strong communication skills;
- Interpersonal Skills: Strong ability to engage and connect with diverse audiences, maintaining a positive and inclusive atmosphere;

## What we offer

- Moderation material and technical equipment will be available on site, including the possibility of using projectors or flipcharts.
- An opportunity to work with one of the world's largest left-wing organisations.
- A contract for works and services 3-6 October 2024.
- Appropriate remuneration payed in one instalment.

## Timeframe

~~30 August 2024: Application Deadline~~

~~2 September 2024: Starting with Interviews of short listed candidates~~

~~6 September 2024: Award of tender~~

6 September 2024: Extended application deadline

9 September 2024: Starting with Interviews of short listed candidates

18 September 2024: Award of tender

Preparatory meeting by agreement

3 – 6 October RLS European Summer School

## After completion of services

- The RLS Brussels shall be invoiced after the provision of the agreed services.
- Applicants are advised that at present no renewal of the contract is envisaged.

## Application process

Since the Moderator/Facilitator (team) is expected to stay on site during the conference, RLS Brussels will cover costs associated with travel and accommodations. In the bid, please include a detailed statement of cost.

Specifically, include in your quote both the overall price for the complete package and the price per item or unit (e.g. time slots, preparation). Also specify supplement costs.

Please submit a comprehensive CV, examples of previous work (links to videos, recordings, or summaries of events you have moderated), a detailed statement of cost to [louise.schmidt@rosalux.org](mailto:louise.schmidt@rosalux.org), [ada.regelmann@rosalux.org](mailto:ada.regelmann@rosalux.org), and [rebecca.trixa@rosalux.org](mailto:rebecca.trixa@rosalux.org) (make sure to include all three addresses) **by 6 September 2024**.

As part of your application, we invite you to share some methods you plan to use during the event. The methods you propose should aim to foster engagement, ensure productive discussions, and create a collaborative environment that are suitable for 60-70 participants. Below are some examples of the approaches you might consider:

1. Icebreakers and Energizer
2. Group work and Breakout Sessions
3. Station discussions

We will schedule brief interviews with selected applicants for the week beginning 9 September 2024.

Selection will be based on price (50%), CV (20%) and interview (30%).

[Annex: Short programme to illustrate the structure of the RLS European Summer School. The required sessions are highlighted in green.](#)