

Call for Tenders

Project Coordination Support – Nordic Countries

Rosa-Luxemburg-Stiftung Brussels Office is seeking a contractor to provide project coordination support for the implementation of its activities across the Nordic countries. This includes producing an online article series, providing expertise and advice on political developments in the region, supporting networking and outreach efforts, and assisting in the organisation of a project-related activity scheduled for autumn 2025 (subject to specification).

About the Project

The Rosa-Luxemburg-Stiftung (RLS) is an international, left-wing non-profit organisation focused on civic education, affiliated with Germany's *Die Linke*. With over 20 offices worldwide, the RLS Brussels Office is active in 14 European countries. We have a long-standing partnership with progressive political actors, trade unions, civil society groups, and academics in the Nordic countries. Our regional work addresses issues such as democracy, the legacy of the welfare state, feminism, and the socio-ecological transformation. As part of our ongoing strategy to strengthen collaborative relationships in the region, we are now looking for a contractor to support us in the implementation of these activities.

Scope of Work

The successful contractor will assist RLS Brussels with its Nordic countries programme, which covers activities in Denmark, Finland, Iceland, Norway, and Sweden. The contract involves the following four work packages:

1. **Content Production and Coordination**
 - Support the RLS Brussels office in producing and commissioning web content for the [Northern Exposure](#) dossier. This involves identifying relevant topics, political events, and suitable authors for contributions (10 articles).
2. **Political Reporting and Analysis**
 - Provide regular updates on political developments across the Nordic region and participate in monthly meetings with RLS Brussels staff to share insights and recommendations.
3. **Public Relations and Networking**
 - Assist in enhancing the visibility of project outcomes by supporting RLS Brussels' PR strategy. This includes promoting results from the Nordic region on the RLS website and contributing to regional networking efforts.
4. **Event Coordination**
 - Support the planning and execution of a project-related activity in the Nordic region or Brussels (tentatively scheduled for autumn 2025). Specific details and requirements will be provided as the event date approaches.

The contractor will work closely with the RLS project manager (PM) in charge of the Nordic countries programme to ensure the successful delivery of all activities.

Contractor Profile

We are looking for a contractor who meets the following criteria:

- Proven experience in project coordination, particularly in international and political contexts.
- In-depth knowledge of the political landscape in the Nordic countries (Denmark, incl. Greenland, Finland, Iceland, Norway, and Sweden), with a strong understanding of left-wing politics, including trade unions, social movements, and grassroots activism.
- Familiarity with the European Union political context and related organisational frameworks. Knowledge of the German political context is a plus.
- Strong writing and copy-editing skills, with the ability to produce clear, engaging content.
- Excellent communication and interpersonal skills.
- Ability to work independently, manage deadlines, and collaborate effectively within a team.
- Political acumen and a commitment to the aims of the Rosa-Luxemburg-Stiftung.
- Proficiency in English (both written and spoken). Additional proficiency in Nordic languages or German is advantageous but not a requirement.

What We Offer

- An opportunity to work closely with political actors across the Nordic region and Europe on pressing issues.
- Collaboration with one of the world's largest left-wing organisations.
- A contract for services running from **15 February 2025 to 15 December 2025**.
- **Compensation:** €12,000 excl. VAT, paid in four installments (terms and conditions apply).
- Coverage of essential travel and accommodation costs related to the project.
- Potential for contract extension for the 2026-2028 programme period, subject to funding availability and evolving project needs.

Terms of Reference

- 1. Article Series Production & Visibility**
 - Support the coordination and production of the *Northern Exposure* article series, ensuring timely publication of 10 articles throughout the year. This includes liaising with authors and editing contributions.
- 2. Political Reporting & Analysis**
 - Regularly report on political developments across the Nordic countries (Denmark, incl. Greenland, Finland, Iceland, Norway, and Sweden), providing insights and updates during monthly meetings with the RLS PM.
 - Advise on political trends in the region, particularly in relation to left-wing movements, social movements, and the socio-political landscape.
- 3. Assurances with PR & Networking Support**
 - Support RLS Brussels in its public relations efforts to enhance visibility for project outcomes, especially through the RLS website and related communication platforms.

- Assist with networking activities in the Nordic region by helping to establish and maintain connections with political actors, civil society organisations, and other relevant stakeholders.
- 4. **Support for Event Coordination and Visits**
 - Provide assistance in the preparation and implementation of a project-related event or visit in the Nordic region or Brussels (tentatively scheduled for autumn 2025). This includes supporting the development of the event concept and programme, working closely with the RLS PM.
 - Assist with logistics for the event or visit, including supporting communication, arranging accommodation, transportation, and managing reimbursements.
 - Accompany the delegation during the visit, providing on-the-ground support, ensuring smooth operation, and assisting with documentation and other tasks as needed in coordination with the RLS PM.
- 5. **Invoice Submission**
 - Submit invoices for completed work in instalments, based on the completion of specific deliverables or time periods, as outlined in the agreement.

How to Apply

Interested contractors should submit their proposal, including a CV and a brief outline of relevant experience, by 5 February 2025, 9:00 a.m. to Ada.Regelmann@rosalux.org.

Application Process

Shortlisted candidates will be invited for a brief interview on **Thursday, 06 February 2025**, between **10:00 AM and 1:00 PM CET**. The interviews will be conducted virtually, and candidates will be notified of their specific interview time in advance.

Selection Criteria

The selection will be based on the following criteria:

- **Proven track record in project coordination (CV/Interview) – 35%**
Demonstrated experience in coordinating projects, managing multiple tasks, and meeting deadlines effectively.
- **Comprehensive knowledge of the political landscape in the Nordic region and Europe (CV/Interview) – 35%**
In-depth understanding of the political dynamics in the Nordic countries and the broader European context, particularly in relation to left-wing movements and socio-political issues.
- **Communication skills (Interview) – 20%**
Strong verbal and written communication skills, including the ability to present complex ideas clearly and engage with diverse stakeholders.
- **Other soft skills (languages, teamwork, etc.) (CV/Interview) – 10%**
Proficiency in languages, ability to work collaboratively within a team, and other relevant interpersonal skills as specified in the profile.

Each of these criteria will be assessed through the candidate's CV and the interview process.