

Call for Tenders

If you are interested in this service and identify with RLS's values and objectives, please send your application, including a resume or presentation of your organisation, a cover letter specifying how you plan to approach the project and your price quote (net prices, specifying the price per day). Please also submit relevant work samples and references.

To **Jeanne Planche**
Project Manager
Jeanne.planche@rosalux.org

Deadline is May 28 2023,
15:00 CET.

This Call for Tenders is issued in the framework of the RLS Geneva Office, which wishes to continue its work in the field of social rights. Given the great success of the first and second "Night of Social Rights" (April 2021 and May 2022), RLS-Geneva decided to organize a yearly "Night of Social Rights", in 2023-2025. The main topic in 2023 will be the 75th anniversary of the Universal Declaration of Human Rights. RLS Geneva is looking for an event or communication company to produce and coordinate the organization of the event. More information on the previous Nights: <https://rosalux-geneva.org>

Summary of the tasks (for 3 Nights, from 2023 to 2025):

- **Production:** general coordination of all RLS offices involved in the project, speakers, partners; feasibility and technical realization (scenography, recording and broadcasting); financial set-up and budget monitoring ; digital communication.
- **Programming:** develop a concept for the Night around the 75th anniversary of the UDHR; general programme; invitation to speakers; follow-up with speakers and facilitators before, during and after the event. Same on other topics for 2024 and 2025.
- **Graphic design and communication strategy:** develop a graphic language, visual, programme, poster, social media visuals.
- **Logistics** of three studios (Geneva, New York, New Delhi for 2023, maybe more in 2024 and 2025).
- **Reporting** on the activities.

About us: The Rosa-Luxemburg-Stiftung is an internationally operating non-profit organisation for civic education affiliated with Germany's Left Party. It is a discussion forum for progressive political alternatives and a centre for critical thinking and research both in Germany and throughout the world. The Geneva office serves as the liaison office to the UN institutions in Geneva, but as well works thematically towards the issues of global social rights, socio-ecological transformation and transnational organizing.

About you: We are looking for candidates with relevant experience in event production and communication. Excellent command of English (German and/or French or Spanish would be an advantage) in your team. Clear understanding of project needs, suitability of the project proposal with project needs, experience of working with progressive organisations and political education would be an asset.

Timeline: The contract starts on June 5th, 2023 and the service should be completed by 30 October 2025. The first event might take place on December 10-11, 2023.

Award criteria : 50 per cent price, and 50 per cent experience.