

CALL FOR TENDERS
FOR EXTERNAL SUBCONTRACTING:
Journalist – Re-reader – Editor
Communication Expert for the SDA communication tools

The SDA asbl (Social Development Agency), which manages among others the European project of Information Point on the Commission Budget line “Information, Consultation and Participation” (04030303 Budget heading) is launching a call for tenders for one Journalist - Editor corresponding to the following description:

- **Journalist – Re-reader - Editor:** In the framework of the “Infopoint project” which has the financial support of the European Commission, and which is focused on the Worker Representation and Information and Consultation bodies (EWCs), the SDA needs a communication expert, journalist - editor, to help work-out, write and edit the contents of the SDA publications and studies, in particular its quarterly review on Participation and Representation “PaRL”, write summaries and EWC analyses and reports on this particular topic. This person should be familiar with the trade union environment, social dialogue, European Works Councils and, among others, the EU directives on information and consultation and EWC representation bodies. The person in charge of this task should preferably have an experience of several years in this field, be familiar with the relevant Edition and IC Technologies and usual word processing and desktop publishing software and be able to quickly respond to the SDA publication requirements. This person would work closely with the existing SDA staff. A particular mission will consist in the proof-reading and the contents editing of the PaRL (Participation and Rights Letter), a quarterly Review of the Social Development Agency, as well as the reporting and publishing of a Report on the activities on specific Workshops and conferences, up to the paper publication.
- The work for 2009 will extend over a time span of several months till mid-November 2009, with a wage equivalent to 25 full working days at €400 a day.

According to the needs, The SDA asbl will establish one or several contracts with one or several external experts in the corresponding fields, indicating :

1. the field(s) required for such expertise ;
2. the elements of calculation of the wages and terms of payment ;
3. if necessary other technical factors required for the adequate enforcement of these contracts of services.

The experts must be in a position to deliver quality services and be familiar with the trade union, political, economic and social terminology.

The tender will be awarded to the lowest and best bidder, which means that the bid with the best quality / price ratio will be retained, taking into account the specific criteria of the object of the tender. In this process, SDA asbl pledges to abide by the principles of transparency and equal treatment to avoid any conflict of interest.

The bid validity period shall be 40 days after the deadline for bid submissions: 01/03/2009, date of publication of this call for tenders on the website of SDA asbl (Social Development Agency):: <http://www.sda-asbl.org>

All candidates should send their bid by registered mail or hand it over directly to Mr Ludo VEKEMANS, SDA asbl, Bd du roi Albert II n° 5 – B- 1210 Brussels.

If the bids are sent by registered mail, the date of registration shall be taken as the postmark date.

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