

CALL FOR SERVICES IT SUPPORT FOR ONLINE EVENT

1. Background

The European Network of Political Foundations (ENoP) is a cooperation structure, serving as a communication and dialogue tool between the European political foundations and the Institutions of the European Union (EU), as well as civil society actors in the fields of democracy support and development cooperation. Furthermore, the network provides services to its members to facilitate their participation in the respective programmes of the EU.

ENoP brings together 54 member foundations from 22 European member-states and the UK. The members are affiliated to six political party families represented in the European Parliament (Renew Europe, EPP, S&D, ECR, Greens/EFA, GUE/NGL), but are independent in their decision-making and financing of international projects.

The Get Involved! Project constitutes a pilot initiative of the Europe Commission, aimed at exploring the avenues for collaboration with political parties in partner-countries through a multi-party approach. The objective of the project is to empower women in politics across political party lines in two target countries, namely Morocco and Benin.

In the context of the project specificities and as part of its activities, ENoP together with member-foundation IJEK (consortium partner) have committed to implementing a 4-day online event for a selected number of project participants from Morocco and Benin. The objective of the event is to contribute to reconciling the results of the project and trainings delivered across political party affiliations as well as to bring participants from the different political parties together for a joint exchange of best practices.

The online event will take place between 25 and 28 October 2021 with participants from Morocco, Benin and Europe (Brussels). The host of the event will be ENoP, therefore we are looking for an IT company to support us in hosting the event, establishing connection with participants and interpreters, and ensuring smooth functioning of all technical aspects of the event.

2. Tasks to be performed

We are currently looking to engage an IT company to support us with several services for above mentioned online event, namely:

- Hosting online event via ZOOM (or other online platform);
- Ensuring and managing connection with participants from other countries;
- Integrating interpretation;
- Other event related IT services upon request

3. Date and location

Date: 25-28 October 2021 (4 full days)

Location: Online

4. Profile and expertise

ENoP is looking for an IT Service provider with the following profile:

- Profound expertise with management of online events, especially large scale conferences;
- Expertise with remote IT support;
- Excellent English skills.

5. Remuneration and other compensations

Offer based.

6. Award criteria

Best value for money. The evaluation team will place an average weight of 40% to the price component and 60% to experience and content of each offer.

7. Procedure for expression of interest

Experts with the above-mentioned profile are kindly invited to send their CV, outlining their relevant experience and their expected overall fee for services requested. The applications shall be sent to Aleksandra Starčević aleksandra.starcevic@enop.eu by **30 September 2021**.