

INVITATION FOR BIDS

Subject: Bid proposals for media/social networking services consultant.

The *Permanent International Secretariat* (PERMIS) of the Organization of the *Black Sea Economic Cooperation* (BSEC) wishes to contract a media/social networking services consultant for a period of six months, starting from 15.01.2022 until 15.07.2022 and will be accepting relevant bid proposals from interested parties.

Among other, the referenced services shall include:

- Regular consulting on media/social networking services issues in order to expand the visibility of the BSEC PERMIS;
- Assisting in the coordination of the promotional activities on the occasion of the BSEC 30th anniversary;
- Following and participating in the events/projects, indicated by PERMIS, and formulating and editing the relevant draft Press Releases in the English language;
- Following the presence of BSEC PERMIS in social media and informing thereon as well as advising on promoting its visibility accordingly, including fulfilling duties to be assigned in this connection;
- Drafting, formatting and editing various texts including those BSEC PERMIS will decide to upload to its social networking media;
- Advising on ways and means for enhancing the visibility of BSEC PERMIS in the Organization's Member States, in third countries and vis a vis other international organizations;
- Having good contacts with the media outlets;
- Following the media outlets of other BSEC Related Bodies, in order to achieve the necessary coordination among them.

As the official documentation language of the BSEC PERMIS is English, interested bidders should master the latter as their native language (please provide proficiency test scores/diplomas).

Bids must be received no later than 15 December 2021 at the following BSEC PERMIS e-addresses:

nyavuzalp@bsec-organization.org

The date on the e-message forwarding the bid of the interested party will be considered.

Bids received after the above date will not be accepted and will be returned to the sender.

All bids received by the deadline date shall be reviewed by a Committee of BSEC PERMIS senior staff members. All bids must include a detailed CV of the bidder, the requested information and be accurate and comprehensive. Candidates to be pre-selected by the Committee will be requested to do an online interview before the final decision is taken on the bid award.

The amount for the requested services covering all the above six months period is 1000 Euro per month. The established amount includes all costs and profits as well as any tax obligation that may be imposed on the media/social networking services consultant.

Upon selection of the winning contractor BSEC PERMIS will send a Bid Award Notice to the selected contractor.