

RLS SEA is looking for project filling control service

0. Background of RLS

The Rosa Luxemburg Stiftung (short forms the "RLS") originated from the registered association in Germany once called "Social Analysis and Political Education" and founded in Berlin in 1990. In 1996, the RLS was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "Linkspartei" ("Left Party"), which together with the so-called "WASG" formed the new party "Die LINKE" ("The Left") in 2007. Nowadays, the RLS is affiliated with this German political party and works closely together with "The Left" worldwide.

The RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In April 2009, the RLS Regional Representative Office for Southeast Asia (RLS SEA) was opened in Hanoi (Vietnam) managing activities and partnerships in Vietnam, Cambodia, Laos and Myanmar.

In the Southeast Asian region, RLS SEA embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and "grass-root" organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and participatory politics.

1. Terms and execution period

RLS SEA is under the process of filling the project document, thus we are looking for project filling control service to assist the Director in controlling task. We are calling for tender from interested services companies or individuals.

RLS SEA will award one year contract for project filling control service with the possibility of extension for 2 more years depending on the assessment of RLS SEA and the agreement of both Parties in writing.

The support service will be the onsite service with the maximum of 10 hours per week.

2. Criteria for assessment of the tender

RLS SEA will evaluate and assess the submissions of the interested applicants upon a set of criteria. These include:

- Track record and experience in the provision of such service with international organizations;
- Service rate (monthly basis or hourly rate);
- Education and training background;
- English language is a must;
- Ability to communicate in German language is an asset;
- Flexibility regarding working time on short notice.

3. Duties and Tasks

- Review all RLS SEA's project files according to RLS SEA's project filling checklist;
- Communicate with RLS SEA's project managers about the missing documents or any shortage of the project filling folders (if any);
- Report the quality of the project filling to the Director.

4. How to apply

Interested service providers or individuals are invited to submit their application including a most updated CV and a proposal in which you state clearly the desired rate for this service. Application should be sent to Mrs. Nguyen Le Hang at: nguyen.lehang@rosalux.org latest by 28 June, 2017 at 5 PM.