

TERMS OF REFERENCE

SUPPORTING TASK OF PROJECT DOCUMENTATION

About Rosa Luxemburg Stiftung

The Rosa-Luxemburg-Stiftung (RLS) is an internationally operating non-profit institution that has become a provider of political education and a center for progressive social research in both Germany and throughout the world. It is part of a transnational, progressive and solidary network striving for democratic and social participation and empowerment. RLS works within the tradition of workers' and womens' movements and is affiliated with the German political party "The Left/ Die Linke".

Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) embraces the mission of supporting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. The RLS SEA Regional Representative Office has been opened in April 2009 in Hanoi and is currently cooperating with approximately 15 partner organizations such as academic institutions and universities, non-government-organizations (NGOs) and government institutions as well as with parliaments. RLS SEA's activities and partnerships focus on a variety of issues under three major themes, i.e. "program components" such as "social justice", "socio-ecological transformation" and "international dialogue".

ORDER DESCRIPTION

RLS SEA now calls for a potential short term assistant to submit offers for **supporting RLS SEA in photocopying** with the detailed scope of works as in follow:

A. SCOPE OF SERVICES

- Assist RLS SEA team in photocopying all the documents of projects of the past funding cycle.
- Other supporting tasks as requested.
- Duration of the service would be approx. July-October 2018 and 40 working hours per week, which can be adjusted according to availability of the potential assistant as well as to needs of RLS SEA office.

B. Minimum Criteria for RLS SEA's assessment of the offers:

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

1. Service fee;
2. Proven capacity to carry out the full set of all requested services;
3. Track record and evidence based experiences in the provision of such services with international organizations.
4. Fluently in English language.



ROSA LUXEMBURG STIFTUNG SOUTHEAST ASIA

C. Application:

Interested service providers/assistants please submit their offers including a motivation letter with a proposed fee for this service and most updated curriculum vitae as well as reference letters, if possible.

Applications should be sent via email to Ms Nguyen Thu Trang at: ThuTrang.Nguyen@rosalux.org, latest by 15 July 2018 at 5 PM.