EIGE
European Institute
for Gender Equality

Vilnius, 10/07/2014

Subject: **Local Communication support to the implementation of EIGE's Communication Strategy in Lithuania**

Reference number: **EIGE/2014/OPER/23**

Description of the contract:
The European Institute for Gender Equality (EIGE) envisages awarding a low-value contract for provision of public relations services that would support Communication Team in performing institutional communication and building-up the overall visibility of the Institute.

Description of the requested services:
The contract aims at to obtaining external professional expertise and technical assistance required by EIGE, and primarily by its Communication Team, in order to reach the goals and objectives on institutional communication, as announced in EIGE's Communication Strategy.

The professional services sought through this tender are grouped into four services:
- Organisation of press-conferences and other press-related activities (press-releases, follow-up calls, etc.) hosted in Vilnius, Lithuania.
- Developing and updating texts and illustrations for EIGE's website and EIGE's social media accounts in LT and EN languages.
- Production and distribution of information material related to Lithuania media activities;
- Developing and updating the Local Communication Work-Plan for all above listed activities.

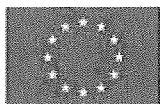**Description of the procedure:**
This ex-ante publicity is the first stage of the negotiated procurement procedure through which EIGE may award the above-mentioned contract.

All parties interested in providing the services described above should express their interest (400 words maximum), by e-mail, to procurement@eige.europa.eu with the subject reference **EIGE/2014/OPER/23, before 16 July**.

Tender documents will be sent by e-mail.

This publication constitutes no obligation for EIGE to launch the mentioned procurement procedure.

We look forward to receiving your declaration of interest.

EIGE European Institute for Gender Equality

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