



## CALL FOR TENDERS

Date of publication: August 5, 2016

FMSH launches this call for tenders under the European project CASCADE GA No. 613354 to subcontract for the production of:

- i- a database (dissemination and outreach),
- ii- network's website,
- iii- policy recommendations.

These tasks are related to the Work Package 10 of CASCADE EU project.

### Detailed descriptions of the tasks to be subcontracted:

#### I. DISSEMINATION AND OUTREACH

Bring the research materials to the attention of European and Caucasus policy-makers, legislators, academia, civil society and media. The research findings will be disseminated through four means: 1) targeted emails including alerts and newsletters; 2) keeping regular contacts with the media; 3) using the existing social media accounts of the project; 4) presenting research materials at conferences and workshops.

Expand and update the existing database to make sure that all those interested in Caucasus affairs (in particular policymakers) receive regular alerts on new publications or planned events.

This will be achieved through:

- Identifying the key policymakers working on the Caucasus within key EU and international institutions (NATO, Council of Europe, OSCE), as well as EU Member States
- Updating the project's database with the view to targeting information to specific groups of stakeholders

Develop the content of a leaflet based on the summary of the project findings and contribute to the leaflet's dissemination. This will be achieved through:

- Summarising the project's findings in cooperation with CASCADE scientific coordinator and researchers;

Disseminate the leaflet among policymakers and other stakeholders

Provide support to the organisation of the final workshop by:

- Drafting a list of key stakeholders in Brussels,
- Inviting them to the event.

## **II. NETWORK**

Develop and expand a network of experts working on the region

This will be achieved by:

- Identifying scholars from Europe, the Caucasus and other countries;
- Developing the network's website;
- Envisaging possible activities for the network

## **III. POLICY RECOMMENDATIONS**

Support researchers with the delivery of opinion articles, shorter policy briefs and drafting policy recommendations and memos

This will be achieved through close interaction with the project's researchers by:

- Discussing their findings,
- Helping them formulate policy recommendations
- Reviewing the briefs and memos.

## **IV. OTHERS**

Support Twitter, Facebook and general social media activities of the project. Ensure extensive coverage of the workshops and conferences on social media by using specific hashtags and encouraging participants to join virtual live coverage.

### **SPECIFIC QUALIFICATIONS OF THE PERSON (MANDATORY):**

- Experience in policy-oriented research/writing policy memos
- Experience in designing/managing websites/Twitter accounts
- Experience in designing/managing complex databases
- Experience in preparing and disseminating a newsletter
- Ability to create, manage and expand a network
- In-depth knowledge and practice of the EU policymaking community
- In-depth knowledge of the Caucasus context
- At least 5-10 years of experience in related fields (communication, policy-oriented research, dissemination of policy-oriented outputs)
- Excellent communication and organizational skills
- Diplomatic skills
- Responsiveness and ability to perform different tasks
- Accuracy, reliability and ability to meet deadlines
- Ability to take initiatives and independent actions
- Fluency in English (both written and spoken)
- Fluency in Russian and proficiency in one of the Caucasus languages is an asset
- Diplomas Master or PhD in communication, political science, IR

**CLOSING DATE OF THE TENDER: SEPTEMBER 15, 2016**

**PLEASE SEND YOUR PROPOSAL TO:**  
Laure DELCOUR [ldelcour@msh-paris.fr](mailto:ldelcour@msh-paris.fr) and  
Myriam MORCEL [mmorcel@msh-paris.fr](mailto:mmorcel@msh-paris.fr)  
**before 15/09/2016**