TENDER

CEEweb for Biodiversity publishes this Tender as part of the implementation of the project CSO-LA/2019/410-363 “Game over? Do not let climate change end the game” on behalf of its project partner PersonaR Kft.

Sub-tasks of the tender:

1/ Graphic design during the entire period of the project
- preparation of main graphic materials used in the project (ie: pictures, roll ups, leaflets, publications)
- design of visual products used in all kind of social media platform
- quarterly survey and evaluation of visual products created by project partners, coordination if necessary
- 48 hours response time availability for creating the first version of the design
- collaboration with other communication and graphic designer experts and partners working on the project

2/ Media and PR communication analysis
- management of prime PR tasks of the project, with special attention to the media communication and keeping contact with the press
- coordination of earned media tasks
- quarterly analysis of media communication tasks on the basis of monitoring social and conventional media.
- submitting detailed annual analysis and consultation for client
- participation at online workshops on a quarterly basis, evaluating the communication of the project in order to define the tasks of the following quarter
- collaboration with other communication experts and partners working on the project

Conditions of application: monthly fee offer, Curriculum Vitae and references of previous works

Subcontractor could be involved as well with whole responsibility taken on its behalf

3/ Social media marketing
- managing the social media platform of the project according to the communication strategy and the commands of the project owner
- providing contiguous content on prime social media platforms and on the own webpage based on content calendar (with special attention to contents provided by project partners)
- coordination of shared and owned media tasks
- submitting detailed annual analysis and consultation for client
- participation at online workshops on a quarterly basis, evaluating the communication of the project in order to define the tasks of the following quarter
- collaboration with other communication experts and partners working on the project
4/ Marketing communication tasks

- preparing annual project-workshop analysis from the promotion material uploaded by project partners
- coordination of paid media tasks with special attention to powerful video materials and the activity of project partners
- wording of CTA messages
- submitting detailed annual analysis and consultation for client
- participation at online workshops on a quarterly basis, evaluating the communication of the project in order to define the tasks of the following quarter.
- collaboration with other communication experts and partners working on the project

Conditions of application:

a/ Applicants may apply to deliver only one (or several) sub-tasks
b) Applicants may apply to deliver sub-tasks 1-4 in one application
c) Applicants may be a group of freelancers submitting application as a consortium

Application must include Curriculum Vitae and references of previous works

Price offer must be calculated in monthly fee offer

Subcontractor could be involved as well with whole responsibility taken on its behalf

Questions and comments are welcome to be sent for the following email address: communication@climategame.eu

Applicants are invited to submit their bids by 31 March 2020 to the following e mail address: budapest.office@personar.hu

Applicants submitting bids will be notified of the decision by 3rd April 2020 and contracted by 6th April 2020 the latest.