

Title:  
Host for Europahuset Stockholm and Social Media Manager  
Contracting authority:  
[European Commission, DG Communication \(COMM\)](#)

Start date:  
06/05/2022

Deadline to express interest:  
17/05/2022

Status:  
Open

**Tender  
reference  
number** COMM/STO/2022/MVP/0386-ExA

**Title** Host for Europahuset Stockholm and Social Media Manager  
*Please note that this is not a call for tenders but a publication announcing the Contracting authority's [intention to publish a future negotiated low or middle value procedure](#).*

**Description** Support services to events organised in Europahuset Stockholm and Social Media management support as well. The EC Representation seeks to conclude a contract with a staffing company providing full-time intra muros services. The Contractor will be requested to provide two experts on a full time basis (40 hours per week, Monday-Friday, public holidays excluded). - One expert will be required to support the organisation of events and study visits in Europe House, which is situated on Regeringsgatan 65, Stockholm and has a maximum capacity of 120 visitors. Tasks include the coordination of the planning of events and study visits, support to events organising (registration of participants, preparation of name plates, arranging the room, preparing microphones, distributing documents) and streaming and recording of the events, using already installed AV equipment. - One expert will be required to work within the Representation's public communication team and support the social media activities on Facebook, Twitter, Instagram and YouTube. Tasks include the preparation of posts, including AV materials, preparation of live streaming, advertising and monthly analysis of the quantitative and qualitative performance of the social media activity. Both expert profiles require a fluency in Swedish. The services shall be provided in the period 1 September 2022 to 28 February 2023.

**Contract  
type** Services

**Procedure  
type** Planned negotiated procedure for middle/low value contracts

**Status** Open

**Published  
on TED** 

**Main CPV** 79416000