

Invitation to Tender

To the executive recruitment company

European Humanities University (EHU) provides students from Belarus and the region with a liberal education in a free and democratic environment. EHU was founded in Minsk in 1992. Since 2006 EHU has operated in exile in Vilnius with the status of a European Union-based private non-profit university accredited by the Government of Lithuania. Adhering to Bologna Process principles and occupying an important intellectual space in the geographical and intellectual transition zone between Eastern and Western Europe, EHU is committed to humanities and liberal arts education as the essential foundation for the civic and professional lives of citizens and for the development of inclusive and creative democratic societies.

EHU is seeking an experienced International Executive Recruitment company to assist in the recruitment of candidates for the position of Rector. The Rector shall be a person whose professional qualities and personal capabilities meet the requirements described in the specific description of profile. See attached document *EHU_Rector_Profile_February29.doc*. Full description will be provided to the successful company.

One of the necessary requirements for a candidate is that he/she must have a long experience of living and working in European Union countries, or either in Belarus or Ukraine.

Requirements for the recruitment company

- At least 15 years experience in the international executive recruitment area;
- Trusted International Experts from European Union countries;
- Use of Executive Search methodology (executive level assessment methodology);
- Taking full project leadership – from finding and attracting the right candidates to the assistance with signing of the employment contract;
- Providing a detailed timeline for the Recruitment process, according to EHU inner rules;
- The company should be certified according to ISO 10667-2.

The timelines

The timeline for the tender:

2024.04.02	-	Publication of this Invitation to Tender
2024.04.17	-	Deadline for tender submission to EHU
2024.04.22	-	Tender evaluation period

2024.04.23	-	Shortlisted suppliers informed
2024.04.30	-	Consultations with Shortlisted suppliers
2024.05.03	-	Internal approval
2024.05.15	-	Tender outcome and signing of the Contract

The bidders must submit their tender proposition **within the deadline (2024, April 17)** to oksana.zlotnikova@ehu.lt or via procurement solutions platform Merccell.com

The timeline for the Candidate search process is detailed in the “Rules of Procedure for the Recruitment of the Rector of the Public Institution European Humanities University”, approved by decision of the General Assembly of Part-Owners of EHU on February 29, 2024. The document is attached - *Rules_of_recruitment_procedure.doc*

Response to the tender

Bidders will be required to complete a Tender Response Document detailing how they meet EHU requirements.

Tender Response Document

	EVALUATION AREA	OUR REQUIREMENTS
1	Knowledge, skill and transferable experience (incorporating delivering the stated recruitment principles)	EHU is seeking a capable / experienced company experienced in the international field. Please tell us how your organisation’s track record and transferable skills can and will meet EHU requirements.
2	Geographical specificity	EHU is looking for a company operating in European Union countries.
3	Methodology and approach to meet our requirements (within the timelines) including transferable experience of executive recruitment for similar positions.	Please outline the approach your organisation will take to meet our requirements. Please reference any key transferable experience or approach taken by your organisation for a similar position and/or organisation type. Your response should detail your key approaches to providing EHU with a shortlist of good candidates.
4	Policies, processes and protocols (and success) at delivering Diversity & Inclusion	Diversity & Inclusion is imperative to EHU, please outline how you have embedded policies, processes and protocols to successfully deliver D&I requirements.

		Please illustrate how your approach aligns with EHU requirements
5	Cost	EHU is committed to value for money. You should detail your cost proposal (for the immediate and future requirements).
6	Additional information	

Conduct

- The bidder must not communicate to any person the tender price, even approximately, before the date of the signing of the contract other than to obtain, in strict confidence, a price for insurance required to submit the tender.
- The bidder must not try to obtain any information about any other person's tender or proposed tender before the date of the signing of the contract.
- The bidder must not make any arrangements with any other person about whether or not they should bid, or about their tender price.
- The bidder must not offer any incentive to any member of EHU staff for doing or refraining from doing any act in relation to the tender.
- If the bidder engages in any of the activities set out in this paragraph or if EHU considers the bidder's behaviour in any way unethical, EHU reserves the right to disqualify a bidder from the procurement.
- The bidder must represent and warrant that a conflict of interest check has been carried out and that check revealed no conflicts of interest.
- Where a conflict of interest exists or arises or may exist or arise during the procurement process or following the signing of the contract the bidder must inform EHU and submit proposals to avoid such conflicts.
- Bidders must obtain all information necessary for the preparation of tenders themselves at their own responsibility and expense. EHU is not liable for any costs incurred by the bidder as a result of the tendering procedure. Any work undertaken by the bidder prior to the signing of the contract is a matter solely for the bidder's own commercial judgement.

Acceptance of Tender & Notification of Award

- EHU reserves the right to amend, add to or withdraw all or any part of this tender at any time during the procurement.
- EHU shall not be under any obligation to accept the lowest price tender or any tender and reserves the right to accept such portions as it may decide.
- The bidder will be notified of the outcome of the tender submission at the earliest possible time.

- Nothing in the documentation provided by EHU to the bidder during this procurement or any communication between the bidder and EHU or EHU representatives, employees, agents or advisers shall be taken as constituting an offer to contract or a contract. No tender will be deemed to have been formally accepted until the successful bidder has received a formal
- confirmation letter from EHU.

Additional Information

Websites: www.ehu.lt and <https://www.mercell.com/en/>

Specific description of Rector profile is attached - *EHU_Rector_Profile_February29.doc*

The document “Rules of procedure for the recruitment of the Rector of EHU” is attached - *Rules_of_recruitment_procedure.doc*