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**PROCEDURE FOR THE SELECTION OF RAPPORTEUR-INFORMATION
ASSISTANT OF THE BALTIC SEA ADVISORY COUNCIL (BSAC)¹**

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¹ BSAC: The Baltic Sea Advisory Council, see www.bsac.dk

PROCEDURE FOR THE SELECTION OF RAPPORTEUR- INFORMATION ASSISTANT OF THE BSAC

1. Introduction

At its meeting on 4th February 2026, the BSAC Management Team took note of and approved the initiation of a new tender for a rapporteur. The BSAC Management Team agreed to take on the task of Independent Evaluation Committee.

The Baltic Sea Advisory Council is launching a negotiated tender procedure because the value of the service contract is €45.259 (this amount comprises a fee of €41.365 and estimated total travel and subsistence expenses of €3.894 during the period of this contract).

The contract to be signed with the successful tenderer is concluded for a period of 12 months: 1st April 2026 until 31st March 2027. The contract will be subject to conclusion between the Commission and the BSAC of a Specific Agreement for an operating grant for the same period. There will be the possibility for two x 1-year extensions of the contract. Applicants are asked to indicate already when applying if they are interested in extending the contract with the possibility of two x 1-year extensions (2027-2028 and 2028-2029). The extension of the contract will, among other things, depend on the renewal of the Specific Agreement signed by the Baltic Sea Advisory Council with the European Commission on an operating grant.

2. Procedure

1. A call will be issued by the Secretariat seeking suitable and qualified candidates to act as a BSAC “Rapporteur-Information Assistant”. It will be published on the BSAC website, BSAC members will be asked to distribute it and it will be sent to the other Advisory Councils for them to disseminate.

At least 3 candidates will be invited to submit a tender.

A document called ‘Tender Specifications for the Selection of a “Rapporteur-Information Assistant” of the BSAC’ (see Annex A) will be sent to all interested parties. Interested parties will be expected to respond to the BSAC Secretariat within 14 calendar days from the date of publication. That is by **24 February 2026 by 17:00 CET**.

2. In order to tender for this position, interested parties MUST fill out the Tender Application Form and Tender Templates in Annex B.

Annex B.1 is the Tender Application Form.

Annex B.2 deals with the Selection Criteria. Annex B2.1 Background seeks relevant information from the applicants on the experience that they have gained in similar roles. Annexes B2.2 and B2.3 seek information on availability to carry out the duties and references as well as agreement with the financial terms.

Only those applicants who meet the selection criteria will be considered for further evaluation. The award criteria are based on the information provided by the applicants in Annex B.3

3. An independent Evaluation Committee consisting of the chair the BSAC Executive Committee, the Chairs of the Ecosystem Based Management, Demersal and Pelagic Working Groups, the Chair of the General Assembly and the Executive Secretary will assess the applications and score the positions through a written procedure (please see Annex A for scoring system). The Executive Secretary of the BSAC will also coordinate the procedure. The procedure is still valid if not all invited candidates submit a tender, as long as at least one tender passes all criteria and can lead to contract signature. Even if there is only one tender, there must be an evaluation assessing if it passes all criteria

4. The Evaluation Committee will report to the Executive Committee and inform the membership of the outcome of the scoring. The Evaluation Committee will be expected to prepare their recommendations for approval by the Executive Committee in a written procedure by 15th March 2026 at the latest. If needed, the Evaluation Committee will meet and/or invite candidate(s) to take a final decision.

5. The applicant who scores the highest points after this assessment will be put forward as “Rapporteur-Information Assistant” of the BSAC and will be ratified by the Executive Committee.

6. If the Executive Committee cannot ratify the recommendation of the Evaluation Committee, a new procedure will be held without taking into account the results of the procurement evaluation.

Annex A
**Tender Specifications for the award of the contract for a “Rapporteur-
Information Assistant” of the BSAC**

A1. Object and submission

This is an open procedure for the selection of a Rapporteur-Information Assistant for the BSAC. The maximum value allocated to this service contract will be up to €41.365 (plus travel expenses, estimated at €3.894) from 1st April 2026 until 31st March 2027.

Tenders must be submitted as follows:

- received by email no later than fourteen calendar days (24th February 2026 by 17:00 CET, following the date of publication of the tender notice to the following address:

The Baltic Sea Advisory Council – bsac@bsac.dk

The estimated number of days of work in a year period is as follows:

Attending, taking a record of and producing reports of meetings of the Executive Committee (4 in the tender period, 3 days per meeting including preparation, travel and report writing time = **12 days**)

Attending, taking a record of and producing reports of meetings of the General Assembly (1 in the tender period, preparation and report writing time = **2 days**)

Attending, taking a record of and producing reports of meetings of the BSAC Working Groups and Focus Groups (8 in the tender period, 3 days per meeting including preparation, travel and report writing time = **24 days**)

Producing BSAC recommendations, technical reports and information notes (10 reports x 2 days = **20 days**)

Attending BALTFISH meetings (4 in the tender period, 3 days per meeting including preparation, travel and report writing time = **12 days**)

Attending other external meetings of relevance to the BSAC (20 in the tender period, 1 day-per meeting including travel and report writing time = **20 days**)

Assisting the Executive Secretary with information gathering, website updates and compilation and production of the monthly BSAC members' newsletter = **46 days**

Raising awareness amongst fishers and other interest groups in the Baltic Sea area about the work of the BSAC and Baltic fisheries information through the preparation of press releases and other communication material. = **14 days**

Translation/summarising information from meetings, other information and extracts from the newsletter into relevant Baltic language(s) = **18 days**

Total = 168 days

The successful applicant will be able to reclaim travel and subsistence costs on an actual cost basis, evidenced by receipts. Travel and accommodation will be booked by the BSAC Secretariat on behalf of the “Rapporteur-Information Assistant” within the

financial limits set out in this document and in line with the BSAC reimbursement policy². Individuals and organisations that have contracts to provide services to the BSAC are entitled to claim the following costs:

Flight fares (economy class), train and bus fares (excluding local transport) and ferry fares (including the cost of transporting a car) up to EUR 600; Mileage (EUR 0.30 per km).

Hotel costs per night up to: Belgium EUR [178]; Denmark EUR [208]; Sweden EUR [225]; Finland EUR [170]; Estonia, Germany, Latvia, Lithuania, and Poland EUR [140]; Other countries EUR [140].

Costs for meals, local transport and parking are paid based on receipts.

These costs will be limited to a maximum amount per year set out in the contracts and/or tender documents and must be evidenced and supported. The number of nights of accommodation may not exceed the number of meeting days +1.

A2. Description of tasks

The role of BSAC Rapporteur-Information Assistant is to produce in English accurate, technical records of BSAC meetings, draft formal opinions of the BSAC and produce expert reports and draft opinions on fisheries matters for consideration at BSAC meetings or in written procedures within the BSAC.

This involves attending meetings of the BSAC and taking notes of the proceedings, then using these to produce in English draft records of the meetings. These records are then to be circulated among participants and revised according to their feedback. Final reports are then to be sent to the BSAC Secretariat for finalisation and dissemination.

The contract as Rapporteur-Information Assistant also involves producing technical fisheries-related reports and BSAC opinions. This involves preparing draft documents, circulating them amongst members and/or presenting them to BSAC meetings and producing final reports based on feedback from members. Final reports are then to be sent to the BSAC Secretariat for finalisation and dissemination.

The contract also entails the preparation of press releases and other communication material for the BSAC following on meetings or recommendations.

The position involves working closely together with the BSAC Executive Secretary in connection with the above tasks and in information gathering (also through the attendance of topical external meetings) and dissemination and providing translation services.

Decisions on the exact tasks and meetings assigned to the rapporteur-information assistant will be discussed and decided by the BSAC Chair, Vice-Chair and Executive Secretary.

A3. Selection Criteria (see templates provided under Annex B.1 and B.2)

In order to tender for this position, interested parties MUST fill out the Tender Application Form in Annex B.1. The candidates must also fill out the templates provided in Annexes B2.1 and B2.2.

Annex B2.1 seeks relevant information from the candidates on what experience they have from similar roles. The level of professional experience required is a minimum of 3 years (in total) experience in report writing in organisations relevant to fisheries and or the marine environment. A minimum of 2 reference persons is required. Only those applicants who meet the selection criteria will be considered for further evaluation.

Information on availability is required in Annex B2.2.

A.3.1. Financial terms

The estimated financial value of the contract is presented in the table below. The tasks may be adjusted according to the needs and in agreement with the BSAC Management Team and the BSAC Secretariat.

Fees per task	Number of days in the contract period	Price in Euros
Fee per day to attend, take a record and produce a report of meetings of the Executive Committee	Estimated number of days: 12	246 x 12 = 2.952
Fee per day to attend, take a record and produce a report of meetings of the General Assembly	Estimated number of days: 2	246 x 2 = 492
Fee per day to attend, take a record and produce a report of meetings of the BSAC Working Groups	Estimated number of days: 24	246 x 24 = 5.904
Fee per day for producing BSAC recommendations and technical reports	Estimated number of days: 20	246 x 20 = 4.920
Fee per day to attend, take a record and produce a report of meetings of BALTFISH	Estimated number of days: 12	246 x 12 = 2.952
Cost for other meetings of relevance and reports as required	Estimated number of days: 20	246 x 20 = 4.920
Fee per day for information gathering and dissemination	Estimated number of days: 46	246 x 46= 11.316
Fee per day for awareness raising and preparation of press releases and other	Estimated number of days: 14	246 x 14 = 3.444

communication material.		
Fee per day for translation and information summarizing	Estimated number of days: 18	246 x 18 = 4.428
Sum of estimated number of days	168	€ 41.328
Maximum value of contract		€41.365
Estimated travel and subsistence costs		€3.894

A4. Award Criteria (see templates to be provided Annex B.3.)

The contract will be awarded to the tenderer who offers the best quality for the money available based on the following award criteria.

A.4.1. Quality evaluation of the tender

A maximum of 160 points will be awarded for the quality of the tender. The criteria for the evaluation of quality are:

	To be provided		Maximum	Threshold
Criterion No 1: Please complete template B.3	Written text detailing your education, your experience and your understanding of the role of the BSAC and Advisory Councils and how the role of "Rapporteur Information Assistant" can support the work of the organisation.	1. Education	20	10
		2. Experience	30	15
		3. Understanding of the role	60	30
		4. Linguistic competence	50	25
		Sum	160	80

Only those tenders which reach the minimum threshold of points required for each of the criteria for the quality assessment will be considered for the overall evaluation.

A. 4.2. Overall Evaluation of Candidates

The assessment of the candidate who meets the minimum thresholds offering the best quality will be achieved on the basis of the result of the quality evaluation.

The results will be added together and the bid with the highest score at the end of the process will be put forward by the Evaluation Committee to the BSAC Executive Committee for approval.

Annex B Tender Application Form and Tender Templates

B. 1. Tender Application Form

Application form to be completed by each interested candidate

Name:

Address:

E mail:

Phone number:

I hereby declare that the attached information is accurate and in accordance with the facts.

Signature of the applicant

ANNEX B.2. SELECTION CRITERIA

Annex B2.1 Background

Please outline previous experience as “Rapporteur-Information Assistant”. Please clearly identify the body(ies) for which you have been rapporteur-information assistant, the nature of its/their business, the length of time you spent in the position(s) of rapporteur-information assistant, the start and end dates of your position(s) and what your responsibilities included in your position as rapporteur information assistant.

Only those applicants who fulfil the selection criteria will be considered for further evaluation.

	MINIMUM LEVEL	TO BE COMPLETED
Name of organisation	Minimum of 2 Organisations	
Number of years in a function similar to Rapporteur-Information Assistant	Minimum 3 years in total	
Average number of meetings per year	Minimum 3 meetings per year	
Academic qualifications	Relevant qualifications in a related discipline or relevant experience with the subject or fisheries sciences	
Languages	Written and spoken English Knowledge of one/more Baltic languages	

This is for providing information to support your experience above. Text should not exceed 500 words and should include background, qualifications relevant to the AC work, relevant experience and ambitions for the job.

Annex B2.2. Availability and references

Please find below the required template to provide information on your availability to act as rapporteur-information assistant for the BSAC.

Number of days you will agree to attend, take a record and produce reports of meetings of the Executive Committee	Minimum number of days: 12	
Number of days you will agree to attend, take a record and produce reports of the meeting of the General Assembly	Minimum number of days: 2	
Number of days you will agree to attend, take a record and produce reports of meetings of the BSAC Working Groups	Minimum number of days: 24	
Number of days you will agree to produce BSAC recommendations and technical reports	Minimum number of days: 20	
Number of days you will agree to attend BALTFISH meetings	Minimum number of days: 12	
Number of days you will agree attend other meetings or produce other reports as required	Minimum number of days: 20	
Number of days you will agree to assist with information gathering, website updates and production of newsletter	Minimum number of days: 46	
Number of days you will agree to assist with awareness raising and preparation of press releases and other communication material.	Minimum number of days: 14	
Number of days you will agree to assist with translation and information summarizing	Minimum number of days: 18	

Annex B2.3

Please provide **at least 2 references** that we can contact to verify the information above.

	Reference 1	Reference 2	Reference 3
Name			
Job Title			

Address and e mail			
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B.3 Templates to be completed with regard to the Award Criteria

Written text detailing your education, experience and understanding of the role of BSAC and how the role of Rapporteur-Information Assistant can support the work of the organisation. (max 500 words)