



Invitation for Offers for Executive Recruitment Services for CBSS Secretariat

1. Awarding Authority

(i) Information about the procuring organisation

The Council of the Baltic Sea States (CBSS) serves as a regional forum for intergovernmental cooperation and coordination among the 10 CBSS Member States – Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Sweden, as well as the European Union. The Permanent International Secretariat of the CBSS was established in Stockholm in October 1998. The Secretariat's premises are located at Wollmar Yxkullsgatan 23, 118 Stockholm. For more information about CBSS and the CBSS Secretariat, please visit www.cbss.org

(ii) Contact persons

The selected company will be working under direct guidance of the Chair of the CBSS Committee of Senior Officials and the CBSS Finnish Presidency (2023–2024).

Person authorised for contacts with potential bidders at the CBSS Secretariat:

Ms. Ligia Broström
Senior Administrative Officer
CBSS Secretariat
Wollmar Yxkullsgatan 23
Phone: +46 70 199 10 78
Mail: ligia.brostrom@cbss.org

2. Requested services

CBSS requires assistance in recruiting a new Director General of the CBSS Secretariat.

The CBSS Secretariat seeks bids from well-established executive recruitment companies with ability to recruit throughout the Baltic Sea region and with proven experience in the field of recruitment for executive positions in public sector organisations.

Momma Reenstierna Palace
Wollmar Yxkullsgatan 23
118 50 Stockholm
Sweden

e-mail: cbss@cbss.org
Tel. +46 8 440 1920
www.cbss.org

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March 1, 2024



The services requested from the recruitment company will be to:

- Advise on the final design of the Vacancy Notice based on a job description agreed by the CBSS Member States and the European Union;
- Advise on publishing channels (pro-active executive search (head-hunting) services will not be required);
- Receive and handle all applications;
- Apply a gender balanced approach in the selection process;
- Interview eligible applicants with a view to provide an assessment of the applicant's managerial skills and ability to lead a complex International Secretariat;
- Establish a shortlist of 5-7 ranked candidates, which all fully meet the competence requirements, and all have strong proven track records for the main tasks of the Director General;
- Be available for a meeting with the CBSS Presidency and other interested CBSS Member States to explain how the shortlist has been assembled and the justification for the ranking of the shortlisted candidates.

3. Place of delivery

Stockholm, Sweden and Helsinki, Finland

4. Eligibility

Contractors in any Member State of the CBSS may submit proposals.

5. Subcontracting

Full subcontracting will not be authorised; partial subcontracting may be admitted.

A bid may be made by a consortium of legal and/or natural persons. In such a case the leading partner must be designated and take full responsibility for successfully providing the contracted service.

March 1, 2024



6. Submission of Offers

The offers must be submitted by email to: cbss@cbss.org and must arrive **no later than by close of business on 22 March 2024, 17.00 CET**

7. Documents to be submitted by bidders

The bidders must submit the documents/information listed in Annex 1.

All correspondence relating to this invitation to make a bid must be done in English. The Awarding Authority reserves the right to request further information from bidders after receipt of their documents. Bidders will be immediately notified of the receipt of their bids.

8. Duration of contract

The Awarding Authority intends to have the contract period in late March 2024 until delivery of the requested services.

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