

**Request for** **quotes / offers (RFQ)**

**Name of service: Editing and proofreading of various types of documents: in English language, in Russian language.**

**Date:** 2020-06-18

**The purpose of this request for proposals is to select a consultant (s) who will provide services for editing and proofreading of various types of documents, reports and publications in English and in Russian language.**

1. The Eurasian Harm Reduction Association (EHRA) invites you to submit a price offer (in EUR) for the following services:

*- editing and proofreading in Russian*

*- editing and proofreading in English*

2. The period / frequency of the provision of services: at the request of EHRA from July 15, 2020 to December 31, 2022.

3. Your proposal must be submitted to [julia@harmreductioneurasia.org](file:///C:\Users\Tania\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\JRJL0UDG\julia@harmreductioneurasia.org) by July 1, 2020.

4. Your proposal must be drawn up in the form of EHRA (see Appendix 1 to the Request)

5. Selection procedure:

- by July 5, 2020, EHRA will evaluate the proposals received and select the 5 most competent applicants (short list).

- By September 30, 2020, each of the shortlisted consultant will receive a task. EHRA will pay for the job after assignment is completed.

- based on the results of the assignment, contracts will be signed with the selected applicants for a period until December 31, 2022.

6. This Request shall not be considered as a contract or any obligation. This RFQ does not in any way oblige EHRA to award a contract, nor does it oblige EHRA to pay any costs or expenses incurred in preparing or submitting proposals.

*Appendix No. 1 to the Request for quotes / offers for editing services*

*Please fill in the form*

|  |  |
| --- | --- |
| Name, Surname |  |
| Place of residence (country, city) |  |
| Native language |  |
| Your education and degree (including special certifications, courses etc.) |  |
| Is your experience in editing materials 1 year or more? | Choose an item. |
| Indicate all types of editing in which you have experience (e.g. interviews, reports, guides, statements, articles, etc.) |  |
| Are you familiar with editing materials using the terminology of harm reduction from drug use (including abbreviations, acronyms, etc.)? | Choose an item. |
| Are you familiar with the editing of materials from the healthcare sector, the social sphere (including abbreviations, acronyms, etc.)? | Choose an item. |
| Price of editing of a page of text (1800 characters with spaces):  - Proofreading\*  - Copy-editing\*\*  - Structural editing\*\*\* | \_\_\_\_\_\_\_Eur  \_\_\_\_\_\_\_Eur  \_\_\_\_\_\_\_Eur |
| Briefly describe your previous experience in similar work.  Provide a reference (if possible) |  |

**\*Proofreading** involves checking a polished, final document. It is not a substitute for copy-editing or substantive editing. Proofreading should be one of the final tasks prior to publication.

Proofreading includes the following steps:

• Ensure the publication adheres to the design brief.

• Check for minor mechanical errors (such as spelling mistakes or deviations from the style

sheet).

• Verify the consistency and accuracy of elements of the publication, such as running

heads, captions, hyperlinks and so on.

**\*\*Copy-editing** is performed within Microsoft Word using the Track Changes feature, and it involves the following tasks (adapted from the World Health Organization editing guidelines):

• Enter editorial changes to the text and tables.

• Prepare a list of proposed changes to figures.

• Check spelling for correctness and conformity to house style and desired terminology.

• Check grammar (verb–subject agreement, dangling participles, incorrect or unclear use of

pronouns) and punctuation for correctness and consistency.

• Check that word usage is appropriate.

• Eliminate abbreviations as far as possible and ensure that essential abbreviations are

spelled out at the first mention.

• Delete excessive italic, boldface and quotation marks.

• Ensure that numbers and units of measurement (SI units) are used appropriately and

consistently, in accordance with house style.

• Check the spelling and presentation of names and organizations.

• Edit chapter titles, subheadings, and table and figure legends for brevity, consistency and

parallel construction, and check numbering if appropriate.

• Check formatting of chapters, sections, subsections, paragraphs, lists, and table and figure

captions for consistency.

• Check that references have been cited in the correct sequence and formatted correctly

(according to the desired style).

• Ensure that all cross-references to chapters, sections, subsections, tables and figures are

correct.

• Monitor paragraph length and content. Eliminate verbatim repetition of text, tables or

figures and cut out redundant passages.

• Check for and eliminate/query discriminatory language.

• Edit or prepare a table of contents.

\*\*\***Substantive editing** is the most thorough form of editing. It includes all of the steps of copy-editing, plus the following (adapted from the World Health Organization editing guidelines):

• Establish the purpose and intended readership of the material to be edited and ensure that

the writing style is appropriate.

• Question possible factual errors.

• Consider and query what might have been omitted, with the aim of achieving a balanced

and effective document.

• Improve the presentation and wording so that the text is easier to read and understand:

o Check the overall structure and suitability of headings.

o Simplify technical language, eliminate jargon and introduce definitions when

needed.

o Rewrite long, complicated sentences and improve syntax.

o Eliminate verbosity, pomposity and discriminatory language.

o Ensure that there is no ambiguity in the language used.

• Eliminate unnecessary and repeated material.

• Check that the titles of references cited correspond to the subject matter in the text at the

point of citation.

• Provide advice related to rhetoric, organization and overall presentation of the content.