

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

**Name of service: A**dditional selection of consultants for editing and proofreading of various types of documents: in English language, in Russian language.

**Date:** April 30, 2021

**Applications will be accepted until:** May 12, 2021 (Vilnius time). Submit documents to [viktorija@harmreductioneurasia.org](mailto:viktorija@harmreductioneurasia.org)

1. **Type and subject of the contest**

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:

*а. editing and proofreading in Russian (RE);*

*b. editing and proofreading in English (EE).*

1. **Evaluation criteria / requirements for candidates:**

Two-stage evaluation procedure will be used for evaluating applications:

• assessment of previous experience (portfolio) by technical criteria - 80% in the overall assessment;

• price offer (best value for money) - 20% of the total assessment.

Cost evaluation is only carried out for applications that have scored a minimum of 80 points out of a maximum possible 100 as a requirement for passing the technical evaluation. An application that does not meet the minimum technical threshold is not considered further.

The following technical criteria (80%) will be used to evaluate the submitted applications:

|  |  |
| --- | --- |
| **The following technical criteria (80%) will be used to evaluate the submitted applications:** | Points |
| Experience in editing and proofreading in the field of public health and human rights protection, harm reduction, drug policy, response to the HIV epidemic (at least 1 year).  Good business reputation in this sector of activity  Specialized education ( degree in linguistics, philology, etc., Special courses, certifications, etc.)  **Maximum possible number of points** | 40  20  40  **100** |

**Price offer (20%):**

EHRA will pay attention to both the presented portfolio and proven experience, as well as the cost of work. The price offer will be assessed by the organization in terms of the best value for money in Euro, the cost itself and other factors. To evaluate the price offer, you must provide information on the cost of editing - per page of text (1800 characters with spaces).

**3. How to apply**

Your proposal must be made in accordance with the EHRA form (see Annex 1 to the Request)

1. **General conditions**

* This Request shall not be considered as a contract or any obligation. This open tender announcement 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.
* Participants must confirm that the cost of the works specified in the application is valid for a period of at least 24 months from the date of the competition.
* Evaluation of received messages will be carried out by May 31, 2021. EHRA will select the most competent consultants (short list).
* During the evaluation period, the EHRA reserves the right to ask candidates to complete an additional task in the form of a text editing and proofreading, depending on the category chosen by the candidate.
* Based on the results of the tender EHRA will sign the agreements of service provision with the winners for a 2-year period. The contract is not an employment contract. Payment of all taxes and social security is the responsibility of the contractor. Further work will be carried out in accordance with the request of the EHRA, which will indicate the timing and other specific conditions.

Annex No. 1 to the Request for Proposals for editing/proofreading Services

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name, Surname |  | |
| 2. | Place of residence (country, city) |  | |
| 3. | Please enter your native language |  | |
| 4. | Your education and degree (including certificates, courses, etc.). Provide copies of diplomas and certificates |  | |
| 5. | Price offer for each of your selected categories: cost of the editing/ proofreading for the page in EURO currency (1800 characters with spaces); | *Mark with a "V" the categories of the type of work with which you want to work* | *indicate the price offer in front of your selected categories, Euro* |
|  | *editing and proofreading in Russia (RE) in category:* | | |
|  | **\*Proofreading** |  |  |
|  | **\*\*Copy-editing** |  |  |
|  | \*\*\***Substantive editing** |  |  |
|  | *editing and proofreading in English (EE):* | | |
|  | **\*Proofreading** |  |  |
|  | **\*\*Copy-editing** |  |  |
|  | \*\*\***Substantive editing** |  |  |
| 6. | **Your experience in the selected category:** Indicate the types of editing/proofreading of texts that were highlighted according to specialized topics (for example, interviews, reports, methodologies, statements, articles, etc.). Please attach **at least three examples** (the original and edited texts) in electronic format. |  | |
| 7. | Are you familiar with the editing/proofreading materials using of terminology of public health, the protection of human rights, harm reduction, drug policy, response to the HIV epidemic (including abbreviations, acronyms, etc.)? |  | |
| 8. | Briefly describe your previous experience in similar work. Indicate the name of the Donors, the name of the projects /programs, if you worked with them (for example GFTAM, UNAIDS, WHO). Provide a reference (if possible) |  | |

**ATTENTION! If the specified documents are not fully provided, then the participant is not allowed to participate in the competition.**

**\*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:

* Check the overall structure and suitability of headings.
* Simplify technical language, eliminate jargon and introduce definitions when
* needed.
* Rewrite long, complicated sentences and improve syntax.
* Eliminate verbosity, pomposity and discriminatory language.
* 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.