**ADDENDUM: TENDER 2022-09-019**

Assignment Name: *Editing and Proofreading of International IDEA Publications and Communications Material*

*Addendum No. 01*

This Addendum No. 01 is issued to modify information provided in the Tender: *Editing and Proofreading of International IDEA Publications and Communications Material* issued last 13 December 2022.

**Section 4 Evaluation of Proposals**

**Technical Evaluation:**

4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

1. *Scope and quality of test assignment (maximum 28 points).*

*Developmental editing*

*(overall advice on text and edits provided: 28 pts)*

*Copyediting*

*(language edits: 7 pts)*

 *(queries related to possible problems with copyright, plagiarism and libel as well as checking sources for quotations and illustrations*: *7 pts*)

 *(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

 *(formatting of references: 7 pts)*

*Light copyediting*

*(language edits: 7 pts)*

 *(queries related to possible problems with copyright, plagiarism and libel as well as checking sources for quotations and illustrations: 7 pts)*

 *(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

 *(formatting of references: 7 pts)*

*Proofreading*

*(spelling and grammar check: 7 pts)*

 *(queries related to possible problems with sources for quotations and illustrations: 7 pts)*

 *(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

 *(formatting of references: 7 pts)*

1. *Scope and quality of sample: (maximum 12 pts)*
2. *Experience of the Contractor (maximum 24 points):*

*Experience in relevant sectors subjects as specified in the proposal (maximum 24 points):*

*General (i.e. political science, international relations, peace- and conflict studies) (10 pts)*

*Specific (maximum 14 pts)*

(Electoral processes: 2 pts)
(Constitution-building processes: 2 pts)
(Parliamentary support: 2 pts)
(Gender: 2 pts)
(Democratic transitions: 2 pts)

(Money-in-politics: 2 pts)

(Climate change and democracy: 2 pts)

*(iv) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference (maximum 20 points).*

*(Quality control mechanisms: 10 points)*

*(Summary Style sheet of general issues provided for each assignment: 10 pts)*

*(v) Qualifications and experience of the key staff proposed to perform the assignment (maximum 10 points).*

*(Qualifications (academic and other): 5 pts)*

*(Experience (no. of years): 5 pts)*

*(vi) Standard service delivery time (maximum 6 points);*

The maximum technical score (T) is 100 points.