**RESPONSE TO QUESTIONS REGARDING TENDER REF NO 2022-09-019**

Assignment Name: **Editing and Proofreading of International IDEA publications and communications material**

**Based on questions received, the information below is provided for clarification regarding**

**the tender referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** Tender Notice & RfP, Section 2.4 (ii): Would you like us to provide previous experience with similar intergovernmental organization on the specified areas?

**Response:**

Please provide relevant experience from other organizations, they can be intergovernmental and non-governmental organizations as well as academic publishers.

1. **Question:** Tender Notice & RfP, Section 2.4 (viii): Does this mean the confirmation on the schedule given for final deliverables or the standard time for reports submission? Please clarify.

**Response:**

This should be standard delivery time for a 20,000-word document for each type of services. Specify the number of working days needed from agreed start date.

1. **Question:** Tender Notice & RfP, Section 4: Evaluation of Proposals, Page 5: Fact checking is listed as one of the expected tasks under Light CE and Proofreading. However it is not listed in the document "2. Terms of Reference Tender Ref 2022-09-019 Editing and Proofreading" (in the sections "Category C: Light copyediting (Word file)" and "Category D: Proofreading (PDF file))." Please clarify the scope of work.

**Response:**

We would expect providers comment if a fact in a text is not properly sourced or if there are dates that needs to be confirmed, but it is correct that fact checking is not part of the terms of reference and does not fall under the responsibility of an editor or a proofreader.

The evaluation criteria in Section 4 of the Tender Notice & RfP will be changed to:

Queries related to possible problems with copyright, plagiarism and libel as well as checking sources for quotations and illustrations.

1. **Question:** Terms of Reference, Section 2: Do you prefer native speakers to take on these assignments?

**Response:**

Yes. Please note that this Tender is for English editing only.

1. **Question:** Terms of Reference, Section 1: There is a statement that “The work will take place at the Service Provider’s premises.” Trust we can utilize the services of FLs and WFH is permitted in case of in-house editors? Please confirm.

**Response:**

Yes, the work may take place at the editor’s home or elsewhere, but International IDEA will not provide office facilities.

1. **Question:**  Terms of Reference, Section 2: The statement “When applicable, weaving chapters and contributions together to form a coherent and consistent book, including editing to avoid repetition.” appears under CE as well. Please clarify whether this pointer under Copyediting is as intended.

**Response:**

Yes, this can be requested for copyediting and agreed on with the provider on a case-by-case basis. The provider will be allowed to include additional time for this task in the quote.

1. **Question:** Annex A General Terms June 2022, Section 2: Team Leader—an individual that project manages the performance of the Services. Please clarify whether this role refers to a project manager, who will be the single point of contact from the vendor's side to manage communication with the client and monitor the schedule, budget, and quality of services.

**Response:**

Yes, this is the focal person from the vendor’s side who will act according to the agreed TOR/ role in the contract or relevant annexes.

1. **Question:** Is a corporate provider with multiple editorial personnel preferred or a sole, individual consultant? If the former, how many personnel are preferred?

**Response:**

Both companies and individual providers are eligible to submit proposals in this Tender.

1. **Question:** As some samples of previous work are quite large, can links to samples in a Google Drive suffice?

**Response:**

No. There should only be one sample of maximum four pages for each type of service. Please feel free to submit only a part of larger work.

1. **Question:** Please clarify if IDEA will be deducting any tax(es) from the proposed prices submitted by the proposer

**Response:** Please refer to Section 2.7 in the Tender Notice.The price for the different services detailed in the matrix for submitting prices should be quoted **including VAT and/or taxes if applicable**. The assessment of financial offer will be based on this price you will put in this bid.

International IDEA is not tax exempt and does not have a VAT number. The Bidder must act in accordance with their country’s tax laws as it relates to providing services to non-resident organizations. The Bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.

1. **Question:** Is this notice addressed to translation companies alone or do you also accept collaborations with independent translators/editors?

**Response:**

Both companies and individual providers are eligible to submit proposals in this Tender.

1. **Question:** Text in the Ref doc (Terms of Reference, page 3): "The document should be formatted in accordance with International IDEA’s MS Word template."  
     
   Query: Please supply IDEA's Word template for us to work on the sample. If we are required to refer to any of the supplied documents for the template, please confirm which document to use.

**Response:**

No need at this stage to use the templates. Word templates will be needed to work with when the candidate is accepted to work with International IDEA.

**13. Question:** Text in the Ref doc (Terms of Reference, page 3): "Looking out for legal problems such as copyright, plagiarism and libel."; "Checking quotations or illustrations that may need permission from the copyright owner."  
  
 **Queries:**

(a) Is the expectation here to use a plagiarism check tool such as iThenticate to generate the plagiarism check report and follow threshhold percentage recommended by the client?

**Response:**

No, International IDEA has its own plagiarism check tool, but the provider would be expected to alert us if there are direct quotes without sources and point out if images (including graphs and charts) looks like they require permission from another publisher.

(b) If required, should the copyeditor flag potentially plagiarized text for the author to rewrite before beginning full CE?

**Response:**

Yes, in case of large percentage of plagiarism is suspected. If not, these can be flagged during the copyediting.

(c) Is the vendor required to prepare an MS assessment log with details of third-party content and permission categories such content fall under?

**Response:**

No, the vendor is only required to flag these issues. The Publications team/authors will have the responsibility for requesting permissions.

**14. Question:** The answer to question #9 in "Response to questions" indicates that one sample for each of the categories should be sent. Based on the RfP, section 2.4 (v), and that we are asked to submit the test file for only one category of service regardless of the number of services one can provide, we thought one sample of higher complexity service in the ladder would suffice. Is sending one sample for each level of service preferable?

**Response:**

Yes, depending on the specialization of the vendor, sending one sample for each type of service is preferable. Example: a proofreader needs only to submit one test sample on proofreading, while an agency that work with all categories should submit one test sample of each category (Copyediting, light copyediting, developmental/substantive editing and proofreading).

**15. Question:** RfP (Request for Proposals), section 4.1 (iii) mentions “Summary Style sheet of general issues provided for each assignment” as one of the criteria. Does it refer to detailing our approach to prepare and provide the stylesheet summarizing issues we may notice in each of the assignments post the selection or is it about submitting stylesheets for each of the tests for services that one is willing to offer?

**Response:**

Summary Style sheet of general issues is for submitting the test for the Tender, but it is appreciated if done as part of the services provided.

**16. Question:** RfP (Request for Proposals), section 2.4 (vi) mentions providing specifications of categories of services the Consultant/Company will be able to provide. Does it mean to simply list the services one is willing to provide along with the scope of work as detailed in Section 2 of the Terms of Reference?

**Response:**

No, it is to determine which of the categories stated in Section 2 of the Terms of Reference that you will be able to provide. It can be one of them, several, or all of them.

**17. Question:** Two of the three clients we are planning to share for reference are part of one group and they have the contact details such as email domain from their parent group. Will it be fine to share one senior personnel's contact for both clients or two separate individual contact details will be ideal?

**Response:**

If those two clients were managing the same project, then one will suffice. If they were managing different projects, then both is preferred.

18. **Question:** We understand that IDEA prefers onshore editors, that is native speakers of English, to handle the assignments. Out of the four categories (development editing, copyediting, light copyediting and proofreading) of services, if the requisite talent is available, can we deploy offshore resources for light copyediting and proofreading while ensuring the quality of the assignments is not compromised?

**Response:**

If the editor has the proper linguistic qualifications and the quality of the services will be that of a native English speaker, it would be acceptable to use offshore resources.