

**CALL FOR TENDERS****SELECTION OF AN ENGLISH LANGUAGE PROOF-READING SERVICE PROVIDER FOR THE ‘COMMON HOME’ PUBLICATIONS TO:**

- **Proof-read and lightly edit 11 ‘Common Home’ national publications**
- **Proof-read and lightly edit 1 ‘Common Home’ European publication**

**Background information on Caritas Europa**

Caritas Europa is a network of 49 organisations in 46 European countries. It is one of the seven regions of Caritas Internationalis. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion; and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do. Caritas Europa is active in the fields of advocacy, humanitarian aid and institutional development. More information on us can be found here: [www.caritas.eu](http://www.caritas.eu).

**Caritas Europa is issuing this Call for Tenders with a view to selecting an English language proof-reading service provider to perform the duties described in the Terms of Reference below.**

Should any problems of interpretation arise in the course of drawing up the Tender documents, interested parties may submit via e-mail (see the address under point 7 of the Terms of Reference) a request for further information, no later than ten (10) calendar days before the deadline for the receipt of Tenders.

There is no commitment on the part of Caritas Europa to accept any Tender or part thereof that is received in response to the Call for Tenders. Caritas Europa reserves the right to accept Tenders with non-substantial defects and to reject Tenders received after the deadline for receipt of Tenders, without indemnity or justification.

Caritas Europa reserves the right to modify or cancel all or part of the Call for Tenders, should the need arise, without having to justify its actions and without such action conferring any right to compensation on applicants. Caritas Europa reserves the right to extend the deadline for receipt of the Tenders. In that case, all the applicants and applications will be subject to this new deadline. Tenders are not paid. No reimbursement of expenses related to the preparation of any Tender will be made by Caritas Europa. The Call for Tenders and any further information communicated to the applicant or which come to his knowledge in the course of the Call for Tenders and the performance of the work are confidential and are strictly dedicated to the purpose of the Call for Tenders.

**The deadline for the receipt of tenders is 3<sup>rd</sup> of February 2019, 23:59 CET**

## TERMS OF REFERENCE

### **Project: MIND Migration INterconnectedness Development**

EuropeAid DEVCO Contract number: 389-101

- **Proof-read and lightly edit 11 ‘Common Home’ national publications**
- **Proof-read and lightly edit 1 ‘Common Home’ European publication**

#### **1. Introduction**

Under the lead of Caritas Austria, Caritas Europa is involved in the “MIND” project in the framework of the operating grants financed by the European Commission, DG DEVCO under the Development education and awareness raising (DEAR) funding programme of the EU<sup>1</sup>. MIND, connoting Migration. Interconnectedness. Development, is a three-year advocacy and campaigning project that seeks to contribute to a European society, which understands the complexities of migration; responds to the challenges with humanity and respect; and values the contribution of everyone working together to have a positive effect on our lives, community and place. Partners in the MIND project include: Caritas organisations in Austria, Belgium, Bulgaria, Czech Republic, Germany, Italy, Netherlands, Portugal, Slovakia, Slovenia, Sweden and Caritas Europa. The ‘Common Home’ publications are integral to the MIND project. This project activity foresees the publication of 11 national publications and 1 European comparative publication.

The publications are intended to serve as advocacy tools for promoting Caritas’ positions and recommendations on migration and development at the national and EU levels throughout the 3-year advocacy and campaigning project.

The publications will provide an accurate understanding of the conditions and issues facing migrants – including refugees—and issues of development and migration in countries of origin and of residence, particularly integral human development. They will also provide an innovative analysis of the factors enabling and limiting the potential of migrants to contribute to development in countries of origin and destination. The publications will also include concrete ideas and recommendations on how to enable a positive participation of migrants as development actors in countries of origin and destination. The national publications will be particularly important as a way of developing advocacy and campaigning strategies particular to each national context, to the extent possible.

As we approach completion of the data collection and drafting phases, we are looking for a communication agency that will be able to support Caritas Europa in the production process. In particular, we are looking for an agency that will be able to carry out the following tasks:

- 1) Proof-read and lightly edit 11 ‘Common Home’ national publications (English versions)**
- 2) Proof-read and lightly edit 1 ‘Common Home’ European publication (English version)**

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<sup>1</sup> For more info about EU DEAR funding, please refer to: [https://ec.europa.eu/europeaid/sectors/human-rights-and-governance/development-education-and-awareness-raising\\_en](https://ec.europa.eu/europeaid/sectors/human-rights-and-governance/development-education-and-awareness-raising_en)

## 2. Deliverables and timing:

### Deliverables:

#### Proof-reading of 11 'Common Home' national publications (in English)

The service provider will:

- Proof-read entire content of 11 'Common Home' national publications and make changes accordingly (in track changes)
- Make light edits to content and suggest reformulations where necessary (in track changes)

The length of each 'Common Home' national publication is expected to vary significantly, ranging between 40 and 100 Word pages. **Overall estimated total number of pages is expected to be approximately 600 pages.**

#### Proof-reading of 1 'Common Home' European publication (in English)

The service provider will:

- Proof-read entire content of 'Common Home' European publication and make changes accordingly (in track changes)
- Make light edits to content and suggest reformulations where necessary (in track changes)

The European publication is expected to contain between 50 and 70 Word pages.

**The service provider to expected to present examples of the work in progress for feedback/approval on a regular basis and to make the modifications requested by Caritas Europa staff.**

### Timing:

Deliverables listed above are to be submitted to Caritas Europa as follows:

- All 'Common Home' national publications are proof-read by **March 31, 2019**. Work is expected to start on **February 25**. Some of the publications may be provided after February 25, so the work is expected to be conducted on a rolling basis;
- The 'Common Home' European publication is proof-read by **June 28, 2019**. Work is expected to start on **June 17**.
- All proof-read documents will be sent in word format via e-mail to [LLozano@caritas.eu](mailto:LLozano@caritas.eu) and [SDeVoght@caritas.eu](mailto:SDeVoght@caritas.eu).

### 3. Meetings

Meetings with the relevant CE staff in view of planning and approval are part of the tasks. The service provider is also expected to be available to deliver any ad-hoc support if needed.

### 4. Required profile:

The service provider will have:

- Solid and evidence-based experience in carrying out proof-reading and editing services in English
- Native speaker proficiency in English or demonstrated excellent writing and communication skills in English
- Knowledge of, and preferably experience with, EU contractual requirements
- Ability to work under pressure and tight deadlines

### 5. Tenders

**The contract will be signed for tasks carried out in 2019.**

**The intellectual property of the final and intermediate deliverables will belong to Caritas Europa, according to the phases in production and payment that will be agreed with the service provider.**

To be considered, please send us:

- Draft work plan reflecting the above elements, including a timeline
- Financial offer, with an estimate of the costs based on the foreseen **cost per page**.
- A justification of how your experience and profile match the above requirements
- Examples of previous, relevant assignments

**Any add-ons proposed that represent added value to these Terms of Reference will be considered as such.**

### 6. Tender process

Tenders, including the above items, are to be submitted by e-mail to Caritas Europa by the deadline of **Sunday, 3 February 2019 at 23:59 CET** to [SPfohman@caritas.eu](mailto:SPfohman@caritas.eu) and [secretary-general@caritas.eu](mailto:secretary-general@caritas.eu).

The tenders shall be entirely drafted in English.

Please add in the subject line: “Common Home Proof-reading Tender Application”.

## 7. Selection Process

Caritas Europa will ponder the quality of the different elements of the received tenders, including the proposed fee, and decide on the most suitable candidate.



This project is funded by the European Union