



GROUPE DE LA BANQUE AFRICAINE
DE DÉVELOPPEMENT
AFRICAN DEVELOPMENT BANK GROUP

COMMUNICATIONS AND EXTERNAL RELATIONS DEPARTMENT (PCER)

REQUEST FOR EXPRESSIONS OF INTEREST

**RECRUITMENT OF AN EDITING FIRM
(FRENCH, ENGLISH)**

July 2018

REQUEST FOR EXPRESSIONS OF INTEREST
FOR THE
RECRUITMENT OF AN EDITING FIRM (FRENCH, ENGLISH)

Title of the assignment: Recruitment of an Editing Firm (French, English)

Brief description of the Assignment: Substantive, structural or stylistic editing, copy editing, proofreading/fact-checking of content for the African Development Bank

Department issuing the request: Communication and External Relations Dept. (PCER)

Place of assignment: NA

Duration of the assignment: One year

Tentative date of commencement: September or October 2018

Deadline for applications: 20 July 2018

Expressions of interest to be uploaded to the following address: <http://bit.ly/2018-07-Editing-Firm>

Requests for clarifications may be sent to: n.diouf@afdb.org or c.chahed@afdb.org

1. BACKGROUND AND OBJECTIVES

The African Development Bank's Department of Communications and External Relations (PCER) plans to recruit an experienced bilingual editing firm in French and English to assist in the editing of its content (articles, press releases, web page content, documents, flyers, brochures etc.) for a period of 12 months, with a proposed starting date of May 2, 2016.

The Communications and External Relations Department (PCER) manages all the content for the Bank's official website, www.afdb.org. It is not only responsible for managing the Bank's website content, and ensuring quality and style that is appropriate to the Bank, but also for supporting organizational units in their editing activities (press releases, interviews, feature stories, Op-Eds, speeches, blogs, etc.)

PCER is the custodian of the Bank's image and reputation for all content published or posted to the Bank website, and ensures that any information published about the Bank is accurate. The overall objective of this intervention is to improve the quality and accuracy of web content and publications produced by the African Development Bank.

Against the above background, the African Development Bank wishes to recruit a consulting firm to carry out rapid, round-the-clock editing of articles, press releases, briefs, event notices, brochures, reports, speeches, scripts, web content and other assignments as needed in French and English for PCER. The firm should be on hand to receive assignments and should track all assignments for billing purposes.

To that end, the consulting firm should have at its disposal a vast repertoire of professional French- and English-language editors and copy editors available to take on rush assignments for quick turnaround within 1-4 hours/overnight or within an agreed timeframe depending on the volume of work and the urgency of the assignment. The copy to be submitted to PCER should be clean and error-free (no typos, grammatical errors, etc.), correctly formatted and in keeping with the Bank style.

The copy editors will also need to adapt tone and language to various audiences, using as less as possible jargon.

2. SCOPE

The Consultant shall among other activities carryout the following: (i) Substantive, structural or stylistic editing, (ii) copy editing, (iii) proofreading/fact-checking of content for the African Development Bank (press releases, articles, briefs, reports, brochures, web pages, papers, publications, event announcements, texts and translations from French of all materials listed previously).

The following duties will be undertaken:

- (i) Edit and rewrite as needed articles, web content, press releases, and briefs in keeping with the Bank style;
- (ii) Ensure the editing of content from other organizational units within the Bank prior to posting on the external website;
- (iii) Occasional revision of translations to ensure quality and coherence;
- (iv) Other editing duties as needed.

Definitions:

- **Substantive/Structural editing:** Extensive editing, reorganizing a manuscript for content and structure.
- **Stylistic editing/Rewriting:** Clarifying meaning, eliminating jargon, polishing language, and other non-mechanical line editing.
- **Copy editing/Fact-checking:** Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency and for internal consistency of facts; editing tables, figures, and lists.
- **Proofreading:** Proofing of edited material for minor, mechanical errors in copy (such as spelling mistakes or small deviations from the style guide), errors, outdated material.

3. DELIVERABLES

The Consultant will need to deliver the following:

- (i) Substantive, structural or stylistic editing, 1,000-1,500 words/hour
- (ii) Copy editing, 2,000-3,500 words/hour
- (iii) Proofreading 3,000-4,500 words/hour

4. PAYMENT SCHEDULE

Payments shall be made on a monthly basis in accordance with the deliverables and it is expected that the firm insert a financial offer (in a separate document: the financial proposal) in relation to the table below:

Item No	Service description	Rate in USD	Unit
1	Structural editing		Per word
2	Stylistic editing		Per word
3	Copy editing/Fact-checking		Per word
4	Proofreading		Per word

5. SKILLS REQUIREMENT

The consulting firm is expected to provide the following key staff members:

Coordinator (account manager): the person shall be responsible for all communication with the Bank is smooth and timely and act as the principle interface with PCER. This person will be responsible to track the processing of all services under the contract and make sure all invoices are issued and tracked efficiently.

Lead Editor, French language: The firm will need to provide a lead editor in the French language. This person should possess a proven track record working for international institutions or companies. Experience as an experienced copywriter / proofreader, with a good knowledge of economic / financial notions / semantics, is an advantage. This person will be responsible for handling and coordinating all staff and services under the French language services and ensure the quality and timeliness of delivery to the Bank. This person should hold a relevant degree acceptable to the Bank and have at least 10 years of proven experience in the field. It is the responsibility of the Lead Editor to ensure that all editors abide by the provisions of the Bank's French Style Guide.

Lead Editor, English language: The firm will need to provide a lead editor in the English language. This person should possess a proven track record working for international institutions or companies. This person will be responsible for handling and coordinating all staff and services under the English language services and ensure the quality and timeliness of delivery to the Bank. This person should hold a relevant degree acceptable to the Bank and have at least 10 years of proven experience in the field. It is the responsibility of the Lead Editor to ensure that all editors abide by the provisions of the Bank's English Style Guide.

6. EXPECTED DURATION, LOCATION OF SERVICES AND AVAILABILITY

The expected overall duration of the consultancy services is 12 months, with a possibility for renewal if agreed by both parties. The Consultant firm will be allowed to operate from their home office, but must be available to the Bank communication department PCER to communicate, act and respond on a 24/7 basis, every day, including weekends.

7. DUTIES AND RESPONSIBILITIES

The consulting firm will report to the Director of the Communications and External Relations Department, or to the task manager appointed to supervise the assignment on a day-to-day basis.

8. METHOD OF RECRUITMENT

The selection of the Consultant (firm) shall be based on the African Development Bank Rules and Procedures, and the method of selection shall be Quality and Cost Based Selection (QCBS). The technical selection criteria shall among others include experience in similar assignments; qualifications and capability of the consultancy team; and familiarity with editorial works. A shortlist of six firms will be established based on the following criteria:

Qualifications relevant to the assignment	30%
Experience in the area of the assignment (CVs of staff, previous assignments...)	50%
Experience with international organizations or large corporations	20%