

# Request for Quotations

## Editor: International Mine Action Standards

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite consultants to submit a quotation for the provision of the description of the goods or the services described below as per requirements set out in this request for quotations.

**Gender and diversity** - The GICHD seeks to promote gender balance and diversity among staff and consultants and encourages people from Explosive Ordnance (EO) affected countries to apply.

**Data privacy considerations** - By expressing their interest and submitting a complete file, consultants explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultants acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultants submitted adequately. Examples of the data we request include name, title, organization, address, work experience, etc. For more information about data protection or the applicants' rights, see the GICHD data protection notice (<https://www.gichd.org/en/general-contents/data-protection-notice/>).

Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

**Reference number:** RFO/2021/LOS/02

**Project number:** 9406

**Posting date:** 09 November 2021

**Deadline for submission of the Request for Quotation form:** 30 November 2021, 11.59pm, Geneva Time.

**Country of deployment:** Anywhere (Home Based)

**Currency:** The quotation shall be presented in Swiss Francs (CHF)

**Language:** The quotation shall be submitted in English

**Submit to:** [s.logie@gichd.org](mailto:s.logie@gichd.org) cc: [a.nellen@gichd.org](mailto:a.nellen@gichd.org)

**Area of work:** Standards

## Scope of work (ToR)

### Background:

The GICHD provides the Secretariat to the International Mine Action Standards (IMAS) [www.mineactionstandards.org](http://www.mineactionstandards.org) and supports the Technical Working Groups (TWG) and the IMAS Review Board (RB) in drafting and revising IMAS documents. IMAS are based on ISO standards, but adapted to the requirements of mine action. While the members of the TWGs and RB are technical experts in the subject matter of a particular IMAS, they are not expected to have experience and knowledge of ISO or how to write a standard that is based on the principles and structure of ISO. The purpose of the consultancy is to copy edit IMAS document during the drafting process to a high standard aligned to ISO standards.

### Type of consultancy:

Editorial services are required on `ad hoc` basis, as and when an IMAS document is ready for editorial review. This may occur between 5 – 15 times per year and is dependent on the work being undertaken by the technical working groups developing IMAS text. The consultant will be issued a retainer contract for an initial period of 12 months and remunerated only for editorial work undertaken during that period.

### Main responsibilities:

- Copy editing (content, language and structure) of English versions of IMAS documents, or other related documents, at different drafting stages, including providing direction, guidance and comments to the IMAS Secretary
- Providing high standard editing aligned to ISO standards
- Working closely with the IMAS Secretary at GICHD
- Reach all milestones within agreed deadlines

### Specific knowledge, technical skills (that are essential to fulfil the consultancy):

- University degree
- Minimum three years of editorial experiences (content, language and structure) in the publishing industry, preferably in policy and ISO related documents. Experience in working on long and technical documents and reports
- Strong editing skills and experience in managing authors
- Ability to work independently, effectively but also in a constructive manner with many different authors and other co-workers
- Good interpersonal skills
- Good organisational, time-management and problem-solving skills
- Written English of the highest standard and attention to details.
- Knowledge of GICHD work themes and interest for mine action, an asset
- Computer literacy (MS Word, Microsoft Office, Google Docs, etc.)

### Management of the project

The project tasks can be done remotely. No travel is required. The communication and meetings with the GICHD focal point can be conducted online.

## Delivery dates of the services

Delivery dates to be determined each time when editorial services are required. These will be mutually agreed upon by email between GICHD and the consultant

## Estimated workdays to deliver the services

Estimated workdays to be determined when editorial services are required based on the length of the document(s) being edited.

## To be filled out by the consultancy candidate

**Name of the company:** ADD NAME

**Name of individual:** ADD NAME OF INDIVIDUAL

**Address:** ADD ADDRESS

Consultants are also requested to provide:

- CV.
- Reference contact details.
- Examples of previous work.

## Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES

## Pricing

The consultant shall only provide the cost of his / her services per word or per hour.

Equipment such as laptops with word processing software are not covered by the GICHD and should be included in the consultant services at no extra cost.

Services	Unit (per word / per hour)	Rate in CHF
<b>Fees</b>		
Homebased		