

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite copy editors to submit a quotation for the provision of the services described below as per requirements set out in this request for offers (RFO).

Reference number	[RFO/2025/KLT/(02)]
Project numbers	9438, 9406 (Additional GICHD projects may also engage the services of the copy editors contracted through this RFO)
Posting date	[20 October 2025]
Deadline for submission of the offer	[9 November 2025], [23.59], Geneva Time
Currency	The quotation shall be presented in Swiss Francs (CHF), GBP or EUR
Language	The quotation shall be submitted in English
Submit to	communications@gichd.org

RFO Terms

By participating in this RFO (e.g., by submitting an offer), you agree to the following terms:

- This RFO is not a contractual offer and does not create any obligation on the part of GICHD to award a contract or to accept any offer. GICHD reserves the right to reject any or all offers, to withdraw or amend this RFO at any time, or to cancel the procurement process without providing reasons and without incurring any liability towards the participants.
- GICHD shall not be liable for any costs or expenses incurred by the participants in connection with the preparation or submission of an offer.
- GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be at the sole discretion of GICHD.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.

- This RFO and any related process shall be governed by the laws of Switzerland and subject to the exclusive jurisdiction of the courts of Geneva, Switzerland.

Requirements

<p>Specification of services: copy editing, drafting, proof-reading</p>	<p>The selected supplier will support the GICHD Communications team, the IMAS Secretariat and other GICHD projects by providing editing, drafting and proof-reading services in English for various projects and publications over a period of minimum 24 months (with a possibility for renewal) with the following scope:</p> <p style="text-align: center;">1. Copy editing process:</p> <p>The selected supplier will provide support in copy editing, drafting and proof-reading various materials, including publications/reports, issue briefs, annual report, standards and PowerPoints.</p> <p>After providing copy editing support, he/she will then be available for further rounds of edits requested by the GICHD, if needed. He/she will make suggestions depending on the type of content drafted by the GICHD and based on the GICHD style guide. All editing, drafting and proof-reading produced by the selected supplier should be consistent with the GICHD's style guide, unless otherwise stated.</p> <p style="text-align: center;">2. Gender equality and inclusion</p> <p>The GICHD is committed to creating inclusive and accessible communications materials. The selected supplier is expected to demonstrate how they will:</p> <ul style="list-style-type: none"> • Enhance the communications materials in a way that is accessible for an audience with disabilities and different types of impairments. • Adjust materials, methods and media to ensure they are gender and diversity inclusive.
<p>Service provider qualifications</p>	<p>The prospective provider will be required to have the following qualifications and skills:</p> <ul style="list-style-type: none"> • Proven experience in copy editing, drafting and proofreading reports in the field of international organisations/NGOs • Proven experience in copy editing, drafting and proofreading standards documents is desirable

	<ul style="list-style-type: none"> • Good understanding of GICHD’s style guide • Good project management skills and ability to deliver within tight timeframes • Excellent professional knowledge of English • A proven track record of implementing similar projects to those outlined in the specification of services, reflected in the company profile. • Familiarity with disability friendly content to ensure that it is gender and diversity inclusive. • Experience in or working with the non-profit, humanitarian or development sectors, ideally in mine action.
Timing	<p>Activities under this project are expected to commence in January 2026 for a period of minimum 24 months with a possibility for renewal.</p> <p>It is not envisaged that the selected supplier will work full-time, but he/she should have time to support GICHD on a flexible basis, especially in busy periods: in March-June and October-December.</p> <p>Each editing project will be decided between the GICHD team and the selected supplier on an ad hoc basis. Each time a project starts, the team will reach out to the selected supplier to discuss availability for the specific project. If the selected supplier is available to support, he/she and the team will decide on a deadline at the start of each project. The selected supplier must be available to reach all milestones within deadlines to be agreed upon for each project.</p>
Terms	Suppliers must agree to comply with GICHD’s Partner Code of Conduct General Terms and Conditions, and any donor-mandated compliance clauses.
Pricing/fees	The selected supplier will present a quote at the beginning of each project, describing tasks, number of hours required to complete the project and the hourly or price per word rate.
Location	The task is expected to be conducted remotely.

Proposal

The supplier shall provide a coherent, organized and clear proposal in response to the request. The proposal should at least cover the following items:

- Name of company/individual
- Address, contact details
- Description of how the requirements set out above will be met by the supplier

- CV of supplier(s)
- Testimonials/reference(s) from previous client(s). Reference contact details are required.
- A proof of registration as an independent consultant (if based in Switzerland or the EU)
- Pricing: A financial offer specifying the hourly fee and the fee per word rate