

European Union Water Initiative Plus for Eastern Partnership Countries

TERMS OF REFERENCE

COPY-EDITING OF DOCUMENTS AND REPORTS WRITTEN IN ENGLISH

2 March 2020

1. Financing

European Union (ENI/2016/372-403)

2. Procedure

Single tender procedure according to EU PRAG

3. Contracting Authority

International Office for Water (IOW)

4. Nature of contract

Service contract

5. Time period of implementation

March 2021-July 2021

6. Contract amount

Maximum amount: 4,000 EUR

7. Context

The European Union Water Initiative plus for the Eastern Partnership (EUWI+) project addresses existing challenges in both development and implementation of efficient management of water resources. The overall objective of the project is to improve the management of water resources in the Eastern Partnership¹ countries. The specific objective is to achieve convergence of national policies and strategies with the EU Water Framework Directive, Integrated Water Resource Management (IWRM) and relevant Multilateral Environmental Agreements (MEAs).

The EUWI+ project is divided into three result areas as follows:

- Result 1: Legal and regulatory frameworks improved in line with the WFD, IWRM and MEAs;
- Result 2: River Basins Management Plans (RBMP) designed and implemented in line with the WFD principles and national legislation;
- Result 3: Lessons learnt regularly collected, shared and communicated to stakeholders.

Detailed information is available on the project website euwipluseast.eu

This assignment will contribute to the quality control of the English language of the project outputs.

¹ The Eastern Partnership (EaP) is a policy initiative launched at the Prague Summit in May 2009. It aims to deepen and strengthen relations between the European Union and its six Eastern neighbours: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

8. Description of the assignment

The assignment aims at checking the quality English language of the project outputs, and correcting them.

The proofreading concerns all the outputs of EUWI+ project: from very short posts (e.g. Facebook posts) to long and technical reports (max. 500 pages). The documents are produced in English by non-native writers from different countries. Therefore, the quality is variable, as the time to be dedicated to the task. Some outputs need an immediate feedback (e.g. social networks posts).

The documents are sent by email and returned by email in track-change mode with comments if needed. The documents are sent by OiEau people involved in EUWI+ project. The list of qualified people authorised to contact the contractor will be transmitted at the beginning of the assignment.

The quantity of documents to be proofread is variable depending on the months, the events, etc. During the assignment period, it could be transmitted around 10 to 20 technical reports (few hundred pages), 10 press releases (2 pages), 20 posts, 20 infographics and leaflets.

The expected results are the transmission of above mentioned outputs with a perfect English.

9. Skills requirements

This assignment will require a translation expert who possesses the following skills and qualifications:

- University diploma in translation, journalism or related fields,
- At least 10 years of experience in the field of communication translation and publishing at international level
- Native English speaker
- Good understanding of water issues and related technical vocabulary in line with European requirements,
- Excellent written communication skills,
- Strong availability including rapid turn-around of urgent requests (same day),
- High efficiency with a range of 3 to 10 pages per hour in function of the quality of the document to be work out and quality objective after proof-reading
- Previous work for international organisations is a plus
- Knowledge of French is a plus.

10. Assignment schedule, Implementation modality

Assignment schedule

The assignment should start immediately after the signature of the contract and be implemented up to the end of the EUWI+ programme in July 2021.

Delivery of the activities has to follow the timetable of the transmitted outputs and the events. It is defined for each output by OiEau.

Implementation modality

Works shall be implemented by a company, an NGO, or an individual consultant.

The consultant will work under the management of the International Office for Water, responsible for R3 in the EUWI+ project, and in regular coordination with the EUWI+ team and MS consortium project leader.

The consultant has to provide all means and technical equipment (e.g. hardware, software) necessary for a successful implementation of these services.

The consultant must provide the services her/himself. Subcontracting of one or more parts of the contracted services is not allowed.

All correspondence, documents, and results related to these services must be written in English.

Communication with OiEau could be preferably in French.

11. Selection Procedure

Eligibility Criteria

Participation is open to all natural persons and legal persons which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed.

Submission

Interested and qualified candidates are invited to inquire the full tender dossier (please mention the complete tender name) containing instructions and further information about the tender procedure from International Office for Water:

Ms Ilke CICEKOGLU, project assistant, i.cicekoglu@oieau.fr
Ms Zohra OUARTI, project assistant, z.ouarti@oieau.fr
Mr Philippe SEGUIN, head of unit, p.seguin@oieau.fr

Deadline for submission by email of the technical and administrative capacities and the financial offer is **15 March 2021 at 17:00 CET**.