

ANNEX A.1

Open call for tender

F-SE-19-T05

PROVISION OF EDITORIAL SERVICES IN ENGLISH,
FRENCH AND GERMAN

Technical Specifications

1. Technical specifications

1.1 Title of the tender

Provision of editorial services in **English, French** and **German** for the European Union Agency for Fundamental Rights (FRA).

1.2 Overview and background information

The EU Agency for Fundamental Rights (FRA) has prepared these technical specifications to identify contractors for the provision of editorial services, as described in the relevant sections below, in accordance with its mandate.

2. Contract objectives

The objective of the contract is to provide the agency with editorial services in English, French and German as described in the relevant sections below. Tenderers should have experience in editing scientific documents, e.g. legal and social science reports and analyses in the area of fundamental rights and human rights that are drafted by human rights experts, improving their readability for both expert and non-expert audiences.

2.1. General description of obligations

FRA produces a number of reports and other deliverables every year based on its legal and social research, involving the collection of secondary data through desk research or primary data through fieldwork or a combination of both. These reports and other deliverables correspond to research projects that are outlined in [FRA's Programming Document](#), publicly available on its website, allowing potential Contractors to assess the number and size of potential work to be outsourced. Tenderers should keep in mind that they may be required to edit deliverables throughout the year and at very short notice, sometimes completing several assignments in parallel.

The contractors will carry out the work on the basis of specific guidelines provided by FRA, ensuring the highest quality. The Contractors will liaise closely with FRA staff on an on-going basis to ensure timely delivery of all products according to the deadlines set in the specific contracts. The Contractors should bear in mind that FRA requires direct and recurring contact with the individual(s) editing the respective publication.

3. Service requirements: Lots, tasks and infrastructure

3.1. Lots

This tender is divided into three (3) Lots, as follows:

Lot 1: Provision of editorial services in English

Lot 2: Provision of editorial services in French

Lot 3: Provision of editorial services in German

3.2. Tasks (Lots 1 – 3)

As indication, the tasks may apply to the following types of products, which are produced in print or electronic form, available on [FRA's website](#):

- a. Reports based on primary qualitative research data
- b. Reports based on primary quantitative (statistical) research data
- c. Reports based on review and analysis of secondary data and information
- d. Handbooks on European law related to specific topics
- e. Summaries and executive summaries
- f. Material for FRA's webpages
- g. Information and communication material
- h. Promotional products
- i. 'Easy-to-read' documents.¹

The above products provide the basis for the work to be carried out by the Contractor in accordance with the production timetable established by FRA, based on the FRA calendar of events and publications of the respective year.²

3.3. Content of the tasks (Lots 1 – 3)

The contractor will be required to:

- Edit documents in English, French or German³
- Create 'easy-to-read' versions of FRA reports in English, French or German⁴
- Participate in meetings

A detailed description of the tasks follows.

3.3.1 Editing (Lots 1 – 3)

The contractor should provide (for lots 1-3) editing of specialised texts, such as thematic reports, summaries, handbooks, survey data analyses, training material, case studies, web pages, informational leaflets, promotional material, etc.

The contractor should ensure that the deliverables are edited to the highest quality in terms of grammar and spelling, clarity, consistency, completeness and correctness. This includes: cross-checking information within texts; checking the content of visual elements (such as graphs, tables, etc); ensuring consistency between the main text and any visual elements; and (for lots 2 and 3) ensuring consistency between German/French translation and English original.

¹ For information on the standards for these documents, see Inclusion Europe, *European standards for making information easy to read and understand*, supported by the European Commission DG Education and Culture, Brussels, available at: http://easy-to-read.eu/wp-content/uploads/2014/12/EN_Information_for_all.pdf.

² The FRA calendar is published online in December for the following year. For 2019, see: <https://fra.europa.eu/en/news-and-events/fra-calendar-2019>

³ One page corresponds to 1,500 characters without space

⁴ One page corresponds to 1,500 characters without space

In addition, editing for lot 1 involves editing and/or redrafting of specialised texts that require structural changes; ensuring cogency, relevance and logical sequence; and improving the overall clarity and readability of texts (often written by non-native speakers), including by minimising repetition and simplifying complex language (such as legal or social or political sciences terminology/jargon).

This also includes reordering and, where necessary, inserting footnotes and bibliographical references; and checking and adding web links, etc.

3.3.2. Creating easy-to-read versions of FRA publications (Lots 1-3)

Creating [easy-to-read documents from FRA publications](#), such as reports, summaries, handbooks, survey data analyses, training material, case studies, web pages, information leaflets and promotional material, to render them accessible to persons with disabilities according to the 'European standards for making information easy to read and understand'⁵ or equivalent to other national standards certified by appropriate means. Examples of easy-to-read FRA publications are available on the [FRA's web site](#).

These documents need to include high quality pictures at resolution satisfying offset print criteria. To ensure full accessibility, they must also be checked by an independent group of people with disabilities.

3.3.3. Participation in meetings (Lots 1 – 3)

During the implementation of the Framework Contract, FRA can request the participation of the Contractor in meetings at its premises. Participation at these meetings is mandatory for one or more members of the Contractor's team. The FRA is entitled to request the presence of one or several specific members of the contractor's team. As an indication a meeting at FRA premises usually starts at around 09:00 am and ends at around 17:30 pm.

Participation – including travel and accommodation and any other costs – must be covered by the Contractor and included as a service in the price Offer.

The number of days of meetings over the four-year period of the implementation of the Framework Contract is estimated at between 4 and 6.

The fulfilment of all above tasks should result in text, which:

- uses the English, French or German language cogently, clearly, concisely, accurately and appropriately;
- is fully compliant with FRA's corporate style, including the [style guidelines for authors \(available at: https://fra.europa.eu/en/publication/2019/style-guide-authors-2019-edition\)](https://fra.europa.eu/en/publication/2019/style-guide-authors-2019-edition);
- includes only valid working web hyperlinks and correct bibliographical references;

⁵ See Inclusion Europe, *European standards for making information easy to read and understand*, supported by the European Commission DG Education and Culture, Brussels, available at: http://easy-to-read.eu/wp-content/uploads/2014/12/EN_Information_for_all.pdf. For more information on the standards for these documents, see also the UK Department for Health, Office for Disability Issues, 'Making written information easier to understand for people with learning disabilities. Guidance for people who commission or produce Easy Read information - Revised Edition 2010', available at: <https://www.gov.uk/government/publications/making-written-information-easier-to-understand-for-people-with-learning-disabilities-guidance-for-people-who-commission-or-produce-easy-read-information-revised-edition-2010>.

- includes accurate tables and graphs in MS Word files, also provided separately in Excel files;
- includes link(s) to image files, separately appended as picture files in print quality;
- is delivered in the best quality according to the deadline of the specific contract.

3.4. Technical infrastructure

Contractors should have the capacity to work in an up-to-date electronic and web-based publishing infrastructure with templates and to be familiar with HTML mark-up. They should have expertise in, and experience with, electronic publishing processes and workflows, including formatting and conversion. They should be able to work with the latest and earlier versions of word processing and publishing software, for example, MS Word, Adobe Acrobat Pro, including InDesign and suitable HTML editor(s). The Contractor should have fast and reliable internet connectivity.

4. Acceptance of deliverables

The procedure for accepting the deliverables shall be the following:

- FRA receives the deliverables by the deadlines set out in the respective specific contract, and confirms receipt per email.
- FRA assesses the deliverables and may request the contractors to revise it. The deliverable is considered as a final deliverable only after final acceptance by FRA.
- FRA sends a Task acceptance form, upon which the Contractor can issue the respective invoice.

5. Place of work and delivery

The Contractors shall undertake the implementation of the services at their premises. Deliverables must be sent electronically by email or in case of paper copies by courier services to FRA.

6. Project team

The overall responsibility for the execution of the Contract, including the implementation of all measures necessary to provide FRA with the requested services on time and ensuring the highest quality, lies with the Contractor and has to be demonstrated in their Technical Offer in accordance to the Technical Specifications and Tender Specifications.

Tenderers must present in their Technical Offer the proposed team composed as a minimum **per lot** of one (1) senior editor and one (1) editor and provide the relevant CVs (in **EUROPASS form**).

Project team for Lot 1: Provision of editorial services in English

Profile	Minimum educational qualifications (to be proven by supplying the relevant CV in EUROPASS form) and the selection grid under Annex C , form C.3.1.
Senior editor	<ul style="list-style-type: none"> • 6 years of experience in editing scientific (legal, social or political science) texts, preferably related to human rights issues, in English, which have been published in books, scientific journals or by international organisations. • At least two relevant publications edited and showing the mark up in English must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • Proven experience in creating easy-read documents illustrated with high-quality photos. At least two easy-read documents in English must be provided, clearly fulfilling the European Standards. • Native proficiency in English (level C2)
Editor(s)	<ul style="list-style-type: none"> • 4 years of experience in editing scientific (legal, social or political sciences) texts in English that have been published in books, scientific journals or by international organisations. • At least one relevant publication edited and showing the mark up in English must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • Native proficiency in English (level C2)

Project team for Lot 2: Provision of editorial services in French

Profile	Minimum educational qualifications (to be proven by supplying the relevant CV in EUROPASS form) and the selection grid under Annex C , form C.3.1.
Senior editor	<ul style="list-style-type: none"> • 6 years' experience in editing scientific (legal, social or political science) texts, preferably related to human rights issues, in French, which have been

	<p>published in books, scientific journals or by international organisations.</p> <ul style="list-style-type: none"> • At least two relevant publications edited and showing the mark up in French must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • Proven experience in creating easy-read documents illustrated with high-quality photos. At least one easy-read document in French must be provided, clearly fulfilling the European Standards and showing that these were checked by an independent group of persons with learning disabilities. • Native proficiency in French (level C2). • Excellent knowledge in English (level C1)
Editor(s)	<ul style="list-style-type: none"> • 4 years' experience in editing scientific (legal, social or political sciences) texts in French that have been published in books, scientific journals or by international organisations. • At least one relevant publication edited and showing the mark up in French must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • Native proficiency in French (level C2). • Excellent knowledge in English (level C1)

Project team for Lot 3: Provision of editorial services in German

Profile	Minimum educational qualifications (to be proven by supplying the relevant CV in EUROPASS form) and the selection grid under Annex C , form C.3.1.
Senior editor	<ul style="list-style-type: none"> • 6 years' experience in editing scientific (legal, social or political science) texts, preferably related to human rights

	<p>issues, in German, which have been published in books, scientific journals or by international organisations.</p> <ul style="list-style-type: none"> • At least two relevant publications edited and showing the mark up in German must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • Proven experience in creating easy-read documents illustrated with high-quality photos. At least one easy-read document in German must be provided, clearly fulfilling the European Standards and showing that these were checked by an independent group of persons with learning disabilities. • Native proficiency in German (level C2). • Excellent knowledge in English (level C1)
Editor(s)	<ul style="list-style-type: none"> • 4 years' experience in editing scientific (legal, social or political sciences) texts in German that have been published in books, scientific journals or by international organisations. • At least one relevant publication edited and showing the mark up in French must be provided, specifying titles, dates, type of publication, publisher, place of publication, ISBN number (if available). • At least one-year experience in creating documents accessible for persons with disabilities, in particular easy-read-documents illustrated with high quality photos. • Native proficiency in German (level C2). • Excellent knowledge in English (level C1)

7. Communication

Direct communication between the Contractor and FRA shall be possible by phone during working days and hours and through electronic and surface mail.

Any written communication sent by the Agency shall be answered within two (2) working days.

The Contractors should ensure that questions for clarification regarding any deliverable are addressed, if requested by FRA, within two (2) working days.

The working language of the Agency is English. Therefore all communication between the Contractor and the Agency must be in English.

8. Project monitoring

FRA will monitor the execution of the Framework Contract and Specific Contracts in technical and administrative terms. The Contractors should report immediately in writing to the Agency any problems encountered during the implementation of the Contract.

9. Minimum requirements

The minimum requirements of these Technical Specifications are that the Contractor has the minimum capacity of editing at least 10 pages⁶/day.

⁶ One page is defined as 1,500 characters without space.