

CALL FOR TENDER

Proofreading services

Background and purpose of the call

The European Network of Political Foundations (ENoP) is a cooperation structure, serving as a communication and dialogue tool between the European political foundations and the Institutions of the European Union (EU), as well as civil society actors in the fields of democracy support and development cooperation. Furthermore, the network provides services to its members to facilitate their participation in the respective programmes of the EU. The network counts over 50 member foundations from 23 EU Member States. The members are affiliated to six political party families represented in the European Parliament (Renew Europe, EPP, S&D, ECR, Greens/EFA, GUE/NGL), but are independent in their decision-making and financing of international projects. The activities of political foundations in the fields of democracy support and development cooperation include public campaigning and awareness raising, advocacy work vis-à-vis political institutions and decision makers in their respective home countries, as well as the EU level. The main focus, however, is on the implementation of democracy support and development projects with local partners in more than 100 developing and transition countries throughout the world. Since March 2019, ENoP is implementing an EU co-funded action grant, called “Strengthening ENoP as actor in support of democratic and pluralistic societies”.

In the scope of this, ENoP and its members regularly produce a variety of publications, ranging from position papers and statements, to large-scale studies. In order to ensure the quality of the final products, ENoP is looking to engage a tender to provide proofreading services.

Tasks to be performed

The expert is expected to deliver the following services:

- Grammar, spelling, punctuation check;
- Improvement in style, consistency and readability;
- Ensuring the correct use of UK English;
- Checking the formatting, page numbering, table of contents on request;
- Plagiarism Check on request;

Deliverables

Timely delivery of the above services upon request.

Time frame

Services are to be delivered as from May 2022 until the end of August 2023.

Language

The language for communication and service delivery is English.

Profile and expertise

The service provider should match the following profile:

- Proven expertise in proofreading and editing of texts in English;
- Native UK English speaker/s;
- Experience in the field of EU affairs and policy areas linked to ENoP's work is an asset.

Remuneration and other compensations

Offer based.

Award criteria

Best value for money. The evaluation team will place an average weight of 40% to the price component and 60% to experience and content.

Procedure for expression of interest

Service providers with the above-mentioned profile are kindly invited to send a company deck, outlining their relevant experience, the expected fees and hourly rates for services requested.

The applications shall be sent to Elka Hubenova elka.hubenova@enop.eu by 20 May 2022.