

ANNEX A.1

Open call for tender F-SE-13-T16

PROVISION OF EDITORIAL SERVICES

TECHNICAL SPECIFICATIONS

1. TECHNICAL SPECIFICATIONS

1.1 OVERVIEW AND BACKGROUND INFORMATION

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

The European Union Agency for Fundamental Rights (FRA) was established on 15 February 2007 on the basis of Council Regulation (EC) No. 168/2007.¹ The objective of the Agency, according to Article 2 of the Regulation, is to provide the relevant institutions, bodies, offices and the Community Agency concerned and the Member States with assistance and expertise relating to fundamental rights in order to support them when they take measures or formulate courses of action within their respective spheres of competence to fully respect fundamental rights.

In order to fulfil its objectives the FRA conducts research collecting relevant primary and secondary data and contextual information from EU Member States and analyse them comparatively in order to develop policy relevant reports addressed primarily to their main stakeholders, the EU institutions and EU Member States. These tasks are accomplished primarily through the work of their expert staff. In addition, the FRA develops and coordinates research networks of experts and organisations across the EU based on contractual relations.

More information on the FRA and its activities can be found at its website: <http://fra.europa.eu>

2. Contract Objectives

The objective of the contract is to provide the Agency with editorial services, as described in the relevant sections below. Tenderers should have experience in editing scientific documents, such as legal, and social and political sciences analyses in the area of fundamental rights, including statistical data. The texts are drafted by experts based on an analysis of primary and/or secondary data, and translated into French and German. Tenderers should improve the readability and understanding of the French and German translations for a non-expert audience.

3. General description of obligations

The agency produces a number of reports and other deliverables every year based on its **legal and social sciences**(quantitative and qualitative) research. These reports and other deliverables correspond to research projects that are outlined in FRA's Annual Work Programme, 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 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 in the respective language. 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.

4. Framework contract implementation procedures

When the FRA wishes to procure services under the Framework Contract, it will act in accordance with

¹ COUNCIL REGULATION (EC) No 168/2007 of 15 February 2007 establishing a European Union Agency for Fundamental Rights

the provisions of the Framework Contract provided in Annex to the Tender Specifications. Order Forms and Specific contracts on a fixed price basis can be concluded between the FRA and the selected contractors over the total duration of the Framework Contract.

5. Service requirements: Lots, tasks and infrastructure

5.1 LOTS

This tender is divided into two (2) lots. Each tenderer may apply for one or several lots.

Lot 1 - Provision of editorial services in German

Lot 2 - Provision of editorial services in French

The tenderer must be in a position to be able to provide – for the lot for which they apply - all services requested (see Paragraph 5.2.1 of this document).

5.2 TASKS

As indication, the tasks may apply to the following type 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. summaries and executive summaries;
- e. material for the FRA's web pages;
- f. information and communication material;
- g. promotional products;
- h. 'easy-to-read' documents.²

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. Edited versions (complete with visible track changes and the comment facility) will be delivered to FRA in electronic form compatible with Microsoft Word 2010, including full compatibility when customised MS Word templates are used.

In the event of proof reading tasks, the contractor will provide FRA with correctly marked up pages in electronic form. Documents proofread electronically must be delivered in PDF format using the annotation and drawing mark-up tools as well as the comments facility, clearly indicating the required changes.

All deliverables – edited copy, MS Word or PDF files – must be delivered within the agreed timeframe in the specific contract.

5.2.1. Content of the tasks

² For more information regarding the standards for these documents, see 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: <http://odi.dwp.gov.uk/docs/iod/easy-read-guidance.pdf>.

The contractor will be required to:

- edit documents, which have been translated from English into German (lot 1) and French (lot 2);
- edit documents to conform to the 'easy-to-read' format in German (lot 1) and French (lot 2);
- proofread documents in German (lot 1) and French (lot 2);
- participate in meetings (both lots).

Editorial tasks consist of:

5. 2. 1. 3. Editing – Translated text (lot 1 & 2)³

Editing of translated text from English into German (lot 1) or French (lot 2) and ensuring completeness and correctness of the translation, as well as appropriate style in the translated language.

This may include improving the German (lot 1) or French (lot 2) language, simplifying and improving complex language in the translations (involving legal and sociological terminology), ensuring the correct translation of official EU documents, translating and reordering of footnotes and bibliographical references, checking tables and graphs, researching and adding web links in the respective language of the document.

5. 2. 1. 5. Editing documents into easy-to-read format (both lots)

Converting documents, such as reports, summaries, handbooks, survey data analyses, training material, case studies, web pages, information leaflets and promotional material, into easy-to-read documents to render them accessible to persons with disabilities, according to the standards provided by the Office for Disability Issues of the UK Department for Health ('Making written information easier to understand for people with learning disabilities. Guidance for people who commission or produce Easy Read information – Revised Edition 2010') or equivalent to other national standards certified by appropriate means.

5. 2. 1. 6. Proofreading (both lots)

Corrections to be marked up according to the international proofing symbols electronically or exceptionally by hand (for example, on Adobe Acrobat or MS-Word) on proof supplied in electronic format.

5. 2. 1. 7. Participation in meetings (both lots)

During the implementation of the Framework Contract, FRA will request the contractor to participate in meetings at its premises. The participation at these meetings is mandatory for one or more members of the contractor's team. FRA may request the presence of a member of the contractor's team assigned a specific function, e.g. developing 'easy-to-read' material. **Participation including travel and accommodation and any other costs must be covered by the contractor and included as a service in the Price Offer.**

³ Page size: A4, 1,500 characters without spaces per page; Line spacing: Single; Font size: 11

The number of days of meetings over the four-year period of the implementation of the Framework Contract is estimated at up to 30 days. A higher frequency of meeting days may be likely at the beginning of the contractual period. Depending on the needs for editorial requirements, a meeting may extend accordingly.

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

- uses the German (lot 1) and French (lot 2) languages clearly, concisely and appropriately;
- is fully compliant with FRA's corporate style, including the style guidelines for authors;
- includes only valid working web hyperlinks and correct bibliographical references;
- 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.

5. 3. 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 and experience of 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.

6. Acceptance of deliverables

The procedure for accepting the deliverables shall be the following:

- the FRA receives the deliverables according to the deadlines set out in the respective specific contract and/or order form.

7. 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 service to FRA.

8. 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 a minimum of one (1) editor and provide the relevant CV(s).

Profile	Minimum educational qualifications (to be proven by supplying the relevant CV in EUROPASS form)
Editor(s) (lot 1)	<p>- 5 years' experience in drafting, copy-editing and proofreading scientific (legal, social sciences and/or political sciences) texts in German, which have been published in books, scientific journals or by international organisations.</p> <p>Proven excellent knowledge of German, certified by a relevant institution or native speaker and/or edited publications in German (in this case a minimum of one such publication (full text), including track changes showing completed editorial work, must be provided.</p> <p>- Excellent knowledge of English certified by a relevant institution or edited publications in English (in this case a minimum of one such publication (full text) must be provided in English).</p>
Editor(s) (lot 2)	<p>- 5 years' experience in drafting, copy-editing and proofreading scientific (legal, social and/or political sciences) texts in French, which have been published in books, scientific journals or by international organisations.</p> <p>- Proven excellent knowledge of French, certified by a relevant institution or native speaker and/or edited publications in French (in this case a minimum of one such publication (full text), including track changes showing completed editorial work, must be provided.</p> <p>- Excellent knowledge of English certified by a relevant institution or edited publications in English (in this case a minimum of one such publication (full text) must be provided in English).</p>

9. Communication

Communication between the contractor and the FRA shall be possible by phone during working days and hours and through fax, 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 the FRA, within two (2) working days.

10. 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.