



**Global
Partnership**
for Sustainable
Development Data

Request for Proposals

Copy Editor

Consultancy

Deadline: May 15, 2024

Global Partnership for Sustainable Development Data

To : Offerors
From : Global Partnership for Sustainable Development Data /
United Nations Foundation
Subject : Copy Editor Consultant
RFP Issue Date : April 5, 2024
RFP Closing Date : May 15, 2024
RFP Closing Time : 17:00 hours U.S. Eastern Time
Performance Period : One (1) Year, renewable for an additional two (2) years

The Global Partnership for Sustainable Development Data (the Global Partnership) is seeking a qualified and experienced copy editor with a proven track record in the international development field to assist in the editing, formatting, and proofreading of reports and other materials for publication. The Global Partnership invites qualified individuals, firms, and organizations (“Offerors”) to submit a proposal for the requested services. The Contract resulting from this award will be a Services Agreement.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate the United Nations Foundation (UNF) to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to the Global Partnership/UNF in terms of cost, functionality, and other factors as specified in this RFP.

The Global Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and consultants.

Section 1: Background and purpose

Background: United Nations Foundation

The United Nations Foundation links the UN’s work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women’s empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for the Global Partnership. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a dynamic global network of governments, UN agencies, private companies and civil society organizations. The Global Partnership convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. For more information, visit www.data4sdgs.org.

Section 2: Scope of services

2.1 Definitions

Editing is work carried out on a single language-version text to correct grammar, syntax and style, which is also understood to comprise logic and completeness. Editing is meant to improve the flow and overall quality of the writing, without changing the intended message, doing away with wordiness and removing any ambiguity.

Formatting refers to the way a document is laid out on the page – the way it looks and is visually organized – addressing things like font selection, font size, spacing, margins, alignment, columns, indentation. Most documents will contain headings, body text, quotations, and references/endnotes, which should be formatted in an organized, clear, consistent, easy-to-read manner.

Proofreading is defined as comparing an edited laid-out document (final draft) with the source document to ensure all text has been transferred from the source, correcting typographical errors and format inconsistencies as well as accuracy of any cross references, and ensuring the correct location of graphics, tables, headers, footers, page numbers, page breaks, etc.

Regular editing/proofreading service is defined as editing and/or proofreading that can easily be accomplished by a mutually agreed upon date, considering accepted standards of editing productivity and assuming that only one editor will work on the job.

Urgent editing/proofreading service is defined in two ways: a) editing and/or proofreading of a small job (an occasional document of up to 500 words) that needs to be delivered within 1 business day; and b) larger jobs that need to be delivered as quickly as they can be done.

In some urgent cases, it is possible that there might not be enough time for the successful Offeror to submit the job through its regular quality assurance process. In those cases, the successful Offeror shall advise the Global Partnership when acknowledging the request.

Word count is defined as a continuous series of characters of text. The word count will be done electronically using the same software in which the text was provided. Should that software not have a word count function, the Global Partnership will copy and paste the text into MS Word to count the number of words.

2.2 Types of Documents

The Global Partnership will require editing, formatting, and proofreading service for a broad range of documents including, but not limited to, reports, proposals, project documents, blogs, case studies,

briefings, website content, social media and public communications. Certain documents will contain specialized terminology commonly used in the data and international development communities of which the Global Partnership is a part.

2.3 Services Expected

The successful Offeror will, on an as requested basis:

1. Edit texts of a specialized or technical nature to ensure accuracy, clarity, cohesion and conformity with house style primarily, and Associated Press Style secondarily, standards, policy and practice;
2. Consult with relevant consultants and technical leads to clarify ambiguities, ensure conformity with specific aspects of editorial policy and practice, and rectify substantive errors;
3. Provide professional-level formatting. The document should be ready for design and/or publication.
4. Provide proofreading, including checking copy after design against submitted Word file, noting any omissions, additional text, or final revisions;
5. In consultation with the Global Partnership's Communications Officer, agree on specific return dates for each publication to be edited and communicate and explain any potential delays immediately;
6. Providing additional responsibilities which may include writing headings, figure titles and basic fact checking.

Reports to be copy edited will be sent to the editor on an occasional basis.

If an Offeror is able to provide editing/formatting/proofreading services in additional languages, this should be noted in the Offeror's proposal.

It is expected that the successful Offeror consults with the Global Partnership prior to editing projects to discuss terminology and purpose, to ensure the edits maintain the meaning and tone of the original document. These consultations will be brief and will be held more frequently during the first year of the contract. The product returned to the Global Partnership must be in its final form and be fully reviewed for quality control.

Whenever possible, the Global Partnership requires the successful Offeror to use the same employee editors to handle all Global Partnership assignments in order to develop a sound knowledge of the Global Partnership's "language" and style.

2.4 Desirable experience/qualifications

(If a consulting firm is bidding, the Global Partnership would look for these qualifications from the lead individual and others likely to be significantly engaged in the work.)

- B.A. in any discipline, with a preference for degrees in English, writing, or communications

- Minimum 5 years professional experience as an English-language editor with demonstrated experience working on technical texts in economics and development;
- Prior experience editing or proofreading documents related to the data and/or international development communities
- Familiarity and professional experience with the 2030 Agenda for Sustainable Development and the Sustainable Development Goals is an asset
- Experience drafting and editing documents for international developmental organizations, multilateral organizations such as the United Nations or the World Bank, and in the data for development space will be an added advantage
- Professional accreditation as a copy editor preferred
- Detail-oriented, organized, enthusiastic, able to manage tight timescales during crunch periods
- Familiarity with Associated Press Style Book is required;
- Demonstrated experience with completing documents for print;
- Exceptional skills in grammar, spelling, punctuation, syntax and vocabulary;
- Professional-level knowledge of French, Spanish, Arabic, and/or other UN languages is an asset
- Exceptionally strong grasp of professional writing and editing for superb clarity, brevity, and style

Section 3: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must be submitted in **English**.

1. Technical Proposal, no more than two pages, to include:

- a. The primary contact person for the Offeror: the individual's name, address, phone number and email address.
- b. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- c. A summary of the Offeror's understanding of the scope of services, along with a positive commitment to perform the work in a timely manner.
- d. A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP, and years of relevant experience.

2. Resume or CV of Key Personnel

3. List of References

The Offeror must include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

4. Cost Requirements

The Offeror should include a rate sheet for the services described above. All prices must be quoted in **U.S. dollars**. Prices will be applicable throughout the term of the contract.

Please provide an all-inclusive rate for copy editing in accordance with the following table. As detailed in sub-section 2.1, which defines the required services, this rate includes all work required to return a final product to the Global Partnership.

Type of Service: Editing	Regular Editing (Rate per hour)	Urgent Editing (Rate per hour)
English Text		
<i>Add lines for additional languages, if applicable</i>		

Provide an all-inclusive hourly rate for formatting services in accordance with the following table.

Type of Service: Formatting	Regular Editing (Rate per hour)	Urgent Editing (Rate per hour)
English Text		
<i>Add lines for additional languages, if applicable</i>		

Provide an all-inclusive hourly rate for proofreading services in accordance with the following table.

Type of Service: Proofreading	Regular Editing (Rate per hour)	Urgent Editing (Rate per hour)
English Text		
<i>Add lines for additional languages, if applicable</i>		

Provide an all-inclusive hourly rate for combined editing, formatting, and proofreading of a single document, in accordance with the following table.

Type of Service: Editing, Formatting, and Proofreading	Regular Editing (Rate per hour)	Urgent Editing (Rate per hour)
English Text		
<i>Add lines for additional languages, if applicable</i>		

Proposal submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: proposals@data4sdgs.org. Be sure to include in the subject line: Copy Editor Consultancy. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Section 4: Selection

We will review candidates with the goal of selecting several consultants from a diverse range of geographies most advantageous to the Global Partnership, based on the qualifications listed above, as demonstrated by the resume or CV, cover letter, and additional material, if applicable. The Global Partnership will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. The Global Partnership will also consider the overall costs to ensure that they are reasonable to deliver the services. The Global Partnership may meet with one or more Offerors prior to selection.

Section 5: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as, a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

Section 6: Terms of payment

Payment terms for the award shall be on an assignment basis and will be made following the submission of each assignment. Payment is dependent upon receipt of valid invoice, and contingent upon successful

completion of deliverables, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or bank wire. The final payment terms in the contract will control, not this RFP. No advance payment will be provided.