

# CALL FOR EXPRESSION OF INTEREST (EOI)

PROCUREMENT NO: PR2024/03

PENNA EDITORS

## CYPRUS DIALOGUE FORUM

The Secretariat of the Cyprus Dialogue Forum (CDF Secretariat) invites interested applicants to submit an Expression of Interest to provide editing services for the CDF's digital opinion service Penna! The Cyprus Dialogue Forum Secretariat is the administrative structure of the Cyprus Dialogue Forum and provides coordination, facilitation, research, and technical/logistics support to the Cyprus Dialogue Forum dialogues.

To support the work of the Forum, the CDF Secretariat requires the services of two editors – one fluent in **Greek and English**, and the other in **Turkish and English** – to edit the translated content of the trilingual opinion service Penna! prior to publication. This expression of interest takes place within the framework of the project “Strengthening collaborative spaces for dialogue and shared knowledge creation” funded by the European Union and implemented by the Cyprus Dialogue Forum.

### EXPRESSION OF INTEREST FOR EDITING SERVICES

The overall objective of this expression of interest is to identify competent and experienced editors who will be able to ensure the smooth functioning of the CDF's online opinion service Penna! As part of the procurement procedure, the most qualified applicants will be shortlisted for test and interview. The two successful applicants will be awarded a service contract, one for each language combination.

### TERMS OF REFERENCE

Please refer to the TOR for Penna Editors attached to this call for information on the required services, scope of work, and required qualifications for applicants.

### SUBMISSION DETAILS:

Submission Documents: Interested applicants need to submit the following **documents**:

- Curriculum Vitae (CV);
- Letter of expression of interest outlining (a) relevant qualifications and experience in the field, (b) fluency in relevant languages for the service for which they are expressing an interest in, as outlined in the Terms of Reference to this Call and (c) the reasons they are interested in working with the CDF;
- Supporting documents in the form of a portfolio (list) of available documents and/or links providing examples of relevant experience in the field;
- Financial proposal (rate per deliverable);

Submission method: via email to [info@cydialogue.org](mailto:info@cydialogue.org) with the following subject line: **PR2024/03 - Eoi Penna Editors - [Applicant's Name]**

**Submission deadline:** Tuesday, **26 March 2024; 17:00 (GST +2)**



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Interested applicants may obtain further information by sending any requests to [info@cydialogue.org](mailto:info@cydialogue.org).

## EVALUATION OF SUBMISSIONS

The assessment of the applications under this call for expression of interest will be made after the indicated submission deadline. Applicants that apply within this timeframe will be assessed based on (a) their qualifications/proven experience and (b) financial offer submitted. Any applications received after the indicated submission deadline, will not be considered.

Applications received will be evaluated by an Evaluation Committee based on a Combined Scoring Method, using 80% - 20% for the technical assessment and financial assessment of submissions respectively. The Evaluation committee will review, evaluate and rank applications against the evaluation criteria identified herewith.

The Evaluation Committee will evaluate the submissions as described below and will make a decision to invite shortlisted candidates for interview at the CDF Secretariat offices. Shortlisted candidates will be required to complete remotely two short edits of text – sent by the CDF Secretariat – in the two relevant languages prior to interview.

The evaluation of submissions is made through the following steps by the Evaluation Committee:

1. **Minimum Eligibility Criteria (Pass/Fail):** Concerns the following:
  - a. All the documents requested in the expression of interest are submitted.
  - b. The applicant has the minimum qualifications required.
  - c. The financial proposal is equal to or lower than the maximum rate provided
2. **Technical Assessment Criteria (weight 80% of total score):** The technical assessment of applications takes place in two stages.

**Stage 1: Desk Review & Shortlisting:** A substantive technical assessment of the profile of each candidate takes place. The Evaluation Committee will assess the submissions through a desk review against their qualifications and level of experience based on the following criteria in order to shortlist the top 3 candidates for each language combination for stage 2:

- a. Demonstrated qualifications in related area – 10 points
- b. Number of years and relevance of experience on similar engagements and relevance for the service required – 10 points
- c. Demonstrated skills and expertise in editing translated texts in Greek and English or Turkish and English - 10 points
- d. Demonstrated ability to work independently and under strict deadlines – 5 points
- e. Experience working in a politically sensitive and/or intercommunal setting – 5 points

**Stage 2: Test and Interview:** Based on the evaluation of applications in stage 1, the Evaluation Committee will invite the top 3 shortlisted candidates for each language combination for (a) an interview at the CDF Secretariat offices and (b) remote completion



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of two short edits of text in the two relevant languages prior to interview. The Evaluation Committee will assess this stage as follows:

- a. Interview score – 30 points
- b. Test score - 30 points

**3. Evaluation of Financial Proposal (weight 20% of total score)**

- a. In order for the Evaluation Committee to review an applicant's financial proposal, the applicant needs to have passed to the second stage of the technical assessment. If the applicant has passed to the second stage of the technical assessment, the submission will be considered technically compliant and responsive.
- b. If it is technically responsive, then the applicant's financial proposal will be subject to financial evaluation.
- c. If the submission is not deemed technically compliant, the applicant's proposal will not be further considered.

Based on the combined assessment (technical/financial) one successful candidate from each language group will be offered a Service Contract.



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