

TERMS OF REFERENCE

PENNA EDITORS SERVICE CONTRACT

Location:	CYPRUS
Type of Contract:	SERVICE CONTRACT
Language Combination Required:	ENGLISH-GREEK or ENGLISH-TURKISH
Maximum Rate/Amount:	€60 / DELIVERABLE
Intended start date:	MAY 2024

BACKGROUND

The Cyprus Dialogue Forum is a non-formal dialogue space that aims to support the peace process in Cyprus. It has been created by local stakeholders as an inclusive space for dialogue and knowledge-sharing among political, economic and social stakeholders in both communities in which issues and challenges of common concern can be addressed. In the Forum, the stakeholders work together to support change through the development of common understandings, shared knowledge and joint visions for the future. The Forum is supported by a Secretariat function that operates under two administrative partners, the Humanitarian Relief Mission-CDF and the Association for Historical Dialogue and Research-CDF and provides coordination, facilitation, research and technical/logistics support to the Forum dialogues. Any contractual arrangement is concluded by one or both of the administrative partners on behalf of the Secretariat of the Cyprus Dialogue Forum.

The work of the Cyprus Dialogue Forum is supported through the project “Strengthening collaborative spaces for dialogue and shared knowledge creation”, financed by the European Union and implemented by the Secretariat of the Cyprus Dialogue Forum. Towards this end, to support the work of the Forum and the stakeholders, the Secretariat of the CDF 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 CDF’s digital opinion service Penna!

Penna! aims to transcend the language and knowledge barriers between the two communities, focusing on the key issues dominating the agenda in each community, as seen through the eyes of prominent columnists from across the island. The website publishes four opinion pieces each week in three languages. The articles are selected from media outlets in both communities and translated verbatim into Turkish, Greek or English. Readers can enhance their understanding of the ‘other’ community by getting access in their native language to diverse opinions, including context, background, behind-the-scenes info, and nuanced arguments on key issues.

SCOPE OF WORK & RESPONSIBILITIES

The aim of this editing service is to ensure that the trilingual website continues to provide consistently accurate and coherent translated content, while protecting the credibility and integrity of the CDF. The service contractors will provide editing services on content translated by a machine translation service for publication on the Penna! website. The two editors are required to have expertise in two languages – Greek and English or Turkish and English. The editors will work within



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a strict time frame to ensure high quality, effective and efficient provision of services as well as confidentiality in all aspects of the assignment. They will work on four translated articles per week – in English and Greek or English and Turkish – completing one deliverable per day. Below are the key responsibilities for each deliverable:

- Upload original language text on Penna! website, properly inputting relevant accompanying data.
- Put original text through machine translation service.
- Review and edit translated text within agreed time frame, checking against the original.
- Correct errors in translation that distort meaning such as cultural references lost by the machine translation service, or the failure to capture intended humour, irony, ambiguity, subtle nuances, wordplay, figures of speech, idioms, colloquialisms, dialect, slang, abbreviations, acronyms, etc.
- Apply contextual logic to the translation, thereby offsetting the machine translation service's inability to do so.
- Provide accurate and coherent edits, ensuring final edited text is true to the original text, that it is technically and grammatically correct, and that it reflects the tone, flow and nuances of the original, as well as the intended meaning of the author.
- If the meaning of certain text is not clear, conduct desk research and/or coordinate with the other language editor and/or the original author to ensure the intended meaning is clarified and captured in the final edit.
- In rare instances where a specific translated text is incomprehensible (for example, due to local context, use of dialect or acronyms), provide a brief 'Editor's note' explaining the intended meaning of the text used, ensuring the note complies with the 'house' style and objectives of the website.
- Proofread final edit to ensure text meets high-quality standards, is error-free and ready for publication before uploading draft edit on to Penna! website within the set timeframe.
- Follow CDF Secretariat guidelines on editing and style, and, where required, make corrections or changes to edited text within agreed time frame.
- To improve the quality of machine translation service to which the CDF subscribes, input more accurate entries for frequently translated words into the CDF's personalised online glossary, in coordination with the CDF Secretariat.
- Provide or assign an editor of equal quality and language skills as a replacement in the event the service contractor is temporarily unable to meet their commitments. The responsibility for ensuring the replacement has the necessary tools and training to complete the assignment lies with the service contractor.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's and/or master's degree in media, literature, translation, political science, international relations or related area.
- At least five years of relevant experience, with demonstrated ability to write, edit and proofread.
- Fluency in written and spoken English and Greek or English and Turkish is required.
- Strong language and editorial skills with demonstrated ability to edit translated text in a lucid yet accurate manner, maintaining the integrity and nuances of the original text.
- Ability to work independently and under strict deadlines while delivering high-quality output on time.
- Computer proficiency.



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- Ability to exercise sound judgement in a politically sensitive and/or intercommunal setting.
- Familiarity with and a good understanding of the Cyprus Problem is desirable.

GOVERNANCE AND ACCOUNTABILITY

- a) The service contractor will need to be available for the edit of one translated article per day, four days a week, under the guidance of the CDF Secretariat.
- b) The CDF Secretariat will set the specific timing for completion of deliverables per week.
- c) The editor will report to the CDF Secretariat daily on completion and upload of each final draft edit, as well as communicate any queries or challenges regarding the task at hand in a timely fashion, and make necessary amendments to the edit if required prior to publication. The contractor is expected to respond positively to feedback and adapt their work accordingly.
- d) To ensure the timely completion of accurate and coherent edits, the editor is also expected to liaise with the other language editor and, if needed, with the original author of the translated text, in the course of performing their work.
- e) The CDF Secretariat will conduct a training session with the editor at the start of the contract at the CDF offices, and provide guidance on editing and style. Subscription to a machine translation service will also be provided by the CDF Secretariat for the use of the service contractor.
- f) Failure to meet an agreed deadline and to deliver consistently high-quality work will affect future assignments.

EXPECTED DURATION OF CONTRACT, RATES & LOCATION

- a) The contract is for a duration of 12 months, with an estimated number of 150 deliverables, subject to a renewal for an additional 20 months, and an estimated additional 300 deliverables. The total amount of the Service Contract will be determined by the agreed number of deliverables provided.
- b) The CDF Secretariat reserves the right to terminate the contract if the Penna service changes format or is suspended, or in the case where the CDF Secretariat considers that the contractor has not delivered the work to a satisfactory standard.
- c) The contractor will work remotely during the contract but should be easily reachable during working hours if required. They will use their own equipment to complete deliverables.
- d) The contractor will be required to be present for a training session at the CDF offices upon contract signature.
- e) Successful applicants will be awarded a Service Contract. The contract will be signed with one or both of the administrative partners AHDR-CDF and HRM-CDF on behalf of the CDF Secretariat.
- f) Payments will be made upon the completion of requested deliverables and upon the submission of an invoice by the contractor.
- g) The rate of the contract will be based on the financial offer submitted by each applicant. The CDF Secretariat reserves the right to negotiate rates with each applicant after the submission. Rates to be included in the financial offer need to be inclusive and cover all aspects of the assignment outlined above that are required for the edit and upload of each article, including amendments where required. For indicative purposes, the rate of **€60 per deliverable** serves as the **maximum rate** that would be considered as part of the financial offer to be submitted by each applicant. The rate will be fixed per deliverable and



will not be calculated based on the word count which may differ between each edited article.

SCHEDULE OF PAYMENT

Payments will be made upon successful completion of the requested services and upon submission of an invoice by the service contractor at the end of each month. Service contractors should ensure the timely submission of invoices to facilitate payment towards the service. Payments will be made within 30 days from the date the invoice has been received by the CDF Secretariat.



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