

TERMS OF REFERENCE

EDITOR EDITORS ROSTER

Location:	Nicosia, Cyprus
Type of Contract:	Professional Service Contract
Languages Required:	English or Greek or Turkish
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 professional editors to provide editing services in three languages (English/Greek/Turkish) for CDF related documents.

SCOPE OF WORK & RESPONSIBILITIES

The purpose of using professional editing services is to ensure proper presentation of information relating to the production of CDF documents and reports, including accuracy of facts and messages conveyed, quality writing in terms of the presentation of ideas, as well as correct spelling grammar and punctuation in conformity with the editorial style and terminology of the CDF. The editor will be part of the Editors Roster and will provide editing services for the final versions of CDF documents and reports. The editor is required to have expertise in at least one of the following languages: **English, Greek, Turkish**. The editor will ensure high quality, effective and efficient provision of services as well as confidentiality in all aspects of the assignment. The editor has the following key responsibilities:

- Review and edit of written texts in English, Greek or Turkish.
- Review, verify and edit to ensure that texts are substantively and technically of a high quality, in conformity with the editorial style and terminology of the CDF.
- Review, verify and edit to ensure use of gender sensitive language throughout the documents



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- Pay attention to the clarity and coherence of the argument, as well as consistency between text, tables, figures, footnotes and boxes.
- Correct errors, spelling and punctuation.
- Ensure that texts meet high quality standards, are error free and will not need further editing after completion.
- Make necessary corrections or changes required by the CDF Secretariat or its stakeholders and re-submit the corrected text within an agreed timeframe.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in linguistics, education translation, social sciences, literature, communication or related areas is an advantage but not mandatory.
- Proven track record and experience in editorial work
- Demonstrated experience in editorial work with international institutions & intercommunal civil society organisations.
- Experience in editing specialised texts that require specific terminology research & knowledge, as well as experience in editing texts in a variety of subject matters.

GOVERNANCE AND ACCOUNTABILITY

- The editor will work as a professional service contractor and will be accountable to the CDF Secretariat for the work commissioned. The editor will be part of the Editors Roster that the CDF Secretariat can draw upon for editing services when needed.
- When commissioning editing work, the CDF Secretariat will inquire about the availability of the editor. The CDF Secretariat will indicate the required deadline for the editing work based on document length and type, and the editor is required to coordinate with the CDF Secretariat for any questions or comments about the indicated deadline or the context of the text.
- When commissioning editing work, the editor needs to ensure that they build in time for review and corrections. The CDF Secretariat will inform the editor of the time it will require for review, feedback, and approval of the edited text. The editor is expected to re-edit and re-submit their work based on feedback from the Secretariat within the agreed timeframe.
- Failure to meet an agreed deadline and to deliver consistently high-quality work will affect future assignments and the editor's participation on the roster.
- For editing services, the project will not be able to provide any facility, support personnel, support service, or logistics.
- The editor is not required to report on the progress of their work and will work remotely. The editor is obliged to inform the Secretariat in a timely manner should any problems with the completion of the assignment arise.

EXPECTED DURATION OF CONTRACT, RATES & LOCATION

- The editors on the roster will be awarded a Professional Service Contract and become part of the **Editors Roster** for the Cyprus Dialogue Forum. For each language, the top three candidates will be shortlisted and included in the roster. The Roster will be maintained for 3 years and can be reviewed and updated annually.
- Contracts will be signed with one or both of the administrative partners AHDR-CDF and HRM-CDF on behalf of the CDF Secretariat. The contract will establish a framework agreement for services when needed. The framework agreement does not form a



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financial obligation or commitment at the time the contract is signed. Financial commitments will only be established each time the services are requested within the scope of the contract.

- 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 proposal need to be inclusive and cover all aspects of the assignment including preparation/research, editing, review and corrections. For indicative purposes, the **maximum rate** that would be considered as part of the financial proposal submitted by each applicant **is 60 Euros per 1000 words**.

The cost of the editing is calculated according to the total word count of the original text. The above rates do not include VAT.

SCHEDULE OF PAYMENT

Payments will be made upon successful completion of the requested services and submission of an invoice by the service contractor. To facilitate payment for the service, the editor should ensure that the invoice is sent within 30 days of the completion of the service. Payments will be made within 30 days from the date the invoice has been received by the CDF Secretariat unless otherwise agreed.



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