

Terms of Reference (ToR) **Centre for Policy Dialogue (CPD)'s Pool of Editors**

[Centre for Policy Dialogue \(CPD\)](#), is looking for proposals from experienced manuscript editors to form a pool of editors for various publications. The service-provider should ideally be in a position to offer a package publication service that will include:

- manuscript copy-editing
- proof reading
- edit incorporation with feedbacks from CPD

About CPD

CPD is a reputed think tank for in-depth research and dialogue to promote inclusive policymaking in Bangladesh, and strengthen regional and global economic integration. CPD was established in 1993 with the vision of creating an inclusive society based on equity, justice, fairness, and good governance.

Through its journey, the Centre has positioned itself as an internationally reputed think tank addressing regional and global policymaking through strategic partnership while serving national needs. In keeping with its standard, CPD's publication and outreach is widely acclaimed for the top-notch quality.

Scope of work for the selected editors

The responsibility of the listed editors will be to carry out the following publication process:

Copy-editing: This entails a full manuscript check before going for printing. The service will include (but may not limited to):

- Substantive language editing which aims at improving the overall coverage and presentation of the product, its content, scope, length, level and organisation.
- The editor may also suggest improvements for the author(s) to make or may (by agreement with the author(s)) rewrite and rearrange the material.
- Detailed editing for meaning.
- Checking the use of abbreviations.
- When applicable, weaving chapters and contributions together to form a coherent and consistent book, including editing to avoid repetition.
- Checking for consistency.
- Checking spelling and language style.
- Checking the numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency of bibliographical references.
- Looking out for legal problems such as copyright and plagiarism.
- Checking table of contents as well as all headings and sub-headings.
- Ensuring the clear presentation and format of the material for the typesetter/designer.
- Crosschecking data in main text against those given in tables and figures.
- Checking the design of tables and figures.
- Reference list stylisation (as per the suggested standard style guideline), including matching of all in-text citations and list entries;

- Final proof-reading.

Other issues

- Each layer of the copy-editing will go through an approval process at CPD's end. Necessary adjustments will need to be made at each stage accordingly.
- All design files, including the final format files, both editable and create outline versions will need to be submitted to the CPD at the end of the assignment.

Proposal submission and evaluations criteria

Guideline for proposal submission

- The proposal/expression of interest (duly signed) should comprise the following sections and be kept within the given page limit.

Topic	Page limit (max.)
Cover page	1 Page
Table of content	1 Page
<i>Technical proposal</i>	
Understanding of the assignment (without copying from the ToR content)	1 Page
Planned flow of work	1 Page
Time plan for the assignment	1 Page
Skills and strengths to carry out the required tasks	1 Pages
Previous experiences for similar works*	1 Page
Any other relevant information (if necessary)	1 Page
<i>Financial proposal</i>	
Total fee: The editorial service will be paid based on the rates per word (including VAT and tax as per the government rules)	1 Page
Component rationale	1 Page
Total	10 pages

Note: * Sample of previous works can be sent in a separate file; it should not be part of the main proposal document.

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page editor's profile highlighting related assignments completed with client name, contact person and mobile number
 - Bank Account details, bank statement, TIN certificate, and a comprehensive curriculum vitae with references
- Proposal will be accepted only through e-mail in PDF format (not more than 4 MB in size); additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention "**CPD publication services proposal.**"

- Please send your proposal document to Ms Farah Nusrat, Senior Publication Associate, CPD, (nusrat@cpd.org.bd) by Saturday 28 January 2021.
- For any query regarding this RFP, please contact Ms Farah Nusrat, Senior Publication Associate, CPD, (nusrat@cpd.org.bd | 01858255278)

Evaluation criteria

The submitted proposals will be assessed based on the following:

Area(s)	Criteria	Weight
Technical	Understanding of the assignment	15
	Articulation of work process	5
	Demonstrated skills and strengths necessary for the assignment	10
	Qualification of the editing team/editor	10
	Planned flow of work	5
	Experience of similar works	15
Financial	Competitive pricing and overall reasonable, justifiable financial proposal	40
Total		100

Finance-related special notes

- All payments for the selected vendor will be made through Account Payee Cheque in favour of the selected editing team/editor.
- CPD will deduct TDS from the billed amount as per Section 52A, Income Tax Ordinance 1984.
- Selected editing team/editor will need to provide, if available, CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 235.
- In case the selected editing team/editor is unable to provide Mushak-6.3, CPD will deduct 15% VAT from the billed amount.
- The selected editing team/editor will need to produce original invoices for each delivery made under each Purchase Order within this contract period.

Disclaimers

- Being enlisted in the pool of editors does not guarantee a work order. Centre for Policy Dialogue (CPD) may choose from the pool for varying publications, as required.
- One (1) editor from the pool will be assigned for each publication considering the competency and availability of the editor during the preparation of the specific publication.
- Centre for Policy Dialogue (CPD) reserves the rights to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service-provider, and Centre for Policy Dialogue (CPD) may also take legal actions, if required.

- Failure to deliver according to the terms of the contract shall subject the vendor to penalties as will be stipulated in the final contract.
- The selected vendor/editor will provide a filled-in form for the Declaration of Conflict as per the procurement policy of Centre for Policy Dialogue (CPD).
- Centre for Policy Dialogue (CPD) **will not** be liable to indemnify any third party in respect for any claims, debt, damage, or demand arising out of this contract. Centre for Policy Dialogue (CPD) will not accept any Liability for the compensation for death, disability or hazards. Which may be suffered by the Supplier/Supply chain through this contract while supplying Centre for Policy Dialogue (CPD), no such claims will be made against Centre for Policy Dialogue (CPD).
- If the Seller breaches any term or condition of this agreement (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other source/Suppliers, in addition to any remedy available in law or equity.