

REQUEST FOR QUOTATION FOR SERVICES – RFQ/S

Ref.: MGIEP/2026/RFQ/006/Request for quotation for hiring of an agency for Copyediting Services (Open only to Indian Firms)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for the provision of services described below:

Request for quotation for hiring of an agency for Copyediting Services

Your quotation must consist of two separate files: (i) Technical Proposal and (ii) Financial Proposal no later than **25 May 2026 at 11:59 PM Indian Standard Time:**

The vendor shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.”

1. Technical proposal:

Instruction to vendors: Please use the template, supplementing your statements with evidence (e.g. links to portfolios or CVs) when suitable.

| Nº | Item | Vendor's input |
|----|------------------------------------|---|
| 1 | Expertise of Firm / Institution | <i>Describe, Confirm and provide the proofs of compliance with the requirements/expertise required in the Terms of Reference (TOR).</i> |
| 2 | Work Sample and Timeline | <i>Provide a viable work sample that demonstrates required expertise and share the requested timeline for the deliverables.</i> |
| 3 | Personnel / General Qualifications | <i>List of the key personnel involved in the service delivery, with a short description of their role and expertise.</i> |

2. Financial Proposal:

During the contract duration (Approx. 15 June 2026 to 14 May 2027), UNESCO MGIEP plans to commission approximately 20 documents with a tentative word count of 7,00,000 – 7,50,000 words. These will include reports, academic papers, policy papers, policy briefs, workbooks, guidebooks, and other publications. The decision to go with Proofreading, Basic Editing, or Substantive Editing will be based on discussion between the designated UNESCO MGIEP Communications Officer and the Service Provider after reviewing the document and before starting the work.

The Service Provider is requested to share:

| Item | Fee As per 500 words basis (INR) |
|--|----------------------------------|
| I. Professional services | |
| a. Proof-reading of reports, academic papers, policy papers and other publications. | |
| b. Basic editing reports, academic papers, policy papers and other publications, articles and other publications to produce a final version that will be ready for design and publication. | |
| c. Substantive Editing / Re-writing of reports, academic papers, policy papers, articles and other publications to produce a final version that will be ready for design and publication. | |
| | |
| TOTAL SUM OF QUOTATION | |

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION comprising of a technical proposal and a financial proposal, in two separates files and emails

AT

procurement.mgiep@unesco.org

Subject: Ref. MGIEP/2026/RFQ/006/Request for quotation for hiring of an agency for Copyediting Services

**(To be noted that all files together not to exceed 10 Mb)
Quotes shall be in written English)**

| FOR UNESCO | |
|-------------------|--|
| NAME | |
| FUNCTIONAL TITLE | |
| SIGNATURE | |
| DATE | |

ANNEX I – General Terms and Conditions for Professional Services

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage

8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this

Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of the performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

UNESCO may disclose information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

28. PERSONAL DATA PROTECTION AND PRIVACY

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental or unlawful Initials destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation. The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

Terms of reference

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| <i>Scope of work for TOR</i> | <p>Within the framework of UNESCO MGIEP's Information and Communications Programme, under the authority of the Director, UNESCO MGIEP and direct supervision of the Communications Officer, the contracting firm shall undertake the copy editing of publications for the Institute. This would include:</p> <ol style="list-style-type: none"> 1. Proof-reading of reports, academic papers, policy papers and other publications, as identified. This will involve checking for and rectifying grammatical errors and typographical errors and producing a final version that will be ready for design and publication. 2. Basic editing of reports, academic papers, policy papers and other publications, articles and other publications as identified – to produce a final version that will be ready for design and publication. The editing process will include a revision of the existing text (with tables and figures, where applicable) to achieve an optimal flow of information and presentation in findings as well as consistency in language, grammar style, and referencing style. 3. Substantive Editing/Re-writing of reports, academic papers, policy papers, articles and other publications, as identified – to produce a final version that will be ready for design and publication. The editing process will include a revision of the existing text (with tables and figures, where applicable) to achieve an optimal flow of information and presentation in findings as well as consistency in language, grammar style, and referencing style. This process will entail substantive re-drafting and synthesizing parts of the existing text to make the report more readable and understandable to non-expert audiences. <p>UNESCO's publication guidelines can be accessed here.</p> <p>During the contract duration (Approx. 15 June 2026 to 14 May 2027), UNESCO MGIEP plans to commission approximately 20 documents with a tentative word count of 7,00,000 – 7,50,000 words. These will include reports, academic papers, policy papers, policy briefs, workbooks, guidebooks, and other publications.</p> <p>Please note: The decision to go with Proofreading, Basic Editing, or Substantive Editing will be based on discussion between the designated UNESCO MGIEP Communications Officer and the Service Provider after reviewing the document and before starting the work.</p> |
| <i>Background information on the project</i> | <p>The UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development (MGIEP) is an integral part of UNESCO and is a specialized Category 1 institute that works on the United Nations Sustainable Development Goal 4 Target 7 towards Education for peace and Sustainable Development to foster Global Citizenship. The Institute approaches this goal by developing courses that build Social Emotional Learning (SEL) competencies through innovative digital pedagogies.</p> |
| <i>Scope of work, consistent with the budget</i> | <p>The Service Provider will be compensated with payments linked to the satisfactory completion and submission of deliverables. <i>Deliverables with timeline (i.e., output) that must be submitted for approval.</i> Payment will be made as per the deliverable's timelines, submission of invoice and approval from the responsible UNESCO MGIEP Communications Officer as per below conditions:</p> |

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| | <p>a. The payment shall be made as per actuals (number of words) for the completed deliverables.</p> <p>b. The Agency will submit the deliverables along with the Tax Invoice as requested by the UNESCO MGIEP Communications Officer.</p> <p>c. The payment will be made upon approval of the submission as per actual number of words of the delivered document. The approval will be provided by the concerned UNESCO MGIEP Communications Officer upon satisfactory delivery of work. All payments shall be made for the services to be provided under the terms of the contract for delivered components only.</p> <p>Process of work:</p> <ul style="list-style-type: none"> • UNESCO MGIEP’s Communications Officer to provide a detailed brief to the service provider. • The service provider acknowledges the brief. Timelines for work will be mutually agreed upon, and the total cost for the job shall be as mentioned above. • A reference sheet for the document is developed and shared by the vendor. • The service provider delivers the first draft of content in Word format/ Google docs, ensuring all markups are clearly visible. • The document is reviewed by UNESCO MGIEP and changes suggested/ edits made. • The service provider makes the requisite changes. • UNESCO MGIEP provides more feedback or approves the work. • The service provider shall ensure high-quality production in line with the UNESCO MGIEP standards and UNESCO publications guidelines. Two-three rounds of iterations will be involved for each assignment. |
| <i>Deliverables with timeline (i.e., output) that must be submitted for approval</i> | During the contract duration, the Service Provider is required to submit the deliverables via email to the responsible UNESCO MGIEP Communications Officer, as per the specific timelines discussed at the time of assignment of work. |
| <i>Period of performance and the review/approval time required.</i> | The duration of the contract for services will be 12 months from the start date of the contract. (Approx. 15 June 2026 to 14 May 2027). |
| <i>Selection and evaluation criteria, qualifications and performance or other standards that the contractor must fulfil.</i> | <p>Qualification/experience requirements:</p> <p><u>For Service Provider/Agency:</u></p> <ol style="list-style-type: none"> 1. It is mandatory for Firm/Entity to have minimum 5 years of experience in providing editorial services. 2. It is mandatory for Firm/Entity to have successfully implemented a minimum of 5 projects out of which a minimum of 3 international projects/or projects with international organizations in India, in the field of education, will be considered as a distinct advantage. 3. It is desirable for a Firm/Entity to have worked in the past with UNESCO and/or the UN System including World Bank Group. <p><u>For the proposed team working for this assignment:</u></p> <ol style="list-style-type: none"> 1. It is mandatory for the proposed team of professionals to have minimum 10 years of professional experience in copyediting and proofreading for the Senior team members and between 5-7 years of professional experience in copyediting and proofreading for the other team members. 2. It is mandatory for the proposed team of professionals to share two or more Letters of Reference. |

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| | <p>3. It is desirable that the proposed team of professionals have prior work experience of having worked on UN /academic/technical publications in the field of education/ international development.</p> <p>4. It is desirable that the team has a Master of Arts in English, Journalism, Public Policy, Linguistics, International Relations, or related field, and native proficiency in English.</p> |
| <i>Technical Proposal</i> | <p>The final proposals should include two files containing the Technical and Financial proposal:</p> <p>TECHNICAL PROPOSAL</p> <ul style="list-style-type: none"> • An up-to-date Company profile and Curriculum Vitae of the editorial team and the assigned focal points for this contract. Please highlight work experience with international organisation/s. • Please share a work sample of approximately 500 words with substantive editing undertaken in track change mode and the number of working days required for Substantive Editing of 5000 words. • Two Letters of Reference with complete contact information of the editorial team of the contracting organization. |
| <i>Financial Proposal</i> | <p>FINANCIAL PROPOSAL</p> <ul style="list-style-type: none"> • A separate Financial Proposal should be submitted in PDF format. • <u>The quotations are requested based on broad estimates. The actual work will depend on the project requirements and output throughout the year.</u> • Service providers are requested to send in three distinct rates for (i) proof reading (ii) basic copyediting (iii) substantive copy editing. All rates should be quoted on per 500 words basis. The amount to be charged for the assignment, should be quoted in INR only. <p>Note:</p> <ol style="list-style-type: none"> 1. UNESCO MGIEP may contact the bidders for clarification regarding the proposal submitted by them. UNESCO MGIEP has the right to contact the selected bidders after the process is completed and negotiate further for reducing the final financial amount before signing the contract. 1. Any Proposal received by UNESCO MGIEP after the deadline for submission of proposals (11:59 IST, 25 May 2026), shall be automatically rejected. 2. Only shortlisted proposals would be contacted. The quotations will be evaluated based on the evaluation criteria provided in RFQ for contract for services. |
| <i>Evaluation Criteria</i> | <p>The evaluation will be done based on the following group of criteria:</p> <ol style="list-style-type: none"> (i) Expertise of Firm (ii) Quality of the work sample and proposed timelines (iii) Qualifications and Experience of proposed Personnel(s); as per the points mentioned in the Technical Proposal and Selection criteria, qualifications and performance section. |

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| | <p>The Financial Proposal will be evaluated for clarity, detailed cost breakdown and overall cost-effectiveness based on the criteria mentioned in the sections of Financial Proposal.</p> <p>The price/financial proposal of all offerors, who have attained a minimum 70% score in the technical evaluation, will be compared for financial evaluation. The total score will be calculated by adding the points attained out of 700 in the technical evaluation and points attained out of 300 in the financial evaluation. The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighed technical and financial criteria as specified above and in the RFQ. Only proposals meeting the mandatory qualifications and submitted in English will be considered.</p> |
| <i>Provisions for monitoring and evaluation of performance</i> | <ul style="list-style-type: none"> • A designated UNESCO MGIEP Communications Officer will stay in touch with the Service Provider during the contract period. • This Communications Officer will share with the Service Provider the documents and determine whether they require proofreading, basic editing or substantive editing depending on the document and the other reports being worked upon simultaneously. • The Communications Officer will receive the edited documents from the Service Provider and review them in the context of the brief provided. • If the revised documents are found to be fulfilling the expected and pre-discussed quality standards, they will be accepted by the Communications Officer. If not, the Officer will suggest further changes. • Two-three rounds of iterations are expected to be involved for each assignment. |
| <i>If applicable, a detailed list of all inputs and services that UNESCO will provide the contractor, or, where applicable, that the government counterpart will provide to perform the contract</i> | Documents and related material including publication guidelines will be provided, as applicable. |
| <i>Eligibility requirements Select the minimum required documents for the bidder's eligibility</i> | <p>The Final proposal should comprise of five files containing the following minimum information:</p> <ul style="list-style-type: none"> • Duly filled signed on page 1 and 2 of Request for Quotation (RFQ) form • Duly filled vendor forms along with the proposal. Kindly download the form to add the required details and share along with RFQ and proposals. To download the vendor form, please click on the given link: Vendor form for company • Cancelled cheque or bank letter confirming the bank account details including SWIFT CODE. • For companies , copy of certificate of incorporation with the country of incorporation. This includes Company Registration Certificate (CIN), Articles of Association, Memorandum of Association, Copy of PAN and Composition of Board of Directors, as applicable. • For partnership or Sole Proprietorship firms, Copy of PAN, Partnership deed, proof of registration of the firm, Aadhaar card, and other relevant documents. |
| <i>How to Apply</i> | Interested organizations are invited to submit their Technical and Financial proposal as two separate PDF attachments via email (PDF password-protected for financials) and company/firm profile to procurement.mgiep@unesco.org with the subject line as “MGIEP/2026/RFQ/006/Request for quotation for hiring of |

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| | <p>an agency for Copyediting Services” by 25 May 2026 11:59 PM (Indian Standard Time). Please share the filled vendor form along with proposal. Any submission after the deadline will not be considered.</p> |
| <p><i>Awarding Contracts</i></p> | <p>Bidder will be recommended under the below conditions and methodology: The minimum percentage required to be technically qualified is 70% Final selection will be based on highest combined (technical and financial) scored bidders.</p> |