

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

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info@tmg-thinktank.com

Berlin, 14 Feb. 25

**INVITATION TO PARTICIPATE IN:**

**CALL FOR TENDERS FOR THE PROVISION OF SUBSTANTIVE EDITORSERVICE FOR TMG  
RESEARCH GGMBH**

**TENDER NO.: T.1000.25.002**

Dear Sir/Madam,

TMG Research invites qualified individuals and/or organisations to submit tenders to provide services outlined below.

Please direct any questions regarding the Call for Tenders to the *Point of contact for Questions* listed below. All questions should be submitted in writing by email to the address stated in this Call.

TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with the guidelines laid out in this letter and below. As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: [info@tmg-thinktank.com](mailto:info@tmg-thinktank.com)

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TENDER NO.: T.1000.25.002**

**Disclaimer:** TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

**Synopsis:**

Tender No. (To be quoted on all communication)	T.1000.25.002
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Joanna.trimble@tmg-thinktank.com
Email address for submission	Joanna.trimble@tmg-thinktank.com; stefanie.wiese@tmg-thinktank.com
Date of call for tender	14 Feb. 25
Deadline for submission of bids	28 Feb. 25
Validity of Tender	Tenders will be deemed binding for 4 calendar weeks from the date of the deadline for submission of bids.
Award type	Service Agreement
Duration of assignment including reporting	17 Mar. 25 – 31 Mar. 26

**Terms of Reference**

## 1. Background

TMG Research is dedicated to driving just and sustainable transitions through action research and policy dialogue. Committed to a rights-based approach, our programmes focus on responsible land governance, food systems transformation in rural and urban settings, and adaptation to climate change. We explore how local innovations and global policies intersect to drive systemic change, ensuring that international frameworks are both inspired by and responsive to community-led transformations. And we co-develop our research projects and advocacy with civil society, policymakers, scientists and the private sector to ensure international sustainability efforts are informed by emergent innovations and forge real-world solutions.

## 2. Objectives

The main objective of this call is to create a roster of two to three individuals to provide a range of editorial services to TMG programmes on request. Depending on the type of programme output, this can range from providing (i) substantive editing to strengthen the argument, effectively communicate key messages, and ensure logical coherency, structure, flow, tone, and accuracy; (ii) editorial direction to help teams ensure core message of products are clear and suited to audience; and (iii) basic copy editing to ensure grammatical accuracy, readability and application of style guide.

## 3. Tasks

- a. Provide editorial direction to ensure direction of teams' products are clear.
- b. Improve the structure or overall flow of the text to enhance the storyline and effectively convey key messages and, where needed, contribute writing to enhance accuracy and overall style.
- c. Deliver high quality text, defined in terms of accuracy, logical coherence, readability, and grammatical precision that likewise adheres to TMG Research's editorial style on spelling, references, citations, formatting and other core elements.
- d. Note any recurring or noteworthy editorial issues that require further clarification by the Communications or Research Teams.
- e. Copyedit/proofread products to ensure consistent application of style guide, and point out any inconsistencies in use of references, sources, data, list of abbreviations and other potential errors.

## 4. Deliverables

The deliverables include:

- a. Editorial direction, Substantive editing, copy editing and/or proofreading of more or less than **25 editorial products**, such as blogs, publications, working papers, research and policy briefs, and project reports, varying from 500 to 20,000 words. A yearly production schedule could vary quarter to quarter.

## 5. Supplier Requirements

- a. 4-5 years of demonstrated experience in editing technical, academic, and political content. Experience in the areas of climate change, land governance, land rights, climate change adaptation, and food systems transformation are desired.
- b. Excellent editorial discretion to advise programme teams.
- c. Ability to revise and/or repackage complex information into accessible style and language targeted at specific audiences.
- c. Availability to provide editorial support at short notice and regular availability throughout the period of the contract. For example, within a 24-48-hour timeframe to confirm availability.
- d. Ability to turn around editorial assignments in a timely manner, in agreement with TMG focal point depending on length and complexity of assignment.
- e. Masterful English language skills and attention to detail, demonstrated by requested portfolio.
- f. Ability to work professionally and collaboratively to deliver high quality to deadline.

## 6. Tender requirements

- a) A technical proposal of max. 2 pages, detailing availability throughout the period of the contract, as well as net editing rate per word edited based.
  - a. A detailed financial offer
- b) CV(s) of the professional(s) who will work on the assignment.
- c) Three examples of prior work, with at least one demonstrating substantive editing and one demonstrating proofreading/copyediting to style guide standards. Please **explicitly note** what your contribution to the project was and if there were other editors that provided input after yours (clearance process).
- d) At least 2 professional references from previous clients: either a written and signed reference or full contact details of referees (name, email, location are sufficient).

## 7. Submission of tender

The complete tender document should be sent by email (ideally in one PDF file) to the email address(es) listed in the synopsis at the latest by the deadline stipulated in the synopsis and referencing the Tender Number.

## 8. Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weight</b>
Price	10%
Experience in editing research articles/publications/academic text	30%
Work samples	30%
Availability	30%
<b>Total</b>	<b>100%</b>