

## Call for tenders for freelance work

### Development of UK country information: Research, editing and proofreading

IJAB - International Youth Service of the Federal Republic of Germany is an association of statutory and non-statutory child and youth services organisations in Germany. As a network and federal organisation, we shape European and worldwide exchange and cooperation in the youth sector. The member organisations and the office form this strong network: Together we are IJAB.

As part of a deepening of bilateral relations through the promotion and support of UK-German youth exchanges, country information on the UK is to be compiled with a focus on youth policy, youth policy structures and national youth work. The country information is intended to support professionals and organisations that carry out UK-German exchanges or are interested in setting up corresponding programmes.

For the professional compilation of the information, IJAB is looking for an author who has UK expertise (all 4 nations), is familiar with the German system and is able to edit the information accordingly.

The project is funded by the Federal Foreign Office (*Auswärtiges Amt* - AA).

#### 1. Specification of services

The assignment includes the written compilation of specialised information on

- framework conditions and structures in the field of youth policy and youth work
- relevant topics in the field of children and youth
- (framework conditions for) growing up in the UK
- general information about the country and relevant institutions
- additional information, links and addresses.

The country information already available on the IJAB website can serve as an initial guide to the order volume and intended implementation: <https://ijab.de/en/resources-for-practitioners/information-on-countries> (more examples available in German language: <https://ijab.de/angebote-fuer-die-praxis/laenderinformationen>). On average, the country information comprises a net text volume of 40 - 60 pages.

The contractor and the client shall regularly coordinate the current status of the assignment. After submission of the manuscript, the contractor is available to the client for up to two correction loops in order to ensure the fulfilment of the desired service in terms of content and form. The aim is to complete the contract by 31 July 2024.

## 2. Requirements

- UK expertise for the professional compilation of information from all UK nations
- Knowledge of the German child and youth services system for the professional compilation and editing of the information
- Experience in writing texts in the field of international youth work
- Ability to present even complex issues clearly and comprehensibly; appealing writing style
- The country information may be compiled in English or German.

## 3. Duration of assignment

The planned period for the order is from 1 May to 31 July 2024.

## 4. Information on the procurement procedure and tender conditions

### 4.1 Procurement type

The contract is awarded in accordance with § 50 UVgO/*Unterschwellenvergabeverordnung* (German Regulation on Sub-Threshold Procurement).

### 4.2 Information on the tender documents

Bidders' questions about the award procedure must be sent exclusively in writing by e-mail to Ms Fouquet, [vergabestelle@ijab.de](mailto:vergabestelle@ijab.de), **by 12 April 2024**.

In order to comply with the principle of equality of treatment and transparency, the answers to the bidders' questions will be bundled and made available to all bidders in anonymised form **by e-mail on 18 April 2024**.

### 4.3 Ambiguities in the tender documents

If, in the bidder's opinion, the tender documents contain ambiguities that could influence the price determination, the bidder is requested to notify the point of contact named in Section 4.2.

### 4.4 Data privacy clause

The personal data provided by the bidders will be processed and stored as part of the procurement procedure.

### 4.5 Rights of use

The contractor shall transfer to the client the exclusive right of use for reproduction, distribution and marketing of the results for all print and/or physical editions without limitation in terms of space, time and content via all distribution channels. The client reserves the right to make the utilisation available to third parties in accordance with Creative Commons (CC BY). The contractor

also transfers this right to the Federal Foreign Office (*Auswärtiges Amt*), which is indirectly involved as the client's sponsor, and to the Federal Office for Foreign Affairs (*Bundesamt für Auswärtige Angelegenheiten*).

#### **4.6 Criteria for awarding the contract**

In addition to the price (30 %), the author is selected according to the following criteria:

- Coherence and quality of the offer (20 %)
- Qualification and experience of the freelancer to fulfil the service in terms of professional competence and implementation (25 %)
- Quality of the proposed concept for the procedure, including preparation and follow-up (25 %)

#### **4.7 Pricing**

Prices are to be quoted in EUR. Prices do not include the statutory value added tax.

#### **4.8 Reimbursement of expenses**

The preparation of the offer is not remunerated.

#### **4.9 Contractual conditions**

The General Terms and Conditions of Contract for the Execution of Services (*Allgemeine Vertragsbedingungen für die Ausführung von Leistungen, VOL/B*) shall apply to the assignment.

#### **4.10 Tendering process**

Please send your offer to [piesche@ijab.de](mailto:piesche@ijab.de) by **26 April 2024**.

Please enclose the following documents with your written offer:

- List of all costs incurred
- Concept for the procedure (including preparation & follow-up)
- Information on comparable assignments already carried out
- references

You will receive **feedback on the outcome** of the procedure **by 7 May 2024 at the latest**.