

## TENDER

### Proofreading services



<b>Status:</b>	Task specific contract
<b>Location:</b>	Northern Ireland and Border Region (can be done offsite)
<b>Closing date:</b>	Wednesday <b>25<sup>th</sup></b> November 2009
<b>Duration:</b>	December 2009 – December 2011
<b>Fee:</b>	£200 per day

#### ***Project background***

The Healing Through Remembering Project (HTR) requires proofreading services for the EU funded project 'Whatever you say, say something' which will run until December 2011.

The appointed company/individual will work under the instruction of the Healing Through Remembering Board and supervision will be through the Director.

#### ***Specification***

The successful company/individual should have demonstrable skills and experience in proofreading (these may be tested if necessary) and direct experience of proofreading similar documentation to that previously produced by HTR (list of sample clients). The proposal must represent value for money and be appropriate to the needs of the organisation. The contract will be inclusive of all associated costs.

#### ***Project activity***

The successful company will assist the organisation in proofreading a variety of reports, publicity materials and event literature.

Specifically this will involve proofreading (and editing) of;

1. Academic reports
2. Community surveys/studies/audits
3. Publicity materials (leaflets, flyers, postcards etc)
4. Event literature (conference agendas, handouts)
5. Training Materials
6. Web based material

For:

- Typos
- Spelling mistakes
- Grammatical Errors
- Compliance with HTR house style (details will be supplied)
- Formatting



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A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Border Action Consortium.

## ***Tendering Process***

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.\*]

Send the following to HTR Office (mark e-mail subject heading or envelope 'Proofreader'):

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's service requirements within the timeframe and budget allocation. Companies/Individuals should repond via email at [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org) and include the following:

- a. a brief outline of your approach to this piece of work
- b. experience of proofreading
- c. costs
- d. and availability

Submissions must be recieved by 12pm **on Wednesday 25th November 2009.**

Receipt of submission may be confirmed by telephone: 02890238844

All correspondence for this tender to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org)

### **\*Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to [consultantsdb@healingthroughremembering.org](mailto:consultantsdb@healingthroughremembering.org) (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.

6/11/09

AEL