

Call for Expression of Interest (EOI) for a Consultancy Service for Editorial Work, Including Proofreading Services of a Business Development Manual Curriculum and Trainer Booklet.

Project No. 17.2029.1-008.00

PROJECT NAME: Private Sector Development and Employment Promotion (PSD)

The Private Sector Development & Employment Promotion (PSD) Project in Iraq is a multi-donor action commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), co-funded by the European Union (EU), and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The PSD Project supports governmental efforts of creating conditions for a growth-oriented business and investment climate in central and south Iraq as well as the Kurdistan Region Iraq. It provides advisory services for economic reforms to government partners and supports fact-based policymaking by promoting the inclusion of private sector representations, academic institutions, and civil society organizations in policy-making processes.

In addition, the PSD Project supports the creation of employment prospects in the private sector for young Iraqis, especially women and returnees, following an integrated approach that combines labour market-driven skills development and job placement measures as well as entrepreneurship development, and advisory services for MSMEs.

Overall, this multi-donor action emphasizes developing the long-term abilities of its partners such as the Ministry of Higher Education and Scientific Research (MoHESR), Ministry of Labour and Social Affairs, chambers, and business associations. Special attention is given to sectors with a strong potential for growth such as agribusiness, solar energy, waste management, and tourism, with a regional focus on Baghdad, Basra, Diwaniyah, Diyala, Erbil, and Mosul.

Objective:

The PSD project, in cooperation with the MoHESR, as well as 12 experts from the private sector and entrepreneurship ecosystem in Iraq has developed a “Business Development Manual” (BDM) and a “Trainer Booklet” (TB).

The BDM consists of ten chapters; each one simulates a topic in entrepreneurship and business development. The TB serves as a guide for the trainers, teaching the methodology of interactive training.

These two documents will be used by different actors in Iraq, as in the career development centres among the universities, NGOs or associations, to conduct training for students and the Iraqi youth to broaden their mindset and awareness concerning the diverse perspectives of the private sector and entrepreneurship.

A translation of these documents from English (original text) to Arabic (as the main language for end-users) has been done. Yet, both versions (English and Arabic) require proofreading and editing to improve the quality of the translated content.

GIZ is looking for a service provider (a translation company) who can provide the proofreading and editing of the BDM and TB in both languages Arabic and English.

The measures of the consultancy services are outlined below with a short description:

The service provider shall provide the following proofreading services:

- All texts, including texts contained in figures, boxes, captions, sources, and covers, require proofreading and where needed related editing (for both documents (BDM, TB) and in both languages, English and Arabic).
- Ensure high quality of translation, accurately reflecting the meaning found in the original language (English) and the original Arabic translated version rendering the respective meaning in the proofread work.
- Ensure the accuracy of the terms and terminology used in the BDM and TB.
- Ensure that the proofreading is accomplished with style, correct grammar, and the right spelling.
- Include required editing provided/done by the GIZ PSD team.
- Ensure sharing each revised chapter after revising with GIZ PSD team to receive their feedback (one by one).
- Additionally, include at least 3 feedback loops on a batch basis as shown below.
 - The first draft is to be submitted after receiving all feedbacks from GIZ PSD team on each chapter regarding the both versions of the BDM and the TB in both languages (English and Arabic).
 - The second draft will be submitted if and only if the GIZ PSD team asked for further editing on each chapter of the BDM and the TB.
 - The third and final draft will be submitted as full documentation with all revised chapters of the BDM and the TB.
- Complete the work within the agreed timeline and submit the soft copy in the same format it was provided (in both formats word and pdf).

The original files are in word version and pdf version and will be shared with the contractor at the start of the agreement.

The total number of pages calculated per character with spaces in each document are as follow:

- Total numbers of the BDM in Arabic: 196 pages
- Total number of the TB in Arabic: 19 pages
- Total number of the BDM in English: 224 pages
- Total number of the TB in English: 22 pages

The requirements for companies and consultancy firms to participate in this EOI:

1. Short resumes of their proposed key staff members who will be responsible for providing the services. This should include **two translators**, as specified below.

1.1 Pool of experts - 2 experts

1.1.1 General qualifications

Education:

Bachelor's degree in English language, or an academic degree in relevant fields.

Professional experience

- Three years of experience in scientific translation.
- Four years of experience in translation.
- Work experience with international organizations.
- The interpreter should have knowledge of entrepreneurship, the private sector, and startup abbreviations and concepts.

1.1.2 Experience in the region/knowledge of the country

Not mandatory.

1.1.3 Language skills:

Business fluency (C2), written and spoken in English and Arabic (native speaker) is mandatory.

Interested companies must submit the above-mentioned documents and the full contact details of their company within a specified date by: **Thursday, May 18th, 2023, at 5:00 PM.**

This expression of interest is a market search for qualified suppliers and companies and GIZ keeps the right for appropriate selection companies for each construction measure based on GIZ's internal audited regulations for procurement and contracting.

Interested companies must submit the above-mentioned documents via email to:

abeer.al-karawi@giz.de,

in a proper digital filing order as above listed order, by the owner of the company or an authorized representative, otherwise the company EOI will be considered nonresponsive.

The email subject must be named as below:

EOI– Consultancy Service for Proofreading Work

Yours Sincerely,

Riyam Al-Saedi

Private Sector Development Advisor | Entrepreneurship Promotion and Market Innovation