**Integrated Research and Action for Development (IRADe)**

**“Engagement of an Agency/Individual Consultant for Editing the Various Document/Technical Reports /Research Study Reports etc.”**

**1. INTRODUCTION:**

Integrated Research and Action for Development (IRADe), a regional energy think tank is headquartered in New Delhi. IRADe is a fully autonomous Advanced Research Institute, which aims to conduct research and Policy Analysis and connect various Stakeholders including Government, Non-Governmental Organizations (NGOs), Corporations and Academic and Financial Institutions. Its research covers many areas including Energy & Power Systems, Urban Development, Climate Change & Environment, Poverty Alleviation & Gender, Food Security & Agriculture as well as the Policies that affect these areas. For more details please our website www.irade.org.

**2. OBJECTIVE:**

To ensure the high quality of the reports, IRADe intends to empanel a highly professional agency/Individual Consultant of international repute and enters into rate contract for editing the Various Project related Document/Technical Reports produced under IRADe program.

**3. SCOPE OF WORK:**

1. The editor will be required to edit the documents as per requirements of the IRADe. The nature of the editing required is categorized as follows:
2. Minor edits

This will include-

1. Typographical corrections
2. Verify grammar, spelling, punctuation
3. Formatting and presentational changes
4. Restructuring and rewriting of sentences
5. Rearrangements of text to ensure clarity, accuracy and consistency of text
6. Proof reading of text as per existing standards and guidelines
7. Major edits

This will include the minor editing plus -

* 1. Restructuring and rewriting of paragraphs
	2. Two rounds of edits and checking that includes cross-checking of references
	3. Revising description for figures
	4. Editing of manuscript using one or more style guides (Oxford University Press (OUP), UN or USAID)
	5. Handing over print ready document
1. A total work minimum of 100 pages per month will be provided. If the work given for editing is less than 100 pages so this will be carried forward to the next month and charges will be paid as per actual work done during the work on annual basis.
2. Any copyrightable works, ideas, or other information developed in whole or in part by the Editor in connection with services provided shall be the product of IRADe.

**6. SUBMISSION OF APPLICATIONS:**

Please send resume along with the following documents by email to: bksarkar@irade.org:

1. Resume of Editor / organisation profile
2. Samples of atleast 2 assignments
3. Copy of two work orders
4. **Rate quotes** for –
	* 1. Editing per page of 300 words for minor editing
		2. Editing per page of 300 words for major editing

Last date of submission of Applications is **15th April, 2015.**