



Notice of Request for Expressions of Interest for the recruitment of a Consultant/Editor for the completion and publication of the Proceedings of the 1st and 2nd Agriculture Science Weeks held in 2008 and 2010

CORAF/WECARD/EOI/N°001/2011/February 28, 2011

- CORAF/WECARD 2007 – 2016 Strategic Plan
 - Recruitment of a firm or consultant specialized in the editing of scientific and technical documents
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1. The West and Central African Council for Agricultural Research and Development (CORAF/WECARD), as part of the implementation of its Strategic and Operational Plans, holds every two years a Science Week back to back with its General Assembly.

CORAF/WECARD intends to use part of the resources of these events to hire a firm specialized in the editing of scientific and technical documents as stipulated in the related contract.

The objectives of the mission are as follows:

- Submit a draft planning for the writing and delivery of the two (2) versions of the Proceedings;
- Submit the proposed method for the correction and control, lay-out, diazos and ozalids (black and color photocopies, printer's proofs conform to the lay-out provided to the editor that features the various correction and control steps);
- Correct the draft articles by conforming to the steps identified in the retained professional correction and control method ;
- Submit the corrected articles for adoption by the CORAF/WECARD relevant authority.

The Consultant shall also ensure the layout by providing a draft style sheet for the document's design and lay-out for approval by the CORAF/WECARD's relevant authority; propose an original, attractive and dynamic draft model made from the retained style sheet for adoption by the CORAF/WECARD's relevant authority, and finally, implement and correct the layout based on the retained style sheet.

2. The Executive Director of CORAF/WECARD invites firms or consultants specialized in the editing of scientific and technical documents to send their Expressions of Interest in the above - described mission.

3. Interested firms or consultants should submit background information regarding their capabilities to provide the needed services (booklets, references regarding the execution of similar contracts, CV, experience in a similar field and in similar conditions, etc.).

4. The firm or consultant to be retained should, at least:

- have proven experience in the editing of scientific and/or technical documents ;
- prove its experience in the execution of similar or related missions (booklets, references of the executed work or any other proof that can justify its experience of the field);
- have at least a three-year experience of the field ;
- have the qualified staff that should comprise:
 - an editor that has at least three (3) years of experience and that specializes in audiovisual;
 - a designer that has at least two (2) years of experience and that specializes in audiovisual;
 - a sound technician that has at least two (2) years of experience and that specializes in audiovisual;
 - a director that has at least two years of experience.

The firm or consultant will be selected according to the method for the « Selection of qualified consultants » in accordance with the procedures set out in the World Bank's manual entitled « Guidelines: Selection and Employment of Consultants by the World Bank Borrowers », published in May 2004 and revised in October 2006 and in May 2010 (visit www.worldbank.org/website/externa/projects/procurement, for more information).

5. The interested firms fulfilling the above conditions can obtain additional information from Monday to Friday, from 8.30 am to 5.00 pm, at the following address :

The Executive Secretariat of CORAF/WECARD
07, Avenue Bourguiba - POBox 48, Dakar Senegal
Phone: (221) 33 869 96 18 ; Fax : (221) 33 869 96 31
Email : secoraf@coraf.org with copies to **Dr Anatole KONE**
<anatole.kone@coraf.org> and to Modou Bousso DIOP
<boussodiop@coraf.org>.

6. All Expressions of Interest must be deposited in two separate sealed envelopes (technical and financial proposals) at the Executive Secretariat of CORAF/WECARD no later than **15th March, 2011**, at exactly 18.00 pm.

The Executive Director
CORAF/WECARD