

United Nations High Commissioner for Refugees (UNHCR)
Regional Representation for Central Europe



CALL FOR EDITING AND PROOF-READING PROPOSAL

for the:

- **Study on the Refugee Decision Making Process**
- **Brochure on Citizenship**

Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country.

UNHCR's efforts are mandated by the *organization's Statute*, and guided by the *1951 United Nations Convention relating to the Status of Refugees* and its *1967 Protocol*. International refugee law provides an essential framework of principles for UNHCR's humanitarian activities. In its efforts to protect refugees and to promote solutions to their problems, UNHCR works in partnership with governments, regional organizations, international and non-governmental organizations.

The Regional Representation for Central Europe located in Budapest has been established in 2005 as part of the UNHCR Regional Bureau for Europe's larger strategic plan to respond to the protection challenges in an enlarged Europe through a more coordinated and harmonized cooperation among the five National UNHCR Offices in the region.

Objectives of Assignment

- Assignment** UNHCR is looking for a company, an expert or a group of experts to complete editing in the English language and proof-reading of the following draft publications:
- Study on the Refugee Decision Making Process in one of the countries covered by the Regional Representation;
 - Brochure on acquisition of Citizenship.
- Duration of contract** From 20 November to 15 December 2008.
- Number of pages** - Study on the Refugee Decision Making Process – 78 pages;

- Brochure on Citizenship – 30 pages.

An agreement will be signed and the final payment for the service will be disbursed according to the actual number of pages.

Objectives of work To provide a high quality editing and proof-reading in the English on the following drafts:
- Study on the Refugee Decision Making Process;
- Brochure on Citizenship.

Duties To edit the draft English text to publication standards.

Expected Result A reader friendly and high quality English version of the publication produced by 15 December 2008.

Qualifications A company, an expert or a group of experts with the following qualifications:
- extensive experience in editing services in the English language;
- past experience in producing/translating similar reports/publications is an advantage;
- advanced university degree in the English language or similar qualification in foreign languages for translators.

Supervision The work will be supervised by the UNHCR Regional Representation.

Proposal should include

- description of your approach to the editing;
- description of your quality assurance methodology;
- description of your past experience working on similar projects, references;
- personal CV, description of your organization and CV of translators and editors – proven excellent knowledge of English is required;
- workplan with timeline;
- price schedule – indicating unit price per page in USD.

Submission of proposals: **Deadline: 17 November 2008**

The address for the submission of proposal is:
UNHCR Regional Representation for Central Europe
Felvinci ut 27
1022 Budapest Hungary
www.unhcr-budapest.org
by e-mail: e-mail: hunbu@unhcr.org
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For questions and consultation please contact:
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