



SCOPE OF WORK

**FREELANCE WEB EDITING SERVICES FOR THE
MAGAZINE JÁDU
OF THE GOETHE-INSTITUT**

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

THE GOETHE-INSTITUT

The Goethe-Institut e.V. is the globally active cultural institute of the Federal Republic of Germany. We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life in our country. Our cultural and educational programs promote intercultural dialogue and enable cultural participation. They strengthen the development of civil society structures and promote worldwide mobility.

ABOUT JADU

The Goethe-Institut offers the German-Czech-Slovakian online magazine jádu, with and for the target group of young adults. jádu puts a spotlight on people, their stories, dreams and opinions: In highly personalized articles and videos, jádu takes up current culturally and socio-politically relevant topics, primarily (but not only) from Germany, the Czech Republic and Slovakia. The magazine is accessible through www.goethe.de/jadu and www.jadumagazin.eu.

The section "Exil" is designed as a new subsection within jádu and is available in German, Czech, Slovak and Ukrainian. The content of jádu exil is developed in cooperation with Ukrainian authors, translators and graphic designers and the existing pool of authors of jádu. The section "Exil" offers a platform to Ukrainians who have fled in the region of Central Eastern Europe. The focus of the contributions is on flight/reception, i.e. the situation of refugees in the context of Central Eastern European societies.

About four new thematic issues are published per year and continuously supplemented during the year. In 2022, two thematic issues will be published in the "Exil" section. The German-language editorial staff is supported by editors from the Czech Republic, Slovakia and Ukraine.

SUBJECT-MATTER OF THE CONTRACT

The subject of the contract is the production of articles and editorial support of the section "Exil" in the online magazine jádu in Ukrainian language. A framework contract will be used as the basis of cooperation (see Annex A "Sample Contract").

SCOPE OF THE CONTRACT

The contractor is to provide editorial support for the Ukrainian section "Exil" in cooperation with the German, Czech and Slovak editorial teams. This includes:

- consultation and cooperation with the other editors
- final editing of the Ukrainian language version of approx. 15 articles that have already been published in the "Exil" section
- production and publication of 10-15 articles within the framework of a thematic issue (articles, interviews, reports, including picture editing and acquisition, after consultation also audio, video, etc.) in Ukrainian
 - topic research and identification of topics in consultation with the German, Czech and Slovak editors
 - coordination of subcontractors (recruitment and assignment of authors, translators and photographers)
 - editing and preparation of articles for online publication
 - comprehensive and strict quality control (content and technical)
 - editing of images and control of rights of use
 - deadline monitoring, adherence to agreed deadlines
- quality assurance of Ukrainian translations from German, Czech, and Slovak
- control & editing of publications in cms (corrections, adjustments, etc., if necessary)
- monitoring and integration of magazine contributions in social media (if necessary, advertising - financed from project budget)

REQUIREMENTS FOR THE CONTRACTOR

- professional qualification in the range of topics "Culture", "Society" and "Environment": expertise and experience in the magazine's subject areas.
- editorial qualification in the area of online editing incl. CMS knowledge: editorial experience in the areas of internet/online editing and innovative journalistic formats.
- experience in editorial supervision of (junior) journalists.
- intercultural competence and experience in transnational editorial cooperation.
- good network of Ukrainian authors, translators and creative service providers
- Ukrainian language skills at native level and very good German or English skills (at least B2). Czech and Slovak language skills are an advantage.

Suitability is proven on the basis of the submitted documents (at least one reference, as well as three work samples). The work samples (in the form of individual articles edited by the contractor) are to be submitted as PDFs, stating the URL.

SELECTION CRITERIA

- price of the entire service package (30% weighting)
- professional quality of the offered service within the framework of a forecast evaluation (40% weighting)
- editorial quality of the offered service within the framework of a forecast evaluation (40% weighting)

NOTES FOR THE PREPARATION OF AN OFFER

- the offer, including the attachments, shall be made in writing in German or English, dated and signed.
- the prices in the offer shall be indicated in Euros without VAT. The order shall be placed and payments made in Euros.
- the documents shall be sent as one pdf document to thomas.meyer@goethe.de .
- the offer must cover each point of the scope of work, in particular with regard to the selection criteria and the proposed price
- the complete offer must be received by 7.9.2022, 12 noon. The date of receipt of the e-mail shall apply.