

## Request for Expressions of Interest

SERBIA

PREPARATION FOR INTRODUCTION OF TECHNICAL SAFETY MANAGEMENT IN SERBIAN PUBLIC UTILITY WATER SUPPLY COMPANIES

CONSULTING SERVICES

TF 012722

Expressions of interest

The Association for Water Technology and Sanitary Engineering has received financing from the DWP toward the cost of the Preparation for introduction of technical safety management in Serbian public utility water supply companies project, and intends to apply part of the proceeds for consultant services. The services include proofreading of the selection of up to edited and reviewed 600 pages of the DVGW technical rules and standards for drinking water previously translated from German to Serbian by May 2017.

The Association for Water Technology and Sanitary Engineering now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (current edition).

Interested consultants may obtain further information at the address below during office hours from 0900 to 1500 hours.

Expressions of interest must be delivered either to the address below or by e-mail by 08 March 2017.

Association for Water Technology and Sanitary Engineering

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# **Terms of References For Proof- Reading Services Of UTVSI DVGW Technical Rules for Drinking Water**

## **1. Background**

The **Association for Water Technology and Sanitary Engineering- UTVSI** has entered into an arrangement with the **International Association of Water Supply Companies in the Danube River Catchment Area (IAWD)** to prepare introduction of Technical Safety management in Serbian water supply public utilities under the **Danube Water Program (DWP) Phase 2**.

These ToRs provide the responsibilities, scope of work and guidance to the work for proof-reading services of the DVGW technical rules for water supply in Serbian. The ToRs also provide tasks which the proof-editor is expected to undertake, and describe working arrangements.

## **2. Objective**

The objective of the action is to develop the capacity of UTVSI for implementation of Technical safety management- TSM and awareness of the need for TSM among water utilities in order to provide safe water supply.

Introduction of TSM for the purpose of this project is based on publishing of up to 600 selected pages of the DVGW technical rules for drinking water relevant for TSM and comprises engagement of proof-reading editor in order to provide all required DVGW publishing standards for the UTVSI edition.

## **3. Scope of Work**

To achieve the requirements, the proof-reading editor shall closely work and collaborate with the individual consultant, editor of the UTVSI document and under the guidance and supervision of the project manager and UTVSI Technical Committee.

All the reviewed material should be delivered to the project coordinator in MS Word in Track Changes form, so that returned document shall be in perfect and safe condition, ready for final change before submission to a desktop publisher. Report will be submitted to the project coordinator on a date as may

be agreed during the proof- reading process in accordance with the editing schedule and project timeline. The final report (written in English) will be submitted as a soft copy.

Responsibilities of the proof-reading editor include grammar and punctuation check and correction of errors with spell check and ensuring of smooth flow of sentences and paragraphs with appropriate transitions for up to 600 selected pages of UTVSI DVGW technical rules.

#### **4. Qualifications**

DWP is seeking an editor with the demonstrated extensive experience in professional writing, editing and proof-reading in Serbian who shall meet the following criteria:

- At least 5 years of relevant professional editing and proof-reading experience;
- An academic background at preferably BSc or MSc level (or equivalent) in social sciences or languages and related fields;
- Experience with the professional writing and text editing with proof-reading of UTVSI technical rules and other documents and papers in water supply sector;
- Fully computer literate, familiar with MS Word.

#### **5. Duration and Location**

The Editor will be engaged by IAWD in accordance with DWP procedures and documents.

The contract shall be concluded for not more than 600 pages which should be published before 1<sup>st</sup> July, 2017. Proof-reading services shall be done after the delivery of edited parts of material and within a deadline agreed with the UTVSI project manager.

The proof- reading services shall be delivered in Belgrade.

This work arrangement is part- time, based on the number of the virtual paper pages to be printed.