

Call for Tenders – atlas on disarmament

This call for tenders is issued within the framework of the Geneva Rosa-Luxemburg-Stiftung's office (RLS Geneva), which wishes to continue its work in the field of social rights, especially with regard to the right to peace and thus the issue of disarmament.

If you are interested in this service and identify with RLS Geneva's values and objectives, please send your application, including the price sheet in Appendix 2 for your price quotation and meaningful links to reference projects to support your experience

To Jeanne Planche
Project Manager
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**Deadline is 12 October 2023 /
12 pm CET.**

**Date of publication:
26 September 2023**

For this purpose, the RLS Geneva is looking for a consultant for a 12-months project on the production, translation, printing and distribution (newspaper supplement) of "atlas" publications in the format of our previous atlases (example: <https://atlasofenslavement.rosalux-geneva.org/>), which are intended to make complex topics accessible to a broad audience as low-threshold educational material. Important prerequisites are experience with the production, translation and distribution of publications in the "atlas" format as newspaper supplements (previous atlases of the Geneva office included an [atlas of stateless persons](#) and an [atlas of enslavement](#)), familiarity with and contacts to relevant German and international media as well as knowledge of left social and political debates and knowledge of the relevant terminology.

Summary of the tasks (more details in the Annex 1):

- **Production services:** Production of an "atlas" as a newspaper insert, production of "atlas" promotional material as inserts and brochures
- **Translation services:** Production of the "atlas" in German and translation of the "atlas" into English
- **Printing services:** Printing of the "atlas" for own distribution and for insertion in newspapers
- **Distribution services:** Distribution of the "atlas" through inserts in daily/weekly newspapers in Germany and Switzerland, support in working with the newspapers and coordinating the inserts (deadline, format, scope)

About us: The Rosa-Luxemburg-Stiftung is an internationally active non-profit organisation for political education affiliated with the German Left Party. It is a discussion forum for progressive political alternatives and a centre for critical thinking and research both in Germany and worldwide. The RLS Geneva office serves as a liaison office to the UN institutions in Geneva, but also works thematically on global social rights, socio-ecological transformation and transnational organising.

About you: We are looking for candidates with experience in "atlas" production, familiarity with working with progressive organisations and a good knowledge of policy education tools, as well as excellent German and English language skills.

Timeline: The contract starts on 15 October 2023 and the service should be completed by 15 October 2024.

Award criteria: 60 per cent price and 40 per cent experience with regard to the tasks specified in Annex 1.

Please use the price sheet in Appendix 2 for your price quotation and attach meaningful links to reference projects to support your experience.

Only selected applicants will be contacted.

Call for Tenders- Annex 1

1. Detailed description of the tasks

a. Production services:

Production services require knowledge in the production of “atlases” as educational products and newspaper supplements. This involves the creation of graphics, editing of text and layout of publications (atlases, inserts and booklets), To ensure that the “atlases” and visuals are recognised as such and seen as part of a publication series, consistency of production with previous productions must be ensured. Previous products can be found under the following links:

- Atlas of the Stateless (<https://rosalux-geneva.org/atlas-of-the-stateless-2/>)
- Atlas of Enslavement (<https://atlasofenslavement.rosalux-geneva.org/>)

b. Translation services:

The “atlas” is produced in German and then has to be translated into English.

c. Printing/reprinting services:

The atlases are printed for the Rosa-Luxemburg-Stiftung’s own use and for insertion in newspapers. The printing must be of appropriate quality, meet the requirements of the respective newspaper and be economical. Should the atlas on disarmament no longer be in stock in either language, the contractor must be able to reprint the publication at short notice.

d. Distribution services:

The “atlases” are distributed via the Rosa-Luxemburg-Stiftung's websites and via supplements in daily newspapers in Germany and Switzerland. The contractor supports the client in the selection of newspapers, the cooperation with the newspapers (e.g. co-publishing), the coordination of the supplement (deadline, format, scope) and the supplement itself. If inserts in different newspapers are involved, the coordination of the inserts is the responsibility of the contractor. The contractor is also responsible for the supplement as an insert or booklet.

Call for Tenders - Annex 1

2. Print run:

	Technical specification	Media	Edition
Supplement	Atlas 25 p., 280 g	Foundation edition English	5,000
	Atlas 25 .p, 280 g	Foundation edition German	2,000
	Atlas 25 p., 190 g	tageszeitung taz, (Germany)	46,000
	Atlas 19 p., 170 g	LMD (Germany)	13,700
	Atlas 19 p., 170 g	WOZ (Switzerland)	19,000
Plug-in	4 p. 60 g/m2 Image print, 60 g	der Freitag (Germany)	30,000
	322x480 mm	neues deutschland (Germany)	18,000
Booklet	8 p. A5 135 g/ 17 g	Blätter für deutsche und internationale Politik (Germany)	12,000
		Katapult (Germany)	80,000
		Das Parlament (Germany)	28,000
Print for own use (German edition)			5,000
Print for own use (English edition)			2,000

Call for Tenders - Annex 2

Price Sheet:

Pos.	Services	Price per working hour/piece	Expected workload in hours	Amount in EUR (net amount)
1	Project development, team communication, organisation			
2	Development and production of meta pages (imprint, introduction, table of contents, maps, sources, resources) and topic pages text editing			
3	Graphics development / documentation			
4	Organisation and implementation of corrections of authors, managing editor, graphics check, proofreading			
5	Final proofreading			
6	Design concept (motif development and creation), production of graphics, setting and layout			
7	Approval of corrections, editing, texts, graphics, layout			
8	Language changes English/ editing			
9	Print of editions and supplement to respective newspapers (see print run Annex 1)		X	
10	Freight (to Berlin) of prints for own use (total 7,000 copies)		X	
	TOTAL			