



EDITORIAL SERVICES

ARIPO@50 COMMEMORATIVE BOOKLET

TERMS OF REFERENCE (TOR)

1. Background

The African Regional Intellectual Property Organization (ARIPO) is commemorating its 50th Anniversary (ARIPO@50). As part of the celebrations, ARIPO intends to publish a high-quality commemorative booklet documenting its history, milestones, achievements, leadership, programs, and its impact on Intellectual Property (IP) development across Member States.

The **book editor** will support the collection, compilation, editing and deliver at most a 20 - 25-page draft compilation for onward layout and design by an expert in that area.

2. Objective of the Assignment

To compile and produce from provided documents, a professionally written and edited text for the ARIPO@50 Commemorative Booklet that meets international publication standards and effectively communicates ARIPO's 50-year journey.

3. Scope of Work

ARIPO shall provide the literature and documents to use for the compilation (both in print and digital formats) and the Editor will be required to undertake the following:

3.1 Editorial and Content Alignment

- Review the approved ARIPO@50 Booklet Outline and proposed content.
- Provide professional editorial services including rewriting, copy-editing, proofreading, and consistently aligning with and upholding the ARIPO branding guidelines.
- Harmonise tone, style, and messaging across all chapters of the book.

3.2 Deliverables

1. Edited and proofread 20–25-page manuscript preferably in Microsoft Word,
2. Manuscript page size A4
3. Font: Times New Roman
4. Font-size 12.

5. Line spacing – 1.5 / Double
 6. To submit the digital source file in Word and Pdf.
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4. Timeline

The assignment should be completed by 26 June 2026 with milestone deadlines to be agreed upon at contract signing.

5. Required Expertise

- Proven track record in editing high-profile commemorative publications.
 - Demonstrated capacity in editorial and typesetting services, including technical and historical publications.
 - Ability to work under tight timelines.
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6. Submission Requirements

Interested editors must submit:

- A personal/team profile with evidence of similar publications completed in the past 5 years.
 - Three sample publications or links to previous work.
 - Detailed methodology and workplan.
 - A financial proposal covering compilation and editing of the draft manuscript.
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7. Evaluation Criteria

Proposals will be evaluated on:

- **Technical quality** (editorial capability).
 - **Relevant experience** (particularly for similar publications).
 - **Quality of sample work.**
 - **Cost effectiveness.**
 - **Delivery timeline.**
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8. Oversight and Reporting

The Editor will work closely with the ARIPO Academy, Communications and Marketing Department and the ARIPO@50 Steering Committee. Progress meetings will be held fortnightly or as needed.

9. Intellectual Property

All materials, layouts, designs, and final publications shall be the exclusive property of ARIPO. The Consultant may not reproduce or reuse any component without ARIPO's written consent.

10. Confidentiality

All data, archives, and information shared with the Editor will be handled confidentially and used only for the purpose of this assignment.

11. Submission Method

Please email your proposal to procurement@aripo.org with the subject line **Editor_ARIPO@50 Commemorative Booklet**

12. Deadline for Submissions

All proposals must be submitted by **1700Hrs (Harare Time) on 22 May 2026**.