



NATO STRATEGIC COMMUNICATIONS CENTRE OF EXCELLENCE

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INVITATION TO TENDER FOR THE POSITION OF THE EDITOR-IN-CHIEF FOR THE ACADEMIC JOURNAL “DEFENCE STRATEGIC COMMUNICATIONS”

To be supplied to the NATO Strategic Communications Centre of Excellence (NATO StratCom COE)

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Invitation to Tender for the Position of the Editor-in-Chief of the Academic Journal “Defence Strategic Communications”

You are kindly invited to submit a tender to for the position of the Editor-in-Chief of the Academic Journal “Defence Strategic Communications” of the NATO StratCom COE.

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this letter. We provide below the key details of the NATO StratCom COE requirements, which you should take into account in your response.

Please direct any questions regarding the ITT content or process to the managing editor of the journal Ms Linda Curika. You should not contact other NATO StratCom COE personnel unless directed to do so by the NATO StratCom COE representative. The NATO StratCom COE reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing to the e-mail: linda.curika@stratcomcoe.org.

As part of this tender process the NATO StratCom COE makes no obligations in any way to:

- (i) pay any supplier for and ITT response; or
- (ii) award the contract with the lowest price proposal or any Bidder; or
- (iii) accept any ITT information received from suppliers; or
- (iv) include suppliers responding to this ITT, in any future invitations; or
- (v) any other commitment to suppliers whatsoever.

Looking forward receiving your response.

Yours Sincerely,
Ms. Linda Curika
E-mail address: linda.curika@stratcomcoe.org

Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continues business discussions between the NATO StratCom COE and suppliers.

Any proposal received by the NATO StratCom COE is subject to contract with the NATO StratCom COE.

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1. Introduction

- 1.1. The NATO StratCom COE, based in Riga, Latvia, contributes to the improved strategic communications capabilities within the Alliance and Allied nations. The NATO StratCom COE designs programmes to advance StratCom doctrine development and harmonisation, conducts research and experimentation to find practical solutions to existing challenges, identifies lessons from applied StratCom during operations, and enhances training and education efforts and interoperability.
- 1.2. NATO StratCom COE is running a tender for the position of the Editor-in-Chief of the Academic Journal "Defence Strategic Communications" of the NATO StratCom COE.
- 1.3. The Journal is published twice a year and this contract is planned for 5 (five) years (10 journal volumes).

2. Background

- 2.1. Since 2015 NATO StratCom COE has been the home of a peer reviewed academic journal 'Defence Strategic Communications'.

3. Role description

- 3.1. The Editor is a figurehead for the Journal and will raise the reputation and profile of the Journal with respect to its competitors in the international marketplace. Overall measures of success in this role will include the number and quality of submissions, acceptance rate, number and geographical location of subscriptions, web usage, citations and Impact Factor. Editor-in-Chief will also provide a platform for the NATO StratCom COE to create new research partnerships with the University he or she represents.
- 3.2. The Editor will liaise closely with the NATO StratCom COE and take a leading role in developing a vision for the journal and drive future publishing strategy. He or she will have ultimate responsibility for the content of the journal and, through extensive international networks, will attract high quality papers to the journal. The Editor-in-Chief will have the opportunity to invite a team of Associate Editors in key subject areas to assist in the handling of manuscripts.
- 3.3. Specific duties will include:
 - 3.3.1. Define journal's direction, scope and policy to ensure it is appropriately aligned to the market.
 - 3.3.2. Assist in the selection of Associate Editors to join the Editorial Board as required.
 - 3.3.3. Grow the Journal.
 - 3.3.4. Determine and implement strategies for increasing quality submissions to the Journal.
 - 3.3.5. Promote the Journal and encourage high quality submissions, including review articles.
 - 3.3.6. Manage timely, rigorous and constructive peer-review of articles by a broad range of appropriately chosen international referees.
 - 3.3.7. Respond to authors in a courteous, timely and efficient manner.
 - 3.3.8. Encourage appropriate revision of manuscripts and accept only high quality papers that are high impact and/or contribute new and important information to the field.
 - 3.3.9. Deliver sufficient accepted manuscripts to fill issues and maintain publication schedules.
 - 3.3.10. Provide advice to the Journal's Publisher on trends in research, scholarly publishing needs, and promotional opportunities to aid in development of annual publishing and marketing plans.
 - 3.3.11. Represent the journal to the strategic communications community at national and international conferences, during visits to key institutions, laboratories, etc.

4. Selection criteria

- 4.1. Be at least at the level of a professor in one of the TOP 100 Universities in the World.
- 4.2. The Editor-in-Chief must be experienced in strategic communications, highly motivated, have a vision for the journal and be an outstanding communicator.
- 4.3. With broad knowledge and appreciation of future directions in the field.

- 4.4. Extensive networks and high standing in the strategic communications community.
- 4.5. Strong publication record.
- 4.6. Deep understanding of peer review.
- 4.7. Demonstrated vision for the journal and the ability to think and act strategically towards the vision.
- 4.8. Time to undertake the role effectively.

5. Deliverables

- 5.1. The tender submission should consist of:
 - 5.1.1. A written proposal for the delivery of the work as listed above.
 - 5.1.2. Detailed budget in euros for the delivery of the work for 5 years period (amount of VAT or any other kind of tax must be clearly specified for each budget position and marked as zero where not applicable).
 - 5.1.3. Curriculum Vitae.

6. Timetable

General	
Confirmation of bid	Please confirm you have submitted your bid by notifying linda.curika@startcomcoe.org
Deadline for submission	20 May 2019 on 10:00 hrs (Eastern European Time zone: UTC +02:00)
Contract implementation date	Upon agreement
Questions	Questions arising from this document should be given to Ms. Linda Curika until 15 May 2019
Full contact details	Ms. Linda Curika, linda.curika@stratcomcoe.org

7. Respondent Instructions

- 7.1. This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and the NATO StratCom COE Contact Information.
- 7.2. Response Guidelines.
 - 7.2.1. You will be required to submit a written proposal that complies with the indicated requirements (see section 5 “Deliverables”). The proposal should be submitted electronically in PDF format.
 - 7.2.2. **Please deliver the electronic copy to:**
tender@stratcomcoe.org
by 20 May 2019 on 10:00 hrs (Eastern European Time zone: UTC +02:00).
 - 7.2.3. The NATO StratCom COE will disregard any response submitted after the timetable deadline.
 - 7.2.4. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.
 - 7.2.5. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, demo videos, presentations, should be included.
- 7.3. Questions relating to clarification of the ITT will only be accepted in writing to NATO StratCom COE representative. Likewise, all responses from the Centre will be written and may also be made available to other suppliers (subject to confidentiality). In the event that any answer materially affects the ITT specification, an amendment of the original requirements will be escalated to all suppliers. The NATO StratCom COE will attempt to answer any questions within two working day of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

- 7.4. The NATO StratCom COE reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all suppliers.
- 7.5. Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.
- 7.6. All information supplied in this tender to date, any further information supplied during the tender process will remain confidential and available only to the Contract Award Committee members.

8. Tender Assessments

- 8.1. Evaluation Criteria and Process. A set of evaluation criteria has been prepared by the NATO StratCom COE for the evaluation of every Submission. Within each stage an initial evaluation will consider whether or not every instruction and requirement contained within the ITT has been fulfilled.
- 8.2. The evaluation criteria will be based upon some or all of the following aspects of the Bidders' proposals (not in order of significance):
 - 8.2.1. Commercial:
 - 8.2.1.1. Clarity of price;
 - 8.2.1.2. Competitiveness of price.
 - 8.2.2. Service capability:
 - 8.2.2.1. Previous experience with similar projects;
 - 8.2.2.2. Quality of previously delivered service.
 - 8.2.3. Previous experience in cooperation with national government institutions and international organisations.
 - 8.2.4. Level of compliance with the requirements and deliverables of the ITT.
- 8.3. You are reminded that through the process the NATO StratCom COE will continually assess all contact with the Bidders' organizations including compliance to the process, presentation. The NATO StratCom COE reserves the rights at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement.

9. Contract Details

- 9.1. Contractual and payment details will be subject to negotiation with the selected supplier. The contractor will be required to sign a confidentiality agreement with the NATO StratCom COE.