



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)

Revision	Version 1
Release Date	24 July 2024
Issuer	Mr Jānis Karlsbergs
Bidder's Response date	22 August 2024 submitted via e-mail tender@stratcomcoe.org by 10:00 hrs (Eastern European Time zone: UTC +02:00).

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 bid for the position of the Editor-in-Chief of the Academic Journal “Defence Strategic Communications” of the NATO Strategic Communications Centre of Excellence (further – 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 the key details of the NATO StratCom COE requirements below, which you should take into account when submitting your response.

Please direct any questions regarding the ITT content or process to the Managing Editor of the journal Mr Jānis Karlsbergs. 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 bidders who do not comply with these guidelines. All questions should be submitted in writing to the e-mail: janis.karlsbergs@stratcomcoe.org.

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

1. pay any bidder for an ITT response;
2. award the contract to bidder with the lowest price proposal;
3. accept any ITT response not covering full set of requirements;
4. include bidders responding to this ITT, in any future invitations;
5. any other commitment to bidders whatsoever.

Looking forward receiving your response.

Yours Sincerely,
Jānis Karlsbergs
Policy and Publications Manager,
NATO StratCom COE
E-mail address: janis.karlsbergs@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 continued business discussions between the NATO StratCom COE and bidders.

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 strives to deliver up-to-date and in-depth analysis of methodologies applied by various actors across the information space. Our work focuses on but is not limited to the information environment analysis, with particular focus on emerging technologies and AI, to provide comprehensive and practical knowledge base to those working in the field of strategic communications. We also aim to build knowledge base of complex communications processes and emerging technologies for NATO, Allied and Partner Nations to operate effectively. Expertise in strategic communications formed by combining knowledge from private, public and academic sectors allows the COE to form research-based framework for Alliance's operations.
- 1.2. Since 2015 these aspirations have been regularly reflected upon in a peer reviewed academic journal 'Defence Strategic Communications' – a publication for scholars, policy makers and strategic communications practitioners globally.
- 1.3. 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.
- 1.4. The Journal is published twice a year and this contract is planned for 5 (five) years (10 journal volumes).

2. Role description

- 2.1. The Editor-in-Chief serves as the representative of the Journal, enhancing its reputation and visibility internationally. Overall measures of success in this role will include the number and quality of submissions, acceptance rate, web usage, citations and Impact Factor. Editor-in-Chief will also endeavour to provide a platform for the NATO StratCom COE to create new research partnerships with the University a candidate represents.
- 2.2. The Editor-in-Chief 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. A candidate will have ultimate responsibility for the content of the journal and, through extensive international networks, will attract high quality paper submissions for 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.
- 2.3. Specific duties will include:
 - 2.3.1. Defining journal's direction, scope and policy to ensure it is responding to both dimensions of research – requirements of practitioners and academic studies;
 - 2.3.2. Assisting in the selection of Associate Editors to join the Editorial Board as required;
 - 2.3.3. Determining and implementing strategies for ever increased quality submissions to the Journal;
 - 2.3.4. Promoting high quality submissions, including review articles;
 - 2.3.5. Managing timely, rigorous and constructive peer-review of articles by a broad range of qualified international referees;
 - 2.3.6. Leading communication process with authors in a courteous, timely and efficient manner;
 - 2.3.7. Encouraging appropriate revision of manuscripts and accept only high quality papers that contribute to emerging studies;
 - 2.3.8. Delivering sufficient accepted manuscripts to cover issues and maintain publication schedules;
 - 2.3.9. Providing update and advice to the Journal's Publisher on trends in research, publishing needs of academia, and promotional opportunities to assist development of annual publishing and marketing plans;
 - 2.3.10. Represent the journal within the strategic communications community at national and international conferences, during visits to key institutions, laboratories, etc.;
 - 2.3.11. Being an integral member of the NATO StratCom COE team, whenever required and/or possible take part in the COE events and training activities.

3. Selection criteria

3.1. The Editor-in-Chief must:

- 3.1.1. Be at least at the level of a professor in one of the TOP 100 Universities¹ in the world;
- 3.1.2. Be experienced in strategic communications, highly motivated, have a vision for the journal and be an outstanding communicator;
- 3.1.3. Possess broad knowledge and appreciation for future directions in the field;
- 3.1.4. Have extensive networks and high standing in the strategic communications community;
- 3.1.5. Have an understanding of the NATO Strategic Communications concept and processes;
- 3.1.6. Hold a strong publication record;
- 3.1.7. Have a deep understanding of peer review process;
- 3.1.8. Demonstrate vision for the journal and the ability to think and act strategically;
- 3.1.9. Availability to participate in the NATO StratCom COE events and training activities as appropriate, will be considered as an advantage.

4. Requirements

4.1. The tender submission should consist of:

- 4.1.1. A written proposal for the delivery of the work consisting of written vision and its implementation for further development of the Journal;
- 4.1.2. Detailed budget in EUR 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);
- 4.1.3. Curriculum Vitae;
- 4.1.4. The evidence of experience leading similar international projects related to strategic communications;
- 4.1.5. Previous experience in cooperation with national government institutions and international organisations.

5. Timetable

General	
Confirmation of bid	Please inform that you have submitted your bid by notifying to janis.karlsbergs@startcomcoe.org
Deadline for submission	22 August 2024 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 Mr Jānis Karlsbergs until 13 August 2024
Full contact details	Mr Jānis Karlsbergs, janis.karlsbergs@stratcomcoe.org

6. Bidder instructions

- 6.1. This section provides detailed instructions to be followed in responding to this ITT.
- 6.2. Response Guidelines:
 - 6.2.1. You will be required to submit a written proposal that complies with the requirements (see section 4. “Requirements”). The proposal should be submitted electronically in PDF format.
 - 6.2.2. **Please deliver the electronic copy to: tender@stratcomcoe.org until 10:00 hrs on 22nd August 2024** (Eastern European Time zone: UTC +02:00).
 - 6.2.3. The NATO StratCom COE will disregard any response submitted after the deadline.

¹ Quacquarelli Symonds (QS), Times Higher Education (THE), the Academic Ranking of World Universities (ARWU)

- 6.2.4. Bidders are expected to supply all required information, or clearly state the reasons for being unable to do so.
- 6.2.5. Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.: brochures, demo videos, presentations, should be included.
- 6.2.6. If any of the requested documents in the Section **4. Requirements** are not submitted, the Contract Award Committee shall have the right to exclude the applicant from further participation in the procurement.
- 6.3. Questions relating to clarification of the ITT will only be accepted in writing to NATO StratCom COE representative. Likewise, all responses from the NATO StratCom COE will be written and may also be made available to other bidders (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 bidders. The NATO StratCom COE will attempt to answer any questions within two working days of receipt of that request. Whenever that would not be possible, the COE will provide an estimate for an answer.
- 6.4. 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 bidders.
- 6.5. Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.
- 6.6. 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.

7. Tender Assessments

- 7.1. Evaluation Criteria and Process. A set of evaluation criteria has been prepared by the NATO StratCom COE for evaluation of every Submission. Within each stage an initial evaluation will determine whether or not all instructions and requirements of the ITT have been fulfilled. Selected Bidders could be invited for an interview.
- 7.2. The evaluation criteria will be based on the following aspects of the Bidders' proposals (not in order of significance):
 - 7.2.1 Commercial:
 - 7.2.1.1. Competitiveness of price.
 - 7.2.1.2. Detailed breakdown of price proposal.
 - 7.2.2. Previous experience with similar projects.
 - 7.2.3. Previous experience in cooperation with national government institutions and international organisations.
 - 7.2.4. Level of compliance with the requirements and deliverables of the ITT.
- 7.3. The NATO StratCom COE reserves the rights at its sole discretion to disqualify without further consideration any submission that does not satisfy the requirements.
- 7.4. The NATO StratCom COE reserves the right to modify the scope of this tender, after receiving the bids, to include price estimates.
- 7.5. The NATO StratCom COE reserves the right to decide upon the format and content of any decision and/or announcement, and to limit it in any way believed by the NATO StratCom COE to be appropriate including the rights to withhold the decision making granularities.

8. Contract Details

Contractual and payment details will be subject to negotiation with the selected bidder.