



SPECIFICATIONS

Professional Editing and Graphic Layout Services for Technical Research Report

1. Background

The Agricultural Research Council – Natural Resources and Engineering (ARC NRE) require professional editing and graphic layout services for a **technical research report prepared for the Water Research Commission (WRC), South Africa.**

The report is currently at **Draft Final Report stage** and requires professional language editing, formatting, and graphic layout to prepare it for final submission.

2. Report Details

- **Report Type:** Technical Project Report (Draft Final Report)
- **Discipline:** Environmental Engineering, Wastewater Management, Bioenergy, and Circular Economy
- **Estimated Length:** Approximately 100 pages
- **Current Status:** Draft final report requiring professional editing and layout preparation.

3. Scope of Work

3.1 Professional Editing Services

The appointed service provider will be required to provide comprehensive editing services including:

- Language editing for grammar, clarity, coherence, and academic tone
- Ensuring consistency in technical terminology and abbreviations
- Formatting alignment with Water Research Commission (WRC) reporting requirements
- Checking consistency of references and citations

- Reviewing and standardising table and figure captions
- Refinement of the executive summary
- Final proofreading of the complete document

3.2 Graphic Design and Layout Services

The appointed service provider will also be required to provide graphic and layout services including:

- Professional page layout and typesetting for final report presentation
- Design and formatting of tables, figures, and charts for clarity and visual consistency
- Redrawing or enhancement of diagrams, conceptual frameworks, and process flow schematics where necessary
- Consistent styling of headings, numbering, and report structure
- Preparation of a print-ready and PDF-optimised final document

4. Deliverables

The service provider will be expected to provide the following deliverables:

- Edited version of the report with **Track Changes enabled**
- Clean final edited version ready for submission
- Final designed and **print-ready PDF version**

5. Turnaround Time

The service provider must complete the work within a **maximum of 10 working days** from the date of receiving the report.

6. Confidentiality

The report contains **unpublished research material**. The appointed service provider will be required to treat all report contents as **strictly confidential** and may not distribute or reproduce the information without written consent from ARC.

7. Quotation Requirements

Interested service providers are requested to submit:

- A **detailed quotation** (separate or combined costs for editing and graphic/layout services)
- **Estimated turnaround time**
- Any **additional requirements** necessary to complete the work.

