

Appointment of service provider to curate and publish an anthology of poems from the International Symposium on Poetic Inquiry (ISPI)

The HSRC, with colleagues from UKZN, WITS and DUT hosted the 8th International Symposium on Poetic Inquiry – for the first time on African soil. The conference was hosted in a hybrid format from the 23rd-27th May 2022 in Cape Town, South Africa.

We are looking to curate and publish an anthology from all the poems that were shared during ISPI.

The successful company will be expected to:

- To curate, project manage and publish an anthology of poems of maximum 250 pages. These poems will be drawn from submissions by delegates and participants of the 8th International Symposium on Poetic Inquiry held in Cape Town under the auspices of the HSRC.
- Have 10-15 year's experience in curating, pre-production, layout, design of poetry and poetry anthologies

Full description of this task would be:

- To assist the team with the call for submissions;
- To advise and assist where necessary, in the selection for final inclusion from the submitted poems, categorised into the themes of Poetry as knowing; Poetry as learning; and Voices and Silences;
- To edit and conform to style the submitted poems and micro-biogs;
- **Estimate number of words -100 000**
- To check the copyright situation of the submitted poems and include details of previously published poems;
- To prepare a First Draft manuscript from the final selection of poems;
- To proofread and liaise with the poets in the checking of their pages;
- To submit to an external proof-reader for final checking;
- To prepare a Final Draft manuscript for checking and sign off;
- To liaise with the layout and design artist and with the cover designer; and to submit for check and sign off;
- To liaise with the printer; check proof copies; make corrections where necessary; final sign off before final print run;
- Deliver a pdf of the Anthology;
- To print 250 copies of the anthology
- Deliver the stock to the HSRC office's in Cape Town OR arrange for the dispatch of poet's copies to their designated addresses in and around South Africa.

FUNCTIONALITY

EVALUATION CRITERIA

1. Experience

The service provider should have 10-15 years' experience in curating, pre-production, layout, design of poetry and poetry anthologies **(Minimum Years to be 10)**

- 10 years of experience in pre-production, layout, design of poetry anthologies (10)
- 12 years of experience in pre-production, layout, design of poetry anthologies (15)
- 15 years of experience in pre-production, layout, design of poetry anthologies (20)

2. References

The service provider should have contactable references, telephone numbers and e-mail addresses from a companies who can attest to the service provider's capacity in pre-production, layout, design of poetry anthologies

- Two contactable reference, telephone number and e-mail address from a company who can attest to the service provider's capacity in pre-production, layout, design of poetry anthologies. **(5)**
- Four contactable references, telephone numbers and e-mail addresses from companies who can attest to the service provider's capacity in pre-production, layout, design of poetry anthologies. **(10)**
- Five or more contactable references, telephone numbers and e-mail addresses from companies who can attest to the service provider's capacity in pre-production, layout, design of poetry anthologies. **(20)**

3. Portfolio of Evidence

The service provider sends at least 3 examples of pre-production, layout, design of poetry anthologies

These will be evaluated for quality. Maximum of **30**

4. Capacity

CVs (bio's) of the editor, layout and designers. Maximum of 30

Minimum Functionality: Threshold: 70%

Technical Enquiries:

Bidders may contact Ms Carolina Roscigno: email: Croscigno@hsrc.ac.za

Supply chain Management Enquiries:

Mr Meshack Monareng. Email address: mmonareng@hsrc.ac.za

Contact no. 012 302 2032

CLOSING DATE FOR PROPOSALS: Monday 29 August 2022