

YANGON Office

To:

Mary Nicole Thompson

AID 10493

**ENGAGEMENT LETTER**

**Reference:**

- Request of quotation prot. U.0000258.07-01-2021
- Quotation prot n. I.0000713.14-01-2021
- SMART CIG/CIG: **Z893055FC3**

**Subject: English language editing service for the Italian Agency for Development Cooperation in Yangon**

AID 10493

The Italian Agency for Development Cooperation – Yangon Office (AICS-Y), Hereinafter referred to as the “Contracting Authority”, Represented by the Head of Office Mr. Walter Zucconi, 41–27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon, Myanmar.

This letter of engagement sets out terms and conditions of the “*English language editing service for the Italian Agency for Development Cooperation in Yangon*” to be provided by Ms. **Mary Nicole Thompson** (Hereinafter referred to as “service provider”) to the Contracting Authority, as detailed in the request for quotation prot. n. U.0000258.07-01-2021 and in the quotation prot n. I.0000713.14-01-2021

In particular, the service shall include:

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E-mail: [yangon@aics.gov.it](mailto:yangon@aics.gov.it)

<https://yangon.aics.gov.it/>

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<b>Task</b>	<b>Description</b>	<b>Price per page (as a Unit)</b>
Proofreading only	The service provider will proof-read the written products checking spelling and grammar, font sizes and fonts, bullet listings, spaces etc.	5.5 Euro
Copy editing and proofreading <b>communications</b> documents	The service provider will check whether each product expresses the author's meaning clearly (e.g. without gaps and contradictions). This also involves looking at each sentence, the author's choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions, if need be. The Service will include Proofreading.	7.00 Euro
Copy editing and proofreading <b>administrative</b> documents	The service provider will check whether each product expresses the author's meaning clearly (e.g. without gaps and contradictions). This also involves looking at each sentence, the author's choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions, if need be. The Service will include Proofreading.	9.00 Euro
Copy editing and proofreading <b>operations</b> documents	The service provider will check whether each product expresses the author's meaning clearly (e.g. without gaps and contradictions). This also involves looking at each sentence, the author's choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions, if need be. The Service will include Proofreading.	10.5 Euro

Types of Documents defined :

1. Communications documents: website content, articles, press releases, presentations, banners, leaflets
2. Administrative documents : contracts, tenders, terms of reference
3. Operations documents: reports, concept notes, position papers, MOUs

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Products object of the service will cover all functional areas of AICS Yangon: administrations (e.g. contracts, tenders, terms of reference); communications (e.g. website contents, stories, articles, press releases, presentations, banners, leaflets) operations (e.g. reports, concept notes, positioning papers, memorandum of understanding).

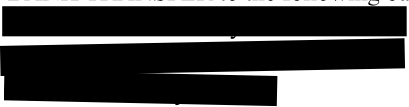
A minimum of 1 page charges. As a standard page AICS Yangon refers to a word page of an average of 1.500 characters, spaces included, written in font Times New Roman 12, and line spacing 1,5;

Timing of delivery will be agreed upon by the parties for any single product to copy-edit and proofread. The Service provider commits to respond swiftly to AICS' requests, to any possible reasonable degree.

Duration of the service:

*From the date of signature by both parties of the present letter of engagement until 31.12.2021, for a total of 2.500 Euro maximum cost for AICS Yangon*

Terms of payment:

- BANK TRANSFER to the following bank account:  

- At the end of the service, within 15 days after submission of the related invoice by the service provider.
- All the payments will be done in MMK, based on the exchange rate of the Central Bank at the date of the invoice

**Total value of the service:** The total amount of the service shall not exceed the threshold of 2.500 Euro

Other terms:

The Service Provider will be paid after any completed assignments.

Any variation of terms and conditions must be accepted in written by the Contracting Authority.

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The Service Provider is fully responsible for the completion of tasks under these contractual terms, in accordance to the Myanmar existing laws, rules and regulation and their modifications in time – as applicable. That responsibility includes the relevant fiscal law. The Service Provider shall assume the obligations on financial flow traceability.

The Service provider shall execute the Service with due care, efficiency and diligence in accordance with the best professional practice and shall comply with any administrative orders given by the Contracting Authority. The Service provider shall respect and abide by all laws and regulations in force in Myanmar and shall ensure that its personnel, their dependents, and its local employees also respect and abide by all such laws and regulations. The employment relationship between the Service provider and its staff employed by it to carry out the activities and any offspring from this litigation does not involve in any way the Contracting Authority. The Service provider shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the Project or the Supply without the prior approval of the Contracting Authority. It shall not commit the Contracting Authority in any way whatsoever without its prior consent and shall make this obligation clear to the third parties. The payments to the Service provider under the present Contract shall constitute the only income or benefit it may derive in connection with the Contract. The Service provider and its staff must not exercise any activity or receive any advantage inconsistent with their obligations under the Contract. The Service provider commits itself to provide suitable qualified personnel and adequate means necessary for the implementation and supervision of the activities agreed upon in this Agreement, if the need be. The Service provider's personnel shall not be considered in any respect as being the employees or agents of the Contracting Authority. The Service provider is not allowed to transfer the Contract to a third Party. All information or materials acquired, compiled or prepared by the Service provider in the performance of the Contract shall be confidential and shall be the absolute property of the Contracting Authority. The Service provider shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract (conflict of interests).

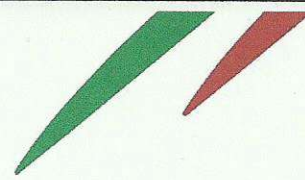
This contract may be concluded by the Contracting Authority at any time for serious technical and/or contractual non-compliance of the Service provider. In this case, the Contracting Authority shall notify such non-compliance to the Service provider through a warning letter, identifying the issue and requesting to solve it within 15 days. After this period, having the Service provider not corrected the issue, the contract will be terminated on the seventh day after the deadline fixed in the notice. The Contracting Authority will pay to the Service provider only the amounts corresponding to supply satisfactorily provided. Neither party shall be considered to be in default or in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure which arise after the date when the Contract becomes effective

Please acknowledge the receipt of this letter of engagement and do not hesitate to contact us for any clarification you may need.

**MYANMAR – YANGON Office**

E-mail: [yangon@aics.gov.it](mailto:yangon@aics.gov.it)

<https://yangon.aics.gov.it/>



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We are looking forward an early response from you.

Thanking you for the support,

Regards,

Yangon, 25/01/2021

For Italian Agency for Development Cooperation

Yangon Office

Head of Office

Walter Zucconi

*Walter Zucconi*  


For the Service provider

Authorized representative

Mary Nicole Thompson

*Mary Nicole Thompson*  
25/01/2021



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