



## **REQUEST FOR PROPOSAL**

### **ISBER Best Practices Update Project - Project Manager/Editor**

ISBER is seeking proposals from qualified individuals to perform the duties of a Project Manager/Editor for ISBER's Best Practices (BP) Update Project.

#### **ISBER's role - BP update project**

##### **1. Project Summary**

- Provide a brief history of the Best Practice document creation process and describe composition of past BP committees (including the number of members) and their responsibilities. Describe roles performed by volunteers in past BP updates planned volunteers in the upcoming project in this project. Create terms of reference for volunteers.
- Give a brief description of the current project including tasks and timelines.
- Describe the role of ISBER central staff in this project – see attached project coordination role.
- If applicable/available - Provide the project plans including finance reports for the last projects to create BP updates.

##### **2. Selection Process**

- Describe the process by which PM/Editor will be selected.
- Set dates for:
  - receipt of proposal
  - review by committee/board
  - initial telephone or in-person interviews;
  - selection & notification date;
  - date contract will begin.
- explain how long the contract with the PM/Editor is to last and whether there will be provisions for renewal
- give the contact details (name, email and telephone numbers) of persons to whom the successful individuals may direct questions on the request for proposals and past BP creation processes

#### **Functions of the Project Manager/Editor**

The functions expected to be performed by the individual selected to be PM/Editor for the **ISBER BP update project** will include the following:

- Work with ISBER central to establish project plan, budget, and timelines for Board of Directors approval.
- Determine editing, document version control tracking and communication tools to be used for the group editing process.
- Serve as the central coordinator from which all communication flows to and from stakeholders.
- Draft committee procedures (to be included in the Policies for new ISBER Best Practices and Standards Committee which reports directly to the ISBER Board of Directors).
- Revise the SOP for development of the BP guidelines. The document is currently titled ISBER E&T SOP Guidelines for Development of ISBER Best Practices.

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- Create terms of reference for the editors, section editors, volunteers, internal and external reviewers.
  - Serve as sole-source editor of all Master drafts of documents. Submit final updated version of BP to Board of Directors for approval and sign off.
  - Identify most current drafts for distribution to editors/reviewers/committees for review and/or approval.
  - Lead meetings and teleconferences with editors/section leads.
  - Identify and assign tasks to associate editors and section leads and volunteers.
  - Assist ISBER central in publication submission process.
  - Assist ISBER central in creating summary of changes (between 2012 and 2017 versions).
  - Update the ISBER BP workshop PP deck to reflect changes in the BP.
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## Responses

To respond to this Request for Proposal, send your proposal (of no more than 2 pages) along with your CV to:

[Adam Terris](mailto:adam.terris@malachite-mgmt.com)  
[adam.terris@malachite-mgmt.com](mailto:adam.terris@malachite-mgmt.com)

Proposals must be received by August 30, 2016 to be considered.

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