



International Association for Public Participation

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STATEMENT OF WORK: EDITOR-IN-CHIEF FOR ONLINE JOURNAL

The work identified in this statement involves the management, production and editing of an online journal to be published by the International Association for Public Participation (IAP2). It is anticipated that the Editor-in-Chief will be a part-time, contractual position,

The journal, to be named later, will be a partially-peer reviewed, multi-disciplinary forum for the exchange of information among researchers, practitioners, decision-makers and citizens about the impact and practice of public participation around the world.

The Editor-in-Chief will be responsible for maintaining the high quality and integrity of the journal. The Editor-in-Chief will provide general oversight of journal content, making sure published papers are of the highest quality and fully represent the breadth of research and practice relevant to public participation around the world.

Terms of Reference

The journal is intended to be a more academically rigorous publication than its predecessor, *Interact*, or its sister publication, *Participation Quarterly*. At the same time, it is also intended to be relevant to practitioners, so a balance of academic and "applied" content will be sought. Striking this balance, the journal will serve as a bridge between academics and practitioners in the field of public participation.

Reflecting IAP2's nature as an international organization, content will be drawn from a global community of researchers, practitioners, decision-makers and citizens.

The journal will be published on-line in the members-only section of the IAP2 website (www.iap2.org). Access may also be made available via subscription. Abstracts and tables of contents will be accessible free of charge. Past editions will be made available to the public free of charge after a period of time yet to be determined.

The first issue of the journal will be published no later than November 2006. Beginning in 2007, the journal will be published three to four times per year, depending on the availability of appropriate content. It is anticipated that at least half of the content published annually will be peer-reviewed. All content will be of high interest to practitioners.

Term of Engagement

The initial term of engagement will be from notice-to-proceed through December 31, 2007. The length of future engagements will be determined later.

Scope of Services

The initial scope of services expected of this position include:

1. *Establishing a formal editorial policy:* The IAP2 Board of Directors, the Research Committee and the Editor-in-Chief will work together to establish a formal editorial policy for the journal.

2. *Coordinating with other parties:* The Editor-in-Chief will be responsible for coordinating with various entities that will play a role in the production of the journal. Those parties include:
 - a. The *IAP2 Board of Directors* is ultimately responsible for the quality and financial viability of the organization and its publications. The board will have final approval of editorial policy of the journal. Working through the President of the Association, the Board will also be responsible for engaging, defining and terminating the services of the Editor-in-Chief.
 - b. The *Research Committee* will have primary responsibility for developing and recommending an editorial policy for IAP2 Board approval. The Research Committee will work closely with the Editor-in-Chief to identify and recruit potential Editorial Board members. The Committee will also assist the Editor-in-Chief in identifying topical subject matter and themes and will actively seek out content and authors for the journal. On an annual basis, the *Research Committee* will review and report to the IAP2 Board of Directors on the quality of the work of the Editor-in-Chief.
 - c. Working with the IAP2 Board of Directors and the Research Committee, the Editor-in-Chief will establish an *Editorial Board*, whose responsibilities will include suggesting topical themes and focused subject matter, establishing standards, reviewing content, organizing peer review of content, soliciting content and ensuring the quality and timely publication of the journal. The Editorial Board will be formally appointed by the IAP2 Board of Directors, and coordinated by the Editor-in-Chief. Representatives of the Editorial Board will include at least one member of the Research and Communications Committees. A process for recruitment and replacement of Editorial Board members will be developed by the Editor-in-Chief for approval by the IAP2 Board of Directors and the Research Committee.
 - d. *IAP2 staff* will be responsible for administration of the Editor-in-Chief contract and for the logistics of the journal's online publication.
3. *Production of online journal editions* will be made in accordance with an editorial calendar to be established by the Editor-in-Chief in coordination with the Editorial Board. In addition to seeking out original content, the Editor-in-Chief will be encouraged to seek republication rights to previously published material of exceptional value to the practitioner and to use and draw material from the P2 Knowledge Network website (a database and discussion forum at www.iap2.civicore.com), and to recommend material to add to the database.
4. *Development of an annual budget, work plan and editorial calendar.* On an annual basis, the Editor-in-Chief will submit to the Research Committee a calendar of topical focus areas, publication schedule and budget for review and submittal to the Board of Directors.
5. The Editor-in-Chief will seek out high quality primary research and other content including re-prints of previously published original research work, in-depth explorations and analyses of relevant issues, case studies, descriptions of tools, interviews with practitioners, book reviews, and other creative ideas.

6. The Editor-in-Chief will be responsible for securing publication rights of any previously published original work.

Project Deliverables include:

1. Publication of the first edition of the journal by November 2006. It is anticipated that at least a quarter of the content in the inaugural issue will be peer-reviewed.
2. Up to three editions beginning in early 2007. It is anticipated that at least fifty percent of the material published over the course of the year will be peer-reviewed.
3. Articles should range from 2,000 to 5,000 words and be as concise as possible.

Qualifications:

The Editor-in-Chief should have experience in:

- Graduate-level research
- Writing or editing articles for publication in English-language academic journals
- Design, implementation and evaluation processes for public participation
- Ability to handle multiple tasks and meet deadlines
- Excellent written and verbal skills
- Ability to work independently
- Working collegially with multiple parties whose cooperation and collaboration is required

Process for Selection

Proposals including samples or copies of work products from interested parties must be received at IAP2's Denver office no later than March 3, 2006 at 5:00 p.m. Mountain Standard Time in North America. Proposals will be evaluated based on how well the response demonstrates the candidate's ability to meet the qualifications outlined above.

Responses shall include:

(1)A letter (limited to five pages or less) that states the following:

- a. The candidate's understanding of the purpose and role of this type of publication in general, and the IAP2 journal specifically.
- b. The candidate's understanding of the scope of this position. The letter must also clearly articulate an understanding of the roles of other parties that will be involved in the publication of the journal.
- c. Anticipated activities associated with this position, including methods for recruiting an editorial board, identifying topics and sources for papers, and a proposed review process.
- d. The letter may include suggested content and structure of the journal.

(2)A curriculum vitae or resume illustrating experience and capabilities that demonstrates the listed qualifications.

(3)For faculty members, a letter of support from your institution (Department Chair or Dean).

- (4) List of four references, with contact information, project dates and brief description of projects.
- (5) A sample of previously published writing.
- (6) A sample of an article or publication edited by the applicant, including pre- and post-edited versions.
- (7) Other information you believe is pertinent to meet the evaluation objectives.
- (8) **Budget:** Please include all budgeted hourly rates and expenses, in U.S. dollars, directly related to the services of the Editor-in-Chief, exclusive of actual design and production costs. This proposed not-to-exceed budget should include only the salary and expenses of the Editor-in-Chief. It should not include direct expenses associated with the design, production and publication of the journal, nor should it include IAP2 staff time. Those costs are accounted for separately and will be incurred by IAP2.

Budget information should be submitted in a separate, sealed envelope. The budget should be submitted in two parts:

- a. Budget for the remainder of 2006: Should include all costs related to the Editor-in-Chief's activities associated with initial organization and start-up as well as the production and promotion of the inaugural issue of the journal. It is anticipated that salary and expenses directly related to the work of the Editor-in-Chief in 2006 will NOT exceed \$8,000 USD.
- b. Budget for Calendar Year 2007: Should include all costs related to the Editor-in-Chief's ongoing management responsibilities as well as the production and promotion of three issues as described above. It is anticipated that salary and expenses directly related to the work of the Editor-in-Chief in 2007 will NOT exceed \$10,000 USD.

Timetable

The estimated selection process shall be as follows:

- Statement of work distributed February 16, 2006
- Responses due by March 8, 2006 at 5:00 p.m. Mountain Standard Time, North America
- IAP2 Review between March 9 - 16, 2006
- Selection and notification of Editor-in-Chief no later than March 17, 2006
- Contract negotiation March 17 - 31, 2006
- Notice to proceed to Editor-in-Chief no later than March 31, 2006.
- Editorial Board selected and recruited by May 15, 2006
- Editorial Policy finalized by June 15, 2006.
- Advertising for content with deadline by June 16, 2006
- Content review final by September 15, 2006
- Submission of content to Communications Committee for formatting by October 1, 2006

This statement of work is not an offer by IAP2 to contract but is an invitation to interested parties to make an offer, which IAP2 may accept or reject at its sole discretion. The selection of the individual shall be the ultimate decision of IAP2 and will reflect IAP2's determination as to which individual it believes will provide the best overall product and service. Cost will be a factor in the selection of the successful contractor but will not be the sole criteria or necessarily the most important.

The selection of an individual shall not be conclusively presumed to create any legal or equitable obligations or other duties against IAP2 unless or until IAP2 actually executes a written agreement with the successful individual.

All DRAFTS and Final materials in both printed and electronic forms produced by the selected contractor will become the property of IAP2 to be used by IAP2 at its sole discretion.

Submission Instructions

- Please submit, no later than March 8, 2006 at 5:00 p.m. Mountain Standard Time, an original (marked "ORIGINAL") and four (4) exact copies (marked "COPY") of all of the above stated requirements. **Submissions must be received in their entirety at the IAP2 office at the address below no later than March 8 at 5:00 p.m. Mountain Standard Time.**
- The original and copies must be packaged together with the words "IAP2 Journal SOQ" clearly printed on the outside of the delivered box or envelope. The narrative sections must be no longer than seven (7) pages, single spaced. The budget and any related narrative should be submitted in the same package, but in a separate sealed envelope.
- Additional pertinent information may be included in an appendix.

Deliver to IAP2 by U.S. mail, in-person, or by courier to:

Dina Alengi Storz
International Association for Public Participation
11166 Huron Street, Suite 27
Denver, Colorado 80234
800.644.4273

Notes

1. Postmarks, faxed or emailed copies will not be accepted.
2. Reimbursements will not be allowed for any costs prior to the authorization of the contract by IAP2, including costs incurred for preparation of the Statement of Qualifications.

For Additional Information

Questions related to this RFP may be directed via e-mail to:

Katherine Beavis
Co-Chair, IAP2 Research Committee
kbeavis@shaw.ca