

Annex 1 Terms of Reference
Subject: Copy Editing Support

Main tasks and responsibilities Contract modalities

Scope of services requested

1. Upon request, the service provider will provide the following copy editing and proofreading services to Interpeace:
 - Suggesting substantive changes to a draft document to make it more functional and effective for its target audience.
 - Identifying redundancies, contradictions, improving logical flows, and structured argumentation.
 - Checking spelling, as well as acronyms, style, layout problems and reference, etc.
 - Edit chapter titles, subheadings and table, figure and legends for brevity, consistency and parallel construction, as well as check if the numbering is appropriate.
 - Check for and eliminate or query discriminatory or culturally sensitive language.
 - Ensuring that references and sources are accurately and consistently stipulated, in the correct order.
 - Ensuring that all cross-references to chapters, sections, subsections, tables and figures are correct and in the correct format.
 - Check that illustrations, photos, graphs and tables are correct and sources are clearly referenced.

Status

2. The selected provider will be granted a status of “preferred provider” as per Interpeace’s procurement manual.
3. Upon requests from Interpeace’s Communications Unit, the provider will be contracted for the delivery of outputs specified and commonly agreed on based on the draft publication to review and in accordance with the financial offer submitted in this RPF.

Reporting and coordination

4. Services under this contract can be delivered remotely. However, the service provider must be available to work with Geneva time zones.
5. The service provider will report to the Head of Communications and will collaborate closely with Interpeace colleagues involved in the publication process, including Interpeace in-country staff.

Invoicing and payments

6. The service provider will submit an invoice after each completed and approved assignment. For convenience purposes and upon agreement between the parties, the service provider can also opt for a monthly invoice.
7. Payments of invoices will be processed within one week after submission.

Required qualifications and skills

- University Degree in English Language, Translation, Communications, Journalism, Public Relations,; or related field;
- Robust writing skills in English;
- At least 5 years of experience working as a copy editor;
- Demonstrated ability to edit high quality, creative communications with tight deadlines and to style;
- Methodical working style;
- Concentration, accuracy and great attention to detail;
- Ability to multitask;
- Tact and diplomacy for negotiating changes with authors;
- Ability to work within tight deadlines and flexibility to support different time zones (mainly Europe and Africa)
- Demonstrated experience working with other international organizations or INGOs as well as on publications on peace and security related is an asset.
- Possess good research, analytical and writing skills.