

Terms of reference Individual Consultancy

Editing of a report on strategic planning in development interventions in Nicaragua

Background

The Institute for Strategic Studies and Public Policy (Instituto de Estudios Estratégicos y Políticas Públicas, IEEPP) is an independent “think-and-do tank” based in Nicaragua with a regional focus for Central America. Since its foundation in 2003, IEEPP is dedicated to improving and supporting citizen participation in public affairs and providing conceptual and methodological support to citizens, decision-makers and NGOs with an interest in social inclusion and public policies for good governance.

IEEPP gives special attention to the analysis of national and Central American issues that contribute to more democratic inclusive societies and transparent governments. Our research focuses on topics such as transparency, good governance, social inclusion, human rights, violence prevention and human security.

In terms of our work with civil society, we provide training, advice and evidence-based reform proposals to civil society leaders and transparency activists to make their work more effective. Our methodologies are designed to go beyond traditional academic research methods in order to produce knowledge that is evidence-based and has practical value for advocacy groups and policy makers (state institutions, regional bodies, international cooperation agencies and academia).

As part of its work, IEEPP offers advice on strategic planning, political economic analysis and project evaluation to international organizations and donor agencies. In context, IEEPP seeks an experienced consultant in order to help us edit a reports in strategic planning.

Objectives & tasks

The aims of this consultancy are to:

- 1) Edit, and proofread a draft report and produce a final version ready to be formatted for publication.
- 2) Identify and extract from the draft report key messages to be condensed into a short document written in a journalistic and accessible style, to be disseminated to wider audiences
- 3) Edit, copy-edit and proof-reading of draft report (approx. 40 pages including bibliography, figures and 16 boxes, currently 13,000 words in total):
- 4) The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and presentation of the findings.

5) The editing process might entail substantive re-drafting and synthesizing of parts of the existing text in order to make the report more readable and understandable to non-expert audiences.

Deliverables

- The consultant should expect several rounds of comments and discussions at this stage, for which patience and flexibility will be essential.
- The consultant is expected to produce at least two interim draft versions of the brief for review by IEEPP
- One edited, copyedited and proofread report, by 5 November 2017

Qualifications

- Demonstrated experience in communication and editing technical documents in English.
- High level English essential.
- Ability to synthesize complex documents into key messages.
- Experience with editing and proofreading documents and familiarity with UNICEF's style and UN editorial manual desirable.
- Experience in communication on matters related to social protection an asset.
- Excellent interpersonal skills and flexible attitude.

How to apply

Qualified candidates are requested to email a CV and a brief cover letter no later than Monday, **October 23** to rvallecillo@iepp.org. In your cover letter, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above and your daily rate. Applications submitted without a daily rate will not be considered. Only shortlisted candidates will be contacted.