

TERMS OF REFERENCE

EDITOR – USAWA POLICY DOCUMENTS

BACKGROUND - GENERAL

Usawa Agenda is a not-for-profit organization registered and working in Kenya, with a vision of a country where all children have equitable access to quality learning opportunities. This vision is pursued through an innovative, citizen-driven and public accountability approach to social change. The name 'Usawa' is Swahili for 'Equity' and it underlies the strong belief that we can make it possible for ALL children to access and benefit from quality education.

Usawa regularly collects and curates large volumes of data, evidence and stories across Kenya and deploys them through community, public and policy engagement in order to change thoughts, norms and behavior – which ultimately will contribute to a more equitable Kenya. For more information, see www.usawaagenda.org

OBJECTIVES AND SCOPE OF THE ASSIGNMENT

As a not-for-profit organization registered and working in Kenya, Usawa is guided by policies in pursuit of its mission and vision. Having developed these policies through internal mechanisms and drafted them in document form, Usawa now seeks the services of an experienced content and language editor to edit and sharpen the policy documents. The documents to be edited are: the Governance and Management Policy; the Safeguarding Policy; the Human Resources Manual; and the Finance and Administration regulations all together approximating to 140 pages.

SPECIFIC OBJECTIVES

The aims of this consultancy are to:

1. Review, organize and edit four policy documents for clarity;
2. Identify critical regulatory gaps;
3. Oversee technical editing and copy-editing of the policies for readability and consistency;
4. Proof-reading of layout sections of the policies.

KEY TASKS TO BE ACCOMPLISHED BY THE CONSULTANT

1. Reviewing, organizing and editing

- The editor will be responsible for editing the policy sections with a view to ensure clarity and continuity of the sections, sentence structure and compliance with regulations of the documents;
- Clarity of flow and structure of policy documents ensuring internal consistency, general readability and accessibility to broad readership;

- At the beginning of the assignment the editor may be requested to discuss with the Usawa team on editorial guidelines.

2. Technical editing and copy-editing

- In the later phase of the policy documents' preparation, the editor will do the technical editing and copy-editing of the documents in close consultation with the Usawa Team.
- The technical editing and copy-editing will concentrate on flow and clarity of argument, sequencing, consistency, especially between different sections within a policy and regulation, content errors, style and punctuation, spelling and grammar.

3. Proofreading

- Once the policy documents have been copy-edited and laid out, the editor will perform one or more rounds of proofreading, checking spellings, statements, names, acronyms and other abbreviations (making sure that they follow official terminology and conventions), references, etc.

WHAT ARE WE LOOKING FOR?

Usawa is looking for a competent, creative, results-oriented Consultant or consortium of consultants with both editing and relevant content professional experience of not less than three (3) years.

Interested individuals/firms should send the following:

1. A short proposal (2 pages maximum) highlighting their experience, availability and plan to discharge the assignment;
2. A quotation indicating the cost for this assignment; and
3. 2 samples of their past, relevant work.

The application and supporting documentation should be e-mailed in MS Word or PDF format to ED@usawaagenda.org cc cbarasa@usawaagenda.org by close of business on Friday August 28th, 2020.

Only shortlisted candidates will be contacted.