

TERMS OF REFERENCE – EDITOR & PROOF READER.

Job Type:	Consultancy – Short Term
Unit:	Research & Evidence
Cluster/s:	Evidence
Contract Period:	1 month (22 working days)
Location:	Nairobi
Reports To:	Executive Director
Supervises:	None
Application Deadline:	30 th November, 2021

1. BACKGROUND

Usawa Agenda (hereinafter “Usawa”) is a not-for-profit organization duly registered and working in Kenya, with a vision of a Kenya where all children have equitable access to quality learning opportunities. This is a vision that Usawa, previously existing as Uwezo program, has pursued since its inception 11 years ago.

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. We work in all the 47 counties of Kenya, with a vision of a world where all children have equitable access to quality learning opportunities.

Our mission is to promote equitable access to quality learning opportunities for ALL children in Kenya. We do this through research, innovation and engagements with stakeholders at multiple levels.

Usawa is organized around three core departments: Research and Evidence, Learning and Strategy and Communication and Engagement. These core departments are supported by Usawa’s Operations, Finance, and Governance Departments. For more information, see www.usawaagenda.org.

2. PURPOSE

Usawa is looking for a Consultant to assist with copy editing and finalizing the Uwezo 2021 Learning Assessment Report.

The Consultant will review, edit and proofread the Final Draft of the Uwezo 2021 Learning Assessment Report - without diluting or changing its content - with a view of strengthening overall clarity and quality of writing.

3. SCOPE OF WORK

Reporting to the Executive Director, and working in collaboration with the Report Writing Consultant, Data Analyst and Assistant Programs Officer, the consultant will be responsible for editing the report’s chapters and narrative sections, and specifically;

- a) Oversee technical editing and copy-editing of the draft report for readability and consistency with statistical tables;
- b) Ensure clarity and continuity of the argument, structure, sequencing, and policy focus areas of the report;
- c) Ensure internal consistency, both analytical and stylistic; general readability and accessibility to a broad readership;
- d) Identify critical knowledge gaps that are necessary to be put in the report in consultation with report authors and track feedback to improve quality of writing;
- e) Make special attention to the role of text boxes, graphics, figures and tables, so as to bring the different components of the report together seamlessly into a single report;
- f) Suggest catchy and concise titles for all elements;
- g) Conduct or perform one or more rounds of proofreading specific names as well as acronyms and other abbreviations, style consistency, callouts, layout problems, references, etc.
- h) Submit the final report in PDF and Word Files for use by Usawa Agenda.

4. REQUIREMENTS

Academic Qualifications:

- Degree in communications, social science, journalism, or other related fields.

Professional Experience:

- Minimum 5 years' relevant experience and demonstrated ability to copy edit publications;
- Training in proofreading and editorial writing an added advantage.

Skills and Competencies

- Ability to digest content and reframe language for various audiences;
- Strong analytical, and organizational skills;
- Fluency in English (oral and written);
- Ability to work efficiently and adhere to strict deadlines, while working independently or with minimum supervision;
- Strong knowledge and understanding of the educational space is desirable.

5. CONDITIONS

- Unless otherwise agreed by Usawa, the consultant will use his/her own office resources and materials in the execution of this assignment;
- Remuneration will be based on the Consultant's experience and qualifications;
- Remuneration will be paid contingent on the successful completion of the assigned tasks, and Usawa's satisfaction of the same.
- Usawa reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory.
- Usawa reserves the right to modify these terms of reference at any time.



Evidence | Innovation | Engagement

- All documents produced during the period of this consultancy will remain the copyright of Usawa Agenda.
- The timeframe for this work is seven (7) days.

6. INSTRUCTIONS FOR APPLICATION

To apply, please submit the following in MS Word or PDF formats to info@usawaagenda.org; and copy to ed@usawaagenda.org

- Cover letter, explaining your interests/motivations to work for Usawa Agenda;
- Current CV (maximum 4 pages);
- Technical and financial proposal;
- Two samples of previous work;
- Names and contact details of 3 referees

Deadline for applications: 5:00 PM, Tuesday, 30th November 2021.

ONLY shortlisted candidates will be contacted.