



Terms of Reference (TOR) For the Professional Editor Consultancy for the IGAD Vision 2050 Document

Background

The Intergovernmental Authority on Development (IGAD) is a Regional Economic Community in the Horn of Africa dedicated to fostering regional integration, peace, and sustainable development. IGAD Vision 2050 outlines the long-term strategy for transforming the region into a peaceful, prosperous, and integrated area where citizens enjoy a high quality of life.

To ensure clarity, coherence, and alignment with IGAD's strategic objectives and stakeholder expectations, a professional editor is required to refine the Vision 2050 document.

Objective of the Consultancy

The consultant will provide high-quality editing services to refine the Vision 2050 document, ensuring it is professionally structured, clearly articulated, and free of errors. The final document should resonate with diverse audiences, including policymakers, donors, and the public.

Scope of Work

1. Document Review and Editing:

- Review the current draft of the Vision 2050 document.
- Ensure consistency in tone, terminology, and structure in line with IGAD's style guidelines.
- Correct grammatical, typographical, and syntactical errors.

2. Structural and Substantive Editing:

- Enhance clarity and coherence across sections.
- Recommend adjustments to the flow of content for better readability and impact.
- Align content with IGAD's mandate and strategic goals.

3. Formatting and Referencing:

- Apply standardized formatting across the document.
- Check and ensure the accuracy of references, citations, and data sources.

4. Stakeholder Feedback Integration:

- Incorporate feedback from IGAD stakeholders and technical teams.
- Conduct a final review to address all revisions.

5. Deliverables:

The consultant will be responsible for the following deliverables, which correspond to the payment milestones:

- i. **Detailed Work Plan:**
 - A comprehensive work plan outlining the methodology, timelines, and key milestones for the consultancy.
 - To be submitted within **5 days** of contract signing.
- ii. **First Edited Draft:**
 - A professionally edited draft of the Vision 2050 document, reflecting consistency in structure, tone, and terminology, and addressing grammatical and typographical issues.
 - Incorporate initial feedback from IGAD technical teams.
- iii. **Final Edited Vision 2050 Document:**
 - A fully edited Vision 2050 document, ready for publication, incorporating feedback from IGAD stakeholders and ensuring alignment with IGAD's strategic goals and standards.
- iv. **Summary Report:**

- A report detailing the changes made during the editing process, highlighting structural and substantive adjustments, and providing recommendations for future document preparation.

Duration

The consultancy will be carried out over a period of **15 days** spread over four (4) weeks.

Key Qualifications and Experience

The consultant should possess:

- A degree in Communications, English, International Development, or a related field.
- At least 5 years of experience in professional editing, preferably with regional organizations or intergovernmental bodies.
- Proven experience in editing policy or strategic documents.
- Excellent written English language skills, with a strong command of grammar and style.
- Familiarity with IGAD's mandate, goals, and regional context is an asset.

Application Process

Interested candidates should submit:

1. A CV highlighting relevant experience.
2. A cover letter outlining their approach to this assignment.
3. Examples of previous editing work.
4. A financial proposal with an itemized cost breakdown.

Applications should be sent to procurement@igad.int by **20/12/2024**

Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and relevant experience.
- Quality and relevance of past work.
- Financial proposal.
- Understanding of IGAD's context and vision.