CALL FOR EXPRESSION OF INTEREST

Recruitment of an Individual Consultant for the Editing and Proofreading of documents in English

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The West and Central Africa Council for Agricultural Research and Development (CORAF) is a not-for-profit international association of National Agricultural Research Systems (NARS) from 23 countries in West and Central Africa. CORAF harnesses partnerships to drive agricultural innovation in view of achieving prosperity and food and nutrition security in West and Central Africa. For more information about CORAF, please visit www.coraf.org.

The Executive Director of CORAF invites candidates with the qualifications demanded as indicated in the terms of reference below to express their interest in applying for this call.

Interested candidates should submit an application indicating that they meet the requirements for this consultancy.

Selection will be based on the rules contained in the CORAF Administrative, Financial, and Accounting Procedures Manual.

Interested consultants can obtain additional information from the CORAF Executive Secretariat by sending correspondence by e-mail to: namoah@coraf.org

Consultants interested in this call must submit an Expression of Interest (EoI) and a detailed CV by email to procurement@coraf.org not later than June 20, 2022, at 17.00 GMT.

Dr Abdou TENKOUANO
Executive Director
TERMS OF REFERENCES

Recruitment of an Individual Consultant for a Short-Term Technical Assistance - Editing and Proofreading services

Location: Remote
Language(s) Required: English
Reports to: Senior Advisor to Executive Director
Duration of Contract (LOE): 5 days
Type of Contract: International
Assignment Start Date: June 23rd 2022

Context and Justification

The West and Central Africa Council for Agricultural Research and Development (CORAF) is a not-for-profit international association of National Agricultural Research Systems (NARS) from 23 countries in West and Central Africa. CORAF harnesses partnerships to drive agricultural innovation in view of achieving prosperity and food and nutrition security in West and Central Africa. For more information about CORAF, please visit www.coraf.org.

Over the years, CORAF has gone through strategic institutional reforms to build on the results achieved from previous donor assistance and to expand on the momentum established in moving agricultural science and technology in the region forward while strengthening and enhancing its capacity to fulfil its institutional mandate. In June 2017, USAID awarded CORAF, US$ 15million to facilitate the implementation of a five-year program dubbed: Partnership for Agricultural Research, Education and Development (PAIRED) in West and Central Africa. PAIRED was designed to undertake the needed reforms, with the aim of transforming CORAF into a structurally sound and financially stable organization to take the lead in agricultural research for development in West and Central Africa. Through the institutional strengthening component, a Strategic Plan (SP 2018-2027), an Operational Plan (OP 2018-2022) and a Resource Mobilization Plan were developed and adopted by the CORAF General Assembly in April 2018. Other donors such as the European Union Commission, the Swiss Development Cooperation and the World Bank have been equally instrumental in supporting CORAF implement the strategy and achieve the goals of the Institutional Strategy.

Based on the above, CORAF engaged the technical assistance of strategic planning experts to assist the organization in its effort of updating its strategic and operational plans. The specific objectives included (i) Critically reviewing all internal and external evaluations of the 2nd Strategic Plan and 2020 Mid-term Assessment of the Institutional Transition Strategy, in the process of updating the 2nd Strategic Plan; and (ii) Scanning and analyzing donor trends and priorities of relevance for CORAF and conduct a realistic assessment of resources possible to raise over the duration of the 4th
Operational Plan. In this regard, the consultant team produced two (2) documents related to the strategic orientation of the organization and CORAF requires the services of an Editor to review, edit and finalize these documents.

Objective
The overall objective of this assignment is to assist CORAF in editing, proofreading, and finalizing the Strategic Plan (update/refresh) and the Operational Plan. The editor will review and edit documents, including checks on grammar, style, spelling, formatting, and punctuation, with a view to strengthening overall clarity and quality of writing. In some cases of these two, the editor may need to be involved in substantively revising and reworking documents.

Scope of work
- Substantive language editing with the aim to improve the overall coverage and presentation of the two reports, their content, scope, length, level, and organization. The editor may also suggest improvements for the authors to make or rewrite and rearrange the material. The SAED, in charge of coordinating the specific publication, is responsible for coordinating with the authors and getting approvals on edited texts.
- Detailed editing of operational plan and strategic plan update documents for enhanced meaning: checking whether each section expresses the author’s meaning clearly, without gaps and contradictions. This also involves ensuring grammatical accuracy, factual accuracy, consistent and logical formatting, coherence etc; looking at each sentence, the author’s choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions.
- Ensure that all content is free of spelling mistakes, and professionally and logically presented removing redundant content.
- Review, verify and edit to ensure use of gender and culturally sensitive language in the document.
- In collaboration with the SAED, guide the drafts through fact-checking and copy-editing processes and track responses to queries; edit and review final copy of report or document.
- Check all numbering, paragraphs, headings, sub-headings, to make sure they correspond to the table of contents; Check footnotes and endnotes; Check that the heading structure is clear and logical.

Key Working Relationships
Internal: Executive Director, Director of Research and Innovation, Senior Advisor to Executive Director
External: N/A

Deliverables and Fees
The consultant will provide his/her work with track changes before 30th June 2022 to get clearance from CORAF. This proofreading and editing service will be completed after obtaining clearance from CORAF and delivered not later than 4th July 2022. Potential candidates should submit their quotations for the assignment using the table below:
### Resources and working arrangements
- The consultant will be 5 working days over the period of 2 weeks, effective from 23rd June 2022 to 1st July 2022.
- The Consultant will be provided with the necessary logistical support and documentation from the Secretariat upon agreement of the contract terms.

### Qualifications and Competencies

**Education:**
- a) Advanced university degree in Journalism, Communications, Literature, English Language, Public Administration, Social science related or related fields.

**Experience:**
- b) At least 5 years’ experience in print media or editorial related work.
- c) Demonstrated ability to write, edit or proofread reports for various audiences with portfolio that includes donor reports and other documents.

**Competencies:**
- d) Fluency in English is a requirement
- e) Solid editorial skills with demonstrated ability for logical and analytical writing and editing
- f) Ability to work in a fast-paced environment and produce quality work in a short time, within deadlines and under pressure
- g) Ability to work independently
- h) Strong communication and interpersonal skills
- i) Demonstrated cultural sensitivity and sound judgment
- j) Strong organizational skills
- k) Familiarity with international development issues is desirable
- l) Good understanding of the agriculture and governance issues is preferred.