

Terms of Reference

Project Title: Copy Editing Services for ICIMOD

Contract Modality: Individual Consultancy

1. Background

The International Centre for Integrated Mountain Development (ICIMOD) is an intergovernmental knowledge and learning centre dedicated to the Hindu Kush Himalaya (HKH) region. Based in Kathmandu, Nepal, ICIMOD works across its eight regional member countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Their mission is to improve the lives and livelihoods of the HKH's population while protecting mountain environments and cultures. ICIMOD generates knowledge and facilitates its sharing through various publications.

2. Objective

ICIMOD requires the services of a skilled and experienced Copy Editor to provide editorial support for a variety of publications, including:

- Research reports
- Policy briefs
- Newsletters
- Books and book chapters
- Other knowledge products

3. Responsibilities

The Copy Editor will work under the guidance of the ICIMOD's Head of Communications/ Senior Editor and collaborate closely with authors and relevant project teams. Key responsibilities include:

- **Acquisition and Initial Review:**
 - Review incoming proposals and manuscripts to assess suitability for ICIMOD publications.
 - Liaise with authors to clarify editorial requirements and timelines.
- **Content Editing:**
 - Provide thorough content editing for clarity, accuracy, consistency, and adherence to ICIMOD style guidelines.
 - Offer suggestions for improvement in structure, flow, and language.
 - Work collaboratively with authors to address identified issues.
- **Copyediting and Proofreading:**

- Perform meticulous copyediting to ensure correct grammar, punctuation, spelling, and referencing style (e.g., APA, Chicago).
- Conduct thorough proofreading of final layouts to identify and rectify any errors.
- **Publishing Support:**
 - Collaborate with ICIMOD's Design and Arts team to ensure proper formatting and layout of publications.
 - Review page proofs and provide feedback for final revisions.
- **Other Tasks:**
 - Maintain an awareness of current trends in scientific and technical publishing.
 - Assist with the maintenance of ICIMOD's style guide.
 - May be involved in copyediting website content or other communication materials (depending on scope of work).

4. Skills and Qualifications

- Proven experience in editing, subediting and copywriting (desirable in academic or scientific editing)
- Strong understanding of editorial principles and best practices.
- Excellent command of the English language, with a keen eye for detail.
- Proficiency in using editing software like MS Word and Track Changes.
- Familiarity with academic referencing styles.
- Excellent communication and interpersonal skills.
- Ability to work independently and meet deadlines effectively.
- Experience working with international authors is a strong asset.

5. Deliverables and Timeline

The specific deliverables and timeline will be determined based on the agreed-upon project scope and type of publication. However, they will typically include:

- Edited manuscripts with detailed track changes and comments for authors.
- Copyedited and proofread final publication files.
- Feedback on page proofs for the Creative and Arts team.

6. Reporting Requirements

The Copy Editor will report to the ICIMOD's Head of Communications/ Senior Editor and provide regular progress updates on assigned tasks.

7. Budget, if applicable

The Consultant should provide their per-day fee rate in USD, inclusive of applicable taxes. The consultant who is based outside Nepal is responsible for tax payments in their home country, following their home country's tax law.

8. Contract Duration and Termination

The contract duration will be determined based on the specific project requirements. Standard termination clauses will be included in the final contract.

9. Selection Process

Interested candidates should submit a proposal outlining their experience, skills, a relevant editing samples, and hourly or project rates by sending an email to hrod@icimod.org with the following documents:

A brief technical knowledge proposal demonstrating sound knowledge, technical skills, and capability required by the nature of the work and understanding of the requisite tasks set forth in the terms of reference.

- Up-to-date CV/resume
- A financial proposal inclusive of all taxes
- At least two positive references/ recommendations from past employers/ clients
- A copy of the citizenship certificate/ passport for identity verification

Only shortlisted candidates may be invited for an interview and may be required to complete a short test.