

**TERMS of REFERENCE (TOR)**

Vacancy No	:	026/UCLG-ASPAC – AMF/VIII/2024
Procurement Title	:	AMF-UNCDF Best Practice Report I Copywriting Procurement
Purpose	:	Provide polished written content by correcting errors, improving clarity, and ensuring consistency of the AMF-UCLG ASPAC Best Practice Report
Division	:	Programme
Duty Station	:	AMF Secretariat
Date	:	26 August 2024 – 9 September 2024
Posting date	:	27 August 2024
Closing date	:	30 August 2024

**A. BACKGROUND / INTRODUCTION**

The UCLG ASPAC/AMF Secretariat and UNCDF have established a robust collaboration to implement one of the key deliverables of the “Smart Green ASEAN Cities” (SGAC) project. This ASEAN-wide initiative aims to foster more sustainable urbanisation in ASEAN cities, reducing their environmental footprint and enhancing the quality of life for their citizens. The project’s specific goal is to promote the adoption of green and smart city solutions across the ASEAN region.

UCLG ASPAC and UNCDF have jointly published a Case Study Report on the SGAC. This report addresses the thematic elements of the SGAC within the ASEAN region. Therefore, before it is published, it is essential to undertake a copy editing process to ensure the report’s clarity, accuracy, consistency, and readability.

**B. OBJECTIVES**

The objective of hiring a copyeditor before releasing the AMF-UNCDF report is to ensure that the document meets the highest standards of quality and professionalism. Key objectives of this process:

1. To identify and correct grammatical, spelling, punctuation, and typographical errors, ensuring that the report is error-free.
2. To improve the clarity and precision of the content, making sure that complex ideas are presented in a clear and understandable manner.
3. To ensure consistency in style, tone, and formatting throughout the report, adhering to any relevant style guides or standards.
4. To enhance the readability of the report by refining sentence structure, eliminating redundancy, and improving overall flow.
5. To ensure the report reflects a high level of professionalism, which is crucial for maintaining the credibility and reputation of the organisation or authors.

### C. EXPECTED RESULT

The expected result of a copyedited AMF-UNCDF report should:

1. Present information in a clear, coherent manner, making complex ideas easy to understand.
2. Maintain uniformity in style, tone, and formatting throughout the document, adhering to any specified style guides or standards.
3. Exhibit improved readability with well-structured sentences, appropriate word choice, and smooth transitions between sections.
4. Demonstrate a high level of professionalism, enhancing the document's credibility and the reputation of its authors or organisation.
5. Adhere to formatting guidelines, with a consistent layout, appropriate headings, and clean presentation.

### D. SPECIFICATION

Personnel Qualification:

- Degree in Journalism, Communications, Public Administration and other related fields.
- Minimum 5 years of experience in writing, editing and proofreading reports for diverse audiences and/or government policies, with portfolios that include donor reports.

A good copyeditor should possess a range of skills and qualifications to effectively refine and enhance the written contents. The Consultant will need to have:

1. Deep understanding of grammar rules and sentence structure.
2. Solid Editorial skills with demonstrated ability for logical and analytical writing and editing
3. Ability to spot and correct even the smallest errors.
4. Proficiency with various style guides (e.g., APA, Chicago, MLA) and the ability to apply them as needed.
5. Familiarity with editing software and tools (e.g., Microsoft Word, Adobe Acrobat, content management systems)
6. Adherence to ethical standards in editing, including proper citation and avoiding plagiarism.

### E. SCOPE OF WORK

A copyeditor involves various tasks aimed at refining and polishing written content:

1. Correct grammatical errors, sentence structure issues, and syntax problems.
2. Ensure consistency in writing style, tone, and voice throughout the document.
3. Ensure that all sources are correctly cited and reliable.
4. Apply specific style guides (e.g., APA, Chicago, MLA) as required by the project.
5. Ensure proper document layout, including alignment, spacing, and pagination.
6. Complete copyediting tasks within the agreed-upon deadlines to ensure timely publication or distribution.
7. In collaboration with responsible staff, guide the draft to fact-checking and copy editing stages, track responses to queries, editing and review the final document.

## UNITED CITIES AND LOCAL GOVERNMENTS

### ASIA PACIFIC

#### F. SELECTION COMMITTEE

The selection committee will be under the AMF secretariat.

#### G. TIME FRAME

The timeline for producing a copyedited report is:

Activities	Time Frame
ToR Development	19 August 2024
Approval for the ToR Development of the copywriting	20-26 August 2024
Copyeditor recruitment	26-30 August 2024
Copyedited report Submission to UCLG ASPAC	2-10 September 2024
Retention period	11-13 September 2024

#### G. How to apply

Interested candidates are invited to submit an updated CV with a cover letter to: [recruitment@uclg-aspac.org](mailto:recruitment@uclg-aspac.org) copy to mohammad.ridwan@uclg-aspac.org citing the subject: **AMF-UNCDF Best Practice Report I Copywriting**

Kindly submit the application (cover letter and CV) before 30 August 2024, before 17:00 (Jakarta time)