



WE'AM

TOR- English Editing and Proofreading Consultancy

Background

Oxfam, in partnership with Right to Play, SHiFT and ALEF, is implementing a European Union-funded project titled “Working for Engagement, Acceptance and Mediation: A Community-based Approach to Social Cohesion in Lebanon – WE’AM.” The project is being implemented between March 2023 and February 2026 in Lebanon. WE’AM aims to leverage experiences and complementarities to build consensus and stimulate lasting social cohesion initiatives in Lebanon following three working streams: addressing drivers of tensions at the community level; disseminating gender-responsive conflict prevention and resolution tools and methods; mainstreaming community-level social cohesion into programming.

The partners operate in a total of 12 geographical localities, in the North, Akkar, Beirut, Mount Lebanon, South and Beqaa.

Objective(s) of the Consultancy

This Terms of Reference document seeks the recruitment of an experienced consultant who can take on the assignment of editing and proofreading a report in English.

Duties and Responsibilities/Scope of Work

The Consultant is expected to:

- Ensure high language editing proficiency in English, on the levels of language, content and context relevance, accuracy of meaning, grammar, and syntax.
- Ensure that key terms are consistent and are articulated in a coherent writing style. The consultant will liaise with Oxfam team throughout the process, ensuring an efficient editing and proofreading of the report in question.
- Ensure gender-sensitive and inclusive language as a high standard requirement.
- Provide final product in appropriate editable electronic format agreed upon between Oxfam and the Consultant. Final delivered product should be ready for publishing and dissemination, with the entirety of the content reviewed, edited and proofread, including graphs, pictures, tables, text, tables of content and all elements making up the report.
- Develop a comprehensive action plan and timeline for production of requested services in collaboration with Oxfam.
- Provide rounds of edits and correction in consultation with Oxfam focal point and based on feedback provided by Oxfam.

- Follow Oxfam and donor's guidelines (which will be made available by Oxfam).

Oxfam will:

- Provide Oxfam and donor's guidelines.
- Approve the action plan and timeline.
- Provide rounds of feedback and approve the final product/s.

Details of the Assignment:

Editing a conflict mapping report in English with an approximate length of 150-200 pages, to be done directly upon contract signature. Timeline: **3 weeks at the latest** including Oxfam's rounds of review. Oxfam reserves the right for two rounds of comment at the least.

Important Note: Consultants are expected to submit their financial offers as English editing per word. Costs per word will be taken into consideration during the financial evaluation of the offers.

Qualifications & Skills Requirements

- High level of competency in English language, writing, editing, and proofreading.
- At least 5 years of professional experience in English editing, including various document types such as policy briefs, research reports, brochures, etc. related to social stability and peacebuilding, advocacy, policy, governance, humanitarian and development issues, economic justice, and other themes relevant to Oxfam's areas of work and the Lebanese context.
- Familiarity with the contexts and themes of Oxfam's work in Lebanon or similar previous work as well as respect to Oxfam values.
- Excellent coordination and communication skills, flexible attitude, ability to work independently and achieve quality results, and respect for deadlines.
- Strong analytical skills, and fair and sound judgment in translation and language.

Expression of Interest

Interested consultants should present their CVs, at least three samples of previous relevant English-edited texts, and a quotation/price for English editing per word, by the **1st of September 2024** to lb_oitprocurement@oxfam.org.