



CALL FOR CONSULTANTS

Options Consultancy, is calling for Communication Consultants in the following areas:

- 1) Graphic Designers
- 2) Typesetters
- 3) Copy-Editors

TERMS OF REFERENCE – Copy Editor / Proof reader

Consultancy Title	Copy Editor / Proof-reader
Department	Department of Design and Innovation: Communications Team
Reporting to	Julia Hanne, Communications & Marketing Manager
Liaison with	Options Global Team and any relevant Programmes Team
Location of Assignment	Virtual / remote
Timeframe	Work will be agreed per assignment/task with the Consultant and may range from a few hours, half day/day assignment through to short term (e.g. several days). The work is task and draw down dependent.
Eligibility	Applications are particularly encouraged from individuals based in countries where Options works (globally) and will be via a Consultancy Contract.
Skills and Experience	See Appendices A for relevant skill sets we are seeking
About Options:	
<p>Options Consultancy Services Limited (hereon referred to as Options) is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. Our partners include governments, NGOs, civil society, health workers and the media. Our programming is flexible, evidence-based and politically informed, meaning we adapt to changing contexts, use data to inform our decisions and ensure our approach is contextually appropriate. Our focus is always on building local skills and systems that last.</p> <p>Options' communications team coordinates the company's global communications and marketing function, seeking to raise the company's profile with priority clients and partners. The Communications Team manages the Options' website and social media channels, and proactively seeks opportunities to promote the company's results, learning and offering with external audiences. Our London-based Manager links with globally located communications staff who work on individual Options' programmes, promoting quality assurance and alignment with Options' brand identity. The team seeks to build capacity of others to engage in telling the Options' story, raising awareness of our impact.</p>	
Background to the assignment:	

Over recent years, the demand for design and communications support across Options' programmes or organisation wide has increased dramatically. Clients increasingly prefer contract deliverables to be produced in short, dynamic, and visually appealing formats, and Options' staff are increasingly seeking to share their expertise with external audiences. Options' current communications and design team is not large enough to respond to this growing external and internal demand for creative design, typesetting, and copy editing of priority products.

Options' current needs for this support ebb and flow. We are therefore seeking to build a reliable pool of trusted consultants that can be engaged on a call down basis. Once draw-down contracts are in place, consultants will be engaged through work orders for individual assignments, all in adherence with Options' brand language, tone, and visual identify. Greater task-specific guidance as well as agreed days/deliverables will be provided via these work orders.

Work delivery: All work is to be delivered virtually, and discussed using email, Teams, or similar software if necessary. Consultants are expected to have and manage their own hardware and software necessary to complete the various tasks.

All Communications Consultants will work closely with Options' Marketing and Communications Manager and Senior Designer, in addition with Programme Teams (where required).

Scope of work:

Options is seeking a pool of proactive and trusted consultants to work on a draw down basis over the course of one year. We are sourcing consultants to provide expertise in the following three areas:

- 1) Graphic/Visual Designers
- 2) Digital/multimedia Typesetters
- 3) Copy Editors / Proofreaders

This Terms of Reference is in regards to the Copy Editor / Proof-reader position.

Copy Editor brief:

The Copy-editor position will be responsible for editing/proof-reading Options' copy in line with the organisations (or programme specific) style guide and the editor brief (e.g. light edit, substantial edit, re-write). They will be required to correct spelling, grammar and layout (proofreading), check content, impose consistent styles and reword or rewrite (copy-editing), ensuring the intellectual rigour and editorial quality of Options' publications and increasing the impact of our work.

The candidate will be an experienced editor with excellent editorial judgement, used to translating complex material into plain English without over-simplifying it. They will also have some degree of knowledge of the international issues relevant to this field of work.

Main duties may include (although not limited to):

Copy-editing:

- Depending on the text, copy-editing can involve light to substantive rewriting of sections of text, suggestions for structural changes and advice on tone/style/overall voice of the writing.

Proofreading:

- Ensure the publication design is as intended (columns, spacing, branding)
- Identify any typesetting/design errors

Both:

- Create a list of acronyms if there are a high number of acronyms in the text (if required)
- Check that document is written in British English
- Identify and query:
 - Errors in grammar, spelling and punctuation, and in use and style
 - Clarity, ambiguities, irrelevancies, repetition and sense
 - The appropriate language level for the intended audience
 - Factual accuracy, consistency and house style (n.b. highlight any data-dependant information that may need to be updated before publication and check data is complete and correct in tables and figures)
 - Logical and consistent structure and style, including the hierarchy of headings (e.g. capitalisation, style etc)
 - Consistency of labels, captions and legends for illustrations or graphics (where applicable)
 - Presence and correspondence of cross-references, including names, references, tables, figures and footnotes (n.b. footnotes should not be used for citations; links should be written out, not embedded within text; and automatic footnotes within boxes, figures and tables should be re-added manually, immediately below the asset and indicated with a lowercase roman numeral)
 - Copyright acknowledgement and permissions, making sure all assets have titles and sources/credits, and all photos have captions
 - Libel, obscenity, blasphemy, incitement to racial hatred or plagiarism
 - Look out for over-use of technical jargon/overcomplicated sentences
- Check that every table has a title, number and source (e.g. where it's the authors' own elaboration it could say: Source: authors' own calculation based on primary research)
- Ensure the relevant copy is accessible from a disability perspective (particularly for specific Options programmes)

Timeframe and deliverables:

As outlined above, this is a Call for Consultants and as such the contractual model is a draw-down contract, whereby each specified assignment will be communicated to the consultant through a separate Work Order.

Both parties will discuss and agree on the details for each assignment, including the necessary timeframes and deadlines. This will be defined in writing via a Work Order. Where appropriate, relevant assignments will be guided by both the Communications and Marketing Manager, as well as a Work Order Manager/Project Lead who hold the unique knowledge of the assignment.

At the time of initial contracting (the overarching draw down), a daily/hourly rate will be agreed to which will be applied during the future potential draw downs on specific assignments/Work Orders. Work is not guaranteed for each consultant.

Reporting

The consultant will report to Julia Hanne, Communications & Marketing Manager, and may report to another relevant Options personnel (Work Order Manager/Project Lead), as appropriate.

Appendix A - Person specification: Copy-Editor

Qualifications:

- Professional qualification or degree in a relevant subject (e.g. writing, journalism, literature etc) or comparable relevant experience

Experience:

- 4+ years of proven working experience as an Editor, Copy-writer, Content Writer or Ghost-Writer
- Experience in editing technical document, making them more accessible, and in improving their readability and structure

Skills and attributes:

- Strong administration and organisational skills including good time management
- Ability to work to strict deadlines and under pressure
- Sound interpersonal skills
- Ability to shape content for different audiences
- Meticulous attention to detail and initiative orientated, and ability to remain detailed-oriented and focused when processing large amounts of text/jargon/technical language
- Strong computer literacy: facility with MS Word, PowerPoint and Excel
- Excellent communication skills and copy writing skills (strong ability to write clearly and with good logic, and ensure that content has correct punctuation, grammar, and syntax.)
- Proficiency with applying the principles of style guides, such as the Chicago Manual of Style, Harvard Style, to different types of writing and referencing

Other requirements:

- Pro-choice
- Commitment to equal opportunities
- A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights for all
- Fluency in written and spoken English