

SCOPE OF WORK

USAID Collective Action to Reduce Gender-Based Violence (CARE-GBV) Editor Consultant

Background:

CARE-GBV is a USAID-funded activity under the Analytical Services IV indefinite delivery, indefinite quantity contract implemented by Development Professionals Inc.–Making Cents International LLC and FHI 360. The goal of CARE-GBV is to strengthen USAID’s collective gender-based violence (GBV) prevention and response work, or “collective action,” in development programs globally.

To advance this goal, CARE-GBV produces guidance and support documents and tools (knowledge products), presentations, and resources as part of its technical assistance efforts. CARE-GBV seeks an Editor Consultant to assist with these efforts for a minimum of 150 days between April 2023 and March 2025.

Consultant Role:

The Editor will work with project staff, who will be primarily responsible for the development of written material, and a graphic designer to revise, edit, and finalize written content for CARE-GBV’s documents, slide decks, and social media. The Editor will be responsible for ensuring that all content is compliant with Section 508, *CARE-GBV’s Editorial Style and Branding Guide*, and *USAID’s Style Guide*. The Editor will be responsible for finalizing written material.

Specific tasks and responsibilities include:

Revise, edit, and finalize:

- Documents (ranging from 2 to 25 pages), which may include reports, data collection tools, compendiums, and resource documents/webpages
- Slide decks and presentation materials, as needed
- Other external documents, as needed

Qualifications:

- BA/BS or a higher degree with at least 2 years of relevant experience, or a high-school or AA degree with at least 5 years of relevant experience
- Strong command of English grammar and syntax
- Familiarity with the Chicago Manual of Style, 17th edition (required)
- Familiarity with USAID’s Style Guide (highly desirable)
- High attention to detail and consistency
- Ability to make edits without disrupting the message or the voice of the author(s)
- Familiarity with subject-matter terminology of international development, especially gender-based violence, gender equality, and social inclusion (strongly preferred)
- Knowledge of at least one other language (preferred)

To apply:

Submit a cover letter with the proposed daily rate and a CV to kkunze@developmentpi.com by May 30, 2023. However, applications will be accepted until the right candidate is identified.