



Scope of Work for Regular Document Copy Editing CRS – Cambodia and Vietnam

Department requesting services: CRS Cambodia and Vietnam Country Programs
Consultancy Title: Copy Editing
Consultancy Purpose: To provide the Cambodia and Vietnam CPs with quality and timely copy edits of key documentation.

I. Background

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

As the Cambodia and Vietnam Country Programs (CP) have grown in multiple sectors including Health, Education (including inclusive education, mine risk education and school health), Agriculture/ Climate Change Adaptation, Disaster Risk Reduction, and Emergency Response and Recovery/Shelter, the documentation needs of the CPs have grown including the need for high quality editing and proofreading of the reports and communications to meet the CPs expectations of donors and other stakeholders.

CRS Cambodia and Vietnam Country Programs are seeking a native English speaking copy editor for regular documentation review including donor reports, marketing and communications materials, fundraising proposals and internal documentation such as manuals and plans.

II. Assignment Detail

CRS is recruiting a copy editor for retainer proposed at 1 day per week base with additional days possible as needs arise. The copy editor will support various CP functions, including the non-exhaustive list below:

Operations

Editing and proof-reading documents related to finance, HR, procurement and administration functions such as manuals, field and security plans, guides and internal communication memos.

Programs

Editing and proof-reading donor reports as well as baseline, end line and evaluation reports, and other documentation such as past performance references.

Marketing and Communications (MarCom)

Editing and proof-reading a variety of materials for internal and external audiences including MarCom strategy, program two-pagers, capacity statements and other donor engagement materials, photo captions, project success stories and case studies. Additionally, editing social media content including for *social media voice* (friendly and conversational).

Business Development* (CRS will secure agreement from copy editor to act as writer or editor for proposals and agree contract amendment for additional days for these assignments)

Editing and proof-reading concept notes and funding proposals for a range of donors, and materials related to donor pitches. Also contribute to literature review as agreed.

In preparation for the reviewing, editing, and proofreading materials, the consultant will be provided with a checklist of best practices to use during the review and edit. The copy editing will primarily focus on editing documentation for improved clarity, grammar, and overall writing style. As mentioned above, for social media content the editing will also include *voice and tone*.

III. Deliverables and Method

The consultancy is proposed as a retainer base of 1 day per week for the agreed base day rate with a trial period of an initial 4 weeks.

On Tuesday each week the materials for copy edit will be compiled across Operations, Programs, MarCom and BD functions in both CPs and submitted to the consultant by the CRS focal point. The consultant will be expected to submit back the materials by Friday noon of the same week, and the consultant will be provided relevant contact information for each function lead to ask clarifying questions as needed. There might be ad hoc requests outside of this schedule, but these will be kept to a minimum to ensure good organization and planning purposes.

While the CRS focal point will aim to check the number of pages submitted is not more than agreed in the day rate, the consultant may request additional days to be agreed with CRS if the proposed work in a week exceeds one day.

Additional days may also be added as agreed with CRS for specific work on funding proposals or other sizeable documents.

IV. Key Working Relationships

The consultant will work with various departments through CRS focal person, Ms. Meng Chheng, Administration Officer, Email: chheng.meng@crs.org; Mobile +855 77 500 292, and Chheng will coordinate with CRS Cambodia and Vietnam teams and the consultant as following:

- Each Monday morning, she will email this group (VN CM, HOP, HoOPs, MarCom, and BDS) to request any copy editing work to be sent by 10am Tuesday.
- Chheng then compiles the assignments in a folder with a cover table listing the assignments, # of pages for each and contact person and send to consultant by COB Tuesday.
- The consultant should then complete and submit all copy editing by Friday noon.

V. Working Conditions

The consultant is expected to have and maintain his/her own computer/laptop and internet connection for this assignment.

VI. Payment Method/ Schedule

Invoices are to be submitted on monthly basis for this one-year contract. Payment will be made monthly based on agreed retainer rate and will include any additional days or assignments agreed and completed.

The consultancy fee is \$450 per day, which includes 15% withholding tax. The payment of consultancy will be made to the “Consultant” by wire transfer to consultant’s bank account.

All charges for this consultancy will be charged directly various POET as following:

DSPN Description	Project	Task	Contract Number
Cambodia Regional Small Projects Fund	101458	101	40001

The information submitted will be managed confidentially for the exclusive use of CRS.