

TERMS OF REFERENCE

Title of Activity: Editing and proofreading

Background

UNESCO Almaty Office is seeking an editor and proofreader to review and edit handbooks on intangible cultural heritage (ICH) for children and methodological toolkit for instructors in Russian language. The purpose of the task is to make the document functional for readers and users and present all information in a clear, coherent manner. The activity is carried within the framework of the EU-UNESCO partnership project, "Silk Roads Heritage Corridors."

Tasks

Under the overall authority of the Director of UNESCO Almaty Office, direct supervision of "Silk Roads" Project Coordinator and support from the Communications Assistant, the contractor shall perform the following tasks:

- Study the objectives of the project, as well as the mission of the implementing Organization and Donor;
- Review ICH handbook for children (52 pages) and methodological toolkit for instructors (99 pages)
- Study the document's overall concept, purpose, target audience, content, structure, design, and style;
- Examine the structure of the content; eliminate repetition, re-structure ideas or chapters for clarity and/or request authors to provide more information when needed;
- Add changes made to the original text using the "track changes" function in MS Word;
- Check the numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency of bibliographical references;
- Consult with the Project team on any proposed changes and incorporate those changes;
- Final copy-editing and proofreading of the document;
- Pay attention to possible copyright infringement, plagiarism, and libel.
- Prepare a list of suggestions for the layout designer on illustrations, icons, and other visual elements in the handbook;

Qualifications/selecting criteria

- 5+ years of professional experience in editing and proofreading
- Native fluency in Russian
- Ability to meet deadlines and prioritize multiple tasks
- Competitiveness of the commercial proposal
- Experience working for UN agencies or international organizations is an asset

Submission of applications

The applications shall include:

- Commercial offer (show fees in USD)
- CV of bidder or members of the team
- Portfolio including previous works and clients

Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) belonging to the client (including the final videos), which the service provider may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the UNESCO Almaty who shall have exclusive rights over their use.

How to Apply

Send your CV and proposal (500 words max) with subject line “**ICH Handbook Editor**” to a.zhanseitova@unesco.org no later than 18.00 on 1 December 2021.

CVs must be provided in Russian language and include your contact details (mobile, email).

All documents must be submitted in PDF format and have the following titles: Lastname.CV, Lastname.Proposal