Terms of Reference (ToR)
Peer Review and Copy Edit Expert to Support the Reviewing of a Research Document for North-western and North-Central States in Nigeria

International Alert (IA) with support from Irish Aid is implementing “Powering Peace through Climate Action” project which seeks to pioneer approaches to build peace through inclusive and intersectional climate action in Benue and Sokoto states. In August 2023, we embarked on a participatory rural community engagement to develop Local Peace and Adaptation Plan (LPAP) for communities of intervention in the two states. The purpose of the community engagement is to develop a document that provides a strategic implementation guidance towards climate action for peace and prosperity in both states.

With the report now prepared, International Alert is seeking a peer reviewer/copy editor to review the report and produce a more qualitative report focusing on the language, presentation, and formatting of the text to make it clear, error-free, and consistent with the required style.

The specific objectives of the role include:

- Correct language errors, including spelling, grammar, punctuation, and syntax of the LPAP.
- Eliminate typos and other language-related mistakes probably existing in the LPAP.
- Rephrase or restructure sentences to enhance comprehension and flow of the document.
- Ensure consistent terminology, appropriate font style and size and language usage throughout the document.
- Maintain uniformity in headings, subheadings, and numbering.
- Improve the overall coherence of the text.
- Ensure logical flow and narrative consistency.
- Provide constructive feedback to Alert for necessary corrections.

Deliverables:

- Reviewed full report with edits and input made to improve on the quality of the original document.
- Share the first reviewed document for Alert’s review
- Incorporate feedback based on the inputs made and
- Provide the final document after all reviews.
- International Alert will ONLY pay if the specified deliverables are met, and the quality complies with Alert standards.

Person Specific/Qualification

- Master's degree in English, journalism, communications, or a related field.
- Proven experience in copy editing, preferably in an academic or publishing setting.
- Exceptional proficiency in English language, grammar, punctuation, and syntax.
- Familiarity with style guides such as APA Style.
- Strong attention to detail and a keen eye for errors and inconsistencies.
- Excellent communication and collaboration skills.
- Ability to work efficiently and meet deadlines.
- Proven track record of handling similar jobs.

**Duration of Contract:** The actual duration of the contract is five days.

The consultant will report to the Programme Manager, International Alert Nigeria.

**Expression of Interest**
Interested individuals who are qualified should send their CVs and proposed budget to htakya@international-alert.org for Benue and mmoyi@international-alert.org for Sokoto State both copying aatakpu@international-alert.org

**Deadline:** Deadline for submission of CV is 2nd November, 2023. Any CV submitted outside this deadline shall not be considered.