

## TERMS OF REFERENCE RECRUITMENT DESKTOP PUBLISHING (FORMATTING)

### I. Presentation of the project

Resilience for Peace (R4P) is a five-year initiative funded by USAID and implemented by Equal Access International (EAI) to build community resilience and learning, specifically for women and children, to foster the living together between northern border communities of Cote d'Ivoire. In partnership with – NORC at the University of Chicago and Indigo-Cote d'Ivoire, the project will foster an “ecosystem of understanding and value of community assets” by strengthening the structures of community resilience and creating civic and economic empowerment opportunities for at-risk border communities, through improvements in natural resource management and the responsiveness of government services. The other activities will educate citizens and foster networks of dialogue and public meetings to build confidence in the community, increase positive stories, generate knowledge and learning among local communities on concepts of community resilience and living together, while economic empowerment and positive approaches to youth development will enhance their employability.

### II. Scope of work

The Contractor will provide high quality desktop publishing (formatting) services to Equal Access International for six studies. The studies (all in French) are technical CVE reports on Côte d'Ivoire.

The contractor will provide support for the following:

- The document should be formatted in accordance with EAI's MS Word template and following the project's branding and marking plan (to be provided).
- The studies should be in two-columns format and should have uniform formatting (colors, cover page, footer, ec.)
- Formatting, when applicable, the list of acronyms and the table of contents.
- Ensuring the clear presentation and format of the material and making sure that the material is complete and that all the parts are clearly identified.

Please note that all changes made to the original text should be visible using the ‘track changes’ function in MS Word.

### III. Deliverables and Reporting

The Contractor will work with the R4P Deputy Chief of Party and the project's communication officer to deliver:

- Six professionally edited studies with three versions each: One **word document with tracked changes**, one **clean MS Word document**, one **PDF document**.

### IV. Length of Contract

The duration of the contract will be for 2 weeks (10 business days).

## V. Qualifications and experience required

- University Degree in Communications, Journalism, Public Relations, English; or related field
- Experience and quality of work demonstrably meet the highest international standards
- Thorough knowledge of the English language. Fluency in English is required
- Possess good research, analytical and writing skills
- Experience working as a copy editor
- Methodical working style, accuracy and great attention to detail
- Ability to work to tight deadlines
- Demonstrated ability to edit high quality, creative communications quickly and to style
- Experience working with the USAID and/or other international organizations is an asset.

## VI. Duration of the contract

The period of the contract is from April 18, 2022, to April 29, 2022, for a maximum number of 10 working days.

## VII. How to apply

Firms, consortia, or other interested persons must send their CV, hourly rate, and samples of work (if available) by April 15, 2022, at 5:30pm EST to the following address:

[r4p\\_recrutement@equalaccess.org](mailto:r4p_recrutement@equalaccess.org).

Applications submitted before the deadline are strongly encouraged.

## VIII. Selection Criteria

N°	DESIGNATION	NOTES
<b>01</b>	Consultant Rate/Financial offer	40 points or 40 %
<b>Technical offer:</b>		
<b>02</b>	Experience working with USAID or other international NGOs	10 points or 10 %
<b>03</b>	Availability and ability to deliver on a strict timeline	10 points or 10 %
<b>04</b>	Demonstrated experience in formatting, design	40 points or 40%