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| **TERMS OF REFERENCE (TORS) FOR A CONSULTANCY**  **TO PROVIDE EDITORIAL SERVICES FOR THE NATIONAL COALITION OF HUMAN RIGHTS DEFENDERS UGANDA (NCHRD-U).** |

**TERMS OF REFRENCES FOR CONSULTANCY TO PROVIDE EDITORIAL SERVICES.**

**1.1 Background.**

The National Coalition of Human Rights Defenders Uganda (NCHRD-U) is a registered organization of various organizations and individual Human Rights Defenders (HRDs) that was formed in 2013. It seeks to strengthen the work of HRDs throughout the country through synergy and collaboration at national and international level to enhance the protection mechanisms for HRDs and their capacity to effectively defend human rights. NCHRD-U focuses its work in all regions in Uganda.

NCHRD-U’s purpose is to protect and promote the work of HRDs in safe and secure environment through linkages with national, regional and international entities. Individuals and organizations working to promote the protection of Human Rights Defenders (HRD) in Uganda. Further information about the Organisation and what it does, can be found on our website: [www.hrdcoalition.ug](http://www.hrdcoalition.ug)

**1.2 Introduction.**

NCHRD-U seeks to identify a consultant who will play the role of an editor on a retainer to ensure high-quality content that meets the standards and objectives of the organization/publication. The consultant will guide in ensuring the quality and integrity of content produced and published.

**2.0 DUTIES AND RESPONSIBILITIES**

The consultant will be required to; Work closely with Communications Officer, respective program lead and Executive Director to ensure high quality and integrity of content produced and published.

1. Review and edit a variety of documents including reports, proposals, brochures, magazines, newsletters, manuals, policy documents, and other materials as assigned by the organization.
2. Ensure that edited documents adhere to organizational style guides, formatting standards and branding requirements.
3. Correct grammatical errors, punctuation, spelling, and typographical mistakes.
4. Improve clarity, coherence, and conciseness of content while maintaining the intended meaning and message.
5. Check for consistency in terminology, tone, style, and formatting throughout the documents.
6. Provide suggestions for rephrasing or restructuring sentences and paragraphs to enhance readability and comprehension.
7. Verify factual accuracy and cross-reference information as needed.
8. Collaborate with project managers, content creators, and subject matter experts to clarify content and address any editing concerns.
9. Meet agreed-upon deadlines for document editing tasks.
10. Maintain confidentiality and handle sensitive information with discretion.
11. Respond promptly to feedback and revision requests from the organization.
12. Provide regular progress updates to the organization's designated focal point.

**3.0 DELIVERABLES OF THE ASSIGNMENT**

1. Edited documents in track changes format, highlighting all revisions and comments for review.
2. Clean, finalized versions of edited documents in the required format (e.g., Microsoft Word, PDF etc).

**4.0 DURATION**

1. The consultancy is expected to commence on 01st May, 2024 and conclude on 30th April, 2025. The consultant may be engaged on a part-time or full-time basis, depending on the workload and project requirements.
2. **BUDGET AND PAYMENT**

* The NCHRD-U will negotiate the consultancy fee with selected consultant based on the number of pages worked upon ie; 1 – 10-page document, 21 – 40-page document and 41 and above page document.
* The budget should cover all expenses related to the consultancy, including but not limited to professional fees, communication costs, and any applicable taxes.
* Payment will be made basing on the task executed.

**6.0 QUALIFICATIONS AND EXPERTISE:**

1. Bachelor’s Degree in Journalism, Mass Communications, Literature and English Language or related field.
2. At least 5 years’ experience in print media or editorial related work.
3. Demonstrated ability to write, edit or proof-read reports for various audiences with portfolio that includes donor reports and other documents.
4. Fluency in English is a must
5. Solid editorial skills with demonstrated ability for logical and analytical writing and editing
6. Ability to synthesize complex documents into key messages.
7. Ability to work in a fast-paced environment and produce quality work in a short time, within deadlines and under pressure.
8. Ability to work independently

**7.0 APPLICATION**

Kindly send your narrative and financial proposals ***(by providing a breakdown quotation in the category of; 1.*** ***1 – 10-page document, 2. 21 – 40-page document and 41 and above page document)*** to [info@hrdcoalition.ug](mailto:info@hrdcoalition.ug) indicating *EDITOR* in the subject line by **21st April 2024** before close of business.