

# Right to Play

## Terms of Reference

### Copy Editing and Proofreading of Psychomotricity Resource Package

Type of Contract:	Independent Consultancy
Language:	English
Department	Global Program Development Unit
Location	Home-based

#### 1. INTRODUCTION

*Right To Play's Global Program Development Unit is looking for a copy editor to copy edit, proofread and ensure the consistent structure of a recently developed Psychomotricity Resource Package.*

#### 2. BACKGROUND

Under the Child Protection area of responsibility, a focus area for Right To Play (RTP) is preventing and responding to violence against children, including providing psychosocial support (PSS) through play. We design interventions and resources to promote psychosocial wellbeing by building teachers, caregivers, community volunteers, specialised and non-specialised staff, and children to support PSS play-based activities.

In this regard, a resource gap analysis conducted by the Global Program Development Unit informed the development of the Psychomotricity resource Package to train non-specialised personnel to support children in emergencies.

#### 3. OVERALL OBJECTIVE OF THE CONSULTANCY

Working under the supervision of Global Child Protection Specialist undertaking the proofreading, copy editing and formatting of the Psychomotricity Resource including:

- ✓ Program Guidance Note (approx. 15 pages)
- ✓ Training Manual (approx 60 pages)
- ✓ Games Manual (approx.. 130 pages)
- ✓ Activity Book (approx. 15 pages)

#### 4. OVERALL TASKS

Review and edit (UK English) approximately 160 pages including all four parts of the resource package listed above for the content, flow and reader-friendliness without diluting or changing technical content. This means:

- Language adjusted for reading level (for both adult and child target groups).
- Check for the clarity of structure and core themes of the content in each part.

- Undertake editing of all sections of the resource package to ensure that the technical focus and terminology are consistent.
- The copyediting will also concentrate on flow and consistency, especially between text and tables and pictures/icons and integration of text and boxes, annexes, content errors, style and punctuation, spelling and grammar.
- Ensure that the data referenced in the text and the bibliography are stylistically accurate and consistent as per the global standards.
- Consult with relevant GPD members on any proposed changes and incorporate changes.
- All parts ensure tone and terminology reflecting gender responsiveness, inclusion, and children's agency as per RTP style.

#### 4.1 SPECIFIC TASK FOR TRAINING MANUALS AND ATTACHED RESOURCES

**Psychometricity training and games manual and the program guidance note-** Directed for Adult

- Language adjusted for reading level: Jargon-free and no higher than a grade ten reading level
- Alignment to RTP terminology and presentation style (for example, identification of Trainer Resources, provision of sample/expected answers, notes to trainer, capitalisation of role titles)
- Inclusion of all parts of a session and activity (Name, Key Learning, Materials etc.)
- Ensure overall consistency, including content consistency, appropriate bullets and numbering, correct and consistent terminology, consistent referencing style.

#### 5. DELIVERABLES

All resource package documents are structured, edited and proofread, finalised and ready for design and formatting.

#### 6. TIME FRAME

- The consultant will follow the agreed-upon work plan.
- The consultant is expected to start as soon as possible after the offer is signed and accepted.
- The Project must be completed latest by 12 January 2022.

NB! Cost extension does not apply to this Project.

#### 7. REPORTING LINE AND LOGISTICS

- The consultant shall work under the supervision of the Right To Play Child Protection Specialist.
- Members of the Global Program Development team have an advisory role in finalising the project resources.
- The consultant(s) and the relevant Right to Play project team members meet at various project stages per the agreed schedule.

#### 8. ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree in journalism, English, media and communications, or three years of relevant professional experience proofreading and writing material for non-technical audiences.
- Strong understanding of technical terms in Child Protection and Psychosocial Support in Emergencies
- High orientation to detail
- Excellent written and oral communication skills in the English language
- Knowledge of Right To Play's style is an asset.

**9. BID REQUIREMENTS/HOW TO APPLY - Interested consultant(s) or firms are requested to submit:**

- A capability statement demonstrating how they meet the required qualifications and competencies.
- A budget for the proposed daily rate, **including all taxes liable to be paid.**
- Copy of Resume.
- A sample of similar projects completed within the last 24 months (treated as confidential and only used for quality assurance)
- Two References from the organisation for whom the previous work was done.

**10. APPLICATION PROCEDURE**

- If you believe you qualify, please submit your application as per the bid requirements by submitting proposals to [hghalegolabi@righttoplay.com](mailto:hghalegolabi@righttoplay.com).
- The deadline for submission is 5 November 2021.

We are committed to ensuring diversity and inclusion within our organisation and will accommodate qualified candidates.