EXPRESSION OF INTERESTS

AFRICAN DEVELOPMENT BANK
Headquarters

CONSULTANCY SERVICES - TERMS OF REFERENCE

Brief Description of the assignment: CONSULTANT FRENCH EDITOR

Department making the request: SNDR

Place of assignment: Home-based

Period of assignment: May 23, 2020 - February 22, 2021 (9 months)

Expected start date of the assignment: 23 May 2020

Closing date for expressing interest: 28 April 2020 at 5:00PM (Abidjan) local time.

Expression of interest to be submitted to: t.kouakou@afdb.org

Questions/ clarifications to be addressed to: t.kouakou@afdb.org

1. Background and rationale

The Performance Management, Delivery and Results (SNDR) is responsible for coordinating Bank-wide implementation of the agenda to improve quality and strengthen the focus on development results in operations, strategies and reporting systems. The SNDR Department consists of two divisions: i) Corporate Performance and Accountability; ii) Implementation support. Within SNDR, the consultant will assist all divisions in editing, proofreading and copywriting material produced by staff based on the department’s requirements and provide guidance to staff on writing skills. The consultant will take responsibility for specific and selected duties described below.
2. Goals, Outcomes

SNDR is seeking to recruit an experienced editor to assist in the quality review and content development of the Bank’s results publications.

The consultant will specifically be required to assist SNDR in the development of quality publications. In particular, the consultant will edit and proofread the results briefs and reports, and the course content for the Operations Academy pathways for the Quality Assurance division;

The consultant may also assist SNDR department for other ad-hoc editing or writing.

3. Outputs

The Consultant will support the team working on the performance management activities, working notably on editing and proofreading of publications and e-content.

As SNDR reports to the Senior Vice President, flexibility will be required to also undertake ad-hoc assignments as the need arises.

4. Duties and responsibilities

- Edit and proofread with possible focus on:
  - The structure, the logical sequencing and the clarity of the material;
  - The quality of description and the analysis (the editor will signal areas for improvement);
  - The transition of the flow between different parts of the writing;
  - The use, the development and the persuasiveness of the arguments;
  - The avoidance of unnecessary overlaps or duplication of information/argument; and
  - Grammar, style, and spelling.

- Copy writes material for the department. Typically, such copywriting would include the conceptualization of a new publication on the basis of existing material, the reorganization and rewriting of existing material into the desire format, research where required, requests for research where required, layout assistance where required, and extensive communication with the author(s).

- Respond to requests to guide authors with respect to their writing skills. This might include telephone conversations wherein the Consultant answers the author’s questions or emails where the Consultant explains principles of proper writing.
Support the editing and proofreading of course content for the Operations Academy pathways. Specific duties:
- Edit and proofread all e-learning content for alignment with learning objectives, style, tone, consistency, duplication, spelling, punctuation, grammar, etc.
- Perform high quality editing in French for all e-courses.
- Manage the editorial workflow of course content across PowerPoint presentations, narratives, and storyboards.
- Ensure that e-learning content is accurate, clear, complete and logically organized.

5. Accountabilities

The consultant will formally report to Simon Mizrahi, Director SNDR.

6. Experience and qualifications

- At least a Master's degree or equivalent in language studies, precis-writing, terminology, post-editing or a closely related discipline;
- A minimum of ten (10) years of experience in post-editing, precis-writing and proofreading;
- Excellent writing skills & very good command of French;
- Broad general knowledge and excellent levels of attention to detail;
- Ability to post-edit and proofread quickly and efficiently with little supervision;
- Capacity to adjust rapidly to a complex multicultural environment.
- Ability to fit into a multilingual team and maintain seamless working relationships.
- Ability to manage multiple projects under pressure and remain professional
- Ability to communicate efficiently (written and oral) in French

7. Location and Duration

The consultancy is home-based and will be carried out for eighty (60) nonconsecutive days between May 23, 2020 and February 22, 2021.

8. Remuneration for the Assignment

All payments shall be made in several installments upon satisfactory completion of each assignment. No additional benefits or perdiems will be paid.