

EXPRESSION OF INTEREST FOR COPY EDITOR CONSULTANT SERVICES

I. Position Information	
Post Title:	Consultant, Copy Editor
Contract type:	Individual Contract
Duration:	10 days over 3 weeks period commencing date of contract signing contract
Duty Station:	Abuja
II. Background	
<p>Nigeria has experienced a significant surge in insecurity challenges in recent years, presenting a pressing concern for the nation. This security landscape is highly intricate and diverse, encompassing various issues such as insurgency, terrorism, banditry, communal clashes, kidnapping, and armed robbery. The foremost threat to Nigeria's security is the Boko Haram insurgency, which poses a grave danger due to its violent pursuit of establishing an Islamic caliphate. Moreover, the rise in banditry has further compounded security challenges, leading to disruptions in commerce and exacerbating humanitarian crises in the northwest and central regions. Communal violence often emerges from disputes related to land, resources, or religious differences, resulting in widespread loss of life and extensive property damage. These multifaceted security threats have had a devastating impact on peace, security, and the overall well-being of Nigeria. The loss of life, destruction of property, and economic disruptions have further compounded the detrimental consequences.</p> <p>In response to the aforementioned needs, UNDP Nigeria is actively collaborating with the Federal Government of Nigeria to spearhead a process of reforming the Nigeria Police Force (NPF). The primary objective of this project is to support the Nigeria Police Force (NPF) to become a reliable, efficient, and responsive police service, effectively addressing the safety and security needs of the Nigerian people, in line with the Police Act 2020. The project commenced in late 2021 and is currently in its second phase this is ending on 31 May 2024. A third phase is under development (June 2024-December 2025).</p> <p>A core element of the project is the implementation of the Nigeria Police Force Establishment Act 2020. A key policy to actualising the aspirations of the Police Act and modernizing the NPF is a new regulations for the NPF that corroborate the new Act. In November 2023, UNDP brought together the NPF, National Human Rights Commission, Ministry of Police Affairs (MoPA), Ministry of Justice (MoJ), civil society organizations, the association of retired police officers, and academics to review the existing regulations. There is now a draft of the regulations in place needing copy editor's expertise.</p> <p>The copy editor's role involves meticulously reviewing the draft regulations, focusing on grammar, syntax, and linguistic consistency. Beyond linguistic refinement, the editor ensures that the content is logically organized, making it accessible and comprehensible for a diverse audience. This process aids in eliminating ambiguities, reducing the risk of misinterpretation, and fostering a more transparent legal framework.</p> <p>Furthermore, the editor will considers cultural nuances and context to ensure that the language used is culturally sensitive and resonates with the intended audience. This is vital for fostering a sense of ownership and acceptance of the regulations among the Nigerian Police Force and the broader community.</p>	

III. Scope of Work

The Consultant working under the supervision of CLEEN Foundation and in close consultation with the UNDP to do the following:

1. Thoroughly read and understand the content of the Police Regulations document. Ensure alignment with relevant legal frameworks and policy guidelines.
2. Grammar and Language: Correct grammar, punctuation, and spelling errors. Ensure consistent and appropriate use of language throughout the document.
3. Clarity and Readability: Improve the overall clarity and readability of the document. Simplify complex language where necessary to enhance comprehension.
4. Consistency: Ensure consistent formatting, style, and terminology throughout the document. Cross-reference sections for consistency and accuracy.
5. Legal Accuracy: Verify the accuracy of legal terminology and references. Confirm that the document complies with relevant laws and regulations.
6. Content Flow: Ensure logical flow and organization of content. Suggest restructuring or reordering sections for better coherence.
7. Cross-Referencing: Review and verify cross-references within the document for accuracy.
8. Citations and References: Check citations and references for completeness and accuracy.
9. Inclusivity and Sensitivity: Ensure the document is inclusive and sensitive to diverse perspectives.

IV. Deliverables/Outcomes

The consultant will be paid on the basis of deliverables:

No	Deliverable	Evidence	Percentage	Indicative date
	Edited Police Regulations document with track changes and comments for review.	e-copy	0%	13 Feb 2024
	A clean, finalized version of the document with all edits incorporated	e-copy	100%	19 Feb 2024

V. Duration

10 working days over 15 working days (effective from the day of agreement)

VI. Recruitment Qualifications

Education:	Master's degree in mass communication, political science, law, public policy or other relevant fields.
Experience:	<ul style="list-style-type: none">• Minimum of 3-5 years of professional experience in copy editing, preferably in a relevant field such as publishing, journalism, or legal documentation.• Demonstrated experience with both substantive editing and proofreading.• Exceptional command of the English language, including grammar, syntax, punctuation, and style.• Familiarity with works on police reform in Nigeria and beyond and simple to understand terminologies (including, legal and technical).• Proficient in using standard editing tools and software.• Experience with style guides (e.g., Chicago Manual of Style, AP Stylebook) and the ability to adapt to specific organizational guidelines.• A keen eye for detail to identify and correct errors in grammar, punctuation, spelling, and style.

	<ul style="list-style-type: none"> • Ability to maintain consistency in tone, style, and formatting throughout documents. • Strong written and verbal communication skills to effectively collaborate with writers, subject matter experts, and other stakeholders. • Proven ability to work under tight deadlines while maintaining the quality and accuracy of edited content. • Ability to adapt to various writing styles and genres, especially if working with diverse content types. • A portfolio showcasing previous editing work, demonstrating the range and complexity of materials edited.
Competences	<p>Corporate Competencies:</p> <ul style="list-style-type: none"> • Editing Skills: • Proficient in substantive editing, copy editing, and proofreading. • Knowledge of various editing levels, from high-level content organization to detailed proofreading. • Attention to Detail: • Keen eye for detail to identify and correct errors in grammar, punctuation, spelling, and style. • Ability to maintain consistency in tone, style, and formatting throughout documents. • Analytical Thinking: • Ability to critically analyze content for clarity, coherence, and overall effectiveness. • Aptitude for identifying and resolving logical inconsistencies or ambiguities in written material. • Collaboration: • Ability to work collaboratively with writers, editors, and other team members. • Openness to receiving feedback and incorporating changes as necessary. • Cultural Sensitivity: • Awareness and sensitivity to cultural nuances, ensuring that language choices are appropriate for diverse audiences. • Ethical Considerations: • Understanding of ethical considerations in editing, including respecting authorial voice while ensuring clarity and adherence to guidelines.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written English is required.

APPLICATION CLOSING DATE

This call will be treated on a rolling basis. Only successful candidates will be notified. Application should be submitted to procurement@cleen.org

NO PHONE CALLS PLEASE