**PLATFORMS FOR DIALOGUE (P4D)**

**Strengthening Inclusion and Participation in Decision Making and Accountability Mechanism in Bangladesh**

**Terms of Reference (TOR)**

**Bangla Language Editor and Proofreader**

**Background:**

The Platforms for Dialogue (P4D) Project *(funded by the European Union an implemented by the British Council in partnership with the Cabinet Division, Government of the People’s Republic of Bangladesh)* is supporting implementation of the Government’s 7th Five Year Plan – Accelerating Growth, Empowering Citizens’, which aims at accelerate national economy and social progress. By 2021, Bangladesh aims at becoming a middle-income country, rooted in democratic and pluralistic institutions where citizens enjoy fundamental rights and freedom and public accountability, built on transparency and participation. The government recognises that achieving this goal requires working in partnership with a wider spectrum of development partners, the private sectors, Civil Society Organisations (CSOs) and the citizens of the country.

The project is supporting this overarching goal by, (a) enhancing civil servant’s capacity on engagement and inclusive decision making, (b) providing knowledge and resources for civil society organizations to enable them engage meaningfully in discussions or decision making processes with the government and other stakeholders and (c) creating local and national level forums/opportunities where this two groups (Civil Servants and CSOs) come together and facilitate each other to form decisions. In this process the project is giving explicit emphasis on implementing Citizen Charter, Grievance Redress System, National Integrity Strategy and Right to Information. The project is currently working in 21 districts.

In relation to implement various activities and enhance people’s knowledge and capacity, the project develops several policy documents mostly on the four policy instruments - Citizen Charter, Grievance Redress System, Right to Information and National Integrity Strategy. The project also develops many training manuals and handouts for both the civil servants and CSOs to make them more familiar with the four policy instruments and its actual requirements from both service delivery and service receivers’ perspective. The project, in line with European Union Communication and Visibility Guideline and the government messages around those four policy instruments, produces numerous communications materials including contents development for print, electronica and social media.

Ensuring accuracy of all materials (Bangla) produced and its consistency with the government priorities and policy instruments, is a key challenge for this project. At this contextual condition, the project is looking for services of professional proof-reader and editor (Bangla) from reputed organizations or individuals having strong experience in this relevant field working with the government on policy issues and have strong knowledge and concepts about the Bangladesh government and local context.

**Objectives of this assignment:**

The overall objective of this assignment is to ensure accuracy and alignment with government priorities of all policy documents, communications materials, reports including but not limited to training manuals, handouts, brochures, policy brief, policy on pager etc.

The specific objective of this assignment is to assist the communication and different result areas in editing, proofreading, formatting and finalizing all documents produced in Bangla.

**Scope of work:**

The Editor and proof-reader will review and edit all documents/reports and ensure accuracy in terms of grammar, style, spelling, formatting and punctuation, with a view to strengthening overall clarity and quality of writing. In rare cases, the editor may need to be involved in substantively revising documents. Following are some specific scope of this assignment mentioned -

* Edit and finalise all documents produced in Bangla to confirm grammatical and factual accuracy, consistency and logical format;
* Ensure that all content is free of spelling mistakes, and professionally and logically presented removing redundant content;
* Review, verify and edit to ensure use of gender and culturally sensitive language in the document;
* In collaboration with responsible staff, guide the drafts through fact-checking and copy-editing processes and track responses to queries; edit and review final copy of report or document.

**Key activities:**

* Edit and proof-read all documents and its annexes produced in Bangla;
* Ensure the messages in the documents are in line with the government messaging priority on policy instruments;
* Ensure easy understandable sentences are used for CSOs and community people to grasp the effectiveness of such documents;
* Edit text input for website before they are uploaded
* Edit and proof-read any other documents as per requirement.

**Estimated duration of contract and work schedule:**

This is a requirement-based assignment, not a full-time job, however, based on priority and emergency sometimes this may become a fulltime responsibility. The work needs to be done against an approved Work Plan and the duration of the contract is till 31 January 2020. Specific deliverables and time frame are determined based on the requirements of result areas or activities or the purpose of the development of the document.

## Reporting:

The consultant/s will closely coordinate with the Senior Communications Officer and work in collaboration with other relevant personnel.

### Person specifications:

**I. Academic Qualifications:**

* Minimum graduation in Bangla, Journalism, Communication, Public Administration, or Social Science related field.

**II. Experience:**

* Minimum 7 years relevant experience of writing, editing and proofreading reports, communication materials, training materials among others;
* Experience working directly with the government on policy issues;
* Experience working with development partners and other stakeholders.

**II. Competencies:**

* Fluency in both speaking and writing in Bangla is a must;
* Sound Skills in Bangla grammar, sentence structure and subject verb agreement;
* Sound understanding of spelling and technical wording;
* Solid editorial skills with demonstrated ability for logical and analytical writing and editing;
* Ability to work in a fast-paced environment and produce quality work in a short time, within deadlines and under pressure;
* Ability to work independently;
* Computer proficiency including Internet and Microsoft Office;
* Strong communication and interpersonal skills;
* Good understanding of the transparency and governance issues is preferred.

**Contractual arrangements:**

This position is to be contracted by the **British Council** under consultancy modality. The TOR is subject to update and modifications as per project requirement.

**Application process:**

Interested candidates are requested to submit their detailed CV along with a one-page cover letter and an original unedited writing sample to [Siamul.Rabbany@britishcouncil.org](mailto:Siamul.Rabbany@britishcouncil.org)

***In the cover letter, please provide your expected quotation for per-page proof-reading and editing separately.***