**EDITORIAL ASSISTANT FOR RESEARCH AND CASE STUDIES ON THE IMPLEMENTATION OF THE INSTANBUL PRINCIPLES**

1. **Background**

**Name of the organization:**

Asia Pacific Research Network Foundation (APRN)

**Location of the organization/project**

Horeb House 275 E. Rodriguez Avenue, Barangay Kalusugan, Quezon City 1112

**Overview of the project**

APRN is a Framework Partnership Agreement (FPA) signatory organization of the European Commission (EC) implementing the Action, “Building Peoples Organizations’ Capacities to Claim Their Rights and Sustainable Development”. The overall objective of the Action is to build capacities of communities and people’s movements to face globalization and claim their rights. Specifically, APRN will build capacities of people’s organizations including sectoral organizations of marginalized sectors such as small farmers, fisherfolk, urban poor, women, youth, and children as well as movements on the following areas:

1. Individual and collective advocacy to influence development policy at all levels
2. Knowledge building and information dissemination through peoples’ research, information and education, advocacy on emergent issues along the following themes: Trade and Development, Regional Integration and Connectivity, Natural Resources, Peace and Security, and Development Effectiveness
3. Peoples organizations/civil society organizations own Development Effectiveness

In September 2019, APRN was able to hold a regional training of trainers on CSO Development Effectiveness in Hanoi. A call for proposals for case studies was issued after this capacity building activity. Ten (10) case studies/research papers will be submitted anchoring on the reframing of the Istanbul Principles (IP). The reframing has the intention of analyzing effectiveness of CSO work on people empowerment.

**General Objective**

The objective of the assignment is to ensure that the output submitted by the research writers adheres to highest publication standards in both form and content.

**Scope of Work**

1. The editorial assistant will edit and proofread the research output based on existing standards and regulations;
2. The editorial assistant will ensure that the content is aligned with the reframing of the CSO DE discourse towards rights-claiming; and,
3. The Organization shall be under no obligation to acquire prior permission from the consultant for the reproduction, adaptation, re-use, and re-purposing of all work submitted as part of this agreement. The consultant relinquishes any intellectual

property claims from the submissions but shall be credited accordingly in the Organization’s publications or wherever applicable.

**Timelines and Deliverables**

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| **Deliverables** | **Timeframe** |
| Submission of first round of edits | 15 December 2019 |
| Submission of second round of edits |  5 January 2020 |
| Copy reading of rendered copy | 15 January 2020 |

 **Institutional Arrangements**

The Consultant should report directly to the APRN Secretariat through its Planning, Monitoring and Evaluation Officer, Maria Ima Carmela L. Ariate.

 **Qualifications**

The Consultant should have the following qualifications:

1. At least a Bachelor’s Degree in Journalism, Mass Communications, Communications Research, and related fields;
2. Excellent command of the English language;
3. Exhibits familiarity with the Istanbul Principles and CSO Development Effectiveness;
4. Exhibits familiarity with social movements and people’s movements;
5. Exhibits expertise with publication style guides (APA, Chicago, Harvard, and the like); and,
6. At least five years of work experience in editing and proofreading.

**Renumeration and Terms of Payment**

Lump-sum

The cost of contract shall be paid in the following manner:

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| **Deliverables** | **Percentage (%)** | **Amount (in EUR)** |
| Submission of first round of edits | 30% | 600.00 |
| Submission of second round of edits | 60% | 1,200.00 |
| Post copy reading of rendered copy | 10% | 200.00 |
| **TOTAL** | **100%** | **2,000.00** |

Prepared by:

**Maria Ima Carmela L. Ariate**Planning, Monitoring, and Evaluation Officer/
Grants Administrator

Reviewed as to the availability of funds:

**Alecel T. Enano**
Finance Officer

Approved by:

**Jazminda F. Lumang**General Secretary
Project Manager