

TERMS OF REFERENCE PROOF READING

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrica.org)
Project	NEAR Network
Position Type	Copy Editing
Study/Assessment Topic	Supporting the NEAR Secretariat and Leadership Council (LC) in finalizing all research papers commissioned
Position Location	Working Remotely
Duration	One Month
Reporting To	Programs Manager - NEAR
Working With	Communication and Advocacy Department
Starting Date	Immediately

ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

ABOUT NEAR NETWORK

For more than 5 years, Adeso has spearhead the development of a groundbreaking initiative to mobilize local organizations in forming a global network to spearhead efforts to transform the global humanitarian aid system. Working together with a variety of local and national civil society organizations and NGOs, Adeso incubated and financially sponsored the launch of the NEAR (Network for Empowered Aid Response), at the World Humanitarian Summit in May 2016 at Istanbul, Turkey. The network, NEAR is an active movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. Adeso serves as the official sponsor of NEAR.

BACKGROUND FOR CONSULTANCY

In 2017, NEAR commissioned a series of research reports related to humanitarian financing and organizational capacity building. The reports are set to be launched in the spring of 2018.

CONSULTANCY PERIOD

- A maximum period of one month.

DELIVERABLES

- A well refined and clean documents of publishable quality in soft copy

QUALIFICATIONS

- Advanced university degree in Communications, Journalism or equivalent.
- At least (3) years' work experience in print and broadcast media or web-based media.



- Excellent writing and communication skills.
- Ability to handle multiple assignments with competing deadlines.

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APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **April 16, 2018** with “**Consultancy – Proof-Reading**” on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. NEAR is an equal opportunity employer.

