

CAREC Institute

Editor TOR – home-based retainer contract

Organizational Background

The Central Asia Regional Economic Cooperation (CAREC) Institute is an intergovernmental organization dedicated to promoting economic cooperation in the Central Asia and along the Silk Road through knowledge generation and sharing. The Institute is headquartered in Urumqi, Xinjiang Uygur Autonomous Region, the People's Republic of China (PRC).

The CAREC Institute is jointly shared, owned, and governed by eleven member countries: Afghanistan, Azerbaijan, the PRC, Georgia, Kazakhstan, Kyrgyzstan, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is a knowledge support arm of the CAREC Program which is a proactive facilitator of practical, results-based regional projects, and policy initiatives critical to sustainable economic growth and shared prosperity in the region, guided by the overarching vision of “Good Neighbors, Good Partners, and Good Prospects.”

The Institute acts as a knowledge connector among the five CAREC clusters - economic and financial stability; trade, tourism, and economic corridors; infrastructure and economic connectivity, agriculture and water, and human development - to ensure coherence in design and implementation of policies, programs, and projects to promote regional economic cooperation and integration.

Scope of Work / Detailed Tasks

- 1) As tasked and guided by the international staff of the Knowledge Management Unit, edit, proof-read, consolidate, and fact-check all relevant materials in English language, including scientific abstracts, research papers, policy notes, manuscripts, strategy documents, regulations, and other organizational papers to suit the needs of a specific knowledge product for greater readability, better logical sequence, accuracy, appropriate structure, and correct formatting (all materials to be provided in soft copies in English language).
- 2) Incorporate information from various sources into specific written product drafts while maintaining a consistent style and tone.
- 3) Customize the material to different audiences (e.g. general public, media, policy makers, scientists, technical personnel, staff, senior management, etc.) ensuring the text is lively, concise, and clearly written.
- 4) With consultation and under the supervision of international staff of the Knowledge Management Unit, write foreword, executive summaries, and other relevant sections of drafts taking into account relevant tone in messaging.
- 5) Identify gaps in materials/drafts and any areas requiring additional clarification.
- 6) Provide substantive/structural editing to develop, clarify, or reorganize the document or numerous documents for content and structure.

- 7) Provide stylistic editing to clarify meaning, eliminate jargon, and polish language.
- 8) Provide line-by-line editing for grammar, usage, spelling, punctuation, and other elements of style checking for consistency of facts and statements.
- 9) Insert or update head levels, placement of graphs and figures, edit tables, figures and lists, and provide other edits as needed based on professional judgement, consultations, and CI expectations.
- 10) Develop info graphics, provide professional and effective use of photos, attempt cover design (to the extent possible), and provide final layout of concerned materials ready for publishing.
- 11) Maintain confidentiality of all materials and information involved.
- 12) Develop the style guide document for the organisation.

Expected Outputs

- 1) Maximum of one hundred large volume written products, plus around two hundred short blurbs and/or social media input edited and developed as per expectations above.
- 2) The relevant style guide document written and submitted.

Minimum Qualification Requirements

- 1) Master's degree in journalism, communications, English language, social sciences or a related field including knowledge of graphic arts, publication layout, printing, publishing methods, and photography.
- 2) Proficiency in editing science materials, large reports, books, proposals, and tuning write-ups to suit numerous audiences.
- 3) Strong attention to detail with a focus to correct spelling, grammar, punctuation, inconsistencies to improve readability and coherence.
- 4) Ability to consolidate and structure amorphous or inconsistent content meaningfully.
- 5) Ability to grasp and incorporate inputs from various sources effectively.
- 6) Fact checking experience.
- 7) Experience with scientific content, particularly in the fields of economic and financial stability; trade, tourism, and economic corridors; infrastructure and economic connectivity; agriculture and water; and human development.
- 8) Proven ability to prioritize, work under pressure, and work at a short notice.
- 9) Previous working experience with an international development organization, academy of sciences, think tanks, or a similar entity strongly desirable.
- 10) Excellent MS Office and formatting skills.
- 11) Excellent communication and team work skills.

Minimum General Experience: **10 Years**

Minimum Specific Experience (relevant to assignment): **7 Years**

Regional/Country Experience: **3 Years**

Assignment Duration: **1 August 2019 till 31 July 2020 home-based retainer contract with the possibility of extension.**