NAME OF PROJECT: Integrated Public Financial Management Reform Project, II (IPFMRP II)

Assignment Title: Consulting Services to Copyedit and Proofread Manuscript

Financing Agreement reference: P163243

Project ID No.: P-LR-K00-018
Reference No: IPFMRP/IC/CS/2.2.3.10AfDB
Issue Date: 11th December, 2019
End Date: 24th December, 2019

1. Background
The Government of Liberia has received financing from the African Development Bank (AfDB), toward the cost of the Integrated Public Financial Management Reforms Project-II (IPFMRP-II), and intends to apply part of the proceeds for to hire the services of a consultant with extensive background in professional editing, copyediting and publishing on a short term basis.

2. Objective of the Consultancy
The objective of the Consultancy is to hire a qualified and experienced Individual Consultant who will proofread and edit the manuscript, titled “Reconstruction of Post-War Liberia: Achievements and Challenges of the Presidency of Ellen Johnson Sirleaf” in order to ensure and validate that we have the best attainable end product.

3. The Scope of the Services to be performed
Under the general guidance of the President Legacy Project at the Governance Commission, the consultant will undertake the following tasks:

1. Copyedit (substantively editing) and proofread the manuscript, titled “Reconstruction of Post-War Liberia: Achievements and Challenges of the Presidency of Ellen Johnson Sirleaf”.
2. Check for and correct errors in grammar, spelling, syntax, and punctuation, etc.
3. Check for and correct technical consistency (American English) in spelling, capitalization, font usage, numerals, hyphenation, paragraphing and font size and style of titles and sub-titles
4. Ensure clarity and conciseness.
5. Ensure that statistical data used and referenced in the text are consistent in the respective tables, charts and boxes (where necessary for the latter).
6. Check for and correct factually incorrect statements. Review and verify source, if unsure.
7. Check for obvious potential legal liability and thereby verify that manuscript does not out rightly libel others.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.

4. Deliverables
The consultant is expected to provide the following deliverables summarized below:

(a) First edited draft after 10-man days
(b) Second edited draft which should confirm incorporation of suggestions/comments following agreement with client 5-7 man-days
(c) Final edited and proofread Manuscript ready for printing after final incorporation of suggestions/comments in agreement with clients.

5. Duration of the Assignment:
The assignment is for 21 days.

5. Qualification Requirements:
A Consultant is required to have Minimum of Bachelor’s degree, preferably in English/professional editing and/or demonstrable experience in copyediting, and or publishing; Five years in copyediting, publishing or related activities.

Individuals expressing interests must share with us sample of previous work done and publication, in order to determine the quality of what they have done in the past.

The Project Management Unit (PMU) of the Ministry of Finance & Development Planning (MFDP) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV) and copies of academic credentials, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank’s “Procurement Policy Framework for Bank Group Funded Operations” October 2015 which is available on the Bank’s website at http://www.afdb.org.
A Consultant will be selected in accordance with the Approved Selection Methods for Individual Consultants set out in the Procurement policy framework reference above.
Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form or by email to the address below by 24th December 2019 @ 1700 hours (GMT) and mention “Individual Consulting Services on Proofreading and Copyediting of Manuscript”

The Project Manager
Project Management Unit (PMU), 4TH Floor
Ministry of Finance and Development Planning (MFDP)
P.O Box 109013 – Intersection of Broad and Mechlin Streets
1000 Monrovia, 10 Liberia
Phone: +231770 161 561
E-Mail: ltaylor@mfdp.gov.lr, and copied to jmentroe@mfdp.gov.lr