TERMS OF REFERENCE
Consultant editor: Settlement Approach Guidance Note

Summary:
The USWG is looking for consultant editor to lead the final review and completion of a Settlement Approach guidance note.

Background:
The Urban Settlements Working Group (USWG) is an active working group of the Global Shelter Cluster with the objective of promoting the application of settlement approaches in urban crises. The USWG, created in 2017 and co-chaired by IMPACT Initiatives, Catholic Relief Services and InterAction, promotes the approach through: Convening a community of practice of over 150 humanitarian and development professionals; identifying best practices and lessons learnt on settlement approaches and urban response; linking with partners and other clusters to promote an inter-cluster approach to settlement approaches; and through development publications, tools and guidance.

Scope:
The USWG, with the support of OFDA / USAID, is currently developing a Settlement Approach guidance note, with the objective to support humanitarian and development agencies understand and apply settlement approaches in contexts of humanitarian response & recovery. The guide intends to create a shared understanding of settlement approaches, including definitions; core components; why is it deemed a useful approach; in which contexts these approaches are most relevant; and how can these approaches be applied within parameters of the humanitarian program cycle.

The guidance has been informed through a series of national, regional and global consultations and has been drafted by a group of subject matter experts, supported through a comprehensive peer-review process. Prior to its finalization in August 2020, the guidance note requires a further in-depth review, with a focus on both content and narrative. To this end, the USWG is engaging the services of an independent consultant to undertake a detailed final review process.

The guidance comprises 8 chapters and is currently about 27,000 words long. It and should be reduced to about 20,000 words under the framework of this consultancy, colluding repetitive content across chapters.

Deliverables:
With the support of USWG co-chairs, the Settlement Approach consultant editor will:

- Preliminary phase: Familiarize him/herself with the USWG and processes which have informed the guidance note such as consultations, webinars, the USWG case study compendium and other identified sources, prepare an agreed style sheet to promote consistent terms and formatting throughout the document.
- Content review and harmonization phase: Review all draft chapters and comments and incorporate comments into text, liaising with chapter authors when relevant. Undertake content editing and culling to ensure coherence, consistency and complementarity across chapters.
- Editing phase: Undertake all necessary final edits and content inclusion / culling. Carefully review and rectify grammatical and formatting errors.
- Summary writing phase (TBC): Draft of key concepts and messages from the publication for online audiences. Assessors will keep the flexibility to exclude this from the consultancy, but this should be included in the applicant’s offer.
Application process:
The consultation is expected to be completed by end of June 2020.

Application process:
Interest applications are to share:
• a short expression of interest (maximum 1 page) outlining their proposed methodology to undertake this consultancy;
• their CV
• minimum one example of a document or publication relevant to the topic of this consultancy
• an estimated work plan for this consultancy broken down by working day
• a financial offer specifying a daily rate (in USD)

Applications will be assessed according to the following selection criteria:

• Relevance of the technical offer, in relation to these ToRs
• Relevance of financial offer
• Relevance of past experience in conducting similar exercises, including shelter and settlement approaches related studies (writing samples to be provided)
• Availability at requested dates

Shortlisted applicants will then be required to undertake an interview process (skype/teleconference).

Please send applications to tenders@impact-initiatives.org by Sunday 17 May 2020.