



Call for Applications Editorial Consultant

Background and Requirement:

Forest Foundation Philippines intends to contract a project-based Editorial Consultant to:

1. Craft the Foundation's Editorial Guidelines and Style Manual
2. Render review and editing services, including copyediting and proofreading, using the approved Foundation Editorial Guidelines and Style Manual, for a book that it is publishing by Q4, 2018
3. Improve the readability of the book for non-expert audiences

The Editorial Consultant will provide support to the Foundation's Knowledge Management, Communications, Research and Advocacy Unit throughout the duration of the project.

Tasks and Responsibilities:

1. Craft the Foundation's Editorial Guidelines and Style Manual
2. Review and edit the 200-page draft book and produce a final version that will be ready for design and publication in a timely manner by:
 - Reviewing and editing the book's chapter and narrative sections with a view to ensure the following: clarity; coherence, structure and consistency (technical and mechanical)
 - Ensuring the correct page numbering in the book
 - Ensuring consistency and correctness among text, tables, images and figures in the book
 - Ensuring correct style, punctuation, spelling and grammar in the book
 - Inserting references, as deemed appropriate, in the book
3. Re-draft and synthesize the book's chapters to make it readable and understandable to non-expert audiences

Qualification and Expertise:

The Editorial Consultant is required to meet the following criteria:

1. Has proven experience as an editor of publications
2. Has proven experience in editing and compiling copy for a range of audiences

Having experience in providing editorial solutions for publications on forest conservation and protection and the development sector is not a requirement but is desirable.

Timelines:

Month	Activity
August 2018	
Fourth Week	Briefing Start of Work related to the Editorial Guidelines and Style Guide
September 2018	
First Week	Submission of First Draft of Editorial Guidelines and Style Guide Foundation's Review
Second Week	Submission of Second Draft of Editorial Guidelines and Style Guide Foundation's Review
Third Week	Completion and Finalization of Editorial Guidelines and Style Guide
Fourth Week	Submission of the First Draft of the Edited Book
October 2018	
First Week	Foundation's Review Submission of the Second Draft of the Edited Book
Second Week	Completion and Finalization of the Edited Book

Professional Fees:

Professional fees will be paid commensurate with the Editorial Consultant's experience.

Proprietary Rights and Ownership:

The Foundation and the Book Author will have all rights and ownership to the draft and final versions of the materials.

The material or portions of the material, in draft and final form, must not be shared or published without prior written authorization from the Foundation and the Author.

Applications:

Interested parties must submit the following requirements to the Foundation through info@forestfoundation.ph on or before August 17, 2018.

- Letter of Application, addressed to Atty. Jose Andres Canivel, Executive Director
- Curriculum Vitae, with character references
- Sample Works, relevant to the requirement

More Information:

For more information, please send an e-mail to info@forestfoundation.ph.

About the Foundation:

Established in 2002, under two bilateral agreements between the governments of the United States of America and the Philippines, the Forest Foundation Philippines is a non-profit organization that provides grants to organizations that empower the people to protect the forests.

Since its inception, the Foundation has supported over 450 projects, which has improved the management of 1.5M hectares of forest lands, restored approximately 4,200 hectares of forests through the re- introduction of appropriate native species, established over 40 community-conserved areas and built over 60 community enterprises.