

Terms of Reference (ToR)
Short-Term Experts

Title of the action	European Union Support to Democratic Governance in Nigeria (EU–SDGN II) Programme: Component 3 – Support to Political Parties
Expert profile	Editorial

1. Project context

The Kukah Centre, as part of the European Union Support to Democratic Governance in Nigeria (EU–SDGN) programme, is providing technical support to political parties in Nigeria. The overall goal of the project is that the functions and administration of political parties support the growth of democracy in Nigeria that is largely acceptable to political party members, Nigerian citizens, and the international community.

The project adopts a needs-based approach to provide technical support to political parties in Nigeria. To understand the specific needs of political parties and the best way to provide this technical support, The Kukah Centre conducted a needs assessment which was publicly presented in December 2023. Further contributions to the report were received from political parties and other stakeholders, providing additional information that was incorporated in the report. For this reason, the Centre seeks a Copy Editor to review the updated version of the report to ensure its grammatical accuracy, clarity, and consistency to meet a high standard of quality and readability.

2. Objectives and expected results

2.1 Objective

The primary objective of this role is to review the *“Political Party Management Toolkit” (PPMT)* to ensure it meets high standards of quality, consistency, and professionalism. This includes correcting grammatical errors, improving sentence structure, ensuring logical flow, and adhering to the organisation’s style guide.

2.2 Results

A Report that is clear, logical, grammatically correct, and readable enough to communicate the intended message.

3. Main responsibilities and tasks

- Proofread and edit the report for grammatical accuracy, spelling, punctuation, and consistency.
- Improve clarity and readability of the text by refining sentence structure and word choice.
- Ensure that the tone and style of the content are appropriate for the target audience.
- Verify factual information and ensure correct usage of terminology specific to the political context in Nigeria.
- Maintain consistency in formatting, headings, and citations within the report.

- Work closely with the Project Manager and project Team to understand the purpose and context of the Needs Assessment Report.
- Provide constructive feedback to the Project Manager and suggest improvements where necessary.
- Communicate any major changes or revisions clearly to the Project Manager.
- Provide recommendations, updates or additions to the organisation's style guide based on common issues or new standards identified during the editing process.
- Track and manage edits to maintain version control.

4. Reporting Requirements and Deliverables

- Copy-edited and proofread Political Party Management Toolkit with a total of 120 pages

5. Required expertise

Qualifications:

- A degree in English, Communications, Journalism, or a related field.

General professional experience:

- Proven experience as a copy editor, proofreader, or in a similar role, preferably with experience in editing political or research reports.
- Exceptional grasp of the English language, including grammar, punctuation, and style.
- Strong attention to detail and an ability to spot errors.
- Demonstrated ability to improve and refine written content.
- Familiarity with style guides and editorial standards.

Working languages:

- English

6. Location of work

- Hybrid

7. Duration of assignment

- The overall assignment for a total of *7 days*

8. Confidentiality

- Maintaining a high level of confidentiality of the information contained in the report is a fundamental requirement.