

# **TERMS OF REFERENCE**

## **EDITING SERVICES FOR SOCIAL WINDOW RESULTS REPORT**

### **BACKGROUND:**

The SAARC Development is the umbrella funding mechanism for the SAARC region. It promotes regional integration through project collaboration, and is the only SAARC body with the mandate to fund and monitor regional projects implemented in three or more SAARC Member States. Its Board of Directors are comprised of representatives from the Ministry of Finance of each Member State, and its Governing Council is represented by the Ministers of Finance. Since its establishment in 2010, SDF through its project funding support in sectors such as access to clean drinking water, healthcare, entrepreneurship, women's empowerment, rural development and human resource development has contributed to improvements in the living conditions of the people across the SAARC region.

SDF would like to develop a Results Report that will showcase the achievements of its supports across the SAARC Member States to its stakeholders. The Report will be used for outreach and advocacy, and shall provide information and visibility of SDF funded projects. The Report is expected to provide media with the information needed for sharing development success stories and challenges, as well facilitate discussions with potential partners and donors. It will highlight demonstrable results and present how these may have impacted the lives of the beneficiaries.

### **OBJECTIVE:**

The objective of the assignment is to review and edit the draft compilation of project progress and finalize the report. SDF will provide the first draft of the results report, testimonials of beneficiaries, photo archive, and access to project progress reports as required.

### **DURATION:**

The assignment is for 5 working days spread between 11-27 April 2018. Time for reworking of draft based on SDF's feedback should be accommodated within the 5 working days.

The consultant should be flexible enough to accommodate delays in approval processes and review of the draft report.

### **EXPECTED DELIVERABLE:**

Final text as a Word document (not more than 30 pages), including table of contents, photo captions and credit information.

### **PAYMENT**

The consultant shall quote a lumpsum fee for the assignment.

The consultant shall be paid the lumpsum amount (100%) upon the acceptance of the final report by SDF.

**REQUIRED SKILLS AND EXPERIENCE:**

- University Degree or equivalent in International Relations, Political Sciences or Economics, Social Sciences or related fields;
- Strong experience in results and evidence-based reporting;
- Experience in drafting and editing documents for international organizations; and
- Experience in the usage of computers and office software packages.