

Terre des hommes
Helping children worldwide.

Call for English language editing and proofreading services for the i-RESTORE project

- Start date** As soon as possible
Contract Service Agreement with the Tdh Regional Office in Budapest, Hungary
Location Remote
Duration Around 25 days of work, to be discussed upon receiving offers
Eligibility Contractor status, able to provide a VAT invoice

Recruitment is on-going until the consultancy is filled.

ABOUT TERRE DES HOMMES

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for deprived children and their communities, making an impact with innovative and sustainable solutions. Through our health, protection and emergency relief programmes, we provide assistance to over four million children and their families in more than 40 countries each year.

Through our Access to Justice programme, we encourage states in Europe to provide effective access to justice for children in contact with the law. We support the implementation of non-custodial measures for children and of stronger procedural safeguards. With our partners, we promote the use of restorative justice processes in cases involving children, either as victims or suspects/offenders. Through innovative methodologies, we engage with children to ensure that we understand their views. At regional level, we facilitate the sharing of best practices and learning, awareness-raising and advocacy for child-friendly justice. We also support the creation of the [Barnahus](#) multi-disciplinary service that provides care for child victims and witnesses of violence and abuse.

ABOUT i-RESTORE

Tdh Regional Office in Hungary is leading the project "[i-RESTORE - Better Protecting Child Victims Rights through Restorative Justice](#)" (September 2019 until August 2021). The project's main objective is to promote the use of Restorative Justice in cases involving child victims by improving knowledge amongst national stakeholders on child-victim friendly Restorative Justice and empowering children to advocate for better protection of child victims.

OBJECTIVE OF THE CONSULTANCY

Terre des hommes needs to **edit and proofread the English version of three national research reports and the global research report** of the i-RESTORE project. The editing and proofreading must be done in terms of grammar, spelling, punctuation and language usage and style.

The consultancy has the following **specific objectives**:

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1. Editing and proofreading of the Research Report on Restorative Justice with child victims in Albania (29'108 words)
2. Editing and proofreading of the Research Report on Restorative Justice with child victims in Greece (23'992 words)
3. Editing and proofreading of the Research Report on Restorative Justice with child victims in Romania (29'018 words)
4. Editing and proofreading of the Global Research Report on Restorative Justice with child victims in Albania, Greece and Romania (46'129 words)
5. Final proofreading of the designed versions of the three National Reports and of the Global Report (128'247 words)

Altogether, the reports comprise (approximately) 280 pages (128'247 words). The reports will be provided in Word format. The designed versions will be provided in PDF format.

The service provider will work under the supervision of the Regional Project Coordinator for i-RESTORE. The service provider and the Project Coordinator will coordinate the schedule of editing and proofreading the materials.

EXPECTED DELIVERABLES

All deliverables should be produced in English and within the set timeframe. The expected deliverables are the following three national reports that are edited and proofread:

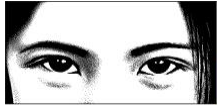
1. Research Report on Restorative Justice with child victims in Albania
2. Research Report on Restorative Justice with child victims in Greece
3. Research Report on Restorative Justice with child victims in Romania
4. Global Research Report on Restorative Justice with child victims in Albania, Greece and Romania

The service provider will deliver each edited and proofread report in two versions: with track changes and without in Word format. The proofreading of designed versions will be done through highlights and comments in the PDFs.

CONTRACTOR PROFILE

- At least 3 years' experience working on editing and proofreading in English
- Proficiency in English (native speaker preferred), supported by the relevant certificates
- Solid editing skills
- Experience working in the Europe region
- Desirable to have knowledge and understanding of child rights, in particular related to child justice
- Capacity for rigor and precision
- Ability to uphold high standards under pressure and with tight deadlines
- Flexibility, availability and adaptability

BUDGET AND RESOURCES



The contractor is required to submit a financial offer, clearly indicating the total costs for this assignment, based on a daily rate or a rate per words. Prices should be expressed in EUR, based on a total amount of no more than 25 days required to carry out the service.

The payment will be issued upon conclusion and final approval of the service.

TO APPLY

Qualified applicants are requested to submit:

- 1. Their CV**
- 2. Cover Letter**
- 3. A sample of their English language editing work**
- 4. Financial offer and estimated schedule**

Please send the complete application package to: mariama.diallo@tdh.ch and marcos.debarros@tdh.ch. Please include "i-RESTORE Editor & Proofreader, your name and surname/name of your company" in the subject line of the application email. *Incomplete applications will not be taken into consideration.*

Child Safeguarding Policy: To commit to respect Tdh Risk Management Policies including: [Child Safeguarding Policy](#), [Policy on the Protection from Sexual Exploitation and Abuse](#), [Anti-corruption, fraud and conflicts of interest Policy](#), [Whistle Blowing Policy](#). [Gender & Diversity Policy](#): To commit to respect [Tdh Gender & Diversity Policy](#).

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.