

Terms of Reference

Hiring of a professional editor to edit health facility management manuals

1. Background

Ministry of Health in consultation with all relevant experts and stakeholders have drafted the following documents:

1. Manual on management of divisional hospitals (approx. 225 pages)
2. Manual on management of primary medical care units (approx. 100 pages)
3. Manual on management of provincial and regional directorates of health services (approx. 145 pages)

The draft documents are in MS Word format in English language.

2. Purpose

The purpose of this Request For Proposal (RFP) is to identify a suitable professional to proofread, conduct language editing as required and format the documents to a print-ready version.

3. Methodology

The selected contractual partner is expected to engage in the activity in close collaboration with WHO Sri Lanka and Director (Planning), the focal point from the Ministry of Health for the activity. He/ she is expected to proofread, conduct language editing as required and format all three documents to a print-ready version. The soft copies of the draft documents (in MS Word format) will be shared with the selected contractual partner.

4. Expected outputs

1. Print-ready versions of;
 - a. Manual on management of divisional hospitals
 - b. Manual on management of primary medical care units
 - c. Manual on management of provincial and regional directorates of health services
- Approx. number of total pages = 470.

5. Specific requirements of the contractual partner

The contractual partner should have the relevant skills, expertise and experience to fully conduct the proposed activity and deliver the specified deliverables within the expected timelines. He/she should have the following qualifications/ skills and experience;

- a. **Education**
 - A Bachelor's degree
- b. **Experience**
 - At least 3 years of experience in functioning as a proofreader/ editor in English language
 - Past experience in proof-reading documents related to medicine/ healthcare

c. Technical skills and knowledge

- Advanced knowledge of MS Word software

d. Language

- Expert knowledge in English (reading and writing)

The bidders are expected to submit a detailed profile highlighting the educational qualifications and experience in areas required for this work (please include previous relevant reports/ proof of the previous work undertaken). Evidence to support the below evaluation criteria should be provided as per availability.

The profile of the candidate will be evaluated as follows:

Education: A Bachelor's degree	5
At least 3 years of experience in functioning as a proof-reader/ editor in English language	7
Past experience in proof-reading documents related to medicine/ healthcare	7
Advanced knowledge of MS Word software	5
Expert knowledge in English (reading and writing)	6
TOTAL	30

The financial proposal should be submitted as per details provided in the RFP. 70% of the total evaluation will be allocated to the financial proposal.

7. Timelines

Expected start date: 30 May 2024

Expected end date: 30 September 2024

8. Place of assignment

Activity can be conducted remotely.