

# TERMS OF REFERENCE TO EDIT NATIONAL STRATEGIC DEVELOPMENT PLAN (NSDP) II

## 1. Background

The Government of the Kingdom of Lesotho (GOL) through the Ministry of Development Planning with support from the World Bank is in the process of finalizing the second National Strategic Development Plan (NSDP II). NSDP II is a five-year plan which is implementing the National Vision 2020 and has mainstreamed other regional and global development frameworks.

NSDP II is developed to achieve inclusive growth and reduction of poverty through private sector led employment creation. In order to achieve the objectives of the NSDP II, four key priority areas have been identified and they define the core strategic framework of the plan. The key priority areas are:

- i. Enhancing inclusive and sustainable economic growth and private sector led job creation,
- ii. Strengthening Human Capital (health, education & skills development, nutrition and migration issues),
- iii. Building enabling infrastructure and
- iv. Strengthening national governance and accountability systems.

NSDP II productive sectors are Agriculture, Manufacturing, Tourism and Creative Arts and Technology and Innovation as the job creating sectors.

It is against this background that the government of Lesotho wish to engage a local consultant to provide technical expertise editing the NSDP II.

## 2. Objectives of the Assignment

The aim of the consultancy is to edit (substantive editing<sup>1</sup>) and proofread NSDP II manuscript and produce a final formatted version ready for printing and publication.

## 3. Scope of Services

The Editor is required to edit the 170-page draft NSDP II manuscript. Specifically, he/she is expected to:

- (i) undertake substantive editing of draft NSDP II manuscript and proofread content and flow of the document.
- (ii) ensure clarity and continuity of arguments and strategic focus of the plan; clarity of structure and core themes; internal consistency, both analytical and stylistic.
- (iii) focus attention on flow and clarity of argument, sequencing, consistency, especially between text and tables and figures and integration of text and boxes, content errors, style and punctuation, spelling and grammar.
- (iv) ensure that the statistical data used and referenced in the text are consistent with the data in the respective tables, figures, charts and maps, as well as with the indicator tables.
- (v) consult with NSDP II Coordinator on any proposed changes and ensure that changes are incorporated successfully.

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<sup>1</sup> See [World Bank style guide](#)

- (vi) Suggest referencing style either footnotes or bibliography as per the global standards for publications.

#### **4. Key deliverables**

The following will constitute the expected deliverables for the assignment:

- (i) First edited draft of NSDP II after 8 man days of engagement.
- (ii) Second edited draft of NSDP II that confirms incorporation of comments from (i) above after 4 to 5 days of the clients' incorporation of comments.
- (iii) Final edited and proofread NSDP II draft document ready for printing after the final incorporation of comments by the client.

#### **5. Commitment by the Client:**

The client will provide manuscript for editing and any other information that may be required by the editor.

The client undertakes to incorporate comments from the editor within four (4) to five (5) working days after each round of edit.

#### **6. Duration of the Assignment**

This assignment is expected to last for 15 consultancy paid-days at the professional comprehensive editing rate. There will basically be three rounds of edit as per the key deliverables in section (4) above.

#### **7. Qualifications and Experience**

The editor is expected to have the following qualification and work experience:

- (i) Minimum of first degree in English/Professional editing and/or demonstrable experience in copyediting of economic reports.
- (ii) Minimum 5 years or more in professional editing in the field.

The editor will be expected to submit portfolio of previous work done in the field (most preferably editing economic reports) to prove work experience.

#### **8. Location of the Assignment**

- The assignment can be done remotely and contact with the client can be done remotely through internet or other communication channels.