

## ***Terms of Reference***

### ***Copyeditor***

### ***Arab Regional Housing Profile Final Report***

#### **1. Background:**

Habitat for Humanity (HFH) is an international nonprofit organization founded in 1976 as the world leader in addressing the housing challenges faced by vulnerable communities. Today HFH works in more than 60 countries worldwide to empower people in the poorest communities to overcome the chronic lack of decent housing. HFH works in close cooperation with local communities and partners to help people in need to build, repair and renovate their homes thus improving people's strengths and self-reliance through adequate shelter. HFH constantly seeks new affordable solutions to make homes safer, more energy efficient, provide water and sanitation solutions, mitigate effects of disasters and support housing microfinance. HFH also seeks to influence the way housing and related shelter issues are assessed, prioritized and funded by local, national and international governments and inter-government forums.

Through its regional platform, the Urban Housing Practitioners Hub (UHPH), Habitat for Humanity is collaborating with UN-Habitat Regional Office for Arab States to produce a flagship analytical publication examining housing adequacy challenges, housing systems, and policy responses across the Arab region. The report brings together regional analysis, country evidence, and policy recommendations aimed at governments, development partners, practitioners, and researchers.

To ensure the publication meets high professional and publication standards, Habitat for Humanity seeks to engage a qualified copyeditor to provide copyediting and proofreading services for a manuscript of approximately 160 pages.

The consultancy will be procured by Habitat for Humanity Egypt, which started operating in 1989 and currently operates in more than 40 communities in 5 governorates across Egypt in partnership with strategic local partners and community members and has improved the lives of more than 48,000 households in more than 5 governorates in Egypt.

#### **2. Objective of this consultancy:**

The objective of this assignment is to provide professional copyediting and proofreading support to ensure that the report:

**Habitat for Humanity Egypt**

8 Salah Al Wakad St, 3<sup>rd</sup> floor, Suite 7 from Shams Al Din Al-Dahby St., El Golf, Nasr City, Cairo, Egypt  
office: +202 419 5161 / 2 • fax: +202 419 5163

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- Meets high standards of clarity, readability, and consistency
- Uses clear and professional English suitable for policy and academic audiences
- Maintains consistency in terminology, formatting, and style throughout the document
- Eliminates grammatical, typographical, and structural errors
- Is publication-ready prior to graphic design and layout

The assignment focuses on language quality and editorial coherence rather than substantive technical rewriting.

### **3. Scope of Work:**

The consultant will:

1. Copyedit the full manuscript (approximately 160 pages), including:
  - Grammar, spelling, punctuation, and syntax corrections
  - Sentence clarity and readability improvements
  - Consistency of tone and terminology
  - Flow between sections and paragraphs (light structural editing where needed)
2. Ensure consistency across:
  - Headings and subheadings
  - Terminology and technical vocabulary
  - Acronyms and abbreviations
  - References to figures, tables, and annexes
3. Apply and standardize formatting elements, including:
  - Citations and references (according to agreed style)
  - Lists, captions, and cross-references
  - Editorial consistency throughout the document
4. Proofread the near-final version prior to layout submission to:
  - Identify remaining typographical or formatting errors
  - Ensure final publication readiness
5. Coordinate revisions with the Habitat for Humanity Project Lead and incorporate consolidated feedback where required.

### **4. Proposed Editorial Approach**

The editing process will include:

- One full round of copyediting on the complete manuscript
- Delivery of tracked changes using Microsoft Word
- Resolution of editorial queries through comments

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- One light proofreading review following author revisions

## 5. Deliverables:

The consultant will be expected to deliver the following outputs, in coordination with the Project Leads from Habitat for Humanity and UN-Habitat:

- Copyedited manuscript with tracked changes
- Clean edited version incorporating agreed revisions
- Final proofread version ready for layout and publication

## 6. Timeline and payments:

The assignment is expected to be completed over approximately 3-4 weeks, depending on manuscript readiness.

Indicative timeline:

- Week 1–2: Copyediting of full manuscript
- Week 3: Author revisions and editorial clarification
- Week 4: Final proofreading

Payments will be made in two installments:

- **60%** upon submission of copyedited manuscript
- **40%** upon submission and approval of final proofread version

## 7. Consultant Qualifications:

The applicant must:

- Be based in one of the countries composing the Arab region
  - **Applicants from Egypt will be required to submit an electronic invoice during the payment stage, in line with local regulations**
- Demonstrate excellent command of written English
- Have at least 3–5 years of professional copyediting or editorial experience
- Demonstrated experience editing analytical reports, research publications, or policy documents
- Experience working with international organizations, NGOs, or development agencies is an asset
- Familiarity with housing, urban development, or policy terminology is desirable

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- Strong attention to detail and ability to work within tight deadlines
- Active support of **HFHI Values**:

**Humility** – We are part of something bigger than ourselves,

**Courage** – We do what’s right, even when it is difficult or unpopular,

**Accountability** – We take personal responsibility for Habitat’s mission),

**Safeguarding:** *HFHI requires that all consultants take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct).*

## **8. Application Process:**

Interested consultants are invited to submit the following:

1. **CV** (highlighting relevant editorial and copyediting experience) **(60%)**
2. **Financial Offer (40%)**
  - Proposed daily rate including all applicable taxes
  - Estimated level of effort (number of working days)

The expected level of effort for this assignment is approximately 10-15 working days distributed over the duration of the consultancy.

Applications must be sent to: [hr@habitategypt.org](mailto:hr@habitategypt.org)

Subject line: "Copyeditor – Arab regional housing profile"

Closing Date for Applications is: **Tuesday April 13th 12:00AM Cairo Local Time**