

Report Copyeditor

CLASP is seeking a copyeditor to support technical and programmatic reports across our global offices. The role will offer support as needed, an estimated 10-15 hour per week for the next 6-months. The copyeditor will support on contract-basis with potential to extend beyond 6-months based on performance.

DUE: 09 DECEMBER 2022 at 23:59 ET **QUESTIONS: kjoseph@clasp.ngo**

About CLASP

CLASP serves at the epicenter of collaborative, ambitious efforts to mitigate climate change and in the global movement for clean energy access, through appliance efficiency. Our mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. We work hand-in-hand with governments, experts, industry, consumers, donor organizations and others to propel policies and markets toward the highest quality, lowest resource-intensive appliances possible.

CLASP has worked in more than 100 countries since inception in 1999. CLASP is headquartered in Washington, DC, with teams in China, Europe and the United Kingdom, India, Indonesia, and Kenya. We are [mission-driven](#) and committed to a culture of diversity, transparency, collaboration, and impactful work. See our [Team Page](#) to learn more about us.

Introduction

CLASP is seeking a copyeditor to support technical and programmatic reports across our global offices. The role will offer support as needed, an estimated 10-15 hours per week for the next 6 months. The copyeditor will support on contract-basis with potential to extend beyond 6 months based on performance.

Background

CLASP works with multiple consultants, organisations, governments and agencies to improve the environmental performance and energy efficiency of appliances we use every day. Our team develops multiple reports a month that cover market assessments, consumer behaviour studies, policy briefs and more. The copyeditor should bring a background in technical writing, preference for work on energy or environmental initiatives. The editor will assist in producing high-quality materials that adhere to CLASP's brand guidelines, language and templates.

Timeline

Contract Timeframe: NOVEMBER 30, 2022 – APRIL 30, 2023

40-50 HOURS PER MONTH, HOURS NOT GUARANTEED

Deadline for Application: 9 DECEMBER 2022 at 23:59 ET

Application includes registering as a Consulting Partner and submitting estimated costs per hour / week / deliverable, as well as samples of past work.

Deadline for Questions: 05 DECEMBER 2022 at 23:59 ET

All questions must be addressed in English to Karishma Joseph at kjoseph@clasp.ngo. We request all inquiries be made to this e-mail address and not by phone.

Scope of Work

The copy editor will be responsible for successfully executing the following activities and tasks as part of CLASP's global programs. Execution of all activities and tasks must be conducted in close consultation with CLASP's communications team.

Task 1: Compiling high quality reports:

1. Accountable for implementing deliverable-specific internal style guidelines (e.g. AMA Manual of Style, internal brand-specific templates), copyediting, language editing, and proofreading of report deliverables
2. Conducts fact checking and ensures data accuracy by checking against provided source files
3. Applying grammatical knowledge and relevant internal guidance from communications style guides and checklists
4. Ability to adapt editing for different audiences – CLASP's reports are published on the company website, presented at a conference, or shared with other stakeholders. Reports must be edited to suit these disparate audiences. We employ both American and British English language.
5. Accuracy in compiling references

Task 2: Supporting delivery of reports

1. Ensure that content adheres to the in-house style guides
2. Compile Tables of Contents based on report content
3. Write blurbs, headlines, and straplines
4. Ability to manage multiple projects and consistently meet tight deadlines
5. Knowledge of SEO is preferred but not mandatory.

Key Milestones and Deliverables

Copyediting of reports: 2-3 / month, 20-60 pages each

Key Qualifications

- Bachelor's degree in journalism, English or related field
- Experience in publishing and/or editing preferred.
- Background in writing for government, technical, NGO and general public audiences
- Background in topics related to climate change, energy and/or the environment
- Excellent written and oral English (American and/or British)
- Highly organized and detail oriented
- Excellent time management skills
- Excellent internal communications abilities
- Proficient in desktop publishing software and Microsoft Office
- Flexibility working across time zones

Submittal

Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

Submit Estimated Costs and Sample Work

Interested parties should submit the following to kjoseph@clasp.ngo

1. Estimated cost of service per hour / per word / per page in USD currency
2. Resume
3. 2 writing samples, preferably technical reports

Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must [fill out the PQQ](#) before working with CLASP. This can be voluntarily completed at the RFP stage but will be mandatory if a contract is awarded.

The PQQ is a thorough due diligence screening aimed at gathering legal and financial information on prospective partners/vendors. Contract awards are conditional upon passing the due diligence screening. Organizations that have already completed the PQQ do not need to complete it again unless the structure of the business has changed. If you are unsure, please email Andrea Testa (atesta@clasp.ngo) to determine next steps.

CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Request for Proposals. CLASP will notify all respondents who submit proposals when a decision has been made.

CLASP is an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for all employees. CLASP's goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law.

Each person is evaluated based on personal skill and merit. CLASP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.