



## Local Partner Development

### Terms of Reference - Editor

#### *For Copy Editing and Proofreading of Cognitive Behavioural Therapy Manuals*

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#### **1. Background to the Assignment**

Local Partner Development (LPD) is a six-year project funded by the United States Agency for International Development and implemented by FHI 360. The project seeks to support the Caribbean Basin Security Initiative framework by collaborating with key actors from government, civil society, academia and private sector to effectively advance youth crime and violence prevention. In this regard, Local Partner Development seeks to improve the capacities of its key partners to design and implement sustainable evidence-based secondary and tertiary youth crime prevention interventions. These targeted initiatives will enhance partners' knowledge, skills and the enabling environment for their work.

LPD, in collaboration with a team of Subject Matter Experts in Mexico and Jamaica have developed a localized Cognitive Behavioural Therapy (CBT) approach dubbed: "Transforming Our Perspective" (TOP) CBT Approach. The approach aims to equip medium to high-risk youth with the cognitive and social skills needed to improve their perception, decision-making and behaviour, reducing their risk for involvement in crime and violence and improving their ability to positively and productively engage with society.

The "TOP" CBT Approach includes a practitioner manual for implementation with youth assessed as medium to high-risk for involvement in crime and violence and a curriculum of the model, detailing the objectives and activities of each session.

#### **2. Objectives of the Assignment**

The overall objective of the assignment is to edit and proofread the content of the "TOP" CBT Implementation Manual and the CBT Curriculum documents in line with LPD's standards. The two documents total around 55,000 words.

#### **3. Output/Deliverables**

The Editor will work with LPD's Organizational Development Manager and other staff as required to edit and revise the content of the Implementation Manual and Curriculum to produce: (a) coherent drafts of the documents that maintain the core content and intention of the documents and (b) an error free, well-formatted final draft, inclusive of all requested edits.

#### **4. Timelines and Deliverables**

The Editor shall be engaged over a period of four weeks, to commence July 2022 with a level of effort (LOE) of approximately 8 days.

Deliverables to include:

Deliverable	Level of Effort (LOE)
First draft copy edited and proofread document of the Implementation Manual and CBT Curriculum documents.	5 days
Second draft of copy edited and proofread Implementation Manual and CBT Curriculum documents including requested corrections and additional edits.	2 days
Finalized electronic files in both PDF and MS Word formats of the CBT Curriculum document.	1 day
Finalized electronic files in both PDF and MS Word formats of the CBT Implementation Manual.	
<b>Total LOE (Up to)</b>	<b>8 days</b>

### 5. How to Apply

Interested individuals should submit their CV, cost estimate for all work required to complete the assignment, along with two writing samples, via email to [jamaicalpdpurchase@fhi360.org](mailto:jamaicalpdpurchase@fhi360.org) by 5:00 p.m. on Thursday, July 14, 2022. The email must include “CBT Curriculum Editor” in the subject line. We appreciate all interest in this assignment, but only shortlisted candidates will be contacted.

### 6. Evaluation Criteria

An award will be based upon best value (a combination of qualification and rates), with responses evaluated in accordance with the following criteria:

Factor	Maximum Points
Experience with similar work	35
Quality of samples provided	35
Price	30
<b>TOTAL</b>	<b>100</b>

### 7. FHI 360 Disclaimers

- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360 will be contacting each offeror to confirm contact person, address and that bid was submitted for this solicitation

## **8. About FHI 360**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing —creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories.