Call for Experienced Copy Editor & Graphic Designer (Consultancies)

**Important:** The consultancies are presented together, as the assignment will require close contact and effective time coordination between the two separate roles. As such, teams that can fulfill both positions are welcome and encouraged to apply.

<table>
<thead>
<tr>
<th>Positions</th>
<th>Copy Editor &amp; Graphic Designer</th>
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<tbody>
<tr>
<td>Agreement type</td>
<td>Consultancies: Copy Editing &amp; Graphic Design</td>
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<tr>
<td>Organisation involved</td>
<td>United Network of Young Peacebuilders is a unique network of over 100 youth-led peace organisations across more than 50 countries. The International Secretariat of UNOY Peacebuilders coordinates the network and is based in The Hague, the Netherlands.</td>
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<tr>
<td>Location</td>
<td>Home-based</td>
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<td>Duration of the assignment</td>
<td>Period: mid-October to mid-November 2020</td>
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**Assignment**

As **Copy Editor**, the consultant will support the following aspects of UNOY's strategic plan framework, which will be published online:

- Proofreading UNOY's next Strategic Plan (2021-25), roughly 10,000 words;
- Copy-editing the content to ensure flow of language and minimising jargon;
- Ensuring that the content is understood by a diverse audience (see below);
- Advising on content and visuals (see below) for 1-page layout of the strategic plan on the UNOY website;
- Coordinating with the Communications Coordinator for clarifications and other editorial comments.

As **Graphic Designer**, the consultant will design the following aspects of UNOY's strategic plan framework, which will be published online:

- Design of a (roughly) 10,000-word document, including 1-pager for publication;
- Clear and visually appealing layout of each page, including text formatting;
- Develop infographic for the theory of change;
- Develop 1-page visual representation of the domains of change and foundations of the strategic plan, to include the design of 7 accompanying icons, to be incorporated into the headings of each relevant section;
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<tr>
<th><strong>Format</strong></th>
<th>PDF format for online, as well as a web page summary</th>
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| **Content** | **Editing:**
|             | - Title page
|             | - Colophon
|             | - Page of contents
|             | - Introduction
|             | - Main body across 8 sections
|             | - Milestones table
|             | - References
|             | - Acknowledgements
| **Design:** | - Full document
|             | - One-pager for publication
|             | - Theory of change
|             | - Domains of change and foundations
|             | - Milestones table |
| **Audience** | The strategic plan is a roadmap to UNOY’s direction over the next 5 years, with several target audiences:
|             | 1. UNOY member organisations (youth-led and based worldwide);
|             | 2. International donors and decision-makers;
|             | 3. International NGOs working in and around the peacebuilding field;
|             | 4. Grassroots youth groups and young people more broadly. |
| **Desired tone / style** | **Language accessibility:** Succinct, coherent, jargon-free, minimising the use of conjunctive adverbs.
|             | **Key words:** Clean, attractive, reader-friendly.
|             | **Striking a balance:** While the plan itself is youth-led, it must appeal to a varied audience. It is important to strike a balance between a creative presentation of the findings that will be taken seriously by donors and decision-makers.
|             | **Reader-friendly:** The document covers a huge amount of strategic information, so the core of each section must be easy to distill, particularly by donors and decision-makers with little time to read the entire document.
|             | **Building on UNOY’s house style:** We would like to incorporate some elements (e.g. purple, fonts) of UNOY’s house style, but would also appreciate the designer’s contributions and fresh ideas. |
| **How to apply** | Please write to charlotte.davidi@unoy.org sharing your resume, portfolio or samples of your work, estimated work days to complete the assignment, availability, and rate. **Deadline: 30th September.** Applications will be reviewed on a rolling basis. |