



Call for proposals for professional English copy-editing services

About Sphere

The Sphere movement was started in 1997 by a group of humanitarian professionals aiming to improve the quality of humanitarian work during disaster response.

Initially developed by non-governmental organisations, along with the Red Cross and Red Crescent Movement, the Sphere standards have become a primary reference tool for national and international NGOs, volunteers, UN agencies, governments, donors, the private sector, and many others. Today, Sphere is a worldwide community which brings together and empowers practitioners to improve the quality and accountability of humanitarian assistance.

Sphere's flagship publication, the Sphere Handbook, is one of the most widely known and internationally recognized sets of common principles and universal minimum standards in humanitarian response.

Sphere's copy-editing needs

Sphere regularly drafts a range of written materials in English, such as news pieces, newsletters, print materials, web content, training materials, and video subtitles. In most cases, the materials require proofreading and/or copy-editing prior to publication.

To support its content production, Sphere is welcoming applications from service providers in possession of the requirements detailed below.

Required competences and experience

- English native speaker with several years of experience in providing professional English proofreading and copy-editing services, including to Non-Governmental Organisations.
- Thorough understanding of the humanitarian sector and of its technical lexicon. Previous experience working on content related to humanitarian quality and accountability / humanitarian standards is a strong asset.
- Capacity to respond promptly to requests (ex.: 2 days maximum for 1,000 words).
- Attention to detail; understanding of plain and inclusive language.
- Strong understanding of the editing requirements of different communication platforms (web, newsletters, social media, etc).

How to submit a proposal

Interested service providers are invited to submit the following:

- A detailed résumé (or agency portfolio).
- An indication of the requested copy-editing fees per type of editing (light / medium / heavy) and of proofreading fees, per 1,000 words.
- Two copy-edited writing samples on matters related to the humanitarian sector.
- The contact information of two references.

Applications should be submitted to communications@spherestandards.org no later than 15 March 2019.