



USAID
FROM THE AMERICAN PEOPLE



Education
Development
Center

USAID OPPORTUNITY 2.0 PROGRAM Second-Chance Opportunities for Out-of-School Youth

COPY EDITORS

WORK READINESS MODULES ON THE 21ST CENTURY SKILLS FOR NATIONAL CERTIFICATES 3 AND 4 – CONSULTANT

Education Development Center, Inc (EDC) requests expressions of interest (EOI) from qualified consultants to become **COPY EDITOR** of the Work Readiness Modules on the 21st Century Skills for NCs III and IV. These modules are envisioned to help TESDA learners across the country upskill to the next level of TVET programs and meet the requirements of evolving 21st-century workplaces. Only **three (3) Module Copy Editors** will be contracted through a fixed price contract for **approximately twenty-seven (27) workdays** from February **12 to April 3, 2024**.

PROJECT DESCRIPTION

Opportunity 2.0 is a five-year project funded by the United States Agency for International Development (USAID) and implemented by the Education Development Center (EDC) with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of Opportunity 2.0 is to give out-of-school youth (OSY) a second chance to go back to school or learn new skills with TESDA, help youth be employed or have their own businesses, and contribute positively to their families and their community.

BACKGROUND

To achieve the vision of supporting Filipino out-of-school youth towards further education or training and support them to access second-chance education programs, USAID Opportunity 2.0 together with the TESDA National Institute for Technical Skills Education (NITESD) and the Curriculum and Training Aids Development Division (CTADD) spearhead the development of 18 learning modules for the 21st Century Skills for National Certificates 3 and 4. These modules aim to provide learners with advanced soft skills and prepare them to pursue higher-level technical-vocational programs to meet the requirements of 21st-century workplaces.

SCOPE OF WORK

The **COPY EDITOR**, working closely with the O2 Training Team and the TESDA NITESD shall focus on the following areas of the module document in the context of TVET program delivery:

1. **GRAMMAR:** Correct grammatical errors, such as subject-verb agreement, pronoun usage, verb tense consistency, and sentence structure, and ensure proper use of punctuation marks.
2. **CLARITY:** (a) Rephrase unclear sentences to improve readability and comprehension. (b) Simplify complex language or jargon to make the content accessible to the target audience and address any logical inconsistencies or gaps in the content.

3. **CONSISTENCY:** (a) Ensure consistent use of terminology, style, and formatting throughout all modules.(b) Check for inconsistencies in numbering, headings, and visual elements.(c) Adhere to specified style guides and formatting requirements.
4. **ACCURACY:** (a) Conduct fact-checking (i.e. content, dates, statistics, citations, references etc. (b) Correct any errors in spelling, capitalization, or usage.
5. **READABILITY:** (a) Enhance the flow and readability of the text by adjusting sentence structure, transitions, and paragraph length. (b) Use active voice and avoid excessive passive constructions.
6. **OTHERS:** (a) Gender and Cultural Sensitivity – review for any biased language or cultural assumptions that could alienate learners. (b) Engagement – suggest ways to make the content more engaging and interactive (if applicable).
7. Coordinate with the EDC O2 Team (Training Manager, TESD Coordinator, and Master Trainers) on any specific issues or concerns pertaining to the development of the modules.
8. Coordinate with the TESDA NITESD and CTADD Teams through the EDC O2 Team on any clarifications related to the content and context of the developed modules.
9. Do necessary edits on modules as per recommendations and comments of the EDC and TESDA Teams arising from items 7 & 8 above;
10. Submit documents as may be required by EDC and TESDA-NITESD-CTADD on work accomplishments on the modules as a requirement for the release of the payment tranche.

ANTICIPATED DELIVERABLES

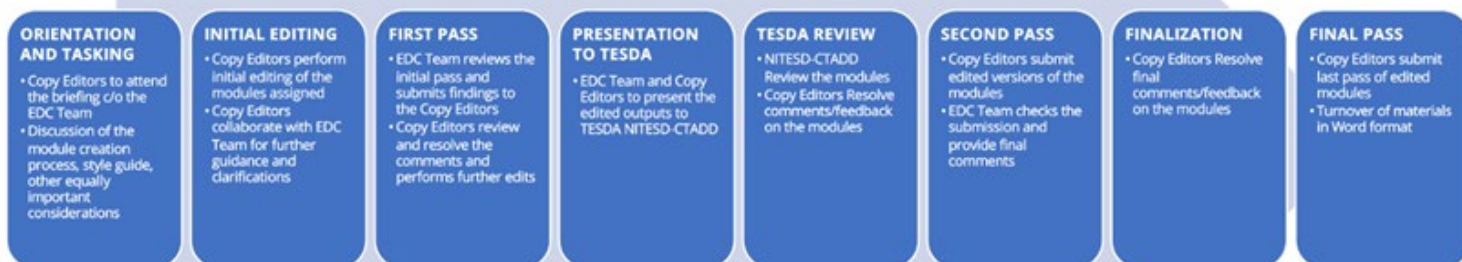
18 proofread, reviewed, and finalized Work Readiness Modules on the 21st Century Skills for NCs 3 and 4 (available in Microsoft Word, to be rendered in PDF)

ANTICIPATED TIMETABLE AND LEVEL OF EFFORT (LOE) FOR 1 COPY EDITOR HANDLING 6 MODULES

ACTIVITY	INDICATIVE TIMEFRAME	NUMBER OF DAYS
PHASE 1		
EDC TEAM AND COPY EDITORS: Orientation, Tasking of Assignments, and Turnover of pertinent documents	February 12, 2024	0.5 working day
COPY EDITORS: Initial editing of the modules (1.5 days x 6 modules)	February 13-23, 2024	9 working days
FIRST PASS: Copy Editors submit and EDC Team reviews the initial pass	February 26, 2024	0.5 working day to upload, submit, and coordinate with EDC Team
EDC TEAM: Reviews the initial pass of modules	February 27-29, 2024	3 working days (not included in the LOE of the Copy Editors)
COPY EDITORS: Edit modules based on technical feedback (on both content and language) from the EDC Team (1 day x 6 modules)	March 1-8, 2024	6 working days

PHASE 2		
PRESENTATION OF OUTPUTS: EDC Team and Copy Editors' Presentation of edited outputs to the TESDA NITESD and CTADD	March 11, 2024	1 working day
TESDA NITESD and CTADD: Provide further technical feedback on edited materials	March 12-14, 2024	3 working days (not included in the LOE of the Copy Editors)
COPY EDITORS: Edit modules based on comments from the TESDA NITESD and CTADD (1 day x 6 modules)	March 15-22, 2024	6 working days
SECOND PASS: Copy Editors submit for a second pass and the EDC Team to perform a final review of the Modules	March 25, 2024	0.5 working day to upload, submit, and coordinate with EDC Team
EDC TEAM: Reviews the initial pass of modules	March 26-28, 2024	3 working days (not included in the LOE of the Copy Editors)
PHASE 3		
COPY EDITORS: Finalize the modules based on final technical comments (0.5 days x 6 modules)	March 29-April 2, 2024	3 working days
LAST PASS: Copy Editors submit all deliverables to the EDC Team	April 3, 2024	0.5 working day to upload, submit, and coordinate with EDC Team
TOTAL WORKING DAYS FOR A COPY EDITOR WITH 6 MODULES:		27 working days

OUR PROCESS



QUALIFICATIONS

- Must be a Filipino and at least a College Graduate, preferably on education and training disciplines;
- Minimum of 5 years' worth of experience/body of work in copy editing, proofreading, and/or learning and training materials development;
- **Subject-matter expertise:**
 - Strong background in the Philippine TVET programs (i.e., TESDA programs and training regulations)
 - Familiarity with TVET curriculum development
- **Educational and instructional materials:**
 - Experience in writing and developing learning and instructional materials
 - Understanding of different learning styles
- **English language skills**
 - Excellent written and verbal English language/communication skills
- **Proofreading and editing tools proficiency:**
 - Knowledge and familiarity with editing tools, style guides, citations, and formatting
 - Has own equipment and stable internet connection to perform the function

APPLICATION INSTRUCTIONS

Interested candidates should send their application letter and CV on COB, **January 31, 2024** with a reference to the position and geographic area of interest, e.g., "O2 Copy Editor" to Opportunity 2.0 Operations and Procurement Manager at **ProcurementPH@edc.org**.

Applications must be either in Word or PDF and submitted as one file. Do not attach any other documents such as certificates, diplomas, past work etc. – they will be automatically deleted.