

Terms of Reference for Medical Editor for the IPPF Medical and Service Delivery Guidelines

Background

IPPF is a global service provider and a leading advocate of sexual and reproductive health and rights for all. We are a worldwide movement of national organizations working with and for communities and individuals across 170 countries. IPPF aims to improve the quality of life of individuals by campaigning for sexual and reproductive health and rights through the provision of services and through advocacy, especially for adolescents and youth, and other vulnerable people across the globe.

IPPF is undertaking a full review of the 2004 Medical and Service Delivery Guidelines (MSDGs). The revised guidelines will be relaunched as a 'handbook' for health service providers. IPPF is revising the 2004 Medical and Service Delivery Guidelines to reflect the current IPPF strategy (2016 – 2022), IPPF's Integrated Package of Essential Services (IPES) and the latest global evidence and best practices.

The MSDGs mainly targets health service providers (including doctors, nurses and other midlevel providers) with different levels of education and varying clinical experience with guidance for providing comprehensive sexual and reproductive health (SRH) services. As such, the guidelines need to be clear, easy to read and understand, as well as technically and clinically accurate and founded on best practice. The previous version of the guidelines can be found at <http://www.ippf.org/resource/medical-and-service-delivery-guidelines>. An outline of the revised MSDGs is annexed.

IPPF is seeking a Medical Editor with experience in reviewing and editing medical documents, including sexual and reproductive health service delivery documents. Experience in reviewing medical/health guidelines, standards of practice, handbooks and reports will be an advantage.

Purpose of the assignment

To ensure that the revised IPPF Medical and Service Delivery Guidelines are clear, accurate, precise, consistent and concise, and align to IPPF's style guide and that they are user friendly and have a good flow.

Tasks to be completed

1. Edit the guidelines to ensure **linguistic clarity** including:
 - Consistent and correct use of language, including medical terms.
 - Consistent voice.
 - Correct use of grammar and consistent (UK English) spelling.
 - Consistency with IPPF's style guide.
 - Editing content to maximise readability for a non-native English speakers.
2. Edit the guidelines to ensure they are **concise and precise** e.g. by where appropriate, reducing word count in any overly long sections by for example, editing text, formatting, annexing non-essential content, or transferring information from written text to tabular format.
3. Review guidelines for **accuracy and consistency** of information, facts, data.
4. Ensuring that each chapter in guidelines has a standardised **structure** so that the book can be easily navigated by the reader. This will involve:
 - Establishing a standardised structure to use for each chapter
 - Organising the text in each chapter into the agreed structure

Expected Outputs

1. A 'marked-up' draft of the text highlighting any major editorial decisions made as well as any key issues or questions about technical content or stylistic presentation for discussion with the nominated IPPF technical lead.
2. A finalised version of the text in which all outstanding issues are resolved.

Profile of consultant skills / expertise

1. Required expertise:
 - Extensive experience of copy editing medical/health related materials
 - Excellent attention to detail, including presentation and layout
 - Excellent English
2. Desirable expertise
 - Familiarity with IPPF style, language and values from working with other IPPF products

Timeline for production

We anticipate that editing the guidelines will take approximately 25 - 30 days of work. The consultant is requested to develop a realistic timeline for this work. The draft document is approximately 400 pages.

Proposed timeline

1. Length of consultancy: From 17 September to 30 November
2. Time commitment: Flexible time, approximately 25 - 30 days
3. Based remotely.

Contract

IPPF's standard consultancy contract