Terms of Reference for
Medical Editor
for the IPPF Client-Centred Clinical 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 140 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 its 2004 Medical and Service Delivery Guidelines (MSDGs). The revised guidelines will be relaunched as client-centred clinical guidelines (CCCGs) to reflect the current IPPF strategy, commitment to human rights and gender equality and the latest global evidence and best practices.

The CCCGs mainly targets health service providers (including doctors, nurses and other midlevel providers, and health agents) with different levels of education and varying clinical experience with guidance for providing comprehensive sexual and reproductive health (SRH) services. Other stakeholders include clinic and health programme managers. As such, the guidelines need to be clear, easy to read and understand, inclusive, as well as technically and clinically accurate and founded on test 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 guidelines chapters 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, journal articles and reports will be an advantage.

Purpose of the assignment
To ensure that the revised IPPF Client-Centered Clinical Guidelines are clear, accurate, precise, consistent and concise, and align to IPPF’s Words Matter Style and Technical Guide and that they are user friendly, accessible and flow well.

Tasks to be completed
1. Edit the guidelines to ensure linguistic clarity including:
   - Consistent and correct use of language, including medical terms.
   - Consistent voice.
   - Consistency with IPPF’s style and messaging guide.
   - Editing content to maximize 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 standardized structure so that the book can be easily navigated by the reader. This will involve:
   - Establishing a standardized structure to use for each chapter
   - Organizing the text in each chapter into the agreed structure
5. Ensure that the language used in the guidelines is inclusive and respects the dignity, choices, bodily integrity and rights of all concerned, and avoids adding to stigmatization and rejection of any of the populations concerned.
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 IPPF technical lead.
2. A finalized 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 that should reflect an approach that is comprehensive, consistent and inclusive.

Timeline for production
We anticipate that editing the guidelines will take approximately 30-40 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: Starting November or December 2021 until February 2022
2. Time commitment: Flexible time, approximately 30-40 days
3. Based remotely.

Contract
IPPF’s standard consultancy contract

How to Apply?
Interested consultants are advised to send their CV, list of relevant publications and daily rate in USD to Nathalie Kapp, Chief Medical Advisor at IPPF via email: nkapp@ippf.org by 25 November 2021.
Annex 1: List of chapters included in the guidelines

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<th><strong>Section/Chapter</strong></th>
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<tr>
<td>Introduction</td>
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<td>Sexual and reproductive health in humanitarian settings</td>
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<td>Counseling</td>
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<td>History taking, examination and facility requirements</td>
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<td>Gynecology/reproductive health services</td>
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<td>Sexual and gender-based violence</td>
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