

**TERMS OF REFERENCE**  
**DOCUMENT EDITOR FOR KNOWLEDGE PRODUCTS PREPARED**  
**UNDER PDSSP**

**1. BACKGROUND**

The Punjab Devolved Social Service Programme (PDSSP or the Programme) was approved on 20 December 2004 and has four components: (i) Loan 2144 of \$75 million equivalent from the Asian Development Bank's (ADB) ordinary capital resources; (ii) Loan 2145-PAK of \$75 million equivalent from the ADB's Special Funds resources; (iii) Grant assistance of \$30 million from the Government of the United Kingdom, through the Department for International Development (DFID) to be disbursed with ADB loans (TA 4505); and (iv) Technical assistance (TA) grants of \$20 million equivalent from the Government of the United Kingdom, through the DFID – TA 4504.

The overall goal of the Punjab DSSP is to achieve progress on the Millennium Development Goals (MDGs) related to poverty, gender, education, health, and water supply and sanitation (WSS). The Programme's objective is to strengthen devolved social services for a more equitable, efficient, effective, and sustainable delivery of social services in line with the Punjab Local Government Ordinance 2001 (PLGO). The Programme is built around three principal policy outcomes: (i) realigning intergovernmental relations to support devolved social services; (ii) rationalizing and setting minimum standards for social services; and (iii) strengthening the public accountability mechanisms and promoting public-private partnership. The Programme is designed to support the devolution of social services for 3 years, covering all 35 district governments and 34 programme Tehsil (town) municipal administrations (TMAs).

A number of knowledge products have been prepared under PDSSP such as Job Descriptions and Performance Evaluation for Health Sector, Medical Referral System, Medico Legal System, Mental Health Model, EECD Nutrition Model, MSDS for Health, Education, Special Education and WSS. Furthermore, the development of a number of knowledge products is in the pipeline. Experience suggests that, even in the final shape, these documents need a lot of editorial work to make them worth publication. The PSU does not have in-house capacity to carry out editorial work on the knowledge products that have been developed under PDSSP. The editorial work is of specialized nature and there is a need to assign this task to someone on a full-time basis.

## **2. QUALIFICATIONS**

The Editor must have the following qualifications:

- Masters Degree holder in Social Sciences or English or Journalism from a HEC recognized local/foreign University
- Excellent communication and writing skills – the consultant may be required to produce evidence of previous written work
- previous editorial experience would be an added advantage

## **3. INPUT**

Three person months input will be required with duty station at Lahore. Competitive market salary will be offered. The contract will be renewable for a period of another three months subject to satisfactory performance.

## **4. DUTIES AND RESPONSIBILITIES**

The Editor will have the following duties and responsibilities:

- i. Go through all the documents developed under PDSSP (that need to be prepared for publication) for editorial work;
- ii. prepare the documents for publication by adding sections such as table of contents, preface, acknowledgements, charts/graphs (to be provided by PDSSP), and index etc;
- iii. proof read all the documents for typos, spelling errors, grammatical mistakes etc;
- iv. improve the language of the documents, wherever required, without losing the meaning of the original text;
- v. Make substantive changes in the document under the guidance of the Programme Director, PDSSP, and
- vi. any other task assigned by the PD PDSSP.