Copyeditor and Graphic Designer

Gender Transformative Leadership and Intersectionality (GTLI) Handbook and Toolkit

Terms of Reference

Location	Home-based / Remote
Proposed Start Date	30th November 2026
Duration	15 working days (ending 18 December 2026)
Application deadline	18 November 2026 (17:00 GMT)

Background

Women in Global Health (WGH) is a women-led movement that promotes women's leadership and advances gender equity. WGH is committed to strengthening its Chapters' capacity, skills, and knowledge in gender-transformative leadership and intersectionality (GTLI). To this end, the organization developed the GTLI Handbook and Toolkit to guide practitioners, partners, and stakeholders in applying gender-transformative and intersectional approaches to leadership development.

To ensure the GTLI Handbook and Toolkit meet high-quality standards and are coherent, accessible, easy to understand, and user-friendly, WGH seeks to engage a consultant to support the finalization and refinement of the documents.

The GTLI Handbook and Toolkit comprises

1. The Handbook, together with a set of tools, templates, and annexes, totaling approximately 80-100 pages
2. The Terms of Reference (TOR) therefore outline the requirements for professional copy editing, proofreading, design, and production of the GTLI Handbook and Toolkit for print and digital use.

Purpose and Objectives

WGH seeks to engage a consultant to copy-edit and design the GTLI Handbook and Toolkit. This includes including reviewing, refining, and finalizing the language, and developing a professional visual design and layout, to produce a polished, publication-ready resource that preserves the technical accuracy and intended messaging of the content.

The overall objective of the consultancy is to produce a high-quality, professionally edited, and visually engaging publication.

Specific objectives are to:

- Copy-edit, proofread and format the final, reviewed and validated Handbook and Toolkit content.
- Design and produce the publication in print-ready and digital formats.
- Ensure the final documents meet professional publication standards and are ready for dissemination to practitioners, partners and other stakeholders.

Scope of work

The consultant will be responsible for both the copy editing, the design and layout of the GTLI Handbook and Toolkit, working under the supervision of the Director, Movement Building. The work comprises the following**:**

A. Copy editing and Proofreading

- Conduct a comprehensive copy edit of the GTLI Handbook and Toolkit, including all narrative text, tools, templates, and annexes.
- Ensure consistency of language, tone, and voice throughout.
- Check and correct grammar, spelling, punctuation, and syntax.
- Standardize formatting, headings, numbering, and terminology in line with the organization's style guide
- Ensure consistent and appropriate use of gender-sensitive and inclusive language
- Flag any sections that are unclear, repetitive or inconsistent, and propose edits for clarity without altering the technical content or intended messaging.
- Verify consistency of acronyms, technical terms, tables, figures, numbering, cross-references, and referencing and citation style.
- Proofread the final laid-out files against the approved edited text, checking spelling, punctuation, typographical errors, page numbers, and table of contents, headings, captions, cross-references, and hyperlinks.
- Apply all edits using the Track Changes function in Microsoft Word, and provide both a clean, copy-edited version and a tracked-changes/comments version for review.
- Incorporate feedback from the project team following review of the first edited draft.

B. Design, Layout and Production

- Develop a visually engaging and professional design concept for the Handbook and Toolkit, in line with the organization's brand guidelines (colors, fonts, and logo usage).
- Apply the agreed final Microsoft Word and PDF templates (where provided) and the WGH’s brand guidelines, including the colour palette, fonts, and logo usage, for all final outputs.

- Design a cover page and section divider pages that reflect the tone and purpose of the GTLI Handbook and Toolkit.
- Design and format all tables, charts, infographics, and diagrams for clarity and visual consistency.
- Ensure consistent use of headings, typography, spacing, and color throughout.
- Incorporate design feedback from the project team and revise layout accordingly.
- Deliver the final, publication-ready Handbook and Toolkit; copy-edited, proofread, and professionally designed, in the agreed formats (print-ready PDF, digital/web-optimized PDF, and editable source files).
- Hand over a Source Files and Asset Pack containing all original editable files (e.g., Adobe InDesign and Illustrator files), linked images, font information, and a folder with all custom icons and illustrations created.

Key Deliverables

Work will commence immediately after the agreement is signed. The consultant will work closely with the Director, Movement Building, who will provide technical guidance, content review and approval of deliverables, with support from the Communications Manager

The consultant is expected to produce the following deliverables:

- **Inception report** confirming understanding of the assignment, proposed approach, work plan, and a proposed design concept/mock-up (sample layout, cover concept, color and font palette).
- **First copy-edited draft** of the GTLI Handbook and Toolkit (tracked changes/comments version).
- **Revised copy-edited draft** incorporating feedback from the project team.
- **First designed/laid-out draft** of the Handbook and Toolkit, applying the approved design concept to the final edited text.
- **Revised design** incorporating feedback from the project team.
- **Final, publication-ready version** of the Handbook and Toolkit, copy-edited and professionally designed, delivered in editable source files, print-ready PDF, and digital/interactive PDF.

Selection Criteria

Essential Qualifications

- A minimum of a bachelor's degree in English, Communications, Journalism, Publishing, Graphic Design, or a related field.
- Proven experience in professional copy editing, proofreading, and publication design.
- Evidence of at least two (2) similar assignments completed (e.g., handbooks, toolkits or reports), particularly for development sector, gender, or leadership-related publications
- Proficiency in Microsoft Word, Adobe InDesign, Canva or equivalent design software.

- Strong attention to detail, with the ability to work independently, meet deadlines and respond promptly to feedback

Competencies, Skills and Experience

- Demonstrated graphic design and desktop publishing skills, with expert proficiency in the Adobe Creative Suite (InDesign, Illustrator, Photoshop) or equivalent tools such as Canva (professional/Pro tier).
- Proven track record of turning heavy text into clear charts, infographics, and layouts that improve readability.
- A strong design portfolio showing prior layout work on handbooks, toolkits, reports, or similar publications.
- Experience working with international NGOs (INGOs), NGOs, foundations, or donor-funded projects is highly desirable

Language Requirements and Proficiency Required

- Excellent command of English grammar, style, and usage, and the ability to apply editorial standards consistently.

Payment Terms

The consultancy covers 15 working days of copy-editing, proofreading, layout and design of the training manual and accompanying toolkit, including formatting, quality assurance and agreed revisions. The fee will be confirmed with the selected consultant before the contract is signed.

Payment will be made in three instalments, subject to submission and approval of the corresponding deliverables:

- 30% upon submission and approval of the inception report, work plan and proposed design concept.
- 40% upon submission and approval of the copy-edited drafts and first designed/laid-out versions of the Handbook and Toolkit.
- 30% upon submission and approval of the final publication-ready deliverables, including print-ready and digital PDFs, editable source files and relevant design assets.

Payments will be processed upon approval of the relevant deliverables and receipt of the required invoice, in accordance with WGH's applicable financial procedures.

Intellectual Property and Confidentiality

- All outputs produced under this assignment, including edited text, designs, layouts, custom icons and illustrations, and source files, will be the property of Women in Global Health

- The consultant will treat all draft materials and information as confidential and will not share or publish them
- Use of generative AI tools in editing or design requires prior written approval from WGH.

Application Requirements

Interested consultants should submit the following documents by 18th November, 2026 (17:00 GMT) to membership@womeningh.org:

- A cover letter outlining relevant experience and suitability for the assignment.
- A brief technical proposal outlining your understanding of the task, methodology, and work plan.
- An updated CV demonstrating relevant experience.
- A sample of previous copy-editing work (preferably from a development, gender, or leadership-related publication).
- A design portfolio or links to samples of previously designed/laid-out documents (e.g., handbooks, reports, toolkits), including at least two similar assignments.
- Contact details of at least two professional references.