

**- REQUEST FOR PROPOSALS -
Professional Proofreader (ENGLISH)**

- **Location: Remote**
- **Duration: 6 months renewable**
- **Reporting To: Communications Director**

1. ABOUT AFRICANENDA FOUNDATION

AfricaNenda Foundation is an African-led team of experts committed to unlocking the potential of digital financial services for the financially excluded across the continent by accelerating the scale-up of instant and inclusive payment systems. AfricaNenda Foundation's approach is to provide public and private sector stakeholders with technical expertise and the capacity to reduce barriers to digital payments.

AfricaNenda Foundation wants to enable everybody in Africa to make digital transactions seamlessly and at a low cost wherever they are on the continent by 2030.

Visit our website for more information: www.africanenda.org

2. OBJECTIVES OF THE RFP

AfricaNenda Foundation is seeking to recruit a professional English proofreader to ensure the highest quality and accuracy of its published materials, with a particular focus on [the annual report](#) and the [State of Inclusive Instant Payment Systems in Africa \(SIIPS\) reports and assets](#). The proofreader will be tasked with meticulously reviewing and refining written content to uphold linguistic excellence, ensuring clarity, consistency, and a polished presentation across all publications. AfricaNenda's reports aim to highlight the challenges, opportunities, and best practices associated with instant payment systems in Africa. These publications are designed for policymakers, development partners, and key stakeholders in the financial sector.

3. SCOPE OF SERVICES

- **Proofreading for Language Accuracy**
 - Review the text for grammar, punctuation, and spelling errors.
 - Correct syntax, verb usage, and word choice to ensure clarity and readability.
- **Consistency Checks**
 - Verify consistent usage of terminology, style, and formatting throughout the reports and documents.

- Ensure the tone aligns with AfricaNenda's brand guidelines and professional standards.
- **Formatting and Layout**
 - Ensure proper alignment, paragraph spacing, and clean formatting of headers, sub-headers, and bulleted lists.
 - Flag formatting inconsistencies for resolution.
 - Conduct a final review of all edits to ensure no new errors were introduced during the editing process.

4. TIMELINE

The professional proofreader is expected to respond to requests from AfricaNenda's Communications Team within 48 hours of receipt. Delivery timelines will vary based on document length and complexity, with specific timelines to be agreed upon for each assignment. For example:

- Short documents (up to 10 pages): Delivery within 3 business days.
- Medium-length documents (11–30 pages): Delivery within 5 business days.
- Long documents (30+ pages): Delivery timelines to be determined collaboratively.

5. QUALIFICATIONS AND SKILLS

- Native or near-native fluency in English, with excellent writing skills.
- Proven experience in proofreading and editing professional reports, preferably in the financial inclusion or digital payments field.
- Exceptional ability to spot errors and inconsistencies.
- Familiarity with track changes in MS Word and/or PDF markup tools.
- Knowledge of digital payments, financial inclusion, and African development will be an asset.

6. PROPOSAL FORMAT

Professional proofreaders should submit their proposals by **20 February 2025**.

The proposal should include:

- Resume highlighting relevant experience and qualifications

- Two writing samples demonstrating the individual proofreading skills
- Three professional references
- Financial proposal

7. PROCESS

- Submissions
 - **Proposals should be submitted electronically by 20 February 2025 to info@africanenda.org with the following subject line: “RFP – Proofreader ENG”.**
 - Proposals received after the deadline will not be considered.
- Notification and Contracting
 - Only selected bidders will be contacted. If you do not receive a response, please consider your proposal unsuccessful.
 - AfricaNenda will issue the agreement documents once the selection process has been completed.

8. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Demonstrated proficiency in English.
- Relevant experience and qualifications.
- Quality of writing samples.
- Strength of references.
- Professionalism, responsiveness, and communication skills.

Criteria	Weighting
Rating based on Qualifications	40%
Relevant experience and strength of references	30%
Financial Proposal	30%