

企画競争説明書

Title	EDITOR for English proofreading and substantive copyediting
Language	English
Institution	Japan International Cooperation Agency (JICA)
Institution URL	https://www.jica.go.jp/english/index.html
Department	JICA Ogata Sadako Research Institute for Peace and Development
Department URL	https://www.jica.go.jp/jica-ri/index.html
Outline	JICA Ogata Research Institute carries on and enhances the philosophy of the late OGATA Sadako, who spearheaded the establishment of the institute in October 2008. Our objectives are to conduct policy-oriented research on the challenges faced by developing countries in the field and strengthen Japan's intellectual presence in the international community.
Work Contents	<p>Proofreading and substantive copyediting of the drafts of research results written in English. You can find examples of the publications on the website. (https://www.jica.go.jp/jica-ri/publication/lists.html)</p> <p>Working Location is not defined specifically as correspondence will be by e-mail. The EDITOR will be required to assure the information security during and after his/her assignment.</p> <p>There is no pre-set amount of order. When JICA Ogata Research Institute offers assignments with the deadline and first draft, the EDITOR can make a decision to accept or decline the order. Payment will be made based on contract price per 100 word.</p> <p>Type of Expected publications: 1) JICA Ogata Research Institute's research outputs (Research Papers, Discussion Papers, book chapters, reports, and academic journal articles) 2) Documents for research activities (speech for conference, presentation material for seminar, etc.) 3) Other documents (Knowledge Reports, contract papers, invitation letters, website article, etc.) (Depending on the volume and/or deadline of the assignment, it may be divided between EDITORS. e.g. Chapter 1-4 is assigned to EDITOR A, Chapter 5-8 is assigned to EDITOR B)</p> <p>Types of assignment 1) Proofreading Delivery time within 1 or 2 working days per document. Average number of words in one document is from 500 to 1000. Request for editorial work is made per each document. The EDITOR is required to respond to questions and clarifications from the authors to their satisfaction, as long as such responses do not involve additional proofread work. When documents include references and citations, they should be organized based on a certain style book (e.g. The Chicago Manual of Style) as instructed by JICA. These style works are regarded as part of proofreading.</p> <p>2) Substantive copyediting Delivery time within 3 or 4 working days per document. Average number of words in one document is from 5000 to 8000. Each round of editorial work is requested per document. The EDITOR may receive questions or clarifications about substantively copyedited work from the author(s) once. The EDITOR may receive further questions, which do not involve additional substantive copyedited work. When documents include references and citations, they should be organized based on a certain style book (e.g. The Chicago Manual of Style) as instructed by JICA. These style works are regarded as part of copyediting. The EDITOR must answer these queries from the author(s).</p>
Research field	Economics/International Relations/Political Science/Other Social Sciences
Number of positions	A few
Starting date	April, 2023 ~ The starting date will be determined by consultation.
Contract period	April, 2023 - March 31, 2026
Qualifications	<p>Applicants will be evaluated based on the following qualification criteria;</p> <p>(1) must have native level of English command (2) must have experience in English proofreading and substantive copyediting (3) must have a Bachelor's degree (or above) in economics, international relations, political science or other related fields of social science. (4) preferably has experience in English proofing and substantive copyediting of documents written by international organizations and/or papers accepted by international journals and/or articles concerning international development. (5) Open to all nationalities, but applicants are required to have a visa status that confers eligibility to work in Japan if they live in Japan.</p>

Payment	<p>Please offer one unit price for the two types of work each and include it in application materials.</p> <ol style="list-style-type: none"> 1. Proofreading : ***USD(EUR or JPY) per One hundred words 2. Substantive copyediting : ***USD(or EUR or JPY) per One hundred words <p>Based on the number of words of the first draft from the author to the EDITOR, payment will be calculated. After JICA Ogata Research Institute confirms the delivery is done after the author's check-up, payment will be made.</p>
Deadline for applications	March 3, 2023 - March 12, 2023 (Japan Time)
Application materials	<ol style="list-style-type: none"> 1. Curriculum Vitae (including face photo, and one reference name and contact address) * Please attach any certificate of language skills if you have. 2. List of proofreading/substantive copyediting work record by papers ((i) Month/Year of delivery, (ii) Title of the paper, (iii) Ordering Party, (iv)Category of the paper e.g., academic journal, article of book, booklet, PR brochure, etc.,) 3. Example of proofreading/substantive copyediting work (at most three documents) 4. Motive for applying (A4 form within one page) 5. Certificate(s) of completion of bachelor's degree(s) or higher 6. Quotation Sheet (Unit Price for two types of work each, per 100 words in USD or EUR or JPY) 7. (For non-Japanese who lives in Japan) Copy of documents to show eligibility of working in Japan <p>* All application materials must be submitted via email no later than March 12, 2023 (Japan Time).</p> <p>* E-mail address: ditrs-pr@jica.go.jp</p>
Precaution	<p>* For applications sent via email: Please write: "EDITOR for English proofreading and substantive copyediting" on the subject line of the email. Be sure to write applicant's name as part of the name of each attachment. Please number all attached files according to the numerical system above. Example: 1-Applicant Name(curr.vitae).doc</p> <p>* Please be reminded that JICA's email address cannot receive compressed files such as ZIP,LHA,CAB,TGZ,TBZ,TAR,RAR.</p> <p>* All application materials sent to JICA can not be returned.</p> <p>* The personal information that you provided will be used only for the purpose of selecting and contracting with the EDITOR.</p> <p>* Sub-contract of this work is prohibited.</p> <p>* JICA Ogata Reseach Institute will not pay compensation for the cost of creating application materials and their submission.</p>
Selection process	<p>After an initial screening of candidates through examination of application documentation, particular candidates will be contacted by e-mail by March 18, 2023. Please note that only candidates who successfully pass the initial screening will be contacted by e-mail for a trial on editing.</p> <p>The details will be provided to the candidates who successfully pass the first screening.</p> <p>Inquiries regarding selection criteria or about the selection process are not permitted.</p> <p>All other inquiries should be sent via e-mail to the address below by March 8, 2023. Inquiries via telephone are not acceptable.</p>
Contact	<p>JICA Ogata Sadako Research Institute for Peace and Development 10-5, Ichigaya Honmura-cho, Shinjuku-ku, Tokyo 162-8433, JAPAN Tel: +81-3-3269-3201 Fax: +81-3-3269-2054 E-mail: ditrs-pr@jica.go.jp</p>