



TERMS OF REFERENCE
EDITING AND CONSOLIDATION OF THE JUDICIAL SERVICE COMMISSION
POLICY AND PROCEDURES MANUALS
September 2020

1. Background

The Judicial Service Commission (JSC) has drafted its operational manuals namely:-

- (i) JSC Policies;
- (ii) Standard Operating Procedures;
- (iii) Performance Management System; and
- (iv) Monitoring, Supervision and Evaluation Processes

These uniform and clearly laid down processes will promote and strengthen measures to enhance access to justice, maintain the rule of law and uniformity to prevent and combat corruption more efficiently and effectively, and promote integrity, accountability and proper management of JSC affairs.

2. Objectives

The services of a consultant is required to edit, copyedit, proofread, typeset and consolidate the draft manuals and produce final versions ready for publication.

3. Deliverables

One edited, copyedited, proofread and typeset document of each manual presented in both soft and hard copies and all documents should be in MS office formats, by **30 November 2020**.

4. Requirements

The JSC manuals should be reviewed and edited by a reputable and suitably qualified editor with access to a pool of skilled professionals in the areas of law, finance, human resources, procurement, ICT and administration. The emphasis is to ensure that they are accurate, complete and in conformity with best practice making them ready for publication.

The Consultant should have:

- a) Proficient typing and editing and data organization skills and be attentive to detail.
- b) Demonstrated experience in communication and editing.
- c) Experience in drafting policy and procedures documents.
- d) Experience with editing and proofreading policy documents.
- e) Familiarity with JSC's style and editorial requirements will be an added advantage.
- f) Experience in communication on matters related to judicial procedures.

5. How to apply

Qualified applicants are requested to email a cover letter, CV and form (which can be downloaded from <https://www.jsc.org.zw/formsanddocs>) to nmz.elias@gmail.com by **30 September 2020**. In your cover letter, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above and your rates. Applications submitted without the rates will not be considered. Only shortlisted candidates will be contacted.