



Médecins Sans Frontières Sweden is looking for A formatting/editing/proof-reading/translation consultant

The role

The Stockholm Evaluation Unit (SEU) is looking to constitute a roster of 2 to 3 consultants that we can contact depending on needs in the Unit. The consultants support the Coordinator of the Stockholm Evaluation Unit at MSF Sweden in the formatting and editing of the SEU's final deliverables. The SEU uses its own internal branding style guide to format the evaluation reports and other key documents that the Unit produces. Our main working language is English but we are looking for consultants able to translate/edit French (to/from English) too.

Main responsibilities

- Format all final evaluation reports, annexes and other related documents based on the SEU's internal branding style guide. The average number of hours required for formatting and proof-reading per evaluation report (on average 80 pages) and related documents is 10 hours.
- Proofread and edit these documents in English and French.
- Support in the translation of evaluation reports (English, French)
- Support the SEU coordinator in developing the Unit's style and branding.

We are looking for someone with:

- Proven experience in style/brand detailed formatting of long and technical Office Word documents.
- Proven experience in proofreading/editing documents in English.
- Experience in branding/identity development.
- Excellent command/Fluency in English and French, written and spoken.
- Excellent user of common IT tools (including MS Word and Sharepoint).
- Flexibility to work upon demand (outside of office hours when necessary).
- Experience in editing work in the aid and health sectors.

It is valuable if you have:

- Experience in communication work for an NGO.
- Knowledge of Spanish and Portuguese.
- Basic graphic design skills (Sharepoint, Canva).

Conditions

- Type of contract: Freelance/ad-hoc.
- Location: home-based (remote/global).
- Work hours: upon demand of the SEU.
- Taxes and VAT: MSF-Sweden has been registered for VAT since 2021. When billing for their services, the Contractor does not need to specify VAT in the invoice. The Contractor undertakes to account for any VAT to the appropriate authorities in the relevant country.

Please submit your proposal with a previous work sample (relevant to this call), a proposed hourly fee (in Euros) and your references. Please note that your entire application shall be written in English. Send your proposal and relevant documents to MSF Stockholm Evaluation Unit Evaluations@stockholm.msf.org at the latest by **Tuesday 25th October at 23:59 CET**. Subject line: **PROOFR**.

Questions regarding the role?

Please contact MSF Stockholm Evaluation Unit <Evaluations@stockholm.msf.org>

We are looking forward to reviewing your application!

Doctors without Borders/Médecins Sans Frontières (MSF) is an international medical humanitarian organization determined to bring quality medical care to people in crises around the world, when and where they need regardless of religion, ethnical background, or political view.

Our fundamental principles are neutrality, impartiality, independence, and medical ethics. In Sweden we raise funds, recruit field workers, communicate, advocate for change, and provide operational services to contribute to saving lives and alleviating suffering in the world. We are around a hundred people working for MSF Sweden at our nice and bright office at Liljeholmen in Stockholm.

The Stockholm Evaluation Unit (SEU) guides and manages evaluations and other evaluative exercises on behalf of the OCB and other Operational Centres/Sections. The unit is also part of the MSF Intersectional Evaluation Group (IEG) who provides evaluation services to the whole movement (www.evaluation.msf.org).