



USC - Office of Population Studies Foundation, Inc.  
University of San Carlos  
Talamban, Cebu City, Philippines  
Telefax #: (63-32) 346-6050  
Website: <http://opsusc.org>



September 15, 2025

TO ALL INTERESTED PARTIES:

We are currently in need of a **COPY EDITOR** who will proofread and edit written documents produced by **OPS** and the **LCSFC** (*Longitudinal Cohort Study on the Filipino Child*) research team to improve grammatical quality and content clarity. The **COPY EDITOR** is expected to maintain close communication with the writers of the written documents specified in the Terms of Reference and abide by the final decisions from OPS regarding content quality.

In this regard, we would like to invite you to respond to our call for a consultancy work from **October 2025 to December 2025**. Attached is a copy of the Terms of Reference.

Should you be interested in this consultancy work, please submit your curriculum vitae, references and financial proposal (copy-editing rate) for this engagement **not later than 01 October 2025**.

Sincerely,

A handwritten signature in black ink, appearing to read 'Francisco M. Largo', with a horizontal line extending to the right.

FRANCISCO M. LARGO  
Director  
USC-Office of Population Studies Foundation, Inc.



**Longitudinal Cohort Study on the Filipino Child (LCSFC)**  
**Terms of Reference (TOR) for Copy Editor**  
**Date: September 15, 2025**

**A. Objectives of Hiring a Copy Editor**

The United Nations Population Fund (UNFPA) has commissioned the USC-OFFICE OF POPULATION STUDIES FOUNDATION, INC. (OPS) to implement the Longitudinal Cohort Study on the Filipino Child (LCSFC). A significant aspect of the OPS contract is to prepare written documents which include reports, manuscripts or publication, policy notes and other written forms based on LCSFC study findings intended to inform government agencies, the research community and other relevant stakeholders on the state of the Filipino child and identify areas where programs/policies need to be formulated or strengthened.

The OPS is hiring a COPY EDITOR who will proofread and edit these written documents produced by OPS and the LCSFC research team to improve grammatical quality and content clarity. The Copy Editor is expected to maintain close communication with the writers of the written documents specified in this TOR and abide by final decisions from OPS regarding content quality.

**B. Desired Qualifications**

- A Master's Degree or equivalent in journalism, communication, social sciences, or comparable academic preparation is required;
- In lieu of a Master's degree, a first-level university degree (Bachelors or equivalent) in combination with 2 years experience in copy editing may be accepted;
- Experience in professional copy editing of documents written in English is required, supported by referral letters;
- Strong communication skills (written and oral) and expertise in using Word are required;
- Mastery of the latest reference listing and citation standards set by the American Psychological Association is required.

**C. Responsibilities, Scope of Work and Deliverables**

The work covered by this consultancy includes the following:

- Primary reading through text and correcting typographical errors, punctuation, spelling and easily corrected grammatical mistakes;
- Editing text for stylistic corrections, which may entail an entire re-writing of full sentences to obtain the best written English;
- Improving the flow and clarity of language so that the document is clear and concise;
- Checking internal consistency of the text, data, figures, tables and boxes, and compliance to publication requirements if any;

- Submitting the work with tracked changes, and provides a list of queries and suggested solutions. Any major changes should be flagged;
- Providing a finished Word file for each written document for OPS review;
- Working within the required deadlines and being available to the OPS team when needed;
- Attending meetings with OPS and the LCSFC team on matters pertaining to the written documents.

#### **D. Deliverables**

This consultancy covers completed copy editing work of the study reports and policy briefs\* (total number of pages approximately 250-300).

*\*or document substitutes for any of the above that are within the same page range*

The Copy Editor is expected to provide the following deliverables on the corresponding completion dates:

##### **Deliverables due on or before October 30, 2025:**

- a. Proof of copy-editing work (Word File with tracked changes and suggested solutions) on documents submitted for editing
- b. Proof of attendance in meetings (as needed)

##### **Deliverables due on or before December 17, 2025:**

- a. Final copy-edited documents (as approved by OPS)
- b. Proof of attendance in meetings (as needed)

**E. Contract Period:** October 2025 to December 2025

#### **F. Application Procedure**

Qualified candidates are hereby requested to send their 'Expression of Interest' letter with financial proposal for this engagement along with a personal CV to [opsfoundation@opsusc.org](mailto:opsfoundation@opsusc.org) or [uscops2005@gmail.com](mailto:uscops2005@gmail.com) by close-of-business on **October 01, 2025** indicating "LCSFC Copy Editor" in the Subject line of the email. Applications can also be delivered to USC-Office of Population Studies Foundation, Inc., University of San Carlos-Talamban Campus, Talamban, Cebu City. Any applications received after the deadline will not be considered.