

Consultant to Consolidate, Copy Edit, and Finalise the LEAP Academy Curriculum

Terms of Reference (ToR)

Background

The LEAP (Leadership, Education, Advocacy and Pride) Academy is funded by the Elton John AIDS Foundation and implemented through a partnership between Y+ Global and Frontline AIDS. The Academy aims to strengthen the leadership, advocacy, and technical capacities of young advocates in West and Central Africa working at the intersection of HIV, sexual and reproductive health and rights (SRHR), gender equality, and human rights.

The Academy was delivered in two cohorts: an English-language cohort completed in November 2025 and a French-language cohort completed in March 2026.

As part of the Academy, a comprehensive curriculum was developed across eight thematic modules covering key topics related to leadership, advocacy, HIV, SRHR, and human rights. These modules are currently available as separate documents and together comprise approximately 30,000 words in English.

To support the long-term use and dissemination of the Academy, Y+ Global seeks a qualified consultant to consolidate all modules into a single, cohesive training curriculum; undertake copy editing and quality assurance; and format the material into a professional, publication-ready document. While graphic design is not required, the final product should be clearly structured and presented to a high editorial standard.

The curriculum will also be made available in French. Translation will be managed separately if needed; however, consultants who can provide both English editing and French translation and/or proofreading are strongly encouraged to indicate this in their proposal.

Purpose of the role

The purpose of this consultancy is to transform the existing module-based curriculum into a unified, polished training manual that is consistent in tone, terminology, structure, and formatting, and is ready for publishing.

Scope of work

The consultant will:

- Review eight existing curriculum modules (approximately 30,000 words total).
- Consolidate all modules into one coherent training curriculum.
- Copy edit the content for:
 - Grammar, spelling, punctuation, and syntax;
 - Clarity, readability, and accessibility;
 - Consistency in terminology, tone, and style;
 - Logical flow and transitions between modules;
 - Alignment in headings, subheadings, and formatting.

- Standardise language, tone, and structure across all modules.
- Ensure references, citations, and hyperlinks are presented consistently, where applicable.
- Develop and apply a clean, professional document layout in Microsoft Word, including: a title page; an automated table of contents; consistent heading styles; page numbering; annexes and supporting materials, as appropriate.
- Conduct a final quality assurance review before submission.
- If applicable, translate the finalised curriculum into French and/or proofread the translated version to ensure linguistic accuracy and consistency.

Deliverables

Deliverable	Description
Deliverable 1	A consolidated, fully copy-edited, quality-assured, and publication-ready English version of the LEAP Academy Curriculum (approximately 30,000 words) submitted as a professionally formatted Microsoft Word document, including a title page, automated table of contents, consistent heading styles, page numbering, and annexes as applicable.
Deliverable 2 (Optional)*	A French translation and/or proofread French version of the finalised curriculum, if the consultant has the required language proficiency and this component is included in the contract.

**Applicants fluent in English and French and who meet the required qualifications and experience will be prioritised. See below for more information.*

Timeline and level of effort

The consultancy is expected to require **approximately four (4) working days** over a period of up to two (2) weeks, with exact dates to be agreed upon with the selected consultant.

Indicative timeline:

- Day 1: Review and consolidation of all modules
- Days 2–3: Copy editing and consistency review
- Day 4: Final formatting, quality assurance, and submission

If French translation and/or proofreading are included, the timeline and level of effort will be adjusted accordingly.

Required qualifications and experience

The consultant should demonstrate:

- Proven experience in professional editing, copy editing, and proofreading of training materials, manuals, toolkits, or publications.
- Excellent written English and strong attention to detail.
- Experience working with content related to youth leadership, HIV, SRHR, gender equality, LGBTQIA+ rights, and human rights.
- Ability to present complex technical and advocacy content in a clear, coherent, and accessible manner.
- Advanced proficiency in Microsoft Word and professional document formatting.
- Ability to work independently and meet deadlines.

Desirable qualifications:

- Professional proficiency in French, including translation and/or proofreading, is an asset.
- Experience working with youth-led and community-led organisations.
- Familiarity with safeguarding and responsible communications related to LGBTQIA+ communities.

Reporting and supervision

The consultant will report to the Communications and Advocacy Manager at Y+ Global and work closely with the LEAP Academy project team to ensure the final curriculum meets the programme's objectives and quality standards.

Ownership and confidentiality

All materials produced under this consultancy will remain the property of Y+ Global. The consultant will maintain strict confidentiality and may not share any materials or information related to this assignment without prior written authorisation.

Application requirements

Interested consultants should submit:

- A current CV highlighting relevant experience and qualifications.
- A financial proposal, including:
 - A lump-sum fee for the English editing and consolidation assignment; and
 - A separate cost for optional French translation and/or proofreading services, if applicable.
- Sample writing and editing examples demonstrating relevant experience in copy editing, proofreading, or curriculum development. Applicants may provide links to published work or attach up to three representative samples.

Please complete the application form at <https://forms.gle/qXBCpZmU5NpiHrP58> by **7 June 2026**. If you have any questions, please contact Eddy Rudram, Communications and Advocacy Manager at erudram@yplusglobal.org