

## Terms of Reference (TOR)

### Proofreader

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups and small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations.

We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

A. Project Title: Business LANDSCAPE Magazine

B. Project Description:

Business LANDSCAPE is a quarterly magazine published by KAPITA covering important topics regarding the private sector of Iraq. The magazine is focused on the business environment and entrepreneurial ecosystem of Iraq and its current development through the advancement of information communication technology and youth support.

C. Scope of Work:

Provide proofreading and editing service for 3 publishment English magazines (Business Landscape) which quarterly issued

# KAPIT.A

## Responsibilities

- Perform proofreading and editing on the content
- Provide a detailed list of edits.
- Produce accurate and complete versions in the target language using the most appropriate range of vocabulary and the commonly accepted or established equivalents of professional, scientific or technical concepts and terms.
- Review the content for accuracy and quality, including spelling, grammar, punctuation, and syntax
- Perform such other duties as may be assigned.

This job description is not a definitive task list but has been done to clarify the responsibilities

## Table ( Bid Sheet)

Expert	Description / Responsibilities	No. Of Days	Daily Fee Rate (IQD)	Total Fee (No. Days * Fee) In IQD
<b>Name :</b> <b>Email :</b> <b>Phone :</b> <b>Signature :</b>	<ul style="list-style-type: none"><li>• Perform proofreading and editing on the content</li><li>• Provide a detailed list of edits.</li><li>• Produce accurate and complete versions in the target language using the most appropriate range of vocabulary and the commonly accepted or established equivalents of professional, scientific or technical concepts and terms.</li><li>• Review the content for accuracy and quality, including spelling, grammar, punctuation, and syntax</li><li>• Perform such other duties as may be assigned.</li></ul>	15		

## **Professional competencies:**

1. Bachelor's degree in literature, translation, languages or a relevant field, or equivalent combination of relevant training and practical experience
2. A minimum of 3 years' experience in a similar role.
3. Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors.
4. Good knowledge of content editing tools.
5. Fluency in English and Arabic are required
6. Strong attention to details and ability to multi-task.
7. oral and written communication skills.
8. Ability to prioritize tasks and manage time efficiently.
9. Good computer skills in MS Word, Excel, PowerPoint, and Email.
10. Ability to perform well on tight deadlines, flexible attitude.
11. Good inter-personal skills and ability to work in a team.

D. Location: Hybrid of online and offline (Baghdad) setting.

## **Submission**

To apply for this position please click the link:

<https://forms.gle/LsxAbrygWjDsheGRA> And , kindly , submit TOR to the email address [procurement@kapita.iq](mailto:procurement@kapita.iq) , before the deadline indicated below.

**Submission Deadline:** 30<sup>th</sup> Sep, 2022

Due to the volume of applications, we receive, we will only contact short-listed candidates for further screening.

Please note that given the urgency of the vacancy the position may be filled before the due date.

Female Candidates are encouraged to apply for this role. Kapita is an equal opportunity employer, and we actively seek out diverse backgrounds, perspectives, and skills.