

Philippine Institute for Development Studies

TERMS OF REFERENCE

Editorial Assistant for the Philippine Journal of Development (PJD)

I. BACKGROUND AND RATIONALE

The *Philippine Journal of Development (PJD)*, formerly *Journal of Philippine Development*, is a professional journal published by the Institute twice a year. As a multidisciplinary social science journal, it accepts papers that examine key issues in development and have strong relevance to policy development. The PJD serves as a publication outlet of research studies conducted under the auspices of the Institute as well as of papers submitted by external researchers. The target readers of the PJD include policymakers, planners, key government officials and other interested individuals and organizations with particular focus on both local and foreign-based researchers and research institutions and the academe.

In this regard, the Institute deems it necessary to engage the services of an editorial staff who will assist in the production of the PJD to make it up to date. At the same time, he/she shall also assist in the production of the Institute's Research Paper Series (RPS), which serves as another publication outlet of PIDS research outputs. However, unlike the PJD, the RPS publishes papers that are solely from PIDS researchers.

II. OBJECTIVES

The objective of engaging the services of an editorial assistant is to assist the editor-in-chief and the managing editor in the operational tasks related to the publication of the PJD. He/she shall also assist in the production of the RPS.

III. SCOPE OF WORK

The editorial assistant shall perform the following tasks:

1. Based on the list of PIDS discussion papers selected by the editor-in-chief and managing editor for possible publication in the PJD, he/she shall assist the PIDS authors (both PIDS staff and contractors) in repackaging their papers into journal articles following the PJD Guidelines in Preparing Articles;

2. Assists the editor-in-chief in soliciting papers and in other tasks related to the PJD;
3. Assists the managing editor in sending articles to reviewers and in following-up on their review notes;
4. Assists in the production of accepted papers for the PJD and RPS, such as in copyediting and proofreading; and
5. Attends meetings as called upon by the editor-in-chief or the managing editor.

IV. REQUIRED QUALIFICATIONS

- Master's degree in any social science discipline (preferably Economics or Development Communication) with strong writing and editing skills
- Four years of relevant experience
- Excellent communication skills

V. DELIVERABLES and SCHEDULE OF PAYMENT RELEASES

The Contractor is expected to submit a monthly accomplishment report on or before 25th day of every month, with acceptance and approval of the Institute.

VI. PROJECT DURATION AND PLACE OF ASSIGNMENT

The entire assignment will be for 12 months. He/She shall report for work at the PIDS office in Quezon City from Monday to Thursday. His/her place of assignment shall be the Research Information Department.

VII. PROJECT COST

The estimated cost of this consulting service is PHP 60,000 per month or PHP 720,000.00 for 12 months.

PIDS will provide office space, internet connection, and other administrative services needed by the staff to perform his/her tasks, subject to the availability of the same and the usual accounting and auditing rules and regulations.