



## **TERMS OF REFERENCE**

### **Editorial Knowledge Management Consultant**

#### **I. Context**

The “Convergence” Program requires editorial services for its newly created SPI Program Toolkit designed for the use and collaboration of the European Banking Federation.

The SPI Program Toolkit is designed into several chapters carrying essential program operations information and practical program implementation know-how.

The material shall be edited by an English native speaker in accordance to the preliminary program material draft sent out by the Convergence Program staff and according to the discussion led with Mr. XXX on the various editorial aspects.

Mr. XXX professional editorial background makes him an excellent consultant to complete this task.

#### **II. Tasks**

The consultant will deliver English editorial services and guarantee the accessibility of language and contextual understanding of the SPI Program Toolkit.

#### **III. Timing**

The SPI Program Toolkit will be ready by November 6, 2009.

#### **IV. Compensation**

Mr. XXX will complete this task in five working days starting from November 29, 2009. His daily fee is of USD XX. Total cost of this assignment is of USDXXX