



Terms of Reference: Consultant for Managing Publication of selected ‘What Works in Girls’ Education, 2025 Conference Papers into an Edited Book

1. Background

[The conference on ‘What Works in Girls’ Education’](#) has recently concluded, featuring keynote addresses, paper presentations, workshops and posters from experts, researchers, and practitioners in the field. To maximise the impact of these contributions, the organisers seek to compile selected papers into an edited book. This book will undergo a rigorous peer-review process and be published by a credible academic or professional publisher. The consultant will be engaged to support the organisers to oversee and manage this publication process, ensuring high-quality outcomes and adherence to academic standards.

2. Objectives

The primary objective is to facilitate the transformation of selected conference papers into a cohesive, peer-reviewed co-edited volume that advances knowledge on girls’ education. Specific objectives include:

- Developing a call for full papers and guidelines for paper submission.
- Identifying and selecting suitable papers for inclusion.
- Coordinating the peer-review process to ensure scholarly rigour.
- Liaising with potential publishers to secure a publishing agreement.
- Overseeing the editing, revision, and production stages to deliver a polished final product.

3. Scope of Work

The consultant will be responsible for the following tasks:

- Call for Full Papers: Developing a call for full papers and guidelines for paper submission.
- Receipt of papers: Receiving papers and acknowledging receipt using an official email address.
- Paper Selection and Initial Assessment: Review all submitted conference papers, in collaboration with the book co-editors to select those with the highest potential for publication. Develop criteria for selection based on relevance, originality, quality and alignment with the conference theme.

- **Peer-Review Coordination:** Establish a peer-review framework, including identifying and recruiting qualified reviewers, (e.g., academics, practitioners and experts in girls' education). Manage the submission of papers to reviewers, collect feedback, and communicate revisions to authors. Ensure anonymity and ethical standards in the review process.
- **Author Support and Revisions:** Guide authors through the revision process based on peer-review feedback. Provide editorial advice on structure, content, and style to enhance clarity and coherence.
- **Publisher Engagement:** Research and approach credible publishers (e.g., academic publishers like Routledge, Springer, etc.) specialising in education or gender studies. Prepare a book proposal, including an outline, contributor list, and sample chapters. Negotiate contract terms, including royalties, timelines, and open-access options.
- **Editing and Production Management:** Oversee copy-editing, proofreading, indexing, and formatting to meet publisher requirements. Ensure consistency in style (e.g., APA, Chicago, Harvard) across chapters. Coordinate with contributors for final approvals.
- **Timeline and Budget Development and Management:** Develop and monitor a detailed project timeline. Track any associated costs (e.g., publisher fees, including open-access) within an agreed budget.
- **Risk Management:** Identify potential challenges (e.g., delays in revisions, publisher rejections) and propose mitigating strategies.
- **Reporting:** Provide regular progress reports to the supervisor and co-editors, including milestones achieved and any issues encountered.

4. Deliverables

- A detailed project plan and timeline within the first two weeks of engagement.
- Call for papers, including selection criteria.
- A book proposal document submitted to at least three potential publishers.
- Peer-review reports and revised manuscripts from selected authors.
- A final edited manuscript ready for publisher submission.
- A publishing contract secured with a credible publisher.
- Monthly progress reports and a final report summarising the process, outcomes and lessons learned.

5. Timeline

The consultancy is expected to last approximately 12 months, depending on the complexity of the peer-review and publication process. Key milestones include:

- Month 1-3: Invitation for full papers, paper selection and peer-review setup
- Months 4-6: Peer-review and revisions
- Months 7-8 Publisher outreach and proposal submission
- Months 9-10: Final editing and contract negotiation
- Months 11-12: Production oversight and handover to publisher

6. Qualifications and Experience

- A master's or PhD in education, social sciences, gender studies or a related field.
- At least 5 years of experience in academic publishing, including managing edited volumes.
- Proven track record in coordinating peer-review processes and working with academic publishers.
- Strong editorial skills, with experience in manuscript development and author guidance.
- Excellent project management abilities, including timelines and stakeholder management.
- Familiarity with themes in girls' education or international development is highly desirable.
- Proficiency in relevant tools e.g., Microsoft Office, Google Workspace, reference management software like EndNote or a similar one).

7. Reporting and Supervision

The consultant will report directly to Uwezo Uganda Executive Director and to selected book co-editors. Bi-weekly check-in meetings will be held virtually. All deliverables must be submitted in digital form, with drafts shared for feedback.

8. Payment Terms

Payment will be milestone-based, with a total fee to be negotiated based on experience and scope (estimated gross range: \$10,000-\$20,000 USD). Other expenses (e.g., travel for meetings, if required) must be pre-approved. Invoices will be paid within two weeks of submission and approval of deliverables.

9. Application Process

Interested candidates should submit:

- A CV of not more than 5 pages, highlighting relevant experience.
- A cover letter outlining their approach to this project.
- Samples (or a link to them) and references from at least two previous similar edited book projects.
- A proposed fee structure.

Applications or any inquiries should be sent to info@uwezouganda.org with subject line: 'Book Edition Application' by 11:59pm (EAT) on **Thursday, 6th November 2025**. Shortlisted candidates will be contacted and interviewed.

10. Confidentiality and Ethics

The consultant must adhere to confidentiality regarding unpublished papers and reviewer identities. All work must comply with ethical standards in academic publishing, including avoiding conflict of interest.