



Tender for a Managing Editor European Journal of Development Research

Terms of Reference

EADI, the European Association of Development Research and Training Institutes takes the leading role in the work on Knowledge Exchange Partnerships which serve to ensure a free flow of information and best practices between research institutions and civil society organisations. Further information: www.eadi.org

The European Journal of Development Research (EJDR) redefines and modernises what international development is, recognising the many schools of thought on what human development constitutes. It encourages debate between competing approaches to understanding global development and international social development. The journal is multidisciplinary and welcomes papers that are rooted in any mixture of fields including (but not limited to): development studies, international studies, social policy, sociology, politics, economics, anthropology, education, sustainability, business and management. EJDR explicitly links with development studies, being hosted by European Association of Development Institutes (EADI) and its various initiatives. Further information: www.ejdr.com

Purpose

The EJDR Managing Editor is responsible for all day-to-day operations associated with the journal to ensure that it is published on time and to a standard that conforms to best practice in professional publishing. The Managing Editor performs these tasks as an equal and respected member of the EJDR editorial team.

The Managing Editor works with the journal's publisher, playing a key role in managing journal processes, and identifying and implementing continuous improvements in these processes. The Managing Editor works closely with the Editor-in-Chief in identifying strategic options for the journal. The Managing Editor also works with all key parties – the Editorial Team and Board, EADI and the Publisher – in the marketing of the journal and providing support and recommendations for the journal's growth.

The Managing Editor must maintain a high standard of professional conduct; be courteous in all their dealings and demonstrate a strong customer orientation; have an excellent level of written and spoken English (as proofreading and editing of papers is sometimes required). A knowledge of French and Spanish is an advantage.

Specific responsibilities include:

- Manage the review and editorial process from the receipt of original submission through to production, including the commissioning and review of French abstracts (and any other language as required).
- Correspond with members of the editorial team, publisher, authors and reviewers, and any other relevant parties.
- Monitor progress of the review and editorial process, and identifying issues and problems needing the attention of the Editor-in-Chief.
- Provide training to guest editors on the journal's editorial process.
- Work with the editorial team on enhancing the editorial process and the academic standing of the journal.
- Prepare reports and presentations on the journal.
- Schedule and managing deadlines.
- Manage the submission and peer review on-line tool in collaboration with the publisher.
- Assist in developing the marketing and editorial strategy of the journal.
- Provide general support to the Editor-in-Chief.
- Prepare and attend the annual EJDR team meeting, plus any other relevant meetings.

Timeline

It is anticipated that this work would run between 1 December 2020 and 30 November 2021. Working days per month between 6 and 10 days.

Budget

The tenderer should include a daily rate, which should include all costs. The successful proposal should include a working budget between **23.000 – 25.000 Euro** (including VAT).

Tender Methodology:

Please submit your CV and your tender under the following headings:

- Contact Information
- Relevant Experience
- Budget - including daily rate of consultant.
- Two references (including telephone numbers) and web links to your previous work (if available)
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Maximum tender document 2 pages

Tender timeline:

Advertisement published 09 November 2020

Deadline for submitting tenders is: 23 November 2020

Selections take place week commencing 24 November 2020

Consultant appointed and starts working 1 December 2020

Consultant ends working latest: 30 November 2021

Any questions and the tender should be directed to Susanne von Itter, EADI Executive Director, itter@eadi.org