

REQUEST FOR PROPOSAL (RFP)

RFP #:	RFP- SRN_1-03444_MIHR Editorial Consultant
Services Requested:	Editorial Consultant for MIHR
Contract Type:	LOE Based
Issuance Date:	December 12, 2025
Closing Date:	January 12, 2026 (5PM- Eastern Standard Time)
Deadline for Responses to the Questions (Date of Receipt):	January 5, 2026 (5PM- Eastern Standard Time)
Last Receipt Date for Questions:	December 19, 2025 (5PM- Eastern Standard Time)
Anticipated Award Date:	February 2, 2026
RFP Contents and Attachments	1. Introduction 2. Scope of Work & Background 3. Instruction to Bidders 4. Technical and Financial Proposal Evaluation

Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

Corus International is an ensemble of organizations working together in the world's most fragile settings to deliver holistic, lasting solutions needed to overcome the interconnected challenges of poverty, climate change, and access to quality health care and education.

1- INTRODUCTION:

The MOMENTUM Integrated Health Resilience (MIHR) project, led by IMA World Health and funded by the U.S. Government, provides lifesaving services to communities in fragile and crisis-affected settings by strengthening maternal, newborn, and child health (MNCH), nutrition, and detection and response to disease outbreaks in fragile and crisis-affected settings. These regions account for more than half of global maternal and child deaths, a disproportionate burden that demands targeted, context-sensitive solutions. MIHR responds by prioritizing not just access to services but the quality of care—even in resource-constrained environments—proving that effective, sustainable healthcare delivery is both feasible and essential in the world's most challenging settings.

MIHR prioritizes close collaboration with national governments and local organizations to ensure that its activities align with country-led priorities, systems, and strategies. By building on existing structures and applying cost-efficient models, the project enhances both the effectiveness and affordability of interventions—fostering lasting ownership. These partnerships are crucial for coordinating efforts across sectors and embedding the project within existing systems. Based on early in-country assessments, MIHR designed a tailored package of lifesaving interventions that draws from global best practices while remaining adaptable to the constraints of fragile settings. This flexibility enables successful implementation even in unpredictable and resource-limited environments. The strategy focuses on three pillars: reinforcing health systems despite structural weaknesses, fostering community trust to increase service uptake, and integrating preparedness and self-care into primary healthcare delivery. Together, these elements equip both communities and local health systems to better manage current needs and future crises.

2- SCOPE OF WORK

Timeline and Reporting:

Title or proposed position/work: **Editorial Consultant**

Location: **Remote**

Reporting to: **Senior Manager, Global Program**

Anticipated Start Date: **February 02, 2026**

Anticipated End Date: **February 01, 2027**

Individual/Firm: **Individual**

Contract type – **LOE Based**

Objective:

MOMENTUM Integrated Health Resilience seeks a consultant—or a team of consultants—to provide high-level editorial review and copy editing of all technical reports, workplans and other products for each of the ten (10) MIHR countries, finalizing both content and formatting to prepare all reports for donor submission. The Editorial Consultant will serve as the final reviewer, responsible for identifying missing content, researching and writing to fill information gaps, and correcting all formatting issues. Editing assignments will range from simple proofreading and line editing to in-depth technical revisions.

Tasks and Deliverables:

Upon a fully executed agreement, consultants will provide support as agreed upon through future purchase orders. Illustrative responsibilities may include, but are not limited to:

- Work with the Senior Program Manager to review and copy edit assigned documents and products for timely submission to senior staff and, when applicable, the U.S. Department of State (DOS).
- Apply technical understanding when reviewing, reorganizing, and editing content related to maternal, newborn, and child health; vaccinations; Water, Sanitation, and Hygiene (WASH) practices; nutrition services; and other life-saving interventions that support MIHR's programmatic objectives and priorities.
- Edit and/or partially reorganize or rewrite technical reports produced by technical or country-level staff across the above-noted areas.
- Copy edits, format, and proofread assigned documents or presentations efficiently and within agreed timelines.
- Fact-check and ensure quality control upon request.
- Conduct follow-up edits as needed for documents requiring ongoing review or revision.
- Communicate progress and status updates on a regular or agreed-upon schedule.
- Review or edit documents in other languages, primarily French, as relevant and based on language capacity.
- Liaise as needed with the Senior Manager, Global Program, and/or other designated project staff to integrate initial and revised content. The Senior Manager, Global Program, and/or other designated staff will serve as the primary point of contact between the Editorial Consultant and contributing authors.
- Other responsibilities, as assigned.

Qualifications:

- Minimum 5 years' professional editing experience, preferably with USAID and/or State Department reports and/or related deliverables.
- Experience reviewing, reorganizing, and editing content related to maternal, newborn, and child health; vaccinations; Water, Sanitation, and Hygiene (WASH) practices; nutrition services; and other life-saving interventions.
- Bachelor's degree in global health, communications, journalism, or a related field. Master's preferred.
- Ability to review, organize, reorganize, and rewrite technical content from multiple authors into a coherent whole that expresses complex concepts and issues in a clear, effective manner.
- Capacity to finalize documents for external consumption by governmental donors (i.e., USAID and/or The State Department).
- Excellent interpersonal, written, and organizational skills.
- Flexibility and ability to multitask on occasion.
- Strong commitment to accuracy and keen attention to detail.
- Proficiency with Microsoft Word, in particular with formatting and style functions.
- French language capacity is a major plus.
- Candidates must be eligible to work in the United States as a U.S permanent resident or U.S. citizen

3- INSTRUCTIONS TO BIDDERS

RFP: This RFP constitutes an invitation to prospective Bidder(s) ("Bidder") to submit proposals ("Proposal") for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work, and (4) Instructions for Bidder(s).

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email address procurement@corusinternational.org and info@momentumihr.org with subject line: **RFP- SRN_1-03444_MIHR Editorial Consultant** to the designated email addresses no later than close of business on **December 19, 2025 (5PM- Eastern Standard Time)**. Questions will be compiled, and responses sent to all Bidders by **January 05, 2025 (5PM – Eastern Standard Time)**.

All documents must be in the English language, signed and dated by an authorized employee of the Bidder.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) An up-to-date CV.
- 2.) A cover letter (not to exceed 1 page) with the following information:
 - a. Daily rate
 - b. What services does the applicant believe they can offer to the Momentum project team.
 - c. Responses detailing why the applicant meets all the qualification criteria.

Bidders are solely responsible for ensuring the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. IMA will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when MOMENTUM Integrated Health Resilience and IMA, at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

In evaluating the proposals, MOMENTUM Integrated Health Resilience and IMA will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:

4.1. Technical

Evaluation Criteria:

Applications will be evaluated against the criteria in the table below.

Evaluation Category	Rating - Points
Education	15
Professional Profile/Qualifications/Experience	50
Skills and Abilities	20
Past Performance	15
Total	100

Additional guidance regarding the technical evaluation criteria is as follows:

- a. Education (15 points)** – The candidate must have at least a bachelor's degree (Master's preferred) in global/international health, English, journalism, social or behavioral science, or a related field.
- b. Professional Profile/Qualifications/Experience (50 points)** – The candidate should have at least 5 years of experience in writing and/or editing public or global health deliverables such as fact sheets, position papers, strategies, reports, and technical briefs. Work with international donors (e.g., USAID, Department of State, other US Federal agencies) preferred, as well as technical experience related to maternal, newborn, and child health; vaccinations; Water, Sanitation, and Hygiene (WASH) practices; nutrition services; and other life-saving.
- c. Skills and Abilities (20 points)** – The following skills and abilities will be evaluated under this factor.
 - Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables.
 - Ability to work independently, communicate efficiently and effectively, and occasionally work under pressure to meet very short deadlines.
 - Skill in formatting Microsoft Word and other Office products (PowerPoint, Excel).
 - Fluency in English; language proficiency in French and/or another language relevant to project-supported countries is a plus.

- d. **Past performance (15 points)** – Applicants must list at least two professional references and provide current contact information for the references, including both an email address and telephone number. The applicant's past performance in positions that require similar skills to that required by this solicitation will be evaluated.

4.2. FINANCIAL

Rates for proposed approach to tasks in scope of work at *daily rates* for services rendered.

If at any time prior to award MOMENTUM Integrated Health Resilience and IMA deem there to be a need for a significant modification to the terms and conditions of this RFP, IMA will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

MOMENTUM Integrated Health Resilience and IMA may request additional information to clarify or substantiate information provided in the proposal, or may request revisions to the proposed approach or personnel. After selection, IMA will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability, and after references have been checked.

MOMENTUM Integrated Health Resilience and IMA are not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

MOMENTUM Integrated Health Resilience and IMA shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

The following procedures are established to resolve protests effectively:

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.