



## LEGS HANDBOOK REVISION: TOR FOR HANDBOOK EDITOR – LIVESTOCK EMERGENCY GUIDELINES AND STANDARDS (LEGS)

The Livestock Emergency Guidelines and Standards (LEGS) are a set of international standards and guidelines for the assessment, design, implementation and evaluation of livestock interventions to assist people affected by humanitarian crises. The ultimate aim of LEGS is to improve the quality and livelihoods impact of livestock-related projects in humanitarian situations. LEGS is recognized and promoted by a growing number of donors globally and is implemented by a broad range of operational organizations, including NGOs as well as international agencies such as FAO and ICRC.

The LEGS Handbook was first published in 2009, with the second edition in 2014. LEGS draws on evidence-based good practice from around the world, which is incorporated into the Handbook, training materials and other resources. LEGS tracks and uses evaluations, reviews and impact assessments of livestock and livestock-related projects as part of this evidence base. The LEGS standards also promote impact assessment and learning as part of the LEGS Approach to support quality livestock-based responses in emergencies.

The *Livestock Emergency Guidelines and Standards – LEGS* organisation is a non-profit entity registered in the United Kingdom, managed by a Board of Trustees and supported by a technical Advisory Group made up of individuals from the Food and Agriculture Organisation (FAO), the International Committee of the Red Cross (ICRC), the Overseas Development Institute (ODI), Sphere India, and Tufts University.

### LEGS HANDBOOK REVISION

Over the last two years LEGS has been gathering updated evidence and feedback on the current edition of the LEGS Handbook in preparation for the production of the third edition, including the results from an online survey, consultation workshops, commissioned discussion papers and a revision of the LEGS evidence database. The LEGS Advisory Group (AG) will review this evidence and feedback and determine the revisions needed, which will be implemented by chapter revision authors with the support of a Handbook Editor. A Consultation Version will be produced for comment and feedback from the LEGS community of practice, before finalisation of the text and submission to the publisher in November 2022.

Following the revision of the Sphere handbook in 2018, the Humanitarian Standards Partnership (HSP), of which LEGS is a member, now hosts an interactive handbook site established by River Valley Technologies (RVT) where HSP handbooks are available online. The platform also allows for a Consultation Version to be posted for feedback before final publication. It is therefore proposed that the 3rd edition of LEGS is produced in XML format for onboarding onto the HSP site as well as published in hard copy by Practical Action Publishing, which published the previous editions of the LEGS Handbook and also publishes several of the other HSP handbooks.

### CONSULTANT TERMS OF REFERENCE

The role of the Handbook Editor is to **coordinate and manage the revision of the LEGS Handbook**, under the direction of the LEGS Advisory Group and the LEGS Coordinator.

The key responsibilities will be:

- To provide support to the LEGS Advisory Group through the editorial process, including through attending Advisory Group meetings and documenting decisions
- To review and edit chapter drafts produced by the chapter authors

- To collate and edit draft chapters into the Consultation Version and obtain agreement and sign-off from the Advisory Group
- To collate and manage public consultation feedback via the online platform
- To oversee finalisation of the text ready for submission to RVT and Practical Action Publishing

The main tasks are as follows:

**Task 1: Review of evidence and feedback:** support to AG review of evidence and determination of revision requirements

**Task 2: Liaison with chapter revision authors:** briefing and support to chapter revision authors

**Task 3: Preparation of Consultation Version:** compilation and editing of revised chapter drafts into Consultation Version

**Task 4: Public consultation:** manage consultation process on RVT's Interactive Handbook Platform

**Task 5: Preparation of Final Version:** manage revisions following consultation process and prepare final version; liaison with design company and copy editors; preparation of final version for publisher

**Anticipated start date:** 27<sup>th</sup> September 2021

**Anticipated end date:** November 2022

**Duration of assignment:** 50 days

**Deliverable:** Publication-ready Handbook text

**Reporting to:** LEGS Coordinator

**Required competencies:**

- Extensive practical experience of editing substantial technical materials such as guidelines, standards, or how-to manuals.
- Experience with content editing of technical materials relating to development/humanitarian action.
- Comfortable editing in a digital platform and/or ability to learn a new editing platform.
- Excellent organizational and time management skills.
- Familiarity with humanitarian standards in the Humanitarian Standards Partnership, in particular LEGS.

Interested parties should submit their CV, a cover letter outlining their interest and experience, a sample of edited material, and two references, to the LEGS Finance Manager by **20<sup>th</sup> September 2021**: [info@livestock-emergency.net](mailto:info@livestock-emergency.net).