**Fee Structure**

**Basic copy editing ……………………………………...…………………….…..**$8-12 per page.\*

Detailed read through and correction of spelling, grammar, flow, and sentence structure.

**Development copy editing ……………………………………………...……….**$10-$15 per page \*

Basic copy editing plus feedback on content including coherence of program design and text, alignment with donor requirements, and potential gaps in content.

**Professional review of grant proposal …………** Concept Note (up to 5 pages) $750. Proposal starts at $1500**. \*\***

Review and feedback on the overall coherence of the proposal, how well it responds to the donor requirements and potential areas for improvement, suggestions on ways to strengthen and/or tighten program design, review of the logframe, budget, and staffing plan with recommendations; general review of language and style for recommendations on editing and proofing.

**Program Design …………………………………………………………..…** Starting from $2100\*\*\*.

Conduct research on context, past programming, lessons learned, best practice, partners, etc.; facilitate design discussions and workshops; support development of theory of change and logframe; input or propose program design/interventions; staffing, budgeting, and implementation planning; risk assessment. Does not include proposal writing.

**Proposal/report writing ……………………………………………………….**Starting from $3000\*\*\*

Lead the writing and assembly of the grant proposal or grant report: includes any necessary background reading and all editing (unless changes are significant enough that it is close to a complete re-write); formatting until submission ready.

**Consulting services ……………………………………………………………..** Project-based

General advising; training and facilitation; evaluations; risk management; special projects.

**NOTES:**

**\*** One page 250 words. Price depends on the extent of editing required (e.g. minimal editing vs editing a document written by non-native speaker.

\*\* Quote will be provided depending on complexity of proposal and review requirements.

\*\*\* Factors such as timeframe, complexity, new vs update of existing program, partners, consultations, and so forth are all taken into account to determine the total cost for a project.

**Terms and Conditions**

For any project-based services, a quote will be provided subsequent to the finalization of a scope of work and clarification of expectations regarding objectives, deliverables, and value-added from the consultant.

Once a quote has been finalized and accepted by the client, the fee for the project will not change unless there is substantial change to the agreed to scope of work, or vision of the client for the project. Reasonable deviations from the target completion date will not result in changes to the project cost.

Copy editing is payable in full upon completion. All other services will require a 25% deposit. The deposit is refundable up to three weeks prior to the start date. Cancellations within three weeks of the start date will forfeit the deposit. Delays or revisions to the dates of the consultancy may incur some fees.

A 10% discount will be provided if the fee is paid in-full upon signature of the contract.