

Schedule 1 - Scope of Work

Freelance/Consultant Copy Editor: Digital Inclusion Team - Connected Women & Connected Society Programmes

Background

The GSMA Mobile for Development (M4D) Foundation's Digital Inclusion team consists of two programmes. The [Connected Women](#) and [Connected Society](#) programmes aim to reduce the usage and gender gaps in mobile internet use for underserved communities in low- and middle-income countries.

The programmes are seeking an experienced freelance writer and copy editor to support the production of high-quality, engaging written content. Your editing will help ensure our outputs are clear, accessible, and impactful. This will be a flexible, remote supplier contract with work assigned on a project-by-project basis.

Examples of the Programmes' outputs can be found on the [M4D Resources page](#).

Key Responsibilities:

- Edit and proofread written content such as reports, case studies, web content, blogs, and PowerPoint presentations. This includes checking text for grammar, spelling, punctuation, clarity, consistency, and inclusive language as well as basic formatting of content.
- Drafting material based on content provided.
- Ensuring material is tailored to target audience.
- Ensure all materials follow GSMA's style guide, tone of voice, and branding requirements.
- Provide constructive feedback and suggestions to strengthen key messages and improve readability.
- Project manage and coordinate with team members to clarify content and deliver to agreed deadlines.

Requirements:

- Proven experience in copy editing, preferably in international development, telecoms, or technology sectors.
- Native-level English writing and editing skills.
- Excellent attention to detail and commitment to accuracy.
- Experience working with global teams and on cross-cultural content is desirable.
- Ability to deliver high-quality written content and edits within agreed timeframes.

Timeframe and Fees

- Projects and hours will vary based on programme needs but are estimated to average two days per week from early August 2025 (subject to contract execution) to 31st March 2026.
- Payments will be based on time spent, through approved timesheets submitted at the end of every month.
- Interested parties should indicate their day rate and share a CV when responding.