



Campbell International Development Coordinating Group Editor Terms of Reference

Background

The vision of the Campbell Collaboration is to bring about positive social change, and to improve the quality of public and private services around the world, by preparing, maintaining and disseminating systematic reviews of existing social science evidence in education, crime and justice, social welfare, and international development.

The International Development Coordinating Group (IDCG) was established as part of Campbell Collaboration in May 2011 to support the production of systematic reviews of social and economic development interventions in low-and middle-income countries. The group provides editorial services and methodological guidance, fosters collaboration in the production of systematic reviews and builds the capacity of authors and policymakers to conduct and use systematic reviews. Till date the IDCG has produced more than 50 publications.

The group has an increasing portfolio of reviews across a range of sectors, from governance to agriculture and social protection.

We are currently recruiting an editor to support the production of high-quality, policy-relevant systematic reviews of relevance to low-and-middle income countries. The IDCG secretariat is based at the 3ie London Office.

Role and responsibilities

Coordinating Group (CG) Editors are responsible for providing substantive and methodological feedback to authors preparing a review, consolidating feedback from external peer reviewers and the Campbell Methods Editor, and suggesting how authors can effectively respond to the feedback they have received.

Their responsibilities are as follows:

(a) Provide substantive comments and suggest changes as deemed appropriate for titles, protocols, and completed reviews as they are submitted by authors;

(b) Select external peer reviewers in coordination with the Managing Editor and with input consultation as needed from the CG Co-Chairs and Advisory Board;

(c) In coordination with the Managing Editor, transmit submitted protocols and reviews for assessment by the Campbell Methods Editor;

(d) Integrate comments from external peer reviewers and methods reviewers into a clear set of changes that need to be addressed by the authors (i.e., write “action letters”);

(e) Evaluate authors' revisions to protocols and reviews and determine if they adequately address the concerns of the external peer reviewers and methods reviewers;

(f) Submit completed title registrations, protocols, and systematic reviews, with recommendations for approval or rejection, to the CG Co-Chairs for their approval prior to review by the Editor-in-Chief.

(g) To adhere to COPE guidelines (Committee on Publication Ethics) and to participate in bimonthly calls with Campbell editors about methodological standards and processes

Experience and qualifications

- Post-graduate degree in economics, development studies, political science, public health, statistics or other relevant social science.
- Knowledge and experience with systematic reviews, demonstrated through publication of at least one systematic review is essential.
- Excellent writing skills in English.
- Attention to detail.
- Knowledge of international development policies and programs.
- Experience with editorial work for international journals an advantage.

Terms and conditions

The Editor role is a paid position for up to two days a month and provides a great opportunity for professionals to gain exposure to the work of IDCG and contribute to the production of more and better systematic reviews on policy relevant topics.

If you are interested in this role, please send your CV and cover email to: development@campbellcollaboration.org with 'IDCG Editor' in the subject heading.