



Ministry of Environment

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި
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Reference: (IUL)438-ENV/438/2019/248

16 September 2019

Terms of Reference

Announcement for Recruitment of a Proof Reader / Editor (individual) for finalizing the Sixth National Report of Maldives to the UN Convention on Biological Diversity

A. BACKGROUND

The Ministry of Environment has received financial assistance from Global Environment Facility (GEF) administered by the United Nations Environment Programme (UNEP) towards the preparation of the Sixth National Report of Maldives to the UN Convention on Biological Diversity (CBD). Maldives became a Party to CBD in 1992 and the national reporting is obligatory under Article 26 of the Convention and decision X/10 of the Conference of the Parties of the CBD.

B. PURPOSE

The purpose of the assignment is to ensure the linguistic quality and typographic presentation of the 6th National Report (6NR) of Maldives on Biodiversity to CBD.

Proofreading and Editing is considered to be the continuous process of assessing the publication to detect and correct errors of text and art; to design the contextual layout of the Report to ensure the quality of texts e.g. structure, coherence of content, style and presentation.

C. OBJECTIVES AND OUTPUTS

- To ensure that the final text is well-written, communicates the message properly to its readers and is free from spelling, punctuation and grammatical errors.
- To ensure that the final document has an attractive contextual layout and is presented in a logical and clear manner.





- To undertake language edits of the final document.

D. TASKS OF THE CONSULTANT

The consultant will be expected to proofread and edit the draft 6th National Report of Maldives on Biodiversity (Approximately 93 pages). The main tasks and responsibilities will include but will not be limited to the following:

- Checking the overall clarity and consistency of style, tone and sentence structure
- Removing wordiness, inappropriate terms or jargon
- Improve the structure and cohesiveness of the draft and final document.

E. KEY DELIVERABLES

The consultant shall provide the following deliverables:

- Continuous and professional proof reading of the document
- Corrected, final 6NR in electronic format: A clear copy submitted in electronic form.

F. REQUIRED EXPERTISE

The consultant shall be experienced in related area of works particularly **relevant experience and expertise** in editorial processes, with strong writing skills in English and a good knowledge in MS Office.

G. SCHEDULE FOR THE ASSIGNMENT

The estimated contract duration will be **2 weeks (14 days)** upon signing the agreement.

H. REMUNERATION

The total contract value for this consultancy will be paid upon submission of the invoice after completion of the consultancy.

I. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

Criterion	Weightage
Relevant academic qualification(s)	20%
- Bachelor's degree in relevant field (10 points)	
- Master's degree in relevant field (20 points)	
Proof of English Language proficiency (20 points)	20%





Proof of completion of similar works in excellent quality on editing, proofreading and creative writing (5 points each, max – 20 points)	20%
Financial proposal	40%

J. APPLICATION SUBMISSION

Interested individuals may submit the expression of interest by email (procurement@environment.gov.mv) with the following documents.

- Curriculum Vitae (CV) of the consultant indicating the previous experiences on similar works performed in the past
- Proof of academic Qualifications
- Proof of similar work
- Financial Proposal (~93 pages)
- Copies of tax registration
- Sole proprietorship registration certificate

Interested individuals may also submit their proposals on or before **12:00 hrs on 23rd September 2019**, to the following address.

Procurement Unit
Ministry of Environment
Handhuvaree Hingun, Maafannu
Male', 20392
Republic of Maldives
16.09.2019

