



**Ministry of Environment and Energy
Republic of Maldives**

Editor for the Nationally Determined Contribution (NDC) Implementation Plan

Terms of Reference

Date: 08 November 2017

Announcement No: (IUL)438-CCS/438/2017/218

1. INTRODUCTION

Ministry of Environment and Energy is in the process of finalizing the preparation of NDC implementation plan. Ministry is seeking a qualified and experienced consultant to provide peer-review, proof reading and editing services for the report.

2. OBJECTIVES

The objectives of the assignment are as follows:

1. Peer-review of the NDC implementation plan;
2. Copy-editing of the Report for readability and consistency;
3. Proof-reading of layout files of the Report and Summary.

1. Peer-review

- Undertake a peer review of the findings and conclusions within the report
- Critically review for the systematic, reference, logical and factual errors of the facts, concepts and statements within the NDC implementation Plan
- Provide an Initial Review Report to the Coordinator outlining the findings of the review
- Provide feedback for the comments by the Coordinator on the Initial Review Report
- Provide the final Reviewed Report with the improvements
- All reviews are to be done with track changes

2. Copy-editing

- The editor will do the copy-editing of the Report in close consultation with the Coordinator and Climate Change Department.

- The copy-editing will concentrate on flow and clarity of argument, sequencing, consistency, especially between text and tables and figures and integration of text and boxes, content errors, style and punctuation, spelling and grammar for easy reading.
- The editor shall ensure that the statistical data used and referenced in the text are consistent with the data in the respective tables, figures, charts and maps, as well as with the indicator tables.
- Ensure that referencing both in-text and in the bibliography are as per the global standards.
- Double check any unclear meanings with the original drafter and render in improved English.
- Prepare a list of acronyms and abbreviations used in the document

3. Proofreading

- Once the Report has been copy-edited and laid out, the editor will perform one round of proofreading, checking spelling, as well as acronyms and other abbreviations, style consistency, callouts, layout problems, references, etc.

3. KEY DELIVERABLES

The consultant shall provide the following deliverables:

- Initial Review Report
- Final Review Report of the NDC implementation Plan
- Edited and reviewed reports submitted electronically

4. QUALIFICATION CRITERIA

To be eligible for this assignment the consultants should meet the following criteria's:

- Advanced degree in the field climate change, environmental science, or related field
- Excellent command of publishing English language
- Experience as a peer-review editor would be an added advantage
- Familiarity with UNFCCC reporting processes and guidelines is an added advantage
- Experience in editing/writing/reviewing reports/newspapers/Articles on various issues such as, environment, climate change, economics, fisheries and agriculture, health, etc
- At least 3 years of related professional experience in writing and reviewing processes
- Experience in working on national assessment reports similar to National Communications
- Advanced knowledge and skills of MS Office, including Word, MS Excel, MS PowerPoint is required

5. REPORTING

The editor is expected to work closely with the INDC project management unit established in Climate Change Department under the Ministry of Environment and Energy and will report directly to INDC Project Coordinator.

6. CONTRACT DURATION

The estimated contract duration will be 20 business days from the commencement of the assignment.

7. SUBMISSION

Interested consultants may submit the expressions of interest with the proposal including the following.

- Curriculum Vitae (CV) of the consultant
- Copy of relevant academic qualifications
- Financial proposal

The following criteria's will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals.

Criterion	Weightage
Relevant academic qualification(s)	20%
At least 2 similar works done writing or reviewing (<i>2 works – 10 points, for each subsequent work – 5 points, max – 20 points</i>)	20%
At least 2 similar works done similar to Nationally Determined Contribution (<i>2 works – 10 points, for each subsequent work – 5 points, max – 20 points</i>)	20%
Financial proposal (fees for the assignment)	40%

8. APPLICATIONS

Interested consultants may submit the expressions of interest with the proposal including the following.

- Curriculum Vitae (CV) of the consultant
- Copy of relevant academic qualifications
- Financial proposal

9. SUBMISSION

Applications must be received at **1330 hours on 16th November 2017** and should be addressed to the following. Bids will be opened on the same day of submission. Electronic bidding is not permitted and late bids will be rejected.

Procurement Department

Ministry of Environment and Energy

Handhuvaree Higu, Maafannu

Male', 20392

Republic of Maldives

10. INSTRUCTIONS

Envelopes should be clearly marked with

“Editor for Nationally Determined Contribution Implementation Plan”

It is the applicant's responsibility to ensure that the envelope is stamped with date and time on receipt at the reception.

The Ministry will not be held responsible for any applications that maybe lost as result of not following these instructions.