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**Ministry of Environment and Energy**

Male', Republic of Maldives.

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Date: 23<sup>rd</sup> October 2017

Announcement No: (IUL)438-CCD/438/2017/145

### **Peer-review Editor for NDC Implementation Plan**

The Ministry of Environment and Energy (MEE) is leading the process of formulating NDC implementation plans which consist of actions which are required to implement the Nationally Determined Contribution (NDC) under Paris Agreement.

MEE is seeking the service of a consultant for peer-review and edit the draft NDC implementation plan. The TOR for the aforementioned tasks will be available for download from the MEE website and also can be directly downloaded from this announcement.

Proposals must be delivered in sealed envelopes to the address below on **05<sup>th</sup> November 2017 at 1030 hours local time**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address below on 05<sup>th</sup> November 2017 at 1030 hours.

#### **Procurement Section**

Ministry of Environment and Energy

[procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives



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

**Editor for the Nationally Determined Contribution (NDC) Implementation Plan**

**Terms of Reference**

Date: 22 Oct 2017

Announcement No: (IUL)438-CCD/438/2017/145

**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 no later than **1030 hours on 05 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.