



## **Reviewing and Proofreading for the State of Environment Report 2016 Terms of Reference**

### **A. INTRODUCTION**

SoE report is published in every three years by the Ministry of Environment and Energy to address the objective of providing an analytical overview of the state of environment of Maldives, focusing on the current and emerging environmental issues. The current SoE Report is the 6<sup>th</sup> report of the SoE series. Ministry is seeking a consultant as an independent reviewer and proof reader for a critical review of the report.

### **B. OBJECTIVES**

The objectives of the SoE Reviewer and Proofreader are as follows:

1. Provide advice on the content and findings within the report
2. Proof reading of the report to ensure linguistic quality and typographic presentation of the SoE Report.

### **C. TASKS**

The scope of this assignment will include but will not be limited to the following:

#### **1. Reviewing**

- Undertake a review of the content and findings within the report
- Critically review for the systematic, reference, logical and factual errors of the facts, concepts and statements within the report

#### **2. Proofreading**

- 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.

#### D. KEY DELIVERABLES

The consultant shall provide the following deliverables:

- Final Review Report of the State of Environment Report submitted electronically
- Comprehensive and informative non-technical summary

#### E. REQUIRED EXPERTISE

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

- Minimum Postgraduate degree in the field of environmental science, or related field
- At least 3 years of related professional experience in writing and reviewing process
- Experience in editing/writing/reviewing/proofreading reports/Articles on Environment, or related fields
- Excellent command of publishing English language
- Advanced knowledge and skills of MS Office, including Word, MS Excel, MS PowerPoint is required

#### F. REPORTING

The reviewer is expected to work closely with the Environment Department within the Ministry of Environment and Energy. The reviewer will report directly to the Director General of the Environment Department.

#### G. SCHEDULE FOR THE ASSIGNMENT

The estimated contract duration will be **3 weeks (21 days)** upon signing the agreement.

#### H. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

Criterion	Weightage
Relevant academic qualification(s) - Minimum Postgraduate qualification ( <i>Master's Degree- 10 points, for a PhD- an additional 10 points, max – 20 points</i> )	20%
At least 2 similar works done on writing or reviewing ( <i>2 works – 10 points, for each subsequent work – 5 points, max – 20 points</i> )	20%
At least 2 works done similar to SoE (2	

<i>works – 10 points, for each subsequent work – 5 points, max – 20 points)</i>	20%
Financial proposal (fees for the assignment)	40%

## I. APPLICATION SUBMISSION

Interested individual consultants should submit their proposals containing the following:

- Curriculum Vitae (CV) of the
- Copy of relevant academic qualifications
- Financial Proposal for reviewing and proof reading SoE Report (150 pages)

Proposals must be delivered in sealed envelopes titled “Reviewing and Proofreading for the State of Environment Report” on **12:00 hrs on 10 October 2016 local time**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives at the address below on **12:00 hrs on 10 October 2016 local time**.

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