

Terms of Reference for the Chief Editor

The Preparation of Third National Communication (TNC) on Climate Change

A chief editor will be hired for editing and compilation of all chapters of the TNC Report grammatical accuracy, factual accuracy, coherence and quality assurance of the report.

Purpose of the consultancy:

The overall objective of this consultancy is to obtain the services of a Chief Editor for editing and proof reading the TNC Report in English with a focus on improving its structure, clarity, style and to assure that it confirmed with the UNFCCC and IPCC guidelines and submit TNC Report to UNFCCC.

The Chief Editor will be guided by the Project Director of TNC under the supervision of the Secretary, Ministry of Mahaweli Development and Environment (MMDE). All tasks related to editing and compilation of TNC Report to be carried out in close consultation and collaboration with the PMU staff of TNC, all national experts in coherent and transparent manner.

Terms of Reference:

The roles and responsibilities of the Chief Editor will include inter alia the followings:

1. Ensure by guiding the National Experts to prepare final report in compliance with the UNFCCC and IPCC guidelines.
2. Compiling the TNC Report in consultation with National Experts and PMU Officials.
3. Editing the TNC Report maintaining the consistency among the chapters and the quality of the report.
4. Preparation of Executive Summary, Messages, Table of Content and other (inner and outer) pages of TNC Report.
5. Participating and guiding the National Experts in consultative, validation meetings.
6. Participating and providing inputs in monthly progress review meetings of TNC.
7. Submitting the Printable TNC Report.
8. Proof reading of TNC Report.

Duration of the Consultancy:

This is a part-time assignment basis consultancy for a period of 08 months starting from the date of contract signed between the Secretary, Ministry of Mahaweli Development and Environment and the Chief Editor.

Consultancy Fee:

Negotiable. Payment will be paid for this contract on the deliverables basis. If delays occur without mutual and prior agreement for an extension, the Secretary of MMDE has right to charge the awarded party a penalty equivalent to 2% of the respective payment for the deliverable for every week delayed.

The written or edited documents should be submitted in hard and soft copies to the Project Director. Soft versions should be in high resolution charts and graphics.

Academic Qualification:

- A University degree in Environment, communication studies, social sciences or a related arts and humanities field;
- Additional training in proof reading and editorial writing will be an asset.

Expected Output:

A comprehensive TNC Report for UNFCCC