

- Accuracy of captions against pictures and photographs, and graphics
- Inclusion of all front and back matter
- Check compliance of the reference list with IUCN's reference style
- Run final check on spellings (incl. abbreviations) and punctuation
- Mark all changes in the manuscript using 'track and change'
- Return manuscript to the publications lead for incorporation of final corrections

DELIVERABLES AND TIME TABLE

The timetable for the delivery of output is as follows:

The consultant will be expected to

1. conduct the first editing and draft publication by 10 July, 2023
2. The second review is anticipated to be required by 30 July 2023. The exact timing of this will depend on the design process.

The payment will be broken down into two payments following satisfactory completion of each deliverable and in accordance with these terms of reference.

CONSULTANT PROFILE (REQUIREMENTS)

Any relevant qualification or prior experience in the field of editing and designing environmental, conservation, cultural or heritage technical reports. In addition, the consultant must

- Work with the deadlines
- Ability to provide guidance and advice on the format and structure of the technical report
- Have prior experience in typesetting, layout design, graphic editing
- Be expert in arranging or organising the report in a standard format including organising the tables, labelling and arranging diagrams and figures, glossary, acronyms, page numbers, title page and bibliography.
- ensure references are properly included

NOTE: The selected consultant MUST meet the BIOPAMA procurement threshold and the nationality rule of the EU. The consultants must be from EU member state / UK or Pacific Islands). Further information is available upon request. The work carried out must be in accordance with the IUCN publication guidelines

EOI CLARIFICATION

Any clarification questions from applicants must be submitted by email to Rahul Chand at rahul.chand@iucn.org before 10 May 2023.

SUBMISSION GUIDELINES

Submissions must be (preferably) email or hand delivered at the address below with cost estimation and a short work plan and any relevant supporting documents including CV.

DEADLINE

The EOI submission closes at 4.00pm Friday, 10 May 2023. Any submissions received after the closing time will not be considered.

Email: rahul.chand@iucn.org

Hand Delivered:

Oceania Regional Office
5 Ma'afu Street
Suva