

## TERMS OF REFERENCE

### TECHNICAL EDITOR

#### **I. BACKGROUND**

The United Nations Environment Programme (Un Environment) has received funding from the European Commission to implement a pilot project entitled “Building Capacity for Coastal Ecosystem-based Adaptation (EbA) in Small Island Developing States (SIDS)”. The overall long term goal of the project is to strengthen the climate change resilience and adaptive capacity of communities and societies in SIDS with high dependence on ecosystem services provided by healthy tropical coastal ecosystems. However tropical ecosystems are anticipated to experience high rates of climate-induced ecological degradation. This pilot project was implemented in two SIDS – Grenada and Seychelles.

The project has three specific objectives:

- a. Enhance and demonstrate integrated planning tools and technical guidance to assist decision-making and effective stakeholder consultation in the development of coastal EbA interventions;
- b. Support relevant authorities and communities in two SIDS where climate change already places intense pressure on human livelihoods and coastal and marine resources in the selection, planning and implementation of practical EbA measures and interventions; and
- c. Support regional capacity-building and global transfer of good practices and experiences gained to other coastal regions as a means to scale up EbA development and implementation, including informing supportive adaptation policies, strategies and adaptation plans.

These objectives will contribute to the following two project outcomes:

1. Countries incorporate coastal EbA principles into national planning and development strategies;
2. Enhanced regional capacity and global knowledge sharing on coastal EbA options in SIDS.

The project is implemented via five closely coordinated and mutually supporting components:

- Component A: Enhanced EbA decision support tools and capacity building resources;
- Component B: Piloting social-ecological vulnerability scenarios and adaptation cost-benefit analyses;
- Component C :Piloting cross-sectoral EbA planning and operationalization including participatory M&E;
- Component D: Regional trainings on EbA scenario planning, decision-making and implementation;
- Component E: Global knowledge-sharing on EbA experiences, good practices and policy advice.

UN Environment is implementing this project in Grenada in collaboration with the Government, through its Environment Division of the Ministry of Education, Human Resource Development & The Environment. Local activities are coordinated via the Project Office located within the Ministry and support Component C of the project. Activities have been extended until November 2017.

A technical workshop was held with a wide cross-section of stakeholder to discuss the findings of a national social-ecological vulnerability assessment conducted under Component B of the project. Two sites were selected where activities to demonstrate ecosystem-based adaptation interventions could be illustrated: Grand Anse, Grenada and Windward, Carriacou. The intervention strategy chosen for both locations centered on the restoration and management of the respective coral reef ecosystems in the Bays.

## **II. WORK TO BE UNDERTAKEN**

As the Project draws near conclusion the Ministry of Education, Human Resource Development & the Environment is seeking to contract a suitably qualified individual to process and complete deliverables under Component E.

The successful consultant will collaborate with the Project to accurately compile and collate all outputs obtained throughout implementation of Project, as well as any other supporting documents and information, into clear, concise, detailed, ready-to-print publications.

The successful applicant will work under the supervision of the Environment Division of the Ministry of Education, Human Resource Development & The Environment through the Project Office.

The assignment will last for a period of 2 months.

## **III. ORGANIZATION OF WORK**

The consultant will be based at the Project Office in the Ministry of Education, Human Resource Development & the Environment. Alternatively, the consultant may be based remotely, but will be required to conduct in-country work as required. In addition to e-mail and phone, the consultant should be reachable through modern Internet communication tools such as Skype or GoogleTalk.

## **IV. DELIVERABLES**

A summary of the key deliverables are as outlined below:

The consultant is expected to produce the following deliverables:

1. Two “Technical Handbooks” on Coral Reef Restoration, which will consist of (a) basic job requirements, skills and training of a Coral Gardener including details of training and activities undertaken by the coral gardeners of the Project as well as their roles and responsibilities throughout the Project; and (b) detailed methodology for implementing a community-based coral reef restoration programme;
2. Brochures, booklets and pamphlets with details of findings, procedures, limitations, and recommendations; and
3. A series of info-graphics for social media publication.

Specifically, the consultant is expected to:

- Analyze all relevant documents to the Project;
- Prepare content for all publications;
- Collate information in a format that is consumer friendly;
- Design and format all publications;
- Proofread and copyedit all publications; and
- Ensure consistency and accuracy in documentations

## V. QUALIFICATIONS

### Education

Postgraduate degree (Master’s degree or equivalent) in English, Journalism, Communications, Publications or any relevant discipline. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

Minimum of 5 years of proven job-relevant working experience.

### Technical Skills and Expertise

- Strong computer and word processing skills
- Strong writing and communication skills in addition to editing, proofreading and page composition skills
- Graphic design and/or design software skills
- Experience with organizing, interpreting and presenting information in meaningful written form for varied audiences
- Technical knowledge specific to this field will be considered a strong asset

### Core Competencies

- Professionalism – Strong knowledge of the field of expertise with good analytical skills and ability to solve problems;
- Planning & Organizing - Ability to plan work and manage conflicting priorities to meet deadlines;
- User Orientation – Ability to understand, analyze and respond to user needs;
- Commitment to Continuous Learning – Willingness to keep abreast of new developments in the field of expertise;
- Communication – Excellent spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear, concise and engaging style. Proficiency in English;
- Teamwork – Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## VI. DOCUMENTS TO BE SUBMITTED

- Cover letter highlighting key competencies and skills;

- CV, including:
  - Educational background;
  - Professional experience (assignments, tasks, achievements, duration of years/months);
  - Other experience and expertise (e.g. internships/ volunteer work, etc.);
  - Expectations regarding remuneration.
- Evidence of relevant work
- Proposed strategy / methodology, work plan, timeline and budget for the assignment.

## **VII. SUBMISSION OF APPLICATION PACKAGE**

The Ministry of Education, Human Resource Development & the Environment invites eligible persons to submit their expressions of interest for the Technical Editor consultancy. Interested persons should submit completed application packages via email as one document or in print to:

Ms. Jacinta Joseph  
Permanent Secretary  
*wrf* Human Resource Development & The Environment  
Ministry of Education, Human Resource Development & The Environment  
Botanical Gardens  
St. George  
Grenada, W.I.  
[jacinta.joseph@gov.gd](mailto:jacinta.joseph@gov.gd) ( please copy [kerricia.hobson@gov.gd](mailto:kerricia.hobson@gov.gd) )

**The deadline for submission is August 13, 2017.**