

Terms of Reference:

Editor for the Maldives Adaptation Finance Governance Standards study

Position title: Editor

Expected period of commitment: 12 working days

Number of pages: Approximately 55 pages

Application deadline: 14:00, 23rd July 2017

1. Organization Background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Transparency Maldives seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

2. Background to the assignment

Transparency Maldives is undertaking a baseline study on Climate Adaptation Finance Governance Standards in the Maldives. The study has produced a baseline findings of the current good governance practice of the stakeholders in the Maldives with a set of recommended governance standards for climate adaptation finance to improve delivery of the finance to the poorest and most vulnerable, and better strategic use of funds to catalyze transformational change to a low carbon, climate resilient economy.

3. Purpose of the assignment

The aim of this assignment is to ensure the quality of the publication and TM is seeking the services of an editor to edit the complete draft report on Climate Adaptation Finance Governance Standards in the Maldives.

4. Deliverables

The Editor will be expected to work closely with the Senior Project Coordinator for this project to produce a thoroughly content edited draft of the Maldives Adaptation Finance Governance Standards study to a satisfactory quality. In addition to correcting syntactical errors, the Editor is also expected to rephrase where necessary to ensure narrative consistency clarity of prose and continuity of argument.

1. Timeline: The editor is expected to complete the work within 12 working days of commencing work.

2. Reporting procedure: The editor will report to Senior Project Coordinator of the Climate Integrity Project, Shaziya Ali (shaziya.ali@transparencymaldives.org) for any inquiries.

Note: Maximum no of pages to be edited: 55

5. Required Competencies

- Minimum bachelors degree in in English or related field
- Minimum 3 years experience in work involving writing and editing
- Excellent command of the English Language
- Ability to effectively grasp and incorporate comments from multiple authors to fit a defined publication style and format Climate Adaptation Finance Governance Standards in the Maldives.

6. Closing date for applications: Before 14.00, Monday, 23 July 2017

7. Application and selection procedures: Interested applicants should submit an email to Shaziya Ali (shaziya.ali@transparencymaldives.org).

The subject line must read “AGS study Editor”. The content of the application should not be longer than 5 pages and must include the following:

- A summary of relevant experience (attach a brief CV, providing evidence that you are qualified to undertake this assignment).
- Portfolio/examples of similar assignments that you have undertaken (two to three), preferably in the Maldives, over the past 3-5 years.
- Proposed fees

Only short-listed candidates will be contacted for interviews.

The contract will be awarded on a fixed cost basis. The application should state the rate (in MVR) for per page. Transparency Maldives retains the right to reject any or all of the applications and/or to enter into additional negotiations with one or more of the tendering parties to help define the exact scope of the work and deliverables to be undertaken.