NAME:	Vacant
ASSIGNMENT:	**COPY EDIT, DESIGN AND FINALIZE THE NATURAL WORLD HERITAGE IN OCEANIA: PROGRESS AND PROSPECTS**
IUCN REPORTING MANAGER:	Rahul Chand, PACA Coordinator, Oceania
LOCATION:	Home-based
DURATION:	**10 May – 30 June 2023**

BACKGROUND/CONTEXT

BIOPAMA II is a project is a follow-up to the BIOPAMA I programme (2011-2016); thus, representing a second phase of this programme. Protected Areas (PA) and the landscapes within which they are located have a central role to play in preserving the biodiversity and ecosystem services that the majority of rural communities depend on for sustainable livelihoods. BIOPAMA II supports the development of the Natural Heritage Report of the Oceania in partnership with the JRC that had commissioned the report. As part of its financial support, BIOPAMA II will fund the finalization, copy editing and finalization of the report.

The Biodiversity and Protected Areas Programme (BIOPAMA) aims to assist countries in Africa, the Caribbean and the Pacific (ACP) group of states to improve the long-term conservation and sustainable use of natural resources, including through developing knowledge products that underpin evidence-based decision making.

The preparation of "**NATURAL WORLD HERITAGE IN OCEANIA: PROGRESS AND PROSPECTS**" review was led by IUCN in collaboration with other partners. This includes the European Commission Joint Research Centre (EC-JRC), UN Environment World Conservation Monitoring Centre (UNEP-WCMC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). The review will be released as an official IUCN publication.

OBJECTIVE

IUCN is seeking a professional copy editor to produce a final edited version of the "**NATURAL WORLD HERITAGE IN OCEANIA: PROGRESS AND PROSPECTS**". This will provide a highly accessible synthesis of key World Heritage Information that will cover:

- Oceania's global significance for natural and cultural heritage conservation.
- challenges and opportunities for WH in the region.
- taking stock: overview of existing natural sites and their conservation status.
- looking ahead: overview of possible priorities for nominations and extensions.
- how to make this happen: overview of current capacities and capacity needs.

IUCN will regularly communicate with the consultant and provide feedback and necessary guidance to achieve objectives of the work. IUCN will provide the selected consultant with:
- Branding and other IUCN guidelines on report;
- Draft script

ASSIGNMENT

The consultant is expected to perform the following functions:
- Edit existing materials, documents and presentation materials for content, layout, look and feel to ensure the right message comes across to intended audience
- Proofread text and correct spelling, grammar, and punctuation errors

The consultant will be expected to copy-edit the draft manuscript for the following:

- Titles, headings, sub-headings (all lower case, except for the first word and should not apply to fixed terms such as "World Heritage")
- Table of contents against actual chapter/section headings
- Consistency of style
- Spelling
- Inconsistencies within the text

- 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