

## Terms of Reference

### CONSULTING SERVICES

#### Part Time Consultant Editor – International

#### BACKGROUND

The Government of Lao PDR through financing from the World Bank is implementing the Forest Carbon Partnership Facility (FCPF) REDD+ (*Reducing Emissions from Deforestation and Forest Degradation*) Readiness Preparation project through Department of Forestry, Ministry of Agriculture and Forestry. The Project aims to support Readiness Preparation for REDD+ within the country. Among others activities, in close cooperation with the government and other stakeholders, the Project will develop the Lao PDR National REDD+ Strategy, draft relevant legal and regulatory frameworks, design of REDD+ pilots, and build capacity for Government relevant agencies, stakeholder as well as for awareness raising. Therefore, the FCPF Readiness Preparation Project is contributing to developing Lao PDR's capacity to receive REDD+ investments in future. One such international investment for REDD+ is from the FCPF Carbon Fund.

This document constitutes Terms of Reference (TOR) for an individual consultant to provide English language editing and research services to support the preparation of a diversity of documents, website material, and audio-visual text as required. These services will support the REDD+ Office, DoF in carrying out the REDD+ activities and projects e.g. the National REDD+ Program, the Emissions Reduction Program Document (ER-PD), the Provincial REDD+ Action Plans (PRAPs) and other REDD+ related documents.

#### SCOPE OF WORK

The Consultant will provide English language editing that will include research, and re writing, to the FCPF Project Management Team, REDD+ Office, DoF. The professional will provide services that will include research inputs, writing, rewriting, and editing in the disciplines of environment, forestry, climate change, land, public policy, participatory approaches to development, Indigenous Peoples, gender and others as required. In addition, the professional will also provide support to conference and workshop planning, production of material, documentation of workshops and events, and production of final reports and proceedings. The consultant will also provide research support and for selection and editing of accompanying visuals such as photographs, graphics, illustrations etc. The material that will require inputs from the consultant will include technical reports, policy and strategy documents, material for the website, text for audio and visual material, and related media products as required. This material and the products are related to REDD+ and forestry areas and are necessary as inputs for the development of REDD+, including Provincial REDD+ Action Plans (PRAPs) and Emission Reduction Program Documents (ER-PD).

The Consultant will work closely with the other FCPF consultants, and under the guidance of the FCPF Manager. The working time claim will be assessed against the outputs by the consultant, but taking into account the tasks assigned by the FCPF Manager.

Specifically, the Consultant will be required to perform the following tasks:

- Establish a collaborative relationship with the REDD+ Office and consultants
- Develop an understanding of deforestation and REDD+ context in Lao PDR
- Ensure that all documents and material conform to international quality style and guidelines
- Ensure that all documents are edited and written from the standpoint of reader interest and are factually accurate and relevant
- Commit to confidentiality and to not disclose information without prior permission.

## **DELIVERABLES**

- Work plan as mutually agreed
- Delivery of high-quality products as per tasks assigned
- Receive inputs to drafts and make changes and improvements.
- Monthly output and deliverables will be assessed against the working time claim, taking into account the tasks assigned.

## **EXPERIENCE AND QUALIFICATIONS**

The qualifications and experience required of the consultant are as follows:

- At least Master's degree in English language, communications, journalism, media, social sciences or related field.
- Minimum of 7 years of experience in writing and editing for print/radio/television especially related to forestry, environment and/or climate change and/or knowledge of natural resource management issues in Lao PDR
- Demonstrated experience with in developing communication materials (on-line, Media/press releases, publications and reports)
- Good knowledge of English and Lao both oral and written communication skills, conveying messages to different audiences using diverse media.
- Experience in working with journalist and media networks and ability to develop, nurture and maintain existing and new media contacts
- Experience in editing and proof reading organizational communication material

## **DUTY STATION AND DURATION**

The Consultant will provide up to 120 days over a 12-month period for this assignment with possible project extension. The Contract is renewable annually based on satisfactory performance evaluation and project needs. The assignment is expected to take place between March-April 2019 to February-March 2020. The duty station will be either home-based and/or based at the REDD+ Division in DOF in Vientiane Capital, Lao PDR, with occasional travel to Provinces.