



## Terms of Reference

### Editing of:

UNDP-DDC Document: **Mainstreaming Drought Risk Management - A Primer**

### Background

The Drylands Development Centre (DDC) in Nairobi, Kenya is one of the three UNDP Thematic Centres around the world. DDC provides core support for development and poverty reduction in the drylands to all affected countries world-wide through the Integrated Drylands Development Programme (IDDP). This support is provided through UNDP country offices.

The IDDP combines three approaches to drylands development into one programme: mainstreaming of drylands issues into national policy and planning frameworks; reducing vulnerability of poor populations to climatic shocks, especially drought; and, improving local governance of natural resources. The Programme combines policy analysis with institutional capacity building and concrete on the ground programme interventions.

Five priority areas are addressed under the IDDP:

1. Mainstreaming of drylands issues into national policy and planning frameworks
2. Making markets work for the poor (Improving Market Access for Drylands Commodities)
3. Drought risk management
4. Land governance
5. Decentralized governance of natural resources

Under the drought risk management priority area; UNDP/DDC is focusing its work on building capacity at the national and local levels to shift from reactive to proactive drought management approaches by identifying and implementing options for reducing drought vulnerability in an integrated manner.

As part of this support UNDP/DDC commissioned a Primer to provide guidance on a basic process for mainstreaming drought risk management (DRM) into development planning at all levels, based on best practices and experience. The Primer outlines a basic four step for mainstreaming DRM. The generic steps can be adapted and tailored to different national and local contexts.

In order to finalize the document, UNDP/ DDC urgently requires the services of an Editor to review; edit and proof read the document in preparation for design and publication by mid April 2010.

### Purpose and scope of Activity

The purpose of this assignment is to edit the paper while ensuring consistency of language and conceptual usage into succinct and refined formats in readiness for publication. The overall responsibility of the Editor will also entail formatting the structure of the entire document to maintain a consistent outline for presentation throughout.

More precisely, the Editor will be required to ensure the following; **Tasks:**

1. Copy-edit following United Nations style specifications, UNDP –DDC document: **Mainstreaming Drought Risk Management - A Primer**
2. Ensure correct spellings (UK dictionary) appropriate word usage (e.g., use “programme” instead of “program”)
3. Ensure proper grammar and syntax, proper names, and consistency of usage
4. Spell out all abbreviations/acronyms when they first appear in the text; followed by only the acronym thereon
5. Ensure correlation between the list of acronyms in the table and their occurrence throughout the text
6. Use correct/consistent line spacing and paragraphs/table formatting
7. Apply correct numbering of chapters and/or sub chapters including correct reflection in the table of contents
8. Use correct page numbering and consistent numbering of footnotes where applicable
9. Apply appropriate and consistent positioning of annexes, boxes, figures and tables throughout the documents
10. Check document, if figures and tables at the end of each annex are consistently referred to throughout the relevant chapter/annex.
11. Use consistent font (s) as relevant.
12. Numbers under 10 should be spelt out in numerals
13. Percentage should read in the text as “per cent instead of % or percentage
14. E.g.; ex’; figs, etc., should be followed by a full stop.
15. Insert automatic table of contents
16. Check document for redundancy of language or content; where appropriate, make text more concise
17. Advise client on matters relating to redundancy, conciseness of text, and sequencing of material
18. Liaise with the client during the course of the edit, as queries arise.
19. Work in a Microsoft Word file, tracking changes

### Deliverable and timeframe

1. Microsoft Word in electronic format –a fully finalized edited document, **“Mainstreaming Drought Risk Management - a Primer”**.

### Timeframe

Delivery is required by 20 April 2010, as follows:

Review and edit document: 8 days

Additional iterations, reworking, etc: 2 days

Total time required: 10 days

### Supervision

The work of the Editor will be supervised by the Programme/Communications Specialist and Policy Specialist.

### Qualifications

The Editor must have a proven track record in editorial work, be familiar with UNDP/UN work. Have an understanding of drought risk management and/or natural resources management issues. The Editor must also have a history of reliability as well as ability to deliver outputs on schedule.

### Submission of quotations

Interested persons/organizations should forward their quotation & profile to e-mail address: [ddc@undp.org](mailto:ddc@undp.org) not later than 16 March 2010.