

UNDP/GEF/MNP project “Conservation and sustainable use of globally significant biodiversity in Hazar state Reserve on the Caspian Sea Coast”

TERMS OF REFERENCE

RUSSIAN EDITOR

Background and rationale

The editor is needed to edit the documents exceeding two pages, such as books, reports, studies, training materials produced under the joint UNDP/GEF/MNP project “Conservation and sustainable use of globally significant biodiversity in Hazar state Reserve on the Caspian Sea Coast”.

Detailed description of the tasks

The contractor should be available to provide services whenever needed to edit the documents and will work on a call basis to perform the following tasks:

Edit the Russian language documents related to the Hazar Project, prepare the edited documents in Microsoft Word format and in compliance with the formatting of the original document. The edited documents shall be submitted to office of the Hazar project both in electronic and hard copies.

Unsatisfactory or delayed editing of a document will result in termination of the contract at any time prior to the date of expiration as deemed necessary by the supervisor of the contract.

Shall the poor quality of editing necessitate re-doing of the entire work UNDP reserves the right to withhold the total payment for unsatisfactory services and to award the assignment to another contractor.

Qualification or specialized knowledge/experience

- Proficiency in editing documents in Russian language;
- Knowledge of the related terminology;
- Ability to create and format documents in Microsoft Word;
- Accuracy in handling documents, punctuality.

Other

The contractor is expected to work in her/his home place. The Hazar Project does not provide equipment or space for editing. The contractor will work under supervision and guidance of the project management.

The fee will be paid as follows:

Urgent editing, per page	USD 9.00 1 page=1,800 symbols without space/output document
Non-urgent editing, per page	USD 5.00 1 page=1,800 symbols without space/output document

Deliverables

The provided documents are to be edited in Russian and timely submitted.

Payment

The cost of the contract is USD 00.00. The payment will be made in lump sum upon the satisfactory completion of services.

The fee is based on the newly approved pay ranges for the temporary service contactors under Service Contracts (SC) and Special Service Agreements (SSA). (ref. Interagency Memorandum from the UN Resident Coordinator on Pay ranges dated 8 December 2008).