Terms of Reference

Consultant for editorial and proof-reading revision of the reports prepared by experts in a framework of the ENPI-FLEG II program.

1. Background
The “Program II for Improving Forest Law Enforcement and Governance (FLEG) in the European Neighborhood Policy Countries and Russia” (hereinafter, the Project) is a project being implemented by the World Wildlife Fund as part of the “Forest Law Enforcement and Governance in the ENPI East Countries-2” Program, and in partnership with the World Bank and the International Union for Conservation of Nature. The Programme participants are seven countries in Europe and North Asia – six European Neighborhood Policy countries (Armenia, Azerbaijan, Belarus, Georgia, Ukraine and Moldova) and the Russian Federation.

Both the project and the program ultimately target putting in place the enhanced forest governance arrangements through the effective implementation of the main priorities set out in St. Petersburg Ministerial Declaration and in Indicative Plan of Actions for the Europe and North Asia Forest Law Enforcement and Governance (ENA FLEG).

The Program has three specific Objectives listed below:

1) To make progress implementing the 2005 St. Petersburg FLEG Ministerial Declaration in the participating countries and support the participating countries commit to a time-bound action plan to ensure its implementation and follow-up activities (regional level);

2) To review or revise (or establish a time-bound action plan to review or revise) forest sector policies and legal and administrative structures; improve knowledge of and support for sustainable forest management and good forest governance (including the impact of related EU regulations) in the participating countries (national level);

3) To test and demonstrate best practices for sustainable forest management and the feasibility of improved forest governance practices at the field-level on a pilot basis in all participating countries (sub-national level).
This TOR is designed to contribute to Objective 3 and Section 3.1. of the Program Implementation Plan for Russia.

The main phase of the project is been carried out since August 2013 till December 2016. Within the project support of actions with active participation of government institutions, public organizations and the private sector is ensuring. Many of actions are planned at national level, and supplemented with strategically focused activities at a level of groups of the countries and the region as a whole.

The project is carried out within the Country Work Plan on the program implementation for the Russian Federation. The following priority directions of the program implementation in Russia are allocated: (1) increase of efficiency of planning and monitoring of FLEG actions at national, regional (local) and interdepartmental levels; (2) strengthening of personnel potential on FLEG related issues; (3) implementation specific activities on FLEG into practice of leading Russian forest business companies and their international trade partners; (4) ensuring the rights of citizens and small business on legal use of forest resources; (5) increase of transparency of actions and awareness of interested parties.

2. Objectives
The objective of this assignment is to provide editorial and proof-reading revision of a text of the four reports prepared by experts in a framework of the ENPI-FLEG II program.

3. Scope of Services
The consultant provides editorial and proof-reading revision of the following reports prepared by experts within the ENPI-FLEG II program:

1. "The development of a business model for the organization of complex harvesting of wild-growing raw materials by entrepreneur", volume – 99 p.;
2. "A market assessment for certain types of non-timber forest products, the development of recommendations for companies", volume – 161 p.;
3. "A requirements and capacity evaluation of the companies and a review of the most successful experience on a multi-purpose use of forest resources at the regional level", volume – 215 p.;

Total amount of work: 536 pages.
Original texts are in Russian and will be published in Russian.

Editing should be delivered according to standard procedures and requirements described in Milchin, A. 1985. The Reference Book for Editor and Proofreader and in Official Industry Standards (GOST) # 7.0.16-2014; 7.0.4-2006; 7-0.5-2008; 7.083-2012

The consultant agrees editor's changes in the text with the author and puts final revision into the text.

For proper implementation of the assignment the Consultant should communicate closely with the authors and cooperate with WWF Russia in case of need with the Consultant get more information on the topic of the revised reports.

The assignment should be fulfilled during 2 months.

4. Reporting and Approval Procedures

The Consultant should submit the revised text of all reports to the Project Coordinator (Nikolay Shmatkov, nshmatkov@wwf.ru) by email.

The Contract will be considered as completed after signing the acceptance certificate.

5. WWF's Input

WWF Russia provides the Consultant with the contact information of the authors. The Consultant cooperates with WWF Russia on issues related to the topic of the reports.

6. Required Qualifications, Skills and Experience

The Consultant-translator should have the following qualifications:

• Appropriate linguistic education or other higher education;
• Experience in editing and proofreader;
• Experience with revising texts on a topic of this assignment.