## Terms of Reference

Posting Title:	Copy Editor for the Ocean Governance Studies of Indonesia and Viet Nam.
Department/Office:	Division for Ocean Affairs and Law of the Sea,
Duty Station:	Home based (remote work).
Type of Contract:	Consultancy.
Languages Required:	English.
Starting Date: (date when the selected candidate is expected to start)	21 August 2023
Duration:	Part time. 3 months (27 Working Days).
Contract Sum:	US\$ 8000 (paid in two instalments upon the of each
	phase).

Background
The Division for Ocean Affairs and Law of the

Studies). The study consist of a national level inventory and analysis of legal and institutional frameworks for ocean governance in the selected beneficiary States,

## UN editorial practice:

- the Editorial Manual of the United Nations: http://dd.dgacm.org/editorialmanual/
- the UN terminology database available at the following weblinks: <a href="https://unterm.un.org/">https://unterm.un.org/</a>

The Copy Editor will check the presentation of figures, diagrams and tables.

The Copy Editor will check the list of acronyms/abbreviations to ensure that it is complete.

The Copy Editor will identify and resolve errors and inconsistencies.

Qualifications and experience required: University degree in communication, English studies, or related disciplines. At least 5 years of professional experience as copy-editor of strategy documents, public policy or similar reports and publications. A portfolio demonstrating extensive experience communicating technical knowledge products in English into clear terms for policy makers and the interested public.

Experience editing United Nations documents and working on ocean issues would be an asset.

Confidentiality: The text of the Ocean Governance Studies is under embargo until released by DOALOS and may not be shared with anyone. The Copy Editor should contact DOALOS for any questions they may have.

## TO APPLY TO THIS CONSULTANCY:

- 1) Fill out the application form linked here.
- 2) Send an email with your CV and cover letter detailing relevant experience to khan42@un.org (with a copy to doalos@un.org).

Closing date: 1 August 2023