

Call for Proposal / Request for Quote

Date: 05 July 2024

## TERMS OF REFERENCE (ToR)

### Copyeditor(s) for the second edition of the Biennial Report - “Global Infrastructure Resilience”

#### 1. Background

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and the development associated with it. The vision, mission, goal, and objectives of CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world.

In line with this mandate, CDRI published the first edition of its Biennial Report, titled – “*Global Infrastructure Resilience: Capturing the Resilience Dividend*” in October 2023. It is CDRI’s principal vehicle for engaging and focusing the attention of a global audience of political leaders, policy makers, practitioners and researchers on the critical and multifaceted challenges posed to disaster and climate resilient infrastructure. The Biennial Report will also contribute to the development of the Strategic Priorities of the CDRI around Research, Knowledge Management and Capacity Building.

The first edition presented a compelling economic, financial, and political imperative for investing in resilience based on GIRI (Global Infrastructure Risk Model and Resilience Index), a first ever fully probabilistic risk assessment of infrastructure assets covering 7 hazards and 9 infrastructure sectors. The report provided data driven country specific risk metrics to support investments for infrastructure resilience with pathways for upscaling finance, application of Nature-based Infrastructure Solutions (thematic focus for the first edition) and strengthening infrastructure governance. The report along with its executive summary is now available for download at: [cdri.world/gir](http://cdri.world/gir). The GIRI data platform is also an integral part of the Biennial Report and makes available the data from the model for visualisation, interpretation, and analysis. It can be accessed at: [cdri.world/gir](http://cdri.world/gir).

## 2. Biennial Report: Second Edition

CDRI now plans to publish the second edition of the Biennial Report by October 2025. In this regard, CDRI aims to empanel two-three copyeditors (either individuals or agencies) who while working under the supervision of the Coordinating Lead Author and Senior Advisor to the second edition of the Biennial Report (hereafter referred to as the “Report”), shall provide the services of copyediting and proofreading the entire draft of the Report. Out of the empaneled copy editors, two copyeditors would be accorded the task of copyediting the text and one would be responsible for referencing, copyediting, numbering the contents of the Report draft.

This Terms of Reference is applicable for each applicant and Sections 2 until 11 will define the modalities and arrangements for the work with respect to each empaneled copyeditor for the Coalition for Disaster Resilient Infrastructure.

In addition, CDRI may take the services of copy editors for other CDRI work/reports from time to time.

## 3. Objectives of the assignment

The main objectives of this assignment are as follows:

- I. Copyedit and proofread the Report to ensure premium quality for its narrative under the supervision and guidance of the Coordinating Lead Author, Senior Advisor and, in coordination with the Project Management Unit (PMU) of the Report.
- II. Ensure a timely delivery of the service to ensure a smooth launch of the Report by October 2025.

## 4. Scope of work

The Copyeditor’s responsibilities will be as follows:

- Review, edit and proofread all pages and the entire content of the Report. This will include reviewing, editing, proofreading, referencing, and improving the Report’s contents while maintaining the integrity and consistency of the technical analysis and original writing in the Report.
- Participate in the three cycles of meticulous reviewing, editing and proofreading on all pages and contents of the Report based on the feedback and guidelines provided by the Coordinating Lead Author and Senior Advisor, to conclude on a final Report draft.
- Ensure that the reviewing, editing, proofreading and referencing of the Report adheres to the designated structure, thematic focus, and format of the Report.
- Ensure that the fluency, punctuation, spelling, and grammar of the text is appropriate, coherent and in line with British writing style i.e. UK English.
- Ensure that there is congruency between the text, tables, boxes, charts, graphs, maps, and figures and that they are correctly numbered with no errors and in tandem with the format and design of the Report.

- Align the content page numbering with body of document.
- Ensure that all citations and references are part of the text as per global standards, adhering to the American Psychological Association (APA) – 7th edition, and are enlisted at the end of the Report for readers to peruse and source.
- Maintain consistency, accuracy and quality checks in the referencing style and numbering of the references within the Report.
- Produce blogs, factsheets from chapters and other repurposed products from the Report draft, as a ghostwriter, in addition to copyediting and proofreading the entire Report.
- Proactively work in collaboration with the designer assigned on the Report to ensure a consistent draft.
- Proactively work in collaboration with the authors on the Report to clarify and improve the narrative, flow and coherence of the chapters and other associated drafts on the Report.
- To ensure the timely completion of the entire gamut of activities that includes copyediting, proofreading, referencing and numbering the entire content of the Report and all that would be distributed amongst all empaneled copyeditors for the Report.
- Engage and deliver on all undertakings in a coordinated and collaborative manner with other copyeditors, consultants and the PMU under the supervision and guidance of the Coordinating Lead Author and Senior Advisor on the Report.

## 5. Key competencies and skills

- Excellent knowledge of English language, both spoken and written, is essential.
- Excellent written communication skills is essential.
- Knowledge on the themes of Infrastructure Resilience, Disaster Management and Climate Change to comprehend, review and edit the narrative of the Report, is desirable.
- Strong track record and proven experience of working on global publications is essential.
- Documented experience of editing high-profile international publications including reports, journals or books is essential.
- Excellent interpersonal teamwork and time management skills are essential.
- Demonstrated work experience with International Organizations is desirable.
- Flexibility in remote working arrangements and experience of working with teams remotely is essential.
- Proficiency in desktop publishing software, MS office and in general with computers is essential.

## 6. Period of empanelment

The empaneled copyeditors would have a term of 2 years from the date of commencement of the contract.

## 7. Expected deliverables

Complete the copyediting and proofreading of the entire Report under the supervision and guidance of Coordinating Lead Author, Senior Advisor on the Report and the PMU and in collaboration with other empaneled copyeditors and onboarded consultants and designer. This would include the following deliverables-

### I. **Submission of first order draft for the Report**

This would include completing the first round of copy editing, proofreading, referencing, and formatting of the Report draft and submitting to the PMU for a review by the Coordinating Lead Author and the Senior Advisor.

### II. **Submission of second order draft for the Report**

Based on the feedback, comments and suggestions by the Coordinating Lead Author and Senior Advisor in the first round, the copyeditor would make further revisions to the work undertaken and submit a second version of the draft for review to the Coordinating Lead Author and Senior Advisor.

### III. **Final draft of the report**

Once the second round of review and feedback is completed, all final suggestions, feedback and comments will be integrated into the draft by the copyeditor to compile and generate a finalized version of the Report.

### IV. **Other supporting activities and documents**

As mentioned in Section 4, the copyeditor will be required to support the PMU, Coordinating Lead Author and Senior Advisor on the Report as a ghostwriter producing blogs, fact sheets, articles, and any other repurposed products from the Report.

## 8. Qualification criteria for applicants

- At least 7 years of professional experience as a copyeditor.
- Fluency in both written and spoken English.
- A minimum of a BA/BS degree in the realm of Communications, English language, linguistics, Journalism, Environment, Infrastructure Resilience, Disaster Management, and Climate Change.
- Proven experience of working on global reports/strategic documents.
- Proven experience of working with at least one International Organization or in a

multicultural setting.

## 9. Selection criteria

- The consultants should submit their technical proposal as a password-protected PDF file attached in one email since the evaluation will be conducted through the **QBS method**.
- The proposal must be sent to the email address [tender.projects@cdri.world](mailto:tender.projects@cdri.world) with the subject line: "CDRI Second Biennial Report Copyeditor (Individual Consultant) " and received **by 23:59 hours (IST) on 15 July 2024**. Any proposal received by CDRI after the deadline for submission shall not be opened.
- **The Password for the Technical proposal pdf file is to be submitted on the same email ID by 1200 hours (IST) one (1) day after the final proposal submission date. Times New Roman Font to be used for Password to ensure readability.**
- The consultants who are qualified in technical evaluation will be empaneled with CDRI. Once the technical evaluation is completed, a password protected financial proposal will be requested.
- The consultant will be selected following a Quality Basis Selection (**QBS**).
- Proposals shall be evaluated as follows:

Technical Evaluation Criteria (100 marks)		Marking system
1.	Professional work experience as a copyeditor	30
2.	Academic qualification and hold over the English language	20
3.	Proven experience of working on reports/strategic documents of a global scale	30
4.	Proven experience of working with at least one International Organization or in a multicultural setting.	20
<b>Total</b>		<b>100</b>

The applicant scoring more than 70% in the technical evaluation shall be considered for empanelment and will be called for negotiations if required.

## 10. Terms of payment

Payments will be made subsequent to approval of the submissions by competent authorities at the end of each deliverable.

## 11. Standards of quality

Information and data created according to the ToR should follow internationally accepted standards and practices.

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