

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, United Nations Office of Legal Affairs (“the Division”).
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 Division’s confirmation of completion of each phase).

Background

The Division for Ocean Affairs and Law of the Sea of the United Nations Office of Legal Affairs (DOALOS) has launched a four-year capacity-building project for developing countries to reinforce their capacity to implement the United Nations Convention on the Law of the Sea (UNCLOS) and related Agreements, and to better harness the benefits of a sustainable ocean economy. The project is supported by the Norwegian Agency for Development Cooperation (Norad).

The project has three major series of activities, one focusing on analyses of national frameworks for ocean governance in selected beneficiary States (Ocean Governance

Studies). The study consist of a national level inventory and analysis of legal and institutional frameworks for ocean governance in the selected beneficiary States, including a component focusing on specific priority ocean sectors of strategic relevance to the State, with the view to provide a high-level overview of the State’s legal and institutional framework for oceans; enhance the awareness of the beneficiary State regarding their overall legal and institutional framework for oceans, including potential linkages, overlaps and gaps; compare the national legal and institutional framework to core requirements under the United Nations Convention on the Law of the Sea and related applicable international instruments; assist beneficiary States in the identification and prioritisation of capacity gaps in the development and implementation of frameworks for oceans; and provide a knowledge base of the national legal and institutional frameworks for oceans.

After the review by DOALOS and the respective beneficiary States (Indonesia and Viet Nam), the Ocean Governance Studies will be issued as a project document.

Work Location

Home-based.

Expected Duration

The expected duration is 3 months (27 Working Days). The payment will be in two instalments as shown in the table below: \$4000 USD upon successful completion of copy-editing the Indonesia OGS, and \$4000 upon successful completion of copy-editing the Viet Nam OGS.

Date of delivering draft to Copy Editor	Documents	Estimated date to receive edited documents
21 August 2023	Ocean Governance Study of Indonesia	2 October 2023 (phase 1)
2 October 2023	Ocean Governance Study of Viet Nam	17 November 2023 (phase 2)

Job description

Under the supervision of the Programme Officer, Division for Ocean Affairs and the Law of the Sea (DOALOS), Office of Legal Affairs, United Nations, the consultant will carry out the copy-editing of the Ocean Governance Studies of Indonesia and Viet Nam.

The Copy Editor will carry out the copy editing in accordance with the following:

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

Female candidates are strongly encouraged to apply.