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## Terms of Reference:

### Copy Editing and layout of Report

*In the framework of the “GEF/UN Environment “Mediterranean Sea Programme (MedProgramme): Enhancing Environmental Security” Child Project 2.2 “Mediterranean Coastal Zones: Managing the Water-Energy-Food and Ecosystems Nexus”*

The Project is being implemented by UN Environment and executed by UN Environment/MAP and activities will be executed by GWP-Med, under the coordination of the MedPCU. The project is financed by Global Environmental Facility.

## Background

### Water-Energy-Food-Ecosystems: interlinkages and the Nexus approach

Around the Mediterranean, nature's conditions including climate change and its impacts, water scarcity, rising population, rapid urbanization, unsustainable economic growth and consumption patterns, are driving pressures on the availability of natural resources and on vulnerable ecosystems, including in the coastal and marine areas. The ongoing war in Ukraine has disrupted supply chains and further threatens food and energy security.

For a sustainable development in the Region, it is of utmost priority to manage natural resources in an integrated, efficient, equitable and climate-resilient way in order to ensure water, energy and food security, while preserving the health of natural systems.

The Water-Energy-Food-Ecosystems (WEFE) Nexus approach is essentially about moving beyond a traditional sectoral/fragmented thinking and adopting an integrated and coordinated approach across sectors for the management of natural resources by reconciling the potentially conflicting interests of different sectors and stakeholders that may even compete for the same resources.

In terms of challenges and pressures in Nexus-related resources, it is self-evident that countries around the Mediterranean exhibit significant differences and variations among them on their natural conditions, the availabilities of natural resources, the risks from climate change, as well as on economic development, governance, demographic trends and socioeconomic issues, including gender disparities. A distinction may be made between some countries on the northern shores of the Mediterranean and some in its southern and eastern ones, although significant variances are also evident at the sub-regional level and among different population subgroups. Furthermore, Nexus-related challenges, may be more significant in urban as well as in coastal areas where, among others, developmental pressures, demand for natural resources, but also fragility of ecosystems, may be higher.

### The GEF/UNEP MedProgramme

The GEF/UNEP "Mediterranean Sea Programme (MedProgramme): Enhancing Environmental Security"\* (2020-2025) represents the first GEF programmatic multi-focal area initiative in the Mediterranean Sea aiming to operationalize priority actions to reduce major transboundary environmental stresses in its coastal areas while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations.

The MedProgramme is implemented in the following beneficiary countries sharing the Mediterranean basin: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia. Its eight Child Projects cut across four different Focal Areas of the Global Environment Facility (International Waters [IW], Biodiversity [BD], Chemicals and Waste [CW], and Climate Change [CC]) and involve a wide spectrum of developmental and societal sectors, ranging from banking institutions, the



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private sector, governmental and non-governmental bodies, industry, research, media, and various other organizations.

\*GEF Lead Implementing Agency: UNEP. Other GEF Implementing Agency: European Bank for Reconstruction and Development (EBRD). Leading Executing Agency: UN Environment/MAP. Executing partners: UNESCO International Hydrological Programme (IHP), European Investment Bank (EIB), Global Water Partnership – Mediterranean (GWP-Med), WWF Mediterranean Programme Office (WWF MedPO), IUCN, Priority Actions Programme Regional Activity Centre (PAP/RAC), Plan Bleu Regional Activity Centre (Plan Bleu), Specially Protected Areas Regional Activity Centre (SPA/RAC) and the Sustainable Consumption and Production Regional Activity Centre (SCP/RAC).

## Child Project 2.2 (CP 2.2)

GWP-Med is the executing agency for Child Project 2.2 with the objective to “Balancing competing water uses in priority coastal areas through water, food, energy and ecosystems integrated governance, to enhance environmental security and sharing of benefits”

In selected areas, using the Nexus approach, Child Project 2.2 seeks to:

- Understand the interlinkages among the Nexus sectors and related issues;
- Identify solutions in response to challenges for fostering water-food-energy security, reduction of land based nutrient pollution and other pressures, protection of coastal habitats and biodiversity and climate change resilience;
- Support the development of Nexus Strategies and/or Action Plans as parts of existing or in-the-making plans and strategies e.g. ICZM plans and strategies;
- Seek for and test novel approaches for addressing management issues and work to upscale these;
- Develop project proposals enabling priority solutions/interventions to address pressing issues identified.

Countries of focus:

- Morocco (Tangier-Tetouan-Al Hoceima region)
- Albania
- Lebanon

## 1. Description of the Assignment

### Terminology

Technical editing shall include ensuring consistency of terminology, structure, references, tables, figures, cross-references and data presentation throughout the reports. It does not include validation of technical analyses, methodologies, calculations or conclusions.

Copy-editing shall improve clarity, readability, language and style while maintaining the original meaning.

Proofreading shall consist of a final quality-control review to identify and correct typographical, grammatical, spelling, punctuation and formatting errors.

## **Objective**

Objective of the assignment

Morocco/Tanger-Tetouan-Al Hoceima reports:

- to complete technical editing, copy-editing and proof-reading for the WEFE Nexus Phase I and Phase II Report for the Tanger-Tetouan-Al Hoceima region
- To develop the graphic design, layout and final publication files for the WEFE Nexus Assessment Reports (Phase I and Phase II), in accordance with the project's visual identity and branding guidelines.

The reports shall be designed primarily for digital dissemination and on-screen reading, while remaining suitable for high-quality printing. The design shall apply professional and accessible typography, clear information hierarchy and user-friendly navigation throughout the publication.

Lebanon:

- to complete the technical editing, copy-editing and proof reading for the WEFE Nexus Phase II Lebanon Report
- to develop layout and produce final version for the WEFE Nexus Assessment Report Phase I and Phase II. The Assessment Reports final files for Lebanon should be designed in a web-friendly way and have fonts that are easily read by the user/viewer.

Albania:

- to complete the technical editing, copy-editing and proof reading for (i) the WEFE Nexus Phase II Assessment Report for Albania and (ii) the Action Plan for the replication of identified interventions.
- to develop layout and produce final versions for (i) and (ii) as above, designed in a web-friendly way and having fonts that are easily read by the user/viewer.

1. The **technical editing** shall ensure clarity and continuity across chapters and narrative sections; consistency of structure, terminology and key themes; and consistency between text, tables, figures, charts, maps and references. The editor shall verify that data presented in the narrative corresponds to



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the data presented in the associated tables, figures, charts and maps. Technical editing does not include verification of the underlying methodologies, calculations, assumptions or technical findings.

2. The **copy-editing** will improve the readability and consistency of the language and style contained therein, fixing any problems with transitions, language, clarity. The consultant will ensure that all tables, boxes and figures are numbered correctly in the body of the text and correctly reflected in the table of contents. It will ensure the flow and clarity, especially between text and tables, and figures. It will correct content errors, punctuation, spelling and grammar.

3. The **proof-reading** will take place before the final draft as the final check and detect any typographical errors and make corrections in presentation, punctuation, spelling and grammar.

4. The **design** phase will provide the overall **layout (and covers)**, consistent with the Project's visual identity, offering the GWP-Med team a choice of layouts during the drafting phase. (at least 3 versions)

### Final Deliverables

The contractor shall provide the following deliverables for each report:

- An edited version of the report in Microsoft Word format with tracked changes showing all editorial revisions.
- A print-ready PDF version suitable for professional printing.
- A web-optimised PDF version of the same approved layout and design, optimised for online distribution and on-screen reading.

All editable source files developed under the assignment, including layout files, linked graphics, charts, illustrations, design assets and packaged project files required to enable future editing of the publications.

### Publication Design and Software Requirements

Publication design, layout and typesetting shall be prepared using professional desktop publishing software (e.g. Adobe InDesign or equivalent mainstream professional software capable of producing fully editable source files).

### Visual Identity and Source Materials

GWP-Med will provide the visual identity package, including logos, branding guidelines, colour palettes and any available graphic assets relevant to the assignment.

GWP-Med will also provide available source reports, tables, figures, charts and supporting materials in editable formats where available.

## Tables, Graphs and Figures

The contractor shall redesign tables, graphs and figures in accordance with the approved visual identity.

Existing editable source files will be provided where available; where such files are not available, the contractor shall recreate the graphics based on the materials provided.

## Translation

Translation services are not included in the scope of this assignment.

## Deliverables Table

Item	What	Assignment / Deliverable
A1	Albania: WEF Nexus Assessment Phase II. 95 pages, 35,000 words, Tables: 24, Figures: 6	technical editing, copy-editing and proof-reading for the WEF Nexus Assessment Phase II– <b>English language</b>
A2	Albania: Action Plan. 49 pages, 20,097 words, 9 tables, 4 figures	technical editing, copy-editing and proof-reading for the WEF Nexus Phase II– <b>English language</b>
A3	Albania: WEF Nexus Assessment Phase II	Design and <b>final layout</b> (including the design of the cover) for the Report – <b>English language</b>
A4	Albania: Action Plan	Design and <b>final layout</b> (including the design of the cover) for the Report – <b>English language</b>
A5	Morocco/Tanger-Tetouan-Al Hoceima Phase I WEF Nexus Assessment [110 pages. +/- 10 pages), approx. 55,100 words (fifty-five thousand words] 16 figures and 3 tables	technical editing, copy-editing and proof-reading for the WEF Nexus Phase I– <b>French language</b>
A6	Morocco/Tanger-Tetouan-Al Hoceima Phase I WEF Nexus Assessment	Design and <b>final layout</b> (including the design of the cover) for the Report – <b>French language</b>
A7	Lebanon: WEF Nexus Assessment Phase II (100 pages +/- 10 pages), approx. 42,000 words (forty-two thousand words), 10 figures (+/- 2) and 10 tables (+/-2)	technical editing, copy-editing and proof-reading for the WEF Nexus Phase II– <b>English language</b>
A8	Lebanon: WEF Nexus Assessment Phase II	Design and <b>final layout</b> (including the design of the cover) for the Report – <b>English language</b>
A9	Morocco/Tanger Tetouan-Al Hoceima Phase II WEF Nexus Assessment (100 pages +/- 10 pages), approx. 42,000 words (forty-two thousand	technical editing, copy-editing and proof-reading for the WEF Nexus Phase II– <b>French language</b>

	words), 10 figures (+/- 2) and 10 tables (+/-2)	
A10	Morocco/Tanger Tetouan-Al Hoceima Phase II WEFE Nexus Assessment	Design and <b>final layout</b> (including the design of the cover) for the Report – <b>French language</b>

Note:

- The Albania Phase II WEFE Nexus Assessment Report
- The Albania Action Plan
- The Morocco Tanger-Tetouan-Al Hoceima WEFE Nexus Assessment Phase I

The above reports will be delivered to the subcontractor, upon the signing of the contract.

The

- Lebanon WEFE Nexus Assessment Report Phase II
- Morocco Tanger-Tetouan-Al Hoceima WEFE Nexus Assessment Phase II

Will be delivered to the subcontractor in September.

## DESIGNING & EDITING SPECIFICATIONS

For the editing and designing of the publications, GWP-Med has estimated a minimum of two round of reviews from the designers.

No additional design of infographics is required.

Tables have to be re-designed according to the visual identity of the project.

Graphs (figures and excel outputs) have to be re-designed according to the visual identity of the project.

## Audience

The primary audience of the Med Programme publications are the key institutions (Ministries, Agencies, Authorities) in throughout the Mediterranean and - in the case of the Nexus Assessment for Lebanon the equivalent Lebanese ones- relevant to the Nexus sectors (water, food, energy and environment) as well as representatives of the private sector, academia, civil society, regional and international organisations and financing institutions.

## Look and feel

In order to address the audience described above the desired look and feel is:

- corporate,
- clean,
- structured,



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- professional,
- formal,
- inspiring,
- accessible

### Copyrights:

All editable source files, layouts, graphics and other materials developed under this contract shall become the property of GWP-Med and shall be delivered upon completion of the assignment.

Subject to agreement, GWP-Med shall have full, unrestricted and exclusive rights to use the products and services listed in this invitation, including the right to broadcast, show and disseminate them in any media and its websites and to exploit the products for any purpose, and the right to make any future adjustments to the contents of the products.

The Tenderer is not allowed to use the products for any purpose other than those set out in the Contract, without the prior consent and authorisation of GWP-Med in writing. The Tenderer shall warrant that any output produced by the Tenderer or on its behalf will not infringe any patent, trademark, copyright, registered design or other intellectual property rights of any third party and agree to indemnify GWP-Med for any such claim, liability, proceedings and costs arising therefrom.

Timeline (from contract signature)	Activity / Deliverable
Week 1	Kick-off meeting with GWP-Med. Receipt of all source reports, visual identity package, branding guidelines and supporting materials.
Weeks 2–4	Editing, copy-editing and proofreading of Albania Phase II (Report and Action Plan) and Morocco Report Phase I
Weeks 6-8	Layout and design of Albania Nexus Assessment Report Phase II, Albania Action Plan and Morocco Tanger-Tetouan-Al Hoceima Phase I
Weeks 6-8	Editing, copy-editing and proofreading of Lebanon WEF Nexus Assessment Phase II and Morocco Tanger-Tetouan-Al Hoceima Phase II
Weeks 9–10	Layout and design of Lebanon WEF Nexus Assessment Phase II and Morocco Tanger-Tetouan-Al Hoceima Phase II
Weeks 11–12	Final revisions, proofreading and publication-ready files for all reports

## 2. Contract Price, Deliverables and Schedule of Payment

The maximum fee for this assignment 32.000,00 €. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

Deliverables	Payment	Date
A1-A6	50% of Contract Value	2 months after the signing of the contract
A7-A10	50% of Contract Value	3 months after the signing of the contract

## 3. Selection Criteria, Awarding Criterion and Evaluation Process

Successful participants must have:

1. At least three (3) successfully completed assignments during the last five (5) years involving technical editing, copy-editing, proofreading and publication layout/design services.
2. Proven experience in producing and editing publications in English and French
3. Be enrolled in one of the official professional or trade registries at the country of registration.

**Failure to comply with the above pass / fail requirements and provide relevant proof with the application is considered ground for exclusion.**

### Awarding Criterion and Evaluation process

AWARD CRITERION: The most economically advantageous offer based on the best price/quality ratio.

Offers shall be evaluated as follows:

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section “Qualification and Experience”, as follows:

(1) Criterion	Max Points Ci
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<p>Participants must submit</p> <p>A technical proposal describing the proposed methodology and work plan;</p> <p>A portfolio of relevant assignments and publication samples;</p> <p>A list of similar assignments completed during the last five years;</p> <p>Curriculum Vitae (CVs) of the proposed experts;</p> <p>The portfolio will be evaluated as follows:</p>	
<p><b>Methodology and Work Plan (40 points):</b> The tenderer shall demonstrate a clear understanding of the assignment and provide a detailed methodology for the implementation of all required tasks, including technical editing, copy-editing, proofreading, publication design and layout.</p> <p>Scoring:</p> <p>0-8: Understanding of the objectives, scope and deliverables of the assignment</p> <p>0-12: Technical editing and copy-editing methodology</p> <p>0-12: Design and layout methodology, including approach to visual identity, tables, graphs and figures</p> <p>0-8: Quality assurance procedures, review process and work plan</p> <p>Maximum points: 40</p>	<p><b>40 points</b></p>
<p><b>Relevant Experience (30 points):</b> The tenderer shall demonstrate experience in assignments of similar nature, scope and complexity.</p> <p>Scoring:</p> <p>0-12: Experience in technical editing, copy-editing and proofreading of reports and publications</p> <p>0-6: Experience with international organisations, development agencies or donor-funded projects (EU, UN, GEF, World Bank, etc.)</p> <p>0-6: Experience in environmental, climate, water, energy, food security, sustainable development or related thematic areas</p> <p>0-6: Qualifications and relevant experience of the proposed experts</p> <p>Maximum points: 30</p>	<p><b>30 points</b></p>
<p><b>Design Portfolio and Publication Layout Experience (30 points):</b> The tenderer shall demonstrate proven experience in publication design and layout development through submission of relevant portfolio samples.</p> <p>Scoring:</p> <p>0-12: Overall quality of publication design and layout</p> <p>0-6: Quality and creativity of cover design and application of visual identity</p> <p>0-6: Design and presentation of tables, graphs, figures and visual</p>	<p><b>30 points</b></p>

<p>elements 0-6: Accessibility, readability and web-friendly publication design Maximum points: 30</p>	
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**Minimum Technical Threshold**

**Offers that do not achieve a minimum overall technical score of 70/100 shall not proceed to financial evaluation.**

**In addition, tenderers must obtain a minimum score of 20 points under Criterion 1 and a minimum score of 15 points under each of Criterion 2 and Criterion 3.**

The maximum total technical score is 100 points.

Each evaluation criterion shall be assessed independently in accordance with the published scoring scale. The final scoring of each evaluation criterion is the outcome of its scoring. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer shall be calculated as follows:

$$B_i = c_1 + c_2 + c_3$$

Where:

c1 = Methodology and Work Plan score

c2 = Relevant Experience score

c3 = Design Portfolio and Publication Layout Experience score

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

$$\text{Financial Score: } F_i = (K_{min} / K_i) \times 100$$

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$A_i = 0.8 * B_i + 0.2 * F_i$$

Where:

- B<sub>i</sub>: the score of the technical offer
- F<sub>i</sub> the score of the financial offer
- K<sub>min</sub>: The cost of the financial offer with the minimum price offered.



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- Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of  $\Lambda$ .

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

#### 4. Duration of the Contract

The overall duration of the contract will be 3months after contract signature.

#### 5. Monitoring and Progress Controls

GWP-Med Senior Communications Officer, will be providing oversight and guidance together with GWP-Med Senior Programme Officers

#### 6. Terms and Conditions

- *Language*

The language of the outputs is English and French, according to each output's specifications.