



South West Indian Ocean Fisheries Governance and Shared Growth Program (SWIOFish Regional)

First South West Indian Ocean Fisheries Governance and Shared Growth Project (SWIOFish1)

Terms of Reference for the recruitment of a Scientific & Technical Editor (Individual)

Assignment title	Recruitment of a Scientific and Technical Editor to support the production of the meeting reports for approval at the end of each SWIOFC meetings, planned to be held in 2019, and to ensure the editing and quality-checking of the final reports based on these draft reports and notes produced at the meetings
Contract duration	Annual: approximately 68 days of work on a WAE basis per year
Assignment location	The work can be done remotely through e-mail and internet-based communication.
Financed by	IDA

Mauritius

1 BACKGROUND

The activity of the SWIOFC, in Scientific and managerial terms, has been growing and is expected to continue to grow at a relatively fast rate, as more and more parties become interested in the work of the Commission. This increase of work leads also to an increase in the number of meetings, of the Commission, the Scientific Committee and several Working Groups, Training Workshops and Sub-Committees under the main bodies. Organising these meetings requires logistical arrangements, running the meetings and producing the reports. In order for the meetings to contribute effectively to the goals of the Commission, it is important that the record of the work performed and the results obtained is available, in the form of high-quality reports, for adoption at meetings and that these are finalised in a reasonable time after meeting conclusion. However, the past and current low number of staffing of the SWIOFC Secretariat compared to other regional fisheries bodies, with part-time interim Secretary and Technical Secretary, does not allow attending the preparation of above mentioned reports effectively and efficiently enough.

In order to achieve a reasonable delay in the production and distribution of the meeting reports, it is proposed to acquire the services of a Scientific and Technical Editor, an expert who has good editorial skills and good technical knowledge of fisheries research and management. The Editor will support the production of the draft reports for approval during the main meetings of the SWIOFC and will edit and finalise these reports to turn them into professionally quality-checked reports accurately reflecting the discussions and conclusions of the meetings.

The following Terms of Reference for a SWIOFC Scientific and Technical Editor are proposed::

2 TERMS OF REFERENCE

2.1. Purpose:

The SWIOFC Scientific and Technical Editor (hereafter named “the Editor”) will support the production of the meeting reports for approval at the end of each of the following meetings of the SWIOFC, planned to be held in 2019, and will ensure the editing and quality-checking of the final reports based on these draft reports and notes produced at the meetings:

- SWIOFC Commission meeting
- SWIOFC Workshop on Methods and Indicators for assessment of fish stocks and fisheries in data- and capacity-limited situations
- SWIOFC Small Pelagic Working Group Meeting
- SWIOFC Scientific Committee meeting
- Other SWIOFC meetings in which assistance may be required

2.2. Tasks:

To achieve these results, the Editor will perform the following tasks, under the close supervision of the SWIOFC Secretary and Technical Secretary:

- Compile all the information from the notes and partial draft reports of the meetings;
- Prepare a full Preliminary Draft report of the meeting, including:
 - o Quality-control and check all the technical and scientific denominations (species names, gear and vessel type denominations, etc.) and language used for scientific and technical correctness;
 - o Identify missing or unclear information or data for the report purposes, request this information from the meeting participants and/or the SWIOFC Secretariat and compile it appropriately;
 - o Standardise the figures and tables to include in the report, to have a consistent format across the report, matching FAO house rules and the common practice in the SWIOFC;

- Improve the organization and/or content of the reports as required and in agreement with the SWIOFC Secretariat;
- Complete the Draft report of the meeting, following established procedures and FAO house rules for documents, and submit it to the Secretariat and/or to the Chair of the meeting for comments of the participants and of the Secretariat;
- Finalise the report, and submit it for approval to the SWIOFC Secretariat;
- Work with translator, as necessary, to swiftly finalize reports in English and French.

The work can be done remotely through e-mail and internet-based communication.

2.3. Deliverables and timelines:

Deliverable	Deadline
Draft reports for adoption of meetings as necessary	At adoption times scheduled for any meetings
Draft report of the meeting	30 days after receipt of the draft notes and report
Final report	60 days after receipt of the draft notes and report

2.4. Estimated workload

It is estimated that the requested tasks will require approximately 68 days of work on a WAE basis

3 QUALIFICATIONS

The Editor should hold an Advanced University Degree in Marine Biology or Fisheries, and experience working in Fisheries Research in developing countries. (S)he should also have previous experience preparing and editing Scientific and Technical documents in English and French. Previous experience with SWIOFC reports would be an asset.

The Editor should also have full availability to perform the work required in the deadlines available, especially during meetings, so as not to delay the work and the decision-making of the Commission.

4 SCHEDULE OF PAYMENTS

- As defined in the contract with IOC