



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
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TERMS OF REFERENCE
LAYOUT-EDITOR FOR SNAKE ISLAND
OPERATIONAL PLAN

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Layout-Editor on a contract basis to handle the packaging of the Snake Island Operational Plan but not limited to format, creative design and layout.

Position Description : Lay-out Editor
Duration : August-September
Total Contract Cost : PhP 49,000.00 (inclusive of taxes)

I. BACKGROUND INFORMATION

DENR Administrative Order No. 12 series of 2011 issued on November 03, 2011 designated Snake Island as the DENR National Coastal and Marine Center for Research (NCMCR). To identify the objectives of SI-NCMCR, the Biodiversity Management Bureau (BMB) of the DENR is tasked to coordinate with the Palawan Council for Sustainable Development (PCSD); and the Ecosystems Research and Development Bureau (ERDB); DENR Regional Office for MIMAROPA Region, DENR-PENRO Palawan Office to formulate an Operational Plan including a research agenda for the NCMCR.

II. OBJECTIVE, SCOPE AND COVERAGE

The objective of the assignment is to provide quality copy and layout editing services in English on Technical Reports, Knowledge Products, and Information, Education and Communication (IEC) materials for the purpose of publication and dissemination. The copy and layout-editor is expected to provide editorial and general layout services to ensure that text content of technical authors follow the provisions in an editing style guide. This also includes checking for project specific technical terms, spelling and usage, grammar, punctuation, and other style-related editorial concerns. A copy editor also ensures that the materials are easy to read and flow smoothly and logically and informs the publisher of possible errors of fact or other inconsistencies in the material. The task is to provide texts which are up to publication standards and design the layout and composition of materials to be printed. The materials to be produced should be in line with the requests and the needs of the partner organizations.

The outputs of the consultant is material in ready to publish form in terms of texts, content, format and general layout intended for publication and dissemination primarily to partner institutions, project target groups and secondly to the media, academe, private sector and the general public.



III. DESCRIPTION OF TASK

1. Edit the draft Snake Island Operation Plan; more specifically:
 - Substantive edits should be limited to rephrasing to enhance the clarity and remove ambiguity and rearranging of paragraphs to ensure logical flow;
 - Ascertain that titles are consistent in the tables as well as the text content
 - The copy and layout-editor also guarantee that the writing style is appropriate according to the intended audience of the materials;
 - The copy and layout-editor is also responsible for the over-all design, layout and composition of the documents to be published and disseminated.
 - Layout content of documents (graphs, tables, pictures, illustrations, etc.)
2. Provide a digital editable copy of the material in appropriate file format (e.g., MS Office, InDesign, etc.); and
3. Deliver outputs based on the timeline set by the Contracting Office, i.e., BMB-Coastal and Marine Division.

IV. REQUIREMENTS

The candidate must 1) have solid experience in working with multi-disciplinary and multi-cultural teams; 2) proven skills in working with word processing and layout-editing programs such as MS Office and Adobe programs (e.g. Photoshop, InDesign, and Illustrator); 3) Proven skills in report writing, copy-editing and layout design; 4) Mastery in reading and writing in the English language; 5) Excellent copy writing experience and superb editorial skills

Applications must include:

1. A one-page CV providing details of work engagements;
2. A cover letter indicating interest to do the Project, and the professional fee; and
3. Current contact details.

V. EXPECTED OUTPUT

- a. First draft: edited Operational Plan
- b. Final: edited and formatted (lay-out & design) Operational Plan
- c. Digital editable version of the material/s (file type, as appropriate, e.g., MS Word, InDesign, etc.)

VI. PAYMENT SCHEME

Payment by DENR to CONTRACTOR shall be in three (3) tranches, according to the schedule below:

PAYMENT TRANCHE	PERCENTAGE	SCHEDULE	DATE OF COMPLETION
Mobilization	15%	Upon signing and issuance of the Notice to Proceed	Upon signing
First Payment	55%	Upon submission of the 1 st draft	17 August 2018
Second Payment	30%	Upon submission of the 2 nd draft, and all accompanying outputs	14 September 2018

Please send applications not later than August 3, 2018 to:

The Director

Biodiversity Management Bureau – Department of Environment and Natural Resources
Ninoy Aquino Parks and Wildlife Center Compound, North Avenue, Diliman, Quezon City

Telephone No. 925 8950; Fax 924 6031 local 226

Email Address: bmb@bmb.gov.ph; coastalandmarine@gmail.com

Approved:


CRISANTA MARLENE P. RODRIGUEZ
Director