



## **TERMS OF REFERENCE**

### **EDITING A DRAFT REPORT ON CLIMATE RESILIENCE BEST PRACTICES IN UGANDA**

**Date:** September 2021

#### **1.0 Background and Context**

The Advocates Coalition for Development and Environment (ACODE) in partnership with Care International in Uganda hired a consultant to document the best practices of climate-resilience in various parts of Uganda. The documentation took place in various parts of the country and included case studies of enterprises promoted by government and non-state actors. The overall purpose of this process was to ensure that various stakeholders learn lessons from such approaches, enterprises and practices to enhance their resilience to climate change.

ACODE is at this time seeking for services of an Editor to edit the draft report in the shortest time possible.

#### **2.0 Scope of work**

The expert will undertake the following specific tasks:

- i. Edit and provide the necessary expert input to ensure that there is a logical flow of the final report.
- ii. Provide general and specific recommendations towards improving the draft policy memorandum.

Your editing should produce a report ready for lay and design. Please note that you may be required to refine only the English in some parts of the text with the aim of improving the readability of the report without distorting the message

#### **3.0 The nature of work**

The nature of editing should reflect the structure and style i.e. grammar, punctuation, referencing, etc. You will liaise with the Lead Authors and the Director of Research at ACODE to ensure that your editorials do not distort the message in the report.

#### **4.0 Expected Output**

The output expected is the edited report on climate resilience best practices.

## **5.0. Ethics and moral obligations during Editing**

You are expected to adhere to ethical canons of confidentiality and honesty as you undertake this editing. Do not disseminate information that you will access in this report as you carry out the editing to unauthorized persons or entities.

## **6.0 Consideration**

In return for the services described above, the reviewer will be paid an honorarium of UGX 530,000/= (Five hundred and Thirty Thousand Shillings Only) on completion of the review. This figure is inclusive of withholding tax.

## **7.0 Timeframe**

The tasks to be performed and the output to be delivered shall be completed within five (5) days after signing the contract for this assignment. For purposes of this assignment, the reviewer will report to Dr. Anthony Mugeere, Research Fellow, ACODE. We encourage you to provide your comments in two ways

1. As track changes in the electronic version of the report we are giving you for review
2. A feedback letter highlighting your major impressions and comments

## **8.0 Expected outputs**

1. An edited report ready for layout and design – a version with track changes will be submitted alongside.
2. A feedback letter

## **9.0 Payment**

The payment shall be in one instalment after satisfactory execution of the assignment as stipulated in these TORs.

## **10.0 Reporting**

Interested consultants should send a letter of interest, a Curriculum Vitae (CV) and proposed budget to [mugeere2010@gmail.com](mailto:mugeere2010@gmail.com)/ [omugyenyi2@gmail.com](mailto:omugyenyi2@gmail.com) by the close of business on Tuesday, September 28, 2021.