



Annex I

Terms of Reference (TOR) **Arabic Language Editor**

A. Project Title

Arab Knowledge Report

B. Project Description

The Regional Bureau for Arab States of the United Nations Development Programme (RBAS), in partnership with the Mohammed Bin Rashid Foundation (MBRF), is working on the preparation of a series of Arab Knowledge Reports (AKR) which will independently analyze and monitor trends and issues affecting knowledge in the Arab world. Up to this date, two reports have been issued in the Arab Knowledge Reports' series. The first report is "ArabKnowledge Report 2009: Towards Productive Intercommunication for Knowledge" <http://www.mbrfoundation.ae/English/AKR20102011/Pages/AKR2009.aspx> which presents an overall diagnosis of the status of knowledge in the Arab region and proposes a road map towards establishing knowledge society/economy in the Arab region.

The second report; "ArabKnowledge Report 2010/2011: Preparing Future Generations for the KnowledgeSociety" <http://www.mbrfoundation.ae/English/AKR20102011/Pages/AboutAKR.aspx> addresses basis, methodologies and approaches for preparing Arab future generations to actively engage in the processes of building the aspired for knowledge society/economy and to employ its fruits towards achieving sustainable human development. The 2010/2011 Report is distinguished with field studies/surveys conducted on pilot basis, probably for the first time in the Arab region, in four Arab countries (Jordan, UAE, Morocco, Yemen) to measure and explore readiness of future generations for the knowledge society.

Currently, work is being conducted to finalize the AKR III which is addressing the issue of "Youth and Localization of Knowledge".

C. Scope of Work

The editing of the Arabic version of the Arab Knowledge Report will be the responsibility of the Arabic Language Editor, including, but not limited to:

- Proper Arabic language editing.
- Proper presentation and style to meet the highest standards.
- The Editing should consider the spirit of the original text.
- Check punctuation, style for all phases of report production (drafts, printer ready version and final printed version).

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- Check the quality of the final text and ensure its correctness.
- Editing any related documents of the report if necessary
- Revisit the edited text as required attending to all remarks of the Project Director.
- Editing all parts of the report; this includes all charts, figures, cations, and tables as well as the statistical annex.
- Approximate number of pages to be edited in A4 is between 600-650 printed pages (including the statistical annex pages, the charts and the tables).
- Arabic text will be delivered to the Editor as a complete package, and minor subsequent adjustments will be sent as necessary.
- Take into consideration the overall remarks and recommendations of the Arab Knowledge Report proof readers and Mohamed Bin Rashid Al Maktoum Foundation, the Project Director will have the final say regarding the text, adjustments and final acceptance of the edited Arabic version.

D. Expected Outputs and Deliverables

The Arabic Language Editor will liaise with UNDP to establish an agreed timeline and workplan based on the following milestones:

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i> |
|--|--------------------------------|---|---|
| Initial edited draft | By April 2014 | 15 April 2014 - submission of initial edited draft (20% of payment) | Ghaith Fariz, Director of the Arab Knowledge Report |
| 2nd First edited draft | By May 2014 | 30 May 2014 - submission of 2 nd edited draft upon insertion and comprehensive editing after the | Ghaith Fariz, Director of the Arab Knowledge Report |

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|--|--------------|---|---|
| | | Readers' Group (20% of payment) | |
| 3rd Pre final edited draft | By June 2014 | 15 June 2014 - completion and submission of the pre-final draft of the ready-to- print file (20% of payment) | Ghaith Fariz, Director of the Arab Knowledge Report |
| Final draft | By July 2014 | 15 July 2014 - completing editing of the final draft of the ready-to-print file in PDF format (40% of payment) | Ghaith Fariz, Director of the Arab Knowledge Report |

E. Institutional Arrangement

- a) The Arabic Language Editor is required to exhibit his or her full-time commitment with UNDP-RBAS.
- b) The Arabic Language Editor will be accountable to the Arab Knowledge Report's Director. The supervision will include approvals/acceptance of the outputs as identified in the previous section.
- c) In the event of delay, the Arabic Language Editor will inform the Arab Knowledge Report's Director promptly so that decisions and remedial action may be taken accordingly.

F. Duration of the Work

- a) The duration of the work is expected to be 4 months from the start of the contract. The work is expected to start on 1 April and end on 30 July 2014.
- b) Some activities may require travel to the Arab countries, depending on where the Launch of the Arab Knowledge Report and other critical missions as deemed necessary.

G. Duty Station

- a) The Arabic Language Editor be home based.



- b) Some activities may require travel to the Arab countries, depending on requirements for the timely conclusion of the Arab Knowledge Report and other critical missions as deemed necessary.

H. Qualifications of the Successful Individual Contractor

- a) M.A. degree in Arabic or English literatures, social sciences, or other related field.
- b) Knowledge of the socioeconomic challenges and structures in the Arab Region
- c) At least ten years professional experience in editing and translation similar development/relevant related areas preferably in the field of research.
- d) High level of competency in Arabic required. Knowledge of English is also required.