



ENTRO
NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL

Terms of Reference (ToR) for Knowledge Products Technical Editor

Project: Nile Cooperation for Climate Resilience (NCCR)

Implementing Agency: Eastern Nile Technical Regional Office (ENTRO)

Position: Knowledge Products Technical Editor

Duration: 45 days

March 2025

1. Background

The Nile Basin Initiative (NBI) is an intergovernmental partnership of the ten Nile Basin states sharing the Nile (Burundi, D.R. Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania and Uganda). The NBI was established to develop the river cooperatively; reduce poverty and environmental degradation; share substantial socioeconomic benefits and promote regional peace and security. The NBI is guided by a Shared Vision which envisages achieving “*sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources*”.

NBI member countries launched a Strategic Action Program with two sub-programs: the basin-wide Shared Vision Program (SVP) that aimed at building confidence, capacity and knowledge base, and two Subsidiary Action Programs: The Eastern Nile Subsidiary Action Program (ENSAP) and the Nile Equatorial Lakes Subsidiary Action Program (NELSAP) that initiate concrete joint investments and action on the ground at sub-basin levels.

The Eastern Nile Subsidiary Action Program (ENSAP) was launched by Egypt, Ethiopia South Sudan and the Sudan to identify and prepare concrete joint investments in the Eastern Nile sub-basin that demonstrate the benefit of cooperation. ENSAP is governed by the Eastern Nile Council of Ministers (ENCOM) of water affairs and implemented by the Eastern Nile Technical Regional Office (ENTRO) headquartered in Addis Ababa, Ethiopia. ENSAP is funded by the four member countries and a number of bilateral and multilateral Development Partners.

The Nile Cooperation for Climate Resilience (NCCR) is a collaborative initiative aimed at enhancing regional cooperation and climate-resilient water resources management in the Nile Basin. The project is supported by the World Bank and implemented through regional organizations such as the Nile Basin Initiative (NBI), Lake Victoria Basin Commission (LVBC), and Nile Basin Discourse (NBD). The commencement of the project was in February 2021 and will be finalized in November 2025. The primary goal of the NCCR is to improve mechanisms for cooperation on water resources management and development in the Nile Basin. This includes strengthening tools, data, analyses, and processes that facilitate regional collaboration. Specific objectives include:

1. Climate-resilient water resources management: Enhancing flood and drought risk mitigation, dam safety capacity building, and cooperative dialogue platforms.
2. Cooperative development: Promoting innovative information services for climate-resilient investment planning, water quality investment prioritization, and irrigation modernization.

The project is organized into five thematic areas:

- i. Platform for cooperation: Facilitating dialogue and trust-building among member states.
- ii. Flood and drought risk mitigation: Developing early warning systems and investment roadmaps for flood and drought management.

- iii. Dam safety capacity building: Establishing regulatory frameworks and training centers for dam safety.
- iv. Innovative information services: Providing data and tools for climate-resilient investment planning.
- v. Water quality investment planning: Identifying and prioritizing water quality hotspots for investment.

The Eastern Nile Technical Regional Office (ENTRO) among other NBI Centers, is a key implementing agency for this project. These projects and sub-projects produce a wide range of knowledge products, including studies, reports, models, tools, and training and communication materials. To ensure these products are well-organized, summarized, and accessible, a Technical Editor is required to support the summarization, categorization, dissemination and integration of these materials into the Integrated Knowledge Platform (IKP).

2. Objective

The main objective of this assignment is to compile and ensure all knowledge products under the NCCR project are technically sound, well categorized, summarized, and accessible to users. It aims also at linking these products with the Integrated Knowledge Platform (IKP).

3. Scope of Work

The Technical Editor will be responsible for the following tasks:

I. Reviewing, Editing and Proofreading Knowledge Products

- ✓ Review all knowledge products (reports, studies, models, tools, training materials, communication products, etc.) to ensure clarity, coherence, and consistency.
- ✓ Ensure that all documents adhere to the NCCR project's style guide and formatting standards.
- ✓ Proofread and correct grammatical, syntactical, and typographical errors.
- ✓ Ensure that all technical terms, acronyms, and abbreviations are used correctly and consistently.

II. Summarization and Categorization

- ✓ Develop concise summaries for all thematic areas, highlighting key findings, recommendations, and actionable insights (Max. 10 Pages)
- ✓ Categorize knowledge products according to their themes, sub-projects, and intended audiences (e.g., policymakers, technical experts, general public).
- ✓ Produce policy briefing notes (one page) for each thematic area.
- ✓ Produce an executive summary of the Project as a whole for easy reference and use.
- ✓ Recommend key words and ensure that all materials are tagged with appropriate metadata for easy search and retrieval on the IKP.

III. Quality Assurance

- ✓ Collaborate and consult with the technical teams, thematic area coordinators, and management of the organization during the assignment.
- ✓ Verify that all knowledge products are free from errors and inconsistencies.

IV. Accessibility and Integration

- ✓ Work with the IKP development team to ensure that all knowledge products are properly uploaded and linked to the platform.
- ✓ Ensure that all materials are accessible to users with varying levels of technical expertise.
- ✓ Develop guidelines and templates for future knowledge products to ensure consistency across the project.

4. Deliverables

The Technical Editor will deliver the following:

1. Edited and proofread versions of all knowledge products under the NCCR project.
2. Concise summaries for all key reports and studies for each Thematic Areas
3. Overall Executive summary of the NCCR project which includes the list of reports.
4. Categorized and tagged knowledge products ready for integration with the IKP.
5. Challenges encountered, recommendations for future knowledge products development and dissemination plan.

6. Qualifications and Experience

- ✓ A master's degree in a relevant field (e.g., environmental science, water resources management, engineering, communications or other related fields).
- ✓ At least 15 years of experience in report writing and technical editing, proofreading, and content development and other similar assignments.
- ✓ Strong understanding of technical concepts related to water resources modeling, climate resilience, dam safety, flood and drought mitigation, and related fields.
- ✓ Experience of basic reference and bibliographic tools, reference techniques and procedures
- ✓ Experience working with Information Services, knowledge management platforms or digital libraries is an asset.
- ✓ Familiarity with the Nile Basin context and ENTRO's mandate is desirable.
- ✓ Clear oral presentation and communication skills are required.

7. Application Process

Interested candidates should submit the following documents:

- ✓ A cover letter outlining their suitability for the role.
- ✓ A detailed CV highlighting relevant experience.
- ✓ A proposed work plan, budget and timeline for the assignment.

8. Duration and Location

- ✓ The assignment is expected to last for 45 days.
- ✓ The consultant may work remotely but will be required to attend periodic virtual meetings with the ENTRO team. At least one or two trips to ENTRO offices to collect data and information and to present her/his reports.

9. Reporting

The Technical Editor (Consultant) will report to Regional Water Resources Modeler; and work closely with the technical teams, thematic area coordinators and Management at ENTRO.

10. Budget

The budget for this assignment will be negotiated based on the candidate's qualifications and experience, in line with ENTRO's procurement guidelines.