



IPA FF Senior Experts on document proofreading (English Editing) and graphic design

Background and Context

CIMA Research Foundation - International Centre on Environmental Monitoring ("CIMA"), an Italian non-profit organization active in the fields of Civil Protection, Early Warning Systems, Disaster Risk Reduction, Climate Change Adaptation, Marine Ecosystems and Biodiversity Conservation, as part of IPA-FF consortium is looking for two qualified and motivated Senior Experts on Awareness Raising in Civil Protection issues and Risk Communication.

The international consortium established by the Italian Civil Protection Department jointly with the Administration of the Republic of Slovenia for Civil Protection and Disaster Relief (URSZR), the Swedish Civil Contingencies Agency (MSB), the Romanian General Inspectorate for Emergency Situations (IGSU), the Fire Rescue Brigade of Moravian-Silesian Region, Czech Republic (FRB-MSR), the National Center for Disaster Management Foundation, Romania (CN APELL-RO) and CIMA Research Foundation, Italy (CIMA) is implementing the 3-years "***EU Support to Flood Prevention and Forest Fires Risk Management in the Western Balkans and Turkey – IPA FF***" programme under the grant agreement signed with the European Commission Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO).

More specifically, within the framework of fostering regional cooperation, good practices' exchange and capacity development, the IPA FF Programme is working on the guidelines document "*General criteria for an effective link of flood Early Warnings to Early Actions*".

The activity is specifically conceived to strengthen the penetration of the content of this document through the entire set of institutions and agencies operating in the Western Balkans, and to increase the outreach of the same document even outside the programme area. The rationale behind the activity is that a flagship study deserves a proper production, to emphasize its quality, as well as the visibility of the EC efforts to contribute to Flood Risk Management Planning, and to build a strong link between early warning and response capacity.

Within the IPA FF program, and under guidance of the Programme Manager, the Programme Director and the Head of Communications Department, CIMA is looking for two senior experts, that will be responsible for:

Profile 1: Graphic Design and Editing of the document

Profile 2: English Proofreading

The combination of their work shall result in a high-standard printable and digital version of the document, with impeccable and highly professional language aspect.

Contract type: Consultant

Gross amount: 2,800 Euros

www.cimafoundation.org

Fondazione CIMA • CIMA Research Foundation

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More in detail:

PROFILE 1

The Graphic Design expert must take care of the coordinated image of the document while integrating the logos, and visual identity of the Programme IPA FF, as well as of CIMA Foundation, and DG ECHO visibility and dissemination guidelines, as established in the criteria mentioned by the Grant. He/she is required to:

- Graphically design the printable and online version of the document
- Manage all phases the project from the creative concept to the realization of printable and online versions, accordingly with the Authors and experts of CIMA Research Foundation
- Improve the figures and charts in the document, and/or propose and develop innovative and engaging versions, with attention to content innovation trends (including data visualization)
- Take care of the graphics and images' editing
- Provide a usable template for further editions of the document, enabling CIMA to further expand/modify it autonomously (if necessary).

The expert must have a documented track of similar works, made for UN Organizations, International Organizations, International communication campaigns and for Risk Communication/ Information purposes. To facilitate the collaboration with the authors of the document, a good level in Italian is highly considered in the selection. Background and/or previous work experience in the domain of water and natural resources, early warning and emergency is an asset.

PROFILE 2

The proof-reader must be able to maintain the information content, and to increase its comprehension through precision in language, with a keen eye for detail and consistency. He/she must be able to work accurately and efficiently in Microsoft Word. This includes mastering Track Changes and Comment functions, showing what has been changed in the document and why. The task assigned requires to

- Read through the document and verify that the same concepts are always referred to through the same wording;
- Cross-check the language in the document with the captions of the images and the legends/axes of the figures
- Develop the legends of the figures, if missing
- Substantially improve the language standard, matching the level ordinarily achieved in flagship academic papers and International Organizations' documents.

The expert must have Excellent grammar and punctuation skills; Previous experience in professional proof reading and/or writing outstanding research papers and project documents, submitted, published and/or used in working sessions of UN assemblies and technical groups of experts. Experienced editors to edit scholarly articles submitted to scientific journals are also suitable for this consultancy. In order to facilitate the collaboration with the Authors, a good level in Italian is highly considered in the selection. Background and/or previous work experience in the domain of water and natural resources, early warning and emergency is an asset.



Interested candidates should submit their profile/CV to the email ipaffselezioni@cimafoundation.org by **June 12, 2023**.

The subject of the email should be: **IPA FF Senior experts in proofreading and graphic design -profile n. # (1 or 2).**

Cover letter and reference letters can be submitted too, while an essential portfolio of previous works (either attached, or through links for online viewing and/or downloading) is essential for the evaluation.

Only the short-listed candidates, after evaluation, shall be contacted for an online interview. Based on the interview outcomes, a proposal for the position and remunerations will be made to the candidates selected.

Any questions related to this call can be directed in English to Anduela Kaja via email at: anduela.kaja@cimafoundation.org. All clarification questions and the responses provided will be shared with all possible candidates on the website of CIMA Foundation/Open calls/Vacancies.

Savona, 05 June 2023

Managing Director

Luisa Michela Colla

A handwritten signature in black ink, reading 'Luisa Michela Colla'.

With this document, CIMA Foundation is authorized to process the personal data of the subjects involved in the relationship referred to in the object, exclusively for the purpose of carrying out administrative procedures, pursuant to EU Reg. 2016/679 and D.Lgs 101/2018. In compliance with the principle of minimization of processing, the data will be collected and stored by the CIMA Foundation, preferably in digital format, through systems owned or placed under its control. The maximum data retention time will not exceed the time necessary for the performance of administrative functions. The provision of data is mandatory. The data controller is CIMA Foundation. For any need, you can contact the Data Protection Officer at the address: dpo@cimafoundation.org