

CALL FOR PROPOSALS

Editing of the REN21 Renewables in Cities Global Status Report

Objective

REN21 is looking for a text editor for the *Renewables in Cities Global Status Report* product portfolio.

Background

REN21 is the global renewable energy policy multi-stakeholder network that connects a wide range of key actors. REN21's goal is to facilitate knowledge exchange, policy development and joint action towards a rapid global transition to renewable energy. REN21 brings together governments, nongovernmental organisations, research and academic institutions, international organisations and industry to learn from one another and build on successes that advance renewable energy. To assist policy decision making, REN21 provides high quality information, catalyses discussion and debate and supports the development of thematic networks.

REN21 is developing a *Renewables in Cities (REC) Global Status Report* series to map out the current range of renewable energy developments in cities around the world. The aim is to consolidate data and make it visible to policy makers and other stakeholders, both within and outside of the city environment. This publication will be relevant to a diversity of public and private players at the subnational and national and key messages will be prepared in order to meet the different target audiences and goals.

The *Renewables in Cities Global Status* report is the first edition of its kind and will follow a similar structure than other REN21 publications. The content will be based on the newest accessible data. In addition to the main chapters, the report will have an executive summary, supplementary sidebars/textboxes, reference tables, figures and notes (footnotes and endnotes). The preliminary structure of the report is based on the following chapters:

1. Drivers for renewables & global overview
2. Policies for renewables in cities
3. Market trends, solutions and innovations
4. Financing renewables in cities
5. Citizen involvement and community energy

In addition, the report will have a 2-4 pages of executive summary, and - similar to other REN21 reports - supplementary sidebars, tables and notes.

For reference on language style, you may access the *Global Status Report*, accessible via: <http://www.ren21.net/gsr-2018/>

The editor will work in close consultation with the project management team at the REN21 Secretariat, and report author when necessary.

Description of Required Tasks

The contractor shall **copy-edit the *Renewables in Cities Global Status Report*, which includes five chapters and an executive summary as well as institutional information, acknowledgements, a glossary, endnotes and photo credits.** The report is expected to be 100 pages long (including appr. 15 pages of endnotes).

The contractor will copy-edit the *Renewables in Cities Global Status Report* (English version) in a style consistent with other REN21 publications (such as the *Global Status Report* series). The result will be a clean and proof-read version, which is ready for layout.

The draft report will be provided by the REN21 Secretariat for copy-editing.

The report should be copy-edited in English (British).

Timeline

The timeline will build on the REC production timeline presented in the table. The assignment of the contractor will be closely aligned to/with the agreed schedule of the *Renewables in Cities Global Status Report*.

The anticipated turn-around time is 8-10 working days. The contractor is expected to respond to follow-up questions and comments in a timely manner.

In order to reach the publication deadline, the contractor will be expected to meet all deadlines and to respond promptly to communication from the Lead Author and the REN21 Secretariat.

The editing work is expected to take place in late April/ early May and may continue until the launch of the report.

15 January 2019 - 15 February 2019	Data Collection
Early April 2019	Peer Review Via REN21+ platform
End-April/Early May	Editing of report
May 2019	Presentation of Final Report

Miscellaneous

Confidentiality Clause

The contractor is obliged to keep fully confidential, and to not publish in advance of the *Renewables in Cities Global Status Report* launch, any data, information and figures prepared for *Renewables in Cities Global Status Report* the without coordination with REN21 Secretariat.

Annexes

Please refer to the following documents, which will be provided to authors and made available at REN21+:

- REN21 Referencing Standards

Call for Expression of Interest

Interested editors are invited to submit an expression of interest covering the following points:

- Proposed budget split by tasks
- Profile and track record of the editing work incl. documentation of related projects relevant to this assignment

Selection criteria

The assessment of the proposals will build on following criteria:

- Financial proposal
- Historic track record of the editor:
 - General experience
 - Experience with science-based publications

Proposals can be submitted until 29. January 2019, 23.59 CET. For submission via email please submit to Lea Ranalder at lea.ranalder@ren21.net

REN21 Referencing Standards

This document outlines the referencing standards used by REN21 for its publications and databases. All contributors, authors and staff are asked to comply with the referencing standards presented here.

General Referencing Requirements

REN21 relies on an extensive network of experts to provide us with the latest information on global renewable energy development. The information provided by this network of contributors is vital to the production of REN21 products such as the Renewables Global Status Report (GSR), our flagship publication.

To maintain the quality and integrity of our products, it is essential that we be able to verify the accuracy of the information that we receive. Thus, it is vitally important that contributors provide us with full source information alongside their contributions. This can be achieved by providing as many of the following items as possible:

- The **name** of the author or researcher responsible for the source material.
- The **date** of publication of the source material, including day, month and year (or whichever is available).
- The name of the **publication/institution** that released or produced the source material.
- The **city** in which the publisher of the source material is located.
- For information accessed online, the full **web-link**, and the **day** on which the information was accessed.
- For information accessed from a printed publication, such as a journal, magazine, book, or newspaper: the **edition** of the publication, and the **page number** of the source material in the publication.

REN21 appreciates that the above information might not always be available. In such cases, we ask that you provide as much source information as possible

- Please provide full source/ reference information for all data, quotations, etc. (anything deserving of a reference) **in ENDNOTES** in your document.
- Endnotes should be after each sentence that contains a data point or other information requiring reference. If more than one reference applies to a single sentence, please make clear in the endnote which reference applies to which data/information.
 - Endnote numbering should restart at 1 with each new chapter.
- Footnotes are used to explain a point in the text. Numbering should restart at [i] for each new page.

Specific Referencing Requirements

The table below outlines the information and format required from contributors for various source types.

Source Type	Reference Style	Example
Report retrieved online	Institution or Author Name(s), <i>Title of Report</i> (Location of Publisher: Publisher Name, Publication Date), Page, URL.	RECS International, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: October 2005), p. X, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf . OR John Doe, <i>The Use of the Guarantee of Origin</i> (Utrecht, The Netherlands: RECS International, October 2005), pp. XX–XY, http://www.recs.org/doctree/RECS%20International/05%20Evaluation%20Report.pdf .
Web page or other Internet source	Institution, Title of Web Page, URL, Date Updated (if given), Date Accessed.	US Environmental Protection Agency (US EPA), “Partner list”, http://www.epa.gov/greenpower/partners/gpp_partners.htm , updated [DATE], viewed 1 June 2007.
Sources that are not officially published (conference documents, working papers, etc.)	Author Name, Title of Document, Document Type (City, Country: Institution/ Publication, Date), Page, URL [if available].	Karl Gawell and Griffin Greenburg, <i>Interim Report: Update on World Geothermal Development</i> , unpublished manuscript (Washington, DC: US Geothermal Energy Association, 1 May 2007), p. 5.
Book	Institute/Organization or Author, Title of Book, (Location of Publication: Publisher, Year), Page.	International Energy Agency (IEA), <i>Key World Energy Statistics 2007</i> (Paris: IEA/OECD, 2009), p. 24.
Journal or magazine article	Author Name, Title of Article, Volume and Issue Number, Date, Page(s), URL [if available].	Daniele Archibugi, “Innovation systems in a global economy”, <i>Technology Analysis and Strategic Management</i> , vol. 11, no. 2 (1999), pp. 527–39. OR Graham Jesmer, “US offshore wind project updates,” <i>Renewable Energy World</i> , 16 December 2009, [URL]. OR “Ethiopia, French firm sign 210m-Euro wind-powered electricity project,” <i>Ethiopian Review</i> , 9 October 2009.
Press release	Organization/Institution, Title of Release, Document Description (City: Date), URL [if available].	American Wind Energy Association (AWEA), “AWEA releases U.S. wind industry annual market report,” press release (Washington, DC: 8 April 2010).
Personal interview, correspondence, email etc.	Name, Affiliation, Location of Interviewee, “personal communication with REN21,” Date.	Andrew Person, International Energy Agency (IEA), Paris, personal communication with REN21, 12 January 2012.