

CALL FOR PROPOSALS

Editor for the Asia and the Pacific Renewable Energy Status Report

REN21 is looking for a text editor to copy-edit a technical report on the status of renewable energy in Asia. The report will be approximately 120 pages and will include front and end material, and extensive endnotes.

Time period: 20 July - 15 August 2019

Background

REN21 is the global renewable energy policy 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.

The *Asia and the Pacific Renewable Energy Status Report* is being developed by REN21 with the support of the [Asian Development Bank](#) and the [United Nations Economic and Social Commission for Asia and the Pacific](#). The report will address the status of renewable energy in the region.

Objective

REN21 is looking for a text editor for the *Asia and the Pacific Renewable Energy Status Report*. This person will work in close consultation with the REN21 Secretariat and the Lead Authoring Team.

The report will follow a similar structure than other REN21 publications. The content will be based on the newest accessible data. In addition to the main chapter, the report will have an executive summary, supplementary sidebars/ textboxes, reference tables, figures and notes (footnotes and endnotes).

Description of Required Tasks

The contractor shall **copy-edit a complete draft of the *Asia and the Pacific Renewable Energy Status Report***, which includes five chapters and an executive summary as well as institutional information, acknowledgements, a glossary, endnotes and photo credits.

The draft (estimated length = 120 pages) will be provided by the REN21 Secretariat for copy-editing.

The contractor will copy-edit the report 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, ready for layout.

The report should be copy-edited in English (British) and follow OECD style.

The report will contain the following sections (page lengths are indicative)

- Acknowledgements (1 page)
- Regional Overview (15 pages)
- Renewable Energy Market and Industry Overview (20 pages)
- Distributed Renewable Energy for Energy Access (10 pages)
- Energy Efficiency (20 pages)
- Policy Landscape (15 pages)
- Investment Flows (10 pages)
- Endnotes (15 pages) including the insertion and testing of hyperlinks

The anticipated timeline for the majority of the work is 20 July-15 August. The contractor is expected to respond to follow-up questions and comments in a timely manner.

Miscellaneous

Confidentiality Clause

The contractor will be asked to sign a confidentiality clause, agreeing not to divulge or publish any data, information and figures from the *Asia and the Pacific Renewable Energy Status Report* in advance of its launch

Annex

REN21 Referencing Standards

Proposal Requirements

The submission should include:

- The contractor's specific interest in the project
- A detailed résumé highlighting related work experience
- A sample that illustrates the contractor's experience
- The proposed rate for carrying out the work

For submission by email, please email: asiareport@ren21.net. Please mention "Submission of proposal – Asia-Pacific Report - EDITOR" in the subject line.

The deadline date for receipt of proposals is: 6 July, 2019 midnight (CET).

ANNEX

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. |