



TERMS OF REFERENCE FOR TECHNICAL WRITER TO SUPPORT ISO WORKING GROUPS FOR CLEAN COOKSTOVES AND FUELS

Background and Overview

The Global Alliance for Clean Cookstoves (Alliance) is a public-private partnership to save lives, improve livelihoods, empower women, and protect the environment by creating a thriving global market for clean and efficient cooking solutions. We work with a strong network of public, private and non-profit partners to overcome the market barriers that currently impede the production, deployment, and use of clean cooking solutions in developing countries.

These cooking technologies include a stoves that use unprocessed or processed biomass, solar cookers, liquid and gas fuels and stoves, and heat retention devices. Rigorous standards are needed to evaluate these options and communicate performance and potential impacts to expand the market of high performing, high quality, and safe options for consumers. Because affordability, accessibility, and the behavior aspects related to cooking are also critical goals, our standards work is in conjunction with ongoing global efforts in these areas.

The Alliance has partnered with the International Organization for Standardization (ISO) to use their proven process to bring global experts together to develop standards with widespread buy-in. ISO Technical Committee 285 (<http://cleancookstoves.org/technology-and-fuels/standards/how-to-participate.html>) is developing generalized methods and indicators of the performance and impact of cooking technologies and fuels, while also providing data that is relevant for specific stove and fuel types and cooking practices. Across ISO/TC 285's 4 Working Groups, the common objective is to develop standards related to health- and climate-relevant emissions, efficiency, safety, durability, laboratory and field testing methods, and social impacts. ISO/TC 285 also has a Fuels Task Group conducting a review of existing standards and a Communications Task Group to share the committee's work.

All the Working and Task Groups will be producing written guidelines and documents. A technical writer will be needed to pull together information from existing documents, ensure clear and succinct writing, cohesiveness across all the sections and documents, while also maintaining the technical content provided by Working and Task Group experts. This Terms of Reference (TOR) is for a consultant to provide technical writing services to support the 4 Working and 2 Task Groups in ISO/TC 285.

Submit applications to Ranyee Chiang, Director of Standards, Technology and Fuels (rchiang@cleancookstoves.org) by April 1, 2015. The contract start date is anticipated to be on or around April 30, 2015.

Scope of Work

The consultant(s) will be expected to plan and execute the following activities over a 9 month period:

- Writing and editing of the four (4) standards documents, Fuels standards review report, and smaller communication materials for clarity, conciseness, consistency, grammar, and formatting.
- Iterate on drafts with Working and Task Group experts to ensure that technical content and meaning is maintained.
- Compile table of contents, figures, tables, and references.
- Ensure that all documents are compliant with ISO guidelines.
- Coordinate scheduling of writing, editing, and deliverables with the key people involved in ISO/TC 285, including the Chairperson, Co-Secretaries, Convenors and Project Leaders.
- Work in close collaboration with the Alliance staff, with high level of responsiveness and efficient turn-around times.

Applications will be evaluated based on the quality of the proposal as well as the appropriateness of the budget for the proposed work.

Proposal Instructions

Please submit a application describing the following (maximum of 5 pages including the writing samples, 12 point font, single-spaced)

- Proposed approach for completing the work.
- Unique qualifications and relevant previous experience of the consultant team, such as writing experience particularly with standards or international development, relevant technical or sector experience, working with non-native English speakers.
- Budget detailing (1) the expected level of effort and (2) daily rates.
- Writing samples, the role that the applicant had, the role of other team members.
- Biographical summary or resume.