REQUEST FOR QUALIFICATIONS

Chief Technical Editor to Support California’s Fourth Climate Change Assessment

Deadline for Submittal is 3 p.m. PST, Wednesday, February 28, 2018

Background
The State of California has generated three scientific climate change assessments since 2006. These efforts have been instrumental in guiding state policy and supporting informed responses to climate change. California’s ongoing Fourth Climate Change Assessment will advance the science that supports sound policy while responding directly to state, regional, and local decision-makers who need information to guide planning.

The California Natural Resources Agency (CNRA) is leading the preparation of the Fourth Assessment that will be released to the Governor, the Legislature, and the general public beginning with events in late August/September 2018.

The Fourth Assessment comprises a broader state-funded portfolio of technical research projects than prior assessments. Additionally, unlike prior assessments it will also include “external” technical research (projects that are not funded by the State but align with the State’s effort) as well as nine regional, one statewide, and three topical reports that synthesize new findings from the core technical reports in the broader context of regionally relevant climate science and practice. These regional, statewide, and topical reports will be instrumental in translating science to practice, and must be written in an accessible, engaging style for a well-educated but non-specialist audience.

Only reports that pass peer review, which is being conducted by an Editorial Board, will be included in the Fourth Assessment. Peer review begins in February 2018 and will be completed between May 2018 for core technical reports (n=42) and by late July 2018 for statewide, regional, and topical reports (n=13). Final, peer-reviewed publications must be of publication quality, including technical editing to ensure that they are grammatically correct, clearly written, and conform to report templates.

Opportunity

1 For a list of technical research projects, which include research funded by CNRA (sectors other than energy) and CEC (energy-related research) as well as external collaborations, please see: http://resources.ca.gov/climate/safeguarding/research/
In collaboration with the California Natural Resources Agency, the Governor’s Office and Planning and Research, and the California Energy Commission, the Berkeley Energy and Climate Institute (BECI) is looking for an outstanding chief technical editor who is familiar with climate change issues, although this familiarity is not essential given appropriate experience.

The selected chief technical editor will assist the State with the following activities:

- **Manage and guide technical editing for publications contributing to California's Fourth Climate Change Assessment.** The chief technical editor manages and guides the work of technical editors recruited for the Fourth Assessment, edits all publications as necessary for its production, and provides a final proofread. Technical editing ensures grammatical correctness and clarity; inclusion and proper formatting of all references; and adherence to style, formatting, and any other guidelines associated with the Fourth Assessment. Technical editors work for the authors and the authors retain final authority over the final content of their reports, in conformity with standard practice for scientific publications.

- **Become familiar with the style used for the technical journal California Agriculture** ([http://calag.ucanr.edu/](http://calag.ucanr.edu/)), as well as any modifications to that style that are prescribed for Coordinating Lead Authors of statewide, regional, and topical reports (n=13). A science editor will be working with statewide, regional, and topical report authors to produce these publications, which have a target length of 20 to 50 pages long. This science editor may suggest changes to California Agriculture’s style, and the chief technical editor would ensure that reports adhere to those changes.

- **Become familiar with templates for CEC-sponsored reports (n=14) and CNRA-sponsored reports (n=16), and external collaborations that are going through the Fourth Assessment peer review process (n=12), noting here that these reports share a common format excepting title pages.**

- **Develop a work plan that leverages the help of technical editors recruited from State agencies, and communicate with these technical editors regarding expectations, guidelines, timeline, and tracking of progress.**

- **Manage additional processes to facilitate the peer review process and the flow of information from core technical reports to other reports.** This task may include managing additional volunteer technical editors or taking on organizational tasks as needed to support the release of the Fourth Assessment.

- **Ensure that all reports have passed the technical editing process by July 31, 2018.** Note that technical editing will commence in parallel with peer review, which begins between February 5 and February 20, 2018 for the vast majority of CEC-sponsored reports, CNRA-sponsored reports, and external collaborations. Statewide, regional, and topical reports will begin peer review on April 6, 2018, after which technical editing can commence.

- **Keep BECI and the California Natural Resources Agency informed about progress.** Technical editing in support of producing publication quality reports is a key element of California’s Fourth Climate Change Assessment, which is on a tight schedule and must be delivered on time.

**Note:** There are a total of about 50 reports with an expected length of 30 to 60 pages. The chief technical editor would not be expected to perform the complete editing work for all reports but should at a minimum perform a complete editing of some of more challenging reports and perform quality control for the other ones edited by other technical editors recruited to support the Fourth Assessment.

The successful chief technical editor must have the following qualifications:
Experience in technical editing of science articles for magazines, newspapers, scientific journals, governmental reports, or other news outlets.
• A record of delivering complex projects on time.
• Excellent interpersonal skills.

Also desirable is basic familiarity with climate change science or issues related to climate change.

Required information for consideration:
• Curriculum Vitae (maximum of three pages)
• Short (1 – 2 pages) statement of interest and relevant experience.
• Examples of related prior work such as stories in news outlets or journal notes for which the applicant provided technical editing.
• Proposed rate for services in dollars per hour including direct and indirect costs.

Instructions for Submission of RFQ Response:

RFQ Response must be submitted via email as a single PDF file. The deadline for submissions is 3 p.m. Pacific Standard Time on Wednesday, February 28, 2018. The email address for submissions is cca@beci.berkeley.edu. Earlier submission is encouraged to avoid potential last-minute issues with transmittal.

Anticipated Start Work Date: March 12, 2018
Funding Available: $20,000 to $35,000 (subject to final scope of work)