Request for written proposals:

**International Expert to develop guidance to reduce coastal hazard risks at local scale**

UNESCO is inviting International experts to send their written proposals for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

(a) Terms of Reference (see attachment A);

(b) UNESCO’s contract for authors, the contracting modality used for these assignments (attachment B);

(c) Structure and contents for the summaries (attachment C);

Your written proposal should comprise:

(a) A Technical Proposal consisting of:

- an up to date curriculum vitae;
- list of publications in academic and professional journals on the topic of this call.

(b) The maximum amount payable will be 20,000 USD in total per consultant contract, independently of the duration of the contract.

**Your proposal and any supporting documents must be in either in English, French or Spanish and should be attached as one single document. No modifications can be made to the application submitted.**

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

**Your proposal should be submitted in the system and sent by e-mail to MSPglobal@unesco.org no later than 23.59h (Paris time) on 26 July 2020. E-mail proposals should not exceed 5MB.**
It is the individual’s responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.
Attachment A

Terms of Reference

Under the overall authority of the Director-General and under the supervision of the Assistant Director-General for the Intergovernmental Oceanographic Commission (ADG/IOC), the incumbent will assist with the implementation of technical activities led by the Marine Policy and Regional Coordination Section and related to the project: “2020 Regional and global development actions in support of Ocean Literacy for all and the Joint roadmap on Marine Spatial Planning processes worldwide in the context of the UN Decade of ocean Sciences for Sustainable Development”, co-financed by the Government Offices of Sweden.

The incumbent will specifically deliver:

- A workbook on how to reduce coastal hazard risks in your community
- A community summary of the workbook on how to reduce coastal hazard risks in your community to be translated in IOC’s official languages.

REQUIRED QUALIFICATIONS

EDUCATION

- The author should hold a PhD in natural hazards planning with focus on coastal communities, conflict resolution and science-policy management natural hazard risks or equivalent.

WORK EXPERIENCE

- At least 15 years of experience on environmental hazards planning, natural hazards and a relevant list of articles and publications in academic and professional journals.

SKILLS/COMPETENCIES

- Excellent research, analytical and problem solving ability, including taking part in the resolution of issues and in the application of good judgement.
- Very good interpersonal skills and ability to maintain effective partnerships and working relations within a multi-cultural environment; ability to work collaboratively as part of a team to achieve organisational goals.
- Ability to plan own work and manage conflicting priorities; work under pressure.
- Ability to write and speak clearly and effectively, including the ability to draft reports in a concise style and communicate complex scientific
information to a broader audience – via visual, written and verbal modes.

- Demonstrated ability to conceptualize issues and analyze data to compile and synthesize information in coherent and succinct formats;
- Demonstrated ability to use office equipment with computer literacy in graphic design, publication design, multimedia products development, web design, web content, etc.
- High attention to detail and ability to work under tight deadlines;

**LANGUAGES**

- **Excellent knowledge of English.**

<table>
<thead>
<tr>
<th>BENEFITS AND ENTITLEMENTS</th>
</tr>
</thead>
</table>

The consultant contract will have a maximum duration of 3 months with a probationary period of 1 month. The appointment is non-career and does not carry any expectancy of renewal or conversion to another contract. Medical health care is not provided.
Contract for Individual Authors

Attachment B

Form HR 13-6 (April 2014)

THE UNITED NATIONS EDUCATIONAL, and
SCIENTIFIC AND CULTURAL
ORGANIZATION

(hereinafter called ‘UNESCO’)

7, place de Fontenoy, 75352 Paris 07 SP
France

(hereinafter called ‘The Individual
Specialist’)

Vendor Number:

Hereby agree as follows:

TERMS OF REFERENCE

1. Under the supervision of the Individual Specialist shall:

DURATION OF CONTRACT

2. If the contract is not signed by the Individual Specialist and returned to UNESCO by [dd/mm/yyyy] at the latest, it will be considered null and void. This date is subject to modification upon agreement of both parties.

3. This contract shall come into effect on [dd/mm/yyyy], and shall expire on satisfactory completion and delivery of the services described above, but no later than [dd/mm/yyyy], unless terminated earlier under the terms of this contract.

4. If, by the expiry date of the contract as defined in Article 3 above, the Individual Specialist has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void.

5. After the expiration of the contract, the Individual Specialist cannot claim payment for any work not delivered on time, as stipulated in article 6.3 below.

CONDITIONS OF PAYMENTS

6. Payments and Currency

6.1. UNESCO shall make payments to the Individual Specialist on a lump sum basis.

6.2. The contract shall be drawn up and all payments made in United States Dollars, Euros or currencies in which UNESCO holds a bank account. Only one currency can be used in any one contract. Where necessary, the United Nations’ operational rate of exchange on the date a contract is signed should be used to convert amounts into another currency, but no adjustments will be made for
exchange rate variations during the contract period, either to the overall amount or a staggered payment.

6.3. UNESCO shall make the following payments to the Individual Specialist for the services to be provided under the terms of this contract:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Upon submission and approval by UNESCO of the following:</th>
<th>Reference Article 1</th>
<th>Latest date for submission</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.4. The final payment, or each payment in the case of staggered payments, shall be made only after receipt and approval as satisfactory by UNESCO of any deliverable that the Individual Specialist is required to submit for payment under the terms of this contract.

6.5. All payments (see article 6.3 above) shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary’s own banking fees, shall be the responsibility of the Individual Specialist.

6.6. No payments shall be made to a third party.

7. Advance Payments

Except for expenses necessarily incurred by an Individual Specialist in order to prepare for an assignment (e.g. travel or equipment), no advance payment shall be made.

8. Travel

If deemed necessary by UNESCO, the Individual Specialist who is required to travel in order to perform the work described in article 1, shall be paid a lump sum of [...] (state currency, which must be the same as the currency in article 6.3) to cover all travel related expenses, including daily subsistence allowance, tickets for the authorized travel and other related expenses (e.g. visas, vaccinations and terminal expenses), in accordance with UNESCO’s usual travel provisions.

9. Reimbursement

9.1. If any of the work corresponding to the instalments in article 6.3 is not completed to UNESCO’s full satisfaction, and/or prior to the expiration of the contract, UNESCO shall have the right to the reimbursement of full or partial payments made, including any advanced payment, to the extent that the services already rendered are either unusable or inadequate in relation to the expenses incurred by UNESCO.

9.2. Any reimbursement shall be returned in the same currency as the payment was made.
10. Banking Instructions

10.1. The Individual Specialist should confirm below mentioned banking instructions for any payments arising from the present contract:

Name of the Bank:

Address of Bank:

Name of the Account Holder:

Number of Account:

IBAN Number:

SWIFT Address:

10.2. Only one banking instruction is allowed in any one contract.

UNESCO TERMS AND CONDITIONS

11. This contract is subject to General Terms and Conditions as attached. Each page of these Terms and Conditions should be initialed by the Individual Specialist and UNESCO.

12. The Individual Specialist and UNESCO also agree to be bound by the provisions contained in the following documents, which form the only legally valid contractual arrangement between the parties and which shall take precedence in case of conflict in the following order: (i) the present contract and (ii) the General Terms and Conditions attached hereto.

Signed on behalf of the Director-General of UNESCO:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Individual Specialist:

“I acknowledge that I have read and accept the terms and conditions on the following page”.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>
GENERAL TERMS AND CONDITIONS

Article I. Legal Status

1. Individual Specialist is neither a staff member under the UNESCO Staff Regulations and Staff Rules nor an official under the Convention on the Privileges and Immunities of the Specialized Agencies (21 November 1947). He/she may, however, be given the status of ‘expert on mission’ within the meaning of Annex IV, of the said Convention.

2. Any immunities and privileges that may be accorded the Individual Specialist by a government are conferred in the interests of UNESCO. Any such immunities and privileges shall not be invoked to excuse the Individual Specialist from discharging any private obligations or from observing laws and police regulations. Should a question of immunities and privileges arise, the Individual Specialist shall immediately report to the Director-General of UNESCO, who shall decide whether they shall be waived.

Article II. Obligations

1. The Individual Specialist is subject to the authority of the Director-General of UNESCO and is responsible to the Director-General in the performance of his/her work.

2. The Individual Specialist’s responsibilities are exclusively international. By accepting a contract with UNESCO, the Individual Specialist undertakes to carry out the work given to him/her and to regulate his/her conduct with the interest of the Organization only in view.

3. In providing his/her service, the Individual Specialist shall neither seek, nor accept, any instructions from any government or any authority external to the Organization, except as may be authorized by the Director-General of UNESCO.

4. The Individual Specialist shall conduct him/herself at all times in a manner befitting his international status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for UNESCO. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status. While he/she is not expected to give up his/her national sentiments, or his/her political and religious convictions, he/she shall at all times bear in mind the reserve and tact incumbent upon him/her by reason of his/her international status.

5. The Individual Specialist shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person unpublished information known to him/her by reason of his/her assignment, except by authorization of the Director-General of UNESCO. These obligations remain binding even after the expiry of the contract.

6. If the Individual Specialist, by malice, culpable negligence or failure to observe any applicable rule, involves UNESCO in unnecessary loss, expense or liability, he/she shall be held responsible and may be required to pay compensation.

Article III. Declaration of Compatibility of the Professional Status

1. Family Ties
   (i) The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who, at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.
(ii) The Individual Specialist also certifies that if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.

2. Multiple Contracts

(i) The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

(ii) The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.

3. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO’s provisions governing the contracts for individual consultants and other specialists. *

Article IV. Officials not to Benefit

The Individual Specialist confirms that no official of UNESCO has received from or will be offered by the Individual Specialist any direct or indirect benefit arising from this contract or the award thereof. The Individual Specialist accepts that breach of this provision is a breach of an essential term of this contract which renders this present contract liable for immediate termination, without notice or indemnity.

Article V. Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which the Individual Specialist may be liable in respect of any payments made to him/her under the terms of this contract.

Article VI. Use of Name, Emblem or Official Seal of UNESCO

The Individual Specialist shall not in any manner whatsoever advertise, display or appropriate for personal use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with his/her business or otherwise.

Article VII. Confidential Nature of Documents and Information

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Individual Specialist under this contract shall be

* In order to avoid the perception of lack of independence or conflict of interest, the individual selected for an assignment must not be:
  - a fellow or a holder of another contract of any type with UNESCO at the same time as the proposed contract;
  - a member of the Executive Board or an Alternated during his/her term of office until at least 18 months have elapsed from the date of cessation of their representation functions;
  - a member of any UNESCO Committee, International Programme Governing Body or National Commission;
  - the External Auditor and members of his/her staff who have participated in the audit of the Organization during the two financial periods (e.g. two biennia) following completion of their mandate;
  - a member of the Oversight Advisory Committee for 5 years following the expiry of his/her term;
  - other officials with oversight responsibilities, including members of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) and other similar bodies in the United Nations system, who have had oversight responsibilities over UNESCO, during their service and within 4 years of ceasing that service.
the property of UNESCO, shall be treated as confidential and shall be delivered only to
UNESCO authorized officials on completion of work under this contract.

Article VIII. Medical Clearance
The Individual Specialist certifies and declares that he/she: a) is in good health b) has no
condition that would prevent him/her from carrying out the work as foreseen by this contract
and c) has obtained any necessary inoculations or other medical treatment which may be
necessary for him/her to travel to and work in the area(s) foreseen under this contract. The
Individual Specialist will be held fully responsible for this certification and declaration. If
requested, Individual Specialists may be required to undergo a full medical examination, and
be medically cleared by UNESCO’s Chief Medical Officer, prior to taking up their duties.

Article IX. Insurance
1. (i) The Individual Specialist shall be insured by UNESCO for work-related accidents,
   injuries, illnesses or death while performing duties on behalf of the Organization.
   (ii) The insurance provides for compensation in the case of: (a) death or permanent
total disablement; (b) permanent partial disablement; (c) temporary total
disablement. Coverage for temporary, partial disablement is not included. The
capital sum insured shall be up to a maximum of 85 000 USD. The scale of
compensation payable will be in accordance with the terms and conditions of
UNESCO’s policy with its insurer. Medical expenses attributable to work-incurred
accidents or illnesses are paid up to a maximum annual amount of 10 000 USD.
   (iii) If any injury, illness or death for which compensation is payable under the above
   provisions is caused in circumstances which, in the UNESCO Director-General’s
   opinion, create a legal liability on the part of a third party to pay damages, the
   Director-General may, as a condition of granting compensation, require the
   Individual Specialist to whom it is granted to assign to the Organization any rights
   of action which he/she may have against such a third party. The Individual
   Specialist shall thereupon furnish to UNESCO any data or evidence which may
   be available to him/her, and shall render all other assistance which may be
   required in prosecuting any claim or action against such a third party. He/she
   shall not settle any such claim or action without the consent of the Organization;
   UNESCO shall be entitled itself to do so or to require him/her to do so upon such
terms as seem reasonable to it.

2. Other than the provisions set out in Article X, paragraph 1(ii), UNESCO does not
   provide medical insurance to the Individual Specialist.

Article X. Title to Equipment
Title to any equipment and supplies that may be furnished by UNESCO shall rest with
UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this
contract or when no longer needed by the Individual Specialist. Such equipment, when
returned to UNESCO, shall be in the same condition as when delivered to the Individual
Specialist, subject to normal wear and tear. The Individual Specialist shall be liable to
compensate UNESCO for equipment determined to be damaged or degraded beyond normal
wear and tear.

Article XI. Intellectual Property
1. UNESCO shall be entitled to all property rights, including but not limited to
   patents, copyrights and trademarks with regard to all material which bears a
direct relation to, or is made in consequence of, the services provided to the Organization by the Individual Specialist.

2. (a) In preparing the Work, the Individual Specialist shall bear in mind the provisions contained in the "Guide for the preparation of manuscripts" annexed to this contract.

(b) The Individual Specialist shall also bear in mind that, in accordance with UNESCO publishing policy, all UNESCO publications are to be made available in Open Access, under the IGO-Creative Commons or any other open licensing system.

3. The completed Work shall be deemed acceptable to UNESCO unless it gives the Individual Specialist written notice to the contrary or indicates changes that it may consider desirable. In the latter case, such notice will set a time limit for the delivery of the requested changes; if acceptable changes are not delivered to UNESCO within the prescribed time limit, UNESCO may terminate this contract by written notice to the Author.

4. The Individual Specialist hereby grants to UNESCO:

(a) The worldwide copyright in the Work, which shall, during the whole term of the copyright, have the exclusive right to translate, adapt, reproduce, perform, broadcast, communicate to the public, print and publish in any language and in any form the whole or any part of the Work, and to authorize others to exercise any or all of its rights hereunder.

(b) It is understood that the manuscript and the accompanying data is complete in all respects and all property rights in such manuscript or other materials delivered to UNESCO pursuant to Article 1 shall become the sole property of UNESCO.

(c) The worldwide irrevocable right to deposit the whole or any part of the Work in its multilingual Open Access Repository in electronic form. This entails the right of access to copy, usage, distribution, adaptation, for lawful purposes, within specified constraints.

(d) The worldwide right to further assign licenses to allow anyone to use the content in the publication for any lawful activity, without any prior permission but with due credit to the Author and UNESCO for the original creation.

Any transmission, reproduction, use or transformation of any content beyond permissible limit and for commercial gains will however require an express written permission of the copyright owner.

5. The Individual Specialist shall submit to UNESCO the Completed Work together with, all illustrations, tables, charts or other materials essential to the Work. It is understood that such materials are considered a part of the work and that all rights granted by the author to UNESCO hereunder apply to the use of such materials.

6. The Individual Specialist of the Work shall:

(a) For all instances, categorically and clearly identify material(s) in the Work (e.g. texts, illustrations, tables, charts or materials etc.), where he/she does not own the copyright and will:

i. Expressly state in writing his/her ability, if any, to authorize use of such materials in the context of the Work as set forth in Article 6 above; or

ii. Provide UNESCO, free of charge, with written permissions (using the permission consent form annexed to this contract) secured from rights.
holders of such material(s) specifically authorizing its usage, as set forth above.

(b) For all instances of inclusion of Third Party material(s), provide UNESCO with a copy of the written permissions obtained from the respective copyright holders, and indicate the form of acknowledgement, if any, stipulated by the owner of the rights as a condition for granting permission.

(c) An electronic copy of the completed work together with any source files and data, where available, for submission to the Open Access Repository. The publication will be made available through the Open Access Repository, immediately after the official date of publication, rendering it publicly available.

7. The Individual Specialist represents and warrants that:
   i. He/she is the sole author of the Work, has the right to grant all rights referred to in this contract, has full power to execute this contract and to authorize the use of the Work as set forth in paragraph 4 above;
   ii. The Work is original and has not been published;
   iii. The Work does not infringe any copyrights or other rights, and contains nothing libelous or otherwise unlawful.

8. The Individual Specialist agrees to indemnify UNESCO and hold it harmless against all loss, injury or damage (including any legal costs and/or other expenses properly incurred) occasioned to the Organization in consequence of any breach of the above warranty.

9. UNESCO shall, where it deems appropriate, furnish the Individual Specialist with page proofs of the work (or retyped manuscript where composition is done by computer or similar means) and the Individual Specialist shall read, revise (if necessary) and return said proofs promptly. If revisions in the proofs, retyped manuscript or plates are made at the Individual Specialist's request other than to correct printer's or editor's errors or additions (for which UNESCO shall pay) the cost of such revisions in excess of 5% of the cost of composition shall be charged to the Individual Specialist.

10. UNESCO shall not be bound to publish the work.

11. The granting of rights specified in Paragraph 4 bears no impact upon the moral rights vested with the Individual Specialist, save as expressly provided.

12. UNESCO may, upon request authorize the Individual Specialist to publish or use the final draft of the Work under such conditions as UNESCO shall determine, subject to any obligations that UNESCO might have undertaken concerning the Work, and provided that UNESCO shall remain the copyright proprietor of the Work.

13. Unless otherwise provided herein, the Individual Specialist shall bear all expenses involved in preparing the work in the form specified in Article 1 of the contract for Individual Authors and shall purchase any insurance which may be necessary in respect to any loss, injury or damage occurring prior to its receipt by UNESCO.

Article XII. Termination

1. UNESCO or the Individual Specialist may cancel the contract before it has come into effect by giving written notice to the other party. For contracts of less than 2 months the period of notice is 5 days, for longer contracts – 14 days. No compensation shall be payable in such cases. Should UNESCO cancel the contract with shorter notice, the Individual Specialist is entitled to 5% of payment for each month of service provided by the contract, subject to a maximum of 30% of the total amount.
2. Once the contract has come into effect, it may be terminated by either party at any time before the expiry date with 2 weeks written notice for contracts of 6 months or less, or 1 month’s written notice if the contract is for more than 6 months. If UNESCO terminates the contract, the Individual Specialist is entitled to an indemnity of 5% of payment for each remaining aggregated period of service equivalent to one month, subject to a maximum payment of 30% of the total amount. In the event of termination by the Individual Specialist, or of the inability of the Individual Specialist to carry out fully its terms, UNESCO may deduct from any payments due an amount equivalent to any losses caused to the Organization, taking into consideration the extent to which the assignment has been completed.

3. Notwithstanding the provisions of Article XII, paragraphs 1 and 2, in the event of breach of contract, including false declarations, on the part of the Individual Specialist, the contract may be immediately terminated by UNESCO without notice or indemnity.

Article XIII. Arbitration

1. Any controversy or dispute concerning the execution or interpretation of this contract shall be settled by negotiation between the parties. If it is not amicably settled, it shall be submitted, at the initiative of either party, either to the Chairperson of the UNESCO Appeals Board or be the subject of an arbitration under the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force. The arbitrator shall rule upon the costs of arbitration, which shall be either apportioned between the two parties or paid by one of them only. The arbitral award shall be final and irrevocable.

2. The party initiating the procedure shall decide which of the two procedures shall apply.

Article XIV. Amendments

This contract may be amended specifying all modifications and signed by both UNESCO and the Individual Specialist prior to the expiry date of the present contract. If the Individual Specialist wishes to propose amendments, these proposals should be communicated to UNESCO which, if deemed necessary, will prepare the amendment to present contract for mutual agreement and signature.

Article XV. Other provisions

1. The completed work shall be deemed acceptable to UNESCO unless it gives the Individual Specialist a written notice to the contrary or indicates changes that it may consider desirable. In the latter case, such notice will set a time limit for the delivery of the requested changes. If acceptable changes are not delivered to UNESCO within the prescribed time limit, the Organization may terminate this contract by written notice to the Individual Specialist.

ANNEX to the Terms and Conditions: Permission consent form to be used to secure rights form third party/rights holders.
PERMISSION CONSENT FORM

[Insert date, address of requestor and contact information]

Name and address of addressee

Dear Sir/Madam,

On behalf of UNESCO, I am hereby requesting permission to include the following material:

[Insert description of the copyrighted material (either text, motion picture, graphic materials, photographs, illustrations etc.), including author's name, title, publisher, date of publication, copyright or any other exact identifying information], (hereinafter called 'the Copyrighted material')

This request is for permission to include the Copyrighted material in a volume provisionally entitled: [insert provisional title of UNESCO's work] (hereinafter called 'the Work'), which, in accordance with UNESCO publishing policy, will be made available under an open licensing system.

In signing the present permission, you, warrant that you are the sole copyright holder of the Copyrighted material, and agree to the use of the material as set forth in the present document and to any other future usage UNESCO may deem fit under its open-license policy. Please expressly identify material(s) for which you do not currently hold the rights and state your inability to authorize use in the context of the forthcoming Work as set forth in the present document.

I hereby grant to UNESCO:

i) The worldwide non-exclusive right for the whole term of the copyright, to reproduce, translate, adapt, publish, perform, broadcast, communicate to the public, in any language and in any form and for all future editions and revisions, the whole or any part of the Copyrighted material in the Work, and to authorize other publishers or co-publishers to exercise any or all of these rights.

ii) The worldwide irrevocable right to deposit the whole or any part of the Work in its multilingual Open Access Repository in electronic form. This entails the right of access to copy, usage, distribution, adaptation, for lawful purposes, within specified constraints.

iii) The permission is granted on the understanding that the Work, including its electronic version as maintained in the Open Access Repository, may be distributed free of charge by UNESCO or its publishing partners or commercialized within UNESCO's own distribution channels or those of its publishing partners.

Details of how the source should be acknowledged/credit line:

-------------------------------------------------------------------------------------------------------------------------------------

Signed_________________________________ Date________________________________
Description of the guide and community summary contents should include:

- Introduction
- Key concepts, terminology and background reading
- Step-by-step approach to coastal hazard risk reduction:
  - Local characterization and scope of coastal hazard risk
  - Assessment of coastal hazard risks
  - Actions to reduce coastal hazard risks
  - Implementation of actions, monitoring and adaptation