

TOR for final end of project report

Position – Report writer

1. Background

The IKI Sustainable Consumption and Production in Thailand and Cambodia Project (SCP) Phase II has been implemented since 2019 and will conclude in December 2026. The project works across the food value chain—production, businesses, and consumers—to advance sustainable consumption and production practices and contribute to food systems transformation.

As the project approaches completion, WWF will produce an end-of-project report to summarise key achievements, lessons learned, and remaining challenges. The report will serve as both a donor requirement and a knowledge product for partners and stakeholders who have engaged with the project. Its purpose is to provide a clear, accessible overview of achievements and insights from Phase II, supporting future dialogue, learning, and potential replication.

2. Objectives

The report writer will be responsible for developing the complete written narrative of the end-of-project report in English. This includes synthesising four years of implementation (2022–2026) into a concise, coherent, and engaging story that reflects WWF’s communication style and strategic messages.

Once the written content is approved by WWF, the writer will collaborate closely with the graphic designer to ensure that the narrative fits the agreed layout, page constraints (approximately at the maximum of 35 designed pages), and visual storytelling approach. All final content, narrative, and structural decisions rest with the WWF Project Manager.

3. Scope of Work

A. Writing & Content Development

The report writer will:

- Develop the full written content for the end-of-project report (final designed report approx. 35 pages).
- Review and synthesise materials provided by WWF, including project documents, monitoring data, case studies, publications, evaluations, and staff inputs.
- Propose and refine a structure for the report (sections, sub-sections, flow) for review and approval. No structural changes will be made after the outline is approved.
- Draft all narrative sections, including:
 - Introduction and project overview
 - Key achievements and impacts

- Thematic and country/area-specific sections (as agreed)
- Cross-cutting topics (e.g. gender, policy, partnerships, innovation)
- Lessons learned and way forward
- Ensure clarity, coherence, and logical flow across the entire text.
- Integrate data (quantitative and qualitative) into the narrative in a meaningful and understandable way.

B. Translation & Interpretation

- Translate selected Thai materials (e.g. case stories, meeting notes, local documentation) into high-quality English where required, with support from the SCP team.
- Ensure that context, technical terms, and locally specific concepts are accurately conveyed in English.

C. Collaboration with the Graphic Designer

- Provide finalised text in a clean, consolidated Word file for layout.
- Adapt text length as needed to fit the graphic designer's layout and page limits.
- Develop or refine short-form texts needed for design, such as:
 - Section introductions and summaries
 - Captions for photos and figures
 - Pull quotes and highlight boxes
 - Short headlines and sub-headings
- Review draft layouts to check text accuracy after design is applied.
- Coordinate with the designer and WWF focal point to resolve any issues related to text fitting, breaks, or readability.

D. Review & Revisions

- Revise Draft 1 based on consolidated **feedback coordinated by the WWF Project Manager**. The assignment includes **up to two (2) rounds of revisions**. Any additional revisions beyond this scope will be subject to mutual agreement and may require an amendment to the contract and/or budget.
- Produce Draft 2 and a final clean version, if required within the agreed revision rounds.
- Conduct final proofreading of the text integrated into the layout (PDF or designed file) to identify and correct typos, formatting issues and any inconsistencies in the text.

4. Deliverables

The report writer is expected to deliver:

1. Draft 1 (Full Narrative Draft)

- Complete English narrative of the report, based on agreed structure.
- Submitted as a clean, consolidated Word document.

2. Draft 2 (Revised Draft)

- Updated version reflecting WWF's consolidated feedback on Draft 1.
- Improved clarity, structure, and messaging as needed.

3. Final Text Version for Layout

- Approved final narrative text, including all headings, sub-headings, captions, and short texts required for the design.
- Submitted to WWF and the graphic designer in a clean, final Word document.

4. Post-Layout Proofreading Notes

- A set of final corrections and proofreading comments after reviewing the designed draft (PDF or InDesign export).

5. Timeline & Key Milestones^{1, 2, 3}

Phase	Task and outputs	Owner	Start Week	End Week
Phase 0	Release TOR	PM	Dec W2	Feb W1
	Recruitment process	PM	Feb W1	Feb W2
	Kick-off meeting	PM	Feb W3	Feb W4
	Prepare & sign contracts	PM	Mar W1	Mar W2
Phase 1	Review of available information and development storyline and chapter structure for the report	Writer	Mar W2	Mar W4
	Finalise report outline (no structural change allowed after this stage)	Editor	Mar W4	Apr W2
Phase 2	Development and submission of manuscript draft -covering all required topics	Writer	Apr W2	May W4
	Clean, readable draft version of the report text submitted, reviewed, and approved to start design process	Editor	May W4	June W2
	Submission and approval of visual concept and layout grid submitted	Designer	June W2	Jun W3

¹ * Total expected revision rounds for layout: 2 (excluding minor proofreading corrections).

² More detailed timeline, including specific deadlines for drafts and revisions will be discussed prior to kick off

³ All outputs must be approved by the WWF team prior to the next steps.

Phase 3	Submission of designed draft with all text, images, captions included	Designer	Jun W3	July W1
	Designed draft reviewed and corrected	Editor	July W1	Jul W3
Phase 4	Submission of print-ready file approved.	Editor	July W3	Aug W2
	Submission of final report (final locked files sent to print and digital use)	Designer	Aug W2	Aug W4

6. Qualifications

1. Writing & Technical Skills

- Proven track record in developing long-form publications (e.g. reports, books, manuals, eBooks).
- Strong ability to synthesise complex, technical, or multi-country information into clear and engaging text.
- Experience in structuring and writing end-of-project or programme reports is an advantage.
- Experience editing or refining translated content.

2. Sector Experience (Preferred)

- Experience working in sustainability, environment, food systems, climate, development, or the non-profit sector.

3. Collaboration & Project Management

- Ability to work closely with project teams and other consultants (e.g. graphic designer).
- Strong organisational skills and ability to deliver to agreed timelines.
- Comfort working with multiple stakeholders and feedback rounds.

4. Language

- Fluency in English and Thai.
- Ability to translate and interpret Thai source materials into clear English text.

7. Intellectual Property & Confidentiality

- All written content produced under this assignment will be the exclusive property of WWF.
- WWF will hold full rights to use, adapt, translate, and publish the report and its content in any format, without further payment beyond the agreed contract.
- The writer may not reuse, publish, or distribute the content (in whole or in part) for other purposes without prior written authorisation from WWF.

- All project documents and information shared by WWF are confidential and must not be shared with third parties without WWF's consent.
- The writer must ensure that all content is original and does not infringe on any third-party copyrights or intellectual property rights (e.g. no plagiarism).

8. Payment Terms

(Indicative structure – to be confirmed in the contract)

- **30%** upon signing the contract and completion of the kick-off meeting.
- **40%** upon submission and acceptance of Draft 1 (content-complete version approved by the WWF Project Manager).
- **30%** upon submission and acceptance of the final completed report text, including post-layout proofreading inputs.

The final payment is contingent on:

- full delivery of all agreed deliverables,
- satisfactory quality of the final text, and
- incorporation of WWF's feedback as agreed.

9. Risk Management

- All feedback to the writer will be provided as **consolidated comments coordinated by the WWF Project Manager**.
- Delays by WWF in providing background materials, data, or feedback will result in adjusted timelines to be mutually agreed in writing.
- Delays or failure by the writer to deliver agreed outputs beyond seven (7) calendar days without prior written agreement may constitute a material breach of contract. In such cases, WWF reserves the right to suspend payments, request corrective action within a defined timeframe, or terminate the contract in whole or in part without liability for further payments beyond work satisfactorily completed.
- If the quality of the delivered text is deemed unsatisfactory **after corrective action has been requested**, and the writer fails to address such issues within a reasonable timeframe specified by the WWF Project Manager, WWF reserves the right to terminate the contract and withhold final payment, without prejudice to any other rights or remedies available.
- Where quality issues are identified, WWF may request additional revisions at no extra cost prior to exercising any termination rights.
- Any major misrepresentation, plagiarism, or breach of confidentiality will be grounds for termination of the contract.

10. Application requirements

Applicants are requested to submit:

- Company profile or individual CV.
- Portfolio of relevant past written work (preferably in the sustainability, food systems, environment, or development sector).
- Proposed timeline and budget for the assignment.
- References may be requested at a later stage if required.

11. Additional information

WWF will provide:

- The final report text
- WWF will provide communication and report design guidelines (including templates, fonts, and branding rules).
- A digital copy of the end of Phase I report for reference.
- Access to WWF's photo database and a curated shortlist of images.

12. Submission Deadline:

All applications must be submitted by **Monday, 2 February 2026, 12:00 (noon) ICT**.. Shortlisted applicants will be contacted for further discussions and potential interviews.

13. Contact Information:

Please submit all application documents to: abhinanda@wwf.or.th

CC: sarunphakk@wwf.or.th; ksukboonnivart@wwf.or.th

Email subject line:: **"Application – Report writer for end of SCP project report"**.