

Urgent: Request for Proposal: Facilitator for 2024 CLIF Stakeholder Workshop (Output IV)

1) Introduction:

We are seeking the qualified facilitators to support the upcoming 2024 Thailand's CLIF Stakeholder Workshop for Output IV. The Climate Impacts of Food (CLIF) Project aims to develop a globally applicable instrument for communicating the sustainability impacts of food. The workshop will be conducted in the context of the WWF stakeholder workshops in 2024 across four project countries (Thailand, Germany, South Africa, and Paraguay), with the primary goal of testing a prototype of the instrument with stakeholders.

2) Objective:

The facilitator will play a crucial role in ensuring the success of the workshop by assisting in testing and collecting feedback on various aspects of the sustainability instrument related to environmental impacts, thematic areas, and feedback from key stakeholders including consumer organizations, experts, retailers, catering companies, and others.

3) Scope of Work:

- Facilitate discussions and activities aimed at testing and collecting feedback on the scoring and communication method of environmental impacts of food with consumer organizations and experts from all four project regions.
- Facilitate discussions and activities to collect feedback on thematic areas of environmental impacts communicated, including quantitative indicators, qualitative information, and additional information such as recipes and food guides.
- Assist in testing and collecting feedback from retailers, catering companies, and consumer organizations regarding the fitness of the sustainability instrument for planning sustainable product range development and hotspot analysis.
- Collaborate with project stakeholders to ensure a smooth and productive workshop experience.

4) Deliverables:

- Facilitation plan outlining the approach, agenda, and methodologies for conducting workshop activities.
- Facilitated workshop sessions with comprehensive notes and feedback collected from participants.

5) Timeline:

The workshop is tentatively scheduled to take place in **23 May 2024** and the facilitator will be expected to be available for pre-workshop preparation.

6) Qualifications:

- Proven experience in facilitating workshops or similar stakeholder engagement events related to sustainability, environmental impacts, or food systems.
- Knowledge of environmental and sustainability issues related to food production and consumption.

- Strong communication and interpersonal skills to effectively engage with diverse stakeholders.
- Ability to work collaboratively with project teams and stakeholders to achieve workshop objectives.

7) Cover letter and CV Submission:

- Interested facilitators are invited to submit their required by **12 April 2024**. The submitted document should include a detailed overview of relevant experience, proposed approach to facilitation, availability during the workshop period.

8) Contact Information:

For inquiries, please contact Sarunphak Kittivorapoom, Acting Sustainable Consumption and Production (SCP) project manager, WWF-Thailand

E-Mail: sarunphakk@wwf.or.th

We look forward to receiving your document and partnering with a skilled facilitator to ensure the success of the 2024 CLIF Stakeholder Workshop for Output IV.