

# **Terms of Reference (TOR) for consultant to Support Climate Impacts of Food (CLIF) Project**

## **1. Background**

The **Climate Impacts of Food (CLIF) Project** aims to develop a globally applicable communication tool that provides information on the sustainability impacts of food production and consumption. The project is being piloted in Germany, Paraguay, South Africa, and Thailand, and seeks to enable consumers and companies in the food industry to make more sustainable purchasing and consumption decisions. This initiative is driven by the need to address the environmental impact of food, which contributes significantly to greenhouse gas emissions, biodiversity loss, and other sustainability challenges.

The communication tool developed under CLIF will offer sustainability information for use in retail, out-of-home consumption, and food procurement. By filling the existing gap in sustainability communication, the project aims to promote more resource-efficient products and practices, contributing to the transformation of food systems.

## **2. Objectives of the Consultancy**

The consultant will support the project manager in engaging with CLIF monthly meetings, the CLIF South-South meeting, and the development of a final presentation. This will involve analyzing available data and project documents to summarize and conclude the sustainability tool development in Thailand under this project. The consultant's support will ensure that key information is accurately captured and effectively communicated to stakeholders involved in the project.

## **3. Scope of Work**

The consultant will be responsible for the following tasks:

### **1. Attend CLIF Monthly Meetings:**

- Participate in the CLIF monthly meetings from September to November 2024 (3 meetings).

- Summarize the meeting discussions and prepare concise reports for the project manager.
- 2. **Attend CLIF South-South Meeting:**
  - Attend the CLIF South-South meeting and provide a detailed summary of the meeting outcomes.
- 3. **Final Presentation Development:**
  - Develop a final presentation for the project manager, incorporating all relevant data and insights from project documents. The presentation should focus on concluding the sustainability tool development in Thailand, ensuring that it accurately reflects the project's progress, findings, and key outcomes.
- 4. **Pre-brief Meeting:**
  - Conduct a pre-brief meeting with the project manager to provide an overview of the final presentation and highlight key findings and insights.

#### 4. Deliverables

The consultant is expected to deliver the following:

- A. **Three (3) CLIF Monthly Meeting Reports** (for September, October, and November 2024).
- B. **One (1) CLIF South-South Meeting Report.**
- C. **One (1) Completed Final Presentation** for the CLIF Berlin meeting, including all relevant CLIF Thailand project documents and insights.

#### 5. Timeline

- **CLIF Monthly Meetings:** September, October, and November 2024
- **CLIF South-South Meeting:** Specific date to be confirmed
- **Final Presentation:** To be completed two weeks prior to the Berlin meeting. [Specific date to be confirmed]
- **Pre-brief Meeting:** One week before the Berlin meeting [Specific date to be confirmed]

## **6. Qualifications and Experience**

- Proven experience in meeting facilitation, minute-taking, and report preparation.
- Strong analytical and data interpretation skills.
- Experience in developing presentations for senior management.
- 5 years experiences of knowledge of sustainability and climate impacts in the food sector.
- Excellent written and spoken communication in English and Thai.

**7. Reporting** The consultant will report directly to the project manager and submit all deliverables in a timely manner.

**8. Application Process** Interested consultants should submit their CV, a proposal outlining their approach to the tasks, and relevant experience by **20 September 2024**.

Interested should submit the documents by **Friday, 27 September, 2024** to **procurement@wwf.or.th**  
**CC sarunphakk@wwf.or.th**

The subject line of the email must be marked with the title: “ Consultant to Support Climate Impacts of Food (CLIF) Project ”.