

TOR for Final End-of-Project Report

Position – Editor

1. Background

The IKI Sustainable Consumption and Production in Thailand and Cambodia Project (SCP) Phase II has been implemented since 2022 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. Over the course of the project, numerous milestones have been achieved in collaboration with government agencies, private sector partners, and community stakeholders.

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

2. Objectives

The objective of this assignment is for the editor to support WWF in delivering a high-quality, professionally designed end-of-project report by providing professional editorial services in line with WWF standards and timelines.

The final report must follow all guidelines and requirements set by WWF.

All final editorial, structural, and content decisions rest with the WWF Project Manager.

3. Scope of work

The editor will be responsible for:

- Coordinating editorial communication between the WWF team, the writer, and the graphic designer, under the direction of the WWF Project Manager.
The editor does **not** have authority to approve scope changes, restructure content, or alter timelines without written approval from the Project Manager.
- Studying and understanding the guidelines and requirements for the report.
- Supporting the WWF team with editing tasks, including proofing texts and layout review.
- Suggesting editorial improvements related to clarity, consistency, flow, and language quality, while ensuring that any substantive content, messaging, or structural changes are implemented only with prior written approval from the WWF Project Manager.

The editor will **not** be responsible for:

- Writing, rewriting, or substantively re-authoring report content beyond editorial refinement.

- Formatting or designing the report
- Developing graphics or other content used in the report.
- Sourcing images externally without prior approval from WWF.

4. Required Outputs

The editor is expected to deliver:

- **Draft v1 approved for design:**
 - Clear narrative flow
 - No unresolved comments or tracked changes
 - Written approval from WWF Project Manager to proceed to design
- **Final proofreading & QA (print-ready):**
 - No spelling, grammar, or formatting errors
 - Full consistency between text and designed layout
 - Compliance with WWF language and branding guidelines
 - Final written sign-off by WWF Project Manager

5. Timeline and Keys Milestones^{1,2, 3}

Phase	Task and outcomes	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
Phase 3	Submission and approval of visual concept and layout grid submitted	Designer	June W2	Jun W3
	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

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 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

WWF Project Manager will provide consolidated feedback or formal sign-off within five (5) working days of each submission. The editor will complete revisions within 5 working days of receiving consolidated feedback, unless otherwise agreed in writing.

The assignment includes up to two (2) rounds of revisions per phase.

Any additional rounds of revision beyond this scope will be subject to mutual agreement and may require an amendment to the contract and/or budget.

6. Qualifications

1. Technical skills

- a. Previous experience in the development and editing of long form documents (reports, eBooks, manuals etc)
- b. Strong time management skills and ability to adhere to deadlines
- c. Flexibility and willingness to adapt when needed.

2. Sector & Content Experience

- Experience working on publications in the sustainability, development, or non-profit sector is an advantage.

3. Collaboration & Project Management

- Strong ability to collaborate with project teams and incorporate feedback from diverse stakeholders.
- Capacity to manage timelines effectively and handle revisions as needed (at up to two (2) rounds of revisions per phase).

4. Language

- Fluency in English is required.
- Thai language skills are preferred, as coordination will take place primarily with a Thai project team.

7. Intellectual Property & Deliverables

- WWF will hold full rights to all layouts, graphics, and outputs produced under this assignment.
- The graphic designer must submit all editable source files and packaged assets upon completion.

- All fonts used must be properly licensed; any associated font license limitations must be disclosed.
- The editor is responsible for checking and confirming compliance with WWF requirements related to text, fonts, image use, and permissions.
- WWF will not accept any fonts or assets that require additional license fees unless approved in advance.

8. Image Use & Permissions

- All images used in the report must come from WWF's internal photo database or other sources approved by WWF.
- WWF will pre-select images based on the narrative outline for use.
- The designer will choose and place images from this shortlist to best match and support the report content.
- No external stock images may be used unless explicitly approved in advance by WWF.
- WWF will attempt to provide images as required, but if nothing can be found then the designer will be tasked with finding suitable stock images with appropriate license.
- The editor will review and flag any non-compliance related to image captions, credits, or permissions and report issues to the WWF Project Manager for resolution.

9. Payment Terms

(Indicative structure – to be confirmed in the contract)

- 40% upon contract signing and completion of kick-off meeting
- 30% upon approval of clean Draft v1 for design (content-complete version)
- 30% upon approval of final print-ready files

Final payment is contingent upon written sign-off by the WWF Project Manager.

10. Risk Management

- Delays caused by late submission of feedback or materials by WWF will result in a revised timeline to be mutually agreed in writing.
- Delays or failure by the editor 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.
- Major deviations from WWF's branding and layout guidelines must be corrected at no additional cost, with the editor responsible for flagging such issues and the designer responsible for implementing corrections.

11. Application Requirements

Applicants are requested to submit:

1. Company profile or individual CV.
2. Portfolio of previous long form content they have contributed to.
3. Proposed budget for the assignment.
4. At least two references (names and contact details) from previous colleagues or collaborators.

12. 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.

13. 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.

14. 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 –Editor for end of SCP project report**".