

Urgent Deadline: Terms of Reference (TOR) - Assistant for 2024 CLIF Stakeholder Workshop (Output IV)

1) Introduction:

We are seeking an Assistant to support the upcoming 2024 CLIF Stakeholder Workshop for Output IV scheduled in 23 May 2024. The Climate Impacts of Food (CLIF) Project aims to develop a globally applicable instrument for communicating the sustainability impacts of food. The Assistant will play a critical role in providing administrative and logistical support before, during, and after the workshop.

2)Objective:

The Assistant will work closely with the facilitator and project team to ensure the smooth execution of workshop activities, including shorthand minutes during meetings, documentation support, coordination of tasks related to the workshop, and administrative tasks such as venue coordination, guestlist preparation, sending invitation letters, and registration management.

3)Scope of Work:

3.1) Pre-Workshop Support:

- Coordinate and schedule follow-up meetings and debrief sessions with the project team and key stakeholders.
- Coordinate with relevant stakeholders to secure a suitable meeting venue for the workshop.
- Prepare a guest list in collaboration with the project team and ensure all necessary stakeholders are invited.
- Send out invitation letters and manage RSVPs.
- Prepare registration materials and manage the registration process.
- Assist in preparing workshop materials, including agendas, presentations, and participant materials.
- Coordinate logistics for the workshop, such as venue arrangements, participant communications, and travel arrangements if necessary.
- Conduct research and gather relevant information to support workshop discussions and activities.

3.2) During Workshop Support:

- Take shorthand minutes during meetings, workshops, and discussions, capturing key points, decisions, and action items.
- Support the facilitator in managing workshop activities, including timekeeping, participant engagement, and troubleshooting technical issues if they arise.
- Assist in organizing breakout sessions, group activities, and other interactive elements of the workshop.

3.3) Post-Workshop Support:

- Compile and organize workshop materials, including presentations, notes, and feedback collected during the workshop.
- Assist in drafting a comprehensive workshop report summarizing key insights, recommendations, and next steps.

- Coordinate follow-up activities, including communication with participants, distribution of post-workshop materials, and scheduling of any necessary follow-up meetings or actions.

4) Deliverables and Timeline:

The Assistant is expected to be available from April 18 to June 30, 2024, to support coordination with the project team for pre-workshop preparation, the workshop itself, and post-workshop reporting.

Deliverables and Timeline	April 2024	May 2024	June 2024
4.1 Pre-Workshop:			
1) The meetings and debrief sessions with the project team and key stakeholders is scheduled.	x		
2) Suitable meeting venue secured.	x	x	
3) Guest list prepared and invitations sent.	x	x	
4) Registration materials prepared and registration process managed.	x	x	
5) Workshop materials prepared and organized.	x	x	
6) Logistics coordinated and confirmed.	x	x	
7) Research and information gathering completed.	x		
4.2 During Workshop:			
1) Shorthand minutes taken during meetings and workshops.		x	
2) Smooth coordination and support provided to the facilitator and participants.		x	
3) Breakout sessions and group activities facilitated effectively.		x	
4.3 Post-Workshop:			
1) Workshop materials compiled and organized for reporting.		x	x
2) Draft of workshop report prepared.		x	x
3) Follow-up activities coordinated and implemented as needed.		x	x

5) **Qualifications:**

- Experience in providing administrative support, preferably in a workshop or event coordination context.
- Proficiency in shorthand or note-taking techniques for capturing meeting minutes and discussions.
- Strong organizational skills and attention to detail.
- Excellent communication and coordination abilities to work effectively with the facilitator, project team, and workshop participants.
- Familiarity with sustainability, environmental, or food-related topics is an advantage but not mandatory.

6) **Cover letter and CV Submission:**

Interested candidates are invited to submit their documents by **12 April 2024**. Cover letter should include a detailed resume outlining relevant experience, availability during the workshop period.

7) **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 submissions and partnering with a capable Assistant to support the success of the 2024 CLIF Stakeholder Workshop for Output IV.