WWF-Cambodia

21, Street 322,
Boeung Keng Kang I,
Phnom Penh, Cambodia
P.O. Box: 2467

Tel: +855 23 218 034

www.wwf.org.kh
wwfcambodia@wwf.org.kh

TERMS OF REFERENCE

Position title: Consultant-Annual Report FY2022

Reports to: Senior communications officer

Supervises: N/A

Location: Based in Phnom Penh

Introduction

WWF, a world's leading environmental organization, was established in Cambodia in 1998, as a part of the WWF Greater Mekong Programme. Today, WWF-Cambodia is one of five Country Offices in the South East Asia region coordinating conservation efforts across Myanmar, Thailand, Lao PDR, Cambodia and Vietnam. WWF-Cambodia is working with local communities, the Royal Government at all levels, private sector, NGOs and many other conservation partners to protect biodiversity and natural resources in the Eastern Plains Landscape (EPL) and the Mekong Flooded Forests Landscape (MFF), globally recognised as home to many globally endangered species. WWF's mission in Cambodia is to ensure that there will be strong participation and support from all people to conserve the country's rich biological diversity.

Objective:

To produce a professional public-facing Annual Report FY2022 for WWF-Cambodia, with strong storytelling and content to illustrate conservation impacts achieved from 01 July 2021 to 30 June 2022, with highlights on key results and impacts achieved in the implementation of conservation programmes led by WWF-Cambodia, as well as priority outlooks.

The Annual Report FY2022 will be developed and used as a knowledge product to demonstrate the work done during the preceding year, in order for WWF-Cambodia to:

1. Inform its stakeholders of key milestones and accomplishments delivered as part of the implementation of its action plans, building its credibility among PIA shareholders, network members, donors, the government and other partners. The final product will also be used to support the fundraising effort among prospective donors and other groups.
2. Maintain it as a historical progress report, demonstrating a good management practice and accountability in support of internal knowledge sharing among its staff, volunteers, supporters and other stakeholders.

Deliverables and timeline (in annex):

The consultant shall deliver a well-captured content of the annual report FY2022 for WWF-Cambodia by **12 January 2023 in soft-copy**, in close consultation with WWF-Cambodia meeting the objective of this report by following the format and content suggested below.

President: Pavan Sukhdev
Director General: Marco Lambertini
President Emeritus: HRH The Duke of Edinburgh
Founder President: HRH Prince Bernhard of the Netherlands

Registered as: WWF-World Wide Fund for Nature, WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la Naturaleza, WWF-Fonds Mondial pour la Nature
WWF-Welt Natur Fonds. Formerly World Wildlife Fund

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I. Format

The format of the annual report should be in a 2-page spread booklet style, of about 20 pages of content in English. It is recommended that approximately 500 words are written per topic, with content focusing on key achievements, key actions moving forward, case studies and lessons learnt as well as future opportunities for conservation success in Cambodia.

II. Component of content

1. A Message from Country Director
2. Key Moments of the Year
3. Where We Work: Interconnected Landscape Approach (Combined both landscape in one page) & Beyond the Landscape
4. Thematic Programmes (Each Thematic contains: Focus and Result, Key Moments & Way Forward - Strategies Plan)
5. Public Awareness and Advocacy
6. Meet Our Team
7. Short Local Story: Dolphin & Banteng
8. Financial Statement + How to Support Us
9. Partners in Conservation
10. Thank You to Our Partners

III. Presentation and style

See the provided examples of the annual report of WWF-Myanmar FY21.

Key responsibilities:

1. Study relevant documents, materials and other inputs important for the report writing;
2. Assess and communicate input gaps and other needs for further information or clarification, with WWF main focal point, or conservation program director or head of landscape, with following-up targeted interactions with relevant thematic leads;
3. Propose storytelling concept and communications style centred on a good summary of each of the sections;
4. Draft the write-up of the report based on the agreed outline, concept, style with synthesised inputs/information;
5. Present and discuss drafts of the report to/with WWF-Cambodia based on the provided timeline (see timeline in annex);
6. Review, update and finalise the report by ensuring all feedback is integrated before submitting the final report in soft-copy to WWF-Cambodia by **12 January 2023.**

****Note: The Consultant is to be responsible for seeking the following documents from WWF-Cambodia for background understanding and for content* development:

- *WWF- Cambodia PPR FY2022*
- *WWF- Cambodia full year Technical Progress Report*
- *WWF- Cambodia newsletters, reports and publications*
- *WWF-Cambodia's press releases, news articles, information on website, publications, etc.*
- *Other related documents/pictures*

Criteria:

The Consultant will have:

- Proven experience in report writing;
- Proven track record of work with WWF is an advantage;
- Very good understanding about conservation and development landscape in Cambodia;
- Degree in related fields, preferably at Master level or higher;
- Strong cross-cultural understanding;
- Excellent listening and analytical skills;
- Excellent writing skills in English
- Preferably, knowledge of WWF's work and experiences in environment and conservation work, including experience in Cambodia.

How to apply:

Please send your CV and portfolios of similar project deliverables along with your proposed budget to WWF via email: **jobwwfcam@wwf.org.kh** by **08 December 2022.** Please state "Consultant-Annual Report FY2022" in the subject box of your email. Only shortlisted candidates will be contacted. As the volume of received applications can be overwhelming, WWF reserves the rights not to respond to individual inquiries related to this application process.

Working Relationships:

Internal: Senior communications officer, conservation director, heads of the Mekong Flooded Forest Landscape and the Eastern Plains Landscape, as well as their thematic leads.

External: With facilitating support from WWF-Cambodia's assigned person, the consultant may also seek detailed information to support the content of the report from WWF's relevant partners.

WWF Focus:

- Acts as a member of One WWF, placing higher priority on WWF's goals than own goals and anticipating the effects of own area's actions on others to ensure holistic WWF outcomes.
- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

WWF is an equal opportunity employer committed to a diverse workforce. Women, Ethnic Minorities and people with Disabilities are strongly encouraged to apply and will be considered regardless of the requirements of the position.

We do not tolerate sexual misconduct within or outside of work and imbed child protection in all the work we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment. We only recruit people who are suitable to

work with other staff and communities. We will use the reference process to ensure potential new staff understand and are aligned with our expectation.

Annex

Timeline

Activity	**Duration**	**Date**
Study key documents, materials and other inputs relevant for the report writing Assess and communicate input gaps and other need for further information or clarification from relevant personnel, including consultancy focal point, or conservation program director and head of landscape Discuss and agree on a work plan with consultancy focal point	03 days	14-16 December 2022
Write first draft of the report	07 days	17-23 December 2022
Submit and present first draft of the report, followed by feedback by WWF.	05 days	24-28 December 2022
Update the first draft based on WWF's feedback.	05 days	29 December – 02 January 2022
Submit and present second draft of the report, followed by feedback by WWF.	05 days	03-07 January 2022
Update the second draft based on the second-round feedback.	04 days	08-11 January 2022
Submit the final report	01 day	12 January 2022
Total:	30 days	