Terms of Reference (TOR)

Content Writer and Copy Editor Consultant (English language)

Supervised by: Director of Communications, WWF-Myanmar
Work location: Office-based in Yangon, or home-based
Duration: 4 months: March-June 2024 (part-time, 2 days per week; 32 days total)

WWF-Myanmar is looking for a consultant to join the Communications team as a content writer and copy editor to oversee final external-facing English language communications assets. This consultant will work individually and coordinate with others to ensure that final communications products are engaging and informative, while appropriate for the intended audience.

Background of assignment

Engaging, informative and clear content, as part of communications strategies, is a crucial component in achieving WWF’s mission of sustaining the natural world for the benefit of people and wildlife. As an independent conservation organization active in nearly 100 countries, content generated by WWF needs to be tailored to unique local and national contexts while supporting broader global goals and be of a consistent high standard.

WWF-Myanmar, established in 2014, is focused on halting the loss of the country’s extraordinary biodiversity and ensuring that human use of its natural resources is sustainable and equitable. Preserving the environment in which people live and work is critical for health and wellbeing. Find out more at [wwf.org.mm](http://wwf.org.mm).

Statement of Work (Tasks and responsibilities)

Supported by the Director of Communications, and members of the Communications team, the consultant will collect and organise information, to i) prepare new communications assets, and ii) copy edit written content prepared by other colleagues.

Priorities will be determined weekly in collaboration with the Director of Communications, but work is expected to include the following –

Writing
- Fundraising materials
- Internal communications to WWF-Myanmar staff
- Key messages / narrative guidelines
- Media releases
Copy editing
- Presentations (e.g. slide decks, speech notes) to the WWF network and externally
- Reports
- Newsletters
- Social media posts
- Video scripts
- Job advertisements
- Training materials
- Promotional materials (e.g. brochures, pamphlets)
- Website stories

Outputs
- 3-4 assets to be copy edited each month
- 1-2 assets to be written each month
- Participation in WWF-Myanmar’s Communications team meetings each week

Working relationships
- Regular contact with WWF-Myanmar’s Director of Communications, and wider Communications team
- Occasional contact with WWF-Myanmar’s Country Director and members of the Country Management Team, programme leads and other WWF-Myanmar staff; the Asia Pacific communications team, including the Head of Communications, Asia-Pacific

Expected Profile / Qualification and Expertise
- At least 5 years’ experience writing and copy editing professionally for different mediums and audiences.
- At least 2-3 years’ experience of content creation in/for Myanmar is preferred, or a similar operating context.
- English language proficiency is essential.
- Qualified candidates already based in Myanmar or within Southeast Asia will be prioritised.
Contract duration
March to June 2024

Terms and conditions of payment
Monthly payment on submission of invoice.

WWF’s Mission and Values
It is part of every staff member's Terms of Reference to contribute to WWF's mission:

WWF’s mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- conserving the world's biological diversity
- ensuring that the use of renewable natural resources is sustainable
- reducing pollution and wasteful consumption.

It is also part of every staff member's Terms of Reference to embody WWF's values, which are: Courage, Collaboration, Respect and Integrity.

Closing Date: 20 March 2024 (Wednesday)

Electronic copies of CVs, highlighting experience in the field of the consultancy, with links to portfolios and/or samples of work, are requested to be included in applications. Please send this to: vacancy.mm@wwf.org.mm.

WWF does not discriminate against applicants based on race, gender, religion or sexual orientation. ALL are encouraged to apply.

Only short-listed candidates will be contacted.