

TERMS OF REFERENCE

Technical Writer for the Integrated Water Resources Management (IWRM) Planning for Baguio City

I. Background

The Philippine Disaster Resilience Foundation (PDRF), through the BRIDGE – Building Resilience through Inclusive Development and Gender Equality Project, is supporting initiatives that strengthen the capacity of local stakeholders to address disaster and climate risks through inclusive and sustainable approaches to water resource management.

As part of this initiative, PDRF is supporting the development of an Integrated Water Resources Management (IWRM) Plan for Baguio City. The planning process will engage relevant local government offices, national government agencies, civil society organizations, communities, private sector representatives, academe, and other stakeholders.

The IWRM planning process will include a series of consultation workshops intended to generate the technical inputs, priorities, strategies, programs, and recommendations that will form the basis of the IWRM Plan. To ensure that these outputs are properly captured, organized, synthesized, and packaged into coherent and reader-friendly documents, PDRF intends to engage a Technical Writer.

The Technical Writer will provide technical writing, synthesis, editing, and knowledge packaging services throughout the IWRM planning process. The consultant will work closely with the PDRF BRIDGE Project Team, technical experts, workshop facilitators, and relevant stakeholders to transform workshop outputs and technical inputs into well-structured and professionally edited documents.

II. Objective

The engagement aims to provide professional technical writing and knowledge packaging support for the Integrated Water Resources Management Planning for Baguio City, particularly in consolidating the outputs of consultation workshops and translating these into coherent, technically sound, and publication-ready documents.

Specifically, the Technical Writer shall:

1. Consolidate and synthesize the outputs generated by workshop participants into coherent written sections;
2. Compile, structure, and copyedit the outputs of the IWRM workshops as the basis for the Baguio City IWRM Plan;

3. Ensure consistency in terminology, language, formatting, structure, and presentation across the various technical outputs;
4. Develop and package the Private Sector Engagement (PSE) Roadmap based on the outputs and technical inputs generated through the planning process; and
5. Produce high-quality, reader-friendly, and publication-ready documents for review and approval by PDRF and relevant stakeholders.

III. Scope of Services

The Technical Writer shall perform the following services:

A. Consolidation of outputs from Consultation Workshops

The Technical Writer shall document the following activities:

Activity	Date
Consultation Workshop 2	September 29-30, 2026
Consultation Workshop 3	October 21-23, 2026
Consultation Workshop 4	November 11, 2026
Consultation Workshop 5	December 2, 2026

Please note that schedules are subject to adjustment based on weather conditions or unexpected city events; arrangements for all engagements will be finalized on a per-activity basis upon mutual consent.

For each activity, the Technical Writer shall:

- Capture the major proceedings and substantive discussions;
- Consolidate key insights, agreements, recommendations, and action points;
- Organize workshop outputs and supporting materials;
- Identify relevant inputs that should be incorporated into the IWRM Plan;
- Coordinate with facilitators and technical specialists to clarify technical points when necessary;
- Review presentation decks, worksheets, group outputs, photographs, attendance records, and other relevant materials as reference;
- Prepare a coherent narrative of the activity rather than simply providing a verbatim account of proceedings; and

- Produce a professionally formatted documentation report suitable for project records, stakeholder reference, and knowledge management purposes.

B. Development and Packaging of the Baguio City IWRM Plan

The Technical Writer shall support the development of the Baguio City Integrated Water Resources Management Plan by compiling, organizing, synthesizing, and copyediting the outputs of the workshops and other relevant technical inputs.

The services shall include:

- Reviewing and organizing the outputs of the IWRM workshops;
- Consolidating individual and group outputs into coherent sections of the IWRM Plan;
- Developing transitions and narrative linkages between sections;
- Identifying redundancies, gaps, inconsistencies, and conflicting information for referral to the technical team;
- Ensuring consistency of terminology, concepts, abbreviations, references, and formatting;
- Copyediting and proofreading the draft IWRM Plan;
- Improving the clarity, readability, flow, and organization of the document without altering the substantive technical recommendations of the technical team and stakeholders;
- Integrating agreed revisions from the PDRF BRIDGE Project Team and technical specialists;
- Ensuring that workshop-generated recommendations are appropriately reflected in the final document; and
- Preparing the final manuscript of the IWRM Plan for layout and publication.

The Technical Writer shall not independently introduce or alter technical recommendations. Any substantive technical gaps, inconsistencies, or proposed changes shall be elevated to the PDRF Project Team and/or designated technical specialists for validation.

C. Development of the Private Sector Engagement (PSE) Roadmap

The Technical Writer shall assist in developing and packaging the Private Sector Engagement Roadmap arising from the IWRM planning process.

This shall include:

- Consolidating relevant workshop and consultation outputs concerning private sector engagement;
- Organizing identified opportunities, priorities, and potential areas for private sector

participation;

- Synthesizing proposed actions and engagement mechanisms;
- Structuring the roadmap into a clear and practical document;
- Developing appropriate narratives, headings, tables, matrices, and other knowledge products as necessary;
- Copyediting and proofreading the roadmap; and
- Incorporating comments and revisions from PDRF and relevant stakeholders.

The Technical Writer shall work with the PDRF Project Team and technical specialists to ensure that the roadmap accurately reflects the agreed technical and programmatic directions.

IV. Key Deliverables

The Technical Writer shall be responsible for the following deliverables:

A. Baguio City Integrated Water Resources Management Plan

A consolidated, edited, and professionally packaged Baguio City IWRM Plan, incorporating the outputs of the workshops and other validated technical inputs provided by PDRF and its technical partners.

The deliverable shall include:

- Consolidation and synthesis of workshop outputs;
- Editing and proofreading;
- Consistent formatting and terminology;
- Appropriate tables, matrices, figures, and other presentation formats where needed;
- Integration of validated comments and revisions; and
- Final publication-ready manuscript.

B. Private Sector Engagement Roadmap

A consolidated and edited Private Sector Engagement Roadmap for Baguio City's IWRM planning process, based on validated workshop and consultation outputs and technical inputs provided by the PDRF Project Team.

V. Work Arrangement and Coordination

The Technical Writer shall work under the overall supervision of the PDRF BRIDGE Project Team and shall closely coordinate with:

- BRIDGE Outcome 2 Lead;
- IWRM Consultant;
- BRIDGE PSE Officer;

The technical writer is expected to participate in relevant coordination meetings, preparatory meetings, and consultation workshops as necessary to effectively perform the assignment.

The Technical Writer shall use existing project materials, presentations, workshop templates, technical reports, datasets, and other reference documents provided by PDRF as primary source materials for the preparation of outputs.

VI. Expected Level of Effort

The engagement is expected to cover the preparation and documentation requirements associated with the four scheduled activities, as well as the consolidation and finalization of the IWRM Plan and PSE Roadmap.

The consultant shall allocate sufficient time for:

- Preparatory coordination;
- Participation in the four activities;
- Review and consolidation of workshop outputs;
- Technical writing and synthesis;
- Copyediting and proofreading;
- Revision based on comments; and
- Finalization of deliverables.

The exact number of working days shall be agreed upon with PDRF based on the consultant's proposed work plan and the requirements of each deliverable.

VII. Indicative Deliverables and Schedule

Activity	Indicative Timing
Draft IWRM Plan	To be agreed with PDRF
Draft PSE Roadmap	To be agreed with PDRF
Final IWRM Plan	Upon completion of technical review and validation
Final PSE Roadmap	Upon completion of technical review and validation

The schedule may be adjusted in consultation with PDRF depending on the final activity schedule and the timing of technical review and validation.

VII. Required Qualifications

The Technical Writer should possess the following qualifications:

A. Education

- Bachelor's degree in communications, journalism, development studies, environmental management, social sciences, public administration, or a related field;
- Advanced degree or relevant professional training is an advantage.

B. Professional Experience

- At least three (3) years of relevant experience in technical writing, documentation, knowledge management, research writing, development communications, or similar work;
- Demonstrated experience in preparing technical reports, workshop documentation, project reports, policy documents, plans, or knowledge products;
- Experience in documenting multi-stakeholder workshops, consultations, writeshops, or technical meetings;
- Experience working with development, disaster resilience, climate change, environmental management, water resources, or local governance programs is an advantage;
- Experience in consolidating outputs from participatory or multi-stakeholder processes is highly desirable.

C. Technical and Writing Skills

The consultant must demonstrate:

- Excellent technical writing and editing skills in English;
- Strong synthesis and information organization skills;

- Ability to translate complex technical discussions into clear and accessible written narratives;
- Strong proofreading and copyediting skills;
- Ability to distinguish between substantive technical content and editorial improvements;
- Proficiency in Microsoft Word, PowerPoint, Excel, and other standard documentation tools;
- Ability to develop clear tables, matrices, and other knowledge packaging formats; and
- Strong attention to detail and ability to manage multiple deliverables and deadlines.

Knowledge of IWRM, disaster risk reduction and management, climate change adaptation, watershed management, environmental planning, and/or local development planning is an advantage.

D. Location

The technical writer should preferably be based in Baguio City or nearby municipalities.

VIII. Management and Quality Assurance

All deliverables shall be subject to review by PDRF and/or designated technical specialists.

The Technical Writer shall be responsible for incorporating reasonable comments and revisions provided by PDRF to ensure that the final outputs are accurate, coherent, consistent, and aligned with the objectives of the IWRM planning process.

The Technical Writer shall ensure that:

- Information presented in the documents is traceable to the workshop outputs or validated project inputs;
- No substantive technical information is altered without consultation with the technical team;
- Sensitive or confidential information is handled appropriately;
- Names, titles, organizations, dates, technical terms, and references are accurate;
- All documents undergo appropriate copyediting and proofreading prior to submission; and
- Final documents are submitted in editable and PDF formats, unless otherwise specified by PDRF.

IX. Payment and Terms of Engagement

The Technical Writer shall be engaged as an individual consultant under a consultancy arrangement with PDRF.

Payment shall be based on the agreed professional fee and corresponding deliverables, subject to the applicable PDRF policies and procedures. Travel, venue, food, or communication costs incurred for stakeholder engagements are bundled in the professional fees.

The proposed payment schedule shall be finalized upon contracting and may be linked to the satisfactory completion and acceptance of the agreed deliverables. Deliverables shall be deemed approved and accepted if no written revisions are provided by PDRF within 10 working days of submission.

Payments will be processed within 15 calendar days upon acceptance of each deliverable.

Submitted Document	Amount	Percentage
Draft IWRM Plan	P7,500.00	25%
Final IWRM Plan	P7,500.00	25%
Draft PSE Roadmap	P7,500.00	25%
Final PSE Roadmap	P7,500.00	25%
Total Contract Price	P30,000.00	

Alternative payment schedules, including a lump-sum arrangement, may be mutually agreed upon prior to contract signing.

X. Application Requirements

Interested applicants shall submit:

1. Updated Curriculum Vitae;
2. Brief technical proposal/work approach describing how the applicant intends to undertake the assignment;
3. At least two (2) relevant samples of technical writing, documentation reports, plans, or similar knowledge products;
4. Financial proposal/professional fee;
5. Availability during the scheduled consultation workshops and writeshops; and
6. Names and contact details of at least two (2) professional references.

XI. Expected Result

At the conclusion of the engagement, the IWRM planning process for Baguio City shall have a complete, coherent, technically edited, and publication-ready IWRM Plan, supported by comprehensive documentation of the four major consultation and writeshop activities and a clearly structured Private Sector Engagement Roadmap.

The engagement is expected to strengthen the overall quality, usability, and institutional value of the outputs generated through the participatory IWRM planning process by ensuring that stakeholder knowledge and technical inputs are properly captured, synthesized, and transformed into accessible and actionable knowledge products.

XII. Data Privacy, Confidentiality, and Information Security

1. Confidentiality & Non-Disclosure:

The Technical Writer shall maintain strict confidentiality regarding all data, draft documents, working files, discussions, and materials accessed, gathered, or generated throughout the course of this engagement. No part of the deliverables, preliminary findings, or working files may be shared, published, quoted, or disclosed to any third party or outside entity without prior written approval from both the PDRF team and the City Government.

2. Compliance with Data Privacy Laws:

The Technical Writer shall strictly comply with the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and applicable organizational data protection policies, ensuring that any personal or sensitive information obtained during stakeholder engagements, workshops, or data-gathering sessions is handled with appropriate safeguards.

3. Return and Destruction of Data:

Upon completion, termination, or expiration of this consultancy agreement, or upon written request by PDRF or the City Government, the Technical Writer shall:

Immediately surrender and hand over all primary data, clean datasets, notes, drafts, and final work products to PDRF; and

Permanently delete and securely destroy all copies, backups, and digital or physical files stored across personal devices, cloud storage, external drives, or email accounts, providing written certification of such destruction if requested.

4. Survival of Obligation:

The obligations of confidentiality and non-disclosure set forth in this section shall remain in full force and effect indefinitely, surviving the completion, termination, or expiration of this contract.