

TERMS OF REFERENCE

Organic Certification Consultant

July 2021

1. BACKGROUND

Based on internationally recognised standards for sustainability and trade, Fairtrade ensures the payment of a fair price for globally traded agricultural products, enabling farmers to provide for their families and invest in local community development. The international Fairtrade system is delivering benefits to 1.5 million small-scale producers throughout the developing world.

Fairtrade Australia and New Zealand (Fairtrade ANZ) is a not for profit, non-governmental organisation that links disadvantaged producers in developing countries with businesses and consumers in Australia and New Zealand, through increasing the market demand for Fairtrade certified products in both countries, and by supporting Fairtrade certified and applicant smallholder organisations in Papua New Guinea, Timor-Leste and the Pacific Islands to link to global markets.

In Papua New Guinea, certification is a keyway for small-scale farmers to gain access to markets and establish supply chain links. Dual certification of Fairtrade and organic is increasingly recognised as an important combination for market requirements, while also presenting the opportunity to increase the benefits received by small-scale producers through their engagement with Voluntary Sustainability Standards. In the case of Fairtrade certification, small-scale producers receive the benefits of the Fairtrade Minimum Price and the Fairtrade Premium, an additional sum money to invest in initiatives to support local communities or business development. For organic certification, the opportunity to become certified as a group, ensures that small-scale producers obtain certification to international standards and regulations while sharing the administrative requirements (including costs). This allows small-scale producers to use organic certification as an official verification of their organic practices and it ensures market access under each certification scheme.

2. OBJECTIVE & SCOPE OF THE ROLE

Objective: Increase access to dual certification of one Fairtrade producer organisations in Papua New Guinea

The purpose of the consultancy will be to support one Fairtrade certified producer organisation to prepare and submit an application for organic certification. The consultant will be responsible for working with the producer organisation management team to collect the relevant information, fill in the forms and liaise with the organic certification body to ensure correct submission of documentation and any necessary follow up and/or document review.

Producer organisation has been Fairtrade certified for several years but capacity is limited. The consultant will be expected to work in conjunction with the management team but will be primarily responsible for conducting the work involved in preparing and submitting the applications. The consultant will also be expected to prepare a sustainability plan to ensure that once organic certification has been achieved, the producer organisation has a framework for understanding the requirements of organic audits and on-going compliance regulations.

3. TIMELINE, APPROACH and DELIVERABLES

Start Dates	Task	Methodology	Duration (estimate number of days)	Deliverables
August 2021	Desk review of organic certification documents	Desk based	1 days	1. Project implementation plan
August 2021	Consultation with each producer organisation management to introduce scope of project, discuss information needed and delegate responsibilities.	Remote consultations /or where possible physical consultations	1 days	
August 2021	Farm data collection		3 days	2. 1x submitted organic application
August 2021	Preparing and submitting documents		2 day	
August 2021	Review and respond to feedback. Resubmit application (if applicable).		2 days	
August 2021	Develop sustainability plan and present to each producer organisation management team to finalise project		2 day	
August 2021	Preparation of final activity report		1 days	3. Final activity report
TOTAL			12 days	

SELECTION CRITERIA

Essential

- Proven experience with certifications schemes and/or Voluntary Sustainability Standards
- Knowledge and/or experience with organic certification and associated requirements
- Strong analytical skills particularly within a Papua New Guinean context
- Fluency English & Tok Pisin, both written and spoken
- Demonstrated ability to deliver against project outcomes and against project timelines

Highly Desirable

- Proven experience with environmental management, sustainable farming practices and/or coffee production practices
- Proven experience delivering trainings with rural farming communities

FAIRTRADE ANZ POLICIES

All staff, consultants and volunteers of Fairtrade ANZ must agree to and comply with Fairtrade ANZ's policies on child protection, capacity building, complaints handling, control of funds, counter-terrorism, gender equality and travel security¹. A capacity assessment will be made on the consultant's ability to comply with these policies and on-going monitoring and reporting on adherence to these policies will be a part of the project activities.

MEETINGS AND COMMUNICATION

The consultant will report to Fairtrade ANZ's Climate Change Advisor to ensure that the project meets expectations. An initial induction to Fairtrade ANZ will be provided to the consultant, and a schedule for weekly meetings and project deadlines will be confirmed at this induction. The Climate Change Advisor will be the consultant's main contact point within Fairtrade. Due to the Covid-19 (coronavirus) restrictions, meetings will be online via video conferencing, documents will be stored online in Fairtrade ANZ's cloud software, and correspondence will be via phone, virtual video conferencing software and email.

HOW TO APPLY

Expressions of interest should be sent to Fairtrade ANZ Climate Change Advisor – Astra Rushton-Allan astra@fairtrade.com.au by 6 August 2021 with the following information:

- CV,
- Cover letter,
- An initial proposal indicating the approach to supporting one producer organisation to obtain organic certification

As noted above, shortlisted candidates will be expected to talk through their proposal and expand on their ideas for the project at length in the interview.