

TERMS OF REFERENCE
Business Development Consultant
November 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.

Fairtrade ANZ has been working across the wider-Pacific for over 10 years, utilising a range of different methodologies to support the development of Fairtrade producer organisations. During this time, 16 Fairtrade producer organisations have been established and certified within the region, creating market access, and establishing supply chain links for over 25,000 small-scale farmers.

2. OBJECTIVE

The aim of the consultancy will be to develop resources to enable Fairtrade ANZ to offer consistent support to Fairtrade producer organisations on key topics. The consultant will be responsible for reviewing current booklets, guidelines, templates and PowerPoints relating to producer support services, utilising this groundwork to identify areas for improvement. The consultant will design resources that will help harmonise Fairtrade ANZ's approach to producer support by updating and developing resources which are grounded in the Fairtrade Standards for Small-scale Producer Organisations and relevant for the country contexts in which they will be utilised.

Key topics include but are not limited to:

Business Development

1. Fairtrade Minimum Price and Fairtrade Premium
2. Designing and negotiating contracts / trading with integrity (timely payment)
3. How to create a sourcing plan
4. How to manage trader relationship – soft skills, define Fairtrade's role

SCOPE OF WORK AND RESPONSABILITIES

- The consultant will be under the direct supervision of the Head of Unit: Programs and project coordinator
- The consultant will be responsible for reviewing templates, PowerPoints, training materials and interviewing staff to understand current methodology for training producer organisations
- The consultant will be responsible for updating and developing resources in a way that is relevant to the topic
- The consultant will be responsible for presenting the training package to the Producer Support team for feedback and review before finalisation

KEY DELIVERABLES

- Project implementation plan
- Individual resources that relate to key topics. Resources could include booklets, guidelines, templates, infographics, and/or PPT's.
- Periodic presentation of different resources developed

COMPETENCIES

Qualifications

- University degree in international development, management, economics or similar

Professional Skills

- Practical experience in the wider-Pacific
- Knowledge of the Fairtrade system, and Fairtrade Standards, processes, core services and international markets
- Excellent English written and oral communication and presentation skills
- Strong analytical skills applied to project support and review
- Strong time and project management skills
- Ability to organise work and collaborate effectively with a wide range of teams, and work with individuals of different national and cultural backgrounds, including networking across organizational boundaries

Personal attributes

- Strong commitment to Fairtrade's mission, vision and values
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Capacity to work under pressure and to meet strict deadlines
- Excellent interpersonal skills

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 26th November 2021 with the following information:

- CV,
- Cover letter,
- An initial proposal indicating the approach

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.