



FAIRTRADE AUSTRALIA & NEW ZEALAND

TERMS OF REFERENCE

Women's School of Leadership Facilitator

Job Title:	Women's School of Leadership Facilitator
Category:	Women Empowerment & Gender Equality
Duty Station:	Based in Papua New Guinea
Duration of Assignment:	Between 10 and 12 months

INTRODUCTION AND BACKGROUND

Fairtrade Australia and New Zealand is an international organization that connects disadvantaged producers in developing countries with businesses and consumers through international trade. Fairtrade is best known as the independent non-profit behind Fairtrade's Mark, a product label that assures consumers that their purchases are helping disadvantaged farmers and workers in developing countries access markets and get better deals. Fairtrade is an alternative approach to conventional trade based on a partnership between producers and traders, businesses and consumers. Fairtrade's vision is "A world in which producers can enjoy secure and sustainable livelihoods, fulfil their potential and decide on their future.

Smallholder farmers generally face many challenges. However, women smallholders face multiple constraints beyond those of men farmers. Women tend to be invisible to policymakers because they are not seen as 'productive' farmers. They often are expected to provide unpaid farm work and bear a disproportionate burden of care and reproductive roles within the family and community. They are deprived of access to markets, key assets, and inputs, and are frequently excluded from decision-making.

The Fairtrade Standards guide producers in overcoming gender inequality, increasing women's participation, and empowering more women and girls to access the benefits of Fairtrade.

The patriarchal structure of Papua New Guinean society imposes strong roles for women and men, that put men as head of the household and, therefore, the main source of power within the home, while women are responsible for the household tasks, which involves raising children, cooking, taking care of the sick and elderly. There are also strong expectations for women around public cultural events and ceremonies, a segregation of duties that women strongly adhere to as well. Women's household responsibilities have a significant impact on their ability to participate in public decision-making roles and engage in income-generating activities. This limits their access to information and training opportunities. Women play a significant role within the coffee and cocoa sectors in PNG, but have little control over the resulting income. Fairtrade is helping to challenge the gender gap, enabling women to stake their claim and succeed on their own terms.

Fairtrade ANZ works with 11 Producer Organisations in PNG, producing coffee and cocoa. These groups have a range of women's membership from 1% to 37% of members being women.

Fairtrade ANZ will implement the Women's School of Leadership in 2022 to strengthen women within these producer organizations. The curriculum focuses on business skills, organizing, the Fairtrade system and gender equality. There will be 25 students made up of predominantly women and youth, and will include some male allies. The graduates will be ambassadors to their communities for gender equality, and take opportunities for leadership within the Pos.



OBJECTIVE

The Women's School of Leadership will develop participants skills and knowledge regarding women's rights, human rights, business, Fairtrade and leadership, and contribute to building the agency of women and youth. Men's participation to the School is fostered in order to raise their awareness on the issue and to promote gender equality within their communities.

Read more about the Women's School of Leadership in Cote d'Ivoire: <https://www.fairtrade.org.uk/Media-Centre/Blog/2017/December/Opportunity-for-women-in-West-Africa-through-Compass-School-of-Leadership>

SCOPE OF WORK AND RESPONSABILITIES

- The Facilitator will be under the direct supervision of the gender advisor and project coordinator
- The Facilitator will be responsible for preparing for the sessions following the curriculum developed by Fairtrade ANZ for use in Papua New Guinea. The session preparation must include appropriate methods and examples for the audience.
- Facilitate the 10 modules of this programme in 4 sessions of 4 days between February and November 2022, and 4 coaching sessions supporting ongoing learning from the modules.
- Monitor the progress of the project using the tools provided by Fairtrade ANZ.
- Report on the progress of the project.

ANTICIPATED OUTCOMES OF THE GENDER SCHOOL OF LEADERSHIP:

Female producers in Fairtrade certified Small-Scale Producer Organisations have acquired the skills, abilities, and support to improve their livelihood and gain agency in their lives.

- Women will:
 - gain power over their lives through enhanced abilities to make decisions and act on them,
 - take control and manage resources by being supported to actively participate in the cooperative operation,
 - voluntarily take up leadership roles in farmer organisations and their community.
 - participate in high level discussions locally and externally (conferences, fairs and international events).
- Training of producers in leadership: Women's School of Leadership modules delivered to youth, women and men results in changes in knowledge, attitudes and practices on gender.
- Actions of the ambassadors in favour of women's empowerment and gender equality: effective Gender School of Leadership Mentorship programme results in women learning new skills and new business practices.

APPROACH AND METHODOLOGY

The Facilitator should be able to travel to producer sites in PNG for meetings, conducting and assisting training, and for other tasks which will be necessary in performing his/her duties.

Fairtrade ANZ will provide the modules while the Facilitator will use to create the sessions. Other content that will be provided include (a) gender specific elements of the Fairtrade Standards, (b) Fairtrade Gender Strategy, (c) documents relating to analysis of women in Fairtrade, and (d) any other materials that may help in designing sessions that are responsive to Fairtrade specific needs for promoting gender equality.



The methodology of the training delivery to be used will include plenary discussions, brainstorming, peer groups, power point presentations, group works, case studies, audio-visual aids, experience sharing, individual assignments, role plays (including invisible theatre), walk and talk, plenary presentations by groups, gallery presentations, peer learning, short stories, energizers, games, puzzles, field work where possible, etc.

Prepare local case studies/examples for use during training. An example of an exercise is what is going on about human rights and women's rights in their localities to get them talking about it. Interaction should possibly start before the training. Giving them the opportunity to share will give other participants the benefits of different contexts.

KEY DELIVERABLES

The Facilitator, under the direct supervision of the requesting unit is requested to fulfill for the following deliverables:

DELIVERABLES	ACTIVITIES	TIMELINE
Preparation of the rolling out of the Women's School of Leadership	<ul style="list-style-type: none"> Preparation of sessions based on provided curriculum; Session logistics and materials 	February and March 2022
Implementation of the Gender of Leadership School	<ul style="list-style-type: none"> Consultant to deliver the 1-2 modules and associated tools; 2 Coaching sessions between trainings 	April 2022
	<ul style="list-style-type: none"> Consultant to deliver the 3-5 modules and associated tools; 2 Coaching sessions between trainings 	June 2022
	<ul style="list-style-type: none"> Consultant to deliver the 6-8 modules and associated tools; 2 Coaching sessions between trainings 	August 2022
	<ul style="list-style-type: none"> Consultant to deliver the 9-10 modules and associated tools; 2 Coaching sessions between trainings 	October 2022
	<ul style="list-style-type: none"> Awards ceremony; 	November 2022
Completion report	Submission of the completion report which include monitoring and evaluation requirements determined in contract.	December 2022

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modeling the Fairtrade's values and ethical standards.
- Promotes the vision, mission, and strategic goals of Fairtrade.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Core Competencies:

- Knowledge Management and Learning:
 - a. Promotes knowledge sharing and learning culture through personal example.
 - b. Actively works towards delivery and applies learning to next task.



- Development and Operational Effectiveness:
 - a. Ability to plan for consensus and timely delivery.
 - b. Ability to integrate results-based management into reporting.
 - c. Ability to facilitate analysis, formulation of text, risks and lessons learned within projects.

FACILITIES AND BUDGET

Facilitator:

- Facilitator is expected to come well-equipped with their own technological solutions (i.e., computer, roaming mobile, personal email address).
- The application should include a budget detailing the expected reasonable costs of implementing the project, including:
 - a. Class materials and facilities
 - b. Rent of session location
 - c. Audio-visual needs for sessions
 - d. Food and water
 - e. Facilitator fees to cover session preparation and delivery

Fairtrade ANZ:

- Fairtrade ANZ will select the participants, and liaise with them regarding transport and accommodation to attend
- Fairtrade ANZ will independently budget for the transport and accommodation costs of students attending the school
- Fairtrade ANZ will engage a media consultant to take photographs and video

SELECTION CRITERIA

Essential

- Proven experience in successfully developing and delivering training modules.
- Knowledge of gender equality and women empowerment and training skills.
- Fluency in Tok Pisin and English, both written and spoken.
- Strong gender analytical skills particularly within PNG context.
- Demonstrated experience in programs related to sectors such as education, agriculture, climate change, women empowerment, health, environment, among others.
- Training experience with women and youth particularly in relation to confidence building.
- Proven experience delivering trainings with rural farming communities.

MEETINGS AND COMMUNICATION

The consultant will report to Fairtrade ANZ's Gender 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 Gender 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 at amyc@fairtrade.org.nz by COB **31st January 2022** with the following information:

- CV,
- Cover letter,
- Brief summary explaining the approach and methodology
- Budget

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. Fairtrade ANZ is open to considering applications from NGO's or independent consultants to complete this work.