

FAIRTRADE AUSTRALIA & NEW ZEALAND
TERMS OF REFERENCE
Protection NGO Partnership for Producer Organisations

Job Title:	Protection Focal Point
Category:	Gender Equality and Child Protection
Duty Station:	Timor-Leste
Duration of Assignment:	9 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 are designed to promote gender equality, increase women's participation, and empower more women and girls to access the benefits of Fairtrade and strive to achieve equality and women's empowerment in producer organizations through building women's and girls' strengths and institutions. However, women and girls in Timor continue to face violence with 59% of ever-partnered women experiencing intimate partner violence in their lifetime. They also persistently face resistance against their efforts to be included.

There are currently three coffee producing Producer Organisations (POs) in Timor-Leste: Cooperativa Comercio Agrikultura Timor-Leste (CCAT), Cooperativa Café Timor (CCT), and Cooperativa Haburas Kafe Organiku (C-HKO). Between these groups there are 6,756 members, with benefits reaching 13,508 community members.

OBJECTIVE

To support producer communities to:

- access protection services through clear policies and procedures for remediation and referring protection issues to experts;
- raising awareness among members; and
- providing ongoing support to the Producer Organisation's Board and staff to recognize and appropriately remediate and/or refer protection issues.

SCOPE OF WORK AND RESPONSABILITIES

The Protection Focal Point will be expected to undertake the following:

1. Support Fairtrade POs in Timor-Leste to develop policies and procedures for responding to protection issues on child labour, forced labour and Gender based violence. Procedures to be drafted into flow diagram.
2. In accordance with the new procedures, create a referral pathway from PO's to relevant support services to support communities to access protection services.
3. In collaboration with PO's, raise awareness among members about the procedures and referral pathway, and about available services and Timor-Leste protection laws for women and children.
4. Provide ongoing technical support to PO's board and staff responding to protection issues.

APPROACH AND METHODOLOGY

The NGO/ organisation will be engaged by Fairtrade ANZ for the period of nine months with the possibility of extension to work towards best practice for POs protection work in Timor-Leste.

The Protection Focal Point will work closely with the Timor-Leste Fairtrade certified Producer organizations. In particular, the Protection Focal point will support the training's, monitoring, and the development and implementation of a prevention and reporting system. The protection focal point will report back to the Fairtrade ANZ protection focal points.

The Protection Focal Point will dedicate time to build the capacity of the Timor Leste Fairtrade certified POs, particularly the IMS officers and set up a Protection Committee with members at the PO level.

The Protection Focal Point will be guided by Fairtrade ANZ Gender and Child Protection Advisor to develop standard operational tools, workplans, guidelines, and training materials on protection mainstreaming to be used across the POs.

Fairtrade ANZ will connect the successful NGO/ Protection Organisation with each PO in turn. The NGO/ Organisation will develop a close working relationship with each PO to cooperate towards creating protection procedures and referral systems, and develop the necessary rapport to support key staff to understand and follow them when protection issues arise. Some travel will be expected by project staff to socialize the new systems to PO members.

COMPETENCIES

The Protection Focal Point role is open to individuals or agencies implementing protection activities and who are capable and willing to contribute with expertise, knowledge and/or resources.

Core Competencies:

- Sufficient understanding of protection principles and experience in implementation of protection projects including engagement with community-based structures;
- Knowledge of and experience in existing coordination structures in Timor Leste
- Protection person will be engaged in capacity building activities and as such need to have a good level of training facilitation skills, and suitable language skills for the communities (Tetun);
- As protection focal point will act as a bridge between Producer Organizations and the Fairtrade ANZ Protection focal points, it is recommended for Focal Points to possess strong communication skills as they need to provide verbal/written feedback in English.
- Analytical skills and report writing experience as the Focal point will be required to produce reports of their activities;
- Required to have clarity of the Protection Protocol or Strategy of the country and willing to expand knowledge of Protection Mainstreaming Standards as per Fairtrade ANZ.

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.
- A clear communicator, able to express project progress, and work collaboratively.

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

- NGO/ organization expected to come well-equipped with their own technological solutions (i.e., roaming mobile, email addresses, laptops, access to printers etc).

MEETINGS AND COMMUNICATION

The NGO/organisation will report to Fairtrade ANZ's Protection Focal points to ensure that the project meets expectations. An initial induction to Fairtrade ANZ will be provided to them, and a schedule for weekly meetings and project deadlines will be confirmed at this induction. 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 Protection.Focal@fairtrade.org.nz by 5th September 2022 with the following information:

- CV of project lead,
- Cover letter,
- An initial proposal indicating the ability of the NGO/ organisation to meet the objectives.
- Proposed budget for deliverables.

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.