

# **HIRING OF TECHNICAL SPECIALIST ON REVISION OF PUBLIC SCHEMES RELATED TO SUSTAINABLE AGRICULTURE**

## **TERMS OF REFERENCE**

**Location:** Uzbekistan

**Duration:** 6 months

**Reporting to:** Advocacy Manager

**Type of Contract:** Consultancy Contract

**Application deadline:** 30<sup>th</sup> of November 2024

*Budget: 2,500 Euro*

### **1. Introduction**

The Constitution of Fairtrade NAPP was established in 2014. The organization is a member of Fairtrade International Producer Networks (PNs). PNs are regional associations that Fairtrade certified producer organizations may join if they wish. They represent small-scale producers, workers and other producer stakeholders.

Fairtrade NAPP supports and empowers Fairtrade certified farmers and workers across the Asia Pacific region. The producers share 50% ownership of the Fairtrade system and have an equal voice in all decisions that affect them. As a Producer Network, Fairtrade NAPP ensures their voice is heard in the system. Currently Fairtrade NAPP has 302 Producer Organizations across 21 countries in Asia and Pacific Region supporting more than 260000 farmers and workers. Fairtrade NAPP focuses on advocacy, building partnership, capacity building, and improving access to international markets for its members. It also supports producers in addressing climate change, gender inequality, and challenges associated with adhering to stringent market and sustainability standards.

For more information about Fairtrade NAPP, <https://www.fairtradenapp.org/>.

### **2. Background**

Fairtrade is a global movement that advocates for better trading conditions, improved social equity, and environmental sustainability for smallholder farmers and workers in developing countries. It seeks to transform trade by fostering equitable partnerships between producers, businesses, and consumers. The Fairtrade system ensures that producers receive fair prices for their goods, work under safe conditions, and invest in their communities through the Fairtrade Premium.

Fairtrade also promotes environmentally sustainable farming practices that prioritize the protection of biodiversity, water resources, and ecosystems. This is particularly important in the context of public schemes related to sustainable agriculture, where alignment with Fairtrade standards can ensure that public policies support not only environmental goals but also social and economic justice for farmers.

In 2024, Fairtrade NAPP seek to enhance its advocacy and engagement with governments and other organizations in key countries: the Philippines, Indonesia, India, Sri Lanka, and Uzbekistan. To achieve this, Fairtrade NAPP requires a technical specialists who will support the review and revision of public schemes on sustainable agriculture such as Government programmes related to organic agriculture, business continuity planning, processing, and local markets. The goal is to enhance the design, implementation, and monitoring of these schemes to better support sustainable farming practices, improve resilience, and promote social justice for farmers.

This project is co-funded by the European Commission Funding Framework Partnership Agreement (ECFFPA) program. The ECFFPA is strategic partnership program, that aims to strengthen Fairtrade as a representative, member-based regional, EU and global Civil Society umbrella organization, giving voice and empowering over 1900 Fairtrade Producer Organizations globally.

### **3. Objectives of the Assignment**

The primary objective of the consultancy is to provide technical expertise to:

- Identify, review and analyse relevant Government programmes related to fair trade, organic agriculture, business continuity planning, processing, and local markets in Uzbekistan
- Propose revisions to these schemes to align with updated Fairtrade advocacy initiatives, including environmental, social, and economic considerations
- Recommend mechanisms to improve implementation, monitoring, and evaluation of the revised schemes.
- Provide guidance on how to effectively integrate smallholder farmers, informal agricultural workers, women, youth, and marginalized communities into these schemes.

### **4. Scope of work**

The Technical Specialist will be responsible for the following tasks:

#### **4.1. Desk Research and Situational Analysis**

- 4.1.1. Identify and review current public schemes, policies, and programs related to sustainable agriculture including but not limited to fair trade, organic agriculture, business continuity planning, processing, and local markets in Uzbekistan at the national level and regional level
- 4.1.2. Analyze global best practices, Fairtrade advocacy initiatives, and relevant policy frameworks
- 4.1.3. Identify gaps, challenges, and opportunities in existing schemes, particularly in the areas of trade, agriculture, climate resilience, biodiversity, and sustainable land management.

#### **4.2. Stakeholder Engagement**

- 4.2.1. Meeting with FTNAPP Team and other Fairtrade stakeholders to understand the scope of advocacy work currently being done by the Fairtrade system
- 4.2.2. Facilitate consultations with key stakeholders, including government agencies, farmer organizations, agribusinesses, NGOs, and technical experts.
- 4.2.3. Gather input from producer organizations, small-holder farmers, women and youth farmers, and indigenous communities on their challenges and needs in accessing public schemes

#### **4.3. Propose Revisions and Recommendations**

- 4.3.1. Develop detailed recommendations for revising public schemes to better support sustainable agriculture including but not limited to organic agriculture, business continuity planning, processing, and local markets in Uzbekistan
- 4.3.2. Recommend specific actions for integrating new technologies, practices, and Fairtrade standards into the schemes.
- 4.3.3. Propose strategies for scaling the adoption of these revised schemes at the national and local levels.

#### **4.4. Capacity Building**

- 4.4.1. Conduct learning sessions such as focused group discussion, workshops and capacity-building sessions to familiarize producer organizations and its members with the revised schemes and implementation strategies.

#### **4.5. Monitoring and Evaluation (M&E) Framework**

- 4.5.1. Develop a robust M&E framework to assess the impact and effectiveness of the revised schemes over time.
- 4.5.2. Propose indicators and reporting mechanisms that ensure transparency and accountability in scheme implementation.

### **5. Deliverables**

The technical specialist consultant is expected to provide the following deliverables:

- 5.1. **Inception Report** - Detailing the approach, methodology, work plan, and timeline for the assignment.
- 5.2. **Situational Analysis Report** - Comprehensive review of existing public schemes and policies on sustainable agriculture including but not limited to fair trade, organic agriculture, business continuity planning, processing, and local markets in Uzbekistan, with inputs from Fairtrade NAPP, producer organization and other stakeholders.
- 5.3. **Draft Revisions of Public Schemes** - Proposals for revisions to the schemes with detailed justifications.
- 5.4. **Final Report** - Consolidated document containing the revised schemes, stakeholder feedback, M&E framework, and implementation guidelines.

5.5. **Training Materials** - Capacity-building resources for stakeholders involved in scheme implementation

5.6. **Workshops** - At least two stakeholder engagement workshops and capacity-building sessions.

## **6. Timeline / Duration of Engagement**

The assignment is expected to be completed within **6 months**, starting from **January 10, 2024**.

## **7. Required Expertise and Qualifications**

The Technical Specialist must meet the following criteria:

- Advanced degree in Agriculture, Environmental Sciences, Policy Analysis, or related fields.
- Minimum of 5 years of experience in sustainable agriculture, public policy development, or scheme implementation.
- Proven track record of working with government agencies, NGOs, and farmer organizations on policy reform or agricultural projects.
- In-depth understanding of sustainability standards in agriculture (e.g., Fairtrade certification scheme, voluntary sustainability standards, organic farming, agroecology, climate-smart agriculture).
- Strong analytical skills with experience in conducting policy reviews and stakeholder consultations.
- Experience in designing M&E frameworks for agricultural programs.
- Excellent communication and report-writing skills.

## **8. Reporting**

The technical specialist shall be supervised by Fairtrade NAPP Advocacy Manager and Fairtrade NAPP country lead/program manager. A task team consisting of Fairtrade NAPP members will be set up to assist in the review of outputs as and when deemed necessary.

## **9. Budget and Payment Schedule**

A competitive fee will be offered, commensurate with the technical specialist's experience and the scope of work. The payment schedule is as follows:

- 20% upon submission of the Inception Report
- 30% upon submission and acceptance of the Situational analysis report
- 20% upon submission and acceptance of Draft Revisionson Public Schemes
- 30% upon acceptance of Final Report and training materials

## 10. Application Submission

Technical Specialist that wish to submit a proposal shall submit a technical proposal and a financial proposal.

**The technical proposal shall include:**

- Justification of why s/he is the most suitable consultant for the work, and a brief methodology on how the work will be conducted;
- Work and time plan including the scheduling of main activities and time inputs required
- CV highlighting the minimum qualification requirements above, and at least three (3) references.

**The financial proposal shall be in EUR and include:**

- Fee rate excluding VAT and time inputs required as presented in the work- and time plan;
- The total price shall be broken down by specific deliverables and outputs;
- Reimbursable expenses, that is all envisaged travel costs, accommodation etc.)

**The proposal shall also be accompanied by:**

- Declaration of relationships – describe if your organization/employees have any business or personal relationships connected to Fairtrade NAPP; and
- A statement of availability of during the timeframe of the assignment period;

If a private consulting firm

- Company profile (clearly stating full contact details, physical address and telephone lines);
- Declaration of relationships – describe if your organization/employees have any business or personal relationships connected to Fairtrade NAPP; and
- A statement of availability of during the timeframe of the assignment period; and
- Certificate of incorporation or registration.

Proposals should be submitted by email to at [hr@fairtradenapp.org](mailto:hr@fairtradenapp.org) or [natashaerika.siaron@fairtradenapp.org](mailto:natashaerika.siaron@fairtradenapp.org) by no later than **30th of November 2024**.