



Terms of Reference (TOR) Professional Trainer/Facilitator

Position: Trainer /Facilitator/Consultant

Topic : Workshop on Board Rules & Procedures for the FTNAPP Board & Top Management

Location: Vietnam.

Fairtrade Network of Asia and Pacific Producers:

Fairtrade NAPP is a Network of Fairtrade certified Producers in Asia Pacific region registered in Singapore as a nonprofit entity. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Currently NAPP has 284 Producer Organizations across 20 countries in Asia and Pacific Region supporting more than 260,000 farmers and workers. NAPP's mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: www.fairtradenapp.org

Background:

We are seeking a qualified trainer to conduct a workshop on Board Rules & Procedures. The workshop aims to enhance the knowledge and skills of board members and top management in governance, decision-making, and compliance with relevant laws and regulations.

Main Objective:

To ensure that all FTNAPP Board Members and the top management of FTNAPP operational team have a clear understanding of the FTNAPP Board Rules of Procedure through structured training. This session will enhance awareness of governance principles, clarify the separation between governance and operations, and support adherence to the Board Rules of Procedure in both documentation and practice.

Objectives of the assignment:

- **Governance and Communication:** Understand organizational rules and procedures, enhance knowledge of governance and decision-making, ensure adherence to laws and regulations, and improve skills for clear and constructive dialogue.
- **Strategic and Critical Thinking:** Develop long-term strategic decision-making abilities while objectively evaluating information and identifying risks.
- **Boardroom and Governance:** Foster collaboration and navigate discussions, stay updated on governance and legal requirements, and promote effective communication and collaboration.
- **Financial Management, Risk, and Emerging Trends:** Understand and assess financial statements, identify and mitigate various risks, focus on financial, operational, risk mitigation, and sustainability objectives, and stay informed on sustainability and technology impacts.
- **Combined Expertise:** Leverage the combined expertise of the board, top management, and committees.
- **Individual Needs:** Address knowledge gaps and desired skills of individual members.

Scope of Work:

- Design and deliver a comprehensive workshop on Board Rules & Procedures.
- Conduct a needs assessment to tailor the workshop.
- Develop training materials (presentations, handouts, case studies, group discussions).
- Facilitate interactive sessions and group discussions. Evaluate the workshop's effectiveness and provide improvement recommendations.

Expected Outputs:

- Developing and sharing detailed workshop module with training material for each session.
- Comprehensive workshop report with participant feedback.
- Training materials (presentations, handouts, case studies).
- Recommendations for future improvements.

Intellectual Property Rights and Ownership:

- All materials, documents, and resources (including training manuals, presentations, and handouts) prepared by the Trainer for NAPP shall be the exclusive property of NAPP. The Trainer assigns all rights, title, and interest in these materials to NAPP and waives any moral rights. NAPP may use, modify, reproduce, distribute, and display these materials as it sees fit, without further permission or compensation to the Trainer.

Eligibility Criteria:

- To be eligible to provide services for our Workshop, organizations or consultants must meet the following criteria:

Relevant Experience:

- Demonstrated experience in organizing and conducting training workshops, preferably within the Asia-Pacific region.

Required Competencies

- Facilitation and Communication: Excellent skills in engaging diverse audiences both online / in physical meetings.
- Fluency in English: Essential for effective communication.
- Diverse Experience: Experience working with diverse groups from various countries is desirable, with essential experience in South Asia, Central Asia, South-East Asia, and the Pacific.
- Technical Expertise: Strong knowledge in governance and board management.
- Training Experience: Proven ability to conduct training sessions and facilitate discussions.
- Material Quality: Ability to produce high-quality training materials and presentations.

- **Adaptability:** Skill in tailoring content to meet the organization's specific needs and innovative approach.

Timeline:

- **Duration & Mode of session:** The workshop will be held over 0.5 day in a physical session, requiring the trainer to travel to Vietnam
- **No: of participants :** Max of 25 (includes FTNAPP Board & Top Management).
- **Workshop Design and Preparation:** (1-April-2025)
- **Workshop Delivery:** (11-April- 2025).
- **Evaluation and Reporting:**18-April-2025).

Preferred Education: MBA A master's degree or higher in a relevant field such as law, business administration, public administration, or corporate governance.

Experience Range: 10-15 Years

Preferred Industries: 'Not for Profit' / Social Enterprise

Professional Certifications: Certifications in corporate governance, board management, or related areas can be highly beneficial.

Relevant Experience: Extensive experience in governance, board management, and conducting training sessions for senior management and board members.

Consultant Fees: The financial proposal can be up to a maximum of **300 Euro's only** inclusive of all cost. The assignment is expected to be completed within the date of signing of the contract by both parties, subject to adjustments as required and mutually agreed upon. The consultant, therefore, is required to prepare and submit a work and time plan that allows the achievement of all deliverables within the timeframe. The payment shall be based on approved deliverables and outputs and upon submission of the corresponding invoice.

Reporting: The consultant's work shall be reporting and closely working with a task force formed by the FT NAPP board. This task force will be set up to assist in the review of outputs as and when deemed necessary.

Compliance: Must comply with all local and international regulations and standards related to training activities.

Proposal Submission:

Consultants that wish to submit a proposal shall submit a technical proposal and a financial proposal.

The technical proposal shall include:

- Justification of why she/he/the organization 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 per consultant/s.
- List of deliverables along with the detailed timeline.
- CV of the proposed consultant(s) highlighting the minimum qualification requirements above, and at least three (3) references.
- Submission of previous reports on similar projects or work in related fields(mandatory).

Fairtrade NAPP is an equal opportunity employer.

If you're interested in providing services for our upcoming Workshop on Board Rules & Procedures for the FTNAPP Board & Top Management, please submit your CV and a financial& technical proposal to hr@fairtradenapp.org and copy to kavita.ramesh@fairtradenapp.org on or before March 15, 2025.

***The position is envisioned to start on April 11, 2025, with the last date for receiving applications being March 15, 2025.**