



## Terms of Reference (ToR) for Facilitation of Online Workshops for Staff Code of Conduct in Workplace

**Name of the organization:** Fairtrade Network of Asia Pacific Producers

**Position:** Facilitator / Consultant

**Reporting to:** Social Compliance and Risk Manager (Asia Pacific)

**Location:** Southeast Asia and Pacific Region

**Duration:** 09 months

**Apply by:** URGENT hiring. Open until filled.

### **About Network of Asia Pacific Producers:**

Fairtrade Asia Pacific, registered as Network of Asia and Pacific Producers' (NAPP) Singapore, is a mission based social enterprise which facilitates Fairtrade producers in Asia and Pacific region to be effective in various functions and activities across the region through a wide range of products and services. To that end, NAPP engages in advocacy, consultancy, support services – marketing and financial, information dissemination and training. NAPP is a multi- stakeholder body comprising representatives of producer organizations, Fairtrade Premium Committees, small farmer organizations and promoting bodies who are certified by or registered with Fairtrade International. As the official representative of Asian and Pacific Producers within Fairtrade International, NAPP also works to ensure that Asian and Pacific realities and conditions are considered while setting Fairtrade Standards without compromising on the basic principles of Fairtrade. For more information, please visit [www.fairtrade.net](http://www.fairtrade.net) or [www.fairtradenapp.org](http://www.fairtradenapp.org)

### **Context for the Role:**

Fairtrade NAPP is committed to fostering an inclusive and engendered workplace environment where all personnel feel safe, respected, and valued. We believe that a workplace free from discrimination, and harassment, and one that actively promotes gender equity, is essential for the well-being of our team and the success of our organization.

### **Job Purpose:**

Conduct online interactive workshops, for the staff, quarterly, on gender awareness and appropriate workplace behavior. These workshops will generally reference relevant policies, including the Fairtrade NAPP protection policies, without necessarily being solely focused on policy specifics.

List of Topics (may be developed further with mutual consultations):

- Gender – Basic Understanding
- Code of Conduct and Engendering Workplace Environment
- Understanding on Sexual Harassment of Women at Workplace and its Prevention
- Professional and non-violent communication at workplace, and alike subjects.

Timeline: Quarterly workshop/ training in the year 2025 (#3), organized for NAPP Staff situated in the Southeast Asia and Pacific region of NAPP.

### **Objectives of the Workshops:**

The workshops aim to:

- Enhance participants' understanding of Gender, and the Fairtrade NAPP Gender Policy and its practical implications in the workplace.

- Raise awareness about different forms of harassment and bullying, including their impact on individuals and the work environment.
- Equip participants with the knowledge and skills to identify, prevent, and address instances of gender discrimination, harassment, and bullying.
- Promote a respectful and inclusive workplace culture where everyone feels safe and valued.

#### **Deliverables:**

- Active participation in the pre-workshop discussions.
- Developing and submitting detailed workshop module developed specifically for NAPP with training material for each session.
- Conducting online workshops (2 hours each) in English through approved modules and methodology.
- Including varied geographical and cultural context of Asia Pacific countries.
- Pre-post workshop assessment tools.
- Comprehensive workshop report, including participant feedback and recommendations.

#### **Eligibility:**

We are looking for a consultant with the following skills and relevant experience:

- Proven experience in designing and delivering interactive training workshops on gender equality, anti-harassment, and anti-bullying.
- Demonstratable expertise in adult learning methodologies and participatory training techniques.
- Excellent facilitation and communication skills, with the ability to engage diverse audiences online.
- Sensitivity to gender and cultural issues, and a commitment to promoting inclusivity.
- Fluency in English.
- Experience working with diverse groups of individuals from varied countries is desirable.
- Experience of working in diverse regions is essential – South Asia, Central Asia, South-East Asia and Pacific
- Fairtrade NAPP is an equal opportunity employer.

#### **Budget:**

2000 Euros, all-inclusive for the entire project.

#### **How to Apply:**

Interested individuals fulfilling the eligibility criteria are invited to submit their CV along with a financial proposal detailing itemized fees to the email – [hr@fairtradenapp.org](mailto:hr@fairtradenapp.org) with cc to [sahiti@fairtradenapp.org](mailto:sahiti@fairtradenapp.org) . Applications can also be submitted by registered companies specializing in conducting organizational participative training.

Fairtrade NAPP reserves the right to cancel the request for proposal without assigning any reason whatsoever.

Dated 12.03.2025