

Terms of Reference – Contribution to Monitoring Review of Trader Standard

Background

The last full review of the Trader Standard (TS) took place between 2013-2014 and the standard was published in March 2015. After a year of implementation of full review, the Standards Team undertakes a monitoring review to make sure the changes introduced are in line with the intention set and there have not been any unintended consequences. For various reasons, it was not possible to carry out this monitoring review until now.

Objective

Overall objective: To support the Monitoring Review of the Trader Standard with expertise in relevant areas of Fairtrade, trade and supply chains, and 3rd party certification.

Methodology Analysis of desktop research and as a result drafting of consultation proposal

Key deliverables

- Support to the project manager in the execution of the project;
- Draft questionnaire for stakeholder engagement phase based on analysis of the desktop research;
- Identifying selected number of key stakeholders to engage in one to one interviews to better understand impact of last changes implemented; support or conduct interviews as needed; summarize feedback of interviews if applicable;
- Issuing recommendations for changes to the requirements or their guidance and their implementation.

Payment 50% upon signature of contract and 50% after receiving deliverables

Timeline 4-5 working days between October 2019 - March 2020

Required profile

The consultant should be able to demonstrate:

- Knowledge of Fairtrade, trade and supply chains, and 3rd party certification;
- Familiar with the work of Standards & Pricing and development of Fairtrade Standards;
- Experience in editing and creating consultation proposals and standards requirements, including plain English;
- Involvement in similar projects.

Deadline and submission details

Please submit your proposals by 20 September 2019 to standards-pricing@fairtrade.net

It should include:

- Explanation of how you meet the required profile;
- Examples of any relevant/similar past work; and
- Estimated costs.