



## CONFORMITY for MEL REPORTING

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Tender Deadline: 5<sup>th</sup> November 2019

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### I. Summary:

Fairtrade International (FI) is seeking an expert researcher/consultant to undertake analysis of external best practices and research on incorporating the conformity analysis into Monitoring, Evaluation and Learning work. This exercise aims to ensure that Fairtrade International continues meeting the needs of the Fairtrade system, is aligned with stakeholder expectations both internally and externally and is continuously improving.

**Duration:** The major part of work is expected to start and complete by February 2020. The exact schedule of work is detailed in further sections.

**Deliverables:** An initial draft of the report should be presented for review by Fairtrade International at the end of February. The report/outputs are intended to inform future monitoring, evaluation and learning and data / information activity. A final report of a maximum of 30 pages including an executive summary, results, analysis, recommendations, and appendices to be submitted to Fairtrade International by end of March.

**Experience:** The consultant should have demonstrable experience and understanding of voluntary sustainability standards and their integration of conformity information into monitoring, evaluation and learning activities. Familiarity and understanding of global reporting systems of VSS, HRDD, and sustainability reporting landscape of businesses is a huge advantage.

**Contact:** Miyako Takahashi at Fairtrade International – [m.takahashi@fairtrade.net](mailto:m.takahashi@fairtrade.net)



## II. Overall objectives:

The aim of this assignment is to undertake research as well as recommend incorporation of conformity analysis into the existing Fairtrade MEL framework by:

- i) Conducting research on best practices among voluntary sustainability standards, trends on reporting conformity impact by sustainability reporting targeting businesses, funding partners, and wider audience. Best practices on embedding conformity analysis into the overall monitoring, evaluation, and learning activities. How best Fairtrade can facilitate the use of conformity information as a tool for monitoring, evaluation and learning, which also includes risk assessment and mitigation aspects. Best practices on communication language applicable to this type of data set. Special focus should be given its strategic use to support Fairtrade positioning in the increasingly competitive environment.
- ii) Making concrete recommendations on best practice reporting on conformity. This also includes action proposals for reporting for donors, businesses, and wider audience.

## III. Background:

A robust monitoring, evaluation and learning system is a key to understanding the outcomes and impact of Fairtrade and improving our approach.

As voluntary sustainability standard setter, Fairtrade develops and maintains an extensive list of Standards that Fairtrade certified operators need to comply to. Based on the Fairtrade Standards, audit check points are developed and checked against the performance of Fairtrade operators by a third party auditor. The overall analysis of conformity results is fed into Fairtrade system to generate an overview trend and learning to improve the Fairtrade operations and be reflected into Fairtrade strategies. This assignment is to strengthen these activities, and identify the best practices on reporting internally / externally that Fairtrade can further adapt. Full list of Fairtrade Standards are available at <https://www.fairtrade.net/standard>. Full lists of audit check point are shared at <https://www.flocert.net/solutions/fairtrade-resources/compliance-criteria/>.

Closely related with our Standards and the compliance criteria, the key issues Fairtrade producers may face are elaborated here. <https://www.fairtrade.net/issue>

## IV. Approach, Outputs and Timelines:

This research lays the foundation on how Fairtrade report the conformity analysis as a part of Fairtrade MEL framework. Fairtrade regularly issues MEL reports throughout the year, and the new cycle of the publication is expected to start early 2020. Ideally, the outcome of this research is to be incorporated into the reporting material that will be prepared from February 2020 onward.



Applicants should submit an expression of interest to Fairtrade International's contact named below by **5<sup>th</sup> November**. We expect to shortlist the proposals by end November and finalize contracts latest by mid December. All deliverables for the project should be finalized by 31<sup>st</sup> March.

#### V. Requirements and Selection Process:

The consultant should have demonstrable experience and understanding of voluntary sustainability standards and their integration of conformity information into monitoring, evaluation and learning activities. Familiarity and understanding of global reporting systems of VSS, HRDD, and sustainability reporting landscape of businesses is a huge advantage. The project will be awarded to an institution/person who can meet the following criteria:

- Fluency in English both written and spoken. (Required)
- Experience of evaluating the impact of international programmes for large donors including monitoring and evaluation as a strategic tool. (Required)
- Familiarity and understanding of global reporting systems of VSS, HRDD, and sustainability reporting landscape of businesses. (Required)
- Ability to present information concisely and clearly to enable decision making. (Required)
- Experience of proposing communicational strategy on potentially sensitive subject. (Preferred)
- Practical experience in working with/developing and/or reviewing of conformity information in monitoring, evaluation and learning. (Preferred)
- Understanding of Fairtrade principles, key tools and approaches, including the Fairtrade theory of change, standards and producer support, and Fairtrade structures. (Preferred)

Expressions of interest with the **Subject: Proposal-Conformity for MEL Reporting** should include the following information:

- Details of the applicant(s) background and experience with regards to the requirements, higher education, international development
- Statement of availability from the time period stated in the ToR
- Outline of the proposed approach and methods that the applicant(s) would apply to this review for initial discussion and number of days required
- Proposed daily rate of the applicant(s) inclusive of VAT (19%)
- Examples of previous work undertaken

All expressions of interest will be submitted to a panel comprising of Monitoring and Evaluation experts from the Fairtrade system. Shortlisted candidates will be invited to interview, after which a final selection will be made.

#### VI. Costs

Consultant must bear all costs incurred in connection with the preparation and submission of this proposal and are to bear any further pre-contractual costs. The consultant should submit proposed costs for consultant time at the point of application. We do not anticipate any field work in relation to



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consultations, however, there would be need for some in-person meetings at Fairtrade International office in Bonn. These should be factored in the cost estimates.

#### VII. Fairtrade Contact Person:

Applications may be sent to Miyako Takahashi at Fairtrade International: [m.takahashi@fairtrade.net](mailto:m.takahashi@fairtrade.net).