



Call for Expressions of Interest – Consultancy



TERMS OF REFERENCE Project Management Support for COVID19 Fair Trade Emergency Initiative

Fairtrade International is seeking expressions of interest from qualified consultants to provide Project Management Support within Fairtrade's new GIZ funded project: the COVID19 Fair Trade Emergency Initiative. The consultant will provide a total of 60 days of consultancy work between 2 November 2020 and 31 March 2021.

OVERVIEW

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International has secured a grant from GIZ to deliver COVID19 prevention, relief and economic recovery interventions in 21 countries in Latin America, Africa and Asia. The goal of the project is to mitigate the impact of the COVID19 pandemic on Fairtrade producers' health, wellbeing and economic sustainability. The project will be implemented starting November 2020, with the relief based activities expected to end 28 February 2021. The remaining resilience activities will be implemented until the end of June 2021. *The consultancy is expected to cover the relief phase only.*

The project aims to: i) provide immediate relief to and support prevention of the further spread of the pandemic on at-risk producers and their wider communities in Latin America, Africa and Asia; as well as, ii) help producers recover from economic losses due to COVID19, maintain and diversify their supply chain relations, and ensure business continuity, food security and income generation for their members -- thereby building producers' resilience to future shocks and stresses.

The key project partners include: Fairtrade International (consortium lead), Coordinadora Latinoamericana y del Caribe de Pequeños Productores y Trabajadores de Comercio Justo (CLAC), Fairtrade Africa and Fairtrade Germany.

ROLES & RESPONSIBILITIES:

The consultant will be responsible for supporting the effective delivery of the GIZ-funded project, particularly the relief phase, and assist the project team with ensuring efficiency in setting up mechanisms for all matters related to project implementation and reporting in line with donor compliance requirements.

In particular, the consultant will be requested to:



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- Contribute to ensuring the project successfully delivers against its work plan, by supporting the management of the project (in close collaboration with the assigned project manager and designated posts in Fairtrade International).
- Provide a key support function to enable the successful submission of donor narrative and financial reporting, and the fulfillment of donor compliance requirements.
- Provide management support for the processing of tendering processes, contracting of goods and services, and related to project activities being implemented and its respective expenditure.
- Support the project manager in the setting up and maintaining of systems to document and manage the project's implementation (including Internal Control System, due diligence systems and other tools for partnership management).
- Assist project staff with technical support provided to implementing partners to ensure they adhere to implementation and procurement in full compliance with GIZ requirements.
- Support with the filing of all documentation related to the project for donor reporting and for external audits.

Other responsibilities

- Support the project manager with the development of up-to-date reports of the project for staff, management and the Board, as required.
- Coordinate and organize events/workshop with project partners, staff or others, as required.
- Perform other duties and tasks, consistent with the skills and expertise, as required.

SKILLS REQUIRED (E = essential, D = desirable)

Knowledge / Specific Competencies (E= Essential; D=Desirable):

- At least 3 years' professional experience (E)
- Experience in supporting project management and project financial management (E)
- Experience of working with project partners based in different countries for the implementation of multi-country projects (D)
- Experience of providing Project Management support to donor funded project (with GIZ experience an added value), including project budget monitoring, reporting and forecasting. (D)

Education required:

- University degree in development, business, international relations or comparable skills and qualifications (D)

Professional Skills

- Proficiency in MS Office tools, with a high level of proficiency in MS Excel (E)
- Demonstrated ability to collaborate with both internal team members and external stakeholders (E)
- Excellent communication and relationship management skills (E)
- Fluent English with strong writing skills to native level (E), other international language (German, Spanish or French) is a strong added advantage (D)



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- Understanding of donor reporting requirements and donor funded project compliance and audits (D)
- Knowledge of Fairtrade and understanding Fairtrade's mission and vision (D)

Personal Qualities

- Highly organised and able to prioritize and multi-task effectively (E)
- Able to work both independently and as part of a team (E)
- Results-oriented, respects deadlines and gives attention to details (E)
- Experience of working in a multi-cultural environment (D)
- Able to work under pressure under a fast-paced work environment (E)
- Able to deliver efficient work virtually (given the COVID-19 restrictions), with access to good internet connectivity and availability during the core working hours (9am – 6pm) (E)

TERMS AND CONDITIONS

- This is a part-time consultancy estimated for 60 days over a five-month period (November 2020 to end of March 2021) – preference will be given for consultants based in Bonn, Germany
- Starting date: 2nd November 2020, or as soon as possible thereafter
- The working language is English
- International work environment

APPLICATIONS

- Please consult www.fairtrade.net for more information on Fairtrade International and the Fairtrade system
- Please apply by email only, in English, with Curriculum Vitae and Expression of Interest (including proposed daily rates) to covidresponse@fairtrade.net citing "GIZ COVID *Project Management Support*" in the subject line
- Shortlisted candidates will be invited for interviews as applications are received. No applications will be considered after **30th October 2020**.
- By sending the application documents, you voluntarily consent to Fairtrade International to use and process your personal data for the purpose of this application procedure.
- You can revoke your consent at any time via email to hr@fairtrade.net.
- As part of the application procedure, we collect and process your data in accordance with the data protection declaration for application procedures which can be found below.

Please note that Fairtrade International is strict on compliance with the required qualification criteria mentioned above, and only those candidates selected for interviews will be contacted.