



Call for Tenders

Consultancy Assignment – Asia Pacific Regulatory Study, Development of Constitution and execution



3rd June,2019

OVERVIEW

NAPP is a Network of Fairtrade certified Producers in Asia Pacific region. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Given the geographic challenge of catering to Fairtrade producers from Iran in the West to the Pacific Islands in the East, NAPP has constituted seven National networks and two sub-regional networks as well as Product Networks. 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.fairtrade.net and www.fairtradenapp.org

NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region located specifically in developing countries. The governance of NAPP is elected Board representatives from its members. The Board representatives from ten nationalities are engaged in agricultural value chains and reflect the diversity of NAPP membership. The NAPP staff are located in these countries, 20 currently, where Fairtrade certified producer organizations are based. The staff provides relevant services of nonprofit nature to the producer organizations.

The European Union has co-funded a multi-year grant to Network of Asia and Pacific Producers (NAPP) through Fairtrade International to serve as a key strategic partner for the EU's commitments to Sustainable Development Goal 17. The project co-funded by EU would be implemented during a period of four and a half years (Jan 2019- June 2023) to strengthen NAPP's operations and institutional capacity that recognizes Fairtrade's role in advancing the Sustainable Development Goals. The overall objectives of the project are: O1 – Small producers and workers enjoy secure and sustainable livelihoods, fulfill their potential and decide on their future & O2 – Advancement towards SDG targets in particular 2 and 8 (among others)".

Five interrelated work-streams are in this action: Governance, Participation & Inclusion, Systems Strengthening, Producer-led Advocacy, System-wide/South-to-South learning. As one of the key outcomes of the project, NAPP aims to lay down the foundation for its strategic direction through defining the scope of governance. The governance shall guide NAPP in defining its strategic goals, key tasks and key activities. The governance should set the principles, rule of law and fairness, inclusiveness, participation, openness and transparency, performance-orientation, leadership and stewardship, ethics, service-orientation and accountability. ***The Board members currently speaks more than 10 languages.***

OBJECTIVE/PURPOSE:

The Consulting firm /Consultants will render his/her services to review governance

contexts as well as taking into account NAPP's future country growth prospects leading to the development of new constitution and its execution.

KEY CORE TASK:

- To develop a draft constitution in a close coordination and inputs from CEO and Governance Committee of the Board.
- Report regularly on project progress to the EC-FPA Project Manager.
- Designate a person to act as the key point of contact, undertaking day-to-day activities for the governance and responsibility for overall administration.

DETAILED TASK:

- **Needs assessment study of existing governance structure at NAPP & sub-regions and proposed revised governance structure (NAPP)**

Study to review and provide technical support for roll-out of new governance structure (this will include assessing governance contexts for 20 countries & 2 regions as well as taking into account NAPP's future country growth prospects). NAPP needs to establish a 3-tier governance structure in order to give all members equal representation as the organization grows in the future -taking into account: 1. country clusters (e.g. proportional to number of producers per country), 2. country level reps board (e.g. central Asia), 3. Regional representative, 4. NAPP Board

- **Consulting firm/ Consultants to support NAPP in organizing six (6) Consultation workshops with Board on proposed governance structures (NAPP)**

Consultation by NAPP with its Board member for dissemination & validation of recommendations on proposed governance structure and seeking feedback and buy-in. 2 consultation workshops will be held per region in years 1 & 2- clustering countries in the 2 regions covering a total of 6 workshops

- **Development of new governance structures and validation with NAPP Boards**

In year 2 consultants will facilitate the implementation of the governance structure - as an independent 3rd party, and support the institutionalization of the process throughout the 2 sub-regions

- **Implement new governance structure (NAPP)**

From year 2 the new governance structure will be rolled out with oversight from a consultant to assess impact of changes introduced and follow-up in year 3 with recommendations suggested.

TIMEFRAME & DELIVERABLES

The consultancy service shall be completed within eighteen (18) months, commencing from the issuance of the Notice to Proceed (NTP). The Consultant shall submit the final deliverable (governance structure) at the end of the eighteen months, after which he/she shall be released from the consultancy engagement not more than three weeks upon acceptance of governance structure.

Activities/Milestones	Deliverables/Outputs	Timeline
<ul style="list-style-type: none"> • Inception Report • Consultation with NAPP - Initiate the discussion and provide basic principles for the constitution to be agreed • Firming up of the approach and methodology for the development of Governance • Define Key principles of the constitution 	Inception Report, including Work Plan, methodology, Key principles of the constitution	July 2019
Needs assessment study of existing governance structure at NAPP & sub-regions and proposed revised governance structure (NAPP)	Detailed needs assessment report that informs to roll out governance structure and provides basis for proposing revised governance structure	July 2019 to October 2019
<p>Support NAPP in design and facilitation of 3 Workshops on proposed governance structure</p> <ul style="list-style-type: none"> • NAPP to design workshop • NAPP to conduct three (3) workshops • Workshop completion report by NAPP 	Completion report of the design and facilitation of Workshop by NAPP with support from Consulting firm/Consultants that lays strong basis for proposed governance structure	November 2019 to December 2019
<p>Support NAPP in design and facilitation of remaining 3 Workshops on proposed governance structure</p> <ul style="list-style-type: none"> •NAPP to Workshop design •NAPP to conduct three (3)workshops •Workshop completion report by NAPP 	Completion report of the design and facilitation of Workshop by NAPP with support from Consulting firm/Consultants that lays strong basis for proposed governance structure	January 2020 to February 2020
<p>Development of draft new governance structures and validation with NAPP Boards</p> <ul style="list-style-type: none"> • Consolidate all the six workshops feedback to reflect the feasibility in the development of a new draft governance structure 	Facilitation of the implementation of draft governance structure - and supporting the institutionalization of the process throughout the 2 sub-regions	March 2020 to August 2020

<p>Implement new governance structure (NAPP)</p> <p>Preparation and presentation of final governance structure for the approval of NAPP Board</p> <p>Present findings to the Board of the final recommendations in July 2020</p>	<ul style="list-style-type: none"> • Technical report (new governance structure) with detailed matrix description of the parameters and progress reports to be presented to the Board • Final executive report (with conclusions and recommendations) • New governance structure rolled out with oversight from a consultant to assess impact of changes introduced. 	<p>October 2020</p>

REQUIRED COMPETENCIES & EXPERIENCE:

Knowledge & skills:

- Consultancy firm/Consultant should have multinational presence in Asia Pacific providing corporate and in corporation services
- Prior experience of developing manuals or toolkits related to thematic or program areas, e.g., governance, gender, development, sustainable development
- Experience of operating in multi-cultural and in a multi-stakeholder environment
- Proven experience and multi-year existence providing services of similar nature
- Excellent communication skills in English, including the ability to engage with representatives at all levels.
- Familiarity with non-profit structures with large membership-based organizations **(Essential)**
- Prior experience with institutional donor supported agencies especially of European Union is an advantage, as is knowledge of donor policies and procedures **(Desirable)**

TERMS & CONDITIONS:

Timelines:

- Start date: 05 July,2019 or as soon as possible
- Deadline for submission of final constitution draft: By end of October, 2020
- Framework contract of 12 months in which there shall be no automatic renewal of the framework contract upon completion of 12 months from the date of signing the contract. The contract shall be subject to a revision by NAPP after 12 months for renewal. Renewal does not imply any modification or deferment of existing obligations.

BUDGET: The available budget for this consultancy is about 56000 Euros

HOW TO APPLY

Qualified consulting firms/consultants are invited to send their proposals to Asif Shahab, Project Manager, EC-FPA Project, NAPP at asif.shahab@fairtradenapp.org indicating "Consultancy assignment – Governance" in the subject line, **until 23 June,2019 COB**. The proposal should include the following information:

- Organizational profile and description of the relevant expertise of the consulting firms/consultants, demonstrating compliance with the requirements presented in this document.
- A brief outline of the methodology and approach proposed for this consultancy.
- Consultancy fee in Euros and estimated costs, including travel/logistics for fieldwork required within the available budget as indicated above.
- -Evidence of writing skills through the submission of at least one recent report from the lead consultant responsible for composing the final report.

For any queries/ further information please contact Asif Shahab, Project Manager, EC-FPA Project, NAPP at asif.shahab@fairtradenapp.org