TERMS OF REFERENCE

Call for application for Local Project Coordinator Indonesia under the Fairtrade International and GIZ COVID19 Response project

September 1 - January 31, 2021

I. Project Description

Fairtrade International e.V. is part of a global fair trade movement that shares a vision of a world in which justice and sustainable development are at the heart of trade structures and practices so that everyone, through their work, can maintain a decent and dignified livelihood and develop their full human potential.

Fairtrade International e.V. in partnership with GIZ aim to implement a set of activities to provide immediate relief for affected Fairtrade certified producers and their wider communities in Gayo Highland Aceh and Java, in Indonesia, as well as help producers recover from economic losses and ensure business continuity. The project will be implemented for five months (from September 2020 to January 2021).

Project Description and Objectives

As of August 10th, Indonesia reported 127,083 cases, the second highest in Southeast Asia, behind the Philippines. In terms of death numbers, Indonesia ranks fifth in Asia with 5,765. The number of deaths is expected to be much higher than reported as those who died with acute COVID-19 symptoms but had not been confirmed or tested, were not counted in the official death figure.

Since March 2020, the global lockdown and crisis have directly affected the sales of Fairtrade certified producers engaged in Arabica Gayo coffee value chains, whose main markets are the US and Europe. Since then, the price of coffee at farmgate has reduced 40% of the price at the same time last year. Cash flow has been drained at the producer organisation level due to purchase of their member previous harvest while future contracts have dropped significantly, particularly due to COVID19’s impact at the consumer level. The out-of-home market has dropped between 70-90% at major export destinations like in the US and Europe.

The objective of the project is to improve post-harvest processing facility for coffee and coconut blossom sugar Fairtrade-certified producer organisation and their members. The project is expected to deliver:

- Procurement and distribution of pulper machines for 550 neighborhoods benefited approximately 8,000 farmer households who are member of Fairtrade-certified coffee producer organisation.
- Procurement and distribution of roasting and grinding equipment for 3 coffee Fairtrade-certified cooperatives.
- Renovation of household level sugar cooking kitchens to enable HACCP-compliance for 200 families who are member of Fairtrade-certified coconut blossom sugar producer organisation.

II. Available Temporary Positions:
We are looking for qualified applicants for the two positions below:
• Project Coordinator to be based in Central Aceh or Bener Meriah District
• Project Coordinator to be based in Central Java

III. Work Duration and Contract Signing:
The duration of work is 15 days (8 hours per day) which is need to be allocated within five (5) months period between 01 September 2020 to 31 January 2021. Signing of contract with the selected qualified applicants is subject to the signing of Fairtrade and GIZ agreement, currently at completion phase.

IV. Scope of Work:
The scope of work to be performed by the Project Coordinator/s will contribute to the achievement of the project’s expected outputs. The Project Coordinator/s are expected to perform the following work based on the assigned region:
- To coordinate project deliverables in the respected region;
- To plan, identify, and propose best option of third parties/ vendor to be procured through a transparent process that meets the donor requirement for the execution of the project;
- To track and analyze project performance in the assigned location to ensure the project is running smoothly on the ground, on time and to budget;
- To report regularly on flagged project risks, opportunities and current state of the project;
- To coordinate meeting with stakeholders, and maintain oversight of project resources, equipment and information;
- To create, maintain and submit project report/documentation; and
- To perform additional tasks as needed to achieve the project expected outputs.

V. Applicant’s Profile Requirements:
- Has experience in handling donor funded project-based work (essential)
- Has strong knowledge and good-relationship with Fairtrade certified organisation in the project areas (essential)
- He/ she is not acting as board member in any Fairtrade certified organisation (essential)
- Has strong knowledge of Fairtrade approach in making a difference to the farmers and workers (essential)
- Has experience of implementing donor funded compliance requirements for procurement and financial expenditure
- Spoken local language (essential)
- Good writing and speak English (asset)
- Good analytical and problem solving skills (asset)
VI. Project Planned Activities and Deliverables

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<thead>
<tr>
<th>Activities and Deliverables</th>
<th>Timeline (days)</th>
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<tbody>
<tr>
<td>Project briefing to Fairtrade producer organizations in the target areas</td>
<td>1</td>
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<tr>
<td>Support the application process of producer organisation application as project beneficiaries</td>
<td>2</td>
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<tr>
<td>Support in vendors identification and shortlisting</td>
<td>3</td>
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<tr>
<td>Support in the process of making vendors purchase contract agreement and payment</td>
<td>1</td>
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<tr>
<td>Oversee progress on goods arrivals and distribution in the target community</td>
<td>4</td>
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<tr>
<td>Project documentation plan (SPO Application, beneficiaries signatory, pictures, short movie, etc.)</td>
<td>2</td>
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<tr>
<td>Brief project progress reports: (1) bi-weekly report, (2) monthly report, (3) project end report</td>
<td>2</td>
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<tr>
<td>Total (days)</td>
<td>15</td>
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VII. Deadline of submission of Application documents

Interested applicant should sent (1) application cover letter, (2) resume/ curriculum vitae to covidresponse@fairtrade.net with copy to hr@fairtradenapp.org with subject email: “Application for the position of GIZ-funded local project coordinator in Indonesia”. Deadline of submission of the application document is on September 14, 2020, Friday. Only shortlisted applicants will be contacted for interview.