**REQUEST FOR PROPOSAL**

**Terms of Reference**

**CAPACITY BUILDING & ANALYSIS On Gender**

**FOR SMALL PRODUCERS of SRILANKA**

**INTRODUCTION**

**Introduction to Fairtrade and the Producer Network**

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade (FT) exists to empower farmers and workers around the world. Some 1,700 producer organizations, representing over 1.7 million farmers and workers, are the foundation of the Fairtrade system. When farmers can sell on Fairtrade terms, it provides them with a better deal and improved terms of trade. To achieve its overall goals and bring about change Fairtrade has several types of interventions: - Set of standards and tools which make up the ‘rules’ for fair trading practices and Fairtrade engagement of producers, workers and businesses, based on prescribed ILO conventions on decent work and Fairtrade’s unique economic tools such as the Fairtrade Minimum Price & Premium based on the costs of sustainable production. - Set of strategies and policies which enable engagement with Fairtrade and set the priorities of the system (such as the Living Wage and Living Income strategies). - Fairtrade engagement and support services on the ground – e.g. producer programs, capacity building and projects, including amongst others producer level investments related to Fairtrade Sourcing Programs, Product Programs and Organizational Strengthening Programs. - Advocacy & Campaigner Networks Fairtrade International is a non-profit, multi-stakeholder association of 22 member organizations – three producer networks and 19 national Fairtrade organizations. Fairtrade Producer Networks are regional associations that represent all Fairtrade certified producer organizations. They represent small-scale producers, workers and other producer stakeholders. There are producer networks in three regions: Africa and the Middle East (FTA), **Asia-Pacific (NAPP - Network of Asia and Pacific Produces)**, and Latin America and the Caribbean (CLAC).

For more information please visit: www.fairtrade.net ; www.fairtradenapp.org;

**Background:**

Human Rights are increasingly important for all supply chains and actors and are at the core of the work of Fairtrade and its Producer Networks.

## Gender lens to the UNGPs

Women (including girls) experience business-related human rights abuses in unique ways and are often affected disproportionately. Women also face multiple forms of discrimination and experience additional barriers in seeking access to effective remedies for business-related human rights abuses. Therefore, in order to effectively meet their respective human rights duties and responsibilities under the UN Guiding Principles on Business and Human Rights (UNGPs), States and business enterprises need to give special attention to the unique experiences of women and the structural discrimination or barriers that they face.

The UNGPs acknowledge the importance of gender in several places. The commentary to Principle 3 of the UNGPs provides that States should provide appropriate guidance to businesses on “how to consider effectively issues of gender, vulnerability and/or marginalization”, while Principle 7 underlines that States should provide adequate assistance to business enterprises operating in conflict affected areas “to assess and address the heightened risks of abuses, paying special attention to both gender-based and sexual violence”. The commentary to Principle 12 of the UNGPs reads: “Depending on circumstances, business enterprises may need to consider additional standards.

**Foundational principles of Guiding Principles on Business and Human Rights**

1. States must protect against human rights abuse within their territory and/or jurisdiction by third parties, including business enterprises. This requires taking appropriate steps to prevent, investigate, punish and redress such abuse through effective policies, legislation, regulations and adjudication
	1. States should set out clearly the expectation that all business enterprises domiciled in their territory and/or jurisdiction respect human rights throughout their operations.

Provide effective guidance to business enterprises on how to respect human rights throughout their operations;

* 1. Encourage, and where appropriate require, business enterprises to communicate how they address their human rights impacts.

Based on the above Guiding Principles, Fairtrade NAPP to gender equality draws on international commitments for the realization of women’s rights enshrined in the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action, the Agenda 2030 and the Sustainable Development Goals, and the focus will be to strengthen the implementation of gender mainstreaming and build capacity building workshop (to be determined at inception phase) on the importance and development (how to) of gender sensitive indicators.

This training on the thematic will play a significant advocacy role, motivating Producers to mainstream gender in their projects and programme and to help them understand the need to allocate sufficient resources, design activities with measurable results and set clear targets and indicators for their gardens.

The services of an experienced trainer/facilitator of gender mainstreaming are therefore required to deliver these training sessions for Producers of the Tea Gardens of Srilanka.

The goal of the initiative is to contribute to better results for the gardens work programme by:

1. To Strengthen the capacity of Producers to systemically integrate and apply gender assessment, planning and monitoring tools into their work plans and activities at all levels;
2. Integrating gender analysis into assessment, programme design, implementation and monitoring of programmes/projects and policy-work;
3. Enhance the Producers understanding of how to integrate gender into work programmes for sustainable development

**OBJECTIVE**

To strengthen the participants’ skills to mainstream gender equality in their projects and programmes

(i) Participants to understand the basic elements of gender mainstreaming approach, measures and indicators of success

(ii) Gain practical skills on designing gender sensitive indicators

**SPECIFIC TASKS**

1. Document review - Policies review and identify gaps
2. Discussions with Producers staff in order to have a good level of understanding of challenges faced by staff in mainstreaming gender and determination of gender activities and indicators. This will enable more targeted and relevant capacity building.
3. Based upon the assessment, the appropriate training methodology that best meets the needs of the participants should be identified.
4. After consultations with programme and Participants the consultant will develop a training programme to support producers in the development of gender sensitive indicators for their projects and programmes
5. Assist the participants to formulate a training follow-up action plan.
6. Upon completion of workshop, evaluate the effectiveness of the training and make recommendations

**Methodology of the Proposed Training:**

* Training would be conducted online for the produces to participate from their own space.
* Training would be conducted phase-wise.

**Timeline**: 15th August to 15th October 2021

**DELIVERABLES AND TIMEFRAMES**

This consultancy will provide the following deliverables:

* An inception report
* Draft and final training programme (Training Module)
* Deliver the training
* Submit the entire gaps related to policies and programmes
* Provide a post-training report with recommendations for improvement and future actions.

**DURATION, MANAGEMENT AND COORDINATION**

It is anticipated that the assignment will take 20 working days between 1st August 2021 to 15th December 2021. S/he will be coordinated by the FT-NAPP Programme Manager and the Consultant will reporting directly to the FT-NAPP Social Compliance and Risk Manager.

Required Experience and Competencies The consultant should demonstrate: 

* Substantive knowledge in gender analysis, monitoring and evaluation for gender results, global concepts and processes; 
* Proven track record in planning and delivering training on gender analysis, monitoring gender in programmes, gender sensitive-indicators to senior government officials or other groups of decision-makers in the private sector or civil society; 
* High facilitation skills, especially on enabling participants use Gender Responsive Budgeting and other gender mainstreaming tools; 
* Excellent skills in preparing, facilitating and delivering training to a diversified audience;
* Understanding and prior experience of the gender context in Tea Gardens;
* Experience working with government institutions and international development organization;
* Excellent communication and writing skills in English, Sinhala and Tamil (if needed)

**Applications should include:**

• Technical and economic proposal (including GST applicable and any other expenses) not exceeding the length of 5 pages

• The organizations detailed profile (if applicable) or a description of the consultant’s previous experience.

• A listing of organizations where similar service is being/ has been offered

• CV’s of the consultant team.

• Financial proposal including: Clear breakdown of the financial proposal. Total quote for the assignment inclusive of GST, bank fees and any other fee.

**Proposal Submission and deadline**

Interested consultants/organisations should submit a Proposal with supporting documentation as an appendix electronically clearly marked **“PROPOSAL TO PROVIDE CONSULTANCY SERVICES on TRAINING - TEA”** by 2nd August 2021.

Any questions concerning this TOR and applications shall be addressed to the following contact persons: **Ms. Iresha Sanjeewanie** : iresha.sanjeewanie@fairtradenapp.org and **Ms. Sonia Dominica:** sonia.dominica@fairtradenapp.org.