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<b>TITLE:</b>	<b>Project Manager - Organisational structure</b>
<b>ORGANISATION</b>	<b>The Network of Asia and Pacific Producers (NAPP)</b>
<b>REPORTS TO:</b>	<b>FT NAPP Interim CEO</b>

**OVERVIEW:**

The Fairtrade Network of Asia and Pacific Producers (NAPP), is a mission based social enterprise which facilitates Fairtrade certified producers in Asia and Pacific region to be effective in various functions and activities across the region through a wide range of products and services. To that end, FT NAPP engages in advocacy, consultancy, support services - marketing and financial, information dissemination and training.

FT NAPP is a multi-stakeholder body comprising representatives of Producer Organizations, Fairtrade Premium Committees, Small Farmer Organizations and Promoting Bodies who are certified by or registered with the Fairtrade International System. As the official political representative and voice of Asian and Pacific Producers within Fairtrade International, NAPP also works to ensure that Asian and Pacific realities and conditions are taken into account, while setting Fairtrade Standards and building Fairtrade strategies, without compromising on the basic principles of Fairtrade.

For more information please visit: [www.fairtrade.net](http://www.fairtrade.net) and [www.fairtradenapp.org](http://www.fairtradenapp.org)

FT NAPP is interested in registering as a ‘not for profit’ organization in a suitable jurisdiction in Asia Pacific to serve its members effectively. NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region located specifically in developing countries.

The governance of FT NAPP is responsibility of an elected Board of representatives from its members. The Board representatives from different nationalities are engaged in various agricultural value chains and reflect the diversity of NAPP membership.

The FT NAPP staff are located in over 20 countries, where Fairtrade certified producer organizations are based. The staff provides relevant services of nonprofit nature to the producer organizations.

To serve its members effectively, FT NAPP is looking to register itself as a not for profit entity in a developing country with the nature of association. This entity should be able to have producer organizations and board directors of diverse nationalities, must be able to raise grants and development funds from institutional donors and have operations and staff across Asia Pacific region.



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NETWORK OF ASIA &  
PACIFIC PRODUCERS



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#### **OBJECTIVE/ PURPOSE:**

Establishment of a new not for profit organisation in the Asia & Pacific Region to serve the network of 300+ Fairtrade-certified producer groups across the region with a focus on:

- good governance;
- operational sustainability and;
- compliance with the Fairtrade Code.

The project assignment includes reviewing and evaluating the options presented by the legal consultants based on regulatory guidelines; tax structures, staffing, Fairtrade principles and other operational efficiencies with a view of setting up a new not for profit entity in one of the developing countries in Asia under the scope of FT FT NAPP. The selected jurisdiction must provide a conducive, smooth and fair environment for FT NAPP to operate as a Headquarters with full operational and regulatory governance and assurance.

#### **MAIN ROLES AND RESPONSIBILITIES:**

The PM will work under the guidance of FT NAPP Interim CEO and be **operationally responsible** for the following;

- Develop a plan for the establishment of a new organisation for sign-off by the FT NAPP Board in consultation with the FI-NAPP Task Force.
- Lead the implementation process, including engagement with producers and other stakeholders to ensure maximum support for the new arrangements.
- Be involved in re-modelling the FT NAPP Constitution based on approval from the FT NAPP General Assembly in consultation with the FT NAPP CWC (core working committee)
- Identify and address any critical issues or risks facing the organisation during this transition phase.



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#### SKILLS REQUIRED:

- Must have previous working experience in establishing a not-for-profit organisation in Asia
- Experience of designing good operational and organisational models
- Experience in management of multi-stakeholder projects and achieving goals on time
- Must have legal background and knowledge of organisational and regulatory requirements
- Excellent written and verbal communication skills and the ability to engage with diverse audiences ranging from representatives of small farmer organisations - workers - senior management.
- Preferably be based in the Asia-Pacific region

#### TERMS AND CONDITIONS:

- This is a consultancy role for 6 months, extendable subject to the scope of work
- Location: Home country in Asia-Pacific is preferable
- May require travel within the region
- The candidate must have a strong command of the working language; **English**
- Knowledge of an additional Asian language/s is highly desirable
- Start date: as soon as possible
- Being a consultancy assignment the remuneration is linked to the tasks defined in stages and will be made on achievement of the desired outcome

#### APPLICATIONS:

Applications, in the form of Curriculum Vitae and a letter of motivation (including remuneration expectations), should be submitted via e-mail to [sanjeet.khurana@fairtradenapp.org](mailto:sanjeet.khurana@fairtradenapp.org) with cc to [marikepena@gmail.com](mailto:marikepena@gmail.com) citing 'Project Manager - Organisational Structure NAPP'

The deadline for application submission is **10th Nov 2021**.