

Terms of Reference (TOR) for the Design and Development of Fairtrade Learning Module

Introduction

Fairtrade NAPP supports and empowers Fairtrade certified farmers and workers across the Asia Pacific region. The producers share a 50% ownership of the Fairtrade system and have an equal voice in all decisions that affect them. Currently, NAPP has 300+ Producer Organizations across 21 countries in Asia and the Pacific Region, supporting more than 260000 farmers and workers. Fairtrade strengthens the position of farmers and workers in the value chain. By offering an alternative approach to trade, NAPP supports producers in securing better markets, contributing to greater sustainable development in the Asia Pacific region under Fairtrade – Network of Asia and Pacific Producers (NAPP).

The Fairtrade Learning Module is envisioned as an interactive digital platform designed to educate and engage Fairtrade internal employees and Producer Organizations (POs) on various aspects of Fairtrade practices. The module aims to provide a comprehensive learning experience through multimedia content such as videos and image documents.

Scope of Work

Design and development of a learning module platform with a focus on ease of navigation and content absorption.

Timeline

Phase	
Concept	Requirement gathering
	Analysis and plan development
Design Phase	Design based on information
	Define structure, categories, and navigation
Development Phase	Add content methods (videos, image documents).
	Implement user authentication and role-based access control.
	Develop templates and content upload
Testing Phase	Functional Testing
	Security Testing
Deployment and training	Deploy the Module.
	Training sessions for admins and learners.

Functional Requirements

- **User Roles:** Role-based access control
 - Internal Employees and Learners:* Access to learning content
 - Admin:* Content management and user-based content assignment
- Login methods: Users can self-enrol or may receive logins from administrators.
- Course Categories: Courses are organized into categories for easy navigation.
- Content Categories: User Based content assignment.
- Content Delivery: Admins upload learning materials, including videos, documents, and images to the module.
- Navigation and Dashboard: Users can access their profile and user-based content from the navigation block.
- Security: Secure login mechanisms, Role-based access control
- Customization:
 - Front page customization
 - Content page customization.

Deliverables:

- Fully functional Fairtrade Learning Module
- Weekly Status reports on the performance of the Module.
- User documentation for admin and user
- Training sessions for admin and user.
- Comprehensive testing reports to verify module functionality.

TERMS AND CONDITIONS:

- This is a one-off short-term assignment, taking place between 10th April 2024 and 30th June 2024
- The consultancy contract will be offered under NAPP legal terms.

Budget

- The budget for this project will be determined based on the complexity of design and development of Learning Module.
- Fairtrade NAPP commits to allocating necessary resources to ensure successful implementation.

Application

- Please provide a brief expression of interest highlighting your experience and understanding of the project.
- Kindly submit a comprehensive budget proposal.
- **Deadline:** Send your EOI and budget to gideon.balasingam@fairtradenapp.org by April 30, 2024.