



## FAIRTRADE AUSTRALIA & NEW ZEALAND

### TERMS OF REFERENCE

#### PNG Gender School of Leadership Training Module Consultant

#### BACKGROUND AND INTRODUCTION

Based on internationally recognised standards for sustainability and trade, Fairtrade ensures the payment of a fair price for globally traded agricultural products, enabling farmers to provide for their families and invest in local community development. The international Fairtrade system is delivering benefits to 1.5 million small-scale producers throughout the developing world.

Fairtrade Australia and New Zealand (Fairtrade ANZ) is a not for profit, non-governmental organisation that links disadvantaged producers in developing countries with businesses and consumers in Australia and New Zealand, through increasing the market demand for Fairtrade certified products in both countries, and by supporting Fairtrade certified and applicant smallholder organisations in Papua New Guinea, Timor-Leste and the Pacific Islands to link to global markets.

The Fairtrade Standards include specific criteria to protect women and foster gender equality, such as non-discrimination, fight against intimidations and set up of social security. Beyond the label, the Fairtrade movement developed a [Gender Strategy 2016-2020](#) which is being implemented in various countries through specific programmes, such as the Women's School of Leadership and the Gender School of Leadership.

In 2017 Fairtrade ANZ began a partnership with the Australian Department of Foreign Affairs and Trade to "*Strengthen Gender Equality within Fairtrade ANZ's Operations*". In line with Fairtrade International's Gender Strategy, which aims at empowering women producers and workers through strengthening their capacities including leadership skills, Fairtrade ANZ will design a **Gender School of Leadership for Papua New Guinea** in 2020. The school will target women and youth within Fairtrade certified producer organisations to enhance their participation in the leadership and management of their communities, organisations and households. Additionally, as this is a Gender School of Leadership model, it is important that men are included in these trainings as gender equality is a collaborative goal and men play a big role in changing gender roles in families and communities.

#### SCOPE OF THE ROLE

The consultant will be responsible for the adaptation of modules which will be delivered under the Gender School of Leadership. Remotely reporting to Fairtrade ANZ's Gender Advisor, the consultant will adapt modules developed by the Fairtrade system in other producing regions to a PNG context.

The objective of the Gender School of Leadership is to reinforce the empowerment and leadership of women through training and mentoring, access to information and expertise, so they can take leadership

roles within cooperatives and lead activities within their communities. In the long run, it contributes to improve social norms and their living conditions.

The School comprises of training courses allowing women to access global knowledge on their rights and improve their competencies in leadership and in the implementation of human rights provisions on gender issues in their own environment (speaking, collective works, budget management, income diversification etc.). The focus is on "building-up" the woman through the discovery of her potential, leading her to take initiative. Women trained in the School become ambassadors promoting gender equality in their community, and some of them become trainers (mentors) of the School themselves for the next students' year. Moreover, men's participation to the School is strongly fostered in order to raise their awareness on the issue and to support gender equality within their communities.

### **Anticipated Outcomes of the Gender School of Leadership:**

Female producers in Fairtrade certified Small-Scale Producer Organisations have acquired the skills, abilities, and support to improve their livelihood and gain agency in their lives.

→ Women will:

- gain power over their lives through enhanced abilities to make decisions and act on them,
- take control and manage resources by being supported to actively participate in the cooperative operation,
- voluntarily take up leadership roles in farmer organisations and their community.
- participate in high level discussions locally and externally (conferences, fairs and international events).

→ Training of producers in leadership: Gender School of Leadership modules delivered to youth, women and men results in changes in knowledge, attitudes and practices on gender.

→ Actions of the ambassadors in favour of women's empowerment and gender equality: effective Gender School of Leadership Mentorship programme results in women learning new skills and new business practices.

Read more about the Women's School of Leadership in Cote d'Ivoire: <https://www.fairtrade.org.uk/Media-Centre/Blog/2017/December/Opportunity-for-women-in-West-Africa-through-Compass-School-of-Leadership>

## **OBJECTIVE**

The consultant will fully adapt 10 trainers' modules for the Gender School of Leadership for Papua New Guinea, written in English. In particular, the modules should be adapted specifically to the gender issues in coffee-farming communities in PNG. Fairtrade ANZ intends to commission another piece of work where these modules will be translated into Tok Pisin - applicants are welcome to express any interest in this additional piece of work in their application.

## **TIMELINE**

<b>Dates</b>	<b>Task</b>	<b>Deadlines</b>
17-21 August	Consultant to conduct desk research on coffee and cocoa supply chains in PNG and supporting documentation provided by Fairtrade ANZ	21 August
24 August	Fairtrade ANZ to decide on product focus for adaptation	24 August

25 – 28 August	Consultant to adapt Modules 1-3 and associated tools	28 August
31 August – 4 September	Fairtrade ANZ to give feedback on Modules 1-3	4 September
7 - 11 September	Consultant to incorporate Fairtrade ANZ feedback	11 September
14 – 25 September	Consultant to adapt Modules 4-7 and associated tools	25 September
28 September – 9 October	Consultant to adapt Modules 8-10 and associated tools	9 October
12 – 16 October	Fairtrade ANZ to give feedback on Modules 4-10 and associated tools	16 October
19 – 30 October	Consultant to incorporate feedback	30 October
30 October	Consultant to submit final deliverables to Fairtrade ANZ	30 October

## APPROACH

The consultant will utilise their own knowledge and undertake desk-based research to contextualise the Gender School of Leadership modules to issues and needs of women in the PNG coffee sector. The consultant should include practices and learnings from desk-based research to make the training relevant and engaging.

Fairtrade ANZ will provide the modules which have initially been rolled out in Latin America and Africa providing the basis for adapting the modules. Other content that will be provided include (a) gender specific elements of the Fairtrade Standards, (b) Fairtrade Gender Strategy, (c) documents relating to analysis of women in Fairtrade, and (d) any other materials that may help in designing modules that are responsive to Fairtrade specific needs for enhancing gender equality.

The modules should be gendered and focus on changing perceptions around gender stereotypes specific to PNG through demonstrating added value to communities, particularly by supporting women in and for leadership roles.

Note: this consultancy is focuses only on the adaptation and preparation of the training modules. Delivery of the associated trainings is beyond the scope of this consultancy.

## DELIVERABLES

The selected candidate will adapt a full set of Training Modules in Microsoft Word format as well as Microsoft PowerPoint, covering the following areas:

- I. Women's Human Rights
- II. Fairtrade Standards and Gender Strategy
- III. Developing self-confidence, self-esteem and resilience
- IV. Group cohesion and principles of cooperation
- V. Women and leadership
- VI. Women and the Economy
- VII. Women and Youth Understanding Money (Financial Literacy)
- VIII. Income Diversification and Project Management
- IX. Strategic Negotiation and Influencing
- X. Masculinity and Gender Equality

The consultant should also adapt detailed tools for the training, including but not limited to case studies, and practical exercises (role plays for instance), illustrations, group activities and action planning related to the 10 modules.

## SELECTION CRITERIA

### *Essential*

- Proven experience in successfully developing and delivering training modules
- Strong gender analytical skills particularly within a Papua New Guinean context
- Fluency in Tok Pisin and English, both written and spoken
- Demonstrated ability to deliver against project outcomes and against project timelines

### *Highly Desirable*

- Training experience with women and youth particularly in relation to confidence building
- Proven experience delivering trainings with rural farming communities

## FAIRTRADE ANZ POLICIES

All staff, consultants and volunteers of Fairtrade ANZ must agree to and comply with Fairtrade ANZ's policies on child protection, capacity building, complaints handling, control of funds, counter-terrorism, gender equality and travel security<sup>1</sup>. A capacity assessment will be made on the consultant's ability to comply with these policies and on-going monitoring and reporting on adherence to these policies will be a part of the project activities.

## MEETINGS AND COMMUNICATION

The consultant will report to Fairtrade ANZ's Gender Advisor to ensure that the project meets expectations. An initial induction to Fairtrade ANZ will be provided to the consultant, and a schedule for weekly meetings and project deadlines will be confirmed at this induction. The Gender Advisor will be the consultant's main contact point within Fairtrade. Due to the Covid-19 (coronavirus) restrictions, meetings will be online via video conferencing, documents will be stored online in Fairtrade ANZ's cloud software, and correspondence will be via phone, virtual video conferencing software and email.

## HOW TO APPLY

Expressions of interest should be sent to Fairtrade ANZ Gender Advisor and Producer Support Officer – Madison Stroomer [madison@fairtrade.com.au](mailto:madison@fairtrade.com.au) by 10 August 2020 with the following information:

- CV,
- Cover letter,
- An initial proposal indicating the approach to adapting the 10 training modules – about 500 words,
- Fairtrade ANZ intends to commission another piece of work where these modules will be translated into Tok Pisin - please express if you have any interest in this piece of work following this project in your application.

As noted above, shortlisted candidates will be expected to talk through their proposal and expand on their ideas for the project at length in the interview.