

## TERMS OF REFERENCE:

### **CONSULTANCY FOR TRAINING OF TRAINERS (TOT) AND CASCADING TRAININGS ON SUSTAINABLE AGRICULTURAL PRACTICES FOR FAIRTRADE-CERTIFIED FARMERS**

#### **Project: Transitioning Towards Green Resilience: Building Inclusive and Sustainable Agricultural Communities**

Name of the commissioning organization: Fairtrade International e.V. together with the Fairtrade Network for Asia Pacific Producers (NAPP)

Position: Consultant to Facilitate Trainings on Sustainable Agriculture

Reporting to: Fairtrade International e.V.

Location: Indonesia

Deadline for applications: 2nd April 2026

#### **Rationale**

Indonesian smallholder farmers face compounding challenges: climate change impacts (erratic rainfall, droughts, land degradation), limited market access, gender disparities in agricultural decision-making, and inadequate access to technology. According to Fairtrade International's Producer Satisfaction Survey, 65% of producers in the Asia Pacific region identify changing climate patterns as their primary concern.

The project *Transitioning Towards Green Resilience: Building Inclusive and Sustainable Agricultural Communities*, funded under the EU CSO Thematic Programme, responds to these challenges by strengthening the capacity of Fairtrade-certified smallholder farmers and their producer organizations in Indonesia. It is aligned with the European Green Deal, the EU-Indonesia Partnership on Sustainable Development, and Indonesia's Presidential Instruction (Inpres) No. 9 of 2025 on cooperative development.

A central component of this project is building farmer capacity in sustainable agricultural practices, particularly organic and agroecology-based farming, supporting Fairtrade-certified farmers to transition managing their own organic certification while at the same time continuously strengthening their sustainable agriculture capability. A Training of Trainers (ToT) approach is to be implemented to ensure local ownership and sustainability, enabling community-level trainers to cascade learning within their organizations.

**Overall goal:** This activity aims to train 140 farmers as lead farmers in sustainable agricultural practices aligned with Just Green Transition priorities — 80 from Fairtrade certified cooperatives in Java and 60 from farmer organizations in Sulawesi, with at least 30% women participants. The ToT will focus on nature-based agroecology and organic farming methods, including climate change adaptation and market access requirements, in particular the EU Deforestation Regulation (EUDR) and EU Organic Regulation (EUOR). The cascading trainings will target 410 participants (at least 30%

women) — 310 in Java and 100 in Sulawesi — and farmer organizations are expected to emulate the training to an additional ~1,600 peer farmers. The cascading workshops will be followed by self-monitoring to ensure that the implementation of sustainable agroecological practices contributes to environmental protection and GHG reduction.

**The specific objectives of this consultancy are to:**

1. Equip selected Fairtrade-certified farmers and representatives of farmer organisations and cooperatives with foundational knowledge and practical skills in nature-based agroecology and organic farming – according to various schemes of organic certification that are aligned with the principles of EUOR requirements, the EU Deforestation Regulation, USDA-NOP and JAS.
2. Build a pool of competent community-level trainers capable of independently delivering cascading trainings within their respective farmer organizations and communities.
3. Strengthen the capacity of current internal management system (internal control system) of the cooperatives for developing and managing their own continuous sustainable-organic farming progress. Cooperatives' internal management system (IMS) covers the following aspects: (a) identification of risks that pose barriers, challenges or threats to the conduct of sustainable-organic farming, (b) addressing the risks, (c) developing an annual program of action, utilizing Fairtrade premium as appropriate, for the implementation of sustainable-organic farming while at the same time giving priority to mitigating risks, (d) regular self-monitoring and self-evaluation of the program implementation, (e) utilizing the results of evaluation as a means of correction or input to the ongoing program implementation and for future annual cooperative plans. The cooperatives are in different developmental stages of sustainable Fairtrade and organic farming, and in their IMS capacity and capability.
4. Support the implementation of cascading training post training-of-trainers as a part of objective number 3 above.
5. Contribute to gender-inclusive capacity building, climate resilience, and Just Green Transition goals within Indonesia's agricultural sector, with a minimum of 30% women participants at all training sessions.

**Key topics to be covered**

**ToT Workshop 1 – Foundations of organic and natural farming**

- Principles of organic, natural and agroecology farming
- Overview of organic certification requirements (including EUOR)

- Soil health, biodiversity, and agroecological practices that includes EUDR as one of the references of biodiversity and forest protection
- Climate-resilient agriculture adapted to local contexts
- Gender-inclusive approaches for sustainable farming

### **ToT Workshop 2 – Case studies, farm-level observation, simulation and practical solutions**

- On-farm observation and simulation exercises
- Practical case studies from Fairtrade-certified farming contexts to develop practical and innovative solutions that are grounded in local contexts and feasible to implement
- Product- and geography-specific training materials applications
- Training delivery skills and adult learning facilitation techniques
- IMS program planning simulation that includes cascading training planning and its integration into cooperative annual work/IMS plans

### **Cascading Trainings**

- Delivery of adapted training content from the ToT to broader farmer communities
- Conducted by community-level trainers graduated from the ToT
- Tailored to local customs, workloads, and the specific crops and conditions of each community

### **Delivery Format**

The ToT will be delivered through **two consecutive 3-day workshops per farmers'** organization, combining structured informative sessions, hands-on practical exercises, farm-level observations, group discussions, and case studies. The training design will incorporate a hands-on approach tailored to the specific products and geographic contexts of each farmers' organization.

The cascading trainings will be conducted by trainers who have graduated from the ToT and will follow local customs of the farmers' organizations and communities, considering the daily workload of farmers. Cascading training plans will be integrated into the annual work plans of cooperatives.

### **Reporting Requirements**

The consultant is expected to ensure proper documentation and reporting of all training activities and outcomes. This includes maintaining comprehensive records of training participants and collecting data to assess training results and impact. Documentation should include but not be limited to: participant lists for all training sessions, surveys or

feedback forms assessing participants' satisfaction with the training, and data capturing training outcomes such as behavioural change and adoption of practices among participating farmers.

The consultant will also be responsible for preparing and sharing training workshop reports for each session. These reports should include signed participant lists, training summaries, key observations, and relevant supporting documentation. In addition, the consultant must ensure that appropriate consent forms are collected for the use of photographs and that any visual documentation from the trainings complies with consent and data protection requirements.

### Overview of Consultancy's Responsibilities

The consultancy is expected to deliver the full package of activities during a period of three months (April to June 2026), including the following activities:

- **Training of Trainers (ToT):**
  - The consultancy is responsible for developing/customising the training module catered to the respective Indonesian farming communities (please see Table 1 below).
  - The consultancy shall prepare relevant monitoring, evaluation, and learning (MEL) instruments for both the ToT and Cascading trainings, to ensure that the achievement of the programme's objectives. Relevant MEL instruments include, but not limited to, participants lists, survey, photo and/or video documentations, etc.
  - The consultancy is responsible for implementing the training module in the specified locations according to the following arrangement:
    - ♣ **ToT per Producer Organisation:** 2 consecutive workshops of 3 days each (6 training days total per Fairtrade certified Producer Organisation)
    - ♣ **Total ToTs:** 5 ToTs at the locations of farmers' farms and residence across 5 different regencies in Java Island: Purbalingga Regency, Banjarnegara Regency, Purworejo Regency, Kebumen Regency (Central Java Province) and Situbondo Regency (East Java Province), please see Table 1 below.
    - ♣ The consultancy will provide inputs during the selection process of ToT participants.
  
- **Cascading Trainings:**

- o The consultancy is responsible for providing quality assurance through observations and technical backstopping of the trained local trainers during the conduct of cascading trainings.
- o The consultancy is expected to provide coaching support and impact assessment to ensure that nature-based agroecology and organic farming are implemented appropriately at the community level.
- o The consultancy, with support of the local trainers, gathers and consolidates all MEL data to be presented as part of the final report.
- o The Cascading Trainings will be conducted with the following arrangement:
  - ✦ **Cascading Trainings:** 16 community-level trainings targeting approximately 310 farmers (at least 20% women)

### Target Audience

**ToT Participants (per ToT)** The consultant is expected to contribute to the selection of **up to 80 smallholder farmers per ToT**, drawn from members of Fairtrade-certified SPOs. The selection process should follow agreed **selection criteria**, including:

Active members of Fairtrade-certified Producer Organisation, priority will be given to the current IMS personnels.

1. Willingness and capacity to serve as community-level trainers following ToT graduation.
2. At least 30% women participants to promote gender inclusivity.
3. Basic literacy in Bahasa Indonesia or local language.

**Note:** Given that distances between cooperative members can exceed 200 KM across different villages, districts, and regencies, lodging may be required for some participants, to be reflected in the consultancy's budget offer. Two of the five Producer Organisations are province-level cooperatives with members spread across different regencies.

Regions	Regency	Commodity	Remarks	Participants
Central Java	<ul style="list-style-type: none"> <li>• Purbalingga</li> <li>• Banjarnegara</li> <li>• Purworejo/Kebumen</li> </ul>	Coconut Sugar	Fairtrade-certified farmers	80
East Java	<ul style="list-style-type: none"> <li>• Situbondo</li> </ul>	Coffee	Fairtrade-certified farmers	

Table 1. Training locations and the corresponding commodities

**Cascading Training Participants:** Approximately 310 smallholder farmers in the above locations, across 16 community-level training sessions.

### Expected Impact

The ToT and cascading trainings are expected to contribute to the following outcomes as part of the project’s wider interventions targeting participating farmers and their organizations:

- **Farmer livelihoods and income:** Adoption of sustainable and organic farming practices is expected to improve productivity, reduce input costs, and strengthen the long-term economic resilience of smallholder farmers.
- **Environmental and climate resilience:** Trained farmers will be better equipped to implement agroecological practices that restore soil health, reduce chemical dependency, and adapt to climate-related risks such as erratic rainfall and land degradation.
- **Organic certification readiness:** As Fairtrade-certified farmers transition to managing their own organic certification, the training directly builds the technical knowledge and documentation practices needed to meet certification requirements, including those under the EU Organic Regulation (EUOR).
- **Gender inclusion:** By ensuring meaningful participation of women farmers in both the ToT and cascading trainings, the activity contributes to closing gender gaps in agricultural knowledge, decision-making, and access to market opportunities.
- **EU market access and regulatory compliance:** Farmers and cooperatives that adopt certified organic and sustainable practices will be better positioned to meet EU market requirements, supporting continued and expanded access to premium markets.

### Scope of Work – Deliverables and Timeline

Deliverables	Responsible	Expected Timeline
Inception Report: detailed training design that includes pre-training assessment and pre- & post- test, methodology, and work plan	Consultancy firm	MidApril 2026
Finalization of participant lists and logistics coordination (per Producer Organisation)	Consultancy firm, with the support from Fairtrade International’s Project	Mid April 2026



	Coordinator and Fairtrade NAPP team in Indonesia	
Delivery of ToT Workshop 1 (Foundations) – 5 Producer Organisations	Consultancy firm (Lead Trainers)	May 2026
Delivery of ToT Workshop 2 (Farm-Level / Case Studies) – 5 Producer Organisations	Consultancy firm (Lead Trainers)	May/June 2026
Graduation of community-level trainers and cascading training plans	Consultancy firm and Producer Organisations	May 2026
Delivery of 16 cascading trainings (310 farmers)	Community Trainers with the support of Consultancy Firm	May -July 2026
Final Report: ToT and cascading training outcomes, attendance records, photos with consent forms, case studies and recommendations	Consultancy Firm	August 2026

### Budget

The total available budget **€12,000** (inclusive of any applicable taxes). The budget should cover all costs associated with the delivery of the ToT and cascading trainings as described in this TOR, including professional fees, travel, accommodation, per diem, participant costs, venue, participants travel/lodging as relevant and stationery/training materials. **As well as bank charges, local/national taxes and other provisions related to the delivery of the requested activities**

Proposals must remain within this ceiling. The financial offer should preferably be presented in euros and should be **inclusive of all applicable national taxes and charges in the country of operation**, which shall be borne by the consultant and clearly reflected in the total amount. The consultancy will be responsible for any deviation caused by currency fluctuations/depreciation as the contracting party commits to paying the agreed Euro amounts only.



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### Detailed budgetary requirements

S. No.	Particulars	# of Units	Unit	# of Units	Unit	Unit Cost (IDR)	Sub Total (IDR)	Sub Total (EUR)
<b>ToT Costs</b>								
1	Professional/Service Fee – Lead Trainers (incl. EUOR expertise)	2	Trainers	5	ToTs			
2	Per Diem (Lodging & Meals) – Lead Trainers	6	Days/ToT	5	ToTs			
3	Local Transportation – Lead Trainers	1	Return Trip	5	ToTs			
4	Meals for Participants (up to 80 per ToT)	6	Days/ToT	5	ToTs			
5	Lodging for Participants (where required)	TBD	Nights	5	ToTs			
6	Stationeries and Training Materials	1	Kit	80	Participants/ToT			

<b>Cascading Training Costs</b>								
7	Meals during Training	1	Day	16	Sessions			
8	Stationeries	1	Kit	310	Participants			
9	Honorarium – Community Lead Trainers (ToT Graduates)	TBD	Trainers	16	Sessions			
10	Transportation – Trainers, Organizers & Participants	1	Lump sum	16	Sessions			

*Note: No venue cost for cascading trainings is required to be budgeted for as sessions are held at cooperatives' own facilities. Exchange rate to be confirmed at time of contracting (reference: Inforeuro). Budget is based on prevailing market rates in Java Island, Indonesia.*



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## Application Process

Interested consultancy firms or teams are invited to submit a proposal comprising a **technical offer** and a **financial offer**, of no more than 8–10 pages (excluding annexes), to [g.shkurtaj@fairtrade.net](mailto:g.shkurtaj@fairtrade.net) by 2nd<sup>th</sup> April 2026. Offers submitted after this deadline will not be considered. The offer shall be written in English. The email must bear the following subject title: **“Consultancy Offer: Sustainable Agriculture Practices TOT”**.

### a. Technical Offer should include:

- The consultants' understanding of the assignment and the agricultural training context in Indonesia.
- A proposed training methodology and design for both the ToT and cascading trainings, including organic farming and EUOR-related content.
- A workplan covering team composition, timeline, division of roles, and logistics approach for multi-location delivery across 5 Producer Organisations in Java Island.
- An approach to monitoring training outcomes and supporting cascading training planning within cooperatives.
- Any relevant ethics or safeguarding considerations.

### b. Financial Offer should include:

- A breakdown of days and personnel needed per component of the assignment (ToT delivery, cascading training support, reporting).
- All anticipated expenses (travel, per diem, materials, participant costs, workshop venue, etc.) clearly itemized.
- The total cost must not exceed **€12,000**. Note: Payments will be made in Euros (EUR). Fairtrade International will not cover exchange rate losses or bank fees.

### c. Annexes must include:

- CVs of all consultants and trainers proposed for the assignment, demonstrating relevant qualifications and experience.
- At least 2 work examples/training samples and references from comparable assignments.

## Qualifications of the Consultancy Firm

The consultancy firm or team should demonstrate:

1. At least 3-5 years of proven experience in designing and delivering agricultural training programs, particularly in organic or agroecological farming, in an Indonesian or similar Southeast Asian context.

2. Expertise or access to qualified trainers with knowledge of EU Organic Regulation (EUOR) requirements.
3. Experience working with smallholder farmer organizations, cooperatives, or Fairtrade-certified producers.
4. Demonstrated capacity to manage multi-location trainings across diverse geographic areas.
5. Experience in gender-inclusive training design and facilitation.
6. Proficiency in Bahasa Indonesia; familiarity with Javanese regional contexts is an asset