

CALL FOR TENDER

Fairtrade Handbook on Environmental Protection and Development

Philippines | 2026

Organization: Fairtrade Network of Asia & Pacific Producers (Fairtrade NAPP)

Country of Implementation: Philippines

Type of Contract: Individual Consultant, Team of consultants, or Consultancy Firm

Assignment Duration: 3-4 months

Application Deadline: May 30, 2026

Submission Contact:

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1. Background and Rationale

Fairtrade Standards for Small-scale Producer Organizations (SPOs) require environmental protection, sustainable farming practices, and climate adaptation as essential pillars of responsible production. However, many SPOs in the Philippines and across the Asia-Pacific region struggle to interpret and implement these environmental criteria due to limited access to practical guidance in local languages and contexts.

The Philippines is recognized by the Asian Development Bank as the country most exposed to climate risk in Asia, facing increasing threats from typhoons, flooding, and drought that directly impact agricultural livelihoods. These vulnerabilities make it critical for Fairtrade producers to strengthen environmental management and climate adaptation capacities at both the farm and organizational levels.

At the same time, growing international sustainability requirements including the EU Deforestation Regulation (EUDR) and the Corporate Sustainability Due Diligence Directive (CSDDD) are raising expectations around environmental compliance for producers in global supply chains. Fairtrade producers must be equipped to understand and respond to these evolving regulatory frameworks.

To bridge this gap, the Fairtrade NAPP Philippines is seeking a qualified consultant or consultancy firm to develop a **Fairtrade Handbook on Environmental Protection and Development**. The handbook will provide clear, localized, and visually engaging guidance that connects Fairtrade environmental principles to real-life farm and organizational practices, supporting producers in achieving compliance, building climate resilience, and advancing biodiversity conservation.

2. Objectives

Overall Objective:

To strengthen the capacity of Fairtrade producers to meet environmental compliance and integrate sustainable practices within their operations

Specific Objectives:

1. Simplify and contextualize Fairtrade Environmental Standards for use by SPOs
2. Equip producers with practical tools and templates for environmental management

3. Support SPOs in integrating climate adaptation, biodiversity, and waste management into their governance systems
4. Provide localized and Tagalog-translated learning materials for community-level training

Expected Outcomes:

- Increased understanding of Fairtrade environmental requirements among SPO leaders and members
- Adoption of good environmental practices (soil conservation, Integrated Pest Management, waste management, etc.) across SPOs.
- Strengthened environmental management systems and monitoring tools within SPOs.
- Enhanced alignment of Fairtrade environmental efforts with national and international sustainability frameworks

3. Scope of Work and Deliverables

The selected consultant or consultancy firm will be responsible for the following activities and deliverables:

Activities	Deliverables
Desk review of Fairtrade Standards and related policies	Annotated summary of key environmental clauses
Consultation with SPOs, PSR team, and environment experts	Consultation report and content framework
Drafting and design of the handbook	Draft version of Fairtrade Environmental Handbook (word and pdf)
1 Validation workshop with SPOs	Finalized and validated content version of Fairtrade Environmental Handbook (word and pdf); Validation workshop report
Translation, layout, and illustration	Tagalog and English versions (print + digital)
Launch and dissemination	50 printed copies

4. Indicative Timeline

The assignment is expected to be completed within four (4) months from the date of contract signing.

5. Qualification Requirements

Essential Qualifications

- Bachelor degree in Agriculture, information technology and graphic design, and/or a related field
- Demonstrated expertise in environmental standards, sustainable farming practices, or biodiversity conservation
- Proven experience in developing learning and training materials (handbooks, manuals, toolkits, or guides) for non-specialist or community audiences.
- Proficiency in written and spoken English; Tagalog proficiency is required, particularly for translation and community-facing components.

Desirable Qualifications

- Knowledge of Fairtrade standards and certification systems, or direct experience working within the Fairtrade supply chain (preferred)
- Experience working with cooperatives, or rural agricultural communities in the Philippines (preferred)
- Experience in writing manuals and/or learning modules, graphic design, illustration, or effective collaboration with a creative team to produce visually engaging publications (required)

6. Evaluation Criteria

All proposals will be assessed against the following criteria. Only proposals that meet the minimum technical threshold will proceed to financial evaluation:

Evaluation Criterion	Weight
Technical Competence – Relevant expertise	25%
Methodology and Work Plan – Clarity, feasibility, and appropriateness of the proposed approach	25%
Experience – Demonstrated experience working with cooperative, farmer association or rural communities in the Philippines	25%
Financial Proposal – Cost-effectiveness and reasonableness of the budget	25%

Fairtrade NAPP reserves the right to reject any or all proposals without obligation to award the contract or provide justification.

7. Financial Proposal Requirements

Applicants must submit a financial proposal in EURO covering all incidental expenses

Proposals must remain valid for a minimum of sixty (60) days from the submission deadline. Payment will be disbursed in tranches linked to the approval of agreed deliverables, as specified in the contract.

8. Submission Requirements

Interested applicants must submit the following documents in a single **PDF or ZIP file** by the stated deadline:

Technical Proposal

- Cover letter expressing interest and summarizing relevant qualifications (maximum 2 pages)
- Technical proposal describing the methodology, approach, and detailed work plan
- Curriculum vitae (CV) of the lead consultant(s) and any key team members
- Portfolio or samples of at least two (2) similar publications or learning materials previously developed
- At least two (2) professional references from previous clients or partners

Financial Proposal

- Professional Fee covering all incidental expenses
- Proposed payment schedule linked to deliverables
- Any cost assumptions, exclusions, or conditions clearly stated

Submissions must be sent electronically to: natashaerika.siaron@fairtradenapp.org

Subject line: Fairtrade Environmental Handbook - [Applicant Name/Organization]

Incomplete submissions and applications received after the deadline will not be considered. NAPP may request clarifications from shortlisted applicants.

9. Contractual and Ethical Arrangements

- The consultant will work under the supervision of the Fairtrade NAPP Philippines team and report to the designated project lead for all technical and administrative matters.
- All materials, data, tools, and outputs produced under this consultancy will remain the sole intellectual property of Fairtrade NAPP.
- The consultant must adhere to Fairtrade's Code of Conduct, data protection policies, and organizational values, including a strong commitment to producer-centered approaches and gender equity.
- Applicants must disclose any actual or potential conflicts of interest in their cover letter. Failure to disclose may result in disqualification.
- Fairtrade NAPP is an equal opportunity organization and actively encourages applications from women-led consultancies, indigenous-led organizations, and consultants from underrepresented groups.

10. Alignment with Development Frameworks

This project directly contributes to the following Sustainable Development Goals (SDGs):

- SDG 2: Zero Hunger - Promoting sustainable and climate-resilient agricultural practices.
- SDG 12: Responsible Consumption and Production - Supporting sustainable production systems at the producer level.
- SDG 13: Climate Action - Strengthening the resilience and adaptive capacity of smallholder farmers.
- SDG 15: Life on Land - Protecting and promoting sustainable use of terrestrial ecosystems and biodiversity.

11. Queries and Clarifications

All queries regarding this Call for Tender must be submitted in writing to natashaerika.siaron@fairtradenapp.org **not later than May 30, 2026**. Written responses to substantive questions will be shared with all registered applicants to ensure transparency and equal access to information.