

Call for Proposal: Development of a Robust Employment Framework System for Fairtrade NAPP Staff.

1. Background

Fairtrade Network of Asia and Pacific Producers (FT NAPP), www.fairtrade.net > napp-en registered in Singapore and operating across multiple countries in Asia and the Pacific, engages approximately 35 staff/consultants across 10+ countries. Historically, FT NAPP has used a mix of consultancy contracts and Professional Employer Organization (PEO) model. Recent internal Governance reviews have highlighted challenges related to:

- Cost inefficiencies of PEO models
- Perceived inequity among staff across countries
- Compliance risks related to taxation and employment classification
- Alignment with Fairtrade Organizational Code (especially employee protection, equity, and representation)

FT NAPP is now seeking to design and implement a robust, compliant, equitable, and cost-effective employment system, potentially transitioning towards a Singapore based consultancy model for all the 35 staff with strong compliance controls.

2. Objective of the Assignment

The primary objective is to develop a comprehensive employment framework/system for FT NAPP that:

- Ensures full compliance with legal and tax regulations across all operating countries, meeting all employer and organizational obligations related to employees and their taxation.
- Aligns with Singapore regulatory requirements for consultancy contract (as the registered entity)
- Upholds Fairtrade Organizational Code in section 5 (particularly 5.5- 5.8)
- Establishes robust compliance monitoring mechanisms
- Ensures cost efficiency and administrative feasibility
- Ensures flawless and fully compliant transition process from PEO model to Consultancy model.
- Analyse the best practices of other similar organisations working in multiple Asian countries.

3. Scope of Work

The selected organization/consultancy firm will:

3.1 Diagnose & Review

- Draft consultancy contract with all required clauses meeting Singapore labour requirements
- Assess legal, tax, and compliance implications across key countries (India, Sri Lanka Indonesia, Philippines, Thailand, Pakistan, China, Vietnam, etc.)

3.2 Benchmarking

- Analyse best practices for multi country employment model exporting service to FT NAPP Singapore
- Recommend adaptable employment models for multi-country operations

3.3 Framework Development

Design a standardized employment system, including:

- Model consultancy contract templates
- Clear tax responsibility clauses
- Compliance with applicable tax and local labour/employment laws (if any)

3.4 Compliance & Monitoring System

- Develop a robust compliance framework, including:
 - Periodic submission of proof of tax payments by staff
 - Internal tracking systems
 - Risk mitigation protocols
- Recommend tools or systems for documentation and compliance monitoring and tracking

3.5 Implementation Roadmap

- Provide a step-by-step safe and fully compliant transition plan from current PEOs (India and Indonesia) to Consultancy Contract with FT NAPP Singapore
- Steps for Compliance mechanisms for staff in different countries
- Approach to handle Change Management

4. Key Deliverables

The consultancy firm is expected to deliver:

1. Inception Report (Week 1)

2. Comprehensive Employment Framework Document, including:

- **Consultancy Contract templates**
- **Compliance guidelines**
- **Policy recommendations**

3. Compliance Monitoring & tracking System Design

4. Transition Plan

5. Implementation plan

6. Draft presentation to FT NAPP designated committee

7. Final Presentation to FT NAPP designated Committee

5. Duration of the Assignment

- **Total duration: Maximum 6-8 weeks from the date of contract signing**
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6. Eligibility Criteria

Interested organizations should demonstrate:

- **Proven experience in international HR systems / employment frameworks**
 - **Expertise in multi-country legal and tax compliance**
 - **Experience working with non-profits / international organizations**
 - **Familiarity with consultancy contracts and PEO models**
 - **Strong understanding of Asia-Pacific regulatory environments (preferred)**
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7. Proposal Submission Guidelines

Interested applicants are required to submit:

7.1 Technical Proposal

- **Understanding of the assignment**
- **Methodology and approach**
- **Work plan with timelines**
- **Relevant experience and case studies**

- **Team composition and expertise**

7.2 Financial Proposal

- **Detailed budget breakdown**
 - **Professional fees**
 - **Any applicable taxes (No hidden cost)**
 - **Payment milestones linked to deliverables**
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8. Evaluation Criteria

Proposals will be evaluated based on:

- **Technical quality and methodology**
 - **Relevant experience and expertise**
 - **Understanding of multi-country compliance challenges**
 - **Cost-effectiveness**
 - **Proposed timeline and feasibility**
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9. Application Process

**Interested organizations should submit their proposals via email to:
hr@fairtradenapp.org**

Subject Line: Proposal for Employment Framework System – FT NAPP

Deadline for submission: 17th April 2026

10. Reporting and Coordination

- **The selected firm will report to FT NAPP designated committee**
- **Regular check-ins will be scheduled during the assignment period.**