

HIRING OF TECHNICAL SPECIALIST ON REVISION OF PUBLIC SCHEMES RELATED TO SUSTAINABLE AGRICULTURE

TERMS OF REFERENCE

Location: Indonesia-Aceh Province

Duration: 5-6 weeks

Reporting to: Advocacy Manager

Type of Contract: Consultancy Contract

Budget: Euro 3000 inclusive of 19% VAT

1. Introduction

The Constitution of Fairtrade Network of Asia and Pacific (Fairtrade NAPP) was established in 2014. The organization is a member of Fairtrade International Producer Networks (PNs). PNs are regional associations that Fairtrade certified producer organizations may join if they wish. They represent small-scale producers, workers and other producer stakeholders.

Fairtrade NAPP supports and empowers Fairtrade certified farmers and workers across the Asia Pacific region. The producers share 50% ownership of the Fairtrade system and have an equal voice in all decisions that affect them. As a Producer Network, Fairtrade NAPP ensures their voice is heard in the system. Currently Fairtrade NAPP has 270 Producer Organizations across 19 countries in Asia and Pacific Region supporting more than 180,000 farmers and workers. Fairtrade NAPP focuses on advocacy, building partnership, capacity building, sustainable agriculture and improving access to international markets for its members. It also supports producers in addressing climate change, gender inequality, and challenges associated with adhering to stringent market and sustainability standards.

For more information about Fairtrade NAPP, visit <https://www.fairtradenapp.org/>.

2. Contextual Background

Fairtrade is a global movement that advocates for better trading conditions, improved social equity, and environmental sustainability for smallholder farmers and workers in developing countries. It seeks to transform trade by fostering equitable partnerships between producers, businesses, and consumers. The Fairtrade system ensures that producers receive fair prices for their goods, work under safe conditions, and invest in their communities through the Fairtrade Premium.

Fairtrade also promotes environmentally sustainable farming practices that prioritize the protection of biodiversity, water resources, and ecosystems. This is particularly important in the context of public schemes related to sustainable agriculture, where alignment with Fairtrade standards can ensure that public policies support not only environmental goals but also social and economic justice for farmers.

In 2024, Fairtrade NAPP seek to enhance its advocacy and engagement with governments and other organizations in key countries: the Philippines, Indonesia, India, Sri Lanka, and Uzbekistan. To achieve this, Fairtrade NAPP requires a technical specialist who will support the review and revision of public schemes on sustainable agriculture such as Government programmes related to organic agriculture, business continuity planning, processing, and local markets. The goal is to enhance the design, implementation, and monitoring of these schemes to better support sustainable farming practices, improve resilience, and promote social justice for farmers.

Why the national framework must be reviewed

Public schemes for sustainable agriculture in Indonesia are developed through the national planning system, financed through national budget mechanisms, and administered by relevant line ministries. Provincial governments are responsible for implementing these schemes, while their medium-term development plans must formally align with the national medium-term development plan.

The assignment will examine both national and provincial level. First, it reviews the national policy and programme-planning framework, including the schemes' objectives, legal requirements, administrative responsibilities, and funding arrangements. It then assesses how this framework is translated and implemented in practice in Aceh Province and in the coffee producers districts. Understanding the transmission from national policy design to provincial implementation is therefore a central focus of the study.

Why Aceh Province

The implementation tier of this assignment focuses on Aceh Province. Aceh hosts a significant share of Indonesia's Fairtrade certified and certification-ready smallholder base, particularly in coffee. Aceh Tengah and Bener Meriah Districts are the main area of Fairtrade coffee producers. Agriculture in this province sits at the intersection of several of the highest-stakes sustainability policy debates in Indonesia deforestation and land-use change, peatland management, geographical indication and origin-linked value capture, and the readiness of smallholder supply chains for import-market due diligence requirements.

This project is co-funded by the European Commission Financial Framework Partnership Agreement (ECFFPA) program. The ECFFPA is strategic partnership program, that aims to strengthen Fairtrade as a representative, member-based regional, EU and global Civil Society umbrella organization, giving voice and empowering over 1900 Fairtrade Producer Organizations globally.

3. Objectives of the Assignment

The primary objective of the consultancy is to provide technical expertise to:

- Identify, review and analyse relevant Government programs related to fair trade, organic agriculture, business continuity planning, processing, and local markets in Indonesia particularly in Aceh Province region
- Propose revisions to these schemes to align with current Fairtrade advocacy initiatives, including environmental, social, and economic considerations

- Recommend mechanisms to improve implementation, monitoring, and evaluation of the proposed scheme revision.
- Provide guidance on how to effectively integrate smallholder farmers, informal agricultural workers, women, youth, and marginalized communities into these schemes

4. Scope of work

The study will be a desktop review of public policies and secondary data, supplemented by KIIs with relevant stakeholders to validate findings and gather additional perspectives.

Therefore, the Technical Specialist will be responsible for the following tasks:

4.1. Desk Research and Situational Analysis

- 4.1.1. Identify and review current public schemes, policies, and programs related to sustainable agriculture including but not limited to organic agriculture, business continuity planning, processing, and local markets at the national level and regional level
- 4.1.2. Analyze global best practices, Fairtrade advocacy initiatives, and relevant policy frameworks
- 4.1.3. Identify gaps, challenges, and opportunities in existing schemes, particularly in the areas of trade, agriculture, climate resilience, biodiversity, and sustainable land management.

4.2. Stakeholder Engagement

- 4.2.1. Organize a meeting with FTNAPP Team and other Fairtrade stakeholders to understand the scope of advocacy work currently being done by the Fairtrade system
- 4.2.2. Gather input from government agencies, local NGO, technical experts, agribusinesses, producer organizations, small-holder farmers, women and youth farmers, and indigenous communities on their challenges and needs in accessing public schemes

4.3. Propose Revisions and Recommendations

- 4.3.1. Develop detailed recommendations for revising and/or improving public schemes to better support sustainable agriculture including but not limited to organic agriculture, business continuity planning, processing, and local markets in Indonesia
- 4.3.2. Recommend specific actions for integrating new technologies, practices, and Fairtrade standards into the schemes.
- 4.3.3. Propose strategies for scaling the adoption of these revised schemes at the national and local levels.

4.4. Monitoring and Evaluation (M&E) Framework

Develop M&E framework to assess the impact and effectiveness of the revised schemes over time and propose key indicators and reporting mechanisms that ensure transparency and accountability in scheme implementation.

5. Deliverables

The technical specialist consultant is expected to provide the following deliverables:

- 5.1. **Inception Report** - Detailing the approach, methodology, work plan, and timeline for the assignment.
- 5.2. **Situational Analysis Report** - Comprehensive review of existing public schemes and policies on sustainable agriculture including but not limited to organic agriculture, business continuity planning, processing, and local markets with inputs from Fairtrade NAPP, producer organization and other stakeholders.
- 5.3. **Draft Report on proposed revision of public schemes** - Proposals for revisions to the schemes with detailed justifications.
- 5.4. **Final Report** - Consolidated document containing the revised schemes, stakeholder feedback, M&E framework, and implementation guidelines.

6. Timeline / Duration of Engagement

The assignment is expected to be completed within 5-6 weeks.

7. Required Expertise and Qualifications

The Technical Specialist must meet the following criteria:

- Advanced degree in Agriculture, Environmental Sciences, Policy Analysis, or related fields.
- Minimum of 5 years of experience in sustainable agriculture, public policy development, or scheme implementation.
- Proven track record of working with government agencies, NGOs, and farmer organizations on policy reform or agricultural projects.
- In-depth understanding of sustainability standards in agriculture (e.g., Fairtrade certification scheme, voluntary sustainability standards, organic farming, agroecology, climate-smart agriculture).
- Strong analytical skills with experience in conducting policy reviews and stakeholder consultations.
- Experience in designing M&E frameworks for agricultural programs.
- Excellent communication and report-writing skills.

8. Reporting

The technical specialist shall be supervised by Fairtrade NAPP Advocacy Manager. A task team consisting of Fairtrade NAPP members will be set up to assist in the review of outputs as and when deemed necessary.

9. Budget and Payment Schedule

As the assignment is expected to be undertaken primarily as desk-based work, no travel, accommodation, per diem, or fieldwork costs are anticipated. However, should travel be required to complete the assignment, all associated costs must be clearly identified and included in the financial proposal.

Payment is subject to submission of all deliverables and supporting documents.

A portion of the available budget for this assignment is funded through a grant from the European Commission (EC). Consequently, all deliverables, outputs, and communications produced under the assignment must comply with the applicable European Commission communication and visibility requirements and guidelines.

10. Application Submission

Technical Specialist that wishes to submit an application shall submit technical proposal and financial proposal.

The technical proposal shall include:

- Justification of why s/he is the most suitable consultant for the work, and a brief methodology on how the work will be conducted;
- Sample work relevant to the assignment;
- Work and time plan including the scheduling of main activities and time inputs required;
- CV highlighting the minimum qualification requirements above, and at least three (3) references.

The financial proposal shall be in EUR and include:

- Fee rate including 19% VAT and bank fees
- The total price shall be broken down by specific deliverables and outputs;

The proposal shall also be accompanied by:

- Declaration of relationships – describe if your organization/employees have any business or personal relationships connected to Fairtrade NAPP; and
- A statement of availability of during the timeframe of the assignment period;

Proposals must be submitted by email at advocacy@fairtradenapp.org and natashaerika.siaron@fairtradenapp.org by no later **than 21st September 2026.**