

TOR for Consultant – Timor-Leste



Vacancy Announcement: Consultant – Timor-Leste

Location: Home Based, Timor-Leste (Home-based with regional and international travel)

Background: Fairtrade Network of Asia and Pacific Producers (FTNAPP)

Fairtrade Network of Asia and Pacific Producers (FTNAPP) is a regional network of Fairtrade certified producer organizations across Asia and the Pacific. FTNAPP is registered in Singapore as a non-profit entity and forms part of the global Fairtrade system. FTNAPP currently represents more than 277 producer organizations across 20 countries, supporting over 260,000 farmers and workers producing coffee, cocoa, tea, sugar, rice, spices, and other agricultural commodities. The organization works to strengthen producer organizations, facilitate market access, and build ethical supply chains that deliver fair trading conditions and sustainable livelihoods for farmers and workers. For more information please visit: www.fairtradenapp.org.

Context:

FTNAPP is seeking a dynamic, results oriented development professional with excellent grassroots training skills and motivation to continue working at the grassroots level. The candidate must possess excellent critical thinking and conflict management skills, as well as communication skills suitable for remote team participation. FTNAPP is interested in increasing its investment in field support activities towards the development of better quality and more comprehensive systems, processes and projects at the grassroots. As part of this FTNAPP wants to ensure increased capacity to lead and support activities in the Asia and Pacific regions where its producers and programmes are based. At the same time, FTNAPP is assuming greater operational responsibility within the Fairtrade system and have an interest in strengthening their own capacity to deliver field support to producers and to enhance the effectiveness of their work as well as to contribute to growth of Fairtrade in the region. The Consultant will work within the regional/national context for capacity building and coordination, under direct supervision from FTNAPP central office. She/he will be a part of FTNAPP's on-ground execution team. she/he will be instrumental in leading progress towards greater cost-effectiveness, quality, and coherence in the working of national networks. In this role, it is envisaged that, the consultant will influence the future development of producer organizations in terms of quantity and quality and will help to build collaboration with National and regional civil society organizations.

Deliverables:

1. Producer Services

- Assess needs and situation and propose custom recommendations to best support Producer Organisations (POs) – Small Producer Organization (SPO)/Hired Labour (HL) /Contract Production (CP) organizations in Fairtrade system assigned to you in **Timor Leste**.
- Work as a seamless conduct in transfer of information from producers to NAPP management and vice versa
- Responsible for supporting POs in the development and improvement of Fairtrade development plans and responsible for supporting premium committees in the development premium plans
- Provide direct technical assistance to Members in development of business strategic plans, marketing plans related to business development and growth requirements
- Act as a key point of contact for member and producer organization queries, ensuring that, as far as possible, issues are dealt with promptly and efficiently
- Coordinates NAPP and other stakeholder contact with member organizations
- Advises NAPP regional team on how best to meet membership needs and the packaging of such support, and leads the roll out of such support
- Prepare and submit project field reports within the approved MEL framework

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2. Identify business Opportunities and Programs

- In liaison with the Regional General Manager for your region, and the fundraising team identify opportunities for program and projects development
- With the Regional General Manager and the Markets team, coordinate responses to market queries regarding Fairtrade market opportunities
- Support trader engagement function in your country in coordination with markets and supply chain support team
- Assess value chain interventions for producer organization to ensure that they are dynamic, competitive and robust.
- Ensure value chain interventions make the products more internationally competitive price and quality-wise

3. Certification Advisory support

- Oversee pre- and post-certification support, working closely with relevant personnel within Producer Organizations (POs).
- Support new applicants by conducting gap assessments against applicable Fairtrade certification requirements and identifying areas requiring improvement
- Assist both existing POs and new applicants in preparing for Fairtrade audits.
- Provide post-audit support to help POs develop and implement corrective measures within the required timelines.
- Promptly flag major non-conformities and certification risks to the Regional General Manager and jointly plan appropriate corrective support.
- Regularly monitor and follow up on PO performance to address compliance risks early and prevent suspension or decertification.

4. Stakeholder Management Support

- Represent NAPP in appropriate country level events / forums
- Build strong relationships with external and internal stakeholders to determine needs and requirements
- Understand producer needs and concerns and ensure these needs are communicated appropriately among stakeholders for NAPP's benefit

5. Program and Project Management Support

- Establish a business case for each project, supported by budget information and income projections.
- Monitor operational activities and effectiveness of results, and outcomes
- Lead the project implementation in your country, with support from Regional General Manager, participating POs, hired resource persons/partner organizations, and move provide effective project management as required
- Develop program and work plans for Training of Trainers (ToTs) for Fairtrade Officers of POs or other relevant stakeholders

6. Financial responsibilities

- Overall responsibility in ensuring the implementation of NAPP financial and accounting SOP and rules
- Work with Finance and Admin officer and consolidate reports from the country and submit to RGM, Finance Manager and MEL Manager
- Prepare and manage overall annual regional budgets
- Involved in financial resource mobilization for the region program through regional fundraising strategy and plans
- Participate in audits and submit the required reports on as needed basis

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7. Required Qualifications & Experience

- A graduate degree in Agriculture and or allied subjects like Horticulture/Forestry with a management degree from a reputed institute, master's degree in relevant field is preferable.
- Experience in working with agriculture value chains.
- 4-5 years experiences working in agri-business environment, NGOs and or consultancy service in agriculture.
- **Language proficiency in English, and local language a must.**
- Must be self-motivated individual who can work on minimal supervision.
- Should be a team player and must be comfortable working with cross – cultural and cross – functional teams.
- This role is designed as a balanced field and desk-based position, with approximately 50% travel and 50% desk work.

8. Reporting structure

- The position reports to the Regional General Manager (South East Asia).

9. Employment type & Fees

- **Consultant Fees:** The compensation will be determined based on the Consultant's qualifications and experience, in alignment with the organization's compensation structure.
- **Type of Job:** This role is structured for up to 120 working days during the term of the agreement, with each day comprising 8 hours, excluding holidays and leave as per FT NAPP policies. The Consultant is expected to demonstrate flexibility in meeting organizational requirements. A review of the role and engagement will be conducted at the end of six months, following which the position will be renewed based on performance

How to apply

If interested, please send your resume to hr@fairtradenapp.org before **30th August 2026**. Kindly send us your latest CV with 750 words write up on how you will use your skill sets to contribute to the organization and provide two references. NAPP is an equal opportunity employer and women candidates are encouraged to apply. There will be a mandatory probation period as per HR policy.