



TOR for Short Term Program Consultant – Assam, India

Vacancy Announcement: Short Term Program Consultant – Assam, India

Location: Assam, India

Activity Title: Translation of company policies and procedures into local languages (Under Assam Approach Project). Design and develop information, education, and communication materials for workers' rights based on legislations and policies.

Fairtrade Network of Asia and Pacific Producers: Fairtrade NAPP is a Network of Fairtrade certified Producers in Asia Pacific region registered in Singapore as a nonprofit entity. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Currently NAPP has 284 Producer Organizations across 20 countries in Asia and Pacific Region supporting more than 260,000 farmers and workers. NAPP's mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: <http://www.fairtrade.net/napp-en>

Fairtrade NAPP is committed to supporting tea estates in fostering an enabling environment where workers are organized, informed, and empowered to actively claim their rights, participate in workplace dialogue and decision-making processes.

Fairtrade NAPP (Network of Asia and Pacific Producers) is committed to supporting producer organizations to meet Fairtrade standards, enhance their capacities, and contribute to sustainable development. The Program Consultant will play a key role in translating 20-22 policies of a tea company in Assamese language. This activity forms part of the broader Assam Training Plan aimed at strengthening worker participation, collective engagement, and awareness of rights and responsibilities within Tea Hired Labour Organizations in Assam.

Availability and display of policies in a language easily understood by workers is a fundamental requirement for its effective implementation and awareness. It forms part of this key strategy to enhance awareness on areas such as worker rights, grievance mechanisms, gender equality, child rights and protection, occupational health and safety, environment, and responsible workplace practices, etc. The scope of this activity will be to strengthen worker awareness and promote clear, accessible communication through translation of policies into local languages and developing IEC materials for a tea company in Assam.

FT NAPP is seeking a dynamic, results oriented development professional with an excellent translation (English to Assamese and Hindi) as well as report writing skills. The activity aims to contextualise policies and procedures to improve worker understanding of their rights and responsibilities at the tea estates.

Objective of the Activity:

The primary objective of this activity is to:

- Translate policies and procedures into local languages (primarily Assamese, with Hindi whenever required).
- Design and develop information, education, and communication (IEC) materials for workers' rights based on legislations and policies.

Fairtrade Network of Asia and Pacific Producers Ltd.

Registered Office: Suite N0:S05080, Just Co, Level 5, International Plaza, 10 Anson Road, Singapore 079903

<http://www.fairtrade.net/napp-en>



FAIRTRADE
NETWORK OF ASIA &
PACIFIC PRODUCERS

Scope of Work:

The consultant engaged for this short-term assignment will undertake the following tasks:

- **Introductory Consultation:** Participate and contribute actively in an opening meeting with Fairtrade NAPP, estate management and worker representatives to communicate the vision, plan and understand expectations from the activity.
- **Desk Review:** Do a comprehensive review of internal policies of the company related to worker rights, safety, gender, child protection, environment etc.
- **Translation:** Translate 20-22 key internal policies into easy to understand Assamese and Hindi (as required).
- **Develop IEC Materials:** Develop IEC materials to communicate important messages in a simple, engaging, and accessible way for workers.

Deliverables for the Activity:

1. Translation of 20-22 internal policies of a tea company into easy to understand Assamese and Hindi (as required).
2. Develop 50 impactful Information, Education and Communication (IEC) materials in relation to the policies and procedures/SOPs, to be put up in prominent locations across estates and promote worker awareness and understanding of their rights.

Timeline for Activity: July-August 2026.

Reporting: The consultant will be required to report to the Regional General Manager, South Asia, or any person designated by them for this project activity.

Desirable Consultant Profile:

The consultant should possess:

- Strong reading and writing proficiency in Assamese and English, with working knowledge of Hindi translation and adaptation where required.
- Prior experience translating policies, legal documents, SOPs, or worker rights materials into simplified local-language versions suitable for community or worker audiences.
- Demonstrated experience in developing worker-friendly information, education and communication (IEC) materials around worker rights, child protection, gender, health and safety, environment, etc.
- Understanding of Fairtrade Hired Labour Standards vis-a-vis worker rights is desirable
- Understanding of tea garden/community contexts and worker communication needs in Assam is highly desirable.

Consultancy Fees: A maximum of 1500 Euros, excluding any travel, lodging & food.

How to Apply: Interested and qualified candidates are invited to submit a comprehensive proposal package via email to gaurav@fairtradenapp.org with cc to sandeepan@fairtradenapp.org with the subject line: "Proposal for Short Term Program Consultant – Assam."

This is an urgent requirement. Applications are open till candidate is shortlisted.

The proposal package must include the following components **in a single attachment:**

Fairtrade Network of Asia and Pacific Producers Ltd.

Registered Office: Suite N0:S05080, Just Co, Level 5, International Plaza, 10 Anson Road, Singapore 079903

<http://www.fairtrade.net/napp-en>



FAIRTRADE
NETWORK OF ASIA &
PACIFIC PRODUCERS

1. Cover Letter (maximum 1 page):
 - a. A brief introduction highlighting your suitability for the consultancy, drawing attention to your relevant experience and qualifications.
 - b. Your understanding of the TOR
 - c. Confirmation of your availability and timeframe to commence the assignment with preferred date.
2. Curriculum Vitae (CV):
 - a. Detailed CV outlining your experience in translation work, policy and IEC development.
3. Sample of Creative Content Development:
 - a. It would be preferred to include any content developed.
4. Technical Proposal/Work Plan (maximum 2 pages):
 - a. Understanding of the Assignment: Articulate your understanding of the scope of work and the objectives of this consultancy.
 - b. Proposed Work Plan and Timeline: A clear, detailed work plan with specific milestones and timelines for each phase of the consultancy, aligning with the deliverables outlined in this TOR.
 - c. Risk Assessment and Mitigation (optional but recommended): Briefly identify potential challenges and how you propose to mitigate them.
5. Financial Proposal:
 - a. A detailed financial proposal outlining your daily/hourly rate or a lump-sum fee for the entire assignment, inclusive of all taxes.
 - b. Clearly itemize any other anticipated costs.
6. Professional References: Contact details (name, title, organization, email, phone number) of at least two professional referees who can attest to your experience and capabilities in similar assignments.