



Terms of Reference (TOR) for Localization of FT NAPP LMS Training Modules

Project: GIZ / “Enabling Compliance of Fairtrade Supply Chains with New EU Regulations (EUDR, EUCSDDD)”

Introduction

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. Currently, NAPP has 300+ Producer Organizations across 21 countries in Asia and the Pacific Region, supporting more than 260000 farmers and workers. Fairtrade strengthens the position of farmers and workers in the value chain. By offering an alternative approach to trade, NAPP supports producers in securing better markets, contributing to greater sustainable development in the Asia Pacific region under Fairtrade – Network of Asia and Pacific Producers (NAPP).

To support capacity building and knowledge sharing within the Fairtrade network, NAPP has developed a Fairtrade Learning Module hosted on a Learning Management System (LMS). This interactive digital platform is designed to engage both internal staff and Producer Organizations (POs) by providing structured training on key Fairtrade practices and requirements. The LMS offers a comprehensive learning experience through a combination of multimedia resources, including visual content, assessments, and expert-led videos. Learners can access courses, videos, reading materials, and assessments remotely, while the platform also enables administrators to track participation and learning progress. The video-based explanations from subject-matter experts, providing practical insights and guidance on Fairtrade standards, sustainability requirements, and compliance processes. These multimedia resources help make the training more accessible and engaging for diverse learning audiences. Through this system, NAPP delivers standardized training that strengthens knowledge and skills among staff and producers across the Asia-Pacific region.

The GIZ–Fairtrade NAPP initiative further supports these efforts by focusing on strengthening the capacities of Producer Organizations to better identify, assess, and address risks that impact their operations. Enhancing the POs understanding of compliance requirements, sustainability standards, and emerging regulatory frameworks is essential for building resilience and enabling their continued participation in responsible value chains.

Currently, the available LMS modules include:

- Human Rights and Environmental Due Diligence (HREDD)
- Small-Scale Producer Organization (SPO) Standards and European Union Organic Regulation (EUOR)
- Contract Production (CP) Standards



- Climate Change
- European Union Deforestation Regulation (EUDR) and Fair Insight Reporting
- Trader Standards (Optional. It may not be covered under the given budget since it is lengthy)

At present, the modules are available in English. However, many Producer Organizations within FT NAPP operate in diverse linguistic contexts, which may limit accessibility and comprehension of the training materials. To improve accessibility, engagement and inclusivity, FT NAPP proposes to translate and localize the existing LMS learning content into priority languages used by producer organizations across the region, through the GIZ/ HREDD project fund.

Objective

The objective of this activity is to improve accessibility and understanding of LMS training modules for Producer Organizations by translating and localizing the learning content into priority regional languages used by NAPP members.

Expected Outcomes

The activity is expected to achieve the following outcomes:

1. Increased accessibility of LMS training modules for Producer Organizations across the Asia-Pacific region.
2. Improved understanding of Fairtrade standards, compliance requirements, and sustainability topics.
3. Enhanced engagement with digital learning tools through multilingual learning resources.
4. Greater inclusiveness in capacity-building efforts, enabling PO members and workers to access training in languages that are more familiar to them.

Scope of Work

The selected consultant/service provider will undertake the following tasks:

1. Translation of LMS Training Modules
Translate the content of selected LMS modules from English into priority languages (4: Bahasa (Indonesian), Vietnamese, Tagalog and Chinese) used by NAPP Producer Organizations. This includes translation of:
 - a. Written course content, learning and assessment materials like quizzes in the module
 - b. Slide-based learning materials
 - c. Downloadable resources and supporting documents (optional, depending upon the budget availability)
2. Translation of Video-Based Learning Content

The LMS modules contain videos where experts explain key concepts of the course material. The consultant/service provider will therefore also translate the video learning content, which may include:

- a. Translation of video scripts or transcripts
- b. Development of subtitles or caption text in the target languages, or audio tracks in targeted languages for the existing video modules
- c. Ensuring terminology consistency between written materials and video explanations

This will enable learners to access expert explanations in languages that are easier for them to understand.

3. Content Localization and Terminology Alignment

Ensure that translated materials:

- a. Maintain consistency with Fairtrade terminology and standards language
- b. Are clear and accessible for producer organization audiences
- c. Are appropriately adapted to the regional agricultural and cooperative context where needed

Minor contextual adjustments may be made to ensure clarity and relevance.

4. LMS Formatting and Integration Support

Provide translation outputs in formats compatible with LMS integration, including:

- a. Structured documents ready for LMS upload
- b. Clearly labeled files for each language
- c. Subtitle files or caption text for video content where required

Languages

Languages will be selected based on the linguistic needs of Producer Organizations participating in the program. Priority may be given to languages used across multiple producer organizations to maximize the reach of the training within the available budget. These include:

1. Chinese
2. Tamil
3. Gujarati
4. Oriya
5. Kannada
6. Indonesian
7. Russian
8. Thai
9. Tagalog
10. Filipino
11. Sinhalese
12. Vietnamese
13. Hindi



Deliverables

The consultant/service provider will deliver:

1. Translated LMS learning content for selected modules in priority languages.
2. Translated video scripts or subtitle files for expert-led video segments included in the modules.
3. Quality-checked translations ensuring clarity and terminology consistency.
4. Formatted files ready for LMS integration.

Duration

The assignment is expected to be completed before November 2026.

Budget

The total budget available for this activity is 4,500 Euros.

Budget Breakup:

Activity	Estimated Budget
Translation of LMS Content – Witten and Videos	€ 4,000
Translation review and terminology alignment	€ 300
Coordination and formatting of LMS integration	€ 200
Total	€ 4,500

Reporting and Coordination

The project fund is reported to funder by the Social Compliance and Risk Manager at FT NAPP. However, the implementation of activities under the LMS initiative – including the selection of consultant/ service provider, coordination of assignment, monitoring of deliverables, and payments therein will be overseen by the MEL Manager at FT NAPP.

All deliverables produced under this assignment will be submitted to the MEL Manager, FT NAPP, for review and approval prior to finalization.

The applicant should send their proposals to gideon.balasingam@fairtradenapp.org and sahiti@fairtradenapp.org before **Sep 5th, 2026**.