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TERMS OF REFERENCE

CONSULTANCY FOR TRAINING OF TRAINERS (TOT) AND CASCADING TRAININGS ON THE GENDER ACTION LEARNING SYSTEM (GALS) FOR GENDER-INCLUSIVE FARM MANAGEMENT

This is a joint call by two implementing partners: Fairtrade International and Bina Desa

Project: Transitioning towards Green Resilience: Building Sustainable and Inclusive Agricultural Communities

Rationale

The project *Transitioning Towards Green Resilience: Building Inclusive and Sustainable Agricultural Communities in Indonesia*, funded under the EU CSO Thematic Programme, being implemented by Fairtrade International and Bina Desa, places gender equity at the heart of its approach to sustainable agricultural development. Aligned with the European Green Deal, the EU-Indonesia Partnership on Sustainable Development, and Indonesia's Presidential Instruction (Inpres) No. 9 of 2025 on cooperative development, the project recognizes that a Just Green Transition cannot be achieved without actively dismantling the structural barriers that limit women's agency in farming communities. Within this framework, a consultancy is being solicited to facilitate training to directly address gender inclusion through the Gender Action Learning System (GALS) — a rights-based, household-level methodology that facilitates gender-equitable planning and decision-making in farm and family management. A consultancy firm will be hired to deliver GALS Phase 1 Training of Trainers (ToT) and to support cascading trainings **in collaboration with the two implementing partners: Fairtrade International, and its member organisation Fairtrade Network of Asia Pacific Producers (NAPP) targeting Fairtrade-certified producer organisations** in Java Island and **Bina Desa targeting farmer organizations** in Sulawesi Island. These teams will coordinate and support the organization and delivery of GALS.

The ToT approach will seek to ensure local ownership and sustainability, with community-level trainers empowered to deliver intensive, family-level facilitation that is grounded in local customs and the daily realities of smallholder farming households in Central and East Java and West and Central Sulawesi. The consultancy is expected to cover the full package of the GALS roll-out to the target groups, covering cost related to the TOT, cascading training, household visits, including venue, participants costs, local travel, materials, among others.

Objectives of the consultancy

1. Equip selected farmers and cooperative representatives with the knowledge and facilitation skills to implement GALS Phase 1, focused on gender-inclusive household and farm business planning.
2. Build a pool of certified community-level GALS trainers capable of independently delivering cascading trainings and conducting family-level facilitation visits within their organizations.
3. Strengthen the capacity of participating farmer organizations/cooperatives to embed gender-equitable planning processes into their cooperative structures and annual work plans.

Key topics to be covered

ToT Workshops 1 & 2 – GALS Phase 1 (per organization)

- Introduction to GALS: principles, methodology, and rights-based approach
- Gender analysis tools and household visioning exercises
- Facilitation skills for gender-sensitive community engagement
- Gender-inclusive household and farm business planning
- Family visit planning and documentation
- Cascading training design and integration into cooperative work plans

Cascading Trainings

- Delivery of GALS Phase 1 content to broader farming households
- Intensive family-level facilitation visits (each participating family visited three times)
- Conducted by community-level trainers graduated from the ToT
- Tailored to local customs and household dynamics of each community

Consultancy's Delivery Format

The ToT will be delivered through two consecutive 3-day workshops for a total of 10 farmer organization/producer organisations, led by a **certified GALS specialist in Indonesia**. The training will incorporate participatory methods, visual tools, and role-play exercises characteristic of the GALS methodology.

The cascading trainings will be conducted by ToT graduates and will include both group training sessions and individual family facilitation visits, following the GALS Phase 1 framework. Honoraria for community lead trainers are provided by the project in

recognition of the intensive facilitation required, based on prevailing village-level daily remuneration rates. Please make sure to include it in the budget proposal.

Overview of Consultancy's Responsibilities

The consultancy is expected to take place over a period of six months (from April to September 2026), in order to cover the following planned activities:

- **Training of Trainers (ToT):**
 - The consultancy is responsible for developing/customising the GALS training module catered to the respective Indonesian farming communities (please see Table 1 below).
 - The consultancy shall prepare relevant monitoring, evaluation, and learning (MEL) instruments for both the ToT and Cascading trainings, to ensure that the achievement of the programme's objectives. [Relevant MEL instruments include, but not limited to, participants lists, survey, photo and/or video documentations, etc.](#)
 - The consultancy is responsible for implementing the GALS training module in the specified locations according to the following arrangement:
 - **Total ToTs:** 10 workshops across 5 ToTs for each implementing partner Fairtrade International & Bina Desa in different locations (10 workshops total)
 - **ToT per farmer organization/cooperative:** 2 consecutive workshops of 3 days each (6 training days in total for each of the 10 farmer organisations/producer organisations)
 - The consultancy will provide inputs during the selection process of ToT participants.
- **Cascading Trainings:**
 - The consultancy is responsible for providing quality assurance through observations and technical backstopping of the trained local trainers during the conduct of cascading trainings.
 - The consultancy is expected to provide coaching support and impact assessment to ensure that the GALS methodology is implemented appropriately at the community and family level.
 - The consultancy, with support of the local trainers, gathers and consolidates all MEL data to be presented as part of the final report.

- The Cascading Trainings will be conducted with the following arrangement:
 - **Fairtrade International Producer Organisations (Java Island):** 12 (twelve) community-level trainings targeting approximately 240 farmers, plus 120 family facilitation visits (each family visited 3 times)
 - **Bina Desa Farmer Organisations (Sulawesi Island):** 5 (five) community-level trainings targeting approximately 100 farmers and their spouses/children, plus approximately 100 family visits (each family visited 3 times)

Target Audience

ToT Participants (per organization): A total of 120 smallholder farmers – including 60 from Java’s Fairtrade cooperatives and 60 from Sulawesi farmers' organizations, with at least 30% women selected from farmer member organizations/cooperatives. Selection criteria include:

1. Active members of Fairtrade-certified producer organisation or Bina Desa farmer organizations.
2. Willingness and capacity to serve as community-level GALS trainers following ToT graduation.
3. Minimum 50% women participants to reflect the gender focus of GALS.
4. Basic literacy in Bahasa Indonesia or local language.

Below is the list of locations where the trainings will be conducted:

| Regions | Regency | Commodity | Remarks | Participants |
|------------------|--|-------------------------|-----------------------------|--------------|
| Central Java | <ul style="list-style-type: none"> • Purbalingga • Banjarnegara • Purworejo/Kebumen | Coconut Sugar | Fairtrade-certified farmers | 60 |
| East Java | <ul style="list-style-type: none"> • Situbondo | Coffee | Fairtrade-certified farmers | |
| West Sulawesi | <ul style="list-style-type: none"> • Polewali Mandar | Rice, Cocoa, Palm Sugar | Bina Desa’s partners | 60 |
| Central Sulawesi | <ul style="list-style-type: none"> • Bantaeng | Rice, Cocoa | Bina Desa’s partners | |

Table 1. Training locations and the corresponding commodities



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Note for Fairtrade International: Distances between members can exceed 200 km across different villages, districts, and regencies. Two producer organisations are province-level cooperatives with members spread across different regencies. Lodging may be required for some participants. Please make sure to include it in the budget proposal

Note for Bina Desa: Distances between members can exceed 30 km. Five farmers organizations are located across 2 regencies in 2 provinces in Sulawesi Island. Lodging may be required for some participants. Please make sure to include it in the budget proposal.

Cascading Training Participants:

- Fairtrade: Approximately 240 farmers across 12 community-level sessions, plus family-level facilitation.
- Bina Desa: Approximately 100 farmers and their spouses/children across 5 community-level sessions, plus family-level facilitation.

Reporting Requirements

The consultant is expected to ensure proper documentation and reporting of all training activities and outcomes. This includes maintaining comprehensive records of training participants and collecting data to assess training results and impact. Documentation should include but not be limited to participant lists for all training sessions, surveys or feedback forms assessing participants’ satisfaction with the training, and data capturing training outcomes such as behavioural change and adoption of practices among participating farmers.

The consultant will also be responsible for preparing and sharing training workshop reports for each session. These reports should include signed participant lists, training summaries, key observations, and relevant supporting documentation. In addition, the consultant must ensure that appropriate consent forms are collected for the use of photographs and that any visual documentation from the trainings complies with consent and data protection requirements.

Scope of work – Deliverables and Timeline

| Deliverable | Responsible | Estimated Timeline |
|---|---|---------------------------|
| Inception Report: training design, GALS methodology plan, and work plan | Consultancy Firm | End of April 2026 |
| Finalization of participant lists and logistics coordination (per organization) | Consultancy Firm / Fairtrade (FT) NAPP / Bina Desa (BD) | End of April 2026 |

| | | |
|--|---|--------------------------|
| Delivery of ToT Workshop 1 (GALS Phase 1 – Foundations) – 5 Producer Organisations (POs) / 5 BD organizations | Consultancy Firm (Certified GALS Specialist) | Mid May 2026 |
| Delivery of ToT Workshop 2 (GALS Phase 1 – Practice & Planning) – 5 SPOs / 5 BD organizations | Consultancy Firm (Certified GALS Specialist) | Mid May 2026 |
| Graduation of community-level GALS trainers and cascading training plans | Consultancy Firm / SPOs / BD organizations | June 2026 |
| Delivery of cascading trainings and family facilitation visits (participants list, workshop reports, photos of activities) | Community Trainers / Consultancy Firm support | Beginning of August 2026 |
| Final Report: ToT and cascading training outcomes, family visit documentation, and recommendations | Consultancy Firm | End of September 2026 |

Budget

This is a joint consultancy commission by the project’s two implementing partners to be paid through partners’ separate budgets. **Two different contracts will be arranged, one with Fairtrade International and the other with Bina Desa as per their respective budgets.**

| Component | Implementing Partner | Available Budget |
|--|--|------------------|
| Fairtrade – GALS ToT and Cascading Trainings | Fairtrade-certified SPOs (Java Island) | €14,000 |
| Bina Desa – GALS ToT and Cascading Trainings | Bina Desa farmer organizations (Sulawesi Island) | €9,000 |
| Total | | €23,000 |

For **Fairtrade International** the payment will be made in three instalments:

- **Term 1 – Initial payment (30%):** payable upon contract signing and submission of the inception report.
- **Term 2 – Interim payment (30%):** payable following the successful delivery of Training of Trainers Workshop 2 (ToT 2).



- **Term 3 – Final payment (40%):** payable upon submission and approval of the final report.

For **Bina Desa** the payment will be made in three instalments:

- **Term 1 – Initial payment (30%):** payable upon contract signing and submission of the inception report.
- **Term 2 – Interim payment (30%):** payable following the successful delivery of Training of Trainers Workshop 2 (ToT 2).
- **Term 3 – Final payment (40%):** payable upon submission and approval of the final report.

Note: All relevant expenditure documentation to be included (receipts of venues, local transport expenses, invoices etc)

The budget should cover all costs associated with the delivery of the ToT and cascading trainings as described in this TOR, including professional fees, travel, per diem, participants costs, training venue, accommodation and training materials and stationeries. As well as bank charges, local/national taxes and other provisions related to the delivery of the requested activities

Proposals must remain within this ceiling. The financial offer should preferably be presented in euros and should be **inclusive of all applicable national taxes and charges in the country of operation**, which shall be borne by the consultant and clearly reflected in the total amount. The consultancy will be responsible for any deviation caused by currency fluctuations/depreciation as the contracting party commits to paying the agreed Euro amounts only.

Note: The contract with Fairtrade International will be set up in Euros. The contract with Bina Desa will be set up in the local currency Indonesian Rupiah (IDR).



Application Process

Interested consultancy firms or teams are invited to submit a proposal comprising a **technical offer** and a **financial offer**, of no more than 8–10 pages (excluding annexes), to g.shkurtaj@fairtrade.net by 9th April 2026. The email must bear the following subject title: “**Consultancy Offer: GALS TOT**”.

a. **Technical Offer** should include:

- The consultants' understanding of the assignment and the GALS methodology, particularly Phase 1 implementation in an Indonesian context.
- A proposed training design for both the ToT and cascading workshops, including the approach to family-level facilitation visits.
- A workplan covering team composition, timeline, division of roles, and logistics approach for multi-location delivery across Java and Sulawesi Islands.
- Evidence of the proposed GALS specialist's certification or equivalent expertise.
- An approach to monitoring training outcomes and supporting cascading training planning within cooperatives.
- Any relevant ethics or safeguarding considerations, particularly given the household and family-level nature of the intervention.

b. **Financial Offer** should include:

- Separate cost breakdowns for components (Fairtrade International /Java) and (Bina Desa/Sulawesi).
- A breakdown of days and personnel needed per component of the assignment (ToT delivery, cascading workshop support, family visits, reporting).
- All anticipated expenses (travel, per diem, materials, venue, participants costs, honoraria, family visit costs, etc.) clearly itemized.
- Total costs must not exceed **€14,000** for Fairtrade International and **€9,000** for Bina Desa.

c. **Annexes** should include:

- CVs of all consultants and trainers proposed for the assignment, demonstrating relevant qualifications and GALS expertise.
- Proof of GALS certification or equivalent.



- At least 2 work examples/samples or reports from comparable assignments.

Qualifications of the Consultancy Firm

The consultancy firm or team should demonstrate:

1. Certification or verifiable expertise in the GALS methodology, particularly Phase 1 implementation in an Indonesian or Southeast Asian context.
2. At least 3-5 years of proven experience delivering gender-transformative training programmes with smallholder farmer organizations or cooperatives in Indonesia.
3. Demonstrated capacity to manage multi-location, multi-partner training delivery across diverse geographic areas (Java and Sulawesi).
4. Experience in participatory, household-level facilitation approaches.
5. Proficiency in Bahasa Indonesia; familiarity with Javanese and Sulawesi (Makassar and Mandar) regional contexts is an asset.



Detailed Budgetary Requirements

Fairtrade-Certified Farmers (Java Island)

| S. No. | Particulars | # of Units | Unit | # of Units | Unit | Unit Cost (IDR) | Sub Total (IDR) | Sub Total (EUR) |
|------------------|--|------------|-------------|------------|------|-----------------|-----------------|-----------------|
| ToT Costs | | | | | | | | |
| 1 | Professional/Service Fee – Certified GALS Specialist | 1 | Specialist | 5 | ToTs | | | |
| 2 | Per Diem (Lodging & Meals) – GALS Specialist | 6 | Days/ToT | 5 | ToTs | | | |
| 3 | Local Transportation – GALS Specialist | 1 | Return Trip | 5 | ToTs | | | |



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|---------------------------------|--|-----|----------|-----|------------------|--|--|--|
| 4 | Meals for Participants (up to 60 per ToT) | 6 | Days/ToT | 5 | ToTs | | | |
| 5 | Lodging for Participants (where required) | TBD | Nights | 5 | ToTs | | | |
| 6 | Stationeries and Training Materials | 1 | Kit | 60 | Participants/ToT | | | |
| Cascading Training Costs | | | | | | | | |
| 7 | Meals during Training | 1 | Day | 12 | Sessions | | | |
| 8 | Stationeries | 1 | Kit | 240 | Participants | | | |
| 9 | Honorarium – Community Lead Trainers (ToT Graduates) | TBD | Trainers | 12 | Sessions | | | |



| | | | | | | | | |
|----|--|---|----------|-----|----------|--|--|--|
| 10 | Transportation – Trainers, Organizers & Participants | 1 | Lump sum | 12 | Sessions | | | |
| 11 | Family Facilitation Visits (120 families x 3 visits) | 3 | Visits | 120 | Families | | | |

Bina Desa Farmers (Sulawesi Island)

| S. No. | Particulars | # of Units | Unit | # of Units | Unit | Unit Cost (IDR) | Sub Total (IDR) | Sub Total (EUR) |
|------------------|--|------------|------------|------------|------|-----------------|-----------------|-----------------|
| ToT Costs | | | | | | | | |
| 1 | Professional/Service Fee – Certified GALS Specialist | 1 | Specialist | 5 | ToTs | | | |
| 2 | Lodging – GALS Specialist | 6 | Days/ToT | 5 | ToTs | | | |



| | | | | | | | | |
|---------------------------------|--|---|-------------|----|------------------|--|--|--|
| 3 | Per Diem (Meals) – GALS Specialist | 6 | Days/ToT | 5 | ToTs | | | |
| 4 | Local Transportation (Flight & Ground) – GALS Specialist | 1 | Return Trip | 5 | ToTs | | | |
| 5 | Per Diem for Participants (up to 60 per ToT) – Meals/Transport/Lodging | 6 | Days/ToT | 5 | ToTs | | | |
| 6 | Meeting Facilities / Venue | 6 | Days/ToT | 5 | ToTs | | | |
| 7 | Stationeries and Training Materials | 1 | Kit | 60 | Participants/ToT | | | |
| Cascading Training Costs | | | | | | | | |



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|----|--|-----|----------|-----|--------------|--|--|--|
| 8 | Venue (Meeting Facilities) and Meals during Training | 1 | Day | 5 | Sessions | | | |
| 9 | Stationery | 1 | Kit | 100 | Participants | | | |
| 10 | Honorarium – Community Lead Trainers (ToT Graduates) | TBD | Trainers | 5 | Sessions | | | |
| 11 | Transportation – Trainers, Organizers & Participants | 1 | Lump sum | 5 | Sessions | | | |
| 12 | Family Facilitation Visits (100 families x 3 visits) | 3 | Visits | 100 | Families | | | |

Note: No venue cost for cascading trainings to be calculated under Fairtrade International's activities as sessions are to be held at cooperatives' own facilities. Venue costs are included for Bina Desa cascading trainings. Exchange rate to be confirmed at time of contracting (reference: Inforeuro). Budget is based on prevailing market rates in Java Island and Sulawesi Island Indonesia