TERMS OF REFERENCE

FIELD OFFICER FOR STRENGTHENING GENDER EQUALITY ON RAINFOREST ALLIANCE CERTIFIED COFFEE FARMS AND PILOTING GENDER AND ASSESS AND ADDRESS APPROACH

1. INTRODUCTION

Rainforest Alliance promote sustainable initiatives and has been putting efforts in bringing producers and supply chain actors apply sustainable farming worldwide and improve their productivity, working condition of the workers and safeguarding the environment for better life of the present and future generation. In the scope of the Quality of Implementation Program, the Rainforest Alliance in Ethiopia, in collaboration with AgriProfocus, has developed several activities to strengthen gender equality on two coffee farms in the year of 2019. In that scope, training and awareness sessions have been organized on the farm, a gender committee has been formed and on the basis of a gender analysis an action plan has been elaborated that now needs to be implemented. This year, the Rainforest Alliance wants to give follow up to those activities by strengthening the gender committees and supporting them in the implementation of the action plans, collect and share learnings and best practices.

At the same time, the Rainforest Alliance is at the point of publishing its new Farm Standard (publication date end of June 2020). As the promotion of human rights and gender equality are considered an integral part of sustainable land use, these issues play an important role in the new standard. Compared to the premerger Utz and RA standards, gender has a much more prominent role and for human rights issues (child labor, forced labor, discrimination and workplace violence and harassment) the Assess and Address approach has been developed that goes beyond the original zero tolerance approach.

In the new farm standard, there is a specific gender requirement that asks of certificate holders or farms interested in certification to commit to gender equality, appoint a gender committee or person who does a (basic) risk assessment in year 0 of certification, raises awareness and trains management and staff on the issue and does an in-depth risk assessment in year 1. The in-depth risk assessment will generate several indicators with corresponding mitigation measures. The gender committee or person needs to select at least three indicators they think are most relevant and feasible to follow in time, incorporate the corresponding measures in the management plan and implement and monitor them.

With regards to the human rights issues child labor, forced labor, discrimination and workplace violence and harassment, the new approach is reflected in RA’s “assess and address” system, contained within its recently updated Agriculture and Chain of Custody Standards. The current system empowers farmers and farmer groups to put a rigorous risk and mitigation system in place to prevent, detect, and remedy human rights abuses if they occur on site. Rather than a binary “pass/fail” system, which historically drives exploitative practices underground and makes them harder to detect, this new approach requires certificate holders to comply with national and
international human rights laws and standards and is centered on due diligence and continuous improvement. Actors in RA-certified supply chains will thus have the knowledge, tools, and systems in place to actively identify and mitigate adverse impacts on the rights and well-being of farm workers and farming communities.

In this coming period, the Rainforest Alliance wants to do a pilot to test a) the gender requirement and its related tools and b) the Assess and Address approach, with a focus on child labor and forced labor to gather input as to how farms can be supported better in the implementation of the requirements and tools. Piloting these tools is a significant opportunity for RA to work hand in hand with local partners to evaluate the system’s feasibility and effectiveness and, importantly, to gain insights into how the tools should be adapted for increased understanding and uptake in different contexts, in this case the coffee context in Ethiopia.

2. THE ASSIGNMENT

The Rainforest Alliance seeks the services of a field person for 2 separate assignments with the following objectives:

A. Follow up of gender activities
   1. Develop and document best practices and lessons learnt regarding the role of the gender committee as the promoter of gender equality on the farm.

B. Pilot of Gender and Assess and address approach
   1. To pilot test a) the gender requirement and b) a light version of the “assess and address” system with the main focus on child labor and partly on forced labor, including its tools and indicators with a large farm and a smallholder group in Ethiopia and document results in order to improve on and adapt the tools, including training, to certificate holders’ needs. Support the farms who have initiated gender activities with RA in linking their gender activities with the requirement.
   2. To improve RA’s and RA certification program members’ understanding of and capacity to:
      a. respond to gender issues and to human rights abuses; in the case of Ethiopia with a focus on gender, child labor and forced labor
      b. identify gender issues and develop a plan based on the implementation of the gender in-depth Farm Risk Assessment Tool
      c. identify and mitigate risks of child labor and forced labor and monitor the effectiveness of farms or farmer groups in reducing risks (basic Farm Risk Assessment)
      d. effectively remediate child labor cases when they occur

3. ACTIVITIES/RESPONSIBILITIES

A. Follow up of gender activities
   • Give follow up to the process of strengthening gender equality that has started on the two farms by supporting the farms in the implementation, monitoring and learning of the gender action plans that have been developed and in the strengthening of the gender committee.
   • Discuss progress, challenges, best practices and learnings with gender committees, farm management and other persons involved on the farm
• Collect, document and share these learnings with key persons of involved farms, country rep and gender theme lead for further analysis
• Elaborate a final report including progress, challenges, best practices, learnings and recommendations for way forward taking into account the gender requirement in the new Farm Standard.

B. Pilot of Gender and Assess and Address approach
• Facilitate and coordinate the implementation of the pilot tests of the gender requirement and related tool and a “light” approach of the “assess and address” system focusing on child labor and slightly on forced labor as it is established in the draft standard and applying the following new field tools in selected farms:
  o **Gender in-depth Farm Risk Assessment Tool**: Assessment to understand the gender gaps and issues on the farm or in the group and have an overview of indicators with corresponding mitigation measures to address those issues and monitor in time.
  o **Assess and Address Guidance Document**: Details the “assess and address” approach and how to successfully implement each step: (1) Commit & communicate, (2) Risk assessment, (3) Risk mitigation, (4) Monitoring, and (5) Remediation.
  o **(Basic) Farm Risk Assessment Tool**: A self-assessment tool in which certificate holders and farms seeking certification assess their own risks related to a) gender and b) human rights topics: discrimination, forced labor, child labor, and harassment and violence and learn about corresponding mitigation measures. This tool will only be implemented for gender, forced labor and child labor
  o **Remediation Protocol**: If cases of discrimination, forced labor, child labor, or workplace harassment and violence are identified, the protocol outlines both immediate steps to guarantee alleged victims’ safety, as well as long-term actions to ensure this issue is remedied and future occurrences are prevented.
  o **Monitoring Tool**: Details the way the implementation of the mitigation measures that have been identified through the Basic Risk Assessment Tool need to be followed in time to facilitate learning and appropriate follow up.

• Facilitate regular meetings with the involved staff of the farms to discuss progress, challenges and support them in addressing those challenges
• Facilitate regular meetings with key farm staff, the country rep and theme lead of gender and child labor to report on, share and discuss progress, challenges and learnings
• Produce a final report that includes all relevant findings, challenges, best practices, lessons learnt and recommendations for improvement.

4. KEY DELIVERABLES AND REPORTING

The field officer’s key deliverables will be:

• Inception plan clearly indicating activities, timelines and delivery plan of the below two specific activities;

A. Follow up of gender activities
• Regular, short progress report on the continuation of the gender activities
• Final report with findings, best practices, lessons learnt and recommendations for way forward

B. Pilot of Gender and Assess and Address approach
• Short, concrete reports on the training with key lessons learnt and points of improvement
• Short, concrete reports on the implementation of the requirements and tools as described above, according to the guidelines shared by Rainforest Alliance, identifying challenges, best practices, lessons learnt and recommendations for improvement (of each field visit and one final report)

5. SCOPE OF ASSIGNMENT (ROLE AND COORDINATION)

The field person will be responsible for the facilitation of the activities with the farms in the field, reporting back to the country representative and participate in the regular communications with the theme leads, country representative and representatives of the farms

6.0 DURATION OF ASSIGNMENT

The assignment will start on the 1st of September 2020 and end the 31st of April 2021 (8 months), with dedication of the 3 days per week during the period of contract.

7. CONSULTANCY REPORTING

The consultancy will be based in Addis Ababa and coordinated by the Country Lead with support from the Gender lead and Child labor lead.

8. REQUIREMENTS

• Bachelor’s degree or higher in social science and experience working with farming communities.
• Good knowledge and awareness regarding the thematic issues of gender, child labor, human rights issues
• Preferably knowledge of the coffee sector in Ethiopia and willingness to work with workers and farming community that often involve travel in the rural areas
• Knowledge and if possible, experience with certification processes
• Excellent facilitation skills and experience with participatory methods
• Excellent analytical skills while working with workers and vulnerable groups
• Excellent communication skills that involve workers and producers and writing skills
• Good spoken and written communication skills in English
• Knowledge of Amharic and any additional language spoken in Ethiopia will be a distinct advantage
• At least 2 references of similar assignments that the consultant has undertaken in the last 2 years.

Interested consultant is requested to submit their CV and Cover Letter application to JFrancois@ra.org and DTsegaye@ra.org by close of business on 15th August 2020.