Terms of Reference

Request for: Consultant   [X]   Individual contractor   [ ]

Consultancy: Sustainable Rice Platform (SRP) Standard Revision Process

1   Purpose

1.1. Background

The United Nations Environment Programme (UNEP) is the United Nations systems designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

In the Asia-Pacific region, UN Environment operates through its Regional Office for Asia and the Pacific, working with 41 countries in the region. UN Environment works with governments, local authorities, civil society, other UN entities, regional and international institutions, as well as the private sector to develop and implement cleaner and safer policies and strategies that catalyze efficient use of the region's natural assets and reduces degradation of the environment and risks to both humans and the environment.

The Sustainable Rice Platform is a global multi-stakeholder initiative led by UN Environment in partnership with the International Rice Research Institute, and consists of representatives from 76 institutions including governments, global private sector actors, SMEs, research institutes and civil society organizations. The alliance is dedicated to contributing to a sustainable global rice sector. UN Environment currently hosts the SRP Secretariat in Bangkok at its Regional Office for Asia and the Pacific.

1.2. Objectives

UN Environment seeks a short-term consultant for a period of 5 months to support the Sustainable Rice Platform (SRP) in the revision of the SRP Standard and Performance Indicators for Sustainable Rice Cultivation, which were launched in October 2015 as the world's first sustainability standard targeting rice smallholders. The consultant will be responsible for leading the work on data and process management as well as communication tasks related to the revision process, and will work closely with the Sustainable Rice Platform Coordinator, the Standard Working Group (Working Group 3), SRP members, as well as external stakeholders in the following areas:

   i.   Collection and collation of stakeholder feedback through communication with, and survey of SRP members, including a public consultation process in compliance with the requirements under the ISEAL Code of Practice (40%)

   ii.   Preparation of a draft Version 2.0 document of the Standard and Performance Indicators (40%)

   iii.   Participation in the Standard and Indicators Revision Workshop and SRP General Assembly (20%).

2   Role of the Consultant

The Consultant will undertake the following tasks:

A. *Collection and collation of stakeholder feedback through communication with, and survey of, SRP members, including a public consultation process in compliance with the requirements under the ISEAL Code of Practice (40%)*

The revision process will be based on, and comply with, the principles, protocol and procedures prescribed in the ISEAL *Code of Good Practice Version 6.0 – December 2014* (*Setting Social and Environmental Standards):*

1) Engagement: The Consultant will identify and proactively engage with senior level representatives of key stakeholder groups, and communicate the importance, relevance and utility of the Standard and Indicators. The Consultant will develop appropriate and accessible mechanisms for stakeholder engagement, and will facilitate meaningful stakeholder participation and contribution to the revision process.

2) Transparency: The Consultant will ensure availability of all relevant documentation relating to the SRP Standard and Performance Indicators, principally via a dedicated open-access page on the SRP website. The page will serve as a portal to provide information on the revision process, including all relevant documentation, working drafts, governance, opportunities to participate, and reports on consultation processes (e.g. stakeholder inputs and how they have been addressed).

3) Accessibility: The Consultant provides sufficient and appropriate opportunities for stakeholders at national, regional and global levels to participate in the revision process. The Consultant will also be responsible for convening and managing webinars for discussion and information-sharing. The Consultant will identify and support disadvantaged stakeholders to overcome language and other barriers through appropriate mechanisms.

B. *Standard revision data management and preparation of draft Version 2.0*

The SRP Standard and Performance Indicators Version 1.0 were released in October 2015 and have been field-tested in approximately 10 countries to date. Various stakeholders have provided feedback and suggested revisions to the SRP Standard. This feedback data have been channeled to UTZ and the International Rice Research Institute. The Consultant will be expected to:

(i)   Collect and analyze existing feedback on implementation of the SRP Standard and Performance Indicators v. 1.0;

(ii) Establish a database and publicly accessible platform to track all proposed changes as a basis for discussion;

(iii) Conduct a first round of public consultation to collect specific feedback and an understanding of stakeholder perspectives

(iv) Convene/lead the Standard and Indicators Revision Workshop in August 2017 to discuss stakeholder perspectives and make decisions on wording, and prepare a draft SRP Standard and Performance Indicators Version 2.0 ahead of the Sustainable Rice Platform's General Assembly in October 2017.

(v)   Convene a second round of public consultation in Q4 2017, and incorporate agreed changes in the final version by the end of 2017.

C. Participation in the Standard and Indicators Revision Workshop and SRP General Assembly 2017

The SRP Standard revision process will include a Standard and Indicators Revision Workshop to provide focus for stakeholder discussion of the draft revisions. The consultant will be responsible for the following tasks:

(i) Preparation of documents and presentations for a 4-day SRP Standard and Indicators Revision Workshop to be held in Asia at the end of August 2017.

(ii) Preparation of the draft v. 2.0 and related documentation including process, for presentation to the SRP General Assembly 2017 (to be held in Bangkok, Thailand on October 4-5).

3 Workplan

3.1 Objectives, output expectations and performance indicators

The consultant will provide assistance in the revision of the SRP Standard and Performance Indicators. Specifically, the consultant will deliver the following main outputs:

Main outputs	Indicative delivery date
• Establishment of database for collating feedback on the Standard and Performance Indicators, and collection of all available feedback within the database • Establishment of a dedicated public page on the SRP website to collect and share information on the revision process, documentation and event invitations, and to collect direct feedback • Provision of regular updates to SRP members and stakeholders via email newsletter and the website on the revision process • Organization of the SRP Standard and Indicators Revision Workshop in collaboration with the SRP Coordinator, Technical Coordinator, Working Group Members and external stakeholders.	End August 2017
• Preparation of documentation and presentations for the SRP Standard and Indicators Revision Workshop (end August) • Workshop Report and first draft of Standard v. 2.0 and Performance Indicators v 2.0 as main workshop outcomes.	End September
• Completion of at least 3 weeks' public consultation via the SRP homepage for draft Standard v. 2.0 and Performance Indicators v. 2.0. • Continuous documentation and organization of all comments received. • Revision of the SRP draft Standard and Performance Indicators based on feedback from the public consultation • Preparation of revised drafts of the Standard and Indicators for the SRP General Assembly.	End October
• Final revision of the SRP draft standard v. 2.0 • Completion of at least 3 weeks' public consultation via the SRP homepage for final draft Standard and Indicators v. 2.0	End November
• Integration of comments from the final round of public consultation and public announcement of the approved SRP Standard v. 2.0	End December 2017

3.2 Ultimate result of services

SRP members and stakeholders feel that their views are adequately represented in a fair and transparent consultation process and in decision-making, resulting in a broadly supported revised version of the SRP Standard and Performance Indicators (v 2.0), including adequate guidance documents to support third party audit activities.

4 Reporting lines

4.1 Reporting directly to the SRP Coordinator, the Consultant will work closely with the Working Group 3 lead and group members in implementing the assignment.

5 Duration of contract

5.1 The contract duration will be 5 months, from 1 August 2017 - 31 December 2017.

6 Remuneration

6.1 Remuneration will be in line with UN Environment standard consultancy rates, and will be commensurate with the candidate's qualifications and experience. Organizations may submit a proposal for a service with detailed budget.

7 Travel
7.1 The assignment is home-based, with travel as assigned to Los Banos, Philippines and Bangkok, Thailand, and elsewhere as authorized.

8 Qualifications / special skills or knowledge required

Competencies

- Planning and organization: Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing work.

- Communication: Excellent written and spoken communication skills in English. The ability to translate short communication materials, including for example brochures and websites, into other languages such as French is considered a plus.

- Experience in using communication tools and designing communication campaigns.

- Experience in website management, managing social networks, and using graphic editing programs.

- Curiosity and open-mindedness: ability to ask questions to clarify, and exhibit interest in having two-way communication; demonstrate openness in sharing information and keeping people informed.

- Teamwork: ability to work collaboratively with colleagues to achieve organizational goals; ability to solicit inputs by genuinely valuing others' ideas and expertise; willingness to learn from others, and ability to work in a multi-cultural, multi-ethnic environment. Capacity to work with transparency; capacity to build trust in colleagues.

Qualifications

- Education: University degree and/or professional training in communication, informatics, data management, standard setting or auditing.

- Professional Experience: At least 1 year of work experience in the area of communications or managing communities/networks is required for this assignment. Experience in standard setting, stakeholder consultation, auditing, design and track of KPIs/performance metrics, social science, international affairs, and/or environmental science is a strong asset. Experience in rice growing countries is important.

- Languages: For this position fluency in written and spoken English is essential; ability to work in other languages, especially French, is an asset.

Other skills:

- The candidate must be able to foster dialogue and cooperation among a diversity of SRP members and relevant stakeholders.

- Excellent command of communications programs and software (website, graphic design, etc) is required.

- Excellent computer skills are required in the complete Microsoft Office Suite (Word, Excel, PowerPoint, Project, Publisher, Access). Knowledge of Adobe software (Dreamweaver, Indesign, Photoshop) will be an advantage, as well as familiarity with Citrix's GoToWebinar online meeting tool.

9 Application

Interested individuals or organizations are invited to send their application letter and full CV to Peter Sprang at p.sprang@irri.org **by 26 July 2017**, with a proposed starting date of 1 August 2017.