

Supply Chain Transparency Guide for Fair Trade Supply Chains

Terms of reference

Traidcraft Exchange is seeking a consultant to support us with the development of a Transparency Guide for Fair Trade Supply Chains as part of the Trade Fair Live Fair Project to support the work of project partners across Europe.

The project

‘Trade Fair, Live Fair’ is the ambitious proposal of the Fairtrade, WTO and Ethical Fashion movements across Europe to join forces to foster more resilient livelihoods for the producers and workers behind many of the products that European citizens consume. This action is built on the central insight, developed from the consortium members’ own extensive research and experience, that the continuing and endemic poverty among many producers and workers in developing countries is the direct result of imbalances of power in supply chains.

The project brings together 25 partners from 19 European countries with the ambitious aims of raising awareness of 50 million European citizens, influencing over 500 policy makers and 2000 businesses to make choices which improve the livelihoods of workers and producers in global supply chains.

A small but committed group of project partners have been actively engaging with businesses to improve their supply chain practices and calling for companies to publish details of their supplier base, primarily through Fashion Revolution’s “Who made my clothes?” and Traidcraft Exchange’s “Who picked my tea?” campaigns. Transparency is an important first step in enabling producers and workers in supply chains to hold companies to account on their commitments to improve working conditions within their supply chains and ensure living wages for workers.

However whilst we have been good at asking for greater transparency of targeted companies in these sectors there is a need to provide project partners with the tools to engage with any company regardless of size or sector and to provide guidance to companies who may want to voluntarily provide this information themselves. Whilst many of the project partners are fair trade organisations, we have not been actively asking fair trade business and licensees to provide supply chains information and there is a real chance that they could start lagging behind mainstream organisations.

We view transparency as the start of the journey to improving supply chain practices and ensuring that producers and workers all over the world have better working conditions and receive fair remuneration for the work they undertake. Transparency allows consumers to make better informed choices about the purchases they make, but more importantly allows workers, producers and other stakeholders to hold companies to account.

We would like to use this guide to move the debates around transparency beyond just supplier lists to look at other parts of the supply chain.

The objectives of the guide are:

- 1) To provide clear guidance to companies on best practice for being transparent about their supply chains as a first step.

- 2) To encourage more fair trade businesses and licensees to publish this information for their supply chains.
- 3) Move the conversations around transparency on further to discuss transparency around price, policies, wages and environmental impact.

Scope of the work

This guide does not seek to undertake new research in the field of transparency but instead bring together best practice for project partners working with businesses with fair trade supply chains to use in their own context. This would be accompanied by a PowerPoint slide deck pulling out the key messages and graphics from the guide.

The consultant would be expected to undertake:

- A literature review of existing best practice
- Interviews with key informants from project partners and beyond
- Up to three case studies of companies who have published this information (via interviews and using information available in the public domain). To be agreed with Traidcraft Exchange*
- Up to four case studies of companies who have gone further with transparency
- Produce a guide roughly 10 - 15 pages long covering the following topics:
 - 1) Introduction to supply chain transparency and the guide's definition of this. In this case we are asking companies to disclose their supplier lists, the type of products they source and the codes of conduct they expect their suppliers to adhere to.
 - 2) Why supply chain transparency is important to both business and consumers
 - 3) How to identify your suppliers in your supply chain
 - 4) What information should you disclose
 - 5) How to gather the information you need from suppliers
 - 6) Why you should publish your codes of conduct
 - 7) How and where to publish this information and make sure it is accessible.
 - 8) What not to do – for example don't identify the houses of homeworkers, do let your suppliers know you are publishing their details etc.
 - 9) How you can go further – price and environmental transparency.
 - 10) Up to four case studies of best practice covering other aspects of transparency in for example suppliers, price, environmental impact etc
 - 11) Where to find further information
- Provide suggestions for infographics which would add to the guide and information which should be included in an accompanying PowerPoint presentation.
- Support the dissemination of the guide where appropriate.

We would provide

- An initial list of sources for the literature review

- A list of key informants to interview
- A list of companies who could be approached for case studies

What we are looking for in a consultant

- Excellent writing skills, with the ability to make complex subjects accessible to a business audience.
- A good understanding of businesses and international supply chains.
- Be willing to work on a collaborative approach with Traidcraft and other project partners including external consultants to design the guide*.
- Have an understanding of the wide range of transparency options available to companies

Expressions of interest: Should be of no more than 2 pages detailing how you would approach writing the guide, your previous experience and links to other comparable publications you have worked on. In particular we are interested in looking at how you would approach the sections which take transparency further than supplier lists

Timescale

Deadline for submission of EOI – 25th of February 2020

March – May 2020 – Research and writing of the guide

- First draft due 20th of April
- Second draft 4th of May
- Final report due 1st of June

End of April 2020 – Tenders for design work developed and disseminated

Decision on designer by the 20th of May

June 2020 – design and translation of the guide

End of June 2020 – publication and launch.

Budget: €10,500 (or £9,062)

*During this period an end of project evaluation will also be carried out by the lead project partner. This will involve interviews via an external consultant with companies who have been targeted as part of the Trade Fair Live Fair Project. It might be useful to include some of their interviews and findings as part of this guide and vice versa.