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| This project is funded by the EU |

**Terms of reference. Consultancy services to support FTAO’s advocacy at EU level: coaching and capacity building on the dynamics of EU institutions and advocacy strategy**

**Beneficiary of the consultancy**

The Fair Trade Advocacy Office (FTAO) is a joint initiative of Fairtrade International, the World Fair Trade Organization and the World Fair Trade Organization-Europe. The FTAO leads the Fair Trade movement political advocacy at European Union level and contributes to the strengthening of the political advocacy capacities of the global Fair Trade movement.

**Overall objective**

The FTAO requires the support of a consultant to be able to identify windows of opportunity and concrete actions that it can undertake to reach its objectives, and to plan advocacy activities, with involvement of the Fair Trade movement.

**Specific needs**

1. **Fair and sustainable supply chains in the Textile and in the Cocoa sector**

In the short term, the area of work in which FTAO requires support is the promotion of fair and sustainable supply chains in the textile and in the cocoa sector.

These support activities concern the FTAO as such, but also support and advice to National Fair Trade Organizations and other partners.

In particular, the FTAO will require support of the consultant in the following:

1. Identification of windows of opportunity for transformation of the EU textile and cocoa sectors. In particular helping the FTAO and/or its partners understand what is the expected timeline and process that the Commission will follow to put together relevant legislative processes (comprehensive textile strategy in the case of textiles and, in the case of cocoa: regulation on deforestation, voluntary partnership agreements with producer countries, and sectoral guidelines for human rights due diligence) and ongoing monitoring and information on new developments.
2. Identification of key targets, and support in identifying the means to reach them
3. Support in the development of an advocacy strategy, in the initial phase of the process and the definition of advocacy activities and ongoing review and support in the implementation of advocacy steps.
4. Supporting the FTAO (and national organizations members of the Fair Trade movement, as well as other organisations with whom the FTAO collaborates, where relevant) in developing speaking points, or background documents for meetings of conferences in which we might participate.
5. **Other areas of work**

Other areas in which the FTAO might request assistance from the consultant are the following:

1. Coaching and advice to enable FTAO and/or its partners to understand EU regulatory processes other than those related to textile, and the dynamics of the EU institutions and inter-institutional negotiations in files that are relevant to the FTAO. In particular, we can expect to identify needs related to unfair trading practices, public procurement, policies to promote fair trade, competition policy, human rights due diligence.
2. Organization and participation in capacity building webinars that the FTAO considers necessary for its partners and/or National Fair Trade Organizations.

**Timeframe**

The services shall be offered between the day of the signature of the contract and the 31st August 2020.

**Outputs**

During the duration of the contract the FTAO will request on written services in line with what has been described above.

**Visibility requirements**

Any output produced by the consultant will carry the EU logo and the Trade Fair Live Fair logos and the standard disclaimer text: “this [document] has been produced with the financial support of the European Union. The contents of this document are the sole responsibility of the Fair Trade Advocacy Office and can in no way be taken to reflect the view of the European Union”

**Preliminary budget**

The available budget for this service is EUR 12.000 VAT inclusive of 19% VAT. 19% VAT is applicable to all organizations. Offers without 19% VAT will not be considered

**Application process and required documents**

* Interested parties are encouraged to send their proposals by June 7th 2020.
* CVs of the consultant(s)
* Evidence of previous consultancy projects undertaken
* Price per hour of consultancy service or coaching