

TERMS OF REFERENCE

INTERMEDIARY ORGANISATION (IMO) of COMMUNITY OUTREACH & ENGAGEMENT PROGRAM FOR INDONESIA (PHASE 2)

1. Background

The Roundtable on Sustainable Palm Oil (RSPO) is a multi-stakeholder initiative that aims to promote the production and uptake of Certified Sustainable Palm Oil (CSPO). The RSPO P&C was introduced in 2007 and was revised in 2013. It is the basis for certification and serves as the global guidelines for sustainable palm oil production. It constitutes a set of environmental, social and economic principles as well as best management practices of which compliancy enables palm oil producers to claim that their palm oil is sustainably produced.

Among the aims of the P&C is to ensure that the fundamental rights of land owners, local communities, plantation workers, small farmers as well as their families are respected and fully taken into account.

In its pursuit of transforming the oil palm industry to make it more sustainable, RSPO faces many challenges, complaints and disputes with varying circumstances that require varying approaches. RSPO focuses on dialogue to address and / or resolve any arising grievances as a means of seeking a resolution and this is done through the Complaints Panels and the Dispute Settlement Facility.

RSPO believes that the Complaints Panel and the Dispute Settlement Facility however may function more effectively should there be a network of intermediaries, be it individuals or organizations that will be able to assist on-site to provide information or mediate cases.

The RSPO Board of Governors (*formerly known as the RSPO Executive Board*) recognizes the need for more comprehensive outreach efforts¹ through a network of intermediaries identified from the related or affected communities within producing countries to support and assist RSPO, thus paving the way for a more effective engagement process that will then play a key role in RSPO achieving its mission.

2. Context

Expansion of palm oil in many countries is driven by rapid increase in global demand (4-5% p/y), foreign investment and trade, and encouraged by national government policies which favour the sector for various reasons. Whilst palm oil is an important source of revenue and livelihood and a source of cheap vegetable oil, its expansion also goes accompanied by serious social and environmental impacts.

There are major social challenges in the sector which need to be addressed, such as:

- Lack of effective *legal protection of rights of workers, communities and indigenous peoples* and lack of *land security* for indigenous peoples and local communities

¹ Decision Paper Agenda for RSPO Executive Board Meeting (July 3 & 4, 2013): RSPO Outreach to Local Intermediary Organizations in Producing Countries.

- Dispute caused by improper implementation of Free, Prior and Informed Consent (FPIC); problems in the governance of land and allocation of permits
- Serious rural violence and extensive conflicts over land and labour; *Community divisions owing to lack of FPIC and community consensus-building* prior to development initiatives
- Major legal, technical, investment and market obstacles that exclude smallholders; Lack of incentives for small producers and local communities to consider and apply environmental standards (climate, environmental services and biodiversity conservation).

Community need for outreach

The Roundtable on Sustainable Palm Oil (RSPO)ⁱ – as a multi-stakeholder and certification platform - seeks to transform markets to make sustainable palm oil the norm. RSPO works amongst others through its Standard (Principles and Criteria), a pool of accredited certifying bodies and assessors, Smallholder Strategy, a Complaints Mechanisms, and Dispute Settlement Facility. In general, however, communities and local level NGOs and other intermediary organisations (IMOs: trade unions, women's groups, religious organisations) lack knowledge of the RSPO and how it functions. RSPO feels that they are important stakeholdersⁱⁱ and it seeks avenues to inform and capacitate these parties in order that their expertise, concerns and needs are fully taken into account.

RSPO also seeks IMO involvement to be enhanced at all levels of the RSPO, including in: the Board of Governors; Working Groups and Task Forces; National Interpretations; and in community mobilisation during: Environmental Social Impact Assessments (ESIA), High Conservation Value Areas (HCVA), all stages of FPIC; development and implementation of company human and labour rights policies; the New Planting Procedure; development and implementation of smallholder agreements; and to: build up independent smallholder group; and during: audits, complaints and dispute resolution.

RSPO therefore commissioned an assessment of the status of RSPO's capacity to engage with communities impacted by palm oil development through 'intermediary organisations' (such as local NGOs) and asked for a plan to suggest how RSPO can enhance such outreach. The rationale for the assessment is that:

- The RSPO is a multi-stakeholder process which relies on the active engagement of all concerned parties to function effectively and credibly.
- Lack of resources, knowledge and capacity prevents customary land-owners, workers and smallholders from finding a voice in RSPO.
- The main barriers to engagement are knowledge of RSPO, lack of resources, linguistic and educational barriers and because they may not yet be involved in palm oil sector and/ or may be involved in multiple commodity trades.
- The long term success of RSPO to provide 'conflict free' palm oil to the global market thus depends on improved engagement with these groups.
- The needs of enhancing RSPO's capacity to reach workers, women, local communities and indigenous peoples through intermediary organisations at national, regional and local levels and likewise by enhancing the capacity of these intermediary groups to engage with the RSPO.

The assessment was carried out by Forest Peoples Programme (FPP) in 21 countries between June and October 2014 through reviews. In Asia this included the following countries: Indonesia, Malaysia, Philippines, Cambodia, Myanmar and Papua New Guinea.

3. Objectives

The programme aims to secure informed and vigorous engagement of communities in RSPO at all levels, by establish a strengthened outreach of RSPO through intermediary organisations in Asia, Africa and Latin America, in order to (re-)build RSPO's credibility with civil society that it upholds its standards.

The overall objectives of the programme are:

- Identify individuals, organizations and/or governmental bodies that are influential and well-respected by the communities, to be approached for voluntary involvement in the RSPO network of intermediaries.
- Ensure local stakeholders i.e. local communities have adequate channels of communication with the RSPO as well as access to information through these RSPO intermediaries.
- Carry out more communications, training and awareness-raising workshops in local languages directed at civil society in promoting sustainable palm oil
- Communicate more good news and success stories (and enforce the standard);
- Develop training modules, tool kits and guides that they can use to engage with communities.
- Execute the recommendations from the 1st phase of Community Outreach & Engagement program for Indonesia, which has been completed prior to this program.

4. Scope of work

The organisation will be expected to lead the community outreach & engagement programme in Indonesia to enhance the position and capacity of communities, thematic groups, laborer's and local civil society organizations in accessing and participating in the RSPO system. The organisation will continue to work together with the RSPO in promoting sustainable palm oil to all relevant stakeholders.

5. Timeframe

The program is expected to begin in November 2019. The organisation is also expected to provide the deliverables of the project as described in the proposal.

- The program is expected to run for a period of 12 months (minimum).
- Successful applicants are expected to deliver a periodic progress report as stipulated in the Service Agreement and a final report at the end of the research period.
- Applicants will also be required to write and publish an article about the program in order to share the best practices or positive stories to public
- Successful applicants must also work with RSPO on communication plans to disseminate the program outcomes. A clear communication plan must be developed with detailed information of the plan along with respective timelines within the program period.

6. Deliverables

It is anticipated that the programme will have the following deliverables:

1. A final report describing outputs of community outreach programmes, advocacy and an outline of their involvement in the RSPO network of intermediaries.
2. Communication & awareness-raising materials or training modules for community engagement and capacity building programmes in promoting sustainable palm oil.

3. A report on the impact of the program to the level of participation of stakeholders in RSPO system, and how it contributes to the RSPO objectives (linked to the RSPO Theory of Changes).
4. Outputs of meetings including minutes, proceedings, recordings of campaigns carried out by the community outreach programme.

5. Requirements

RSPO requires the services of an experienced, consistent and independent organisation to carry out the program as per the objective above. The applicant is required to meet the following eligibility and requirements as detailed below.

- The Organisation should have experience in facilitation and engagement of grassroots stakeholders.
- Established network of civil society organisations, communities and other relevant thematic groups.
- In depth knowledge on RSPO and other voluntary sustainability standards.
- Familiarity with the palm oil industry and issues related to land use based commodities will be an advantage.
- The Organisation is preferably residing in Indonesia, as it facilitates ease of field work. If the applicant is not residing in either country, the organisation must involve or work in collaboration with a local counterpart.
- Applicants must avoid and disclose to RSPO of any real, perceived or potential conflict of interest that they may have with RSPO or any entities in the research project. An apparent or actual conflict of interest may exist where an individual or entity has different, and potentially conflict, duties or relationships with respect to other individuals or entities within the research project and RSPO.
- The Organisation will commit to open and transparent engagement with relevant parties.

6. Performance Criteria

The performance of the organisation will be assessed based on:

- Timeline of deliverables;
- Capacity and understanding of and the ability to meet the objectives;
- Responsiveness to the question from RSPO Secretariat during the assignment; and
- Quality of deliverables.

7. Submission an expression of interest

Interested parties are invited to submit the proposal which should include the following information in your expression of interest.

- A brief personal statement addressing your rationale for application based on criteria and skills set required.
- An outline of the proposed approach, including suggestions to the ToR to improve delivery.
- An overall work plan with timeframe.
- A breakdown of expenditure and justification.
- Curriculum Vitae.

- Examples of similar or previous projects demonstrating your ability to undertake work of similar nature.
- All documents submitted in response to this ToR must be written in English.

A set of templates for the proposal is provided as attachment to this Terms of Reference.

Any inquiries in connection with this Terms of Reference shall be submitted to Imam A. El Marzuq, RSPO Community Outreach & Engagement Manager at the following e-mail address imam.marzuq@rspo.org

Program proposals are to be submitted to tender@rspo.org , by or before 15th October 2019.

ⁱ RSPO has over 4300 members: plantation companies, traders, manufacturers, brands, retail, NGOs, banks & investors.

ⁱⁱ RSPO also seeks IMO involvement to be enhanced at all levels of the RSPO, including in: the Board of Governors; Working Groups and Task Forces; National Interpretations; and in community mobilisation during: Environmental Social Impact Assessments, High Conservation Value Areas, all stages of FPIC; development and implementation of company human and labour rights policies; the New Planting Procedure; development and implementation of smallholder agreements; and to: build up independent smallholder group; and during: audits, complaints and dispute resolution.