**SCOPE OF WORK**

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| *Title of STTA* | Providing technical assistance (TA) to strengthen company preparedness for Indonesian Sustainable Palm Oil (ISPO) certification. |
| Activity Code: | STTA |
| Work Plan Ref. No. | Ac.B1.2. Support piloting of “Sustainable Supply Chain” Clinics for private sector companies |
| Estimated period of working | From: 1 April 2023 to 30 September 2023 |
| Number of LOE | 4 (four) Certification specialists (30 days per specialist) |

1. **CONTEXT**

USAID SEGAR is a five-year (2021 – 2026) Activity designed to advance Indonesia development objectives in balancing biodiversity conservation and sustainable land use with inclusive economic and livelihoods development. To accomplish this, targeted subnational jurisdictions with high conservation values and high carbon stocks will be under improved management of natural resources that measurably conserves biodiversity, decreases greenhouse gas emissions from unsustainable land use, and promotes sustainable and inclusive economic growth.

USAID SEGAR signed a Memorandum of Understanding (MOU) with the Accountability Framework Initiative (AFI) to support companies in complying with sustainability standards including Indonesian Sustainable Palm Oil (ISPO) in Aceh and West Kalimantan. This collaboration has led to the joint assessment of the preparedness of oil palm companies to apply sustainability standards, including ISPO.

This SOW supports the hiring of four consultants (30 days each) to provide TA to selected companies to implement ISPO.

1. **OBJECTIVES**

Build capacity building for companies to prepare themselves to meet the ISPO standard, focusing on specific needs/gaps identified in previous assessments, specifically:

* To prepare the template of Standard Operating Procedures (SOP) as required by ISPO.
* To train and certify AFI Clinic’s participant companies in Aceh and West Kalimantan on internal audit and/or occupational safety and health.
* To supervise the participant companies first internal audit.

1. **EXPECTED OUTPUT AND OUTCOME**

* At least 20 (twenty) companies have completed their SOPs according to ISPO requirements.
* At least (20) twenty staff from the twenty companies mentioned above have been trained and received certificates either as internal auditors and/or occupational safety and health officers.
* At least 20 companies have conducted their first internal audit.

1. **TASKS**

| **No.** | **Task/stage** | **Work days** | **Work with(if any)** | **Location of work** |
| --- | --- | --- | --- | --- |
| 1 | Developing template of SOPs required by ISPO certification. | 3 |  | Homebase |
| 2 | Workshop to introduce the SOPs for 10 companies in Aceh and 10 companies in Kalbar | 4 |  | Langsa (Aceh) and Sanggau (West Kalimantan) |
| 3 | Coaching services for 20 companies (including provide activity report containing Q&A from the coaching) | 3 |  |
| 4 | Training Certification of Internal Auditor in Aceh and Kalbar  (including provide training material as well as questions for pre/post test and write a brief report for its results) | 8 |  |
| 5 | Training Certification of occupational safety and health officer in Aceh and Kalbar (including provide training material as well as questions for pre/post test and write a brief report for its results) | 8 |  |
| 6 | Supervising 20 companies first internal audit | 4 |  |
| **TOTAL LOE** (per STTA) | | 30 |

1. **DELIVERABLES**

| **No.** | **Deliverable[[1]](#footnote-1)** | **Date of completion** |
| --- | --- | --- |
| 1 | Templates of SOPs required by ISPO’s Standard | April 14th, 2023 |
| 2 | Guideline for facilitating workshop to introduce the templates of SOP. | April 14th, 2023 |
| 3 | Guideline for coaching companies on SOPs development | April 14th, 2023 |
| 4 | At least 20 staffs received competency certificate as an internal auditor | May 26th,2023 |
| 5 | At least 20 staffs received competency certificate as an occupational safety and health officer | May 26th, 2023 |
| 6 | Training material, questions for pre-post test and pre-post test results report of each training | August 30th, 2023 |
| 7 | Activity Report for supervising the companies’ first internal audit. | Sept 30st, 2023 |

1. **REQUIRED QUALIFICATIONS**

Required qualification for the assigned person that might include/ not limited to:

* The consultant must have authority to certify staff competencies on internal audit and/or occupational safety and health.
* The consultant must have experience to conduct inspections and develop standard operation procedure required by ISPO certification.
* The consultants must have good facilitation skills.

1. **SUPERVISION AND REPORTING**

USAID SEGAR assigned the Sustainable Enterprise Specialist as the person in charge to represent USAID SEGAR in managing this consultancy works.

1. **GENDER INTEGRATION**

The consultant must consider and integrate gender aspect when providing services for the companies and give a clear explanation and highlight of gender aspects that had been mentioned in the standard and certification process.

1. What will be generated by the STTA/Resource person/speaker/local committee/Interpreter/Trainer (i.e. meeting notes, draft bill and academic paper, thematic paper, advocacy strategy, journalist publications, etc.). 1 (one) deliverable can be produced from several activities. [↑](#footnote-ref-1)