

## Short-Term Expert Consultancy: Policy Consultant

### Terms of Reference

#### 1. Purpose

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance of over 100 institutional members from public, private, research, civil society and the financial sector. The initiative was originally co-convened by the International Rice Research Institute (IRRI) and the United Nations Environment Programme (UNEP) and is now an independent member association. SRP works with its partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production; and by offering the global rice market an assured supply of sustainably produced rice.

Having developed and launched the world's first rice sustainability standard and performance indicators, the SRP is embarking on its next phase of operation, which entails upscaling of smallholder adoption of sustainable best practice, development of sustainable supply chains and assurance model, and engagement with downstream supply chain actors and consumers.

In January 2020, SRP was incorporated under German law as a member-based not-for-profit international Association (eingetragener Verein, e.V.) in Bonn, Germany. SRP's institutional capacity and programme delivery has been boosted under the developPPP.de programme, supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) and private sector partners. This has enabled expansion of the SRP Secretariat capacity to eight core staff, supported by external short-term consultants.

As a global multistakeholder platform, SRP offers proven practical tools and partnerships to address sustainability challenges facing rice smallholders. SRP is already attracting increasing interest as a project partner among bilateral and multilateral agencies and development partners.

#### 2. Objectives of the Consultancy

The Short-Term Consultant will support SRP's efforts to establish an inclusive, transparent and effective institutional environment, in compliance with global best practice in the principles of good governance.

Specifically, the Consultant will draft key policies and normative documents for SRP e.V. that are in compliance with internationally recognized best practices (including ISEAL Codes of Conduct) as well as relevant German and EU legal and regulatory frameworks. All such policies and process shall be designed to be commensurate with SRP's mission, operational scale, risk profile and expected structure to guide its ongoing operations in an agile, yet robust and transparent manner.

The Consultant shall be responsible for conducting one round of revision and editing of each policy document, taking into account feedback from consultation with Board and Secretariat staff. The Consultant will also conduct an orientation webinar for members of the SRP Board and Secretariat staff to introduce the new policies and their impact on respective roles, responsibilities and duties, and facilitate their operationalization at all levels.

### 3. Expected Outputs

The Consultant will draft organizational policies to cover as a minimum the following topics, working jointly with SRP colleagues as appropriate and grouping topics under overall policy umbrellas as appropriate:

1. Human resources, including travel, grievances and whistleblower protection
2. Gender and inclusion
3. Anti-corruption including international due diligence/KYC, best practices to combat money laundering, human trafficking, child protection (Safeguarding) and terrorism
4. Data protection / data privacy
5. Risk management
6. Anti-trust.

In addition, the Consultant will provide guidance to support SRP's own work in drafting an Operating Manual for SRP members, their designated representatives, Board members, Secretariat staff, consultants and interns.

The Consultant will report to the SRP Executive Director, liaising closely with the Chair of the Board Committee on Governance & Risk (GRC).

### 4. Duration of Assignment

The assignment will commence on 15 May 2023. All draft policies are to be delivered within 8 weeks of contract signature, with subsequent short inputs for revision and presentation to the Board via webinar. All activities are to be completed within 12 weeks of contract signature.

### 5. Specific Deliverables

1. Draft policies covering all key topics
2. Powerpoint presentation of policies
3. Orientation webinar for Board members and Secretariat staff.

### 6. Submission

Interested candidates should submit a CV and covering letter to [info@sustainablerice.org](mailto:info@sustainablerice.org) by 17:00 (Bangkok time) on 30 April 2023.

**The deadline for submissions has been extended to 15 May 2023 (17:00, Bangkok time)**

April 2023