

Scope of Work

Development of Options for the RSPO Smallholder “Certification” Approach

(to implement Objective 2 of the RSPO SH Strategy and support the P&C Review Taskforce)

1. Background

Upon early requests from the Smallholder Working Group (SHWG) and Indonesian smallholder associations to the BoG to consider smallholders from the beginning of the P&C Review Process, the BoG decided to create six P&C Review Taskforce membership places for Smallholder representatives (three substantives, three alternates).

In the second taskforce meeting in July 2017, a subgroup was formed as part of the RSPO P&C review process, consisting of the SH representatives. It was tasked with:

- a. Determining the composition of the group, i.e. consider involvement of others.
- b. Determining the outputs relevant to SH to be developed as part of the P&C review (and for public consultation) as a first step

Oxfam and Felda were requested and agreed to co-chair this group.

In June 2017 the BoG approved the RSPO Smallholder Strategy to support RSPO’s mission to “transform markets to make sustainable palm oil the norm”. It has three objectives, of which ‘Objective 2’, is:

To increase the number of smallholders included in the RSPO system through the simplification of the certification approach and pro-active engagements with pilots such as jurisdictional approaches’.

As well, in September 2017, the RSPO Theory of Change was adopted, further emphasizing RSPO’s recognition that inclusiveness for smallholders via a participatory approach is fundamental for the organization to achieve its desired impact.

Accordingly, the BoG’s September 2017 meeting mandated Oxfam and FELDA to work with the relevant executives at the Secretariat to ensure the adopted RSPO Smallholder Strategy gets effectively implemented, with priority action focused, where relevant, on the elements that best align with the P&C Review.

2. Work to date (as part of the P&C review)

To date the work related to smallholders has included:

- a. The formation of the SH reps subgroup
- b. The development of the “SH Considerations” document for the public consultation by the SH reps subgroup.
- c. Summary of feedback of the comments received from the recent public consultation.

3. Proposed way forward

Subsequently to move the process of developing options for the RSPO smallholder “certification” approach forward, it is proposed to:

- a. Create a larger Smallholder Interim Group to expand the existing function of the SH Reps to lead the development of the simplified approach, per Objective 2, and aligned w/ the relevant elements of the P&C review process. This is an interim measure, whilst the governance structure for the SH strategy is being revised and put into place.
- b. Define the scope of work of this Smallholder Interim Group (SHIG)

4. Objectives of the SHIG

The SHIG is tasked to design a simplified approach for RSPO Smallholders, in accordance with Objective 2 of the BoG approved SH Strategy and aligned with the BoG approved RSPO TOC.

This objective mandates the team to act as an interim group, supporting the Secretariat to implement Objective 2 of the SH strategy, as the formation of the sub-unit for SH work and Standing Committee are established (in close coordination w/ the P&C Review Taskforce).

Note: this by no means limits the ongoing mandate of the RSPO Smallholder Working Group but rather allows it to deliver ongoing work while awaiting the establishment of a new and enhanced structure and ways of working. Those who sit in both the P&C Review Taskforce and the SHWG would in fact be ideal candidates to join SHIG.

5. Team Composition

The SHIG will:

- Represent SH expertise and SH interest, from different perspectives.
- Ensure the timely delivery of outputs to develop a proposal/s for a simplified and more inclusive RSPO smallholder approach.

The team will include the SH Reps from the P&C review process and other individuals that reflect the balance and needed capabilities/representation to proceed in the immediate term.

The Interim Group will be co-chaired by Johan Verburg, Oxfam, and Hj Ghani, FELDA, (TBC) who will provide guidance and assure a constant and direct line of communication with the P&C Review SG and RSPO BoG, ensuring consistent alignment.

a. Expected Commitments

This effort assumes that the members of the SHIG can provide a reasonable minimum commitment of time and that RSPO will provide reasonable support [to be determined]. While the specific activities are yet to be determined, it is estimated the level of effort for team members would be 6-8 hours / week. This timeline may be revised in early 2018 as a detailed workplan is produced.

b. Reporting

The team will report on progress updates to the P & C Review Task Force and the P&C Review Steering Group. SHIG decisions will be made by consensus.

6. Deliverables

The SHIG will develop options for the RSPO smallholder “certification” approach. This approach will ideally be produced in parallel to the revised P&C for the larger growers/mills and supply bases.

a. Final Output

A proposed revised SH approach, or approaches for smallholders, that is/are aligned with the RSPO SH Strategy and the newly adopted RSPO TOC. This may include:

1. Definition of smallholder types and categories, including, as relevant, those smallholders who are eligible for the SH approach(es)
2. The normative requirements, i.e., draft standard,
3. Type(s) and mode(s) of assurance(s) for smallholders to “comply”
4. Consultative review to test acceptance, applicability and feasibility of the proposed SH approaches.
5. Fine-tuning and revision based on consultative review.

b. Methodology

Suggested methodology to produce deliverable:

- Systematic coordination with the RSPO Secretariat
- Alignment / Coordination with the P&C Review Taskforce:
 - Use P&C TF as a review panel on key issues/topics/drafts
 - Provide inputs on key issues such as the fit between the smallholder relevant requirements on mills in the generic P&C and the SH approach
 - Leverage planned outreach events (workshops) or public consultations to feedback on specific outputs / questions (if/as relevant).
- Review key decisions against the Guiding Principles of the SH Strategy
- Determine and communicate stakeholder engagement:
 - List of relevant stakeholders/stakeholder groups
 - Timeline and methodology for consultation

7. Timeline

The SHIG team will work from November 2017 to November 2018, or whenever deliverables are completed or a more permanent structure established. It is envisioned that deliverables will be produced by November 2018, though there may be variances relative to the stages of the final products (for example, working models vs. final product, etc.).

Extension of the timeline and composition/participation will be reviewed in November 2018 should the interim role or task need to be extended.