
TERMS OF REFERENCE FOR FACILITATOR OF SUPPLY CHAIN CERTIFICATION STANDARD TASK FORCE (SCCS TF)

1. Background

The Roundtable on Sustainable Palm Oil (RSPO) was formally established on 8 April 2004 under Article 60 of the Swiss Civil Code with a governance structure that ensures fair representation of all stakeholders throughout the entire supply chain in promoting the growth and use of sustainable palm oil through co-operation within the supply chain and open dialogue between its stakeholders as its principal objective.

Following the adoption of the P&C 2018 on 15 November 2018, it is crucial that the RSPO procedures and standards are continual updated to cater an increasing degree of distributed management for it to keep pace. This includes the need to revise the following documents related to the RSPO supply chain standard certification :

- RSPO Supply Chain Certification Standard 2014 (revised 2017)
- RSPO Supply Chain requirements in P&C 2018
- Guidance Document for RSPO Supply Chain Certification of Food Service Company / Companies (single / multisite / group certification) (2018)
- RSPO Rules for Physical Transition of Oleochemicals and its Derivatives (2016)
- RSPO Rules on Market Communications & Claims (2019) (parts to be included in SCC Standard)
- Resolution GA15-6b: Requiring members involved in primary procurement to publish third-party supplying mills lists.

Aligning to ISEAL Code of Good Practice, the development of the RSPO SC certification standard shall follow the following principles

- Improvements
- Relevance
- Rigour
- Engagement
- Impartiality
- Transparency
- Accessibility

2. Objectives, Role and Requirements of the facilitator

The main objectives of the Facilitator of the SCCS TF are:

- to review, integrate and update version of the Supply Chain Certification Standard (SCCS) documents as mentioned above;
- to evaluate the current practices and procedures related to Supply Chain Certification and suggest changes that facilitate its implementation in palm oil supply chains;

The main roles of the Facilitator of the SCCS TF are to:

- oversee and coordinate the activities of the SCCS TF, keeping the TF discussion moving forward;
- help the TF move through the SCC Standard review process to make necessary decisions to accomplish the deliverables in the estimated time;
- plan and prepare meetings;
- provide guidance to the Chair and Representatives on meeting and procedures;
- produce minutes of meetings and make accurate records of agreed indicators and guidance;
- submit in English, the draft SCC standard together with the comments received during public consultation and an indication how these were addressed in the standard, as well as the process report, to the RSPO Secretariat for RSPO BoG endorsement
- facilitate for the public consultation periods
- liaise with the RSPO secretariat to ensure full transparency and completeness of all documents for submission to RSPO Secretariat and posting on the RSPO website.

The requirements for the Facilitator of the SCCS TF are:

- good understanding and experience of the SCC Standard documents;
- experience of and skill in participatory, facilitation methods;
- capacity of performing a thoughtful review, attention to details;
- openness, zero manpower issue during the whole process;
- understanding of group dynamics;
- flexibility, ability to perform in tight schedules;
- connection to the sustainability world;
- highly professional work ethics must be emphasized.

3. Methodology

The transformation and updating of the current SCC standard (and related documents) will be carried out through periodical meetings of the SCC TF, where all the comments and statements related to the SCC standard must be capture and reported by the facilitator. Through a collaborative and relevant discussion, the agreement on the final comments/proposed changes will be reached by consensus. Consensus is defined as: the absence of any serious and sustained objection. Refer to section 9.2.2.2 of the RSPO Standard Operating Procedure for Standard Setting and Review (2017) for further guidance for the decision making. Meetings of the SCC TF can take place via web or physical.

The Facilitator will deliver after each SCC TF meeting the minutes and the corresponding draft of the SCC Standard. All documents has to be submitted to RSPO Secretariat within 10 working days from the date of meeting for publishing on RSPO Website

Specific information on the activities and actions to take place in the SCC TF meetings can be found in the “Terms of reference for Members of Supply Chain Certification Standard Task Force” document.

4. Activities and timeline

Activities	2019															
	April		May		June		July		August		September		October		November	
1st SCCS TF and Kick-off meeting 1st SCC Standard draft																
2nd SCCS TF Review – 2nd SCC Standard draft																
3rd SCCS TF Review – 3rd SCC Standard draft																
Public consultation (60 days)																
<i>RSPO Secretariat to review the draft SCC standard and suggest improvement / changes, if any</i>																
4th SCCS TF Review – Final SCC Standard draft to send to BoG (deadline 1 st week October)																
<i>RSPO BoG endorsement of SCC standard</i>																

Note: the SCCS TF may decide to have less or more meeting depending on the needs.

Note: the TF meetings have to be implemented in one of the two weeks coloured.

5. Deliverables

The final deliverables expected and subject of review by RSPO secretariat are:

1. Updated SCC Standard, including the sections/annexes regarding: Guidance Document for RSPO Supply Chain Certification of Food Service Company / Companies (single / multisite / group certification) (2018), RSPO Rules for Physical Transition of Oleochemicals and its

Derivatives (2016), RSPO Rules on Market Communications & Claims (2019) and Resolution GA15-6b: Requiring members involved in primary procurement to publish third-party supplying mills lists.

2. Updated P&C2018 related to the Supply Chain requirements.
3. SCC TF meeting minutes.
4. SCC TF Member list (Name, Organization, Position, email)
5. Signed CoC of all Member Representatives.
6. Outcomes of the Public Consultation.

6. Quotation and payment conditions.

The facilitator must provide a fair quotation, including the payment terms and conditions.

7. Confidentiality and exclusivity

The Facilitator is not exclusively retained by RSPO Secretariat and may work for other companies during the period of this contract. However, the facilitator must work primarily in the interest of RSPO and must disclose any potential conflicts of interest that may arise through other contracts.

The facilitator is required to respect confidentiality of the specific topics discussed during the SCCSs review process as well as of any matter discussed during the meetings of the Task Force (TF).

The facilitator may not discuss the work conducted for RSPO Secretariat with any person or business outside those expressly involved in fulfilling his/her duties. The facilitator is required to abide by the Code of Conduct (CoC) which is attached in Annex 1.

All the drafts developed should be convenient marked as confidential material.

8. Reporting requirement and evaluation

RSPO Secretariat requires the submission of the deliverables with the specific mentioned content, acting as an internal checklist.

RSPO secretariat evaluates the conformity of the SCCSs documents delivered by the facilitator. In case of detecting non-conformities with the requirements asked, the facilitator is responsible to solve them and adapt to the requirements identified in this ToR.

Annex 1: Code of Conduct (CoC) for Facilitator of SCCS TF

It is fundamental to the integrity, credibility and continued progress of the SCCS TF that the facilitator supports and keep tracks towards the review of the RSPO SC standard.

The facilitator must act in good faith towards this objective and commit to adhering to the principles set out in this Code.

Confidentiality

As a general rule, the facilitator of the SCCS TF must respect and maintain the confidentiality of the information gained/submitted/obtained/shared/revealed/becomes privy to by virtue of observation in the standard review process. This includes information in tangible or intangible form, orally or in writing.

The facilitator may not discuss the work conducted for RSPO Secretariat with any person or business outside those expressly involved in fulfilling his/her duties.

Transparency

The facilitator will not make any misleading or unsubstantiated claims about the production or use of sustainable palm oil. The facilitator will commit to open and transparent engagement with interested parties, and actively seek resolution of conflict.

Breaches of this Code

Breaches of this Code and the ToRs may lead to the termination of the contract.

I acknowledge and agree with the terms in ToR and CoC above.

Signed by:

Witnessed by:

Name:

Name:

Organization:

Organization:

Date:

Date: