

## Terms of Reference

# Development of Technical Content for the Principles and Criteria 2018 (P&C 2018) Lead Auditor Training Programme Training Provider (TP)

### 1. Background

**RSPO:** The Roundtable on Sustainable Palm Oil (RSPO) is a global, non-profit multi-stakeholder organisation working to sustainably transform the palm oil sector. With over 5600 voluntary members representing every link in the palm oil supply chain, including oil palm producers, palm oil processors and traders, consumer goods manufacturers, retailers, banks and investors, environmental or nature conservation non-governmental organisations (NGOs), and social or developmental NGOs, the RSPO partnership aims to transform the palm oil industry to the benefit of the environment, wildlife, and the communities involved in and influenced by the production of palm oil.

**RSPO Certification System:** The RSPO Certification System is a globally recognised framework designed to promote sustainable practices in the palm oil industry. It encompasses a comprehensive set of criteria and standards that companies engaged in palm oil production, processing and trading must adhere to in order to demonstrate their commitment to environmental, social and ethical responsibility.

**Principles and Criteria (P&C):** The RSPO Principles and Criteria for the Production of Sustainable Palm Oil (RSPO P&C) is structured as a series of principles, criteria, indicators and guidance, and is designed to be used by palm oil growers and millers to implement sustainable production practices.

**Supply Chain Certification (SCC):** The RSPO Supply Chain Certification Standard is structured as a series of auditable requirements designed to be used by organisations in the palm oil supply chain, to demonstrate systems for control of RSPO Certified palm oil products. Supply chain certified units can make claims relating to the use of (or support for) RSPO Certified palm oil products when they adhere to the requirements of the RSPO SCC Standard.

*Section 5.1.3 (c) of the RSPO Supply Chain Certification Systems document states:*

*5.3.1 All of the audit team members auditing the Supply Chain Standard shall be of a lead auditor status. The lead auditors shall demonstrate, the following:*

*c) Successful completion of an RSPO-endorsed Supply Chain Lead Auditors course and a refresher course every three (3) years;*

The RSPO is committed to promoting sustainable practices in the palm oil industry. As part of his commitment, RSPO seeks to enhance the capacity of Lead Auditors who play a pivotal role in ensuring compliance with the RSPO SCC Standards.

**In line with this goal, RSPO is inviting training providers to submit a comprehensive training syllabus for the lead Auditor Training programme focused on the RSPO Principles and Criteria and Supply Chain Certification Standard.**

## 2. Objectives of the Study

The primary objective of this Terms of Reference (ToR) is to engage qualified training providers to design and develop a Principles and Criteria Lead Auditor Training Programme. The training is intended to equip participants with the knowledge, skills and expertise to effectively assess palm oil production operations against the RSPO P&C Standards, and aims to enhance the capacity of Lead Auditors in conducting rigorous and impartial audits that uphold the integrity of RSPO Certification.

By engaging with adept training providers through this TOR, RSPO aims to enhance the competence of Lead Auditors, thereby contributing to the broader mission of promoting sustainability within the palm oil supply chain.

Key methodological aspects for developing technical content of the P&C lead auditor training course:

### 2A. Qualified training providers are expected to adhere to the following key elements:

1. **Syllabus Development:** Develop a comprehensive training syllabus that covers all relevant aspects of the RSPO P&C. The syllabus should include a clear outline of the training module content (including pre-course work), learning objectives, assessment methods, course structure, and training timeline.
2. **Interactive Learning:** Leverage engaging and interactive learning approaches that effectively facilitate the transfer of knowledge to participants, that will include online learning and physical class learning. The training material should include multimedia elements, quizzes, case studies and practical exercises.
3. **Subject Matter Expertise:** Ensure that training providers possess in-depth knowledge of the RSPO P&C certification processes, auditing methodologies and relevant industry best practices.
4. **Real-world Application:** Integrate practical exercises, real-world scenarios, and supply chain case studies to provide participants with hands-on experience in applying auditing principles to various supply chain contexts.
5. **Assessment Mechanism:** Develop a robust assessment mechanism, encompassing quizzes, final assessments, practical assignments, and simulated audits to evaluate participants' comprehension and their ability to apply the training content.
6. **Quality Assurance:** Uphold high quality standards by adhering to the latest industry practices and ensuring the accuracy, pertinence, and thoroughness of training materials.



7. Documentation: Prepare comprehensive training materials, editable PowerPoint presentations, editable reference materials, editable manuals that facilitate effective learning and future reference for participants.
8. Trainer Train-the-Trainer (TTT) session: Plan and conduct a TTT for RSPO Secretariat team members.
9. Consultation: It is important to involve the RSPO Secretariat during the process of development and implementation of the syllabus, for clarification and any updated information.
10. Review and Final Approval: RSPO Secretariat will review and endorse the training syllabus' credibility and alignment with RSPO Standards.

## **2B. Training Content Requirements expected from Training Providers:**

As the appointed **RSPO Training Technical content developer**, the expertise and dedication is highly appreciated as it plays a vital role in ensuring that the RSPO Standards and principles are effectively disseminated. The technical content serves as the cornerstone of knowledge transfer to our participants and must cover all relevant aspects of the RSPO P&C Certification.

1. The training Material is one of the core learning experience, and therefore must be/ include:
  - a. Suitable for both online and physical classroom training, or hybrid learning
  - b. Editable PowerPoint Presentation: visual aids that outline key points and explanations.
  - c. Editable Handout: Digital documents containing summaries, diagrams, charts and /or additional information.
  - d. Editable Worksheets document: Exercises, Activities, Practice Problems for participants
  - e. Recommended lectures: List of recommended topics for lectures, such as FPIC, HCV, HCS, Labour Rights, etc.
  - f. Case Studies: Global scenarios that demonstrate the application of theoretical concepts.
  - g. Additional resources: Online websites or links to extract articles, research papers, books.
2. Participant handbook:
  - a. Comprehensive guides that participants can refer to after the training, to include:
    - i. Course Agenda: Number of days, pre-course work completion timelines, Lead Auditor qualifying requirements.
    - ii. Detailed Content: Written explanations, examples, definitions, and step by step instructions
3. Facilitator's manual:
  - a. Comprehensive guides that give instructions to facilitators who are conducting the courses.
    - i. Course Overview and Agenda
    - ii. Learning outcomes of each module
    - iii. Sequence of topics and activities
    - iv. List of training materials, resources and equipment needed
    - v. Detailed breakdown of module and time spent at each module

- vi. Instructions on how to facilitate each activity and expectations of each activity
  - vii. Guidelines to select and requirements of a training facility
  - viii. Physical trainings including the compulsory mock audit in the palm oil plantation experience
  - ix. Strategies on handling questions, discussions, or difficult scenarios during activity time
  - x. Guidelines to using visual aids such as videos, slides, etc
  - xi. Guidelines for trainers on “how to conduct participant’s assessment.”
4. Assessments and Quizzes
    - a. Quizzes: Short questionnaires or multiple-choice questions after specific sections to check understanding
    - b. Assignments: Task that will require participants to apply concepts learned in real-world situations
    - c. Final Assessment questions to confirm participation knowledge on RSPO P&C Standard
    - d. Evaluation and scoring mechanism: Training Providers to recommend and provide guidelines on the scoring system.
  5. Interactive Elements
    - a. Group Exercises: Activities that encourage collaboration and discussion among participants
    - b. Role-playing: Simulating scenarios to practise
    - c. Discussion: Facilitating conversations around the specific topics for participants to share insights and opinion

### 3. Timeframe

The first draft of the training content must be delivered: on or before **15 December 2023**.

The final draft of the training content must be delivered: on or before **19 January 2024**.

### 4. Deliverables

Trainers engaged in developing the Lead Auditor Training content for RSPO Principles and Criteria 2018 must deliver:

1. Training syllabus containing learning modules, learning objectives for each module, timeline and course structure, assessment and scoring mechanisms.
2. Training materials: Power Point presentations, suggested lecture topics, handouts, reading material, assessment questions, quizzes for quiz bank, checklists.
3. Training guide to conduct physical class training and mock audit at the palm oil plantation.
4. Participant handbook: editable Word document of the complete participant guide
5. Facilitator’s Manual: editable Word document of the complete facilitation guide
6. Assessment methodology and materials: quizzes, question bank, check lists



- a. Expected learning outcomes, learning assessment outcomes and minimum passing score from quizzes and final assessment, i.e., Passing mark for both pre-course work, self-learning modules, classroom participation, and mock audit.
  - b. Situation when participant/s fail the self-learning assessment within a specific time period.
7. Course structure:
- a. Expected duration to complete the self-online learning material, eg., number of days to complete the self-learning training, online guided learning, physical learning, etc.
  - b. Expected and maximum number of participants per class.
  - c. Expected duration of Lead Auditor Course, including mock audit at palm oil plantation and final assessment.

Ownership of the development of the training content/ material, inclusive of the entirety of the training content/material by appointed Training Providers, Endorsed Training Provider, Subject Matter Experts and/or any Appointed Vendor, will be owned by the Roundtable Sustainable Palm Oil.

**5. Minimum requirements for eligibility**

[None]



**6. Tender Submission Guidelines**

Interested training providers are requested to submit a detailed proposal including:

1. Overview of the training provider’s qualifications and experience in delivering Lead Auditor Training programmes and knowledge of RSPO Standards.
2. Bios of proposed trainers and team involved in developing the technical content, showcasing their subject matter expertise and relevant background.
3. Proposed training schedule, including duration of training (include self-learning and physical if any).
4. Work Plan and Timeline to develop the entire Technical Content listed in this TOR Section 4: Deliverables.
5. Quotation to include all the expected deliverables.

**a. Submission Timeline**

Your submission should adhere to the below Dates:

Date (Time)	Tender Activity	Active Party
18 September 2023	ToR Published	RSPO
19 September 2023	Start of Clarifications on ToR via email	Training providers
3 October 2023	End of Clarifications on ToR	RSPO
6 October 2023, 12:00 AM (GMT +8)	Proposals must be received by this date	Training providers
Mid-October 2023	Inform and Award of successful Training providers	RSPO

\* Clarifications may involve email communication or even online presentations if required.

**b. Submissions email address**

Any clarifications in connection with this ToR shall be emailed to RSPO Capability Development Manager [angelina.wong@rspo.org](mailto:angelina.wong@rspo.org) and CC: [tender@rspo.org](mailto:tender@rspo.org) by 3 October 2023.

Proposals should be submitted as PDF documents, strictly via email to RSPO Capability Development Manager [angelina.wong@rspo.org](mailto:angelina.wong@rspo.org) and, CC: [tender@rspo.org](mailto:tender@rspo.org) **on or before 6 October 2023, 12:00 AM (GMT+8).**