



Training Consultant – consultancy Terms of Reference

Contents

Background.....	1
Objectives	2
Methodology.....	2
Timeframe & Deliverables.....	2
Location.....	3
Contact person and Governance	4
Budget.....	4
Requirements for Consultant	4
How to apply.....	4

Background

Bonsucro is the global sustainability platform and standard for sugarcane. We exist to collectively accelerate the sustainable production and use of sugarcane. We convene a community of over 280 member organisations in more than 50 countries, from across the entire sugarcane supply chain, including farmers, millers, traders, support organisations.

The Bonsucro Production Standard is at the heart of everything we do. It sets out a definition of what sustainable cane production should look like, providing a comprehensive metric tool for sustainable farming and milling. It maximises the impact on the future of the sugarcane sector, furthering the strategic aim to create value across the supply chain.

In January 2022, Bonsucro launched a revised version of the Bonsucro Production Standard (BPS), version 5.1., and following our procedure and based on the feedback received, it has been updated to version 5.2 to improve the auditability and implementability. Bonsucro Production Standard Version 5.2 will be presented to the Bonsucro governing bodies for approval in June 2023.

Thereafter Bonsucro will start the roll-out phase and the new standard will be mandatory from December 2023 for all sugarcane operators.

For Bonsucro, it is essential to support the stakeholders with appropriate training materials to enable sugarcane farmers and mills, certification bodies and training providers, to fully understand and implement all the requirements of the new Standard and supporting documents. Bonsucro is seeking a part-time consultant to work with the Standards and Assurance (S&A) team for eight months to support training. The primary audiences for the training are certification bodies, Bonsucro international staff, Bonsucro members (sugarcane farmers, producers), and training providers.

Bonsucro Ltd. Unit KP.CC3.01 Canterbury Court, Kennington Park, 1 – 3 Brixton Road, London, SW9 6DE

t +44 (0)20 3735 8515 e info@bonsucro.com w bonsucro.com - Company Number: 06798568

Objectives

1. To support Bonsucro Standards & Assurance team with successfully rolling out Bonsucro Production Standard v5.2 in all training-related activities. This includes the development of training material, delivery of training, designing of evaluations and evaluation methods for auditors and trainers, and oversight of the evaluations.
2. To evaluate e-learning tools/platform available and migrate Bonsucro's training to new e-learning tools/platform.

Methodology

The consultant is expected to:

1. Design, plan and implement an online and in-person training package to support the successful roll-out and implementation of the new Bonsucro Production Standard, and supportive documents, including the Bonsucro Certification Protocol (i.e. the training strategy for the new BPS 5.2).
2. Design training modules with the support of the S&A team that will be published and used by the target audience.
3. To deliver between 3 and 6 in-person in different regions where Bonsucro is present, and/or support Bonsucro staff to do so.
4. To evaluate the e-learning tools/platform currently in use, and to advise on improvements and/or new e-learning tools that will improve our training offer to members and stakeholders.

The Bonsucro S&A team at Bonsucro will support the consultant with:

- Co-designing the training strategy for BPS 5.2
- Providing technical content.
- Validating the content of training modules, e-learning tools/platform and evaluations.

Timeframe & Deliverables

This training project must be conducted between July/August 2023 and February/March 2024, under an eight months contract where the consultant is expected to conduct and deliver the following:

No.	Activity	Timeframe	Deliverables
1	To design, plan and implement an online training package for the new BPS v5.2 and supportive documents (Certification Protocol non included)	July/August 2023	Online training package
2	To design, plan and deliver an in-person training package for the new BPS v5.2 and supportive documents	July/August- November 2023	<ul style="list-style-type: none"> • In-person training package • 3 to 5 in-person training sessions
3	To design, plan and implement an online qualification system for Certification Bodies and Training Providers on the Bonsucro Production Standard and supportive documents, including the Certification Protocol.	July/August- November 2023	Qualification system, including Bank of Questions and master in English, Portuguese and Spanish for the Exams Paper on the new BPS, Certification Protocol and Bonsucro EU-RED Standard
4	To design, plan and implement an online training package for the new Certification Protocol	November - December 2023	Online training package
5	To design, plan and deliver an in-person training package for the Certification Protocol	January – February/March 2024	<ul style="list-style-type: none"> • In-person training package • 1 in-person training session
9	To evaluate the e-learning tools/platform and adapt this to Bonsucro’s training system	July/August 2023 – February/March 2024	<ul style="list-style-type: none"> • Recommendation on the best e-learning tools/platform to be implemented by Bonsucro, including all steps needed to implementation • E-learning tool or platform implemented and in use for BPS 5.2 and Certification Protocol

Location

The consultant can be based in UK, Europe or in the Latin-American region, and is expected to work hybrid or remotely, depending on the location, and be willing to travel overseas.



Contact person and Governance

The consultant reports to the Bonsucro's Standards Manager, Paula de Donati Porto (paula@bonsucro.com), Brazil based, who will also act as a contact person and support the consultant.

Budget

Bonsucro has designated a budget of £4,500 per month gross.

Requirements for Consultant

Essential requirements

- Educated to at least a bachelor level.
- Minimum five years of work experience designing and providing training to an international audience, including experience with e-learning platforms
- Competent in using a variety of media when building training materials, including photos, video, and infographics, PowerPoint and other programs
- Ability to work independently
- Awareness and sensitivity in working with wide range of stakeholders
- Excellent project management skills and attention to detail
- Excellent spoken and written English

Additionally desirable

- Additional language skills, especially Spanish, Portuguese, and French, which are the most common languages of countries where Bonsucro is present
- Applied knowledge of sustainable agriculture and/or sustainability standard systems

How to apply

Applicants can submit their CVs and cover letter by 26 June 2023 to aleyda@bonsucro.com and paula@bonsucro.com with the subject 'Training Consultant application'.

Interviews will be carried out in the week of 3 July.

Bonsucro Ltd. Unit KP.CC3.01 Canterbury Court, Kennington Park, 1 – 3 Brixton Road, London, SW9 6DE

t +44 (0)20 3735 8515 e info@bonsucro.com w bonsucro.com - Company Number: 06798568