

## TERMS OF REFERENCE – Consultancy on Development of Socialisation Materials for Suppliers/Small Medium Enterprises (SMEs)

### Purpose

To support awareness and capacity building on the HCS Approach and its methodology amongst suppliers/SMEs and to facilitate effective implementation of simplified HCS Approach.

### Objective

Produce socialisation materials to best support achieving HCSA’s goals in a timely manner and to create awareness on responsible development among selected audiences. The materials produced will be consistent with the HCSA methodologies and communication guidelines and will be designed to increase awareness, participation, accountability, credibility, transparency, commitments and the capacity needed to scale up the application of the HCSA amongst key targeted audiences.

### Scope

A consultant will be appointed to lead socialisation materials preparation in English and Bahasa Indonesia) with support from HCSA Secretariat.

The consultant will design and produce effective socialisation materials with relevant messaging tailored to suppliers/SMEs to achieve communications objective. Material types can be in HCSA presentations and brochures, or other formats as agreed with HCSA Secretariat.

### Deliverables

The consultant expected to deliver:

- Socialisation materials in the forms of presentations and brochures needed to support workshops, trainings and other means and platforms for suppliers/SMEs.

### Expertise and abilities

- Good understanding of HCS Approach and HCV Approach.
- Good understanding of forest conservation and responsible land use management.
- Experience developing training and communications materials.
- Excellent written and verbal communication skills in Bahasa Indonesia and English.
- Excellent project planner/manager and time management skills.
- Ability to engage and coordinate within the multi-stakeholder framework.
- Excellent verbal and written communication skills with experience in producing formal technical and policy documentation.

### Timelines

No	Socialisation Activities & Outputs	Timeline
1	HCSA Introduction to Suppliers/SMEs: <ul style="list-style-type: none"> <li>a. Presentation slides</li> <li>b. Brochure</li> </ul> (English and Bahasa Indonesia)	Final drafts produced by end of December 2020