

## Terms of Reference (ToR) – HCSA Board Training Consultancy

### I. HCSA Background

#### About the High Carbon Stock Approach

The [High Carbon Stock Approach](#) Steering Group (HCSA SG) is a membership-based, multi-stakeholder initiative with a mission to end commodity-driven tropical deforestation by providing land managers with practical, credible, and inclusive tools for land use planning. The HCSA initiative is overseen by the HCSA SG and its elected Executive Committee (EC) member representatives to ensure the initiative and its [functions](#) are managed in a way that are science based, practical, and supported by broad range of relevant key actors and stakeholders. The HCSA SG and EC are supported by the [HCSA Secretariat](#) which is an internationally based team with its main office in Kuala Lumpur, Malaysia.

### II. The Role of the Executive Committee

The Executive Committee makes decisions by consensus and is mandated to make decisions on matters pertaining to the HCSA Steering Group including contributing to the effective governance of the HCSA SG; setting the strategic direction and priorities of HCS Approach; ensure the HCSA is financially robust; providing guidance mitigation actions to address risks to the HCSA and act as HCSA advocates.

The Executive Committee is made up of representatives from each of the HCSA Steering Group membership categories and consists of:

- **Three** plantation company representatives, reflecting the key commodities and geographical regions of plantation company HCSA Steering Group members
- **Three** NGOs, covering environmental and social focus areas
- **Two** smallholder/farmer groups or their support organisations
- **One** commodity user company
- **One** technical support organization

Scope and way of working of the EC align with tenets under HCSA SG [Terms of Reference](#) and other relevant governance documents adopted by the HCSA.

### III. Objective

To provide support the EC in their governance role the HCSA is seeking to work with a consultant to deliver training to the EC on potential training areas such as the role of a board in strategic development and fundraising, impact of effective governance in achieving organisational goals, good governance practices, trends in board management.

#### IV. Consultancy Remit

We are seeking the expertise of a consultant with a strong background in board governance with training experience to support one or two board training sessions on key areas of interest by the EC to be trained upon.

The consultant will conduct the following tasks:

##### 1) Canvass Areas of Interest for Board Training

**Output:** A report identifying key topics of interest in which the EC would like to receive training on.

**Activity:** To scope and canvass board training options for the HCSA EC through reviewing initial board training survey results conducted by the HCSA Secretariat and conduct interviews the EC for more in-depth feedback on top areas of interest for board training.

##### 2) Deliver EC training workshop(s)

**Output:** A clear training workshop plan, agenda and documented delivery of training on EC training.

**Activity:** Prepare a plan and agenda, run, and provide follow up support as relevant on HCSA EC training with support from the HCSA Secretariat staff.

#### V. Deliverables & Timeline

Output	Timeline
1.0 Board (EC) Training Areas of Interest Canvass Report	By 30 <sup>th</sup> November 2022
2.0 Deliver EC training workshop(s)	By 16 <sup>th</sup> December 2022

#### VI. Qualifications and skills

- At least 8+ or more years of board governance including training/coaching/mentoring experience.
- Proven track record of past governance related work and training success.
- Experience and/or knowledge related to land use management and conservation, commodity production systems, and natural resource management certification schemes and/or initiatives is an advantage.

- Strong interpersonal skills.
- Proven track record of excellent project and time management skills.
- Fluency in English is a requirement.
- Does not have a conflict of interest (independent/not part of HCSA SG).

## VII. Tender specifications

### A. Relevant Experience

Potential Suppliers should identify 2 assignments undertaken within the last 2-4 years relevant to this TOR and the project context. A summary of each of the assignments should be provided, as should the name and contact details for referees who can verify performance.

### B. Financial Specifications

Potential suppliers of the tender must include a budget that states the daily fee rates (based on an 8-hour working day for one person) for all the Nominated Personnel and includes the total value of all expected Reimbursable Expenses. The total budget should be inclusive of any relevant taxes.

The total budget must be in USD Dollars (USD) or Euros (EUR).

### C. Tender Assessment Process

The HCSA Secretariat will review tenders based on their fulfilment of the ToR technical specifications, relevant experience, proven performance, and competitiveness of the bid.

Please submit tender submissions to HCSA Secretariat at [info@highcarbonstock.org](mailto:info@highcarbonstock.org) by the **deadline of 9<sup>th</sup> November 2022**.