Project Overview
The Forest Stewardship Council (FSC) in partnership with the Roundtable on Sustainable Palm Oil (RSPO) has received funding from the International Social & Environmental Accreditation & Labeling Alliance (ISEAL) to develop pilot procedures to establish traceability of Greenhouse Gas (GHG) information across the pulp and palm oil supply chains. The pilot will explore solutions to allow each step in the value chain to report individual GHG emission factors (upstream and downstream), resulting in a cumulative value representing the entire value chain. Specifically, FSC is scoping out how to develop their own GHG calculator for forest management systems and RSPO needs a review of their current calculator and development of factors for Scope 3 emissions downstream. From this process, the project will produce common technological tools and protocols, practical advice, compiled guidance, and resources to share with other ISEAL members looking to establish a similar level of traceability of climate change data within their own supply chain systems.

About the Consultancy
FSC I&P is seeking a Consultant: “Project Coordinator & Value Chain Expert” with expertise in GHG accounting/assurance, certification systems, accounting & reporting platforms, value chain systems, and supply chain traceability. The consultant will bring expertise beyond what RSPO and FSC currently have on staff to ensure that the specific GHG accounting challenges within the pulp and palm oil supply chains are understood. This includes identifying accurate emissions factors at each transaction level for at least two products and sharing and communicating emissions information through trade/traceability platforms.

The Consultant is a long-term, part-time, contracted role from April 2024 - October 31, 2025, and will operate remotely. The contact point for this consultancy will be the FSC I&P Technology & Ecosystem Services Hub Manager. The Consultant will need to occasionally meet with colleagues at hours that accommodate time zones worldwide.

Scope of Work
The Consultant will work closely with colleagues across FSC and RSPO offices globally to support an increased focus on the regulation of supply chains and the accounting and reporting of climate-related information.

Workstreams
1. Examination of the Pulp and Palm Oil Value Chains
   a) Conduct assessment of both the pulp and palm oil supply chains including current practices in GHG accounting, existing barriers, and challenges unique to the supply chains, and specifications in global accounting & reporting systems. Palm oil supply
chains will focus on assessing glycerin and the consultant will look at two other palm oil products and decide which to examine. This includes accurately identifying and applying emission factors across the two palm oil supply chains and how emission factors shift at each product transformation. For the pulp supply chain, a focus will be on primary emissions factors at the forest level.

b) Conduct a comparison of the pulp and palm oil supply chains to identify areas in which technological tools could be retrofitted. Specifically, RSPO is looking to incorporate emissions factors into their traceability system and FSC is seeking to adapt the RSPO GHG calculating tool into the FSC pulp supply chain. The consultant will be focused on how/what data is transferred/shared at each transaction point in the context of each of the supply chains.

Outputs/Deliverables
- Assessment of pulp and palm oil supply chains.
- Comparison of pulp and palm oil supply chains.
- Summary report of needs and opportunities for the project in both supply chains, including comparison between the supply chains.

2. Exploration of Adapting GHG Calculating Tools
   a) Consultant will work with RSPO/FSC to build scopes of work that will translate traceability, emissions factors, accounting, and reporting into the RSPO and FSC systems. Specifically,
      1. Consultant supports FSC in establishing a scope of work to adopt the GHG calculating tool to the FSC system.
      2. Consultant supports RSPO in establishing a scope of work for the GHG calculating tool (upstream and downstream) for the RSPO system.

Outputs/Deliverable
- Input from consult towards scope of work for the FSC and RSPO systems.

3. Pilot Testing in Supply Chains
   a) Consultant supports RSPO with preparing pre-pilot workshops to understand what work has been done with the GHG calculating tool and what needs to be tested with RSPO membership.
   b) Consultant supports FSC/RSPO by analyzing and distilling takeaways from pilot testing results, gathering a short report on what’s working/not working.

Outputs/Deliverables
- Short report (8-10 pages) on takeaways from pilot testing.

4. Development of Tool Guidance Documentation
   a) Guidance on technical and normative challenges/solutions to enable GHG reporting of complex value chains.
Outputs/Deliverables
• Short report (8-10 pages) condensing the key guidance elements that will ultimately be added to the finalized guide.

Other Tasks
• Participate in regular project update meetings, no more than once a week.

Timeline and Payment

<table>
<thead>
<tr>
<th>Payment</th>
<th>Workstreams</th>
<th>Timeline</th>
<th>Progress Payment</th>
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<tbody>
<tr>
<td>1</td>
<td>1. Assessment of pulp and palm oil supply chains; Comparison of pulp and palm oil supply chains. Summary report completed.</td>
<td>After successful receipt and review of Summary Report due June 30, 2024.</td>
<td>CHF $12,000</td>
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<td>2</td>
<td>2. Support FSC in establishing a scope of work to adopt the GHG calculating tool to the FSC system. Support RSPO in establishing a scope of work for the GHG calculation tool (upstream and downstream) for the RSPO system.</td>
<td>After successful creation of scopes of work for FSC/RSPO due November 30, 2024.</td>
<td>CHF $6,500</td>
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<td>3</td>
<td>3. Support RSPO with preparing pre-pilot workshops. Support FSC/RSPO with analysis of pilot testing results.</td>
<td>After successful receipt and review of short report outlining takeaways from pilot testing due August 15, 2025.</td>
<td>CHF $2,000</td>
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<td>4</td>
<td>4. Guidance on normative and technical challenges – GHG reporting in value chains.</td>
<td>After successful receipt and review of short report condensing key guidance elements due October 31, 2025.</td>
<td>CHF $6,500</td>
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<td>Total</td>
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<td>*CHF $27,000</td>
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*Consultant will be paid in USD based on current conversation rates at the time of payment.

TO APPLY
Please provide a proposal (maximum of 2 pages) describing:
• Your approach and scope of work
• The relevant skills or qualifications of the staff to be assigned to the project
• Examples of past relevant experience (please mention specifically any experience with FSC Certification, GHG Accounting/Assurance (focus on Scope 3), or Value Chain Systems)
● You may supplement with a resume or CV if desired

To apply, please send the materials (written in English) to s.armbruster@fsc.org and reference “Consultant: Project Coordinator & Value Chain Expert - [YOUR NAME]” in the subject line. Proposals will be reviewed on a rolling basis and accepted through May 8, 2024.

Short-listed candidates may be contacted to share additional information via a conversation with FSC staff or to share references.

The Consultant must agree to comply with FSC I&P Conflict of Interest and other policies to be discussed during the selection process.

About FSC and FSC Investments & Partnerships
The Forest Stewardship Council (FSC) is a nonprofit organization that provides the world’s most credible sustainable forestry solution, trusted by NGOs, consumers, and businesses alike to help promote healthy and resilient forests, for all, forever. FSC helps forest managers, smallholders, and governments ensure thriving forests, ecosystems, and safeguards to the livelihoods of forest communities.

FSC I&P is a 501(c)(3) non-profit established in 2016 with a commitment to amplify responsible forest management efforts and catalyze innovative solutions. FSC I&P collaborates with FSC offices around the world and the International Secretariat in Bonn, Germany, to deliver on its common goal of Forests for All Forever.

About RSPO
The Roundtable on Sustainable Palm Oil (RSPO) is a global, non-profit organization with voluntary members. We are focused on bringing together stakeholders from across the palm oil supply chain to develop and implement global standards for sustainable palm oil.

About ISEAL
The International Social & Environmental Accreditation & Labeling Alliance (ISEAL) is the global membership association for credible sustainability standards. ISEAL supports ambitious sustainability systems and their partners to tackle the world’s most pressing challenges. With our growing global network and our focus on credible practices, we drive impact and make markets a force for good.

FSC Investments & Partnerships is an equal opportunity employer.

http://www.fsc.org/donate