

Sustainable Food Systems Programme (SFS Programme)

of the 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP)

Terms of Reference (ToR)

1. Introduction:

This document describes the roles and working procedures for the stakeholders involved in the 10YFP Sustainable Food Systems Programme: the Lead/Co-Leads, the Coordination Desk, the Multistakeholder Advisory Committee (MAC), and the Partners.

The following documents served as a reference for the development of this document:

- Guidance document on programme development and implementation for the Ten Year Framework of Programmes on Sustainable Consumption and Production (10YFP);
- Programme document of the Sustainable Food Systems Programme (SFS Programme)

The 10YFP programmes provide a voluntary and collaborative platform in which various parties (governmental, non-governmental, public and private) agree to work together in a systematic way to achieve the overarching goals and objectives of the 10YFP and the specific objectives of the SFS Programme.

As a 10YFP programme, the SFS Programme will bring together existing initiatives and partnerships working in related areas, facilitating activities responding to regional and national priorities and needs, highlighting good practices and success stories, and build synergies as well as cooperation among stakeholders to leverage resources towards mutual objectives. It will support development and dissemination of information, tools and methodologies for governments, private sector and civil society action, consumer choice and investments to facilitate action towards more sustainable food systems.

Vision, goal and objectives of the 10YFP Sustainable Food Systems Programme:

Vision: *All food systems are sustainable, delivering food security and nutrition for present and future generations.*

This vision is not what the SFS Programme seeks to achieve within its implementation period, but rather a future state towards which the SFS Programme will channel its efforts.

Goal: *To accelerate the shift towards more sustainable food systems.*

Achieving this goal will require the active involvement of stakeholders across society and along the entire food supply chain, from service providers to primary producers including farmers, pastoralists, fisher folk, fish farmers and small-holders, as well as agro-food industries, business, processors, retailers, consumers and also governments as well as research and civil society organizations. The SFS Programme will also need to take into account the specific needs of indigenous people and vulnerable populations, such as, but not limited to, women and children.

The goal will be achieved at national, regional and global level, by pursuing the following objectives:

- Objective 1: Raise awareness of the need to shift to more sustainable food systems and to apply a holistic, systems approach to addressing food security and nutrition.
- Objective 2: Build capacity and enabling conditions for the identification, prioritization, development and uptake of sustainable practices across food systems and facilitate access to financial and technical assistance.
- Objective 3: Take stock of, categorize and disseminate – and if needed develop – accessible and actionable science-based and/or empirically-demonstrated information tools and methodologies to support governments, the private sector, farmers, consumers and other relevant stakeholders to contribute to more sustainable food systems.
- Objective 4: Bring together initiatives and develop partnerships to build synergies and cooperation to leverage resources towards the mutual goal of promoting, enhancing and facilitating the shift towards more sustainable food systems.

2. Roles of Members of the 10YFP Sustainable Food Systems Programme:

2.1. Lead/Co-Leads of the SFS Programme

The Lead/Co-Leads are committed for the term of 4 years, renewable if agreed in consultation with the MAC. In case the term is not renewed, the Coordination Desk will issue a call for expressions of interest and disclose the list of interested organizations. The Lead/Co-Leads are elected by the MAC, taking into account whenever possible regional and stakeholder balance.

Together the Lead/Co-Leads will have the following responsibilities, *inter alia*:

- guide the implementation of the SFS Programme in accordance with its vision, goal and objectives and in line with the SFS programme document;
- support the overall coordination of the programme implementation and pro-actively fundraise for the SFS Programme;
- provide financial and/or in-kind contribution, including dedicated staff, in support of a “Coordination Desk” in charge of operational work (each Lead/Co-Lead provides 1 full time staff to the SFS Programme);
- jointly supervise the work of the Coordination Desk;
- approve Partner applications based upon evaluation by the Coordination Desk;
- chair/co-chair the MAC meetings, facilitate the decision-making within the MAC and support its activities, including those related to securing support from the 10YFP Trust Fund;
- encourage inputs from and share information, knowledge and strategies among all members of the SFS Programme as well as with external partners/initiatives that could join the SFS Programme, build synergies and cooperation;
- help construct concrete linkages and provide coordination between initiatives within the SFS Programme and across the other programmes of the 10YFP;
- outreach activities, including the promotion of the SFS Programme at meetings and conferences and build networks and partnerships regionally and globally;
- propose to the MAC criteria and assign indicators and monitoring methodologies to measure the Programme’s progress and success;
- report on progress and outcomes including through the preparation of an annual report for the 10YFP Secretariat, which is to be drafted by the Coordination Desk, to be conveyed to the 10YFP Board and to be included in the 10YFP report to ECOSOC – serving as the ad interim review Body of the 10YFP, as well as other documents as required;
- at its discretion, create *ad hoc* task teams to address any specific, technical and/or emerging issues; and

- fulfill any other function necessary to ensure the achievement of the Programme's objectives.

The Lead/Co-Leads will strive to take all decisions in a consensual manner. In cases where a consensus cannot be achieved, decisions can be made by a majority vote. The Lead/Co-Leads hold regular meetings and inform each other about any activities carried out or planned with regard to the above responsibilities.

The performance of the Lead/Co-Leads will be discussed with and evaluated by the MAC periodically.

2.2. Coordination Desk

The Coordination Desk of the SFS Programme is formed by the staff provided by the Lead/Co-Leads of the SFS Programme. It is the support unit for the Lead/Co-Leads and performs coordination and day-to-day management of the SFS Programme. The Coordination Desk works from different geographical locations, ensuring regular communication and exchange, including through teleconferences approximately every month. Furthermore, it ensures the interface between Lead/Co-Leads, MAC, Partners and the 10YFP Secretariat.

The Coordination Desk contributes to the implementation of the SFS Programme, including the following responsibilities:

- organize and facilitate meetings and teleconferences of the Lead/Co-Leads and the MAC ¹;
- prepare and submit working documents in preparation of MAC meetings ²;
- draft and circulate reports on the outcomes of Lead/Co-Lead and MAC meetings which once approved will be made available to the Partners;
- coordinate the development of the SFS Programme's work plan;
- evaluate expressions of interest received from potential new Partners, recommending to the Lead/Co-Leads for approval, and formalizing integration of new Partners;
- together with the MAC, coordinate technical inputs to programme-specific calls for proposals under the 10YFP Trust Fund, and undertake screening of the project proposals responding to these calls;
- develop and maintain the dedicated websites, specifically the Global SCP Clearinghouse which is the information and knowledge platform of the 10YFP;
- coordinate mobilization, receipt and allocation of funding, together with the MAC, and perform financial management as per agreement with donors;
- implement the 10YFP branding strategy relating to the use of the 10YFP logo;
- undertake outreach towards other stakeholders;
- serve as a focal point and communication hub by connecting participating stakeholders as well as receiving, channeling and responding to specific requests for information or support from 10YFP National Focal Points (NFPs) and Stakeholder Focal Points (SFPs);
- act as liaison and focal point for contacts with the Secretariat; and
- report on progress and outcomes as required and prepare an annual report to the 10YFP Secretariat which will be subsequently submitted to the 10YFP Board and included in the 10YFP report to ECOSOC.

2.3. Multistakeholder Advisory Committee (MAC)

¹ Invitations to face-to-face meetings should be communicated to the MAC members three months in advance, and to teleconferences four weeks in advance.

² Supporting documentation for meetings and teleconferences should be circulated preferably two weeks in advance.

The MAC members support in a collaborative way the overall coordination, implementation and monitoring of the SFS Programme, as well as resource mobilization.

The role and responsibilities of the MAC include:

- develop, adopt and, as appropriate, revise the Terms of Reference (ToR) of the SFS Programme;
- actively participate in the elaboration, implementation, and monitoring of the SFS Programme's work plan;
- adopt indicators and monitoring methodologies to measure the Programme's progress and success;
- review goals, objectives and measures of success, based on the initial programme work plan, with the aim of providing guidance on progress towards more sustainable consumption and production patterns in food systems;
- recommend actions to ensure the coherence of the work of the SFS Programme with the objective of shifting to sustainable consumption and production patterns;
- review the performance and evolution of the SFS Programme's work plan, advise on and proactively engage new Partners, initiatives and activities that are in line with the objectives of the SFS Programme, and that reply to emerging demands and priorities;
- bring in new activities and/or link existing activities to the work plan;
- propose projects and/or activities for implementation in accordance with the work plan of the SFS Programme;
- support (including technical assistance) activities and projects of the work plan;
- provide relevant advice and feedback on the implementation of the SFS Programme activities;
- be active in outreach, advocacy, awareness raising and fundraising to support the expansion and continuity of the SFS Programme;
- enhance synergies and cooperation among stakeholders within the SFS Programme as well as with other programmes of the 10YFP;
- provide guidance to the 10YFP Secretariat for the elaboration of calls for proposals for the 10YFP Trust Fund, and screen and short list proposals received based on established criteria;
- report on activities of the work plan for inclusion in the annual report to be prepared by the Co-ordination Desk, for submission to ECOSOC via the 10YFP Secretariat;
- participate in quarterly meetings organized by the Co-Leads (three teleconferences and at least one face-to-face meeting per year); and
- elect the Lead/Co-Leads.

Members of the MAC are required to:

- demonstrate strong interest and/or recognized expertise and experience in the area of sustainable food systems, if possible reflected in policies and actions;
- have played an active or leading role in supporting the sustainable consumption and production and/or sustainable development agenda at the local, national and/or regional levels;
- agree to ensure a legal, transparent, and representative governance structure to the SFS Programme with appropriate accountability to members on decisions and actions taken either by consensus, through voting or other democratic processes;
- ensure a commitment to remain engaged for at least two years; and
- possess the organizational means and time to perform the required tasks and responsibilities, without monetary compensation.

Any government (national, regional and local, from any UN member state), relevant regional or international organizations, industry or business organizations, non-governmental/civil society organizations or academic institutions, or any other entity that supports the goals of the 10YFP and agrees to work towards them can apply to become a member of the MAC.

The term of the MAC members is 2 years, renewable for up to two terms. The composition of the MAC will be reviewed at the end of each term, taking into consideration the need for both continuity and change in the MAC, as well as implications of the decision on both the present and subsequent MAC renewals (e.g. ensure that not all MAC members will have to be renewed simultaneously at the end of the second term). Unless the MAC decides otherwise, at least one quarter of the MAC members will change at the end of each term as recommended by the 10YFP Guidance document, evenly distributed across all five stakeholder clusters of the SFS Programme. In preparation of the MAC renewal, the Coordination Desk will issue a call for expressions of interest among the Partners of the SFS Programme and disclose the list of interested organizations. Following an initial evaluation of expressions of interest by the Coordination Desk, the MAC members are elected by the Programme Partners of their respective stakeholder cluster, taking into account regional balance whenever possible. The 10YFP Secretariat will be informed throughout the process and the 10YFP Board will validate the final composition of the renewed MAC.

In addition to the above requirements and in line with the general criteria for MAC members contained in the 10YFP Guidance document, the Coordination Desk will take into account the following criteria when screening expressions of interest of new MAC members:

- Expertise and experience in supporting the promotion of sustainable food systems at various levels, including through key initiatives
- Representativeness and/or scale of the institution applying
- Geographical balance: if possible at least one country from each of the five regional groups of the UN should be represented in the MAC (Africa, Asia and the Pacific, Western Europe and Others, Latin America and the Caribbean (LAC), Eastern Europe)
- Stakeholder balance: the MAC of the SFS Programme is composed by the following five stakeholder clusters. A fixed quota of seats is assigned to each cluster:
 - *Government agencies (7 seats)*
 - *UN agencies and other inter-governmental organizations (4 seats)*
 - *Civil society organizations (4 seats)*
 - *Scientific and technical organizations (4 seats)*
 - *Private sector (4 seats)*

Thus, any seat vacated by an outgoing MAC member can only be replaced by a new organization belonging to the same stakeholder cluster.

The quorum for a meeting of the MAC is set at half of the total number of MAC members. The Lead/Co-Leads will act as the chair/co-chairs of the MAC meetings. The MAC cannot meet without at least one of the Lead/Co-Leads participating in the meeting. The chair/co-chairs of the MAC meetings is/are designated ahead of the start of discussions. The MAC will strive to make all decisions in a consensual manner. Nevertheless, in order to ensure an efficient mechanism, decisions can be made by a simple majority of the members present, provided that such a majority includes votes from at least three out of the five stakeholder clusters. In case of even votes, the Lead/Co-Leads of the SFS Programme will jointly take the decision. In case a quorum cannot be established, the MAC members present at the meeting can prepare recommendations for the MAC to decide upon through an electronic process following the MAC meeting.

Members of the MAC offer their time and advice on a voluntary basis, and are not remunerated. The MAC is expected to hold quarterly meetings (approximately every 3 months) – 3 teleconferences and one face-to-face meeting per year.

Organizations wishing to discontinue their membership of the MAC shall do so by written communication to the Coordination Desk. In case a MAC member discontinues its membership before the end of

a regular term, in order to fill the vacated seat the Coordination Desk will issue a call for expressions of interest among the Partners belonging to the same stakeholder cluster as the outgoing MAC member and disclose the list of interested organizations. Following an initial evaluation of expressions of interest by the Coordination Desk, the Programme Partners of that stakeholder cluster will elect a new MAC member to fill the vacant seat, taking into account regional balance whenever possible.

Every effort should be made to attend each MAC meeting (face-to-face or virtual). Where this is not possible, providing written comments in advance of the meeting will constitute participation. MAC members that do not attend three consecutive meetings or teleconferences will not be eligible to re-election in the MAC.

Travel costs for MAC members to meetings are not provided by the Lead/Co-Leads or 10YFP Secretariat. Any exceptions will depend on the success of the fundraising for the SFS Programme and will be analyzed by the MAC members prior to the meeting to agree on the distribution of funds and their allocation to prioritized members (e.g. from LDCs).

2.4. Programme Partners

Becoming a Partner of the SFS Programme provides opportunities to team up with others for action on the ground, developing innovative projects at scale, and the possibility to access a variety of funding sources. Partners of the SFS Programme are not requested to provide financial or human resources to the SFS Programme, but do commit to be part of an active implementing “community of practice” in the context of sustainable food systems, and thus contributing to collective impact for the shift to sustainable consumption and production patterns.

Organizations and individual experts (legal entities³) agreeing with the vision, goal and objectives of the SFS Programme and committing to contribute to its activities, are invited to join as a Partner.

Partners may represent:

- i) national, regional, or local governments, government agencies and/or authorities (including public-private entities) from any UN member state;
- ii) international organizations (including UN agencies and programmes, International Financial Institutions – IFIs, regional cooperation institutions);
- iii) non-governmental organizations (NGOs), foundations, civil society organizations, and non-profit organizations (NPOs);
- iv) academic institutions, research centers or education institutions and associations (including schools and higher-education institutions);
- v) industry, individual companies, private sector representatives;
- vi) industry associations, business organizations (normally with nonprofit status but representing the private sector);
- vii) partnerships, networks, consortium;
- viii) media; or
- ix) any other entity or network that supports the goals of the SFS Programme and agrees to work towards them.

Partners can participate in and support the SFS Programme, by:

- i) offering their time and technical expertise in a specific Work area of the SFS Programme;
- ii) sharing knowledge in a specific Work area within the SFS Programme community;

³ any individual expert who wishes to become a Partner of the SFS Programme needs to be registered as an organization or business under national law

- iii) participating in working groups which may be created on specific fields of expertise;
- iv) proposing new activities and bringing in existing activities which are in line with the SFS programme document and work plan;
- v) showcasing implemented projects that can be replicated elsewhere;
- vi) adapting, replicating and/or scaling-up successful projects at national or regional level;
- vii) applying and supporting the dissemination of SFS Programme materials and tools;
- viii) receiving support from the 10YFP Trust Fund for the implementation of projects, provided that the specific eligibility criteria of the Trust Fund are fulfilled;
- ix) participating in the formulation, fundraising and implementation of flagship projects;
- x) providing funding for the SFS Programme or specific projects; and
- xi) providing and/or receiving capacity building in the area of Sustainable Food Systems.

Partners have the following opportunities:

- i) learn from other Partners in the SFS Programme, share experience, lessons learned, best practices and tools in their area of work, and participate in working groups in specific areas of expertise;
- ii) participate in the implementation of the SFS Programme, scale up and replicate activities with other Partners, based on own best practices, projects at the national or regional level, or develop new projects that contribute to achieving the SFS Programme's objectives;
- iii) build fundraising and implementation coalitions through flagship projects, apply for funding from the 10YFP Trust Fund for greater collective impact with a network of expertise and resources, provided that the specific eligibility criteria of the Trust Fund are fulfilled;
- iv) be invited by Lead/Co-Leads and MAC to coordinate Work areas, sub-work areas, or possibly working groups;
- v) participate in public meetings, advocating for the SFS Programme and gain international visibility; and
- vi) apply to become a MAC member and elect the MAC members of their respective stakeholder cluster, in the case of vacant seats or a MAC renewal.

Interested organizations should send a completed form for expression of interest (Eol) to the Coordination Desk with a copy to the 10YFP Secretariat. The Eol form can be found in [Annex 1](#):

Screening and due diligence of the Eol forms will be carried out by the Coordination Desk and a recommendation will subsequently be submitted to the Lead/Co-Leads for approval. The organizations interested in being a Partner will be notified by the Coordination Desk on the decision of the Lead/Co-Leads and MAC once they have considered the issue.

3. Operation of the SFS Programme

The Coordination Desk develops a biennial work plan according to the vision, goal and objectives of the SFS Programme and in line with the SFS programme document. This work plan has to be approved by the Lead/Co-Leads and the MAC.

The work plan outlines the types of activities to be carried out in the framework of specific Work areas with description of responsibilities, timelines and expected outputs, along with the budget and resource mobilization strategy for these activities.

The SFS Programme has four Work areas, which are designed to collectively help to promote the shift towards more sustainable food systems:

1. Raising awareness on the need to adopt SCP patterns in food systems;
2. Building enabling environments for sustainable food systems;
3. Increasing the access to and fostering the application of actionable knowledge, information and tools to mainstream SCP in food systems; and
4. Strengthening collaboration among food system stakeholders to increase the sector's SCP performance.

It is likely that some of the activities implemented under the Programme cut across several of these Work areas. The SFS Programme will ensure the necessary linkages between the different Work areas, allowing to make optimal use of potential synergies and capture opportunities for collaboration and innovation between Work areas, as well as enabling the application of a systems-based approach at the programme scale.

The MAC will review the work plan implementation and will suggest adjustments and modifications during its quarterly meetings.

4. Coordinators of the Work Areas

Each of the Work areas may be coordinated by up to three organizations. The Lead/Co-Leads and MAC can agree to invite a Partner to coordinate a Work area, when the experience of the Partner in a specific field of work can bring benefit for the implementation of the activities under the given Work area.

The Work area coordinators are responsible for ensuring that activities are delivered in a timely, inclusive and effective manner; coordinating the work within the Work area; and contributing their expertise and resources (including in-kind) towards: implementing activities, building synergies and helping to scale up and replicate best practices; providing updates and progress reports to the Lead/Co-Leads, Coordination Desk and MAC; and ensuring the synergies with other Work areas.

The positions and roles of Work areas coordinators will be further defined and elaborated during the discussions of the biennial work plan, subject to adoption by the MAC. This may also include the possibility to have coordinators for sub-work areas or possibly working groups.

5. Operating principles

The SFS Programme shall be implemented under consideration of the following guiding principles:

- a. contribute to meeting the goals and principles of the 10YFP, covering the three pillars of sustainable development;
- b. contribute to the implementation of the Sustainable Development Goals (SDGs), in particular SDG2 (End hunger, achieve food security and improved nutrition and promote sustainable agriculture) and SDG12 (Ensure sustainable consumption and production patterns), as well as a series of SDG targets in other thematic areas;
- c. promote a sustainable food systems approach, embracing the interconnectedness of all the food-related activities and the environment within which these activities occur;
- d. promote synergies with work in similar areas and in other 10YFP programmes, in order to promote co-benefits and opportunities to leverage resources towards mutual objectives;
- e. minimize duplication of ongoing efforts and activities both among Partners as well as with respect to other international forums and initiatives that are not directly related to the SFS Programme;
- f. respond to national and regional needs, priorities and circumstances; and
- g. contribute towards the promotion of gender equality.

The SFS Programme is voluntary. The materials, documents and activities developed under the SFS Programme do not necessarily represent and require the endorsement of the full SFS Programme membership (Programme Partners, MAC members, Lead/Co-Leads). Their quality and content are nevertheless reviewed by the SFS Programme's Lead/Co-Leads, Coordination Desk, and MAC, with the aim of enhancing the effectiveness of the SFS Programme.

6. Monitoring and evaluation of the SFS Programme

The SFS Programme will monitor and evaluate its progress regarding its objectives, Work areas and activities, as well as its contribution to the implementation of the Sustainable Development Goals (SDGs). To that end, the MAC members and Lead/Co-Leads of the SFS Programme will develop criteria and assign indicators and monitoring methodologies to measure progress and success. Furthermore, the effectiveness of the SFS Programme will be monitored on a regular basis, including the functioning of the Coordination Desk, Lead/Co-Leads and the MAC, as well as the collaboration among the different actors involved in the SFS Programme. In addition, the Lead/Co-Leads report on progress and outcomes as required and prepare an annual report to the 10YFP Secretariat, which will be subsequently submitted to the 10YFP Board and included in the 10YFP report to ECOSOC.

7. Funding of the SFS Programme

All activities of as well as global support to the SFS Programme will have to be funded by specific donors, which will support the SFS Programme according to their own interests within the defined Work areas (the SFS Programme's work plan will function as a menu open to contributions from various donors).

All MAC members and Partners support the Coordination Desk's fundraising efforts. They may also participate, together with other organizations active in the area of sustainable food systems, in the development of large-scale, so-called "flagship" project proposals that are consistent with the SFS Programme's Work areas, for submission to specific donors. Furthermore, Lead/Co-Leads, MAC members and Partners may channel resources through their own projects and activities they are implementing under the SFS Programme.

Projects contributing to the goal and objectives of the SFSP can also receive funds from the 10YFP Trust Fund, via calls for proposals or in accordance with any earmarked funds received by this Trust Fund. The SFS Programme's members (Co-Leads, MAC and Partners) will be able to prepare project proposals to receive support from the 10YFP Trust Fund. The 10YFP Trust Fund will however only support projects in developing countries and countries with economies in transition. Calls for proposals are managed by the 10YFP Secretariat, which will also inform the Coordination Desk of relevant funds for SFS Programme activities.

Annex 1:

Sustainable Food Systems Programme (SFS Programme)
of the 10-Year Framework of Programmes on Sustainable Consumption and Production
(10YFP)

Partner Application Form

Thank you for your interest in joining the Sustainable Food Systems Programme of the 10 Year Framework of Programmes on Sustainable Consumption and Production (10YFP SFS Programme). Becoming a Partner of a 10YFP programme provides opportunities to combine with others for action on the ground, developing innovative projects at scale, and the possibility to access a variety of funding sources.

The 10YFP SFS Programme is open to all organizations and individual experts (legal entities) that are interested in joining a collaborative platform to support the implementation of the Programme.

In order for the Lead/Co-Leads to approve your application, we kindly ask you to fill in and sign this form and submit it to the 10YFP SFSP Coordination Desk (sfsprogramme@blw.admin.ch) with a copy to the 10YFP Secretariat (10yfp@unep.org). The SFSP Coordination Desk may request additional information from applicants if necessary. Once a decision is made on your membership, the SFSP Coordination Desk will notify you.

Please feel free to contact the 10YFP SFSP Coordination Desk if you have any questions. Please note that requests for funding will not be considered through this application process.

1. Information on the organization	
1.1. Name of the organization	<i>insert text</i>
1.2. Type of organization	<input type="checkbox"/> Government agencies <input type="checkbox"/> UN agencies and other international organizations <input type="checkbox"/> Civil society organizations <input type="checkbox"/> Scientific and technical organizations <input type="checkbox"/> Private sector <input type="checkbox"/> Other: <i>insert text</i> Comments: <i>insert text</i> Please note that only legal entities can apply to become a Partner. Partnerships, networks and consortia are requested to provide a list of members in a separate attachment.
1.3. Description of your organization's mission/objectives (max 100 words)	<i>insert text</i>

1.4. Description of your organization's main activities (max 150 words)	<i>insert text</i>	
1.5. Fields of expertise of your organization (please check all that apply)	<input type="checkbox"/> Air and water pollution <input type="checkbox"/> Awareness raising <input type="checkbox"/> Capacity development <input type="checkbox"/> Biodiversity and conservation <input type="checkbox"/> Climate change <input type="checkbox"/> Consumer behavior <input type="checkbox"/> Consumer information <input type="checkbox"/> Disaster and risk prevention and reduction <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Environmental management <input type="checkbox"/> Ethics and social responsibility <input type="checkbox"/> Fair trade <input type="checkbox"/> Fish stocks and overfishing <input type="checkbox"/> Food losses and waste <input type="checkbox"/> Food security <input type="checkbox"/> Finance, insurance and investment <input type="checkbox"/> Gender equality	<input type="checkbox"/> Health <input type="checkbox"/> Life cycle analysis <input type="checkbox"/> Livestock <input type="checkbox"/> Malnutrition <input type="checkbox"/> Marketing and communications <input type="checkbox"/> Policy making <input type="checkbox"/> Poverty reduction and sustainable livelihoods <input type="checkbox"/> Voluntary standards and labels <input type="checkbox"/> Rural development <input type="checkbox"/> Soil degradation, loss of agricultural land <input type="checkbox"/> Sustainable and healthy diets <input type="checkbox"/> Sustainable consumption <input type="checkbox"/> Sustainable production <input type="checkbox"/> Sustainable value chains <input type="checkbox"/> Water <input type="checkbox"/> Other (please specify): <i>insert text</i>
Website	<i>insert text</i>	
2. Main contact of your organisation		
Title <i>insert text</i>	First name <i>insert text</i>	Last name <i>insert text</i>
Email <i>insert text</i>	Mailing address <i>insert text</i>	
Telephone <i>insert text</i>	Fax <i>insert text</i>	Country <i>insert text</i>
Please provide details of other alternate contacts of your organization (if applicable):	<i>insert text</i>	
3. Geographical Scope		
3.1. In which world regions do you mainly operate? (please check all that apply)	<input type="checkbox"/> Global (<i>Covers all regions listed below</i>)	
	<input type="checkbox"/> Africa	<input type="checkbox"/> North Africa <input type="checkbox"/> West Africa <input type="checkbox"/> East Africa

		<input type="checkbox"/> Central Africa <input type="checkbox"/> South Africa
	<input type="checkbox"/> Americas	<input type="checkbox"/> North America <input type="checkbox"/> Central America <input type="checkbox"/> South America <input type="checkbox"/> Caribbean
	<input type="checkbox"/> Asia	<input type="checkbox"/> East Asia <input type="checkbox"/> Middle Asia <input type="checkbox"/> South Asia <input type="checkbox"/> South-East Asia
	<input type="checkbox"/> Europe	<input type="checkbox"/> West Europe <input type="checkbox"/> Central-East Europe <input type="checkbox"/> South Europe <input type="checkbox"/> North Europe
	<input type="checkbox"/> Oceania	<input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Melanesia <input type="checkbox"/> Micronesia <input type="checkbox"/> Polynesia
3.2. How do you operate on the ground? (if applicable, please check all that apply)	<input type="checkbox"/> We are operating through our own field offices. <input type="checkbox"/> We work with local partners, selected on a need-basis, so that they operate on our behalf. <input type="checkbox"/> We coordinate activities on the ground from another location, including some field missions. <input type="checkbox"/> We send our staff from the headquarters to the field for the duration of a specific activity. <input type="checkbox"/> We operate mainly thanks to volunteers. <input type="checkbox"/> Other: <i>insert text</i>	
4. Interest and description of project(s)		
4.1. Work Area of interest within the 10YFP SFS Programme	The 10YFP SFS Programme has four work areas: <input type="checkbox"/> Work Area 1: Raising awareness on the need to adopt SCP patterns in food systems <input type="checkbox"/> Work Area 2: Building enabling environments for sustainable food systems <input type="checkbox"/> Work Area 3: Increasing the access to and fostering the application of actionable knowledge, information and tools to mainstream SCP in food systems <input type="checkbox"/> Work Area 4: Strengthening collaboration among food system stakeholders to increase the sector's SCP performance <i>Please refer to the 10YFP SFS programme document for a more detailed description of the work areas.</i>	
4.2. What is your interest to participate in the 10YFP SFS	<input type="checkbox"/> Offer technical expertise in the following focus themes of the SFS Programme:	

<p>Programme? (please check all that apply)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sustainable diets <input type="checkbox"/> Sustainability along all food value chains <input type="checkbox"/> Reduction of food losses and waste <input type="checkbox"/> Local, national, regional multi-stakeholder platforms <input type="checkbox"/> Resilient, inclusive, diverse food production systems <p><input type="checkbox"/> Share and receive information on activities related to the following focus themes within the 10YFP SFS community:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sustainable diets <input type="checkbox"/> Sustainability along all food value chains <input type="checkbox"/> Reduction of food losses and waste <input type="checkbox"/> Local, national, regional multi-stakeholder platforms <input type="checkbox"/> Resilient, inclusive, diverse food production systems <p><input type="checkbox"/> Participate in working groups which may be created under your fields of expertise</p> <p><input type="checkbox"/> Propose new projects/activities (please fill section 4.3)</p> <p><input type="checkbox"/> Bring ongoing projects/activities and/or showcase implemented projects that can be replicated elsewhere (please fill section 4.3)</p> <p><input type="checkbox"/> Adapt, replicate and/or scale-up successful projects at national or regional level (please fill section 4.3)</p> <p><input type="checkbox"/> Apply and/or support the dissemination of 10YFP SFS Programme materials and tools</p> <p><input type="checkbox"/> Provide funding for the 10YFP SFS Programme or projects</p> <p><input type="checkbox"/> Other: <i>insert text</i></p>
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4.3 Description of proposed participation in the Programme through a new or ongoing activity (please copy the box below as many times as necessary)

<p>Activity 1</p> <p>1. Brief description of the activity and entity in charge (in the case of an ongoing activity, explain how long it has been ongoing; in case of a new activity, scaling-up or showcasing, briefly describe the context-justification) (max 200 words)</p> <p><i>insert text</i></p> <p>2. Objectives and results expected (include geographical coverage, target audience or beneficiaries, explain how the activity would contribute to achieving the Programme's objectives; in the case of ongoing activity, mention milestones and results achieved so far) (max 200 words)</p> <p><i>insert text</i></p>	<p>Please indicate to which work area(s) and focus themes this activity would contribute:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work Area 1 <input type="checkbox"/> Work Area 2 <input type="checkbox"/> Work Area 3 <input type="checkbox"/> Work Area 4 <p>Focus themes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sustainable diets <input type="checkbox"/> Sustainability along all food value chains <input type="checkbox"/> Reduction of food losses and waste <input type="checkbox"/> Local, national, regional multi-stakeholder platforms <input type="checkbox"/> Resilient, inclusive, diverse food production systems
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STATEMENT OF COMMITMENT

We confirm that *[name of organization / entity]* supports the vision, goal and objectives of the SFS Programme of the 10 Year Framework of Programmes on Sustainable Consumption and Production (10YFP). We hereby commit and agree:

- To participating in and supporting the 10YFP SFS Programme implementation as indicated above;
- To sharing overall knowledge and experiences with the community and partners of the 10YFP SFS Programme, including through the Global SCP Clearinghouse (www.scpclearinghouse.org);
- To working in a collaborative spirit within the 10YFP SFS Programme networks;
- To following the 10YFP Secretariat's instruction with regards to the use of the 10YFP logo, as well as any requirements of the Lead/Co-Leads on the use of the 10YFP SFS Programme or the Lead/Co-Leads logos, and to sharing with the 10YFP SFSP Coordination Desk, for approval, any publication that references the 10YFP SFS Programme prior to disclosure;
- To having our logo included in relevant documents and communications referring to the 10YFP SFS Programme Partners, to be prepared by the 10YFP SFSP Coordination Desk, upon our approval on a case by case basis;
- To providing regular updates and/or reports to the SFSP Coordination Desk on your activities and results that have contributed to the 10YFP SFS Programme;
- That the information provided in this Partner Application Form may be shared with the Multi-stakeholder Advisory Committee and Work Area coordinators of the SFS Programme; and
- To indicating our willingness to continue supporting and contributing to the 10YFP SFS Programme annually, by renewal of this commitment (including updating of specific contribution and/or areas of specific interest).

For non-governmental entities (i.e. UN agencies and other international organizations, civil society organizations, scientific and technical organizations, private sector, etc.):

As the authorised representative of *[name of organization / entity]*, which is registered in *[country]*, I hereby confirm our commitment to the vision, goal and objectives of the 10YFP Sustainable Food Systems Programme as described in the programme document; declare that the information provided above is true and correct; confirm that I have read the 10YFP SFSP Terms of Reference (ToR); and enclose:

- our completed, signed and dated declaration form (See **ANNEX A**); and
- our logo (minimum resolution of 300dpi or vector format).

I agree

Name of the signatory: *insert text*

Signature:

Position/function of the signatory: *insert text*

Date: *insert text*

For national, regional or local governments, government agencies and/or authorities (including public-private entities):

As the authorised representative of *[name of organization / entity]* and/or the *[name of institution / office]*, I hereby confirm our commitment to the vision, goal and objectives of the 10YFP Sustainable Food Systems Programme as described in the programme document; declare that the information provided above is true and correct; confirm that I have read the 10YFP SFSP Terms of Reference (ToR); and enclose:

- our logo (minimum resolution of 300dpi or vector format).

I agree

Name of the signatory: *insert text*

Position/function of the signatory: *insert text*

Date: *insert text*

Signature:

Please return this Partner Application Form, along with other requested documents as relevant, completed and signed to the 10YFP SFSP Coordination Desk (sfsprogramme@blw.admin.ch) with a copy to the 10YFP Secretariat (10yfp@unep.org).

ANNEX A

DECLARATION FORM

(For organizations OTHER than governments and/or government agencies – i.e. UN agencies and other international organizations, civil society organizations, scientific and technical organizations, private sector, etc.):

Organization Details	True or Yes	False or No	Supporting links or documentation if available (related documentation shall be made available to the 10YFP SFS Programme upon request)
Part A: UN Values and Conventions			
1. Our organization does not violate sanctions established by the UN Security Council	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
2. Our organization is not complicit in human rights abuses	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
3. Our organization does not tolerate forced or compulsory labor or the use of child labor	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
4. Our organization is not involved in the sale or manufacture of anti-personnel landmines or cluster bombs	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
5. Our organization does not produce banned chemicals such as ozone depleting substances	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
6. Our organization will support the core values and goals of the UN, as per its mandate, as well as the achievement of the Sustainable Development Goals (SDGs).	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
Part B: Organizational Details			<i>insert text</i>
7. Legal status – certificate local/regional registration &/or incorporation	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
8. The organization does not have any legal encumbrances and respects the laws of the country/ies in which it operates	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
9. The organization's financial statements are periodically audited and available	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>
10. The organization has a track record in activities related to sustainable food systems	<input type="checkbox"/>	<input type="checkbox"/>	<i>insert text</i>

I, the undersigned, as the authorized signatory for the *[name of your entity]* hereby declare that all statements made above are certified true and correct and that our organization commits fully to supporting the vision, goal and objectives of the Sustainable Food Systems Programme of the 10 Year Framework of Programmes on Sustainable Consumption and Production.

I agree

Name of the signatory: *insert text*
 Position/function of the signatory: *insert text*
 Signed at: *insert text*
 Date: *insert text*

Signature:

For Internal Use Only

Application Received by the Coordination Desk on date:

By: