



## Terms of Reference

### SERVICE PACKAGE: DATA COLLECTION AND FARM HOUSEHOLD SURVEY ON COCOA PRODUCTION IN THE SUPPLY CHAIN

**Project: Circular Economy Cocoa - “From Bean To Bar”**

**Location: Dong Nai & Binh Thuan provinces.**

#### 1. GENERAL INFORMATION

The Project “Circular Economy in Cocoa - From Bean To Bar”, funded by the European Union, will be implemented by HELVETAS Vietnam and CDC within the period 2022 - 2026, in the Central Highlands, South-East and Mekong Delta as the main cocoa planting areas of Vietnam.

The specific objectives of the Project include:

- Transition the cocoa/chocolate subsector to regenerative and circular economy approaches at key points of the product lifecycle;
- Leverage change in the cocoa subsector to trigger the uptake of circular economy approaches in the wider agri-food sector;
- Prove the feasibility of closed-loop and circular production, providing an example for others to follow and informing supportive policies.

Cacao Trong Duc Limited Company is a strategic partner of Helvetas under this Project. The company is working in the cocoa sector since 2006 and have developed a supply chain with 700 hectares in 04 provinces (Phu Yen, Gia Lai, Dong Nai and Binh Thuan). This year, Trong Duc is enhancing a digital traceability solution among their farmer network as an important means to increase the sustainability and accountability of the value chain. Digitalization in farm management and business operation will improve the resource efficiency and create a more environmental friendly value chain.

#### 2. OBJECTIVES

To support Trong Duc and the cocoa farmers in South East region, Helvetas is seeking a quality service provider to conduct a comprehensive households & cocoa farms data collection in the South East region. The main objective of this assignment is to build up a comprehensive and informative database on cocoa farmer households, their cocoa gardens and existing cultivating practices. This will be used as the first-mile database for setting up the company’s digital management and traceability system.

#### 3. SCOPE OF WORKS

The Service Provider will cooperate with the project management team of Trong Duc and Helvetas Vietnam to conduct interviews/surveys to collect the required data from maximum 580 cocoa households in Dong Nai & Binh Thuan province, those belong to the company purchasing network. Initial data structure design and

survey questionnaires will be provided by Trong Duc and Helvetas Vietnam. The Service Provider will discuss with concerning parties and propose to revise if necessary before conducting the task.

The scope of work required for Service Providers to be specific in detail as follows:

3.1. Conduct interviews/surveys to collect data from farmer households:

Provinces	Đồng Nai	Bình Thuận	Total
# of HHs	500	80	580

Data needed to collect will include the following main categories:

- Demographic information on farmers & their agriculture production.
- Specific information on the cocoa garden and cultivation situation.
- Economic information on income, cost structure, economic efficiency, primary processing and fermenting, and proportion of cocoa in their income composition.

3.2. Field visits to collect geo-location data for Geo-Reference Mapping:

The geolocation information with GIS points for each cocoa farm at the household level will be used to map the origins of the cocoa supply chain.

3.3. Visualize, analyze the data collected, and write a narrative summary report:

Based on the data collected, the Service Provider will analyze, visualize and prepare a summary report reflecting the cocoa status quo for Helvetas and Trong Duc with recommendations to improve the company’s supply chain management.

**Other requirements:**

- All the data collected should be cleaned and validated before submission to Helvetas Vietnam.
- The final dataset could be submitted in MS. Excel or any statistical tools whereas convenient.
- All the cocoa plots should come with Geo-Reference Mapping.
- Weekly updates to Helvetas & Trong Duc on the data collecting process.

**4. SUGGEST TIMEFRAME AND DELIVERABLES**

Activity	Deliverables	Timeframe
Contract signing		Mid April, 2024
Field data collection (about 01 months)	Full set of household and plot database collected from the Trong Duc’s supply chain.	Within April – May 2024
Analyse and visualize data.	Data visualizations and key facts-findings	1st week of June 2024
Final Report Writing	Final report on the results with consultant’s recommendations	2nd week of June 2024
Contract liquidation		End of June 2024

**5. REQUIRED QUALIFICATIONS**

The Service Provider may be a consulting firm or a group of individuals. The implementing team should be led by an expert who should have the following qualifications:

- Minimum of a Master's degree qualification in Data science and/or Agricultural science (and or relevant) and a minimum of 03 years of experience working with agricultural programs/projects.
- Extensive experience in quantitative and qualitative works, and data analysis.
- Experience with digitalization tools for surveys or assessments.
- Experience and understanding of the cocoa industry (is an advance).
- Understanding EU and Vietnam data protection regulations.

#### **6. OTHER INSTRUCTIONS:**

In the financial proposal, the service provider should indicate the number of working days of each team member and their remuneration rate respectively (in VND, VAT/PIT inclusive).

A detailed work plan with field travel schedule should be described in the Technical & Financial Proposal. Travel costs including airfare, airport taxi and ground travel, per diem and accommodation for field trips, will be supported by the Project subjected to EU-based cost norms.

The final and approved Technical & Financial Proposal will be a part of the service contract.

Candidates, who are interested in this work, please send your Technical & Financial Proposal and the team CVs to [helvetas.vietnam@helvetas.org](mailto:helvetas.vietnam@helvetas.org) and [thuy.tran@helvetas.org](mailto:thuy.tran@helvetas.org) by **April 12, 2024**.