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## Term of Reference

**Service Package: Production of Coconut-based Biodegradable Pallet Prototypes**

Project: CIRCULAR ECONOMY COCOA: “FROM BEAN TO BAR”  
Budget line: 6.2.2.2 | Date: July 15, 2025

Helvetas is an independent organization for development based in Switzerland with affiliated organizations in Germany and the United States. Active in Vietnam since 1995, Helvetas has been promoting sustainable agriculture, inclusive economic development, biodiversity conservation, and green innovation, particularly in collaboration with small and medium enterprises (MSMEs).

# CONTEXT

Within the framework of the European Union-funded SWITCH-Asia Programme, Helvetas is implementing the four-year project *Circular Economy Cocoa: From Bean to Bar* (2022–2026). The project aims to develop circular economy solutions in cocoa and other agri-food sectors, leading to equitable economic growth decoupled from harmful environmental impacts.

As part of this initiative, Helvetas Vietnam is piloting the use of biodegradable pallets made from agricultural waste as a sustainable alternative to conventional plastic and wooden pallets. Helvetas now seeks a qualified manufacturing partner to produce prototypes of coconut-based pallets. These pallets must meet specific technical and quality standards set by the project’s advisory team. Initial sample products will undergo expert evaluation; only upon approval will full-scale production commence. The final products will be delivered to the selected enterprises for real-world field testing.

# OBJECTIVES

* Producing 500 prototypes of coconut-based pallets that meet the Project’s technical and quality requirements
* Delivering the prototypes to 8–10 selected enterprises for field testing.

*See detailed requirements and delivery list in the attached documents.*

# SCOPE OF WORK

The service provider is expected to undertake the following tasks:

* Producing small batches of sample pallets for initial quality and durability assessment.
* Revising product design and specifications based on expert feedback (if necessary).
* Manufacturing 500 full-scale prototypes using the approved design and materials.
* Coordinating logistics for delivery to designated enterprises.
* Providing support to Helvetas and user enterprises in addressing any issues or production-related problems that may arise during the trial phase.

# REQUIRED QUALIFICATIONS

* Legally registered manufacturing entity in Vietnam.
* Proven experience in biomass-based or biodegradable product manufacturing.
* Demonstrated capacity in mold-based or fiber-compression production processes.
* Skilled workforce and access to relevant machinery and production infrastructure.
* Willingness to work collaboratively with Helvetas and the technical advisory team.
* Commitment to environmental sustainability and quality assurance.

# DELIVERABLES

* A set of initial sample products for review.
* 500 coconut-based pallet prototypes that meet approved specifications.
* Documentation of the production process and quality control procedures.
* Proof of delivery to each recipient enterprise.

# SUGGESTED TIMELINE

| **Activity** | **Tentative Date** |
| --- | --- |
| Contract Signing | Mid August 2025 |
| Production and Delivery | September 2025 |
| Post-delivery follow-up | October |

# APPLICATION

Interested companies are invited to submit **Company Profile** and **Quotation** (detailing cost breakdown and justification, and any additional cost considerations) by **July 25, 2025** to the following email addresses: helvetas.vietnam@helvetas.org and diep.dinh@helvetas.org.

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