



## Term of Reference

### Consultancy: Technical Supervision for Nhat Thong Agriculture Company Cacao Farm

Project: CIRCULAR ECONOMY COCOA: “FROM BEAN TO BAR”

#### 1. BACKGROUND/CONTEXT

Helvetas, founded in 1955, is the largest Swiss-based and a leading European development organization. We work in developing, emerging and transition countries in Africa, Asia, Latin America and Eastern Europe, partnering with poor and disadvantaged people to improve their livelihoods, strengthen local actors and create an institutional framework conducive to sustainable development.

Helvetas has been operating in Vietnam since 1994 in the areas of agriculture, forestry, governance, water and sanitation, and rural development. Today, Helvetas Vietnam’s country programme focuses on Sustainable and Inclusive Economies, Climate Change and Vocational Skills Development.

The Community Development Centre (CDC) is a civil society organization established in 2010 in Dak Lak that inspires and supports communities and vulnerable groups to improve their livelihoods. CDC has collaborated with many international organizations including Helvetas Vietnam, Oxfam, UTZ, Puratos, and IFC to implement projects on sustainable production of cocoa, coffee, tea, pepper and fruit trees.

Under the SWITCH-Asia programme of the European Union, Helvetas & CDC are co-implementing the Project “Circular Economy Cocoa: From Bean to Bar” with the main objective to develop circular economy solutions in cocoa and other agri-food sectors, leading to equitable economic growth decoupled from harmful environmental impacts. The Project will be implemented within 04 years from 2022 to 2026 in 06-07 cacao provinces in Central Highlands, Southeast and Mekong Delta of Vietnam.

In a partnership with the Nhat Thong Agriculture company in Vietnam, we are seeking for 01 experienced expert to provide technical advisory services for the organic Cacao farm company in Buon Ho – Daklak and Phung Hiep – Hau Giang province. The overall objective is to enhance farm production efficiency and sustainability toward the circular economy approach.

#### 2. OBJECTIVES

The specific objectives of this consultancy are to:

- (i) Identify the current situation of the cocoa farm and propose overall recommendations and technical adjustments/solutions for the company to improve its cocoa production both in terms of quality and productivity.
- (ii) Monitor and supervise the implementation process of the company at different stages of cocoa development to ensure the above advice to be taken properly as well as cost efficiency in the long run.

### **3. SCOPE OF WORK**

The consultant will work closely with Nhat Thong Agriculture Company and the project management team Helvetas to conduct the following tasks:

- 3.1 Investigate and evaluate the current farming situation then provide overall recommendations and specific technical advice:
  - Collect all information and review current applied farming practices at Nhat Thong Agriculture Company farm.
  - Analyse and propose technical adjustments needed (or new practices) to set up and operate the cocoa farm effectively. These technical solutions could include on-farm setup and management, pruning and shaping, pest and disease control, irrigation and fertilization, or any other technical aspects if necessary.
  - Calculate and estimate the investment and operation cost needed for the farm at each stage of the cocoa development, considering their strategy of organic agriculture.
- 3.2 Monitor and supervise the implementation process of the company at different stages of the cocoa tree development:
  - Based on the current status identified, propose a monitoring and supervision schedule of the consultant(s) for the farm within a supporting period of 06 months.
  - Provide technical instructions and guidelines for the company's staff in charge of the field or remotely at any time needed.

### **4. REQUIRED QUALIFICATIONS**

The Consultant should have the following qualifications:

- Being a specialist in cocoa agricultural farming techniques and agri-integrated systems.
- Minimum of a University's degree in agricultural science (or relevant) and a minimum of 05 years of experience in public or private agri-extension in the cocoa industry. A Master's degree would be preferred.
- Intensive working experience in the cocoa sector in the Mekong Delta and/or South East regions and a thorough understanding of cocoa farming practices & techniques at the farm level.
- Proven track record in providing advisory services to cocoa farmers and producers.
- Understanding cocoa fermentation and processing technologies would be an added value.
- Understanding organic farming, circular economy, and regenerative agriculture would be an advantage.

- Good communication skills and professional working efficiency in Vietnamese and English.

## 5. SUGGEST TIMEFRAME AND DELIVERABLES

	Activity	Deliverables	Deadline
1	Contract negotiation and signing		15 <sup>th</sup> March 2024
2	Contract implementation (Phase I): + Desk research and on-site data collection. + Propose technical solutions & budget alignment. + Consult experts and discuss with Helvetas and Nhat Thong's team.	+ A full set of data collected (numeric & narrative descriptions). + Evidence of stakeholder's consultation + Phase I Final Report.	End March 2024
3	Contract implementation (Phase II): + Technical monitoring and supervision + Provide guidance to company field staff	+ Weekly progress updates to Helvetas & Nhat Thong Company (via email) + Phase II Final Report	From April to Sept 2024
4	Contract liquidation		30 <sup>th</sup> Sept 2024

## 6. TECHNICAL AND FINANCIAL PROPOSAL:

- Technical Proposal should outline the approach, methodology, and timeline for the project. Relevant experience and qualifications of the consulting team should be included.
- Financial Proposal should use the unit of actual working days and the daily rate of consultant in the implementation (in VND, inclusive of VAT/PIT). A detailed budget breakdown should be indicated.
- The field trip plan will be described in the Technical Proposal. The approved technical proposal will be the foundation of the consulting agreement.
- Travel expenses including ground travel, per diem and accommodation in field trips will be covered by the Project following EU cost norms.

Interested candidates should send Technical & Financial Proposals to the Helvetas Vietnam – Circular Economy Cocoa Project at the following emails: [lien.dinh@helvetas.org](mailto:lien.dinh@helvetas.org) and [helvetas.vietnam@helvetas.org](mailto:helvetas.vietnam@helvetas.org).

**Latest date of submission: March 15<sup>th</sup>, 2024.**