



Terms of Reference

SURVEY ON THE CURRENT SITUATION OF COCOA PRODUCTION & PROCESSING AND BUILDING TECHNICAL DOCUMENT FOR CIRCULAR COCOA PRODUCTION IN VIETNAM

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

I. GENERAL INFORMATION

The circular economy is increasingly recognized as a way of reducing the environmental footprint of production and consumption, attracting increasing attention from consumers, businesses, and policymakers around the world. While the approach is an emerging topic of discussion for government and business in Vietnam, awareness remains low and has not yet triggered a systemic transition from a conventional/linear economy to a more sustainable circular economy.

The Project Circular Economy Cocoa - “From Bean To Bar”, funded by the European Union and donations, will be implemented by the Community Development Center (CDC) and Helvetas Vietnam within a 04-years-period from April 2022 to Mar 2026, covering cacao provinces in the Central Highlands (Daklak, Daknong, Lamdong, Gialai) and Mekong Delta (Dongnai, Bentre and Ba Ria Vung Tau).

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.

The expected outcomes include:

- Cocoa producers increase productivity and reduce negative environmental impacts through integrated, regenerative and closed-loop production, and while cocoa purchasers and processors improve their trading and fermentation process.

- Chocolate processors and producers decrease environmental footprint through reduced waste and more efficient energy and water use, verified by a management system that applies a digitalized traceability system;
- Cocoa provides a reproduceable model for uptake of circular economy in the Vietnamese agri-food sector, and helps with the development of more appropriate policies.

The Community Development Centre (CDC)¹ is a civil society organisation established in 2010 in Dak Lak that inspires and supports communities and vulnerable groups to improve their livelihoods. CDC has collaborated with many international organisations including Helvetas Vietnam, Oxfam, UTZ, Puratos, and IFC to implement projects on sustainable production of cocoa, coffee, tea, pepper and fruit trees. Over the past 10 years, CDC has supported over 02 million farmers and 200 private companies in the Central Highlands. For this project, CDC will be responsible for quality training of cocoa producers and MSMEs, particularly activities related to Outcome 1.

II. DESCRIPTIONS:

1. NAME OF THE ASSIGNMENT:

“Survey on the current situation of cocoa production & processing and develop technical materials for circular economy cocoa production in Vietnam”

2. OBJECTIVES

The primary objectives of this assignment are:

- i. Collecting information and data to update and evaluate the current farming situation as well as the uptake of circular economy approaches in the main cocoa areas in Vietnam.
- ii. Assessing the training needs of actors in the cocoa supply chain for technical solutions in cultivating and production in terms of circular economy.
- iii. Developing technical documentation and training materials covering technical solutions for cocoa production and processing towards establishing a circular production system.

3. SCOPE OF WORKS

¹CDC: <http://en.cdc.org.vn/>

The consultant (s) will cooperate with the project management team of CDC and Helvetas Vietnam to collect data on cocoa areas and develop technical documentation for cocoa production towards a circular economy. The specific tasks are as follows:

3.1. Survey and evaluate the current situation of cocoa production and processing in the main cocoa growing regions of Vietnam and the existing models applying circular production practices.

This activity consists of 3 items:

- a. Interview cocoa farmers, farmer groups, cooperatives, producers, fermenters, traders and preliminary processors to assess the current situation and collect data in the project area (Vietnam's official statistics on the current situation of cocoa production are not kept up-to-date and statistical data after 2020 is not available).
 - Target groups: cocoa farmers, cocoa/chocolate purchasers, fermenters and processors.
 - Focus areas: cocoa growing areas in Dak Lak & Dak Nong provinces.
 - Sample size: The number of survey samples was determined based on the number and density of cocoa farmers in the two provinces to make sure they truly represent the current production status.
 - Minimum groups of information/indicators to be collected include:
 - + Information on farmers and production areas.
 - + Information on cocoa cultivation situation.
 - + Information on income, production efficiency, cocoa processing, proportion of income from cocoa production in the income composition of farmers.
 - + Other information: can be suggested by the consultant(s).These information will also be used for the project's M&E system.
- b. Survey on models that have applied circular economy practices in cocoa production: This survey will be carried out in Dong Nai, Ba Ria Vung Tau, Lam Dong, Binh Phuoc, Gia Lai, Dak Lak & Dak Nong (combined with the survey in item a), focusing on existing cocoa production models that have fully or partially applied the circular production methods to obtain information and data to develop guidelines of building models and operating circular production system in cocoa sub-sector. In addition to the farmer survey, the consultant(s) propose to CDC & Helvetas to select some outstanding

models that apply circular economy practices to analyze, evaluate and support with the establishment of circular economy demonstration models.

- c. Assess the training needs of project beneficiaries (farmers, cooperatives, purchasers, preliminary and deep processing companies) regarding circular farming and processing practices. The results of the training needs assessment will be used in the design and development of the project's training programs in the following years.

3.2. Develop technical training materials for cocoa farming towards a circular economy:

Based on the 3.1 survey results, the consultant(s) develop technical documentation to support the design and implementation of training activities of the project in the future. The consultant(s) should consult other experts before finalizing the documentation. This documentation is revised and updated annually according to the specific requirements of the project at that time. Training materials are required to:

- Be synthesized and built on the survey results in cocoa growing areas. Experience and practices from other agricultural sub-sectors; the results have been documented, modeled and introduced into production; the research results that can be applied and developed for the cocoa sub-sector can also be integrated into the training materials.
- Provide details of implementation steps, diagrams, designs, and processes applied in all stages of the circular production chain.
- Be consulted with other experts for their feedbacks before being used in the training course (the group of experts is selected and organized by CDC).
- Be revised and updated annually if necessary.

4. METHODOLOGY

The Consultant(s) are required to propose appropriate qualitative and quantitative research methods for the survey to ensure reliable primary data on the current situation of the cocoa sub-sector. The Consultant(s) will collect primary and secondary data on the current situation of cocoa production and processing, in which primary data is considered to play a key role.

Data collection methods, structures, and tools should be built, discussed and agreed upon with CDC & Helvetas Project Manager prior to implementation. The consultant(s) will

work closely with the Project Manager to conduct survey activities, develop and finalize the documentation. The consultant(s) can review the context, conduct interviews and discuss with stakeholders including local authorities, cocoa farmers, cocoa producers and organizations or other agricultural producers.

5. SUGGESTED TIMEFRAME AND DELIVERABLES

	Activity	Deliverables	Deadline
1	Contract negotiation and signing		20/2/2023
2	Desk research and on-site data collection	+ List of cocoa farmers and primary data collected from Dak Lak & Dak Nong provinces. + List of actors in the cocoa supply chain in Dak Lak & Dak Nong provinces (companies, cooperatives, cooperative groups, farmer groups, service providers ...). (Survey results 3.1.a)	15/4/2023
3	Data analysis and report writing	+ Report on cocoa value chain analysis. + Report on the survey results of models that apply circular economy practices in cocoa production. (Output 3.1.b)	15/4/2022
4	Assessment of training needs	+ Report on assessment of training needs of project beneficiaries. (Output 3.1.c)	15/4/2023
5	Compiling technical documentation and training materials on circular economy practices in cocoa production and processing in Vietnam.	+ Technical documentation & training materials on circular economy practices (1 st draft) (Output 3.2)	25/4/2023
6	Consulting with expert group, CDC and Helvetas team	+ Records/notes of all experts' consultations	02/5/2023

7	Report finalization and deliverables submission	+ Technical documentation & training materials on circular economy practices (final version) (Output 3.2)	8/5/2023
8	Contract liquidation		10/5/2023

6. REQUIRED QUALIFICATIONS

The consulting team may be comprised of more than one consultant.

The team leader should have the following qualifications:

- Minimum of a Master's degree qualification agricultural science (or relevant) and minimum of 10 years of experience in conducting agricultural or value chain studies in agricultural programs/projects (Experts with a Ph.D will be preferred).
- Experience and expertise in cocoa research, production and processing.
- Extensive quantitative and qualitative work, data analysis and modeling.
- Understanding cacao production and processing technologies, sustainable development and agricultural policies in Vietnam (would be an advantage).
- Understanding in circular economy and regenerative agriculture (preferred)
- Experience in compiling training materials on technical processes in agricultural production (preferred).

7. BUDGET AND TRAVEL IN THE FIELD

- Financial proposal should use the unit of actual working days and the daily rate of each individual consultant involved in the implementation (in VND, inclusive of VAT/PIT).
- 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 airfares, airport taxis and ground travel, per diem and accommodation in field trips will be covered by the Project in accordance with EU cost norms.

8. PROCEDURES

No.	Step	Time
1	Announcement of the assignment	11/1/2023
2	Submission of technical and financial proposals by candidates	9/2/2023

3	Assessment of the proposals & decision made on selection of consultant	16/2/2023
4	Contract signing	20/2/2023

Candidates, who are interested in this work, please send your CV and technical and financial proposal to **Community Development Center (CDC)** via procurement@cdc.org.vn and c/c tuan.nguyen@helvetas.org by **9/2/2023**.
