



## Term of Reference

### Digital Transformation for Cocoa SMEs

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

Budget line: 6.2.3.3

Helvetas is an independent development organization based in Switzerland, with affiliated organizations in Germany and the United States. Since 1994, Helvetas has been active in Vietnam, working across various sectors, including Agriculture, Biodiversity Conservation, Forestry, Eco-tourism, and Rural Economic Development.

#### 1. BACKGROUND/CONTEXT

Under the SWITCH-Asia program of the European Union, Helvetas is implementing the project “Circular Economy Cocoa: From Bean to Bar.” 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. The project is being implemented over four years (2022-2026) in key cacao-growing provinces in the Central Highlands and Mekong Delta regions of Vietnam.

Digital technologies have the potential to transform Vietnamese agriculture by enabling farmers and enterprises to work more precisely, efficiently, and sustainably. For the cocoa sector, enhancing traceability along the supply chain is critical to increasing its sustainability and accountability. Digitalization of farm management and supply chain traceability can drive the development of efficient, environmentally sound, and globally competitive cocoa value chains.

In partnership with key cocoa producers in Vietnam, Helvetas Vietnam is seeking 02 experienced consultants (01 Information Technology Specialist and 01 Agricultural Integrated System Expert) to provide support for the sub-project “Digital transformation within the cocoa sector”. The consultants will work collaboratively with Helvetas, the Community Development Center (CDC), and partnered cocoa SMEs of the Project.

#### 2. OBJECTIVES

The primary objectives of this assignment are:

1. Develop a comprehensive digital transformation plan tailored for the selected cocoa SME partner(s).
2. Support the cocoa SME(s) in implementing the digital transformation plan, including but not limited to enhancing farm and household data management, supply chain traceability, and public communication.
3. Ensure compliance with international standards and support the adoption of sustainable practices in the cocoa value chain.
4. Build capacity for key stakeholders, including SMEs, to effectively use digital tools and systems.

The output of this consultancy will be used as a guideline and useful resource for other SME partners in Vietnam in the process of planning and implementing their digital transformation.

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

This is a part-time and short-term service contract with a tentative 10 working days/month for each position for about 01 year duration. The assignment is divided into four key workstreams, with responsibilities shared between the two consultants:

#### **a. Development of an Overall Digital Transformation Plan**

- Conduct a comprehensive needs assessment involving SMEs, farmers, and other stakeholders.
- Design an overarching strategy that integrates all modules and aligns with project objectives.
- Identify required technologies, resources, timeline, and potential risks.

#### **b. Module 1: Farm and Household Data Management**

- Develop a digital system for collecting, storing, and analyzing farm and household data.
- Develop the GIS mapping of cocoa fields and products adapting to the European Union Deforestation Regulation (EUDR) and relevant local requirements.
- Generate on-demand dashboards/reports with filters for regions, farms, or timeframes.
- Ensure the system is user-friendly, scalable, and adaptable to various stakeholder needs.

#### **c. Module 2: Supply Chain Management and Product Traceability**

- Design and implement a traceability system that captures data from farm to finished product.
- Enable real-time recording of production, storage, transportation, and transaction details.
- Enhance transparency and accountability in the supply chain to meet international standards.

#### **d. Module 3: Public Communication, E-learning, and Certification Compliance**

- Create a digital platform for public communication and e-learning tailored to the cocoa sector.
- Develop tools to support the implementation of sustainable and ESG projects in the cocoa sector.
- Develop tools to support certification processes and ensure compliance with standards.

#### **Joint Responsibilities**

- Collaborate closely with Helvetas, CDC, and cocoa enterprises to ensure coherence across all workstreams.
- Facilitate stakeholder workshops to gather input and validate strategies.
- Provide training and support to build stakeholder capacity in digital tools and systems.
- Monitor progress and adapt strategies as needed to achieve desired outcomes.

### **4. REQUIRED QUALIFICATIONS**

**Consultant 1:** A specialist in computer science with significant professional experience in developing and implementing digital solutions for farm management and traceability in the agri-food sector.

- Minimum of a Master's degree in Computer Science, Information Technology, Data Science, or a related field, and at least 10 years of experience in the software development industry.
- Proven track record in developing digital strategies for agricultural sectors, preferably in the cocoa industry or similar.

- Expertise in assessing supply chain dynamics, technological integration, and socio-economic factors within developing economies.
- Strong analytical and problem-solving abilities to address complex technical challenges and provide effective solutions.
- Understanding of business processes and how technology aligns with business goals.
- Experience working in Vietnam or similar Southeast Asian contexts.
- Knowledge of cacao production and processing technologies, sustainable development, and the agricultural sector in Vietnam is an advantage.
- Excellent communication skills and professional working proficiency in English.

**Consultant 2:** A specialist in supply chain management, agricultural integrated systems, agri-business management, or related fields.

- Minimum of a Master’s degree and at least 15 years of working experience in a related field.
- Understanding of business processes and how technology aligns with business goals.
- Strong knowledge of agricultural integrated systems and supply chain management.
- Familiar with cacao production and processing technologies is an advantage.
- Excellent communication skills and professional working proficiency in English and Vietnamese.

## 5. PAYMENT TERMS

- Consultants will be paid quarterly, upon actual number of working days.
- Timesheets must be submitted and approved by Helvetas before payment.
- Travel and logistic costs will be reimbursed according to Helvetas' policies.
- Other terms and conditions under this consultancy package are subject to EU-based cost norms.

## 6. DURATION

The service is expected for one year, starting from January 2025 and ending in December 2025.

## 7. APPLICATION AND DEADLINE

Interested consultants are invited to submit the following:

- CV(s) highlighting relevant experience and expertise.
- A historical record of previous similar projects involved.
- A tentative work plan and proposed daily fee rate.
- References from previous similar projects (if any).

**Deadline for Submission:** All applications must be submitted by 5 PM January 15, 2025 to the email addresses [tuan.nguyen@helvetas.org](mailto:tuan.nguyen@helvetas.org) and [helvetas.vietnam@helvetas.org](mailto:helvetas.vietnam@helvetas.org) with the subject “ Application for IT Expert/Agricultural Expert”.