



## **Terms of Reference:**

### **Short-term Consultancy for Support to Producer Organizations in Data Reporting**

**Dated: 25<sup>th</sup> November 2025**

#### **OVERVIEW:**

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their every-day shopping.

The Global Impact unit jointly with the Monitoring and Evaluation staff in Fairtrade's Producer Networks that provide support to producers work to strengthen the Fairtrade system by driving institutional learning and effectiveness through robust monitoring, evaluation and planning systems. We are the hub for the management, analysis and communication of high-quality data and information about Fairtrade and its impacts. For monitoring impact, Fairtrade has been systematically collecting data for several years. Some of our data collection activities need external support with the aim to complete Fairtrade premium reporting in some specific regions.

#### **Scope of work:**

The focus of this ToR will be to support producer organizations in conducting virtual/in-person trainings to enable producers to complete their self-reporting data on to the digital platform for premium reporting. These tools and digital platforms are already in place and onboarding trainings have taken place. However, we realize that digital journey of a producer organization comes with varied challenges for each organization, country and region that may be different depending on their level of comfort with the tool or for some type of data reporting may depend on internal processes within their organization for example, if General Assembly has not approved Premium plans, the data may not be possible to be reported. We anticipate such virtual and in person support will benefit the capacity building of the producer organizations and improve adoption of our digital platform as well as improve reporting rates. On an average such an exercise can take approximately 30-45 minutes per organization depending on the sections they have completed and they have not.

Specific training materials for different modules relevant for virtual and in person trainings will be provided by Fairtrade International. These may require slight tweaks to summarize and simplify the sections applicable for different POs for example if one part of reporting is complete by the organization, then that may not need to be included. We request separate proposals for each of the countries or sub regions. The final list may slightly be amended nearer to finalization of the consultancies and reporting status closer to start of the assignments.

Region	Countries	Languages	Preferred mode of training	Number of Producer Organizations
Asia	India	Hindi, Kannada, Tamil, Malayalam	In-person	20
	India	Hindi, Kannada, Tamil, Malayalam	Virtual	50
	Sri Lanka	Sinhalese	Virtual	20
	Pakistan	Hindi/Urdu	Virtual	10
	China	Mandarin	Virtual	20

#### REQUIREMENTS:

- Capacity building experience (essential)
- Experience with dealing with agricultural sector related cooperatives set up or plantation set ups or rural communities with on ground presence (essential)
- Experience in using digital tools and platforms (essential)
- Attention to detail (essential)
- Proficiency in the use of Microsoft Word and Excel (essential)
- Ability to work in collaboration with the project team (essential)
- Fluency in English (essential) and local languages of each region indicated above (essential)
- Experience in simplifying technical subjects to the needs of grassroot groups (desired)
- Understanding or experience of working with Fairtrade and other similar voluntary sustainability standards or certification schemes (desired)

#### DELIVERABLES:

- Confirmation of participation of POs and attendees
- Clear outcomes of the training

#### TERMS AND CONDITIONS:

- This is a one-off short-term consultancy, taking place between xx Month 2025 to xx Month 2026.
- The consultancy contract will be offered under German law only.
- Fairtrade International will not accept other pre-drafted terms and conditions.



#### **APPLICATION:**

Please send your expression of interest on your suitability to the assignment along with a detailed budget no more than 8-10 pages to [impact@fairtrade.net](mailto:impact@fairtrade.net) by Tuesday **9<sup>th</sup> December 2025**. Preference will be given to consultancies or organizations in the specific countries or regions. We do not expect a single organization to be covering all countries, hence separate proposals for each country or sub regions with details on language proficiencies are encouraged.