



## TERMS OF REFERENCE

### Consultant – Programme Costing *Sustainability Cocoa, Coffee and Bananas Programmes*

<b>Organisation</b>	Fairtrade International
<b>Assignment Title</b>	Programme Costing – Sustainability Programmes
<b>Commodities</b>	Cocoa, Coffee and Bananas
<b>Engagement Type</b>	Short-term Consultancy
<b>Period of Work</b>	June to July 2026
<b>Reporting To</b>	Anna Mann, Fairtrade International
<b>Location</b>	Remote, though please note you will need to work with Latin American, African and Asian time zones
<b>Application Deadline</b>	15 <sup>th</sup> June

### 1. Background and Context

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Fairtrade International, together with the Fairtrade Producer Networks, is launching a new portfolio of sustainability programmes targeting key commodity supply chains, including cocoa, coffee, and bananas. These programmes encompass a range of activities – including climate resilience, strong co-operatives, and reduced risks – designed to improve livelihoods for Fairtrade-certified producers.

To support planning, budgeting, and resource mobilisation for these programmes, Fairtrade International requires expert support in developing detailed and defensible cost estimates for programme activities. The values will need to be articulated as per KG/MT of the product sourced, and therefore the applicant will require additional expertise to develop this methodology.

### 2. Objectives of the Assignment

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The primary objective of this consultancy is to develop comprehensive cost estimates for the sustainability programmes across the cocoa, coffee, and banana sectors, in a format that supports both internal budget management and external donor reporting. The final deliverable will need to work out average costs per MT/KG of cocoa, coffee and bananas sourced.

Specifically, the assignment aims to:

- Work with the Producer Networks (CLAC, FTA and NAPP) on line-item cost breakdowns for each programme workstream across the three commodities
- Work with Fairtrade International on costs associated with delivery of the programmes
- Benchmark costing against realistic market rates, country-level cost norms, and Fairtrade's existing programme costs



- Identify and apply appropriate indirect cost and overhead rates in line with donor and organisational requirements
- Provide a consolidated costing model applied by MT/KG sourced, that can be disaggregated by commodity, geography, and programme module
- Support scenario planning by enabling cost projections under different implementation scales or timelines

### **3. Scope of Work**

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The consultant will be expected to carry out the following tasks during July 2026:

#### **3.1 Inception and Document Review**

- Review existing programme documents, logical frameworks, and work plans
- Joint meetings with the Fairtrade International and Producer Network programme teams to align on methodology, assumptions, and deliverable formats
- Clarify programme scope, target beneficiary numbers, implementing geographies, and activity types for each commodity, module and region

#### **3.2 Costing Methodology Development**

- Develop a transparent costing methodology including key assumptions, data sources, and approach to pricing
- Agree unit cost sources and benchmarks (e.g. government per diems, sector salary benchmarks, market rates for goods and services)
- Define cost categories consistent with Fairtrade International's budget structure and common donor frameworks
- Provide trainings on the methodological approach and how it generates costs from a per MT/kg perspective to embed this knowledge within Fairtrade

#### **3.3 Programme Costing – Cocoa, Coffee and Bananas**

- Work with the Producer Networks (FTA, CLAC and NAPP) to develop detailed activity-based cost estimates for each of the three commodity programmes and three modules (environment, social, economic)
- Work with Fairtrade International to determine costs associated with global oversight of all the programmes
- With PNs and FI, cost human resources (staff time, consultants, facilitators), travel, workshops, materials, monitoring and evaluation, and overheads
- Ensure costs are disaggregated to allow reporting by activity, country, and funding source
- Cross-check cost estimates against comparable programmes and provide a brief narrative on key cost drivers

#### **3.4 Consolidated Costing Model**

- Produce a single consolidated costing model (Excel-based) covering all three commodities with a summary dashboard
- Build in scenario functionality to allow modelling of scale-up, reduction, or phasing changes
- Provide clear documentation of all assumptions embedded in the model



- The model must be able to generate costs associated with volumes sourced (i.e. €X per MT) and the assumptions behind this must be clear

### 3.5 Reporting and Validation

- Present draft costings to the Fairtrade International & Producer Network teams for review and feedback
- Incorporate feedback and finalise the costing model and accompanying narrative report
- Provide a brief presentation of findings to relevant stakeholders if required

## 4. Deliverables and Timeline

Deliverable	Description	Due Date
<b>Inception Note</b>	Agreed methodology, assumptions, and work plan	Week 1 of July
<b>Draft Costing Model</b>	Excel model with line-item costings for cocoa, coffee and bananas	Week 2–3 of July
<b>Draft Narrative Report</b>	Written report documenting methodology, findings and key cost drivers	Week 3 of July
<b>Stakeholder Presentation</b>	Presentation of draft findings (if required)	Week 3–4 of July
<b>Final Costing Model &amp; Report</b>	Revised model and report incorporating all feedback	End of July 2026

## 5. Required Qualifications and Experience

Fairtrade International is seeking an experienced consultant with the following profile:

### Essential

- Demonstrable experience in programme costing, budget development, or financial modelling in the international development or non-profit sector
- Experience working with agricultural commodity programmes, ideally in cocoa, coffee, or banana supply chains
- Proficiency in Excel, including the ability to build clear, well-documented financial models
- Strong analytical and communication skills, with the ability to present complex financial information clearly
- Ability to work independently, manage time effectively, and deliver quality outputs to tight deadlines

### Desirable



- Strong knowledge of activity-based costing approaches and budget frameworks used by major development donors (e.g. EU, USAID, Comic Relief, DFID/FCDO)
- Familiarity with Fairtrade standards, the Fairtrade system, or producer support programming
- Experience working in producer countries in Africa, Latin America, or Asia
- Knowledge of results-based financing or value-for-money frameworks

## 6. Reporting and Working Arrangements

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The consultant will report to Anna Mann at Fairtrade International. Day-to-day coordination will be managed by Anna Mann.

The engagement is home-based/remote. Participation in virtual meetings with Fairtrade International staff will be required, with availability expected during Central European Time (CET) working hours.

Fairtrade International will provide the consultant with access to relevant programme documents, budget templates, and staff time for interviews and review meetings.

## 7. Budget and Payment

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Interested consultants are invited to submit a financial proposal detailing their daily rate and total estimated days required to complete the assignment.

Payment will be made in instalments linked to the acceptance of key deliverables, as follows:

- 50% up front
- 50% upon acceptance of the Final Costing Model and Report

## 8. How to Apply

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Interested consultants should submit the following by 15<sup>th</sup> June:

- A technical proposal (maximum 3 pages) outlining their understanding of the assignment, proposed approach, and relevant experience
- A financial proposal detailing daily rate and estimated number of days per deliverable
- An up-to-date CV
- At least two references from comparable assignments, with contact details

Applications should be submitted to [a.mann-external@fairtrade.net](mailto:a.mann-external@fairtrade.net) with the subject line: 'Programme Costing Consultant – Cocoa, Coffee and Bananas'.

For questions about this ToR, please contact Anna Mann.