

# Terms of Reference – EUDR Training for Youth Members across NAPP

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| Project Title          | EUDR Training for Youth Members                 |
| Person Responsible     | Gideon Balasingam                               |
| Project Implemented in | Producer Organizations                          |
| Locations              | India (2), Vietnam (1), Indonesia (1), Laos (1) |
| Funded by              | EC FFPA   |

## About the European Commission Financial Framework Partnership Agreement:

The European Commission Financial Framework Partnership Agreement is a strategic partnership program, that aims to strengthen Fairtrade as a representative, member -based regional, EU and global Civil Society umbrella organization, giving voice and empowering over 1900 Fairtrade Producer Organizations globally. The activity is co-funded by the EC FFPA program.

## Background

The European Union Deforestation Regulation (EUDR), adopted in June 2023, requires organizations placing commodities such as coffee, cocoa, palm oil, soy, cattle, and rubber on the EU market to prove that their supply chains are free from deforestation and forest degradation. A key compliance requirement is the collection and submission of geolocation data of farm plots and sourcing areas.

Smallholder producers, cooperatives, and supply chain actors need practical knowledge and capacity to capture, manage, and report accurate geolocation data. To address this, a targeted training program is being organized to build awareness, strengthen technical skills, and ensure readiness for EUDR compliance.

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NAPP has also developed few internal reporting tools and data management platforms like Sustidesk, NAPP Connect, etc. The training will also focus on onboarding of the POs onto these platforms.

## Objectives

The overall objective is to provide training for the Producer Organizations in India, Laos, Vietnam, and Indonesia. Also, the aim of the training is to equip the PO with the knowledge and skills to comply with EUDR geolocation requirements. Specifically, the training will:

- Provide an overview of the EUDR requirements related to traceability and geolocation.
- Build the technical capacity of participants in capturing and recording farm-level geolocation data (GPS coordinates, polygons, boundaries).
- Introduce participants to digital tools, platforms, and reporting formats for geolocation data management.
- Introduce the platform 'PlotInsights' to the POs and help them in using the same for data submission and understand the data validation process.
- Strengthen the organizational systems of producer organizations to manage, maintain, and report EUDR-compliant datasets.
- Promote active participation of youth members in digital traceability systems, thereby contributing to the sustainability and compliance of coffee value chains.
- Introduce the internal NAPP data management and learning platforms to the producer and onboard them on the same.

## Scope of Training

The training will cover both conceptual knowledge and hands-on practice through interactive sessions, demonstrations, and field exercises.

Areas to be covered include:

### **Module 1: EUDR**

1. **Overview of the EUDR** and its specific relevance to coffee production and exports.
2. **Geolocation data requirements:**
  - Difference between point and polygon data.
  - Accuracy and precision standards as per EUDR.
3. **Practical demonstration** of geolocation data collection:
  - Use of handheld GPS devices.

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- Use of smartphones and mobile applications.
- Capturing single points and mapping farm boundaries (polygon).

#### 4. Introduction to mapping and GIS tools:

- Basics of farm boundary mapping.
- Converting GPS data into usable formats.

#### 5. Data management and reporting:

- EUDR-compliant formats.
- Data storage, backup, and reporting protocols.

#### 6. Common challenges and risks:

- Inaccurate data capture.
- Farmer-level data gaps.
- Connectivity and technological barriers.
- Strategies to mitigate risks and ensure compliance.

#### 7. After-training support:

- Data format and quality checks.
- Support for data uploading on Fairinsight and Plotinsights subsequently.
- Risk mitigation assistance.

### **Module 2: Other NAPP tools**

1. Overview of the tools
2. Demonstration and hands-on training
3. Benefits of reporting and learning
4. After-training support

## Target Participants (Youth member - Age 18 to 35)

The training will target both youth members and key organizational staff to ensure sustainability of knowledge and practical application:

- **Youth members (at least 15 participants, aged 18–35):** Focus on equipping them with digital skills for data collection.
- **Producer Organization representatives:** Leadership and decision-makers responsible for compliance.
- **Farmer Field Officers and Internal Control System (ICS) staff:** Key personnel for ground-level monitoring and verification.
- **Monitoring and Evaluation (M&E) staff:** Staff responsible for data validation and reporting.

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## Deliverables

- Conduct the training workshop for all the participants of the producer organization.
- Customized training materials on data collection, data validation and risk mitigation phases. This can include videos, recordings, tutorials, presentations, etc. This will go into our repository of materials that can be used internally for future trainings as well.
- Feedback forms, pre-tests, and post-tests to assess the knowledge and capacity levels of participants before and after the training.
- Final report incorporating objectives, methodology, activities done, outputs, reflection, challenges, and learnings. This will be in the form of a pdf report. The budget utilization should also be separately covered in the final report.
- Brief presentation of not more than 15 slides covering all the major points in the report.
- Photos and video documentation of the activities carried out.
- Compilation of post-training geo location data and analysis based on the same.

## Expected Outputs

- Participants will have a clear understanding of EUDR requirements and geolocation compliance.
- Field officers and youth farmer members will be skilled in capturing farm-level GPS/geolocation data.
- Participants will be equipped with digital tools, guidelines, and reference materials.
- The Producer Organization will have strengthened internal capacity to manage traceability systems.
- A sample set of farm-level geolocation datasets will be generated and validated during the training.
- Producers trained on internal data management platforms and using them smoothly.

## Duration and Timelines

- Duration of the workshop will be 2 days in each country.
- Country wise final dates to be added soon after final discussions with the PO.
- The trainings are to be conducted before the end of August 2026.

## Roles and Responsibilities

- The consultant will organize a training for the PO: overall coordination, invitations, training materials, logistics will be covered.
- Customization of training materials based on language and regional specificities.
- Preparation of pre-tests, post-tests, and feedback forms to assess the capacities of the participants.
- The consultant will deliver technical sessions, demonstrations, and field practice. Also, document the training and submit the deliverables mentioned above.
- The participating Producer Organization(s) will coordinate in gathering the youth members for training and actively engage in sessions and fieldwork.
- The Training Methodology should incorporate the following components:

### Day 1 (Conceptual & Demonstration):

- Presentations and group discussions.
- Introduction to tools and devices.
- Live demonstration of GPS data collection and usage of 'PlotInsights'.
- Introduction to various digital tools and platforms under NAPP.

### Day 2 (Practical & Application):

- Field-based practical session: capturing farm geolocation data.
- Exercise on converting and validating collected data.
- Group work on reporting formats and compliance requirements.
- Feedback, Q&A, and wrap-up with distribution of training reference materials.

## Estimated Budgets

The maximum available budget for each workshop is 3500 Euros. This should include the service charges of the trainer, tools and materials used, translation of materials, sample data collection, post-training data compilation, final report submission, follow-up for onboarding of the producer and all other logistics and arrangements.

## Application

The applicant is required to submit the following documents:

1. Financial proposal including different heads like consultancy fees, material costs, infrastructure, logistics cost, travel, and accommodation charges. The split must be clearly mentioned. The financial proposal should be submitted country wise.

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2. The technical proposal breaking down the training methodology and components of training.
3. Sample reports and materials (region specific )from previous works preferred.

The applicant should send their proposals to [gideon.balasingam@fairtradenapp.org](mailto:gideon.balasingam@fairtradenapp.org) and [deepthi.k@fairtradenapp.org](mailto:deepthi.k@fairtradenapp.org) before May 5<sup>th</sup> 2026.

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