

Terms of Reference – Data Collection

Project Title: Fairtrade Coffee Value Chains committed to improving shade-grown Coffee to favour a Sustainable Agriculture in India
Project Responsible Person: Gideon Balasingam
Region/Country: India
Budget Funded by: J.J. Darboven Fairtrade Germany
Project Duration: 2025-2029

Objective of the Assignment

The primary objective of this assignment is to support the Year 2 monitoring of project activities through systematic field-level data collection and verification. The assignment will assess the progress and implementation of planned activities, capture relevant quantitative and qualitative information from project participants and stakeholders, and generate reliable evidence to support project monitoring, reporting, and adaptive management.

Scope of the Assignment

1. Development of data collection Tools: Review the project objectives, indicators, monitoring framework, and Year 2 targets, and develop and finalise appropriate quantitative and qualitative data collection tools in consultation with the project team.
2. Field-level data collection: Conduct field surveys with selected project participants, beneficiaries, and relevant stakeholders using the approved data collection tools and agreed methodology while ensuring consistency, confidentiality, and ethical data collection practices.
3. Data quality assurance and cleaning: Review, verify, and clean the collected data to ensure completeness, accuracy, consistency, and proper coding, while resolving discrepancies and missing information wherever feasible.
4. Submission of clean dataset: Submit a complete, clean, coded, and validated dataset in the agreed format, along with the final data collection tools, relevant documentation, and details of any data limitations or challenges encountered.

Key Deliverables

- Review of project and monitoring requirements
- Development of data collection tools
- Field data collection
- Data cleaning and submission

Methodology

- Sampling approach and sample size
- Target respondent groups
- Data collection methods and tools
- Fieldwork approach and geographical coverage
- Quality assurance and data validation procedures
- Data cleaning and management processes
- Measures to ensure confidentiality and ethical data collection

Timeline

The timeline for the completion of assignment is 3 months, October 2026 to December 2026.

Budget

The budget for data collection services is 1500 Euros

Ethical Standards

- Vendors must ensure informed consent, confidentiality, secure data storage, adherence to safeguarding principles, and no unauthorized data sharing
- Any dissemination of findings must be pre-approved by Fairtrade NAPP

Requirements

- Plan and Financial Quotation
- Proposals must be submitted to: gideon.balasingam@fairtradenapp.org and shobana@fairtradenapp.org
Subject: Darboven Project – Year 2 Data Collection
- Deadline – 25 September 2026