

Research Consultancy Tender Document

Background

The Fairtrade Foundation is seeking consultancy support to provide continuity across key research, monitoring, evaluation and learning (MEL), evidence generation and innovation activities during a period of organisational transition. The consultancy will help maintain delivery of priority commitments while supporting the transfer of knowledge, completion of ongoing work, and development of future approaches to producer insight, impact measurement and human rights due diligence (HREDD).

Purpose of the Consultancy

The purpose of this assignment is to provide expert support across Fairtrade's research, evidence and learning portfolio, ensuring continuity of delivery while strengthening organisational capability in evidence generation, analysis and learning. Specifically, the completion of live FairVoice projects across the remainder of 2026. FairVoice is Fairtrade Foundation's participatory research approach that uses mobile technology to enable farmers and workers to share their experiences, insights and feedback directly, combining qualitative and quantitative data collection. It creates a stronger feedback loop between producers and other actors in supply chains, helping Fairtrade better understand impact, identify risks and inform decision-making with producer voice at its centre.

Scope of Work

- Completion of a live FairVoice project in India, including set up, survey design, project delivery support, analysis and final reports
- Completion of the Minimum Viable Product of the FairVoice app, including lessons learnt to support wider understanding of the tool.
- Handover of FairVoice to incoming Research staff.

We estimate 15 days work between September and December 2026.

Essential Experience

The successful consultant will demonstrate:

- Significant experience in research, evaluation and learning.
- Strong qualitative and mixed-methods research expertise.
- Experience developing MEL systems and donor reporting frameworks.
- Ability to translate evidence into practical recommendations.
- Experience working in international development, sustainability, human rights, ethical trade or related sectors.

- Excellent stakeholder management and communication skills

Tender Submission Requirements

Interested consultants should provide:

- Relevant experience and examples of similar assignments.
- Proposed approach and methodology.
- Availability and indicative number of consultancy days.
- Day rate and budget proposal.

Evaluation Criteria

Proposals will be assessed against:

- Relevant expertise and experience.
- Quality and practicality of proposed approach.
- Understanding of Fairtrade's context and priorities.
- Capacity to deliver within required timescales.
- Value for money.

To submit a proposal, please send CV and covering letter containing the above information to Mandy Gardner (mandy.gardner@fairtrade.org.uk)