

Request for Proposals

Monitoring and Evaluation Consultant

Phase I – Data collection & analysis

Objective

Volcafe's sustainability department is looking for a consultant to support in the development of its Monitoring, Evaluation and Learning Framework.

Volcafe is a green coffee trader, headquartered in Winterthur, Switzerland. Volcafe has sustainability operations in over 10 sourcing origins, supporting tens of thousands of producers from Latin America to East Africa and Asia.

Historically, Volcafe has a decentralised way of working. Though we have a centralised data platform for producer data, not all entities use this platform. Projects for customers and donors are not centrally managed.

The Consultant's Role

The Consultant will support Volcafe's Monitoring, Evaluation and Learning Committee in its task of developing a MEL Framework for Volcafe's sustainability strategy. As part of this role, the Consultant will work with Volcafe origin entities, with the support of the Global Sustainability team, to analyse and understand the current framework for collecting, cleaning, consolidating, and analysing data.

Specifically, as part of Phase 1 of this project, the Consultant will:

- Carry out an inventory and establishing a database of all data currently being collected at origin
 - Producer-related data
 - Project-related data
- Identify any gaps in data between origin entities
- Map out the sources of all data and how data is currently being collected, cleaned, consolidated, processed and stored, specifically:
 - Roles and responsibilities throughout the data collection, cleaning, consolidation and storage processes
 - Description of these processes, in terms of tools and steps used
- Map out reporting requirement for specific customers and donors

The Consultant will work in close collaboration with Volcafe's MEL Committee on the tasks above. In the Consultant's proposal, the Consultant will suggest a way of working with the MEL Committee, as well as outline expected deliverables, timeline and budget.

In his or her proposal, the Consultant should provide:

- A proposed methodology for conducting the inventory
- A timeline for completing this work, including proposed check-ins with the MEL Committee
- Description of Project Team with
 - Track record and demonstrated experience of smallholder tropical agriculture with a preference for knowledge of the coffee sector
- Budget