

Request for Proposals

Monitoring and Evaluation Consultant

Phase II – Development of a comprehensive MEL framework

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. will

This consultancy assignment (Phase II) builds on a Phase I assignment that will provide a data inventory and an overview of current processes, roles and responsibilities in data collection.

The Consultant's Role

The Consultant will support Volcafe's Monitoring, Evaluation and Learning Committee in its task of developing a comprehensive MEL Framework aimed at facilitating central reporting, enhancing data-driven decision-making, improving project outcomes, and aligning with the company's sustainability strategy.

As part of Phase II of this project, the Consultant will:

- Use the inventory of the M&E processes at origin, established in Phase I of the Project, to create a gap analysis, highlighting data which still needs to be collected and KPIs which should be monitored in order to:
 - Report on our DMA,
 - Align with our operational Volcafe Way targets, and our sustainability strategy more broadly
 - Align with industry-best practice
 - Align with clients' expectations and reporting requirements
 - Align with donors' expectations and reporting requirements
 - Facilitate attribution to specific targets and to specific client projects/programs
- Prioritization of KPIs, based on the above
- Recommend a methodology for setting a baseline and recommendation of SMART targets
- Recommend a methodology for collecting, cleaning, consolidation and analysing data
- Recommend a methodology for reporting data
 - Including potential technologies and dashboards
- Recommend a methodology for tracking the impact of priority KPIs for Volcafe to share in our Annual Impact Report
- Recommend a methodology for maintenance of data and reporting

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 proposal which addresses the above, including methods, timelines, outputs, and deliverables
 - The proposal should be oriented toward quantitative monitoring and evaluation
- 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