

## TERMS OF REFERENCE

### TRAINING ON POST-HARVEST PROCESSING FOR PREMIUM QUALITY COFFEE

**Location:** Daklak Province, Vietnam

**Date:** December 1-5, 2024

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#### Background

Vietnam Fairtrade coffee producers are at the forefront of sustainable coffee production. However, there is still a need to improve post-harvest practices, especially to elevate coffee quality to specialty standards. With the support of the CDP project, NAPP aims to provide specialized training to coffee producers to enhance their post-harvest processes and, ultimately, the quality of their coffee.

Building on the successes of previous training sessions in 2022 and 2023, this training will further strengthen the capacity of cooperatives in producing specialty-grade coffee.

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#### Objectives

- To enhance the capacity of producers in post-harvest processing techniques, specifically targeting the production of premium and specialty coffee.
  - To provide hands-on training that enables producers to apply learned techniques immediately during the harvesting season.
  - To ensure that at least 50% of participating producers can achieve specialty-grade coffee status by the end of the training.
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#### Scope of Work

The trainer will be responsible for the following activities:

1. **Training Delivery:** Conduct a 5-day training on post-harvest processing techniques, with a strong focus on hands-on practical sessions. The training should cover:
  - Coffee cherry harvesting and processing from cherry to green bean.
  - Different drying and fermentation techniques for premium coffee.
  - Troubleshooting common post-harvest issues, such as mold and fermentation control.
  - Best practices to improve overall coffee quality.
2. **Preparation and Design:**

- Design the training curriculum in collaboration with NAPP, ensuring it meets the specific needs of the cooperatives.
  - Prepare necessary materials and resources for the training, including visual aids, manuals, and equipment.
3. **Post-Training Support:**
- Provide 4 days of post-training coaching to assist cooperatives in implementing the techniques learned.
  - Ensure follow-up support to guarantee the practical application of knowledge and help resolve any post-training challenges.
4. **Evaluation:**
- Conduct evaluations of the trainees' progress throughout the training, with final assessments at the end of the 5-day period.
  - Collect feedback to improve future training sessions.
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### **Deliverables**

- A well-structured 5-day training program on post-harvest processing.
  - A report summarizing the training outcomes, including feedback from participants, challenges faced, and improvements made.
  - Post-training coaching reports documenting support provided to cooperatives after the main training.
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### **Duration**

- **Preparation and Design:** 2 days
  - **Training Delivery:** 5 days (December 1-5, 2024)
  - **Coaching and Follow-Up:** 4 days
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### **Location**

The training will be conducted in **Daklak Province, Vietnam**, at a designated facility that supports post-harvest processing activities.

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### **Trainer Qualifications**

- SCQ certified
- Extensive experience in post-harvest processing of coffee, particularly in producing premium or specialty-grade coffee.

- Strong background in providing practical training to coffee producers, preferably in a Fairtrade or sustainable agricultural context.
- Familiarity with the unique challenges of coffee production in Vietnam.

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## Budget

The budget for the trainer includes the following:

Description	Rate	Quantity	Total
Trainer fee (including 2 days for design and preparation, 5 days of training, and 4 days of post-training coaching)	TBD	11 days	TBD
Travel and accommodation	As necessary		To be determined

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## Reporting Lines

The trainer will report to the following individuals:

- **Tran Ban Hung:** Program Manager, Vietnam
- **Tran Dinh Trong:** Chairman of NAPP Vietnam
- **Nguyen Huu Ha:** NAPP Representative, Deputy Chairman of NAPP Vietnam