

Call for Tender

Service provider assignment – FairInsight Core Application MVP Development

OVERVIEW:

The goal of the FairInsight project is to empower 1,707 Fairtrade producer organizations that represent over 1.8 million farmers and workers in the global south to be in the driving seat to manage their data and information and benefit from the potential of digitalization. FairInsight is envisioned as an innovative platform tailored to producers that would allow to have a digital identity to safely store and manage their data and connect to the digital supply chain. The aim is to support producers to access relevant financial, purchasing, farm, assurance and commercial services to invest in their business and improve livelihood and wellbeing of their household and wider communities.

The platform will be producer-centric, managed and governed by Producer Networks. Expected outcome: access to information will enable them to improve their competitiveness, productivity, income generation and sustainability compliance (including environmental, social and economic sustainability). Co-ownership will enable producer organizations to decide with whom and how to share their data and information and to align together, via the Producer Networks on the data governance to enhance aggregated data analysis.

Immediate focus of FairInsight platform implementation will be on the **Premium Use Reporting**.

(over and above the Fairtrade price, the Fairtrade Premium is an additional sum of money which goes into a PRODUCER communal fund for workers and farmers to use – as they see fit – to improve their social, economic and environmental conditions. The Fairtrade premium is a bonus payment made to PRODUCER organizations based on their sales. The use of the premium is decided democratically by the premium committee in Hired Labor and members in SPOs (small producer organization) and based on a need assessment.)

OBJECTIVE/PURPOSE:

This assignment involves the development of a user-friendly digital application for Producer Organizations and Producer Networks on the Premium Use Reporting. As MVP (minimum viable product) of FairInsight platform, this fast track phase would provide the basis for and catalyze the incremental reduction in effort and cost of meeting Producer data and information needs across the System.

The objective is to conduct:

- **Operable Pilot** for a limited number of Producer Organizations and subsequently
- Deployment across all Producer Networks

TASKS/DELIVERABLES:

The targeted users of the Premium Use reporting are Producer Organizations and Producer Networks. The platform should be accessible from all Fairtrade regions.

FairInsight platform developed in open source code will be owned by Fairtrade with zero cost of licensing fees.

Adoption of Agile implementation approach is required.

Overall tasks:

- Define the technical requirements and specifications for Premium Use Reporting digital platform as well as data migration from existing Fairtrade tools (ex:CODImpact), in consultation with Fairtrade's implementation and IT teams
- Support on-going refinement of business requirements and translation into functional specifications
- Develop a platform with self-explanatory user interface, in close coordination with FairInsight Project Manager and Product Owner
- The platform should be developed so that producer organizations across all regions and languages can use it
- Provide product increments for the test users of MVP with FairInsight working group and adjust/improve the product according to test results and feedback obtained
- Design the solution architecture by considering the vision of Fair Ecosystem: the solution shall be adaptable to integrate with existing Fairtrade tools (ex:FairLens datawarehouse), new modules of the FairInsight (ex: climate data) or third party solutions (regional farm management applications)

Key deliverables:

Specifically, the service provider should deliver:

- An operational digital platform, including following key functional areas (please refer to attached backlog file for more detailed descriptions – non-exhaustive):
 - Allow Producer Organizations to enter and submit Premium Use/Spend data
 - Allow Producer Organizations & Producer Networks to analyze and visualize Premium Use/Spend data and to compare data by metadata (ex: by country, product, year)
 - Overview dashboard (with predefined KPIs) for Producer Network & Producer Organizations
 - Workflow management (apply built-in rules, allow Producer Networks to initiate and submit a new workflow & notify Producer Organizations)

- User profile management (login administration, roles and rights administration)
 - Translation management (Multi-lingual GUI & metadata)
 - Metadata management (currency, premium use category, country)
 - Master data management (Producer Network & Producer Organization contact details, premium expenditure areas, premium classification...)
 - Allow to export data (premium use data, producer organization profiles, dashboards...) in various format
 - Data quality monitoring dashboard
 - Data ETL (allow upload of metadata, retrieve/migrate existing data from Fairtrade tools (CODImpact, Fairlens, Ecert ...))
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- User manual, explaining the login process and the overall use of the platform
 - Technical documentations including description of the tool and data storage
 - Requirements management tool for development and iteration planning, release management, bug tracking
 - Post MVP Maintenance and operation service: technical support, incidents management based on SLA

Indicative timelines:

The start of the service provider contract is planned for the beginning of October 2020 (depending on the tender process duration) with the operable pilot delivery for beginning of January 2021.

REQUIREMENTS:

The IT consultancy company for this assignment should have the following expertise:

- Proven experiences with digital solution development with Agile approach;
- Good understanding of technical capacity in developing countries;
- Track record on user-interface design, ideally in the context of business intelligence platform;
- Excellent communication skills and ability to communicate effectively about technical solutions with non-IT people;
- Affinity and experience in working and coordinating with people with varying cultural backgrounds;
- Fluency in English, multi-language is desirable (Spanish, French...).

TERMS AND CONDITIONS:

How to apply:

Interested parties can present their proposals by sending an e-mail to Arisbe Mendoza (a.mendoza@fairtrade.net) indicating “Service provider assignment – FairInsight Core Application MVP development” in the subject line. The proposal should include the following information:

- Professional expertise: A brief description of the project team (estimated team size) and the relevant expertise of the team members, focusing on the requirements presented in this document
- Project plan: A description of the design & development approach and timelines proposed for this project, risks and mitigations
- Budget breakdown: day rate of different profiles during MVP development and maintenance mode & support options

Deadline to submit application: before September 29th

Exchanges with Fairtrade can take place starting from
Sep 15th

Criteria for evaluation:

The proposals will be evaluated according to the following criteria:

- Relevant professional expertise of the research team
- Quality of the proposed design process
- Openness to connect to and integrate new interfaces & data sources
- Flexibility and capacity to handle change requests
- Familiarity with the subject matter
- Requested budget for development fees and other costs
- Proposed timelines for the project



Annex 1: Fairtrade system introduction

Fairtrade is a global system that connects farmers and workers from developing countries with consumers and business across the world to change for the better. The Fairtrade system includes three regional Producer Networks in Africa and the Middle East, Asia-Pacific, and Latin America and the Caribbean; over twenty-five national Fairtrade organizations and marketing organizations; Fairtrade International; and FLOCERT (the main independent third-party certifier for Fairtrade). This is illustrated in Figure 1 below.

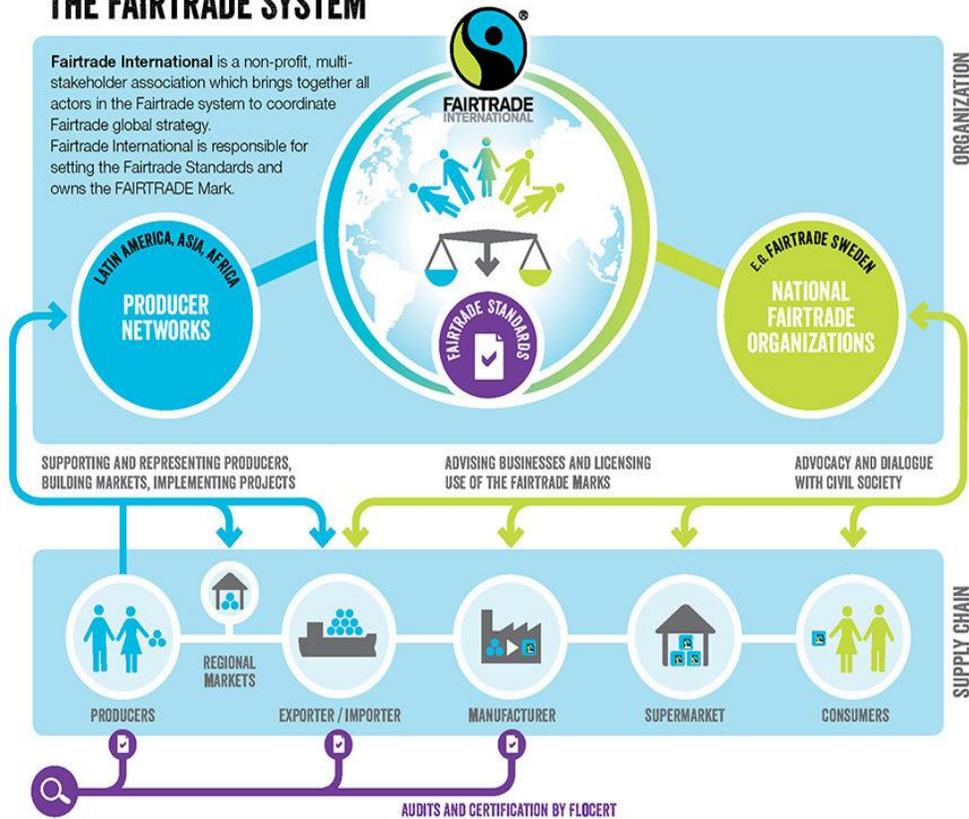
Fairtrade works with and for producer organizations seeking to empower farmers and workers to benefit from fairer value distribution across supply chain. This includes ensuring benefit from better prices, decent working conditions and a living income for farmers and workers in developing countries. Currently there are 1,707 Fairtrade certified producer organizations operating in 76 countries, see Table 1.

Table 1. Fairtrade certified producer organizations 2018

Region	# of Organisations	Total membership
Latin America & Caribbean	843	349,662
Africa & the Middle East	596	1,262,068
Asia & the Pacific	268	251,331
Total	1,707	1,783,061

Figure 1. The Fairtrade System

THE FAIRTRADE SYSTEM



Fairtrade certified producer organizations benefit from Fairtrade's two economic development tools: First, the Fairtrade Minimum price (set per volume sold) which offers a safety-net for most of Fairtrade certified products, protecting producers from markets fluctuation and enabling them to cover their cost of sustainable production.

Second, the Fairtrade Premium (also set per volume sold) enables producer organizations to receive additional funding to invest in their community's development priorities, or in strengthening their businesses. Producer organizations have full responsibility and accountability to decide, through an inclusive and participatory way, the investment they wish to make for the Fairtrade Premium funds received based on volumes sold on Fairtrade terms. As show in Figure 2, during the period 2016-2018 Fairtrade producer organizations benefitted from EUR 680million in Fairtrade Premium funds.

Figure 2. The Fairtrade Premium

