

TERMS OF REFERENCE

Consultant — VietFarm Digital Monitoring Platform

Development and Configuration on Anecdata.org

Issuing Organization	<i>Center for Development and Integration (CDI)</i>
Project Context	VietFarm Standards Program; AgriConnect Project (CDI)
Assignment Type	Individual Consultant or Institutional consultant (with IT / data systems background)
Duration	3 months / approximately 30 working days
Reporting To	Director, CDI; VietFarm Standards Secretariat (Sustainable Development Solutions Co Ltd.)
Date	1 April 2026

1. Background and Context

The VietFarm Standards (VFS) program, developed by CDI/SDS since 2018, is Vietnam's first comprehensive low-carbon and sustainable agricultural certification system. The VFS suite covers Low Carbon Crop Production, Low Carbon Livestock, Fisheries, and Chain of Custody (CoC) standards, currently applied across 65+ cooperatives in 13 provinces and 41 certified producer organisations under the AgriConnect Project.

A critical gap in the current VFS system is the absence of a dedicated digital platform for ongoing standards monitoring. At present, self-assessments by producers and audits by VietFarm-accredited Conformity Assessment Bodies (CABs) are conducted on paper-based checklists, making data aggregation, verification tracking, and performance reporting slow and resource-intensive. There is no centralised system to record observation data, manage evidence (including photographs), generate compliance reports, or provide a geographic overview of certified farms.

Anecdata.org — a free, open-access citizen science platform developed by MDI Biological Laboratory — offers a compelling solution. Its core features map directly onto VietFarm's monitoring requirements:

AnecData Feature	VietFarm Application
Self-designed datasheets	Custom digital checklists for each VFS standard module (crop, livestock, fisheries, CoC)
Layered user roles	Separate access for producer self-assessment and CAB/auditor verification
Photo upload & archiving	Field evidence documentation (farm conditions, inputs, labelling, traceability records)
Geoprivacy & private fields	Protection of farmer location and commercially sensitive data
Interactive maps	Geographic visualisation of certified/verified farms across provinces
DataLab & data export	On-platform analysis, dashboards, and CSV/Excel/PDF report download
Mobile app (iOS/Android)	Offline-capable field data entry for auditors in remote areas
Pipelines (workflows)	Automated data cleaning, geocoding, and notification triggers on submission

This assignment will configure AnecData as the VietFarm Monitoring Platform (VFM-Platform), building out structured modules for each standard, establishing producer and auditor user flows, and creating a reporting layer for the VietFarm Secretariat and AgriConnect programme management.

2. Objectives

- Design and configure a structured, modular monitoring system on Anecdata.org that operationalises the VietFarm Standards checklists for both producer self-assessment and CAB/auditor verification.
- Enable centralised, real-time data collection from producer organisations across provinces, linked to specific VFS standard modules and certification cycles.
- Establish a reporting and data download layer that allows the VietFarm Secretariat, programme managers, and authorised buyers or donors to view compliance dashboards and export data.
- Build capacity within the VietFarm Secretariat team to administer, update, and expand the platform independently after the consultancy ends.

3. Scope of Work

3.1 Platform Architecture and User Design

- Conduct a structured review of all current VFS standard checklists (Low Carbon Crop, Livestock, Fisheries, CoC, and CAB Audit) to map each criterion to an AnecData datasheet field type (yes/no, numeric, text, photo, GPS point, dropdown).
- Design the overall AnecData project architecture: separate projects or datasets per standard module, with consistent naming conventions, field IDs, and version control logic.
- Define and configure user roles and access levels: Producer (self-assessment submission), Auditor/CAB (verification and scoring overlay), VietFarm Secretariat (full admin), Programme Manager (read + export), and Public/Buyer (summary view only).
- Apply geoprivacy settings (obfuscated coordinates) for producer farm locations; configure private fields for commercially sensitive data (yields, input costs).

3.2 Module Configuration — Standard-Specific Datasheets

The consultant will configure four standard modules, each containing two layered datasheets:

- Producer self-assessment datasheet: all checklist criteria presented as digital form fields with guidance notes, scored or flagged automatically where possible.
- Auditor/CAB verification datasheet: overlays the self-assessment record, adds auditor scoring, non-conformance flags, corrective action fields, and photo evidence attachment points.

The four modules are:

- VFS GEN standards
- Module 1 — VFS Low Carbon Crop Production Standard
- Module 2 — VFS Low Carbon Livestock Standard
- Module 3 — VFS GAP
- Module 4 — VFS Chain of Custody (CoC) Standard

For each module, the consultant will also configure a CAB Audit Summary datasheet (corresponding to VF-AUD-GEN-001) that aggregates module scores into a certification-readiness indicator.

3.3 Reporting, Visualisation, and Data Export

- Configure AnecData DataLab templates for the VietFarm Secretariat to generate standard compliance reports: per-farm summary, province-level aggregate, certification cycle tracker, and non-conformance log.
- Set up interactive map views showing geographic distribution of certified farms by standard module and certification status.
- Establish data export protocols (CSV, Excel, PDF) for sharing results with donors, buyers, and the Standards Assessment Committee.

- Configure AnecData Pipelines for automated data-quality checks upon submission (e.g., flagging incomplete records, triggering notification to the Secretariat when an audit is submitted).

3.4 Pilot Testing

- Conduct a pilot run of the platform with at least 5 producer organisations from the AgriConnect value chains (drawn from Ség Cù rice, Long Côt tea, other VietFarm certified / verified cooperatives), covering at least two standard modules.
- Work with two VietFarm-accredited auditors to complete a simulated audit cycle using the auditor verification layer and generate a sample compliance report.
- Document all issues identified, revise datasheet configurations, and confirm the platform is production-ready.

3.5 Training and Handover

- Develop bilingual (Vietnamese/English) user guides for: (a) producer self-assessment workflow; (b) auditor/CAB verification workflow; (c) Secretariat admin and reporting workflow.
- Facilitate at least two training sessions: one for VietFarm Secretariat staff and auditors; one for pilot producer cooperative representatives.
- Produce a Platform Administrator Manual covering module updates, user management, data backup, and future standard additions.

4. Deliverables and Timeline

#	Deliverable	Deadline	Days
1	Platform scoping & architecture plan: AnecData project structure, user roles, module map, data schema	Week 2	2
2	VFS GEN standards: self-assessment datasheet + auditor verification layer	Week 3	5
3	Module 1 configured: Low Carbon Crop self-assessment datasheet + auditor verification layer	Week 4	3
4	Module 2 configured: Low Carbon Livestock self-assessment + auditor layer	Week 5	3
5	Module 3: VietFarm G.A.P : self-assessment datasheet + auditor verification layer		4
6	Module 4: Chain of Custody (CoC) datasheet + auditor layer	Week 7	3
7	Photo upload, geoprivacy, and private-field settings configured for all modules	Week 7	2
8	Reporting dashboard: AnecData DataLab templates + data export protocols (CSV/Excel/PDF)	Week 9	3
9	Bilingual user guide (Vietnamese/English): producer self-assessment & auditor workflows	Week 10	2
10	Training of VietFarm Secretariat staff, pilot producers, and auditors (≥ 2 sessions)	Week 11	2
11	Final report: platform documentation, admin manual, maintenance protocol, lessons learned	Week 12	1
		Total	30

5. Institutional Arrangements

The consultant will work directly with the VietFarm Standards Secretariat (hosted by SDS) and report to the CDI Director. Key institutional counterparts include:

- VietFarm Standards Secretariat (SDS)
 - Primary day-to-day counterpart; provides all VFS checklist documents, existing paper-based forms, and access to the AnecData.org project administrator account.
 - Coordinates pilot producer organisations and auditors for testing phases.
- CDI AgriConnect Project Team
 - Provides access to the 41 certified producer organisations across AgriConnect value chains for pilot testing and training.
 - Links platform outputs to programme monitoring and reporting requirements (aBCAP, EU donor reporting).
- VietFarm-Accredited CABs and Auditors
 - Participate in piloting the auditor verification layer and provide feedback on usability in field conditions.
- Anecdata.org / MDI Biological Laboratory (external)
 - The consultant is expected to liaise with the AnecData team as needed to resolve platform configuration questions or request custom feature support.

6. Consultant Qualifications

- Demonstrated experience configuring digital data collection platforms — AnecData, KoBoToolbox, GIS, ODK, or equivalent — for field monitoring or certification programmes; prior AnecData experience is a strong advantage.
- Understanding of agricultural standards, certification systems, or environmental monitoring frameworks; familiarity with VietFarm Standards or similar voluntary certification schemes is desirable.
- Competence in data schema design: ability to translate a complex standards checklist into structured, queryable digital fields.
- Experience setting up user roles, access controls, and data privacy configurations in web-based platforms.
- Ability to design simple data visualisations and reporting templates suitable for non-technical users.
- Experience facilitating practical, hands-on training for field-based users with varying levels of digital literacy.
- Fluency in Vietnamese required; working proficiency in English desirable (all VFS source documents are bilingual).
- Ability to work independently and deliver to agreed milestones with minimal supervision.

7. Application and Further Information

Interested consultants should submit: (a) a brief technical proposal (maximum 4 pages) outlining their approach, relevant experience, and any prior work with AnecData or comparable platforms; (b) CV; and (c) a day-rate or lump-sum budget, to SDS/CDI no later than [15/4/2026] . Applications should reference the "VietFarm Digital Monitoring Platform" assignment. to Info@cdivietnam.org.

For technical questions about the VietFarm Standards suite or the AnecData platform context, contact the VietFarm Standards Secretariat at SDS/CDI, Ha Noi.