

Terms of Reference for the Procurement of Consultancy Services

Senior Advisor for a coffee sector data and transparency program, conducted by the Committee on Sustainability Assessment (COSA)

1. **Project name.** Transparency at Origin.

2. **Context and Key objectives of the role**

The goal of this work is to support efforts to advance data capacity and transparency so as to improve learning in the coffee sector and better inform policy to strengthen coffee-based livelihoods.

The ICO's Technical Work Stream on Transparency identified two main areas as necessary data priorities: a common cross-country understanding of the actual costs of production and the relative efficiency of value transmission understood as the differential value points that occur between farm-gate price and the FOB price.

COSA will develop these two areas focusing on

1. Continuous capacity building in close collaboration with national coffee institutions. Strengthening the national capacity allows producers and their organizations, including cooperatives, to better understand and thus act on their costs of production and the post-harvest factors affecting their price.
2. Science-based data that is credible and can be gathered at low-cost with new technologies. Establishing the data architecture, database, and data gathering tools opens the ability of users to take full advantage of the transformation of data to knowledge.

This integrated approach to innovatively establish new and valuable areas of transparency in the coffee sector is driven by two complementary factors: The first is a continuous capacity building in close collaboration with national coffee institutions and the second is the availability of science-based data that is credible and can be gathered at low-cost with new technologies.

By strengthening the national capacity we believe that the producers and their organizations, including cooperatives, will better understand their levels of efficiency in the two most significant aspects: their costs of production and the post-harvest factors affecting their price. This is especially true for smaller farmers that have less access to information.

Sectoral organizations and policymakers can then target investments more appropriately to improve production costs and to increase post-harvest efficiencies across the sector. Together, these are the most likely interventions that could improve farmer livelihoods in a lasting manner and independent of external factors.

3. **The Project's overall objective is defined by the following milestones:**

1. Establishing all the necessary optimal practices within a collaborative process: Determine the optimal indicators, define metrologies, and establish both the protocols for the work and the analytic methods to be used.

2. **Aligning technologies to facilitate the objectives:** Put in place appropriate technologies to facilitate the objectives and to ensure adequate data privacy and security. This includes establishing the data architecture, database, and data gathering tools as well as a start to assessing the likely design of dashboards and data visualizations that different users will need to take full advantage of the transformation of data to knowledge.
 3. **Building local capacity and piloting the work:** To ensure that an origin has the institutional capacity to properly gather, analyze, and secure good data, the training protocol that builds on successful work in producer countries will be established. Ability of institutions and personnel to competently conduct the fieldwork will be enhanced.
 4. **Analysis and Review:** Application of the analytic protocols and process the data in close collaboration with the institutions. Proposal of specific visualizations to help transform the data into useful knowledge. This includes distinctions such as how factors such as gender, age, farm size, etc. affect results.
 5. **Sharing and Dissemination:** The aggregated data is intended to benefit a broad range of actors across the sector. It will be made available fairly and without cost to support small farmers and their organizations by several other ICO-related programs as part of their work.
- Two pilot studies will be conducted (Africa, Latin America) with the eventual goal to scale to all countries interested in such work. The new data gathered for these transparency efforts will not only benefit the farming communities of the target countries but will also critically inform and facilitate the work of several other ICO Technical Work Streams: the Living and Prosperous Income (LPI) group, the Resilient Landscapes group, and the Policy group to whom we will provide valuable data to advance all of their individual efforts toward greater collective impact.

Overall responsibility of the Senior Advisor

The Senior Advisor guides and fosters close and collegial collaboration with the National Partner institutions and the ICO Technical Advisory Committee, and understands them as partners in the effort to ensure the development and execution of field pilots. The Advisor engages all stakeholders in effective communication to ensure mutual learning and the sharing of the findings. The position requires great flexibility to encompass the needs of different stakeholders, different approaches, and different areas of evolving interest. Additionally, the Advisor will contribute to the project as outlined below:

Tasks

| | Phase 1 - Establishing the necessary tools and practices within a collaborative process | Role |
|---|--|-------------|
| 1 | Chair a world-class Technical Advisory Panel of deep experts with diverse skills to establish Indicators and metrics | Lead |
| 2 | Adapt the optimal COSA indicators-metrics with the Panel to be used and their specific metrology which will include gender and youth perspectives | Co-Lead |
| 3 | Establish methodological parameters designed to accommodate a variety of production systems as well as how data will be gathered and how it will flow (governance) | Co-Lead |

| | Phase 2 - Aligning tools and tech to facilitate the objectives | Role |
|---|---|-------------|
| 1 | Contribute to the specific dashboards and data visualizations that meet the needs for the key institutions (national and ICO) | Contribute |

| | Phase 3 - Building local capacity and piloting the work | Role |
|---|--|-------------|
| 1 | Establish a collaborative overall plan for productive working relationships designed to build local capacity and to help create local knowledge at each of the two origins | Contribute |
| 2 | Support the national coffee institutions' data collection efforts | Contribute |
| 3 | Identify the key actors at all stages of the supply chain to enable mapping the distribution of value from farm gate to FOB | Contribute |

| | Additional responsibilities | Role |
|---|---|-------------|
| 1 | Participate in establishing the project work plan for project staff, consultants, and national coffee body partners. | Contribute |
| 2 | Provide active guidance to partner institutions both national and international regarding the work and its use | Lead |
| 3 | Participate in validation workshops, assessing the analysis, and discussing the results with basic explanations of the findings. | Contribute |
| 4 | Deliver Final Reports that incorporate stakeholder feedback. Be available for meetings to review and/or present report findings. with national coffee body partners, key stakeholders, and the ICO. | Contribute |

Deliverables:

1. Report monthly on the outcomes of the Technical Advisory Panel and recommendations for improvements in effectiveness and efficiency
2. Contribute to reports for both pilots
3. Report at conclusion on context-specific lessons learned and usefulness of data collection tools and methods recommended by the Technical Advisory Panel
4. Contribute to publication of articles and podcasts, and share learning via webinars, about the process and its outcomes to widely disseminate awareness and understanding.
5. Potentially participate in the presentations of each pilot origin and possibly London ICO presentation (TBD)

Background experience and requirements:

1. **20+ years relevant work experience** in a similar high-level leadership role in sustainability-oriented projects in the Latin American, Asian, and African coffee sectors
2. Solid and current **familiarity with key sectoral organizations** and policymakers at national level in multiple countries and a demonstrable working familiarity with key international bodies (ICO, SCA, GCP, SCC, etc.)
3. **Functional understanding of science-based methods and tools** used by COSA and similar organizations to measure sustainability, especially of the multiple factors that influence the costs of production and the cost and characterization of the specific levers of post-harvest trade in the industry
4. Deep **understanding of coffee smallholders** and the factors affecting them in diverse countries to include experience in at least 3 within LAC, 3 in Africa, 3 in Asia
5. **Experience working with Living Income** issues and with **impact assessments**
6. **Cross- cultural sensitivity**, able to coordinate people of different educations, skill levels, and backgrounds
7. Experience in **guiding national-level programs across multiple countries** .
8. **Fluency in English and Spanish** at a minimum
9. **Excellent communications** - verbal and written - to convey information and needs accurately and clearly

5. Period of assignment: from January 15, 2022 to July 1, 2023.

6. Location: Contractor's own location. Excellent internet connectivity required. Must be available for phone and email communication regularly and during COSA business hours (ca. 8am-5pm East Coast USA time zone.)

7. Submission of proposal:

Applications must include the following:

1. An offer letter - no more than 3 pages – containing a narrative proposal of Advisor's experience as it relates directly to the objectives of the consultancy
2. CV of qualifications; should include
 - a. Work experience and relationships with the national and international organizations noted and any national-level sustainability or research initiatives you managed in the coffee sector
3. Professional References (up to 3) if you do not have a recent work history with COSA or its partners
4. Your guaranteed availability for working (which days and times of day in ET USA equivalent)
5. Include your daily rate (USD) for this work
6. Please specify city/country of current residence (and nationality if different)

Costing and Process Requirements

1. The structure of the bid must encompass the Item #3 “Responsibilities, Tasks, and Deliverables”, must be drafted in English, and comprise no more than 1-3 pages.
2. A workload of ca. 38 expert days is estimated for the service. The offer must be costed on this basis, and in the form of your daily rates (expert-days) in USD.¹
3. We will provide adequate travel (economy class) and expenses when necessary.
4. Proposed bid must be submitted via e-mail to: “Careers@thecosa.org”. Only successful proposals will be informed and invited to review the offer.
5. Deadline for submission of proposal **has been extended to Monday, January 17, 2022** – 5 pm ET (New York).

Incomplete proposals and proposals or any additional information received after the submission time and date are subject to rejection.

¹ In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as ‘up to’ amounts. The specifications for pricing are defined in the price schedule.