

## Terms of Reference for the Procurement of Consultancy Services

**Bilingual (Spanish-English) Communications Support** for disseminating learning from the Central American Early Action Initiatives pilots of EUDR data compliance tools.

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The Committee on Sustainability Assessment (COSA) is a nonprofit organization that works at the forefront of sustainability. We are a neutral consortium dedicated to helping people and organizations understand the sustainability of our food and agriculture systems and the people who make them possible. We design and implement innovative monitoring and evaluation systems that measure the performance of sustainable agriculture programs in practical ways.

**Our Vision:** Working together to foster secure and resilient farm communities, feed a hungry planet, and sustain the environment.

**Our Mission:** We accelerate sustainability by advancing smart performance metrics and innovative technologies, enabling users to take better decisions that make a tangible difference for people and planet.

1. **Project name.** Early Action Initiatives Learning Community in Central America for complying with the European Union Deforestation Regulation (EUDR)
2. **Context and Key objectives of the role**

The EU-GIZ-led EUDR Early Action Initiative (EAI) Learning Community in Central America aims to foster collaboration among Early Action Initiatives—consortia of organizations working together toward meeting the new requirements of EUDR compliance. The Learning Community serves as a dynamic platform for exchanging lessons learned, sharing achievements and challenges, and promoting mutual learning. It also creates a pre-competitive space for discovering new partners and exploring diverse technical and strategic solutions. This initiative plays a crucial role in supporting stakeholders—particularly smallholder farmers—in understanding and meeting EUDR requirements, while advancing efforts to prevent deforestation in coffee-producing regions.

The Committee on Sustainability Assessment (COSA) is supporting the EU, GIZ, and Promecafé in the coordination of the Learning Community and dissemination of the knowledge outcomes. As one of the original designers and proponents of the Community, COSA firmly believes in the transformative power of collaborative learning spaces. Such platforms not only support compliance with complex regulations like the EUDR but also help stakeholders understand their value and potential as tools for promoting sustainable development.

COSA will assist in the overall coordination of the Learning Community by co-organizing and facilitating remote and in-person events. In addition, COSA proposes to assess five initiatives to generate insights into effective practices and identify areas for improvement in EUDR compliance. These findings will be shared with the broader community to strengthen collective

learning. COSA will also develop a suite of communication tools to enhance knowledge-sharing and deepen engagement across the coffee sector in Central America.

### **Responsibilities, Tasks, and Deliverables**

COSA is seeking a strong Communications Associate to collaborate with its communications Director to achieve the desired outcomes. These include dissemination of learning gained from the EU-funded Early Action Initiatives Learning Community and that will need fast and intelligent communication of the learning to meet the forthcoming European Union Deforestation Regulation (EUDR) that producers must comply with.

#### **1. Context and Key objectives of the role**

The EU Deforestation Regulation (EUDR) requires thorough verification of commodity legality, posing challenges in confirming origin and deforestation-free agriculture—especially for small scale producers (SSPs) in Latin America, Africa and Asia, SMEs, and origin countries, potentially displacing millions from foreign markets. To address issues with systemic compliance, the EU Commission initiated a fund to support pilots in Central America, known as early action initiatives (EAls), aiding the development of EUDR-compliant solutions. COSA, alongside AidData, is conducting a comprehensive study to assess the effectiveness of the leading digital tools being deployed for EUDR compliance in Honduras (where most of the EAls are being implemented), aiming to identify cost-efficient methods, disseminate insights, offer tailored feedback, and explore unintended consequences, especially for SSPs.

Moreover, we propose to leverage this learning specifically in the context of Ethiopia, enabling us to assess the adequacy of leading solutions to meet the needs of SSPs in both the Central America and Ethiopian context and beyond. By understanding what works for smallholders and resource-constrained origin countries across multiple supply chains and geographies impacted by EUDR (and subsequent regulations), we can identify the need for new solutions and improvements to existing ones, fostering inclusivity that empowers smallholders. This ensures their competitiveness and sustainability in the sector.

Communicating the learning in accessible language using diverse channels is an essential aim of this funding. bi-monthly virtual meetings and strategic in-person events. These gatherings will serve to facilitate peer learning, identify challenges, and exchange solutions around EUDR compliance in a pre-competitive environment, encouraging shared ownership and regional alignment

#### **2. Responsibilities, Tasks, and Deliverables**

The Communications associate will undertake the following activities

##### **A. Microsite**

- **Develop content for the Learning Community microsite.** The microsite will provide space for publishing important documentation and information for both the community and the general public. Additionally, the site will feature dynamic videos with interviews of EAI participants, highlighting their challenges and successes, to facilitate learning.

- B. **Promote the learning community** in select communication channels and media to allow the public to learn about the community and its objectives, events, and register to participate.
- C. **Video series: Sustainability Unplugged**
  - Post content in the established channels that promotes the Sustainability Unplugged video series.
  - Participate in the regular meetings of the Early Action Initiatives to gather content for inclusion in episodes.
- D. Prepare materials and the associated publicity for the **in-person meeting and virtual meetings of the EAls**. Support the planning to build alignment, share learnings or otherwise support the overall goals of the project
- E. **Disseminate the learning** – prepare messaging and post to selected channels.
- F. **Manage and track activities.**
  - Establishment of the overall workplan and schedule of communication activities in collaboration with project team and director of communications, with clear deadlines and assigned responsibilities.
  - In the assigned project management software, track schedule of activities and keep project team informed with weekly reporting on key tasks.

### 3. Experience and skills required

1. 5+ years of relevant work experience in a similar communications coordination role, preferably with a sustainability, economic development, and/or food and agriculture orientation.
  2. Demonstrable understanding of how to facilitate creative and relevant approaches to communications needs. Experience with agriculture or coffee data in Latin America and Africa is helpful.
  3. Broad scope of communications experience including writing, video, events, etc.
  4. Ability to synthesize technical information into simple language
  5. Flexibility in work hours and availability that overlaps with COSA staff in the Americas, Europe, and Africa.
  6. Professional flexibility and cultural sensitivity to coordinate people of different educational backgrounds, skill levels, and socio-economic backgrounds.
  7. Highly organized, able to track and report on objectives, budget, and staff hours.
  8. Fluency in Spanish, with native or professional level of fluency in English.
  9. Experience in a tech-forward environment with advanced virtual technologies and good network security practices.
4. **Location:** Contractor's own location, with a preference for a person in Central America / Latin America. Excellent internet connectivity and observance of best practices for network security required.
  5. **Timeframe:** This is a part-time role beginning September 2025 through January 2026

6. **Budget:** The estimated budget for this consultancy is up to 10,300 Euro (paid as equivalent in local currency) total for the assignment.

7. **Submission of proposal:**

Applications must include the following:

1. A letter of interest of 1-2 pages, summarizing your overall experience related to the work described, and your qualifications for the role.
2. Your Curriculum Vitae (C.V / resume).
3. Samples of your work
4. Professional References (up to 3) if you have not worked with COSA before
5. Please specify city/country of current residence

**To apply:**

1. Submit your proposal via e-mail to: "[Careers@thecosa.org](mailto:Careers@thecosa.org)".
2. Deadline for submission is September 1, 2025.
3. Applications will be reviewed the first week of September. Selected applicant is