



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ED** 2363/21

10 March 2021  
English only

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### **Consultancy**

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is currently seeking the services of a Consultant.
2. The Terms of Reference for the Consultancy, together with the necessary information for applicants, is attached. Only applicants short-listed for the post will be acknowledged.
3. Members are kindly requested to bring this Consultancy notice to the attention of qualified candidates.
4. The deadline for applying for this Consultancy position is **24 March 2021**. Applications should be addressed to the Executive Director ([ed@ico.org](mailto:ed@ico.org)), accompanied by a motivation letter and a curriculum vitae.



## CONSULTANCY

### Terms of Reference

<b>Department/Office:</b>	Operations Division
<b>Duty Station:</b>	Home-based
<b>Type of contract:</b>	Consultancy
<b>Estimated Start Date:</b>	1 April 2021
<b>Duration</b>	1 April – 30 September 2021
<b>Closing Date for Application:</b>	24 March 2021

#### About the International Coffee Organization

The International Coffee Organization (ICO) is an intergovernmental body, set up in 1963 under the auspices of the United Nations, responsible for implementing the International Coffee Agreement 2007 to strengthen the global coffee sector and promote its sustainable development in economic, social and environmental terms.

The ICO provides a unique forum for the global coffee community, working actively with its Member governments, international organizations, the private sector and all other stakeholders to address the challenges and opportunities facing the global coffee community, including the development and implementation of strategies to enhance the livelihood and the capacity of local rural communities and smallholder farmers to benefit from coffee production.

The ICO Five-Year Action Plan 2017-2021 identified the following strategic goals: I. Delivering world-class data, analysis and information to the industry and policy-makers; II. Using the Organization's convening power to provide a forum for dialogue between and within the public and private sectors; and III. Facilitating coffee sector development projects and promotion programmes through public-private partnerships.

ICO Member Governments represent 98% of the world's coffee production and two-thirds of world consumption, providing a unique forum for the global coffee community.

#### The Operation Division

The Operation Division is responsible for the day-to-day operations of the ICO. It encompasses three main functions: a) statistics including data collection, management, analysis and reporting; b) economic research and analysis including the publishing of the ICO Coffee Development Report (CDR) and **development, fundraising and monitoring of** technical cooperation projects; and c) Secretariat and Communication covering the relations with ICO Member states, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and the external communication to promote the ICO and its activities with Members and stakeholders.

## Terms of Reference

### DUTIES AND RESPONSIBILITIES

This consultancy is related to the implementation of the Programme of Activities 2020/21 and specifically to: Activity I.B.1 Economic analysis focusing on annual theme (next Coffee Generation) and on impact of and mitigation measures for the covid-19 pandemic on the coffee sector; and II.B Priority actions to strengthen engagement with third parties. It will enable to support ICO membership and advocate for the coffee sector as a whole and address the needs of coffee producers especially in view of the coffee price levels and the impact of covid-19.

This position is connected to the ICO theme for coffee year 2020-21 *Coffee's Next Generation - Recovering from the impact of the pandemic* and the preparation of the Coffee Development Report 2021. It is also related to the implementation of the initiative "Coffee's Next Generation", launched during the celebration of the International Coffee Day 2020. This initiative aimed at helping and investing in some of the most vulnerable people in the coffee sector, the youth. This new initiative will enable young people to contribute to a better recovery from the pandemic making the future of the coffee sector brighter, more sustainable and prosperous for all.

To enable young women and men to build a prosperous and sustainable future, 'Coffee's Next Generation', a global initiative targeting talented and motivated young people and entrepreneurs in the coffee sector, intends to provide access to finance and knowledge, skills development, coaching and training as well as networking.

The consultancy would assist the ICO and its Members to partnering with the private sector as well as international organizations (FAO, UNIDO, etc.) and youth organizations (YOUTH20, AIESEC, etc.) to boost engagement and investments into this initiative, which will provide content and context for the next ICO Coffee Development Report.

Contextually, the consultancy would support the ICO and its Members to actively partake in the G-20 engagement group Youth20 (Y20) event, in preparation of the G20, to take place in July 2021 in Italy under the Italian Presidency. In addition, support will be provided to enable the ICO to closely cooperate with FAO to ensure an active participation of the coffee sector stakeholders in the World Food Forum (WFF), to be held in Italy at FAO Headquarters in October 2021.

### Expected Outcomes

This consultancy will assist with the development and implementation of a strategy for the ICO initiative "Coffee's Next Generation". The consultant(s) will be responsible for identifying a suitable approach to ensure the initiative reaches its global dimension, that engages the public and private sector in the coffee value-chains, the ICO's Members and ultimately involves young people in a meaningful and sustainable fashion. The strategy will also provide inputs, both technical and contextual (youth-led initiatives that are creating sustainable and innovative impact), for the ICO Flagship Report CDR 2021.

### Objectives and key results (OKRs)

The consultancy is expected to produce 3 objectives, each having 3 key results and related initiatives. While the objectives and the key results are indicated in this Term of Reference, the consultant(s) are expected to suggest and present a series of related initiatives that will lead to achieve the OKRs. Also, the incumbent(s) will develop KPIs for the OKRs and the related initiatives.

Under the supervision of the Head of Operation and in consultation with the Chief Economist and the Secretariat and Communication Officer, the consultancy main tasks are:

<b>Objective I. ICO is a relevant player in the YOUTH20 event and the World Food Forum (FAO) to advocate for the coffee sector</b>		<b>Deadline</b>
<b>Key Result 1</b>	ICO and Y20 organize jointly showcase the Coffee sector as reference model for innovation, job creation and innovative solution for the youth during 1 day of the Y20 event in Milan in July 2021	<b>July 2021</b>
<b>Key Result 2</b>	Prepare for enabling the ICO to be an integral part of the FAO WFF by promoting the coffee value-chain as a reference for innovation, job creation and innovative solution for youth	<b>September 2021</b>
<b>Objective II. Develop the ICO initiative “Coffee’s Next Generation” (C-NG)</b>		<b>Deadline</b>
<b>Key Result 1</b>	Partners are identified and engaged, both financially and content-wise, in the C-NG initiative	<b>June 2021</b>
<b>Key Result 2</b>	The C-NG initiative is widely presented and followed by key stakeholders (youth orgs, governments, private sector)	<b>Throughout</b>
<b>Key Result 3</b>	The basis for an ICO programme on Youth, based on the C-NG are developed and presented to the ICO Member states	<b>September 2021</b>
<b>Objective III. Develop content and support the preparation of the ICO Coffee Development Report 2021</b>		<b>Deadline</b>
<b>Key Result 1</b>	Identification of youth-led projects to feature in the CDR	<b>August 2021</b>
<b>Key Result 2</b>	Liaise with the CDR team to create content for the report	<b>July 2021</b>
<b>Key Result 3</b>	Promote the report and its key messages with key stakeholders and through specific channels	<b>September 2021</b>
<b>Required Qualifications of the consultant(s)</b>		
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>- Proven expertise in developing and implementing youth-focused programmes, preferably in an agribusiness or commodity context. Knowledge of the coffee sector is an asset.</li> <li>- Experience in working with multilateral organizations and in developing and implementing international programmes and events to engage and support young women and men.</li> <li>- Access to and capacity to mobilize public and private resources and networks of youth and young entrepreneurs.</li> <li>- Experience in drafting technical reports and studies.</li> </ul>	
<b>Language(s)</b>	<ul style="list-style-type: none"> <li>- Excellent communications skills, both oral and written, in English (preferably as mother tongue). Knowledge of other official languages of the Organization (French, Portuguese and Spanish) &amp; Italian (for the Y20 event) would be an asset.</li> </ul>	
<b>Specialised Knowledge</b>	<ul style="list-style-type: none"> <li>- Initiative, methodical approach, tact and ability to work under pressure and subject to strict deadlines.</li> <li>- Good organizational skills and innovation and creativity capabilities.</li> <li>- Ability to establish and maintain good working relations with youth organizations, NGOs, government representatives, international organizations, academia and research community.</li> <li>- Experience in working in a multi-cultural environment is an asset, in particular working with UN entities and/or global youth organizations.</li> </ul>	
<b>Estimated Budget</b>	The overall amount available for this consultancy is £19,200.	

### How to apply

- Interested candidates are invited to submit their CVs to [ED@ico.org](mailto:ED@ico.org) , by 24 March 2021 at the latest, referring to this advertisement.

#### **Posting period:**

- From 10.03.2021 to 24.03.2021
- ICO only accepts duly completed applications with a motivation letter and a Curriculum Vitae using:
  - o Can be downloaded  
[https://europass.cedefop.europa.eu/sites/default/files/ecv\\_template\\_en.doc](https://europass.cedefop.europa.eu/sites/default/files/ecv_template_en.doc)
  - o or online and saved <https://europass.cedefop.europa.eu/editors/en/cv/compose>
  - o Your application will be acknowledged **only** in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.
- For further information please refer to: [www.ico.org](http://www.ico.org)

#### **No Fees:**

- The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). The ICO does not request any information related to bank accounts.