



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ED** 2374/21

27 May 2021  
English only

**E**

**Short-term Consultancy  
Statistics/Data Analysis**

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting for a consultant for Statistics/Data Analysis. The position will be filled through a home-based consultancy contract till 30 September 2021 with possibility of an extension of the consultancy or through the establishment of a post as ICO staff.
2. The Job Description for the post, together with the necessary information for applicants, is attached. Due to the high volume of applications we receive, regrettably we will be able to acknowledge only the short-listed applicants.
3. You are kindly requested to bring this vacancy notice to the attention of qualified candidates, taking into account that candidates that do not comply with the technical requirements will not be considered.
4. Applications should be addressed to the Executive Director ([ed@ico.org](mailto:ed@ico.org)), accompanied by a covering letter, curriculum vitae, and contact details of two references, not later than **12 June 2021**.



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

<b>Posting Title:</b>	Consultancy for Statistics and Data Analysis
<b>Department/Office:</b>	Operations Division
<b>Duty Station:</b>	Home-based
<b>Type of contract:</b>	Individual Consultant – Locally recruited (June-September 2021 with the possibility of an extension as a consultant or through a regular post in the ICO Establishment Table)
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date for Application:</b>	12 June 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.

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 as 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 Operations Division**

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

The position is within the ICO Operations Division Statistics Section – ICO Strategic Goal 1: Delivering world-class data, analysis & information to the industry and policy-makers. It encompasses collection, quality control, processing & dissemination of trade data (including

exports, imports, re-exports, non-member data and certificates of origin); supply data; data on inventories and roasting; prices (indicators, futures, prices to growers, retail/wholesale prices); and calculation of votes.

## Responsibilities

### CONTEXT

The International Coffee Organization (ICO) is seeking a consultant on Statistics/Data Analysis to support its Operations Division/Statistics Section. The ICO provides global leadership on economic research and statistics in the coffee sector and is mandated by the International Coffee Agreement (2007) to 'collecting, disseminating and publishing economic, technical and scientific information, statistics and studies, as well as the results of research and development in coffee matters'. The incumbent will help the Organization to achieve one of its three strategic goals of delivering world-class data, providing analysis and accurate information to the industry and policy makers. Specifically, by supporting the implementation of the annual Programme of Activities of the ICO with regards to the statistics and economic functions related to high-quality research, measurement and analysis of the global coffee sector.

### MAIN RESPONSIBILITIES

The incumbent, under the supervision of the Head of Operations directly reporting to the Statistical Coordinator will:

- Contribute to the development of methodologies and procedures for the enhanced collection, compilation, presentation and dissemination of statistical data (coffee sector), with particular attention to developing state-of-the-art databases and analysis methods to meet the requirements of the Organization
- Contribute to the development of models to estimate and forecast trade, production and consumption of coffee
- Support the collection, processing and dissemination of statistical data, including coffee-related trade data (exports, imports, re-exports and certificates of origin); supply data; data on inventories and roasting; and prices (indicators, futures, prices to growers, retail/wholesale prices) by:
  - Inputting data on prices, inventories, trade and other indicators to the statistical database on a daily, weekly and monthly basis.
  - Responding to internal and external requests for information, and maintaining and updating web pages.
  - Reaching out to ICO official statistical contacts to ensure ongoing provision of data
  - Supporting the improvement of recurring collection and reporting processes by refining code and creating documentation.
  - Preparing datasets for analysis, including merging, cleaning and recording data.
  - Analysing historical datasets to find anomalies, as well as documenting and correcting known data quality issues.
- Contribute substantively to the preparation of periodic and ad-hoc ICO reports, including the Organization's flagship annual publication, the Coffee Development Report, as well as the monthly Coffee Market Report.
- Prepare knowledge products such as reports, briefs, presentations and surveys, to support ICO bodies, the Secretariat, the Coffee Public-Private Task Force, and other interested parties and key stakeholders.

Selection Criteria	
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"><li>- University degree in Economics, Econometrics, Statistics, Data Science or related quantitative field.</li><li>- Proven knowledge of data management tools, relational databases (SQL, MS Access), and MS Excel (VBA).</li><li>- Knowledge of econometric techniques and data analysis software, preferably R or Python (specifically, Pandas).</li><li>- Experience in carrying out quantitative data analysis and in delivering high quality and technically sound analytical texts.</li><li>- Experience with international trade statistics and knowledge of global commodity markets, especially the coffee market, would be an advantage.</li></ul>
<b>Language(s)</b>	<ul style="list-style-type: none"><li>- Excellent command of the English language, oral and written.</li><li>- Knowledge of one of the other official languages of the Organization (Spanish, Portuguese and French) would be an asset.</li></ul>
<b>Specialised Knowledge</b>	<ul style="list-style-type: none"><li>- Ability to maintain good relations with staff and external contacts.</li><li>- Initiative, tact and ability to work under pressure and to strict deadlines.</li><li>- Good organizational skills and ability to work in teams.</li><li>- Proficiency in documenting work, including systems developed and data processed.</li></ul>

How to apply
<ul style="list-style-type: none"><li>- Interested candidates are invited to submit their CVs to <a href="mailto:ED@ico.org">ED@ico.org</a>, by 12 June 2021 at the latest, referring to this advertisement.</li></ul>
<b>Posting period:</b> <ul style="list-style-type: none"><li>- From 27 May to 12 June 2021</li><li>- The ICO only accepts duly completed applications with a covering letter, a Curriculum Vitae and contact details of two references, not later than <b>12 June 2021</b></li><li>- Your application will be acknowledged <b>only</b> in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.</li><li>- For further information please refer to: <a href="http://www.ico.org">www.ico.org</a></li></ul>
<b>No Fees:</b> <ul style="list-style-type: none"><li>- 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.</li></ul>