



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ED** 2372/21

10 May 2021  
English only

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**Consultancy:  
Event design, planning and facilitation for  
the 3<sup>rd</sup> CEO and Global Leaders Forum**

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 for the design, planning and facilitation of the 3<sup>rd</sup> Coffee CEO and Global Leaders Forum (CGLF).
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 **21 May 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: EVENT DESIGN, PLANNING AND FACILITATION FOR THE 3<sup>RD</sup> CEO AND GLOBAL LEADERS FORUM

### Terms of Reference

<b>Department/Office:</b>	Operations Division
<b>Duty Station:</b>	Home-based
<b>Type of contract:</b>	Consultancy (Individual expert or company)
<b>Estimated Start Date:</b>	1 June 2021
<b>Duration</b>	10 working days
<b>Closing Date for Application:</b>	21 May 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 three strategic goals, comprising

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 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 governments, public and private coffee stakeholders, the organization of ICO annual conferences and meetings and external communication to promote the ICO and its activities with Members, coffee stakeholders, development partners and the media.

## The Coffee Public-Private Task Force

In September 2018, the International Coffee Council (ICC) adopted Resolution 465 on “Coffee price levels” during the 122<sup>nd</sup> Session in London. This led to a Sector Dialogue organized by the ICO, engaging the relevant sector stakeholders and broader international community in the dialogue on coffee price levels. This culminated in the development of a joint Declaration of Intent of stakeholders from both the private and public sector in the form of the “London Declaration” which was signed the next year in September 2019 by 12 private sector companies and welcomed by the 125<sup>th</sup> ICC Session, which also adopted the Council Decision ICC-125-10 requesting the ICO to set up a Coffee Public-Private Task Force (CPPTF).

In the months that followed, the ICO held a series of webinars in which the Coffee Public-Private Task Force (CPPTF) was formed, consisting of 16 private sector ‘Sherpas’—representatives of the signatory companies—and 16 public sector representatives of ICO Member countries, both importing and exporting. The aim of the CPPTF and its related Technical Workstreams (TW) is to implement the ICC Resolution 465 and the London Declaration, thereby actively advancing the work of the Sector-wide Dialogue initiated and led by the International Coffee Organization (ICO). The ultimate objective of the Task Force is to build consensus on priority issues and actions to be submitted for consideration to the International Coffee Council (ICC) and the CEO and Global Leader Forum (CGLF).

The CGLF is an annual event (1-day in London-2019, 1 day virtual/online-2020) and attended by senior executives of the 12 coffee private sector companies, signatories of the London Declaration as well as other coffee private sector associations, as well as representatives of the ICO Private Sector Consultative Board. The CGLF is also the opportunity to meet and interact with high-level government representatives of the ICO Member countries.

For the 2021 CGLF event, to be held online (TBC), some preliminary objectives and desired outcomes have been drafted:

The CGLF-2021 will be held online on **Wednesday September 7** with the following main objectives:

- Enable executives of the Coffee private sector leading companies to meet in a close meeting and interact with their peers and to meet collectively and bilaterally also with high-level government representatives of the ICO Member countries and of development institutions and civil society.
- Hold high-level discussion, taking stock and discuss as a group the current status, progress and challenges of the coffee sector: what actions should be considered collectively and identify new area of focus for the CPPTF, especially to mitigate the impact of the covid19 pandemic and pursue a sustainable and resilient coffee sector.
- Provide impetus and high-level endorsement to the process and how to expand engagement of other coffee global value chain CEOs and leaders in exporting and importing countries as well as development partners to build effective Public-Private partnerships.
- Discuss & decide a future format of the CGLF going forward.

The desired outcomes:

- Endorsement by the CGLF (and subsequently 130<sup>th</sup> Session of the ICC) of Updated Roadmap with additional commitments and targets.
- Endorsement of private sector resource allocation for achieving the Roadmap being public and development funding.
- Agree a public statement on where we are, what has been achieved, where we are lacking and what we need to focus on for upcoming year.
- Build a strong and effective promotion campaign to share with all coffee stakeholders and consumers the effectiveness of working together - industry and governments.

## **Terms of Reference**

### **DUTIES AND RESPONSIBILITIES**

This consultancy is related to the design, planning and execution of the 2021 Coffee CEO and Global Leaders Forum (CGLF) In consultation with the ICO, the consultant will design and support the planning and execution of the 2021 CGLF.

### **Expected Outcomes**

The 3<sup>rd</sup> meeting of the Coffee CEO and Global Leaders Forum (CGLF) is successfully held in 2021.

### **Objectives and key results (OKRs)**

The objective of the consultancy is to assist the ICO and its CPPTF in the design, planning, execution and reporting of the 2021 coffee CGLF.

The consultancy will also involve the facilitation of event and the preparation of a final report capturing the proceedings from the meeting with special attention on the joint action and commitments being taken forward by the Coffee Public-Private Task Force.

The specific objectives of this consultancy are to ensure a productive, impactful and efficient CEO and Global Leaders Forum event given the limitations of a virtual online format.

The consultancy shall report to the Head of Operations and work directly under the supervision of the coordinator of the CPPT and will be responsible for the following:

1. Conceptual design for the CGLF event in line with expected outcomes setting out the scope and content of the CGLF, including identification of best online meeting facility/platform to use.
2. Preparation of the online event including the event programme with detailed run-through agenda, compilation of BIOs of speakers and other related info, and harmonization of presentation of ICO/presenters.
3. Facilitation of the 2021 CGLF including discussion, and provision of summaries from each session.
4. Draft a Report on the conclusions of the 2021 CGLF.

**Duration**

This contract shall be for 10 working days between the months of June and September 2021 considering the planning and preparation (8 working days), implementation (1 working day), and report production period (1 working day).

**Attributes, requirements, and qualifications**

For the assignment, the ICO is looking for an individual or organization with the following expertise, proven skills and competencies:

- Demonstrated track record of facilitating high-level meetings and with online meeting technologies/platforms in a multi-cultural and multi-language context
- Have experience with facilitation of multi-stakeholder dialogue processes and having successfully undertaken similar facilitation mandates.
- Be familiar and knowledgeable with a wide variety of online virtual techniques for assisting a group to exchange opinions and reach agreement.
- Keen attention to detail with a professionalism essential for an engagement at high-level policy dialogue events.
- A good understanding of contemporary sustainability issues in agricultural supply chains will be a distinct advantage.
- Fluency in oral and written English. Working knowledge of other ICO languages is an asset (Spanish, French, Portuguese)
- Excellent and demonstrable research, analysis, writing, accuracy and report-drafting skills and ability to work under time pressure.

**Submission requirements**

Proposal submissions are to include the following:

Technical proposal not exceeding 10 pages in length with the planned approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines.

Financial proposal with a breakdown of costs, with work days for each component and for each team member (if team approach is utilized).

Contact details of two references/previous clients who can comment on facilitation skills.

Other supporting material deemed to be relevant to the proposal may be attached as an Annex.

**Evaluation criteria**

Proposals will be evaluated based on cost effectiveness, implementation methodology and experience of the consultant.

### How to apply

Interested applicants should submit electronic copies of their technical and financial proposals to the ICO at [info@ico.org](mailto:info@ico.org) no later than 21 May 2021

**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.