



## Terms of Reference

<b>Project Title:</b>	Coconut Industry Development for the Caribbean
<b>Assignment title:</b>	National Consultant (Guyana)
<b>Place of work:</b>	Based in Guyana
<b>Travel:</b>	Travel in Guyana
<b>Contract type:</b>	Lump sum valid until 31/12/2016

### **Background**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Office for Latin America and the Caribbean (OLAC), as a geographical section of the Division of Country Programmes (DCP), is responsible for defining the ITC strategy in the region, either for individual countries or at the sub-regional and regional levels. OLAC is also responsible for coordinating all ITC interventions, including the work of ITC technical sections in the region. The Sector competitiveness Unit is responsible for developing and disseminating sector level expertise and methodologies in ITC.

The European Union funded project "Coconut industry development for the Caribbean" aims at increasing food availability and reinforcing incomes of small scale farmers. Specifically, the project focuses to enhance the competitiveness of small scale coconut producers through better regional integration and improved production performance. In order to achieve this objective, the project has been designed to address four key issues that are preventing the coconut sector from achieving its full potential, namely to: i) improve coordination and cooperation across the region and ACP coconut countries; ii) increase production volume of the right quality of coconuts; iii) improve access of small producers to advisory services and finance; and iv) improve risk planning and access to risk management tools for small producers.

In the context of this project, ITC is primarily responsible for the overall project implementation and for the delivery of two out of four project outcomes. CARDI, the Caribbean Agricultural Research and Development Institute, is the main ITC regional partner for project implementation and will lead the delivery of the other two project outcomes. The two outcomes that are ITC's main responsibility include Outcome 1: Market opportunities identified, value chain development plans agreed. Synergies and continuity developed with existing regional and national programmes to enhance regional integration of markets; and Outcome 3: Access to information and advisory services on finance, trade, agriculture, management and markets facilitated for small producers.

### **Description of Duties/Responsibilities**

As part of this project, the work of the national consultant will be to provide guidance and coordination support to counterparts in Guyana in the coconuts sector. The National Consultant will focus on supporting the National Stakeholder Platform (NSP) which includes the implementation of multiple Value Chain Alliances. The Alliances for Action members include representatives from private sector enterprises, smallholder producers, producer associations, traders multinational companies, key Ministries, and research institutions engaged in the coconut sector in Guyana. The Alliances for Action will be established in locations as selected by the NSP.

The work of the National Consultant will include coordination and provision of support to the NSP, established Alliances for Action clusters, partner organisations including the National Agricultural Research Extension Institute (NAREI), Ministry of Agriculture (MOA), trade promotion/ support institutions and other organisations which are working as part of the selected clusters. The consultant should provide technical support including the facilitation of linkages along the value chain, support development of market linkages between suppliers and buyers for prioritised products in key target markets, and support the delivery of extension and market based support services to small holder farmers.

In the undertaking of all activities the consultant should facilitate a participatory approach to enable inclusive stakeholder decision making.

**Overall, the work covered by this contract will include the following areas of work:**

**Area 1: Coordination and support to the NSP in collaboration with official ministries championing the work of the NSP**

- Coordinate inputs and activities with local and international partners supporting activities in the project. This includes organization, participation and facilitation of NSP meetings that bring together public and private stakeholders from across the entire value chain, including smallholder and commercial farmers, agro-processors, exporters, Government bodies, support institutions (extension, finance and research) and International Organizations;
- Ensure coordination between the NSP, ITC, NAREI, MOA and other partners;
- Ensure communication between the members of the NSP internally, and with other Guyanese institutions (i.e. NAREI, MOA, IICA, Go-Invest etc.);
- Provide support to multi-stakeholder governance processes and interact directly with stakeholders and counterparts in order to coordinate field activities, report and monitor progress, compile and prepare inputs and outputs;
- Coordinate and participate as relevant in the implementation of the project's field activities;
- Provide support in the organization and implementation of field visits and workshops in rural areas;
- Liaise between the NSP and UNDP Guyana to undertake necessary support tasks including coordination of payments when required, communications, and visibility;
- Ensure communication among the partners of each Value Chain Alliance;
- Provide support to project communication activities including preparation and dissemination of project related newsletters, activities and results to stakeholders.

**Area 2: Support Alliance implementation and delivery of support services**

- Provide support to the NSP and other value chain actors in the development and implementation of the profitability analysis and business plan for each local Alliances for Action cluster within the framework of the project;
- Provide support in the identification of external partners (business, academia, practitioners, government institutions) that can provide valid inputs and partnerships for the project;
- Create new links between the Value Chain Alliances and local food-processing enterprises, traders, exporters, multinational companies, and enterprises operating in the fresh and canned food, beverage, health and beauty and industrial chemical markets for coconut;
- Foster partnerships with business actors such as SMEs, multinational companies, banks, etc. to participate in the Value Chain Alliances;
- Deliver training activities in the areas of record keeping, good agricultural practices & extension, markets & value addition, and, association and group strengthening to Alliance members (small holder farmers & support institutions) in selected clusters;
- Provide support in the delivery of trainings to enterprises, agro-processors and support institutions on areas related to lean management and efficient operations;
- Provide support in the development and set up of innovative access to finance schemes with relevant value chain actors;
- Support implementation of farmer characterisation studies in each of the Alliance clusters.

**Area 3: Monitoring, Reporting and Evaluation**

- Produce official documents and minutes for the Chairman of the NSP;

- Participate in field missions to undertake project implementation activities;
- Maintain, update and upgrade a database of coconut sector stakeholders including agro-business enterprises potentially interested in the coconut business;
- Support baseline data gathering and monitoring activities;
- Ensure coordination and monitor the implementation of activities in the selected clusters, according to the official work plan defined by the NSP;
- Draft progress reports and intervention outputs and ensure validation and ownership of results with the NSP and other key sector stakeholders in Guyana;
- Ensure coordination of ITC, NSP and NAREI's respective agendas;
- Collect project related data for reporting and communication purposes.

**Supervision:** The work of the national consultant will be conducted under the direct supervision of ITC's Senior Officer for Manufactured Products, Sector Competitiveness, Division of Market Development, under the overall guidance of the project manager and ITC's Senior Trade Promotion Officer, Office for Latin America and the Caribbean, Division of Country Programmes, ITC, in close collaboration with the focal point and Chairman of the NSP based in Guyana.

### **Skills**

- Ability to produce documents for official circulation among institutions and international stakeholders (memos, reports, business proposals);
- Ability to design, develop, monitor and coordinate work plans and business plans;
- Good understanding and direct knowledge of Guyanese Public Sector functioning and dynamics;
- Good understanding and direct knowledge of the coconut sector in Guyana;
- Good understanding of the agri-business sector;
- Good understanding of international development project functioning and dynamics;
- Ability and experience in data collection and survey administration is a plus;
- Ability to respect deadlines and to work in a team;
- Availability to travel for short periods to rural areas in Guyana;
- Good knowledge of Microsoft Office.

### **Education**

Undergraduate degree (BA/BSC in agronomy, agricultural engineering, business administration or related field)

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### **Experience**

At least 6 years of relevant professional experience in project management, business development, business planning, group dynamics, agricultural and rural development, including knowledge of agri-business and participatory approaches.

### **Languages**

Advanced knowledge of English.

### **Contact:**

Please send your CV to [alliances@intracen.org](mailto:alliances@intracen.org)

Selected candidates must submit their application to the Consultants Roster:  
<http://www.intracen.org/itc/about/working-with-itc/itc-careers/current-job-openings/>