

**TERMS OF REFERENCE
(Independent Contract Agreement)**

Position:	Coordinator of emergency response to the coffee rust crisis
Project:	Regional Food Security Policy Effectiveness and Sustainable Agriculture Program (USAID)
Duty Station:	PROMECAFE/IICA HQ
Section/Unit:	GTPC-UNOPS
Contract/Level:	Individual Contractor Agreement
Duration:	Jun 1 st 2013 to May 31 st , 2014.
Supervisor:	Miguel Gomez – RUTA Director assisted by a technical committee

1. General background

UNOPS (United Nations Office for Project Services) has been selected by USAID ECAM to implement the Regional Food Security Policy Effectiveness and Sustainable Agriculture Program, through Regional Unit for Sustainable Rural Development in Central America and the Dominican Republic (RUTA) of the Central American Council for Agriculture (CAC) acting as the technical executor. This program forms part of the ECAM *'Feed the Future'* Initiative. Its purpose is to promote inclusive economic growth, improve food security and facilitate trade in the region, focusing on two specific objectives/components: (1) Regional food security policy effectiveness; and (2) Promotion of sustainable agricultural technologies in Central America and the Dominican Republic.

On April 20, 2013, participants of the First International Summit on the Coffee Rust Crisis agreed to support the INTEGRATED PROGRAM TO COMBAT COFFEE RUST IN CENTRAL AMERICA AND DOMINICAN REPUBLIC (hereafter, Integrated Program) approved by the Ministers of Agriculture on March 20th 2013. According to the Council of Ministers decision, the Regional Cooperative Program for the Technological Development and Modernization of Coffee (PROMECAFE) and the Executive Secretary of the Central American Agricultural Council (SECAC) will coordinate the institutional regional response to the crisis in the Mesoamerican (Central America and Dominican Republic) coffee sector.

USAID El Salvador, Central America and Mexico (ECAM) offered support for the hiring a Regional Coordinator through the Regional Food Security Policy Effectiveness and Sustainable Agriculture program implemented by UNOPS/RUTA. The coordinator will be responsible to expedite actions, and link national coffee organizations, international research centers and financial institutions, in support the Integrated Program. The Regional Coordinator will assist PROMECAFE as the leading organization to implement the Integrated Program, in coordination with all regional and international actors concerned with the problem. IICA offered to host and provide partial support for this position

RUTA/UNOPS is looking for a consultant to coordinate the emergency response to the coffee rust crisis in support of the Integrated Program approved by the Central American Council of Ministers of Agriculture.

2. Purpose and scope of assignment

a. Strategic focus of the Position:

The Integrated Program will be executed through the following components which serve as the framework for the actions of this consultant:

Component 1: Integrated management of rust, aimed at supporting the activities and tasks aimed directly at rust control. These are activities carried out at the local and national levels through national coffee programs and/or ministries of agriculture and/or their designated agents.

Component 2: Research in genetic improvement and creation of resistant varieties, aimed at improving the adaptability of materials with high genetic value, with disease resistance and market value to increase the competitiveness of the coffee sector in the region. These are activities coordinated regionally and internationally with coffee programs and allied research institutes who are members of PROMECAFE.

Component 3: Attention to vulnerable populations coffee producers. This component aims to support and provide responses to vulnerable populations, especially small farmers affected by coffee rust and coffee workers and their families, through actions aimed at food security and nutrition, generation of alternative employment opportunities and social compensation measures. This is a national responsibility that is supported by regional initiatives.

Component 4: Development of institutional and local capacities for the management and combat of rust and the recovery of productive capacity, aimed at supporting the proper execution of the Integrated Program by the institutions involved in combating rust and other related short, medium and long term actions.

b. Objectives

Main objective:

Assist PROMECAFE as the leading organization to implement the Integrated Program, in coordination with all regional and international actors concerned with the problem

c. Activities

The following activities shall be carried out under this consultancy:

1. The coordinator will actively coordinate the efforts to finalize and implement regional integrate program, facilitate alliances of institutions capable of financing and implementing actions, support the implementation of national plans, and assure optimal interactions among producers' groups, buyers, researchers, extensionists and supporting agencies..
2. The Regional Coordinator will work from within PROMECAFE with national coffee institutes; national government institutions, especially Ministries of Agriculture; private sector entities including roasters, NGOs, and farmer and producer associations and organizations, and production input suppliers; regional and international research organizations; financial institutions; and international donors and technical cooperation agencies
3. The Coordinator will seek to optimize and assure the complementarity of the efforts of regional actors and their international allies.
4. The strategy to be implemented is outlined in the Integrated Program presented approved by the CAC in Panamá on March 20th, 2013 and supported by consensus in the Summit 18-21 April. The challenge for this position will be reaching out to and engaging with diverse stakeholders to mobilize and coordinate resources in support of implementing the Integrated Program.
5. Support in the publication communicational materials related to the Integrated Program
6. Support the policy dialogue in the region and dissemination of results participating in regional workshops and dissemination activities within the Integrated Program activities.
7. Support monitoring and evaluation of the Integrated Program

3. Monitoring and progress control

a. Supervision

The Coordinator will present periodic written reports to all stakeholders through PROMECAFE

The consultant will report to the Technical Committee (PROMECAFE/IICA, RUTA, SECAC and USAID) which will supervise his/her work.

RUTA's designed technical personnel will be responsible for the technical supervision and follow up of progress reports of the consultant.

b. Institutional support:Financing for the position:

- PROMECAFE/IICA will provide secretarial support and domestic travel.
- IICA will provide office space and equipment, and as much in-kind support as its budget permits.

Document references:

- Integrated Program approved by CAC and PROMECAFE members
- Description of PROMECAFE
- Summary of Coffee Rust Summit (in prep.)

c. Expected results

By conducting these activities, the consultant is committed to deliver the following products:

- Work Plan for 12 months.
- Quarterly Report of his work progress.
- Final report

d. Period of execution

This consultancy will be developed starting Jun 1st and finalizing May 31st, 2014. These dates include contract process period required to prepare specialists' contracts that will be also working for RUTA under this consultancy.

4. Minimum qualifications and experience**a. Education**

- Master's degree preferred in agriculture/agricultural sciences, economics, international development or other related field.

b. Work experience

- At least 5 year experience in the Central American countries coffee sector
- At least 5 years demonstrated progressive responsible experience managing emergency situations, relevant to these terms of reference and extensive business and management experience

c. Key competences

- Proven ability to coordinated multi-country and multi-sector activities be knowledgeable of the Central American coffee sector
- Be fully bilingual in both English and Spanish
- Demonstrated capacity for effective written communication for external audiences in English and Spanish; demonstrated record of effective multi-channel social media communications a plus
- Be able to work effectively with diverse public and private sector actors.
- Possess basic word processing, spreadsheet, and presentation skills

Interested candidates must present the following documentation:

- Letter expressing candidate’s interest in the position and highlighting key qualifications for the position.
- Resume showing relevant experience.

RUTA/UNOPS, PROMECAFE/IICA and USAID will evaluate candidates in the third week of May according to criteria to be agreed upon in consultation with USAID and other stakeholders, based upon these qualification requirements.

5. Payments

Monthly payments will be made upon delivery and acceptance of monthly activities report, including all referred and related documents such as: aid memories, mission reports, debriefings, among others, which will serve as means of verification of activities performed.

Individual contractors required to travel at UNOPS expense are required to complete the “Basic Security in the Field” course. Individual contractors working in or traveling to a duty station in a Security Phase I or higher are required to complete the “Advanced Security in the Field” course. Said security courses must be completed prior to the commencement of their service—or at the latest within two weeks of arrival. The courses are available at UNOPS internet at www.unops.org/security. A copy of the course certificate must be forwarded by the contractor to the requesting unit within ten (10) working days of contract start.

Project Authority (Name/Title): Miguel R. Gómez, RUTA Director	Contractor (Name/Title): Name, Consultant
Signature _____ Date: 06-01-13	Signature _____ Date: 06-01-13