



Term of Reference (ToR) for

Short-term Consultant/Project Assistant for Sustainable Production and Ethnic Responsible & Women Empowered (SuPER WE) Coffee Value Chain Project

Subject:	Short-term Technical Consultant/Project Assistant for SuPER WE Coffee Value Chain Project
Location:	Dakchueng District, Sekong Province
Duration of assignment:	Three months with possible one year extension
Project:	Sustainable Production and Ethnic Responsible & Women Empowered Coffee value chains in Lao PDR (SuPER WE Coffee)
Reporting to:	Provincial Manager

About CARE International in Lao PDR

CARE International has been active in Laos since 1993, working in collaboration with government counterparts and Civil Society Organization (CSO) partners to address the driving factors of poverty through community based, gender responsive interventions and programming. CARE International in Laos (CARE Laos) currently works with ethnic minority populations in remote communities across the country, with funding of over 4 million USD per annum. CARE's Long-Term Program on Remote Ethnic Women and Girls targets Sexual Reproduction Health and Nutrition, along with Women's Economic Empowerment, focusing on themes of Gender Based Violence Prevention and Awareness, Disaster Resilience and Climate Adaptation, Governance and CSO Strengthening.

CARE International in Lao PDR began its operations in 1992 and has worked since then to improve the lives of vulnerable groups in both rural and urban areas, particularly ethnic minority communities. CARE works in partnership with community members, government, local civil society organisations, and the private sector. CARE currently implements projects in five provinces: Vientiane Capital, Phongsaly, Champasak, Savannakhet and Sekong.

CARE's "Marginalised Women and Girls" program empowers women and girls to exercise their rights, to lead and make decisions, and benefit from socio-economic justice. CARE's two main program areas in Lao are women's health and women's economic empowerment. Our health programs empower women and girls to exercise their rights to reproductive, maternal and child nutritional health for greater control over their bodies and to live a life free from violence. Our economic empowerment programs give women and girls greater access to and control over economic opportunities, resilient resources and dignified work by promoting gender equality, fighting gender-based violence and climate risk. CARE has extensive experience and expertise in both of these areas and will continue to pursue evidence-based practices to deliver long-lasting solutions effectively and sustainably.

Project Background

Coffee is the single most important commodity globally with an estimated 25 million people worldwide growing coffee. Laos has become the 3rd largest coffee producer in Southeast Asia, and coffee has become the country's most valuable agricultural export commodity and fifth largest export



earner. Coffee provides employment for 40,000 families in seven coffee producing districts of southern Laos who include large traders and coffee growers ranging from smallholders to commercial plantations. The Ministry of Agriculture and Forestry aims to increase coffee production to 1 million tons by 2025.

The Sustainable Production and Ethnic Responsible and Women Empowered Coffee Value Chains in Lao PDR (SuPER WE Coffee), funded by the EU, aims to contribute to the Lao Coffee Sector Development Strategy 2025 by supporting “the development of a green, low-carbon, resource-efficient and more circular economy, and contribute to poverty reduction in Lao PDR.” The project will be implemented in 15 villages in Dakcheung District, Sekong Province, Lao PDR from 2022 – February 2026.

Objective and scope of work

The Consultant/Project Assistant is responsible for supporting the implementation and coordination of project activities under the SUPER WEE Coffee project. These activities include promoting the adoption of green production techniques, building capacity in coffee quality control, and establishing traceability and market networking. The Project Assistant will ensure these activities are implemented in a timely manner and to a high standard of quality. Working closely with government technical partners from relevant offices, including agriculture, the Lao Women's Union, and commerce offices at the district and provincial levels, the Field Assistant will coordinate effectively to achieve project objectives in accordance with the annual plan and Memorandum of Understanding (MoU).

This position requires extensive engagement in remote villages, working primarily with disadvantaged women and families living in poverty. The Field Assistant will develop and implement appropriate participatory approaches to ensure the sustainability of project activities.

This position is based in DakChueng District, Sekong Province, and requires travel to other project sites.

Role and Responsibility:

1. Project Implementation

- Implement, monitor, and report on project activities related to coffee production, the adoption of environmentally sound production techniques, market networking, and training facilitation.
- Contribute to the development of annual and monthly project work plans, ensuring alignment with the project's logical framework and objectives.
- Prepare and submit timely and accurate reports on assigned activities to the Provincial Manager. Provide oral and written progress reports, as needed, for internal and external reporting.
- Regularly update the line manager on activities, challenges encountered during implementation and provide accurate information and updates during weekly/monthly meetings and other relevant gatherings.
- Coordinate with administrative, finance, and logistics staff to plan and execute the delivery of assistance, in compliance with established procurement procedures.



- Work with the project team and government technical partners from relevant offices, including agriculture, the Lao Women's Union, and commerce offices at the district and provincial levels to prepare and deliver training to beneficiaries.

2. Monitoring, Evaluation and Learning

- Conduct project monitoring during field visits and ensure timely submission of field reports to the Project Manager.
- Participate in and facilitate monitoring, evaluation, and surveys, including visits from national experts, baseline, mid-term, and final evaluations, and other assessments as required.
- Participate in quarterly, mid-term, and annual reflection workshops.
- Liaise with and regularly debrief partners and communities to ensure quality training and processes are implemented according to deliverables.
- Document project activities, processes, emerging models, and lessons learned.
- Contribute to the development of reports and presentations for donors and other stakeholders.
- Support the creation of case studies and success stories highlighting the impact of the coffee value chain.

3. TRAINING AND COORDINATION

- Maintain transparent communication and coordination with relevant government departments and technical staff, community representatives, and other INGOs/NGOs.
- Support the delivery new training modules for rural communities and extension agents as needed.
- Prepare reports on each training or meeting, documenting participants and attendance, costs, training content, and training objectives.
- Assist with gender and livelihoods training activities for partners, ensuring diversity and inclusion of participants.
- Foster a culture of continuous learning by actively participating in capacity strengthening, coaching, and mentoring the team and partners.
- Coordinate with the team to develop, monitor, and achieve performance indicators.
- Logistical arrangements for training and meetings, such as venue booking, participant invitations, and material preparation.

4. Administration and Finance

- Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget;
- Ensure that CARE financial, administrative, and procurement procedures and policies are followed; and
- Participate in regular team meetings as required.

5. Partnership and Networking

- line with project maintain strong relationships with key project partners, representing CARE Sekong at meetings and planning sessions.



- Collaborate in the design of capacity strengthening plans for project partners, focusing on improved gender equity practices. Provide ongoing support to partners in implementing these plans, including facilitating any capacity building services requested from CARE Sekong (e.g., training workshops).
- Represent CARE Sekong and the project at relevant forums, workshops, government meetings, and other events related to the coffee industry, gender equality, or other relevant topics.
- Effectively communicate the project's goals and CARE Sekong's work in Sekong to partners, communities, and other stakeholders to foster positive and productive working relationships.
- Organize and actively participate in meetings with partners to ensure effective communication and collaboration on project activities.

Qualification:

Required:

- Minimum higher diploma or bachelor degree in Agricultural Science or Community Development or other related fields with minimum 3 years' experience or a minimum technical diploma with 4 years relevant work experience in value chain development and implementation preferably with an International Non-Government Organization (INGO) and/or private company.

Desired:

- Good practical experience in coffee processing for the small farming group and market networking support.
- Demonstrate good knowledge of marketing skills and good connection or network with private company.
- Proven skills and experience in facilitating training and capacity-strengthening, including an understanding of adult learning principles and participatory methodologies.

Experience/Technical Skill

- **Financial Administration:** Proven experience adhering to established financial policies, procedures, and processes, including managing and acquitting cash advances.
- **Commitment to CARE's Mission:** A willingness to learn about and actively support CARE's work in gender equality and women's empowerment.
- **Interpersonal and Collaborative Skills:** Demonstrated proficiency in interpersonal communication, sound judgment, planning, problem-solving, and team building. This includes the ability to contribute effectively to team objectives and collaborate within a group setting.
- **Organizational and Time Management Skills:** Proven ability to manage workload, prioritize tasks, and meet deadlines, even under pressure. This includes strong organizational skills and the ability to work effectively within a team.
- **Professional Ethics:** Demonstrated integrity, reliability, and trustworthiness, with a commitment to maintaining confidentiality.
- **Communication Skills:** Fluency in spoken and written Lao and intermediate spoken and written English.
- **Computer Proficiency:** Strong working knowledge of Microsoft Word and Excel, along with solid numerical skills.



As a matter of course, all consultants are subject to the following policies:

- CARE Laos safeguarding and Child Protection Policy.
- Terrorist Check Safety and Security Management Plan.
- CARE Code of Conduct.

Application

If you are interested in this role, please submit 1) responsible consultant's CV 2) cover letter **including Gross Salary Expectation (all inclusive)**, and 3) two references to: LAO.Jobs@care.org by **21 February 2025**, please include the text: **"Application for Consultant/Project Assistant"** in the subject of your email.

Note that the cost quotation should include the consultant's daily rate as well as any materials and travel costs required for the consultant to complete the analysis outlined above.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE Laos has zero tolerance for sexual misconduct within or external to the organization and imbed child protection in all they do;

CARE Laos participates in the Inter-agency Misconduct Disclosure Scheme (MDS). CARE USA reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse. The applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CARE USA requesting the information specified above; and

As well as pre-employment checks, CARE Laos will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of CARE International in Lao PDR and do not necessarily reflect the views of the European Union.