



TERMS OF REFERENCE

for Coffee Business Development Consultant (Individual Consultant or Firm)

Sustainable Production and Ethic Responsible & Women Empowered Coffee value chain in Lao PDR (SuPER WE Coffee)

Position Details

- **Name of Service:** Coffee Business Development Advisor (Individual Consultant or Firm).
- **Duty Station:** Home-based, with availability to travel to Dak Cheung District as required or based in the Dak Cheung office.
- **Duration:** June until the end of February 2026.

Background

The project **SuPER WE Coffee**, *Sustainable Production and Ethic Responsible & Women Empowered Coffee value chain in Lao PDR*, aims to develop and adopt a more resource-efficient, gender-inclusive and climate change resilient production in Lao PDR and increase its integration in a greener global value chain as specialty coffee market. The project aims to empower the coffee producers' group of the Dak Cheung District, to increase their productivity and quality of coffee and increase their household income by supporting the establishment of coffee processing centers, planting, and processing techniques for production groups. Moreover, the coffee production of Dak Cheung District in Sekong Province, has high economic potential and the potential to promote it internationally, to help generate income for the community and raise the quality of Lao coffee products internationally. The project started in 2022, and it will end on 28 February 2026. More information on the project can be found [here](#).

An external Local Coffee Business Advisor will lead the implementation of Output 5, which focuses on strengthening the financial ecosystem that supports the target coffee producer groups/organizations of the SuPER WE Coffee Project in Dakchueng. The consultant will play a key role in connecting local producers with financial opportunities, developing investment-ready proposals, and designing long-term reinvestment mechanisms to promote resilience and sustainability in the coffee sector.

Objectives

The overall objective of this consultancy is to improve access to finance for coffee producer groups/organizations in Dakchueng District by

- Identifying relevant financial institutions and funding schemes that support circular economy approaches within the coffee sector.
- Facilitating matchmaking between selected producer groups and potential investors.

Scope of Work and Key Activities

Activity 5.2 – Mapping Public and Private Financial Institutions to Support Coffee Producer Groups

- Conduct a comprehensive mapping of the financial ecosystem—covering national, regional, and international public and private institutions—with a focus on circular economy, climate-smart agriculture, and value chain financing.
- Identify financing mechanisms relevant to smallholder coffee producers and cooperatives, such as value chain finance, trade credit, contract-based lending, concessional finance, and blended finance structures.
- Analyze successful financing models and case studies (e.g., Root Capital, Rabobank Rural Fund, ICA cooperative finance models) to assess their potential replication or adaptation to the local context of Dakchueng District.

- Engage with stakeholders (producer groups, relevant district/provincial government agencies, banking institutions, microfinance institutions, LNCC, Lao Coffee Association) at national and local levels to assess actual financing gaps, challenges in access, and financing needs.
- Produce an analysis report including financial mapping results and potential partnership pathways.
- Develop an Excel database of relevant financial institutions and mechanisms, including summary profiles, eligibility criteria, and key contact points.

Deliverables:

- A report presenting:
 - A landscape analysis of financial institutions and schemes with relevance to the coffee value chain.
 - Analysis of applicability and scalability of selected models for smallholder coffee producers and organizations in Dakchueng.
 - Identified financing gaps and recommendations for improving financial access for local coffee producers and cooperatives in Dakchueng District.
- A structured Excel database of national, regional, and international public and private financing sources, including tailored insights—such as contact information, eligibility criteria, and available financial products.

Activity 5.3 – Matchmaking and Investment-Readiness Support

- Review and utilize the financial institution database and financing mechanism profiles developed under Activity A5.2 to identify suitable funding sources for selecting coffee producer groups.
- Work collaboratively with Project Team and local government partners to select up to 10 coffee producer groups/organizations in Dakchueng District based on criteria such as gender inclusion, governance, market access, and climate practices.
- Review outputs from Activity A5.2 (e.g., financing landscape report and financial institution profiles) to determine suitable matches between selected groups and available financing mechanisms.
- Assist each selected group to develop investment portfolios including technical and financial data, coffee quality profiles, marketing materials, business model, capital needs, expected return on investment, repayment capacity, gender and environmental assessments.
- Ensure that all materials are aligned with investor expectations and investment-readiness requirements.
- Facilitate matchmaking events
 - Organize and facilitate up to 10 matchmaking engagements (online or in-person) between selected groups and identify investors.
 - Present proposals and support deal dialogue, including investor follow-up.
- Prepare report on matchmaking process, selection criteria, outputs, lessons learned, challenges, and recommendations.

Deliverables:

- Up to 10 tailored investment portfolios for selected coffee producer groups.
- Report on matchmaking investors with coffee producer groups.

Activities	Deliverables	No. of Days
Mapping Public and Private Financial Institutions to Support Coffee Producer Groups	<ul style="list-style-type: none"> - An analysis report including financial mapping results and potential partnership pathways. - A structured Excel database of national, regional, and 	10

	international public and private financing sources.	
Matchmaking and Investment-Readiness Support	<ul style="list-style-type: none"> - Up to 10 investment portfolios for selected coffee producer groups. - Report on matchmaking investors with coffee producer groups. 	10
Total number of working days		20

Required Qualifications and Experience

- A degree in business, economics, international trade, agricultural economics or a related field.
- Proven experience in SME or cooperative finance and value chain development in coffee/agriculture sectors.
- In-depth understanding of inclusive financing models, circular economy practices, coffee marketing strategies and international trade regulations.
- At least five years of experience in international project development, market analysis, or investment facilitation.
- Strong stakeholder engagement and business development skills.
- English proficiency (spoken and written) for reporting and communication.
- Knowledge of cooperative business models and financial linkages is an advantage.

Application Submission Requirements

Interested consultants should submit their applications to Lao.contracts@care.org by **May 31, 2025**. Please indicate “**Coffee Business Development Advisor SuPER WE**” as the subject heading.

Applications will be evaluated based on the following criteria:

- CV
- Cover Letter
- Financial proposal