



## TERMS OF REFERENCE

for *Specialty Coffee Development Consultant*

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

#### Position Details

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

#### Background

The SuPER WE Coffee project - *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. More information on the project can be found [here](#).

Over the past three years, the project has strengthened coffee producer groups in Dak Cheung District, Sekong Province, through establishment of processing centers, adoption of agroforestry practices, and implementation of Farmer Field School (FFS) methodologies. However, a critical gap remains there has been limited access to specialty coffee expertise to support farmers and producer groups in producing and marketing high-quality, specialty-grade coffee.

To address this gap in the project's final year, CARE Laos seeks to engage a Specialty Coffee Development Consultant to provide technical expertise in specialty coffee processing, quality control, sensory analysis, and specialty market linkages. The consultant will also take account of opportunities for agroforestry initiatives, the interconnection between ecological sustainability and premium coffee quality and include this in terms of future options

This consultancy falls under Output 2: Competences of coffee producers and processing operators of Dakcheung on sustainable production practices for green value chain are strengthened. Specifically, the consultancy contributes to:

- Activity 2.1: Elaboration of training programme on selected techniques including quality and traceability through FFS methodology.
- Activity 2.2: Implementation of Training of Trainers (TOT).
- Activity 2.3: Implementation of FFS with coffee producers and processing operators, with follow-up on the adoption of proposed solutions.

#### Objectives

The consultancy aims to:

- Build the capacity of CARE Laos staff, government partners, and coffee producer groups on specialty coffee processing techniques, including quality control, sensory evaluation, and traceability systems.
- Provide practical training and coaching to farmers and processing operators to improve specialty coffee production at both village-level and central processing centers.
- Offer guidance on market linkages and positioning strategies for Dak Cheung coffee in the specialty coffee sector, including domestic and international opportunities.

## Scope of Work and Key Activities

The consultant will:

- Review existing training materials and refer to the FFS approach, as well as the nascent farmer groups and cooperatives, when proposing dissemination strategies
- Deliver Training of Trainers (TOT) for producer group representatives on specialty coffee practices.
- Provide hands-on training and coaching sessions at processing centers on:
  - Coffee cherry selection and processing protocols (washed, honey, natural).
  - Quality control and defect management.
  - Cupping and sensory analysis (basic level).
  - Traceability and record-keeping systems.
- Advise on the integration of agroforestry practices with specialty coffee quality.
- Conduct one workshop on market linkages, highlighting opportunities for specialty coffee branding, networking, and sustainability storytelling.
- Provide a final technical report with recommendations for sustaining specialty coffee quality and market engagement beyond the project.

## Deliverables:

Activities	Deliverables	No. of Days
<b>Inception Report</b> with methodology, training outline, and work plan	Inception report and workplan	<b>2</b>
Drafting Specialty coffee module for TOT includes processing, quality control, traceability, and agroforestry linkages	Training Materials and Guidelines	<b>3</b>
Conduct TOT on specialty coffee development to producer groups	TOT delivered	<b>5</b>
Field Follow after the TOT	Trip Report	<b>3</b>
Workshop on market linkages and specialty coffee producer network formation	The Workshop organized	<b>2</b>
Final Technical Report including key lessons, practical tips, and recommendations for sustaining specialty coffee quality and market linkages	Final Technical Report	<b>2</b>
<b>Total number of working days</b>		<b>16</b>

## Required Qualifications and Experience

- Advanced degree in coffee science, or related fields (or equivalent experience).
- Minimum 5 years of professional experience in specialty coffee development, including processing, quality control, and sensory analysis.
- Proven knowledge of specialty coffee market trends, value chains, and buyer requirements (domestic and international).
- Strong understanding of the linkages between agroforestry practices and coffee quality.
- Experience designing and delivering practical training and capacity building for farmers, cooperatives, and government partners.
- 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](mailto:Lao.contracts@care.org) by **September 12, 2025**. Please indicate “**Specialty Coffee Development Consultant SuPER WE**” as the subject heading.



Applications will be evaluated based on the following criteria:

- CV
- Cover Letter
- Financial proposal