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**Terms of Reference**

Individual Contractor (International) on Coffee Quality Assurance

**Organizational Section/Unit:** MMRZ 39, UNODC Sub-Programme 5

**Name and title Supervisor:** Marie Pegie Cauchois. Officer-in-Charge

**Duty Station or home-based:** Taunggyi, Southern Shan State, Myanmar  
(national or international travel could be required)

**Proposed period:** **15 August – 31 December 2020** (With a possibility of extension subject to availability of funds)

**Actual work time:** 98 working days

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**1. Background of the assignment**

Myanmar is the world's second largest producer of opium poppy, with an estimated 37,300 hectares under cultivation in 2018, representing almost double the cultivation from the 2006 level of 21,600 hectares. UNODC estimates that over 335,000 households are dependent on opium poppy cultivation in Myanmar. Two-thirds of these households are dependent on opium poppy cultivation (OPC) for their food security. In southern Shan State's ceasefire areas this proportion is greater, and the food shortages are estimated to affect over 75% of the opium poppy growing population.

UNODC addresses these issues through its alternative development programme currently implemented in 55 villages in Hopong and Loilen townships of southern Shan State. The programme objective is to develop sustainable livelihood alternatives for opium growing communities in South Shan by addressing the economic root causes of poppy cultivation and related environmental degradation. Thus, the programme intervenes in the opium poppy economy by introducing alternative permanent crops and establishing a farmers' cooperative to enable participating farmers to independently cultivate, refine and commercialize high quality products that can be sold both on the national and international markets. At the same time, the programme addresses problems of deforestation related to opium poppy cultivation through the implementation of enrichment and reforestation activities which also have positive spillover effects on livelihoods by protecting water sources and reducing erosion and soil degradation. In addition to its focus on livelihoods and forest, the programme has an explicit and crosscutting focus on capacity development to increase national capacities and ensure that the benefits reached are sustainable and can be replicated elsewhere.

In 2015 the beneficiaries of the program decided to create Green Gold Cooperative. In the search of potential markets, the Cooperative signed a 5-years partnership agreement with a private french roasting company (Malongo) with the compromise of obtaining the Fair-trade certification. The Cooperative was used as a base for the commercialization of the 2017-2018 harvest and successfully sent the first container to France in October 2018 and during 2018-2019 harvest season, the

cooperative signed contracts for export to Europe, 3 additional containers.

## **2. Purpose of the assignment**

The Individual Contractor will technically supervise the quality of the coffee produced by the cooperative, ensuring that all the coffee sold will be accepted by the buyers both, at the national and international markets according to their requirements. In addition to that, the individual contractor will support activities addressed to the aggregation of value to the coffee and will contribute with the creation of capacities of the cooperative's staff and its members on topics relates with quality of the coffee. The duty station is located in Taunggyi, Shan State in Myanmar but national or international travel could be required.

## **3. Specific tasks to be performed by the consultant**

Under the supervision of the UNODC Country Manager of Myanmar, the contractor will perform the following duties:

- Assist in providing technical advice to the project agriculture team, CDFs, beneficiary farmers and cooperative's staff on the improvement of the quality of the coffee.
- Assist in ensuring the quality of the coffee which will be sold by the cooperative, meets with the requirements of its buyers.
- Assist in designing and carrying out training on coffee cupping testing, management of coffee cupping laboratory, roasting coffee process, and basic knowledge on barista and coffee shop management
- Support the cooperative in designing and setting up its business plan according to the current conditions of the coffee markets.
- Support the cooperative in designing and setting up its roasting process according to the potentialities of the national and international markets.
- Assist in designing and setting up educational programs on different stages of the coffee value chain addressed to the quality and the specialty of the coffee markets.
- Assist in facilitating communication, exchange of ideas, information and reporting to enhance cross-learning and impact of programmes.
- Perform other work related tasks as assigned.

## **4. Expected tangible and measurable output(s)/deliverable(s):**

*(Tangible and measurable outputs, objectives and targets of the work assignment, as well as specific activities to achieve the required outputs and targets. As per ST/AI/2013/4, Section 3.2 (a))*

- Protocols and manuals needed for the proper management of the coffee roasting process of the cooperative.
- Records of the results of the cupping sessions made to ensure the quality of the coffee sold.
- Cooperative's staff and farmers provided with several trainings on coffee cupping testing, management of coffee cupping laboratory, roasting coffee process, and basic knowledge on

barista and coffee shop management.

**5. Dates and details of deliverables/payments:**

Deliverable	Output	Working days	To be accomplished by (date)
A	To design and develop a multi-dimension coffee quality skill program addressed to cooperative members on the field.	11	August 31
B	To guide green gold cooperative quality team and master roaster to identify and develop different roasted products, defining a stable and seasonal portfolio through raw coffee beans mix and blending techniques	22	September 30
C	To set up a quality assurance programme focused on GPM and HACCP certification standards to be implemented on the roasting plant and laboratory processes.	22	October 31
D	To define and train a coffee quality team for each area	21	November 30
E	To assist in designing and setting up a "Barista" training programme and identify among cooperative's staff and its members a suitable candidate to carry out this activity.	22	December 31

Payments will be made upon satisfactory completion and/or submission of outputs/deliverables. *Please note that last payment must coincide with the end of the contract and must be identical to payment phases in the engagement of consultant/IC request.*

**6. Indicators to evaluate the consultant's performance**

- Outputs described in section 5) above have been achieved
- Quality and timeliness of the delivery of the outputs described in section 5) above

**7. Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)**

**Education:**



High school diploma or equivalent is required. In addition, training certificates in Agriculture, Engineering, Economics, Business Administration, Management or related field is required.

**Experience:**

At least one year of progressively responsible experience in the area of coffee value chain and quality assurance is required. Experience at national and/or international level in providing management advisory services is required. Experience in coffee cupping tasting procedures, quality assurance, roasting and barista skills is required. Experience working at the community level in Myanmar is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English, with excellent drafting and communication skills, is required. Knowledge of another United Nations official language is an advantage.

**Other requirement:**

Able to travel to remote rural areas and work under pressure

## **7. Evaluation Process and Criteria**

Individual Contractor will be evaluated based on the following methodology:

Preliminary Evaluation - Step I: Screening;

Technical Evaluation Weight - 70% = Step II: Shortlisting (100 points) and Step III: Desk Review;

Financial Evaluation Weight - 30% = Step IV.

Scoring evaluation – Step V: Selection

Step I: Screening:

Applications will be screened and only applicants meeting the following minimum criteria (listed under education and experience) will progress to the pool for shortlisting.

Step II: Shortlisting by Desk Review:

UNODC will conduct a desk review to produce a shortlist of candidates and technically evaluate them.

As applicable, only the first top 3 ranked applicants achieving 70% of the points at this stage shall be considered for a desk review.

Step III: Desk Review Technical Evaluation:

The top 3 shortlisted candidates will be considered by the evaluation panel.



The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria (it depends on TOR):

- Relevance of education – Max 10 points
- Experience in in the area of coffee value chain and quality assurance - Max 30 Points
- experience at the national and/or international level in providing advisory services - Max 10 Points
- Technical skills in coffee cupping tasting procedures, quality assurance, roasting and barista skills– Max 10 points
- Experience working at the community level in Myanmar – Max 10 points

Step IV: Financial Proposal Evaluation:

The following formula will be used to evaluate financial proposal: Lowest Financial proposal/price of the proposal being evaluated X 30%. Lowest Financial Proposal refers to the lowest price offered by Offerors scoring at least 49 points in the technical evaluation.

Step V: Selection

Dr. Win Mar  
Officer-in-Charge