

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	Capacity Building & Training Specialist on Post-Harvest Management and Quality Improvement for Women in Coffee
Beneficiary	Private Sector / Women Led SMEs
Country	Ethiopia
Total estimated number of days	30 Working Days (Estimated)

II. Context and justification of the need

The ECOTRADE Project adopts a private-sector led value chain development approach to boost intra-African trade, promote greater economic integration, foster sustainable growth, and employment. Women perform a substantial portion of labor in coffee production—particularly in harvesting, sorting, and primary processing. However, they frequently face restricted access to technical training, leadership roles, and market value integration. Inadequate post-harvest handling directly impacts coffee quality (cupping score, moisture control, and defect rates), leading to financial losses for smallholders.

This assignment aims to bridge the technical capacity gap by delivering tailored, practical post-harvest training specifically designed for women in coffee, enhancing quality control, minimizing post-harvest losses, and boosting household and cooperative incomes.

III. Objectives and desired results

1). General objective

The overall objective of this assignment is to develop and deliver a practical, gender-inclusive training program on coffee post-harvest management, primary processing, and quality control for women coffee producers and processor groups.

2) Specific Objectives

- Assess current post-harvest handling practices and knowledge gaps among target female coffee farmers/processors.
- Develop customized training modules, visual aids, and a practical handbook translated into local languages/formats.
- Conduct interactive field-based training sessions (Training of Trainers & direct farmer workshops).

- Establish quality monitoring indicators for post-harvest handling to ensure sustained impact.

IV. Description of the assignment

To achieve this objective, the consultant shall be responsible for the following activities:

Phase 1: Inception & Needs Assessment

Conduct a desk review of project documentation and existing local coffee value chain frameworks.

Design and execute a rapid field assessment to identify technical gaps, socio-economic dynamics, and operational constraints faced by women in coffee post-harvest operations.

Submit an Inception Report detailing the baseline findings, methodology, detailed work plan, and training evaluation metrics.

Phase 2: Curriculum & Material Development

Develop a gender-sensitive, highly practical training curriculum covering key stages of the post-harvest value chain:

Core topics must include:

- Selective Harvesting: Cherry selection standards (Brix degrees/ripeness), reduction of defects.
- Primary Processing: Pulping, fermentation monitoring, washed vs. natural/experimental processing methods, and water management.
- Drying & Moisture Control: Raised bed management, turning routines, moisture meter operation (target 10–12%), protection from moisture reabsorption.
- Storage & Warehousing: GrainPro/hermetic bag storage, pest management, air humidity control, and cupping score preservation.
- Quality Assessment & Sorting: Identification of primary/secondary defects, basic cupping standards, and value differentiation.

Phase 3: Training Execution

Deliver 2 Training-of-Trainers (ToT) workshops for cooperative lead women and local extension staff.

Deliver direct field-level training workshops for women farmer clusters (combining theory with hands-on drying bed and processing unit demonstrations).

Phase 4: Monitoring, Evaluation & Final Reporting

- Administer pre- and post-training evaluations to assess knowledge gain.
- Formulate a practical post-harvest compliance checklist for cooperatives and smallholders.
- Submit a comprehensive Final Consultancy Report detailing outputs, participant outcomes, challenges, and actionable recommendations for project sustainability.

1) Anticipated deliverables (not exhaustive)

Deliverables	Description
1. Inception Report	Finalized methodology, field assessment findings, detailed work plan, and data collection tools

2: Training Curriculum & Manuals	Complete training modules, visual aids, quick-reference guides, and pre/post-test instruments.
3: Training Delivery	Completed ToT workshops and direct field trainings (including participant rosters and attendance logs).
4. Final report	Final report summarizing training outcomes, pre/post-test analysis, photos, and recommendations for long-term sustainability.

Note:

1. The above Deliverables are indicative.
2. Specific Deliverables with actual deadlines will be indicated in respective Purchase Orders that will be issued.
3. All deliverables must be submitted in English

2) Coordination

- The service provider shall designate two contact persons for project implementation purposes.
- The expert will work under the direct supervision of an assigned official from the ECOTRADE Project.
- Coordination with specific stakeholders may be required

V. Place, duration and terms of performance

- 1) **Location:** Dila/ Yirgachefe, Ethiopia
- 2) **Implementation period:** Indicative start date for 15 November 2026. Specific work periods will be indicated in respective Purchase Orders to be issued

VI. Required expertise and profile

- 1) **Number of expert positions:** 1 Individual Consultants.

2) Profile of the designated expert(s) responsible for contract execution

Education: Advanced degree (Master's preferred) in Agronomy, Food Science, Post-Harvest Technology, Agricultural Economics, or a related field.

Experience:

- Minimum 7 years of practical experience in coffee agronomy, post-harvest processing, and quality control.
- Demonstrated track record in designing and facilitating adult learning / participatory field training programs.
- Proven experience in gender-sensitive agricultural programming or targeted work with women's coffee producer groups/cooperatives.
- Specialty Coffee Association (SCA) certification (Q Grader, Processing Professional) is considered an added advantage.
- Expertise in developing simplified visual training materials
- Competencies: Strong facilitation skills, fluency in local/regional languages,