Contractor Opening No.: ITC/CIC/146/2023

Date: 26 July 2023

The International Trade Centre is looking for a:

**Chocolate Expert**

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Country Programmes, Office for Latin America and the Caribbean (DCP/OLAC)</th>
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</thead>
<tbody>
<tr>
<td>Type of assignment:</td>
<td>International Consultant</td>
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<td>Type of contract:</td>
<td>Delivery Contract</td>
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<tr>
<td>Duty Station:</td>
<td>Home-Based</td>
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<td>Duration of assignment:</td>
<td>1 September 2023 – 30 April 2024, 8 months</td>
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<td>Application period:</td>
<td>26.07.2023 – 08.08.2023</td>
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**Terms of Reference**

**BACKGROUND**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Office for Latin America and the Caribbean (OLAC), as a geographical section of the Division of Country Programmes (DCP), is responsible for defining the ITC strategy and coordinating all interventions in the region, either for individual countries or at the sub-regional and regional levels.

The Green and Inclusive Value Chains Unit (GIVC) is responsible for developing and disseminating sector-level expertise for sustainable market-driven solutions in ITC, including the Alliances for Action (A4A) methodology. Alliances for Action (A4A) is an International Trade Centre (ITC) initiative to establish a network that transforms food systems and advances Sustainable Development Goals through producer partnerships that cultivate ethical, climate-smart, sustainable agricultural value chains. It aims at achieving resilience and growth for farmers and MSMEs through more mindful and responsible trade, production, and consumption systems and improved opportunities to compete on a global market. This includes building the strength and competitiveness of MSMEs and enabling sustainable market linkages and value addition. In the long term, this will serve to incentivize and engage more youth and women at all sector levels.

The European Union-funded project “Support to Business Friendly and Inclusive National and Regional Policies and Strengthening Productive Capabilities and Value Chains” Programme aims to complement the European Union support for private sector development in ACP countries. This is under the context of the joint ACP-EU Programme for ACP Private Sector Development Support, adopted by ACP-EU Council of Ministers in Nairobi in 2014, and is financed from the 11th European Development Fund. With major focus on the development of agriculture and agri-business value chains, the Programme is designed to achieve two key outcomes: (1) adopting and implementing business-friendly, inclusive and responsible national policies and legal frameworks, and (2) strengthening productive, processing, promoting and marketing capabilities and value chains.
ITC is collaborating with UNIDO and the World Bank in the implementation of the program. ITC will lead the implementation of the micro pillar level of the Programme, which will focus on two core themes: 1) Promoting inclusive productive and commercial Alliances and investment to strengthen VC governance and MSME competitiveness; and 2) Increase small farmers and processors value addition, productivity and competitiveness.

**OBJECTIVE**

The objective of this assignment is to support agro-processors in at least three Caribbean countries that focus on value added of cocoa products to improve value addition through advice and training on product development and processing and create new prototypes with each SME.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

Under the direct supervision of the Associate Programme Officer (OLAC), and under overall supervision of the Head of Inclusive Agribusiness Systems (GIVC) and the Senior Trade Promotion Officer (OLAC), the Consultant will be responsible for the following duties:

- Conduct a market analysis to identify opportunities and trends in the chocolate industry.
- Provide recommendations for new product lines and flavors that will appeal to our target market(s).
- Visit production facilities and provide training to MSMEs based in Dominican Republic, Jamaica and a third Caribbean country to increase their chocolate quality, production knowledge and best use of facility.
- Provide 3 group trainings (one in DR, in Jamaica and a third Caribbean country) on key aspects of chocolate production and innovation on chocolate product development.
- Assist 5 selected MSMEs from the Caribbean on product development and quality improvement with individual sessions of technical collaboration. This should include:
  a) Conducting a sensory evaluation of the current product range to identify areas for improvement.
  b) Providing training to company’s team on chocolate flavour profiles, tasting techniques, and product development best practices
  c) Develop at least one prototype per each company on one new product to be launched.

The Consultant is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

*Copyright Clause:* The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.
**EXPECTED OUTPUTS AND TIMELINES**

The Consultant will be expected to deliver the following outputs:

**Output 1:** Report on opportunities and trends in the chocolate industry and recommendations for new product lines and flavors appealing to the target market(s); by September 21st, 2023.

**Output 2:** Assessment and recommendations for product development activities for Caribbean MSMEs, including review of samples, by October 31st, 2023.

**Output 3:** Report of one mission to producer countries for individual and group trainings providing recommendations for quality improvement, best practices, and market development, by December 15th, 2023.

**Output 4:** Report of one mission to producer countries for individual and group trainings providing recommendations for quality improvement, best practices, and market development, by February 16th, 2024.

**Output 5:** Report of one mission to producer countries for individual and group trainings providing recommendations for quality improvement, best practices, and market development, by March 31st, 2024.

**Output 6:** Toolkit for the 5 selected SMEs on product development considerations and quality improvement, including prototype developed, by April 30th, 2024.

**TRAVEL:** Travel is expected to the Caribbean countries

**REQUIREMENTS**

**EDUCATION:**

Master degree (MA/MSc or other)
Post graduate degree in Pastry Arts, Culinary, Food Industry, or related fields.
A Bachelor degree with extensive relevant experience will be accepted in lieu of the post graduate degree.

**REQUIRED EXPERIENCE:**

With an undergraduate degree, at least 10 years of experience working with sustainable inclusive food systems is required.
With a post graduate degree, at least 7 years of experience working with sustainable inclusive food systems is required.

**ADDITIONAL EXPERIENCE:**

Previous experience of work for ITC, the UN agencies or other international organizations, or culinary agencies would be an asset.
SKILLS:
Ability to work with minimum supervision, efficiency, competence and integrity and in harmony with people from different backgrounds.
Extensive knowledge of the cocoa and hospitality industry.
Ability to produce documents for official circulation among institutions and international partners.

LANGUAGE:
Advanced knowledge (written and spoken) of English is required.
Knowledge of Spanish would be an asset.

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.