



**SUSTAINABLE Coconut &
Coconut Oil Roundtable**

TERMS OF REFERENCE

_____ *for* _____

**Task Force for development of formalized
Sustainable Coconut and Coconut Oil Platform**

1 BACKGROUND

USAID Green Invest Asia¹, in partnership with Barry Callebaut, launched the Sustainable Coconut and Coconut Oil Roundtable series in March 2019. The roundtable was envisioned to bring an array of companies and supply chain actors together in a pre-competitive forum in order to discuss key issues affecting the longer term environmental, social and economic sustainability of the coconut industry. As a result of the roundtable, leading companies drafted and agreed to the first ever [Sustainable Coconut Charter](#). This Charter was launched through a public event in November 2020 with initial signatories AAK, Barry Callebaut, FrieslandCampina, Harmless Harvest Thailand, Nestlé, and Unilever. Additional signatories include JDE Peet and Froneri. The charter outlines three impact areas, which aims to improve farmer livelihoods, enhance supply chain traceability, and lessen the impact of deforestation and climate change.

Following the signing of the charter, there is interest in formalizing the Sustainable Coconut and Coconut Oil Roundtable, with the Sustainable Coconut Charter as the backbone, into an independent organization which will be able to continue providing networking, partnership, and joint-activity opportunities that facilitate positive impact and change for the coconut industry.

2 SUSTAINABLE COCONUT PLATFORM FORMALIZATION TASK FORCE GOAL AND OBJECTIVES

Drawing from the completed review of similar commodity platforms (i.e. RSPO, GPSNR, GCP, etc.) and initial interviews with Sustainable Coconut Charter signatory members conducted by USAID Green Invest Asia, along with consideration of the Sustainable Coconut Charter, the Task Force will develop a governance structure and implementation roadmap for an impact-focused organization that creates value for all members and participants. The Task Force is expected to work collaboratively and with transparency. An experienced facilitator will support the Task Force to ensure that deliverables are met and that the Task Force works as efficiently as possible.

By the conclusion of the Task Force, it is anticipated that the following elements will be completed:

- a. A theory of change;
- b. A proposed governance structure, including, but not limited to areas such as membership, financial model, and decision-making;
- c. A roadmap for establishing a Board, legal registration, secretariat, financial requirements, inclusive membership, and activities supported through the platform (i.e. Roundtables, research, and/or impact activities); and
- d. Identification of any additional work or studies necessary to close any gaps pinpointed.

1. USAID Green Invest Asia is a USAID-funded project implemented by Pact and its partners, which aims to reduce greenhouse gas emissions by mobilizing private finance to upscale and drive investment in the agriculture, forestry and other land use (AFOLU) sector toward low-emission yet profitable business models. To achieve this, the Activity is:

- Identifying a pipeline of investments in land use and land management;
- Encouraging investments by banks, financial institutions and funds into sustainable, low-emission land use management business and supply chains; and
- Building a community of practice to tackle systemic issues that block the development and financing of low-emission land use management.

TIMELINE AND DELIVERABLES

The Task Force is anticipated to work over a 4 month period beginning in November 2021. Due to current travel restrictions and hurdles related to COVID 19, members will conduct work and meetings via email or web-based conference calls. From November 2021 through February 2022, the Task Force may be asked to meet bi-weekly, or as frequently as needed, to draft anticipated outputs.

Deliverable	Due
Sustainable Coconut Platform Formalization Task Force is formed	November 2021
Task Force develops workplan and initial review of documentation	November
Task Force conducts key stakeholder consultation on the governance structure and roadmap	December
Draft version of governance structure and roadmap available for comment on Sustainable Coconut Charter webpage	January 2022
Task Force revises the governance structure and roadmap	February
Final governance structure and roadmap presented during Sustainable Coconut Roundtable	February

3 COMPOSITION OF THE SUSTAINABLE COCONUT PLATFORM FORMALIZATION TASKFORCE

Membership for the taskforce is open to all a participants in the Sustainable Coconut Roundtables. Members may apply or be nominated by their colleagues. It is expected that the total membership of the Task Force will not exceed seven (7).

Members of the Task Force will be expected to have the capacity and commitment for the following:

- Actively contribute to taskforce so that it can deliver on the goal and objectives;
- Provide constructive contributions to the Task Force Facilitator and other members for the drafting and finalization of governance structure, roadmap and proposal for the impact programme following international best practice pre competitive platform; and
- Contribute toward communication with relevant stakeholders and USAID Green Invest Asia on the decisions taken by the Task Force.

Individuals interested or nominated for the Task Force will be evaluated against the following criteria:

- Strong knowledge and network in coconut industry
- Be in a mid-level management position or higher
- Be available and committed to actively participating in all Task Force meetings (approximately 2 meetings per month over a 4 month period, respond timely to email, representing approximately 12 days total level of effort)
- Have strong written and spoken competency in English
- Be an acknowledged representative of their respective organization
- Provide neutral and independent viewpoints and advice
- Preferably have one or more of the following areas of expertise:
 - Strong connections and/or networks with relevant coconut stakeholders
 - A legal and/or policy understanding/background
 - Market trends and opportunity of coconut industry

Interested members should submit an expression of interest that includes a brief statement (no more than one (1) paragraph as to why they wish to be a member, a recent CV/resume, and a statement of commitment to the process outlined in this TOR. Final composition of the Task Force will seek to balance major corporate representation, associations, and other supply chain actors.

4 EXPENSES AND REMUNERATION

Membership in the working group is on a voluntary and non-paid basis. Additional funding or reimbursement of personal expenses requests shall be submitted with justification to USAID Green Invest Asia for consideration of approval. Within available resources, USAID Green Invest Asia will provide administrative and secretariat services required by the taskforce including meeting facilities, maintenance of records, and preparation and distribution of documents. Additional technical and logistical support, where required, will be provided by USAID Green Invest Asia managers and program staff.