



Sustainability Progress Framework Joint Working Group Terms of Reference (ToR)

Background

As part of our strategic collaboration (see [statement](#)), the Global Coffee Platform (GCP) and the Sustainable Coffee Challenge (the Challenge) are combining efforts to establish a common sustainability progress framework for the coffee sector. The purpose of the framework is to:

1. Understand how the actions and commitments made by actors from across the coffee value chain work together to advance the transition toward a sustainable coffee sector.
2. Track and communicate our collective progress towards our common goals.
3. Build stronger, more adaptive initiatives that drive continuous improvement.

Objectives

The objective of the joint working group will be to develop an agreed version 2.0 of a Sustainability Framework that clarifies how the sector is addressing critical issues to achieve our vision and to enable reporting on progress individually and collectively so we can track our progress over time. The framework will enable prioritization of key issues to address and measure collective progress under Vision 2030 for the coffee sectors. The group will also identify proposed common set of output and outcome metrics and indicators for measurement of progress towards our goals and targets.

Specific activities during this process will include:

1. Ensure engagement of GCP members in the consultative review of the draft Sustainability Framework
2. Integrate feedback from consultative process into Version 2.0 of the Framework
3. Align on key issues facing the coffee sector (desktop, literature, focal group discussions) to come up with a prioritized list of issues that the coffee sector should act on to be more sustainable
4. Review, different metrics and indicators currently used to measure outputs and outcomes (e.g. ISEAL Alliance, COSA, The Sustainability Consortium, USAID Feed the Future, etc.) on the priority issues, and suggest a common set for the coffee industry
5. Review the various methodologies for reporting via the shortlisted indicators to suggest acceptable modes of collecting that data
6. Publish and socialize the proposed metrics as a common resource for the coffee sector so that we have one language when talking about the same issues.
7. Integrate these selected metrics into the Commitments Hub and GCP Connect to facilitate reporting
8. Facilitate dialogue on good data collection and management system as needed among members of the GCP and the Challenge

Proposed Process + Timeline

The GCP and the Challenge secretariats have agreed that Conservation International (CI) will take the lead in facilitating the working group. To leverage expertise across the sector, GCP staff will actively participate in the working group and GCP members are invited and encouraged to join.

The following table presents an overview of key milestones for the group over the next three months. The working group will meet every 3 weeks to discuss key issues and develop the key outputs highlighted above. Between calls, CI and GCP will work to develop documents for review based on the input of the group

TIME	MILESTONES
December	<ul style="list-style-type: none"> Agreement on joint convening of the working group to work on indicators.
January	<ul style="list-style-type: none"> Review and revision of these Terms of Reference by working group Agree on workplan and meeting frequency.
February	<ul style="list-style-type: none"> Reformulation of working group to accommodate GCP members who should report on agreed indicators, as part of their membership obligation. Sharing of already categorized metrics from long list of already available sources first meeting to ensure we have included all relevant sources. Agree on methodology to use to agree on common list Review indicator frameworks for tracking and reporting progress (building on GCP work to date) Gather input from the Brazilian country working group 2-day workshop on indicators Presentation of framework and gathering of input from participants at the African fine coffees conference in a half day workshop
March	<ul style="list-style-type: none"> Release Version2.0 of the Sustainability Framework that incorporates feedback from the consultative process Present at Sustainable Food Lab performance metrics meeting in Vevey Present preliminary outcomes at the NCA Annual Meeting Gather input from Vietnam meeting
April	<ul style="list-style-type: none"> Release 1st opt-in common metrics for progress reporting at SCA global convention
May- Oct	<ul style="list-style-type: none"> Voluntary piloting of the data collection and reporting tools Develop + launch Interactive, on-line interface for V2.0 of the Framework

Ask of Participants

Ideally, we would like to see a diverse representation of the types of stakeholders in the working group to ensure the framework reflects the best thinking of participants in the Challenge and GCP as well as the national platforms.

We ask that members of the working group commit to participating in conference calls held every three weeks to discuss key topics and review draft documents. We envision most communication to take place via email and teleconferences, although we will plan to meet at national and international coffee conferences and events as opportunities allow.

If you are interested in participating in this working group, please contact scc@conservation.org.