Terms of Reference

Develop continental Good Practice Guidance Notes based on AR4D Institutional Partnerships and Collaborative experiences of FARA, SROs and AFAAS to facilitate Lesson learning and advocacy

Reference: CAADP-XP4 Output 4/ Activity 4.4.3 / 2020

A. Background

The Forum for Agricultural Research in Africa (FARA), the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA), the Centre for Coordination of Agricultural and Development for Southern Africa (CCARDESA), the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD), and the African Forum for Agricultural Advisory Services (AFAAS), are co-implementing the *CAADP Pillar 4 on Agricultural Research and Innovation* (CAADP-XP4) *Project*.

The CAADP-XP4 Project is financially supported by the European Union and administrated by the International Fund for Agricultural Development (IFAD) for a period of four (4) years, 2019-2023.

The CAADP-XP4 project supports a science-led and climate-relevant agricultural transformation in Africa and aims at strengthening AR4D implementing organizations (AFAAS, ASARECA, CCARDESA, CORAF and FARA) to collectively support African countries implement relevant programmes of the Comprehensive Africa Agriculture Development Programme (CAADP) through: *inclusive regional and international partnerships; production and exchange of climate relevant agricultural knowledge; effective communication, monitoring and evaluation; promotion of systemic and effective use of science, knowledge and innovation; and representation of the sub regional and national organizations at continental level*.

The overall objective of the CAADP-XP4 is to increase the contribution of Africa's regional and country level agriculture and food innovation systems towards achievement of climate relevant and sustainable transformation of the continent's agriculture and food systems.

The specific objective is to improve the individual and collective capacities of the key supra-national agricultural research and innovation institutions in their support to countries to achieve the programme's overall objective, through (i) establishing and strengthening multi-stakeholder partnerships (including European institutions) for climate relevant innovation; (ii) strengthening policies, regional institutional arrangements and markets access; (iii) enhancing knowledge management for advocacy and decision support; and (iv) strengthening coordination (including planning, M&E and learning) and reporting.

These guide the 5 main outputs areas of the project that include:

Output Area 1: *Strengthen the capacities of the individual continental and regional organizations in technical and organizational capacities in coordination, multi-stakeholder program management, resource mobilization, fiduciary processes and MEL for Africa agricultural transformation;*

Output Area 2: *Multi-stakeholder Partnerships for Innovation established and in operation;*

Output Area 3: *Policies in support of climate relevant agriculture and food systems transformation formulated; investments increased, advocacy and market linkages strengthened,*

Output Area 4: *Knowledge Management: Knowledge Management & Communication for decision support, sharing innovation and advocacy related to climate relevant agriculture transformation, and*

Output Area 5: *Effective Planning, Coordination, Monitoring, Evaluation, Learning (MEL) & Reporting*

As part of the deliverables in output four of the project, FARA has been positioned to lead the **Development of a continental Good Practice Guidance Notes based on AR4D Institutional Partnerships and Collaborative experiences from FARA, SROs and AFAAS to facilitate Lesson learning and advocacy.** This report will be published in collaboration with partners within the "Forum".

The African AR4D supra-national institutions[1] (AFAAS, ASARECA CCARDESA, CORAF, FARA) have championed agricultural development trajectory over the past decades through collaborative engagements with National Agricultural Research and Extension Systems (NARES), Regional Economic Communities (RECs), Continental Organizations (AU agencies, etc.) and development partners and agencies. These efforts have resulted in directing, shaping and influencing continental through to national polices, initiatives and innovations and their implementation. The main aim of this activity is to document lessons learnt and experiences by partners in implementing different initiatives to help provide best practice guidance to strengthen the AR4D governance structure in Africa. The results of this assignment will strengthen partnerships, ensure harmonized efforts and facilitate accountability at national, regional and continental level. The findings of this assignment will be usefully to national governments, African supra-national institutions, development partners and agencies involved in AR4D in Africa as well as a global knowledge reference documents for other parts of the world.

B. Objective of the Assignment

The main objective of this activity is to facilitate the development of a continental Good Practice Guidance Notes based on AR4D Institutional Partnerships and Collaborative experiences between FARA, SROs and AFAAS over the past two decades (in areas including; **capacity development, Innovation Systems and partnerships, Technology generation and adoption, research management, leadership, Policy, knowledge management, advocacy and Communication**) to

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[1] The African Forum for Agricultural Advisory Services (AFAAS), the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA), the Centre for Coordination of Agricultural and Development for Southern Africa (CCARDESA), the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD), and the Forum for Agricultural Research in Africa (FARA)

facilitate Lesson learning and advocacy.

C. Scope of the Assignment

The consultant will work with the FARA Knowledge Management Lead and carry out the following functions:

Specifically, the activity seeks to:
1. Design appropriate template and tools to facilitate the collection of content from these institutions identified themes.
2. Coordinate interviews of key beneficiaries and document their experiences on the agreed themes
3. Review available reports and documented lessons, experiences and good practices of these institutions on collaborative mechanisms and partnership in delivering public good.
4. Synthetize findings into a publishable document which include recommendations (including rural solutions for smallholder farmers) to strengthen AR4D governance structure in Africa.
5. Facilitate a workshop to validate and launch the final report leading to final dissemination

Also note the following:

The Inception Meeting will be organized by the implementing partner institutions (AFAAS, ASARECA, CCARDESA, CORAF and FARA), herein referred as the **Consortium**, within two (2) weeks after the Consultant is recruited.

A*n inception report on the conceptualization of the survey* shall be prepared by the Consultant and discussed during the Inception Meeting. The inception report will indicate the milestones and the time frame for the different stages of the assignment, and any other important issues.

D. Outputs or Deliverables

Contractually, the Consultant will report directly to the Director for Research and Innovation of FARA, which is the institution coordinating the study on behalf of the Consortium.

The key deliverables of the assignment are:

i.   The Inception Report of the survey which comprise the Final Conceptual Framework of the assignment, shall be submitted _1 week after the Inception meeting_.

ii.   Detailed time schedule of various activities to be undertaken during the consultancy including enumerators at regional and country levels.

iii.   Established tool(s) and template for gathering content from the partner institutions at continental, regional nd national levels.

iv.   A validated report finalized (English & French) for dissemination including recommendation for further documentation especially at least ten (10) rural solutions for smallholder farmers

v.   Workshop organized to outdoor report as well as publish same in key publication mechanisms in the institutions

E. Duration and Time Schedule

The Consultancy shall be thirty (30) days spread between July and October 2020 (validation may be done during the FARA GA and Science Week tentatively scheduled for October 2020).

F. Location of the Assignment

The assignment will be carried out at the home office of the consultant and outputs submitted to FARA Secretariat in Accra, Ghana or its designee. Whenever there is the need for a field trip, this will be discussed and agreed by both parties. The Consortium may provide temporary arrangements for office space, conveyance of experts for discussion, internet as well as telephone and communication facilities, when the Consultant is in mission in the institution.

G. Reporting

The consultant shall report through the FARA Knowledge Management Lead to the Director of Research and Innovation on the assignment and on all other logistics until the deliverables are submitted as required.

H. Budget

The Consultant shall provide detailed estimates of the budget including travels, other related activities and submit for discussion during the negotiation of the contracts and in line with FARA's procurement procedures.

I. Facilities to be provided by the CAADP XP4 Consortium

FARA will provide the following materials to facilitate the assignment of the consultant:
- Access to relevant institutional documents about the themes where applicable.
- Linkage with the contact persons in the SROs and AFAAS on the assignment
- Logistics arrangements to support the needed liaison with lead organization.
- Travel ticket and modest per-diem based on FARA revised system for all missions to carry out the assignment.
- FARA will arrange linkages with the SROs and AFAAS and other institution to provide site specific logistic support, for specific assignment

J. Performance Criteria

The Consultant is expected to undertake the services with the highest standards of professionalism and ethics, competence and integrity. He should be able to deliver the listed assignments in Section C in a most effective and efficient manner, within the period of assignment

K. Qualification for the Team Leader

The Consultant should have the following expertise:

i. A minimum of Master's degree in Agricultural Economics, English, Development/Science journalism, agriculture, international development, or related areas; A PhD in related fields may be an advantage.
ii. Preferably, a Science writer with strong analytical skills
iii. Proven writing skills and at least 8 years' experience in providing services for similar assignments.

iv. Experience of producing reports/publications based on multi-agency/multi-author inputs

v. A good understanding and knowledge of the African Agricultural Research for Development sector.

vi. Have excellent English writing and communication skills are required; French proficiency will be an added advantage.

vii. Ability to work flexibly

L. Application Process

Interested candidates should send their expression of interest demonstrating how they will deliver of the tasks and a comprehensive curriculum vitae via email to the address below by close of business on **Tuesday, July 21, 2020**.

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FARA Affirmative Action Statement on Employment: there is no discrimination based on gender race, religion, ethnic orientation, disability or health status.