Terms of Reference

Consultant to Develop and Operationalize a Continental Data Capture Strategy for AR4D (CAADP-XP4 Partners)

Reference: CAADP-XP4 Output 4/ Activity 4.1.1 / 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 activities in output four of the project, FARA has been positioned to lead the development and operationalization of a continental data capture strategy and guidelines with supporting templates that could be adopted/adapted at various levels for implementation.

The aim of the activity is therefore to engage an experienced consultant to lead the development of a continental data capture strategy and its adoption/adaption by SROs, NARIs and other interest partners. This ToR explicates the process for the engagement of a consultant including the desired qualification, experience and the desired deliverables.

**B. Objectives of the Assignment**

The overall objective of this activity is to engage an experienced expert to facilitate the development and operationalization of a coordinated continental data capture strategy for the CAADP-XP4 partners and for adoption/adaption by other interest partners.

This strategy will include an appropriate Knowledge Graphs of the FARADataInformS, the main continental knowledge Hub for the CAADP-XP4 partners. The task will take into consideration similar existing initiatives including the ones by FARA (IPAbP, eCapacities, Library, experts database, PAEPARD, BiomassNet, analytics, etc), SROs, NARIs, AOSTI, IFAD, FAO and others that will be identified during the course of the activity and in consultation with the CAADP XP4 partners.

**Specific Objectives:**

1. Review/audit existing knowledge, information and data systems of the CAADP-XP4 partners (FARA, AFAAS, CORAF, CCARDESA and ASARECA) and how they are updated. Review other similar systems by relevant partners.
2. Develop and validate a coordinated continental knowledge capture framework and clear guidelines (including templates, partnerships, and technological applications) with attention to the needs of the CAADP-XP4 partners with a ten-year vision.
3. Facilitate a workshop to launch the final strategy and support the adoption/adaption by each partner through training, mentoring, etc. (This product will become a component of the overall Knowledge Management Strategy for FARA and partners).
C. Scope of the Assignment

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

i. Review of related knowledge, information, data, practices, and literature
ii. Develop appropriate methodology to collect the necessary data and information from the CAADP-XP4 partners and others.
iii. Identify and engage other Africa supranational institutions, RECs, AOSTI, NARES and relevant donor partners and their agencies as well as other knowledge intensive institutions relevant to the assignment. This may also serve as source of data for linkage with the FARADatInformS.
iv. Based on the findings of i, ii and iii above, develop the continental data capture Strategy and Implementation Plan.
v. Coordinate reviews and finalize strategy and draft a programme for the launch of the content through a workshop.
vi. Organize a training workshop on the use of the strategy in the context of FARADatInformS and other knowledge systems operated by the CAADP-XP4 partners.

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.

An inception report on the conceptualization of the assignment 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 assignment which comprise the Final Conceptual Framework, shall be submitted 1 week after the Inception meeting.
ii. Detailed time schedule of various activities to be undertaken during the consultancy.
iii. Existing knowledge, information, and data capture systems of the CAADP-XP4 partners reviewed/audited in the context of interoperability.
iv. A coordinated continental knowledge capture framework and clear guidelines developed
v. Workshop(s) organized to launch the final continental strategy and implementation plan designed to guide regional and country level partners.
E. Duration and Time Schedule

The Consultancy shall be thirty (30) days spread between September and December 2020 (Initial validation may be done during the FARA GA scheduled for November 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 experts for discussion, 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 of FARA 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 FARA documents about the subject where applicable.
- Linkage with the contact person in the SROs 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 may arrange linkages with the SROs and other institution to provide site specific logistic support, for specific assignment where necessary

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:

The following qualifications are required:

- Minimum of a Master’s degree in Information/Data Science, Information and knowledge management/Science, Agricultural Economics, Communications, or any related social science and development fields.
- At least 10 years of professional experience in developing Knowledge, information, and Data management strategies especially with similar AR4D institutions.
- A minimum of 8 years professional experience in conceptualizing, developing, and implementing agricultural research for development related information systems (Proof will be required)
- Proven ability to design and develop information management systems including collection,
storage, and analysis of multivariate data sets.

• Good knowledge and understanding of existing similar data capture strategies and their implementation.

• Familiarity with FARA’s role in African agricultural research and development in Africa and Africa agriculture in general

• Fluent in English Language and good writing and communication skills in English language

• Ability to speak another UN language (preferably French) will be added advantage.

L. Application Process
Interested candidates should send their expression of interest and comprehensive curriculum vitae via email to the address below by close of business on Tuesday, September 08, 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.