

Terms of Reference

Engage a Continental Enumerator to Support Content Generation in the Operationalization of FARADDataInformS in CAADP-XP4

Reference: CAADP-XP4 Output 4/ Activity 4.1.3 / 2020

Sub-Sub Activity: CAADP XP4 4.1.3.4 - Generate content for FARADDataInformS (Country Focal Persons and Enumerators)

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 a long-term Database Associate to Support Content Generation in the Operationalization of FARADDataInformS (back-end, front-end, cloud server management, data mining, artificial intelligence and upgrade of FARA current online library to include editorial functions, citation, amongst others). This ToR clarifies 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 long-term experienced database/web expert to as one of the enumerators **provide both back-end and front-end technical support for content generation in the Operationalization of FARADDataInformS within the CAADP-XP4 Project.** 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. Content generation (data mining, artificial intelligence, etc), online data collection tools development and configuration as well as analytics for FARADDataInformS
2. Support capacity development for staff, regional and at least country levels enumerators, partners and users on tools within FARADDataInformS
3. Provide technical support for the management and administration of FARADDataInformS
4. Support the interoperability of FARADDataInformS with SROs, AFAAS and other relevant data portals including APIs development and integration.
5. Upgrade of FARA Digital library to include editorial functions, Publication system, Analytical tool, Post format and sharing, Download counter, Backup Facility, Language setup (English, Arabic, Portuguese, French) Editorial Team, Indexing, Graphics and Citation.

C. Scope of the Assignment

The role may include capacity planning, installation, configuration, database design, migration, performance monitoring, security, troubleshooting, as well as backup and data recovery. The Database Associate will work with the FARA Knowledge Management Lead Specialist and carry out the following functions:

- i. Support the implementation of the Data Capture strategy by reviewing existing contents of knowledge portals within the FARADDataInformS to establish their requirements and compatibility
- ii. Support Content generation and validation for FARADDataInformS along the S3A teams, develop required online data collection tools and support analytics of data for publication
- iii. Support capacity development for FARA staff, regional and country levels enumerators, partners, and users on tools within FARADDataInformS.
- iv. Back-end and Front-end technical support for FARADDataInformS including cloud server and domains

- management, updates, and general technical backstopping
- v. Support development and integration APIs of FARADDataInformS with portals of SROs, AFAAS, WB, FAOSTATS, etc. towards their interoperability.
- vi. Upgrade of FARA Digital library to include editorial functions, Publication system, Analytical tool, Post format and sharing, Download counter, Backup Facility, Language setup (English, Arabic, Portuguese, French) Editorial Team, Indexing, Graphics and Citation.

D. Outputs or Deliverables

Contractually, the Database Associate will report directly to the Knowledge Management Lead Specialist of FARA and deliver the following:

- i. An initial orientation and assessment report of detailing how he will contribute to delivering on his ToR and this shall be submitted *1 week after the orientation meeting*.
- ii. Details of at least 2000 AR4D experts (Africa and Europe) registered in FARADDataInformS within the period
- iii. Tools developed, data collected, analyzed and accessible online for at least two indicators each of the S3A themes for five countries in FARADDataInformS.
- iv. Training and access to FARADDataInformS provided for staff of FARA, SROs AFAAS and at least three enumerators each from 5 countries
- v. All functional open access portals from FARA, SROs, AFAAS and other key partners (AOSTI, WB, FAOSTATS) integrated into FARADDataInformS.
- vi. FARA Digital Library upgraded and integrated into FARADDataInformS.

E. Duration and Time Schedule

The Enumeration period shall be for **One Hundred and Twenty (120) days** spread between September 2020 to September 2021 and may be subject to renewal.

F. Location of the Assignment

The assignment will be carried out at the FARA Secretariat and the home office of the Enumerator and outputs submitted to FARA Secretariat in Accra, Ghana, or its designee every two weeks. The Enumerator will be required to spend at least 2 days a week working from the FARA Secretariat. Whenever there is the need for a field trip, this will be discussed and agreed by both parties and FARA shall pay for costs associated with it as per the FARA policy. FARA will provide temporary arrangements for office space with communication, computer and internet facilities.

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 completed within the timeframe.

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 and country focal persons and enumerators.
- Office Logistics arrangements to support working from FARA.
- 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 Associate is expected to undertake the services with the highest standards of professionalism and ethics, competence, and integrity. He should be able to deliver the assignments in the most effective and efficient manner, within the period of assignment

K. Qualification Required

The Consultant should have the following expertise:

- A minimum of a BSC degree in IT, web development (especially Microsoft Certified), Data Science or related, with experience developing ICT tools and web portals.
- At least 3 years of professional experience in web/database development and management similar AR4D institutions.
- Knowledge of Microsoft web applications, WordPress, and the development of real time data collection instruments.
- Ability to provide accurate, high quality analysis and documents under pressure.
- Familiar with FARA's role in African agricultural research and development and should portray virtues of integrity and confidentiality. Knowledge of the existing applications of the FARADaInFormS may be an added advantage.
- Besides the above, the Associate must possess the follow:
 - Knowledge of database queries
 - Knowledge of database theory
 - Knowledge of database design
 - Knowledge about the RDBMS itself, e.g. Microsoft SQL Server or MySQL
 - Knowledge of structured query language (SQL), e.g. SQL/PSM or Transact-SQL
 - General understanding of distributed computing architectures, e.g. Client-server model
 - General understanding of operating system, e.g. Windows or Linux
 - General understanding of storage technologies and networking
 - General understanding of routine maintenance, recovery, and handling failover of a database

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 **Thursday, September 10, 2020.**

Dr. Yemi Akinbamijo
Executive Director
Forum for Agricultural Research in Africa (FARA)
PMB CT 173, Cantonments, Accra, Ghana
Telephone: +233 302 772823/744888
Email: recruitment@faraafrica.org

For further clarification, you may contact:

Dr. Irene Annor-Frempong at: ifrempong@faraafrica.org or
Benjamin Abugri babugri@faraafrica.org

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