



TERMS OF REFERENCE (TOR)

FACILITATION SERVICE: TRAINING OF FARA STAFF ON INTERNET SECURITY

A. BACKGROUND

The Forum for Agricultural Research in Africa (FARA) was established in 2002 by the Sub-regional agricultural Research Organizations (SROs) as a strategic platform that fosters continental and global networking to strengthen the innovation capacities of Africa's agricultural research system. FARA is mandated by the African Union Commission (AUC) to serve as its technical agency on agricultural research and development (AR&D). FARA is the lead continental institution responsible for the implementation of the Comprehensive Africa Agricultural Development Programme (CAADP) Pillar IV (agricultural research, technology dissemination and adoption); and the Science Agenda for Africa Agriculture (S3A).

FARA operates in a dynamic environment that is characterized by partnership building with its Sub-regional organizations including ASARECA, CCARDESA, CORAF, and AFAAS, as well as other continental organizations. This is coupled with the continued expectation that FARA upholds its integral values of accountability and transparency. The approach to address these increasingly complex and changing needs is to adopt strategies and processes and develop them in such a way that the FARA and its partners can form strong mutual partnerships.

FARA has made major headway in developing its digital ecosystem in the past decade. Nonetheless, there is still an evident gap among Staff in terms of awareness, understanding, knowledge and capacity to deploy and adopt the proper strategies and capabilities to mitigate internet or cyber threats. Unfortunately, rapid Internet growth in Africa and beyond in the last few years has also brought about increased cyber-criminality.

It is in this context, FARA is looking for a competent facilitator to provide training services for its staff in Internet Security.

B. OBJECTIVE OF THE ASSIGNMENT

This practical, interactive training will equip selected staff of FARA on emerging trends of cybercrime, the domain of cyber security and the impacts of cyber security threats on institutions and national security at large.

C. SCOPE OF ASSIGNMENT

- 1) Assess the capacity of the selected staff regarding their knowledge in internet security
- 2) Design a tailor-made training module to address the identified capacity gaps through emerging trends of cybercrime, the domain of cyber security and the impacts of cyber security threats
- 3) Develop a training plan for implementing the planned training
- 4) Conduct training in internet security with the designed training module and training plan

5) The facilitator should design a detailed training program covering the following;

- Email scams
- Malware
- Password security
- Removable media
- Safe internet habits
- Social networking dangers
- Physical security and environmental controls
- Clean desk policy
- Data management and privacy
- Bring Your Own Device (BYOD)

TARGET PARTICIPANTS

The training will target selected Staff within the Forum for Agricultural Research in Africa (FARA) Secretariat.

Subject area	Category of Staff	Number
Training on Internet Security	• Internationally Recruited Staff (IRS)	12
	• Selected Support Staff	9

D. OUTPUT/DELIVERABLES OF THE ASSIGNMENT

The service provider is expected to provide virtual training on Internet Security for all FARA staff. At the end of the training program, the participants should be equipped with the skills as stated in the terms of reference. The following deliverables are required under this assignment:

1. A developed training program which includes highlights of Pre-training assessment
2. Designed and developed a training module.
3. Enhanced knowledge of staff with respect to the training topic.
4. Post-training report including a branded recording not later than two (2) weeks upon completion of the training
5. Issue certificate of completion/ participation

E. DURATION OF ASSIGNMENT

This training programme is scheduled to take place in the second week of April 2022. A total of Three (3) man-days is expected to be used for this assignment: - [One (1) day pre-training preparation; One (1) day for the Training; and One (1) day post-training report writing and packaging of the recordings.

F. LOCATION OF THE ASSIGNMENT

The training will be held as a virtual workshop with facilities provided by the FARA secretariat in Accra, Ghana and may be supported by facilities of the service provider.

G. PERFORMANCE CRITERIA

The Facilitator is expected to undertake the services with the highest standards of professional and ethical considerations, competence, and integrity. He/she is expected to deliver the outputs in a most effective and efficient manner within the assignment period.

H. REPORTING

The Facilitator will report to the Executive Director of FARA through the Head of Human Resources at FARA during the entire period of the assignment and on regular basis.

I. FACILITIES TO BE PROVIDED BY FARA

FARA will provide the following information and facilities to the consultant:

- i. Provide the platform for the training, IT support, Knowledge Management and Communications support
- ii. Provide administrative support, including assistance in making appointments, organizing, and distributing documents, and other provisions necessary to facilitate the training.
- iii. Any other relevant information required for the assignment

J. FINANCING THE ASSIGNMENT

The training would be financed as follows:

- 100% of the total training cost will be paid to the facilitator upon successful completion of the training programme and a final report submitted

K. QUALIFICATION AND EXPERIENCE

The Facilitator must possess the following qualifications:

- Bachelor's Degree in Computer Science, Computer Applications, Information Technology, Social Science Discipline or its equivalent
- Proven evidence to have managed at least three programmes of a similar nature
- Have 10 years experience in delivering similar programs to public and /or private sector organizations
- Excellent English language skill is mandatory
- Excellent report writing skills
- High level of conceptual and analytical thinking skills.

L. APPLICATION PROCEDURES AND DEADLINE

A technical and financial proposal based on the Terms of Reference outlined above must be submitted. The proposal must outline the facilitator's proposed methodologies, references related to the execution of similar contracts, experience in similar areas, or evidence of knowledge and a proposed timeline. The proposal must also include CVs of the proposed team as required in section K of this ToR.

Interested facilitators may obtain further information at the address below during office hours 0900 to 1500 hours. Submission of a proposal on the assignment must be delivered to the address below on or before **Tuesday, 8th March 2022** to:

Dr. Yemi Akinbamijo,
Executive Director
Forum for Agricultural Research in Africa (FARA)
PMB CT 173, Cantonment-Accra, Ghana
Email: recruitment@faraafrica.org

For further information and clarifications ONLY:

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