



## **TERMS OF REFERENCE (TOR)**

### **Facilitation Service: Training of FARA Staff on Partnership Management and Negotiation Skills**

#### **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. It is against this background that it has become imperative to enhance the capacity of staff with the skills required to influence decision-making processes, peers, supervisors and key stakeholders during formal brokering and negotiations. Accordingly, FARA is looking for a service provider to design and deliver training in brokering and negotiating impactful partnerships for staff who undertake such assignments. The training is aimed to equip staff with the skills to successfully prepare, undertake, and conclude negotiations in formal and informal settings with government and non-government actors.

#### **OBJECTIVES OF THE ASSIGNMENT**

This practical, interactive training is to equip staff with the skills to successfully prepare, undertake, and conclude negotiations in formal and informal settings with government and non-government actors. The training is expected to introduce staff to the concept and principles of partnership management and negotiation.

## TARGET PARTICIPANTS

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

Subject area	Category of Staff	Number
Training on Partnership Management and Negotiation Skills	Internationally Recruited Staff (IRS)	12

## SCOPE OF THE SERVICE

This training will explore how modern brokering and negotiation can effectively address seemingly obstinate national and international conflicts and overcome barriers to partnership agreements. Drawing on in-depth cases, the training will develop diagnostic and prescriptive characteristics of effective negotiation and brokering as tools of financial, research and innovation statecraft.

The training will pay close attention to the "how" of negotiation and brokering. How does staff conduct brokering and negotiation with partners at all levels? How can staff most effectively use negotiation, and how can these tools overcome daunting barriers to desired agreements? There will be case studies of where negotiation and brokering succeeded and where they failed. To advance these objectives, the training will draw on case studies about the greatest negotiators and their most challenging negotiations. Through discussion and debate, participants will draw out key lessons from this experience. This training will help participants to develop and practice brokering and negotiation-related skills critical to success in international organizations as well as in the private sector. The training is expected to enable participants to manage their relationships at work using a "win-win approach." Therefore, the training provider shall include all the basic concepts and best international practices necessary to achieve the stated objective of this training.

## OUTPUT/DELIVERABLES

The service provider is expected to provide on-site training on brokering and negotiation skills and best practices for targeted 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. A well-designed and developed training module.
3. Enhance knowledge of staff with respect to the training topic.
4. Post-training report not later than two (2) weeks upon completion of the training

## **DURATION OF ASSIGNMENT**

Five (5) man-days are expected to be used for this assignment (3 days for the training and 2 days for report preparation and submission). The assignment is expected to be carried out tentatively in the second week in August 2022.

## **LOCATION OF THE ASSIGNMENT**

The training will be held as an open field workshop at a location in Accra, Ghana.

## **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 most effectively and efficiently within the assignment period.

## **REPORTING**

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

## **FACILITIES TO BE PROVIDED BY FARA**

- a) Provide the venue for the training, IT support, accommodation, and food.
- b) Provide flip chart and projector.
- c) Provide administrative support, including assistance in making appointments, organizing, and distributing documents, and other provisions necessary to facilitate the training.

## **QUALIFICATION AND EXPERIENCE OF FACILITATOR**

The Facilitator must possess at least a Master's degree in economics, management, law, accounting, specialized in advocacy skills, assertiveness techniques, tools, and best practices in both the private and public sectors. Must have a minimum of 10 years of related experience. Excellent English language skill is mandatory. The trainer is expected to have practical experience in organizing and delivering training courses on partnership management and Negotiation skills, tools and have a background in influencing and negotiation. The trainer must have a track record of delivering similar courses for similar large international organizations.

## **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 the facilitator's CV.

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, 8<sup>th</sup> 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](mailto:recruitment@faraafrica.org)*

### **For further information and clarifications contact:**

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