



Terms of Reference

Consultancy to facilitate writeshop on harmonization of IP training manuals, develop knowledge products and support the uploading of TAAT knowledge products on e-library

Reference No.: FARA/DRI/ICF04/3.2.3/TAAT

Procurement Reference No: TAAT/CDTO/CON/2025/02

1. Background

The African Development Bank (AfDB) launched the Technologies for African Agricultural Transformation (TAAT) initiative to boost agricultural productivity across the continent by rapidly delivering proven technologies to millions of farmers. TAAT is a flagship programme of the Bank's Feed Africa Strategy (2016–2025), which aims to double crop, livestock, and fish productivity and lift 130 million people out of poverty by 2025.

As the Capacity Development and Technology Delivery (CDTO) Compact of TAAT, the Forum for Agricultural Research in Africa (FARA) leverages its Innovation Platform (IP) approach to scale up proven technologies and best practices across Africa.

FARA seeks a high-level facilitator to lead a writeshop focused on harmonizing training manuals, extension materials, and digital assets to strengthen the IP framework further. This writeshop will ensure alignment with TAAT II objectives, with particular emphasis on integrating climate-smart agriculture (CSA), addressing environmental and social impacts, optimizing value chains, and enhancing capacity building for both public and private sector actors.

2. Scope and Objectives of the Assignment

2.1 Overall Objective

To facilitate a writeshop that harmonizes training manuals, extension messages, and digital assets for Innovation Platforms (IPs) under TAAT II, ensuring coherence across participating countries and strengthening stakeholder capacity.

2.2 Specific Objectives

- i. Harmonize training manuals, extension materials, and digital assets to ensure consistency across TAAT II countries
- ii. Strengthening the capacity of IP stakeholders to enhance productivity, commercialization, and climate resilience
- iii. Facilitate knowledge exchange and co-creation to identify gaps and develop practical solutions for IP sustainability
- iv. Provide user-friendly, harmonized tools and guidelines to improve private sector engagement and support the long-term sustainability of IPs

2.3 Activities/Tasks

Preparation

- Review existing training manuals, extension messages, and digital assets related to TAAT technologies and IPs
- Engage with stakeholders (FARA, CGIAR Centers, SROs, NARES) to understand needs and priorities
- Design the writeshop agenda and participatory methodology

Facilitation of the Writeshop

- Lead sessions on harmonizing manuals, extension messages, and digital assets in line with TAAT II and CSA principles
- Guide participants in developing standardized training materials for dissemination
- Support the creation and refinement of digital assets for knowledge transfer and scaling

Post-Writeshop Reporting

- Compile a comprehensive report summarizing outcomes, including finalized manuals, messages, and digital tools
- Provide recommendations for sustaining harmonization across TAAT countries

3. Outputs and Deliverables

- Inception Report (within 1 week of contract signing) outlining methodology, work plan, and timelines
- Writeshop agenda and facilitation plan
- Harmonized training manuals, extension messages, and digital assets ready for dissemination

- Comprehensive Final Report summarizing writeshop outcomes, harmonized products, stakeholder feedback, and recommendations

4. Duration and Timeline

The consultancy will cover 60 working days, including preparation, writeshop facilitation, and reporting. The writeshop will take place in a TAAT II country (to be determined) with options for virtual participation.

5. Location

Preparation will be conducted virtually, with the writeshop held physically in a designated TAAT II country.

6. Performance Criteria

The facilitator must conduct the assignment with the highest standards of professionalism, competence, and integrity, ensuring efficiency and timeliness in delivering outputs.

7. Reporting

The facilitator will report to the FARA Executive Director (ED) through the CDTO Compact Leader.

8. Facilities Provided by FARA

FARA will provide the facilitator with relevant reports, documentation, and logistical support as required.

9. Type of Contract

Short-term consultancy, remote with travel as required.

10. Consultant's Reporting Obligations

The consultant shall:

- i. Submit an inception report within one week of contract signing
- ii. Prepare and submit a writeshop agenda and facilitation plan aligned with TAAT II objectives
- iii. Produce draft harmonized training manuals, extension messages, and digital assets from the writeshop
- iv. Deliver a final report summarizing activities, products, writeshop outcomes, and recommendations

11. Qualifications and Experience

- Advanced degree in agricultural economics, agricultural extension, agronomy, or business management with at least five years' post-qualification experience
- Familiarity with the TAAT ecosystem and the Africa Emergency Food Production Facility (AEFPF) / Dakar II Goals
- Knowledge of contemporary issues in African agriculture and demonstrated experience in stakeholder engagement, capacity development, and knowledge packaging
- Familiarity with commodity compacts, country IPs, and mechanisms for private sector engagement
- A track record of writing reports evidenced by publication records as books and chapters in books, conference papers, and journal articles.
- Ability to travel to TAAT IPs and facilitate multi-stakeholder processes
- Demonstrated integrity, professionalism, and confidentiality

12. Application Process

Consultants interested in this call must provide an Expression of Interest no longer than 10 pages, outlining proposed methodologies, references related to the execution of similar assignments, experience in similar areas, or evidence of knowledge and a proposed timeline. Brochures, CVs, and other supplementary materials submitted shall not be accounted for as part of the 10-page limit.

Interested candidates should send their expression of interest and a comprehensive curriculum vitae via email to the address below, latest by **December 31, 2025**.

The Executive Director
Forum for Agricultural Research in Africa (FARA)
PMB CT 173, Cantonments, Accra, Ghana
Telephone: +233 302 772823/744888
Email: recruitment@faraafrica.org Copy: m.a.bakare@cgiar.org

For further clarification only, you may contact:

Dr. Abdulrazak Ibrahim at: aibrahim@faraafrica.org
Mr. Benjamin Abugri – babugri@faraafrica.org
Mr. Callistus Achaab: cachaab@faraafrica.org

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