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## TERMS OF REFERENCE

### CONSULTANCY TO PROVIDE TECHNICAL SUPPORT IN KNOWLEDGE MANAGEMENT AND COMMUNICATION SERVICES TO AFAAS- FIELD SCHOOLS HUB (KM & COMMUNICATION SPECIALIST) AFAAS/FAO/LOA/2019

#### 1. BACKGROUND

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) stakeholders under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AFAAS desires to ensure enhanced competency of AEAS providers to enable them better address the increasing needs and demands of various value chain actors. The AFAAS 2018-2027 strategy focuses on three pillars namely: (i) strengthening and expanding network and knowledge management capacities. (ii) developing capacities for scaling out technologies and innovations. (iii) facilitating advancement of AEAS. Notably, Agricultural extension is a key component of the innovation system, plays a pivotal role in promoting productivity, increasing food security, strengthening rural communities, and underpinning agriculture as the engine of pro-poor economic growth and one of the key pillars for transforming rural livelihoods and contributing to Africa's agenda 2063.

AFAAS is currently hosting the Eastern Africa Field Schools Hub. The mandate of the FS hub is to provide a platform for the institutionalization and oversight on quality implementation of the FS approach in the region. The FSH vision is to see "Farmers and agro-pastoralists transforming their livelihoods". While the mission is to be a leading regional center of excellence for quality FS implementation" in the Eastern Africa Region. In order for the FS hub to undertake its mandate, as a secretariat, for the institutional mechanism for the FS approach in the region, its key roles shall include: i) providing strategic guidance and leadership in the institutionalization, implementation and quality assurance of the FS approach, ii) facilitating knowledge generation and sharing across actors and provide catalytic support for enhanced quality of FS interventions, iii) championing policy dialogue and advocacy at regional and sub regional levels such as East African Community (EAC), Inter Governmental Authority on Development (IGAD), and African Union Commission (AUC); iv) facilitating skills and competencies development and accreditation processes; v) ensuring the FS approach is maximized for achievement of food and nutrition security vi) fostering and strengthen strategic Public-Private Partnerships for FS implementation and sustainability vii) mobilizing resources to undertake its mandate and ix) ensuring visibility through regular updates of its platform ([www.eafieldschools.info](http://www.eafieldschools.info)).

The Food and Agriculture Organization of the United Nations (FAO) and AFAAS signed a working agreement in support of FFS networking and technical support. FAO has provided AFAAS with a grant for a period of one year, to implement the project. The purpose/ objective of the project is to contribute to enhanced quality of FS<sup>1</sup> interventions at country level by ensuring that the FS-Hub is able to effectively respond to current and emerging needs of Field School (FS) actors in the framework of on-going investment programmes in the sub-region and at country levels. The Key outputs include: i) Technical support provided to FS actors,

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<sup>1</sup> Field Schools (FS) is a denomination stemming from Farmer Field Schools (FFS) to include Agro-Pastoral Field Schools (APFS), Fisher folk Field Schools and other adaptations of FFS. The methodology, principles and objectives of the FS are those of the original FFS approach.

especially in the framework of on-going IFI's financed investment programmes ii) FS knowledge management and exchange increased and iii) Progress made towards the institutionalization of the FS approach within governments, regional bodies and other institutions to enhance policy and investment in food and agriculture.

AFAAS therefore is seeking services of a qualified and experienced long-term consultant to provide technical assistance on Knowledge Management and Communication support services with focus to Field Schools in Eastern Africa.

## **2. OBJECTIVE OF THE ASSIGNMENT:**

The main objective of the assignment is to provide technical support on Knowledge management and Communication for Eastern Africa Support Hub and contribute to AFAAS overarching KM framework.

## **3. SCOPE OF WORK;**

The KM and Communication specialist is expected to provide the following services and tasks:

### **a) Generating and disseminating knowledge products:**

- (a) The specialist shall be responsible for: identifying opportunities for capturing and sharing knowledge, and disseminating information; ensuring documentation, information sharing and capacity building of stakeholders on FS using different tools and platforms;
- (b) Strengthen or facilitate national FS focal points in all countries in the sub-region to ensure that these have a minimum standard of FS knowledge and awareness;
- (c) Ensure a functional sub-regional FS web platform is strengthened and effectively managed
- (d) Participate in studies for mapping out relevant initiatives in FFS; review reports and tease out AEAS relevant elements and develop a synthesis report on FS initiatives (peer reviewed papers, policy briefs, book chapters, visibility materials among others);
- (e) Effectively document and publish all the outputs and impacts of FS;
- (f) Backstop CFs to document success stories on institutional and capacity development;
- (g) Contribute to the AFAAS overall KM framework.

### **b) Capacity building**

- (a) Support and facilitate capacity gap analysis of the various FS actors in the region with reference to the FAO Guidance Document for Field school implementation;
- (b) Support FS coordinating units on advocacy and capacity building approaches;
- (c) Developing capacity assessment tools; supporting FS; developing capacity development plans related to policy analysis and policy formulation at national and regional levels;
- (d) Develop training plans focused to FS in EA and AFAAS Country Fora for scaling up;
- (e) Re-activate, backstop and provide technical assistance to FS Communities of Practice and national multi-stakeholder innovation platforms at national and sub regional level;
- (f) Providing technical support to capacity building initiatives targeting the Field Schools and the overall agricultural innovation system, including researchers, extension agents, farmers, private firms, and civil society organizations;
- (g) Contribute to resource mobilisation; support Intelligence gathering and identify sources of proposal calls relevant to FS for joint proposals; synthesize calls and share with FS stakeholders; and provide technical support to FS coordination units for national resource mobilization;
- (h) Contribute to preparation of project related technical briefs, manuals, case studies and best practices;
- (i) Contribute to preparation of progress, monthly, quarterly, semi-annual and annual reports
- (j) Support in developing inventory and review of FS components and implementation progress of larger investment programmes in the East Africa sub-region;
- (k) Lead in the production of FS Hub materials with FS regional initiatives – Institutionalization and elements of ACREI and other projects

- (l) Participate in the review of the FS Hub strategy and other core documents for alignment;
- (m) Contribute to reactivation of the FS steering committee.

#### **4. DELIVERABLES**

- a) Inception report with clear deliverables outlining work process and work plan with clear time frame within 3 weeks upon signing the contract;
- b) Monthly progress summary reports outlining key areas of the assignment;
- c) Resource mobilisation strategy
- d) Revised FSH strategy
- e) Report on contribution to FS MEL
- f) Detailed Quarterly progress reports;
- g) Final report detailing outputs, recommendations and suggestions on Field Schools and for the general AFAAS Networks' improvement.

#### **5. REPORTING**

The Consultant shall report to the AFAAS Executive Director through AFAAS Partnership, Planning and Learning Specialist/ FSH Coordinator

#### **6. DURATION OF THE ASSIGNMENT**

The assignment shall be for initially 11 months (2020), renewable, based on need, if funding is secured under the FS, satisfactory performance.

#### **7. COMPENSATION**

The consultant shall be paid a monthly consolidated professional fee. AFAAS through the FS project shall cover any travel, communications costs for important missions, with prior recommendation by the supervisor/ contract manager and approval by AFAAS ED. The consultant shall submit monthly reports, time sheets and requests for payments.

#### **8. WORK STATION**

The consultant shall work full time and based at AFAAS Secretariat and sometimes FAO office Kampala or elsewhere.

#### **9. REQUIREMENT**

The consultant is expected to have the following set of competencies and academic qualifications which will form the basis for selection of the consultant:

- a) A university degree in an Agriculture or development related field.
- b) Other qualifications in Information Communication Technologies/ Mapping and social media management.

Technical Competencies and Experience Requirements are:

- a) At least 7 years of professional experience in the field agricultural development, small-holder/agro-pastoral development sector with 5 years extensive experience in implementing FS programmes;
- b) Extensive knowledge and direct experience of FS programming and knowledge sharing and networking in the sub-region;
- c) Competence in knowledge dissemination and presentation;
- d) Excellent Training and mentoring skills at Master Trainer level.
- e) Excellent writing and documentation skills, proven reporting skills of large meeting events are an added advantage
- f) Excellent communication skills and a track record that shows ability to facilitate and coordinate teamwork and to interact with multi stakeholders;
- g) Proactive leadership skills, accountable and adherence to AFAAS policies;
- h) Ability to lead by example and drive change.

#### **10. APPLICATIONS**

Interested qualified and experienced individuals should send their expression of interest (via e-mail) and comprehensive curriculum vitae, proof of similar experience, together with the names, addresses, e-mail addresses, telephone numbers of three referees and clearly indicating the expression of interest addressed to:

Dr. Silim Mohammed Nahdy

Executive Director, AFAAS, Email: [secretariat@afaas-africa.org](mailto:secretariat@afaas-africa.org); Tel: +256-312-313400.

Further information may be obtained from: Mr. Max Olupot – PPLS/ FSH Coordinator; email [molupot@afaas-africa.org](mailto:molupot@afaas-africa.org) or AFAAS Procurement Specialist, Grace Paddy Wanzala, email [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org);

#### **11. Closing Date**

The deadline for submission of applications will be Friday 17<sup>th</sup> January 2020. Only shortlisted applicants shall be contacted.