



**African Forum
for Agricultural
Advisory Services**
Knowledge & Novelty
for Africa's Livelihoods

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TERMS OF REFERENCE

CONSULTANCY TO PROVIDE TECHNICAL SUPPORT TO AFAAS SECRETARIAT AS CAPACITY AND INSTITUTIONAL DEVELOPMENT SPECIALIST

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.

The EU initiative on the Development of Smart Innovation through Research in Agriculture (DeSIRA) intends to boost the transformation of innovation in agriculture and food systems in partner countries and make them to be more resilient to climate change and better respond to development demands. This specific Action will support the African continental and sub-regional organisations (SROs) for agricultural research and innovation, namely: FARA, AFAAS, ASARECA, CCARDESA and CORAF. The direct beneficiaries of this action are the national agricultural knowledge and innovation systems (NAKIS) in African countries and in AFAAS context the Country Fora (CFs) and their members; while the ultimate beneficiaries of the transformation of these agricultural knowledge and innovation systems are the rural poor comprising smallholder farmers, women and youth agri-preneurs and pastoralists, as well as marginalized communities.

The goal of the project is to contribute to the implementation of Agenda 2030. It will contribute to the progressive achievement of Sustainable Development Goal 2 (zero hunger) and to the action to combat climate change and its impacts (SDG 13). It promotes progress towards ending poverty (SDG 1), gender equality (SDG 5), decent work and economic growth (SDG 8), and responsible consumption and production (SDG 12). The project will additionally contribute to Agenda 2063 and the Malabo Declaration of the African Union (AU).

The objective is to enable agricultural research and innovation, including extension services, to contribute effectively to food and nutrition security; economic development and climate mitigation in Africa. This will be achieved by improving the capacity, effectiveness and positioning of the Regional and Sub regional Agriculture research and extension organizations as well as National-Agriculture-Research-Systems (NARS), and by promoting collaboration and knowledge sharing among the organizations. Specifically, the project shall (i) strengthen the operational capacity of AFAAS and its subregional partner organizations; (ii) improve collaboration within and among the national, subregional and continental agriculture research and extension organizations; (iii) promote policy enhancement in agricultural research and innovation; (iv) create climate-relevant innovations; (v) promote investments and market linkages; and (vi) enhance knowledge generation and dissemination in support of decision making, advocacy and innovation sharing.

One of the key expected outcomes of the Action is to contribute to improved capacities of AFAAS to strengthen and support agricultural knowledge and innovation partners at all levels in Africa to transform agriculture and food systems and to influence policy formulation through effective linkages to/in use of climate relevant science, knowledge and innovation.

AFAAS is therefore seeking services of a qualified and experienced long-term consultant to provide technical assistance in Capacity and Institutional Development to AFAAS secretariat and its network under the CAADP-XP4 project.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide technical assistance and or support services to AFAAS secretariat and its network in general and specifically to Country Fora (CF) Capacity and Institutional Development. The assignment will also involve collaborative activities with the consortium members - SROs and FARA.

3. SCOPE OF WORK;

The detailed roles and responsibilities of the consultant will be to:

- i. Support CFs in conducting regular analysis and strategic planning to review progress against milestones, targets, and quality expectations; identify issues requiring further attention and define action needed from AFAAS Secretariat;
- ii. Participate in the planning, review and consolidation of the overall Project work plan and where necessary, identify corrective measures to overcome operational constraints;
- iii. Design, adapt, and facilitate technical and organizational capacity assessments and support Country Fora, Regional Networks and partner organizations to create and drive capacity and institutional strengthening and performance improvement plans in achieving AFAAS CAADP - XP4 objectives,
- iv. Develop, adapt and implement effective, innovative capacity strengthening approaches, tools, and methodologies for CF programs, including core-funded activities under Last Mile Project related to achievement of CAADP- XP4;
- v. Develop capacity assessment tools; support CFs and Regional Fora to undertake gap assessment and organize the validation workshop; develop capacity development plans related to policy analysis and policy formulation at national and regional levels;
- vi. Develop training plans focused to AEAS and innovation for AEAS actors including Directorates of Extension, RNs and CF focal desks; and Validate the plans with selected stakeholders;
- vii. Lead in institutional and organisational development of the network, including strategic planning, supporting CFs and RNs to carry out sensitization for CF members and partners on capacity development framework and provide continuous backstopping;
- viii. Provide technical input to enable AFAAS advise countries and RECs on mainstreaming climate-relevant sciences and innovations in National Agriculture investment plans (NAIPs) and regional agriculture investment plans (RAIPs);
- ix. Develop marketplaces for brokering AEAS capacity development and innovation services by and between members and service providers, CoPs and potential funders/ investors and partners;
- x. Develop and support CFs in managing crowd-funding platforms for linking social funders to projects developed; including suites of services for CF members and other stakeholders;
- xi. Facilitate CFs in incubating innovative AEAS businesses - leading to owning equity or interest on incubation costs - targeting the beneficiaries of the strategy;
- xii. Generate knowledge products by:
 - a) Participating in studies for mapping out climate relevant initiatives; review continental reports and tease out AEAS relevant elements and develop a synthesis report on existing climate relevant initiatives (peer reviewed papers, policy briefs, book chapters, visibility materials among others);
 - b) Effectively documenting and publicising all the outputs and impacts of the project, including the sharing on good practices and lessons learnt under CAADP-XP4

- xiii. c) Backstopping CFs to document success stories on institutional and capacity development; Organize and support CFs and RN Fora to convene AEAS stakeholders to deliberate on CSA and inform National government, CSOs, Private sector and Training Institutions;
- xiv. Provide strong linkages between RNs and SROs, CGIAR system including joint action planning
- xv. Re-activate, backstop and provide technical assistance to Thematic Working Groups and national multi-stakeholder innovation platforms at national and sub regional level,
- xvi. Contribute to resource mobilisation; support Intelligence gathering and identify sources of proposal calls relevant to AEAS for joint proposals; synthesize calls and share with AEAS stakeholders; and provide technical support to CFs for national resource mobilization;
- xvii. Support in convening annual regional strategic planning meetings to assess results, identify priority areas for improving the performance of CFs and approve annual work plans.
- xviii. Provide technical support to capacity building initiatives targeting the participants in the overall agricultural innovation system, including researchers, extension agents, farmers, private firms, and Civil Society Organizations (CSOs).
- xix. Work closely with the project team especially the Partnership Planning and Learning Specialist (PPLS) and stakeholders to develop, review, and validate concept notes and project proposals to implement high-priority climate-relevant initiatives;
- xx. Participate in the preparation of progress reports;
- vii. Prepare project related technical briefs, manuals, case studies and best practices.

4. DELIVERABLES

The output of the consultancy shall include the following deliverables:

- a) Inception report 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: i.e. Planning, tools, Capacity and institutional development of CFs and RNs, knowledge products, studies, partnerships and collaborations, resource mobilisation, policy engagement and outcomes, climate relevant initiatives among others;
- c) Quarterly progress reports detailing the activities undertaken during the quarter; activities to be undertaken in the next quarter; proposed actions to be undertaken by AFAAS etc;
- d) Final report detailing outputs, recommendations and suggestions on CAADP -XP4 and for the general AFAAS Networks improvement not later than 5 days to expiry of the contract.

5. REPORTING

The Consultant shall report to the AFAAS Executive Director and work closely with AFAAS Program staff, specifically the Partnership, Planning and Learning Specialist

6. DURATION OF THE ASSIGNMENT

The assignment shall be for a maximum of 11 months per year, renewal for the next 2 years, based on need, availability of funding and satisfactory performance.

7. METHODOLOGY OF WORK

Mostly, the consultant shall work virtually through email, Google Drive, Hangout, Skype, and Whatsapp among others. The consultant is expected to be in constant touch with AFAAS Program staff. However, periodic face to face meetings may be arranged for important activities. The work will also involve close interaction with consortium members on activities which are cross cutting along output areas as well as within implementing country levels.

8. COMPENSATION

The consultant shall be paid a monthly consolidated professional fee tagged to the agreed deliverables. AFAAS shall cover any travel costs for important missions, with prior recommendation by the supervisor/ contract manager and approval by the ED. The consultant shall be required to submit monthly progress reports, signed time sheets and requests for payments when submitting claims.

9. WORK STATION

The consultant shall be based in any AFAAS member country as agreed with AFAAS management.

10. REQUIREMENT

The consultant will not have less than 10 years of professional experience in institutional development, networking and partnership building preferably with focus in AEAS. Educational and professional qualifications will include:

- a) A Masters Degree in Agricultural extension, Rural Innovations, agricultural Sciences, or Rural Development or sociology; a PhD relevant in the field is an advantage;
- b) Demonstrated experience in undertaking institutional development at national and regional level; experience working specifically with country fora (CFs) and emerging paradigms in AEAS will be an added advantage;
- c) Knowledge and experience in developing knowledge management products in AEAS;
- d) Extensive understanding of the AFAAS structures, Framework for African Agricultural Productivity principles and CAADP process;
- e) Excellent communication skills and a track record that shows ability to facilitate and coordinate teamwork and to interact with multi stakeholders;
- f) Good leadership, interpersonal and liaison skills with government, inter-governmental, civil society, academic and international and regional development partners;
- g) Proactive, accountable and able to adhere to AFAAS and IFAD policies;
- h) Able to lead by example and drive change.

11. APPLICATIONS

Interested qualified and experienced individual consultants should send their expression of interest (via e-mail) and comprehensive curriculum vitae, detailing proof of similar experience, together with the names, e-mail addresses, and telephone numbers of three referees. The expression of interest should be addressed to:

Dr. Silim Mohammed Nahdy

Executive Director, AFAAS, Email: secretariat@afaas-africa.org

Tel: +256-312-313400.

Further information may be obtained from AFAAS Procurement Specialist, Grace Paddy Wanzala, email pwanzala@afaas-africa.org;

12. CLOSING DATE

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