



**Notice of Request for Expression of Interest on hiring an individual consultant to facilitate the  
Regional lesson learning workshop on Change management processes at CORAF**

**AMI N°008/2010/CORAF/WECARD/SCARDA du 29 /11/2010**

- Strengthening Capacity for Agricultural Research and Development in the CORAF/WECARD region
  - Hiring an individual consultant to facilitate the Regional lesson learning workshop on Change management processes organized by CORAF/WECARD
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1. The West and Central African Council for Agricultural Research and Development (CORAF/WECARD) received a grant from DFID on strengthening the capacity of NARS in West and Central Africa CORAF/WECARD intends to use part of this grant to hire an individual consultant to facilitate the Regional lesson learning workshop on Change management processes organized by CORAF/WECARD
2. The main objective of this regional workshop is to assess the two approaches -- '*Transactional approach*' and '*Transformational approach*' used by CORAF and its service providers (GIMPA, Afrique Communications & individual consultants) on the one hand, and ASARECA and its service provider (PICO Team) on the other hand.
3. **Expected Results:**
  - i) The key lessons learned from the different approaches to change management identified and described
  - ii) Approaches to change management appropriate to national and sub-regional situations selected/identified
  - iii) Workshop report

**4. Facilitator Duties**

The Facilitator has to assure that the workshop objective and expected results will be reached, and specifically, the facilitator will have to:

- ensure the overall management of the workshop in the most appropriate sense which guarantees that the expected outputs will be delivered;

- encourage constructive debates and participative dialogue in all sessions of the workshop;
- well inform participants about materials and documents which will be presented during each session, and the expected results of the session;
- maintain the continuity of a session to the following one by informing participants about progress already made in terms of issues achieved and consensus reached;
- ensure that every session starts and progresses according to the time frame and delivers the expected outputs;
- make sure that every session is implemented in cohesion, consensus and with a minimum of conflicts;
- assist the rapporteur of each group in the preparation of the report for presentation in plenary session;
- gather and capitalize the reports of work groups;
- create a repertoire and archive all documents presented and produced during the workshop;
- prepare and submit a synthetic report which summarizes the workshop process, issues addressed and consensus reached.

**NB.** The Facilitator will be assisted by one CORAF/WECARD staff member.

The Executive Director of CORAF/WECARD invites individual international or national Consultants, to apply for the consultancy.

#### **5. Profile of Consultant**

- at least MSc degree in a related field
  - At least ten (10) years professional experience of which a known experience in workshop facilitation
  - Have a good knowledge of French or English. Knowledge of the two languages could be an asset.
- 6.** Individual Consultants interested in this announcement must provide information (CV indicating experience on similar assignment, brochures if available, availability of the consultant, and any other useful information) indicating that they are qualified to perform the consultancy services (brochures description of similar assignments, resumes, experience in similar field, experience in similar conditions, availability etc )
- 7.** The Consultant will be selected based on the mode of « selection of individual consultant » in accordance with procedures defined in the guidelines « Selection and Employment of Consultants by World Bank Borrowers, published by the Bank in May 2004, revised in October 2006 and May 2010 [www.worldbank.org/wbsite/externa/projects/procurement](http://www.worldbank.org/wbsite/externa/projects/procurement)
- 8.** interested eligible individual Consultants may obtain further information through the workshop ToR published on the CORAF/WECARD web site: [www.coraf.org](http://www.coraf.org) and at the address indicated below from Monday to Friday between 8 :30 to 17:00

#### **Secrétariat du CORAF/WECARD**

**07, Avenue Bourguiba**

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Email: [secoraf@coraf.org](mailto:secoraf@coraf.org) and copy to Dr Sidi Sanyang [sidi.sanyang@coraf.org](mailto:sidi.sanyang@coraf.org)

9. Expressions of interest in French language and/or English on A4 format, should be sent by post or by email at the following address [secoraf@coraf.org](mailto:secoraf@coraf.org) with copy to [sidi.sanyang@coraf.org](mailto:sidi.sanyang@coraf.org) and [bouso.diop@coraf.org](mailto:bouso.diop@coraf.org) not later than 13 rd December, at 10 hours prompt local time

**Le Directeur Exécutif**