

Call for Expression of Interest

Recruitment of an individual consultant in charge of writing the 2019 consolidated Annual Report of CORAF

Opening Date: February 06, 2020

Closing Date: February 12, 2020

CEI 16-2019 - RELAUNCH

CORAF is an international non-profit association of national agricultural research systems (NARS) of 23 countries, covering over forty percent of Africa's population, thus making it the largest sub-regional research organization on the African continent. It was created in 1987 and assigned the responsibility to coordinate and facilitate ground-breaking and cutting-edge research outputs needed to unlock the agricultural potential of West and Central Africa. The vision and mission of CORAF are to achieve sustainable reduction of poverty and food insecurity through improved competitiveness, productivity, and agricultural markets in WCA.

CORAF operates based on the 2018 - 2027 Strategy and the 2018 – 2022 Operational Plan. Through these plans, CORAF aims to contribute to the achievement of the first objective of the Comprehensive African Agriculture Development Program (CAADP), which is an agriculture-based development that eliminates hunger and reduces poverty and food insecurity. This objective will be achieved through the implementation of the agricultural policies of the Regional Economic Communities of West and Central Africa (ECOWAS, WAEMU, ECCAS, and CEMAC).

CORAF is committed to adequately informing its stakeholders and the general West and Central African community about its engagements, activities, and the extent to which annual targets have been met. In this regard, CORAF is soliciting the services of an appropriate consultant who will be responsible for writing the

2019 annual report that effectively portrays the key activities and accomplishments of the organization to its diverse audience.

CORAF now invites individual consultants for the mission mentioned above. Interested consultants may obtain further information at CORAF Executive Secretariat from abdulai.jalloh@coraf.org.

The Consultants will be selected according to the rules contained in the Manual of Administrative, Financial and Accounting Procedures of CORAF.

The mission will have a maximum of 20 working days from the date of signing the contract to April 24, 2020 when the final version of the report is expected.

Qualification and Experience of the consultant:

Selection Criteria

Criteria
General Qualifications
Track record in drafting and summarizing scientific documents
Knowledge of agricultural research and development in West and Central Africa within the overall global development context
Experience in data analysis and synthesis

1. Applications of the individual consultants will be evaluated on the basis of the criteria mentioned above and the preferred consultant will be invited for negotiation.
2. Consultants interested in this call must submit an Expression of Interest highlighting the execution and experience of similar contracts and a detailed CV.
3. Expressions of Interest (EoI) must be submitted by e-mail to the following address: procurement@coraf.org not later than the **12th of February 2020 at 12:00 GMT.**

For more information, you will find attached the terms of reference of the mission.

Dr Abdou TENKOUANO
Executive Director

Terms of references

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Introduction

The West and Central African Council for Agricultural Research and Development (CORAF), made up of the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa (WCA), is one of the four Sub-Regional African Organizations (SRO) which form the Forum for Agricultural Research in Africa (FARA). The vision and mission of CORAF is to achieve sustainable reduction of poverty and food insecurity through improved competitiveness, productivity and agricultural markets in WCA.

The CORAF Operational Plan (2018-2022) which is aligned to the CORAF Strategic Plan (2018 - 2027) defines the trends, opportunities and challenges that agricultural research and development systems face in West and Central Africa. To address these opportunities and challenges, the Operational Plan outlines modalities for implementation of the CORAF Strategic Plan (2018-2027). Through these plans, CORAF aims to contribute to the achievement of the first objective of the Comprehensive African Agriculture Development Program (CAADP), which is an agriculture-based development that eliminates hunger and reduces poverty and food insecurity. This objective will be achieved through the implementation of the agricultural policies of the Regional Economic Communities of West and Central Africa (ECOWAS, WAEMU, ECCAS and CEMAC).

The CORAF General Objective is *High broad-based agricultural growth sustainably increased in West and Central Africa* with an associated Specific Objective of *Agricultural productivity, competitiveness, and markets sustainably improved for target groups in West and Central Africa*. The Specific Objective contributes to the General Objective through the delivery of the following four results: Result 1- Increased use of appropriate technologies and innovations in WCA; Result 2- Increased uptake of strategic decision-making-options for policy, institutions and markets; Result 3- Enhanced institutional and human capacity in agricultural research for development and; Result 4- Demand for agricultural knowledge from target clients facilitated and met. CORAF is committed to deliver on these four results under the Strategic Plan 2018-2027, through three well-coordinated Priority Intervention Domains (PID) supported by three Activity Pillars nested in the strategy.

PID 1 - Agriculture, Food and Nutrition Security: This PID addresses the following issues: (i) sustainable increased agricultural production with strong links to national food and nutrition security, (ii) effects of climate change on high-value non-staple and staple crops, livestock and fisheries production, (iii) the management of emerging pests through enhancing regional capacity for pest surveillance and management; (iv) water resource management with emphasis on enhancing water product.

PID 2 - Policy, Institutions, Markets and Trade: addresses (i) enhancement of value addition, and agriculture value chains and commercialization of high-value non-staple and staple crops, livestock and fisheries, (ii) improving market access; (iii) enhancing viable seed and other agri-inputs systems; (iv) promotion of smallholder enterprise development as an incentive for smallholders to invest in farm-based enterprises and; (v) promotion of domestic agro-industries.

PID 3 – Gender, Youth and Social Equity: the aim of this PID is to ensure equitable access to agricultural research and development resources, opportunities and benefits for men and women, particularly for vulnerable groups in WCA. This aim will be achieved by (i) targeting special needs of women farmers, processors and agro-entrepreneurs and professionals to ensure that they are afforded equal opportunities to benefit from program activities and (ii) supporting youth employment.

CORAF is committed to adequately informing its stakeholders and the general West and Central African community about its engagements, activities, and the extent to which annual targets have been met. It is therefore imperative that CORAF publishes a consolidated annual report. In this regard, CORAF solicits the services of an appropriate consultant who will be responsible for writing the 2018 annual report that effectively portrays the key activities and accomplishments of the organization to its diverse audience.

Consultancy Objective

The objective of the consultancy is to produce a report of CORAF's activities and accomplishments during 2019 presented in a factual and appealing format.

Expected results and deliverable

- All the activities implemented, results achieved, and challenges encountered during the 2019 year are well documented;
- Key cases of success and challenges are analysed and presented appropriately;
- A consolidated global document meeting international standards in terms of drafting is submitted on time.

Tasks of the Consultant

- Synthesize various technical and other reports into a well-structured and concise report;
- Present technical information to be understood by a wide variety of stakeholders;
- Provide simple, easy-to-read and understandable report.

Documents to be available to the Consultant

- The 2018 – 2027 Strategic Plan;
- The 2018 – 2022 Operational Plan;
- The publication policy of CORAF;
- The 2019 semi-annual financial and technical reports of the Executive Secretariat.

Duration of the mission

Time allocated for this mission is a maximum of 20 working days spread over the period from the date of signing the contract to April 24, 2020 when the final version of the report is expected. The consultant will work with the internal technical committee in charge of reviewing the Executive Secretariat's documents.

Obligations concerning the report

The consultant is expected to commence work by February 15, 2020 and submit a draft of the first report by March 30, 2020. The work will be reviewed within one week and feedback provided to the consultant by April 10, 2020. The consultant is then expected to incorporate comments and suggestions and submit a final report on or before April 24, 2020.

Remuneration

In accordance with CORAF's policy on remuneration for services rendered, the consultant will receive a remuneration for the 20 working days corresponding to his qualification and his level of experience. The terms of payment of the Consultant will be specified in the service contract to be signed between the Consultant and the Executive Director of CORAF.

Profile of the Consultant

The consultant must have the following profile:

- Holder of an advanced degree in one of the disciplines of agricultural science;
- Have a track record in drafting and summarizing scientific documents;
- Knowledge of agricultural research and development in West and Central Africa within the overall global development context
- Have good experience in data analysis and synthesis;
- Be proficient in English or French and have a working knowledge of the other;
- Have a good command of the Microsoft environment.