

CALL FOR EXPRESSION OF INTEREST

Recruitment of an Individual Consultant to Develop CORAF's 2020 Annual Results Report

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Background

Each year, CORAF produces an annual report capturing progress towards its strategic priorities. The annual report showcases the achievements of CORAF to all its stakeholders. It highlights key areas in which the research work contributes to sustainably improve the productivity, competitiveness, and markets of the agricultural system in West and Central Africa. The report also demonstrates transparency and accountability to development partners and other stakeholders. It is a vital tool to raise awareness of our work's contribution to improving food and nutrition security and boosting West and Central Africa's prosperity.

CORAF's annual report is a key corporate document that the institution needs to provide to stakeholders, potential financial partners, and researchers. As a result, the annual report is an opportunity to celebrate CORAF's accomplishments and to share achievements to its Governing Bodies, NARS constituents, Regional Economic Communities (RECs), Donors, Host Country, and local Government, as well as beneficiaries and partners. The CORAF annual report serves as the best source of information about institutional performance, financial well-being, and program accomplishments.

The tasks to be performed as well as other information relating to the consulting assignment are detailed in the attached terms of reference

The Executive Director of CORAF invites candidates with the required qualifications indicated in the terms of reference to express their interest in this call.

Candidates interested in this call must provide information indicating that they are qualified to perform such services (CVs, references concerning the performance of similar contracts, experience in the similar field, etc.).

Recruitment will be done according to the selection method based on the qualification of the consultant according to the rules contained in the manual of administrative, financial and accounting procedures of CORAF.

Interested candidates can obtain additional information from the CORAF Executive Secretariat via d.akana@coraf.org.

Expressions of interest must be submitted by email to the following address: procurement@coraf.org, no later than **June 7, 2021, at 17.00 GMT**.

Dr Abdou TENKOUANO
Executive Director

TERMS OF REFERENCES

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Meeting the information and knowledge needs of the actors mentioned above implies that this year's annual report has to be brief (maximum of 40), compelling, persuasive, and answer the question: "why invest in regional agricultural research and innovation?" In sum, the annual report has to be written in a way that leads to actionable outcomes. For example, a donor interested in Agri research should be able to come to that conclusion from reading the annual report.

Objectives of the assignment

CORAF seeks to engage a dynamic and highly skilled individual consultant to coordinate and manage the annual report writing process to produce its 2020 Annual "Results" Report.

Under the Manager of Communications and Marketing supervision, the consultant will be responsible for coordinating, drafting, and finalizing the 2020 Annual "Results" Report in

the given timeframe. Together, they shall discuss and agree on the methodology for elaborating the report and all other components of the report.

The specific objectives are as follows:

1. Propose and discuss report theme, structure, and format with the CORAF Annual Results Report Project Committee (content presentation, best use of case studies, visual elements, etc.).
2. Finalize and validate the project timeline/schedule with CORAF’s Annual Results Report Project Committee.
3. Finalize and validate project budget.
4. Review background materials, including but not limited to CORAF’s style guidelines, previous Annual Reports, 2020 End-of-Year reports, and other published reports (as necessary).
5. Review team presentations at the 2020 Governing Board Meeting to be held 19-21 January 2021, noting the annual report's information.
6. Gathered information through one-on-one (telephone/skype/in-person) discussions with Directors and teams.
7. Consult external sources as determined by the planning team.
8. Draft and edit report text – including charts and graphs, as needed – of not more than 40 pages, ensuring all content's accuracy and currency.
9. Consolidate other input into report annexes, including financial information, partnerships, and publications information.
10. Finalize the Annual Results Report, integrating any feedback from CORAF’s Executive Management Team and ensuring accuracy, clarity, and coherence.

The expected results are as follows:

The consultant is expected to produce a high-quality results-oriented report demonstrating CORAF’s efforts and impact over the twelve months in 2020. The final Annual “Results” Report should be ready by the end of July 30, 2021.

Deliverables

Deliverable	Expected time (days)	Percentage payment
Validated theme, timeline and project budget and Outline of draft document	8	20%
Draft Report as a Word document, including Table of Contents, Executive Summary, charts, photo captions and credit information	15	30%
Proofreading of design layouts to ensure that text and graphics are error free (in collaboration with Graphic Designer)	5	20%
Final Annual Results Report	2	30%

Qualifications and/or special knowledge/experience required and desirable for undertaking the assignment

Qualifications and experience:

- Advanced university degree in Communications, English Language or Literature, Creative Writing, Public Relations, Journalism, Social Sciences or a related field;
- At least 5 years of relevant professional experience;
- Proven experience in report writing demonstrated through at least 2 samples;
- Experience in managing similar projects with high quality deliverables;
- Experience in producing corporate products;
- Previous experience in copy-editing will be an asset.

Competencies

- Strong research and excellent writing skills in English;
- High proficiency in the use of Word and Excel applications;
- Excellent organizational skills and project management skills;
- Ability to meet deadlines and work under pressure;
- Strong interpersonal skills, able to communicate and work with diverse people
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Ability to be flexible and respond to changes to text/layout as part of the review and feedback process;
- Focus on impact and results for the client.

Duration of the consultancy

The consultant is expected to carry out the assignment between June 21 and July 30, 2021 over 30 working days with breaks due to document review and clearance processes by CORAF's Executive Secretariat. The final Annual "Results" Report should be ready by the July 30, 2021.

Supervision arrangements

The individual consultant will be supervised by the Manager of Communications and Marketing. Travel to CORAF's Executive Secretariat may form part of the consultancy.