CALL FOR EXPRESSIONS OF INTEREST

Selection of an individual consultant "Expert in institutional development and organizational strengthening (DIRO)" to facilitate the formalization of a West African Seed Trade Association

Opening of the call: 08/07/2023
Closing of the call: 08/21/2023

CEI No. 29-2023


As part of its leading role in the regional seed sector, CORAF places particular emphasis on positioning and strengthening the private sector in the seed industry. CORAF has a specific strategic plan for private sector involvement, which also includes support for the structuring of the different types of private sector in its ecosystem.

As far as the seed industry is concerned, over the past few years CORAF has undertaken consultations with the major seed actors in West Africa to improve the organization/structuring of the private seed sector around national and regional champions, in order to further stimulate private sector involvement in the development of the seed sector through national associations and a regional trade association.

The importance of having a regional professional association of private seed sector actors has been shown on several occasions by the actors, intergovernmental organizations (IGOs) through the Regional Seed Committee (CRSPAO) and development partners.

Therefore, with the support of its partners ECOWAS, UEMOA and the CAADP-XP4 project implemented by CORAF intends to mobilize a consultant, expert in institutional development and organizational strengthening (DIRO) to (i) facilitate the concertation process of seed companies, mainly national and regional "champions", and (ii) support in
the official formalization of a regional association of seed entrepreneurs in West Africa.

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

Interested candidates should submit their application indicating that they meet the requirements for the assignment.

Selection will be based on the rules contained in CORAF’s administrative, financial, and accounting procedures manual.

Candidates may obtain further information from the CORAF Executive Secretariat via yacouba.diallo@coraf.org.

Applications should include (i) a letter of submission (ii) a detailed Curriculum Vitae with the names and contacts of three references (e-mail, address, and phone number). The submission letter should be addressed to CORAF Executive Director, Executive Secretariat, 7, Avenue Bourguiba, BP 48 Dakar RP, Senegal.

Applications should be sent only by email to the Executive Secretariat Executive Secretariat at the following address: procurement@coraf.org, no later than 08/21/2023, at 5 pm. Only the successful application will be contacted for the rest of the selection process. The attached terms of reference provide further details on the mission of the consultant.

Dr Abdou TENKOUANO
Executive Director of CORAF
TERMS OF REFERENCE
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Selection of an individual consultant "Expert in institutional development and organizational strengthening (DIRO)" to facilitate the formalization of a West African Seed Trade Association.

Background and rationale


As part of its leading role in the regional seed sector, CORAF places particular emphasis on positioning and strengthening the private sector in the seed industry. CORAF has a specific strategic plan for private sector involvement, which also includes support for the structuring of the different types of private sector in its ecosystem.

As far as the seed industry is concerned, over the past few years CORAF started consultations with the major seed actors in West Africa to improve the organization/structuring of the private seed sector around national and regional champions, in order to further stimulate private sector involvement in the development of the seed sector through national associations and a regional trade association.

The importance of having a regional professional association of private seed sector actors has been expressed on several occasions by the actors themselves, intergovernmental organizations (IGOs) through the Regional Seed Committee (CRSPAO) and development partners.

Therefore, with the support of its partners, notably ECOWAS, UEMOA and the CAADP-XP4 project implemented by CORAF intends to mobilize a consultant, expert in institutional development and organizational strengthening (DIRO) to (i) facilitate the concertation process of seed companies, mainly national and regional "champions", and (ii) support in the official formalization of a regional association of seed entrepreneurs in West Africa.

The present terms of reference specify the conditions under which CORAF is seeking to recruit a consultant-expert in institutional development and organizational strengthening (DIRO) to facilitate the process of formalizing a regional association of private seed
companies and associations in West Africa.

**Objective of the assignment**

The main objective of the mission is to facilitate the process of creation and formalization of an association of leading companies in the private seed sector in West Africa.

**Mandate of the consultant**

The consultant will:
- Develop/update an existing concept note on the WASTA initiative;
- Identify leading national and regional seed companies and dynamic national seed trade associations in West Africa;
- Initiate online consultations to gather the perspectives, visions and contributions of private players, and obtain their written commitment to the initiative;
- Develop a draft charter (statutes and/or internal regulations) for the creation and operation of a regional association of seed companies in West Africa;
- Assist with the organization of the constituent general assembly, the adoption of regulatory texts and the setting up of governance and executive bodies;
- Support the development of a roadmap for registration.

**Expected results**

The expected results of the mission include:
- A good level of participation and commitment from major seed companies across the region;
- Statutes and/or by-laws are defined and adopted by members at a general assembly;
- A Regional Association is created and legally registered in accordance with the legislation of the host country.
- The Association’s board is legally constituted;
- A roadmap for registration is designed.

**Qualifications of the consultant**

The consultant should have the following qualifications:

i) Hold at least a Master’s degree in agriculture, agro-economics, sociology or a related field;

ii) Have a good knowledge of regional agricultural policies;

iii) have a good knowledge of national and regional seed systems and actors

iv) Have a perfect command of the legislation in force on the registration of
regional organizations and networks in the West African Community;

vi) At least 10 years’ experience in managing private agricultural organizations and businesses,

vii) Bilingual with excellent facilitation, communication and writing skills in French and/or English.

### Delivrables

The consultant will provide the following deliverables in French and/or English, depending on the stage of the assignment:

- An up-to-date concept note for the creation of a regional association of seed companies in West Africa and a detailed methodological note including a schedule and timetable of activities;
- The draft of the legal statutes and by-laws;
- The minutes of the constituent general assembly;
- The report on the establishment of the board of directors;
- The roadmap for the Association’s registration and the major activities of the Executive Board;
- A final activity report.

### Duration of the mission

The consultation will be carried out over a calendar period of 120 days for a service of **25 paid man/days**. The indicative period of the mission is **August – September-October-November 2023**.

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**CORRUPTION, CONFLICTS OF INTEREST, SEXUAL EXPLOITATION, ABUSE AND HARASSMENT**

**Fraud, corruption:** bidders, suppliers, contractors and their subcontractors must observe the strictest rules of ethical conduct when signing and performing contracts. In particular, they must avoid any act of corruption and any fraudulent, collusive, coercive or obstructive maneuvers with the aim of granting or obtaining a contract awarded by CORAF. Any deviant behavior will be subject to appropriate sanctions (cancellation of the contract, exclusion from future contracts awarded by CORAF, dismissal of CORAF staff guilty of these acts.

**Conflicts of interest:** CORAF rules require that any company participating in a procurement procedure is not in a situation of conflict of interest. Two scenarios can be considered:

- The company provides goods, works or services (other than consulting services) which follow or are directly related to the consulting services for the preparation or performance of a project which it has provided or which its affiliated company has provided;

- The company (including its staff) has a close business or family relationship with a CORAF staff member: i) who is directly or indirectly involved in the preparation of the bidding documents or contract specifications, and/or in the evaluation process for said contract; or (ii) who could be involved in the performance or supervision of the same contract.

The term "**Sexual Exploitation and Abuse (SEA)**" includes the following meanings:
• “Sexual Exploitation” (SE), defined as abusing or attempting to abuse a state of vulnerability, differential power or trust for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another person;

• “Sexual Abuse” (SA), defined as any physical intrusion or threatened physical intrusion of a sexual nature, either by force or under unequal conditions or by coercion;

• “Sexual Harassment” (SH) is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical behavior with a sexual connotation by Contractor staff towards other Contractor staff or the Client;

Any company that proves to be in a situation of conflict of interest or of sexual exploitation, abuse or harassment will not be granted a contract from CORAF.