CALL FOR EXPRESSIONS OF INTEREST

Selection of an individual consultant "Expert in institutional development and organizational strengthening (DIRO)" to facilitate the formalization of a regional network of women leaders in seed entrepreneurship in West Africa

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

CEI No. 30-2023


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 engaging the private sector, which also includes support for structuring the different types of private sector in its ecosystem. Moreover, in its gender policy and strategy, CORAF underscores positioning women and young people in the various sectors of agricultural research and development, and especially promoting agricultural entrepreneurship for women and young people.

Regarding the seed industry, specifically for women, CORAF has built the capacity of women seed entrepreneurs in quality seed production techniques, seed business management, leadership and advocacy. This has led to the creation of an informal network of women seed sector leaders in West Africa. This network has facilitated the organization of national training programs in several countries (Niger, Ghana, Burkina Faso, Mali, Senegal, etc.).

Considering the successful achievements and the enthusiasm aroused both by the actors themselves and by development partners, the current actors involved have requested CORAF’s assistance in facilitating the official formalization of the network of women seed
entrepreneurship leaders in West Africa. Thus CORAF, with the support of the CAADP-XP4 project, intends to mobilize a consultant, expert in institutional development and organizational strengthening (DIRO), to facilitate the process of concertation of seed champions and assist in the official formalization of a regional network of women leaders in seed entrepreneurship 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 for proposals.

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

---------
Selection of an individual consultant "Expert in institutional development and organizational strengthening (DIRO)" to facilitate the formalization of a regional network of women seed trade leaders.

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 engaging the private sector, which also includes support for structuring the different types of private sector in its ecosystem. Moreover, in its gender policy and strategy, CORAF underscores positioning women and young people in the various sectors of agricultural research and development, and especially promoting agricultural entrepreneurship for women and young people.

Regarding the seed industry, specifically for women, CORAF has built the capacity of women seed entrepreneurs in quality seed production techniques, seed business management, leadership and advocacy. This has led to the creation of an informal network of women seed sector leaders in West Africa. This network has facilitated the organization of national training programs in several countries (Niger, Ghana, Burkina Faso, Mali, Senegal, etc.).

Considering the successful achievements and the enthusiasm aroused both by the actors themselves and by development partners, the current actors involved have requested CORAF's assistance in facilitating the official formalization of the network of women seed entrepreneurship leaders in West Africa.

Thus CORAF, with the support of the CAADP-XP4 project, intends to mobilize a consultant, expert in institutional development and organizational strengthening (DIRO), to facilitate the process of concertation of seed champions and support in the official formalization of a regional network of women leaders in seed entrepreneurship in West Africa.

The present terms of reference specify the conditions under which CORAF seeks to recruit
a consultant, expert in institutional development and organizational strengthening (DIRO) to facilitate the formalization process of a regional network of women entrepreneurs in the plant seed sector in West Africa.

**Objective of the assignment**

The main objective of the mission is to facilitate the process of formalization and operationalization of a regional network of women in seed entrepreneurship in West Africa.

**Mandate of the consultant**

The consultant will:

- Develop, in consultation with the existing informal network, a concept note on the initiative, setting out the context, challenges, objectives, expected results, modus operandi and timetable;
- Identify dynamic seed companies and associations/cooperatives owned or managed by women in West Africa;
- Initiate online consultations to gather input from stakeholders and obtain the written commitment of private companies to the initiative;
- Develop a draft charter (statutes and/or internal regulations) for such a network;
- Assist with the organization of the constitutive general assembly, the adoption of regulatory texts and the setting up of regional network governance and executive bodies;
- Support the development of a roadmap for registration and major activities.

**Expected results**

The expected results of the mission include:

- A good level of participation and commitment from private sector seed companies across the region;
- Clear statutes and/or by-laws are defined and adopted by members at a general assembly;
- A regional network is created and legally registered in accordance with the legislation of the host country.
- The network office is legally constituted;
- A roadmap for registration is designed.
Qualifications of the consultant

The consultant should have the following qualifications:

➢ Hold at least a Master’s degree in agriculture, agro-economics, sociology or a related field;
➢ Have a good knowledge of regional agricultural policies;
➢ have a good knowledge of national and regional seed systems and actors
➢ Have a thorough knowledge and mastery of current legislation on the registration of regional organizations and networks in our community;
➢ At least 10 years’ experience in managing private agricultural organizations and businesses,
➢ Bilingual and excellent facilitation, communication and writing skills in French and/or English.

Deliverables

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

➢ A concept note 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;
➢ A registration roadmap ;
➢ A final activity report.

Duration of the mission

The consultation will be carried out over a calendar period of 90 days for a service of 20 paid man/days. The indicative period of the mission is August-September-October 2023.
**FRAUD, 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.