CALL FOR EXPRESSIONS OF INTEREST

Recruitment of an Individual Consultant to develop CORAF 2023 Annual Results Report

Call opening date: 01/03/2024
Closing date of the call: 15/03/2024.

CONTEXT

CEI n° 05 -2023

The West and Central African Council for Agricultural Research and Development (CORAF) is a sub-regional organization consisting of the national agricultural research systems of 23 countries in West and Central Africa. It was established in 1987 with a mandate to coordinate and facilitate the innovative and cutting-edge research products needed to unlock the agricultural potential of West and Central Africa.

CORAF’s main objective is to improve livelihoods in West and Central Africa through sustainable increases in agricultural production and productivity, and to promote competitiveness and markets.

CORAF, as an institution dedicated to agricultural research and development in West and Central Africa, annually develops its report that highlights its achievements in accordance with its Strategic and Operational Plan. This annual report aims to highlight the contributions of research in the sustainable improvement of productivity, competitiveness and markets of the agricultural system in West and Central Africa.

It is in this wake that CORAF seeks to recruit a dynamic and highly qualified individual consultant to coordinate and manage the process of writing its annual report on the 2023 results.

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

Interested candidates must submit information indicating that they meet the requirements for the mission.

The selection will be based on the rules contained in the manual of administrative, financial and accounting procedures of CORAF.

Interested candidates can obtain further information from the CORAF Executive Secretariat via ckenou@coraf.org by copying procurement@coraf.org.
Consultants interested in this call must submit an expression of interest and a detailed CV accompanied by diplomas and certificates of good performance to procurement@coraf.org, stressing their ability to meet the criteria mentioned in the terms of references below, by 15 March 2024 at 17:00 GMT.

Dr Alioune FALL
Executive Director p.i
TERMS OF REFERENCES

Recruitment of an individual consultant to develop
CORAF's 2023 annual results report

1. Background

The West and Central African Council for Agricultural Research and Development (CORAF) is a sub-regional organization consisting of the national agricultural research systems of 23 countries in West and Central Africa. It was established in 1987 with a mandate to coordinate and facilitate the innovative and cutting-edge research products needed to unlock the agricultural potential of West and Central Africa.

CORAF's main objective is to improve livelihoods in West and Central Africa through sustainable increases in agricultural production and productivity, and to promote competitiveness and markets. This is achieved by addressing critical issues of food and nutrition insecurity, chronic poverty and youth unemployment through the following core functions: (i) coordination and capacity building, (ii) intensification of technologies and innovations, (iii) creation of an enabling environment at regional level for technology flows and increased exchange, and (iv) knowledge management and learning.

CORAF, as an institution dedicated to agricultural research and development in West and Central Africa, annually develops its report that highlights its achievements in accordance with its Strategic and Operational Plan. This annual report aims to highlight the contributions of research in the sustainable improvement of productivity, competitiveness and markets of the agricultural system in West and Central Africa. The annual report of CORAF is therefore an essential document to publicize the impact of the institution's actions in achieving its objective of improving food and nutrition security in West and Central Africa. The report is also transparent and accountable to technical, development and stakeholder partners.

CORAF's annual report is the strategic channel for the visibility of institutional performance and its financial well-being. Similarly, it meets the information and knowledge needs of CORAF's various partners. It is in this wake that CORAF seeks to recruit a dynamic and highly qualified individual consultant to coordinate and manage the process of writing its 2023 Annual Results Report.

2. Objectives

The overall objective of the mission is to support the process of editing CORAF's 2023 annual results report.

Specifically, these are:

- Produce a high quality report in relation to the three areas of intervention and the cross-cutting themes of CORAF;
- To provide information on gaps in results in relation to changes in the environment of CORAF's partner institutions.

3. Expected Results

- A results-based report in French demonstrating the efforts and impact of CORAF over the 12 months of 2023 is produced;
• Gaps on the changes induced in 2023 are identified;
• Recommendations on next steps are identified;
• An annual report that is concise, accurate and transparent, while providing relevant information for a more efficient use of results.

4. JOB DESCRIPTION
At the end of the service, the consultant’s activities can be summarized as follows:

4.1. Activities to be completed
1. Work with the CORAF team to define the structure and format of the report (content presentation, optimal use of case studies and indicators, visuals, etc.);
2. Establish and validate the reporting schedule in consultation with the annual report coordination team;
3. Review relevant project documents including project reports, collection of results on CORAF Operational Plan key indicators and relevant updates, etc;
4. Review background documents including, but not limited to, CORAF style guides, previous annual reports, 2022 year-end reports and other published reports (if required)
5. Ensure that CORAF's key activities, partnerships and results are taken into account, also indicating the scale of activities, results achieved by priority area of intervention and impacts against agreed outlines;
6. Collect additional information through one-on-one interviews (phone/WhatsApp) with CORAF directors and teams;
7. Consult relevant external sources identified by the planning team;
8. Rewrite technical information in simple terms;
9. Write and revise the text of the report, ensuring its clarity, accuracy and conciseness, while incorporating relevant diagrams and graphs;
10. Develop graphics and incorporate visuals to enhance readability and appeal (photos and maps);
11. Consolidate other contributions in annexes to the report, including financial information, partnerships and publications;
12. Finalize the annual results report, incorporating comments from CORAF's Executive Management Team and Research & Innovation, and ensuring accuracy, clarity and consistency;
13. Work closely with the CORAF Communications Officer and Monitoring and Evaluation Officer.

5. PROFILE OF CANDIDATE
The mission will be conducted by an individual consultant with the following profile:

Qualifications
• Master's degree or equivalent in editing and publishing, communications, journalism, knowledge management or related field;
• At least 5 years of relevant professional experience in developing and editing reports and institutional communication materials;

• Excellent report writing skills for regional organizations with demonstrated ability to organize documents, conduct research and rewrite/eliminate jargon;

• Proven experience in managing similar projects with high quality deliverables.

Skills

• Good knowledge of the regional and international agricultural research and development context;

• Excellent writing skills in French and English;

• Good experience in data analysis and synthesis;

• Excellent knowledge of Word, Excel and possibly graphic design tools;

• Very good references in the development of institutional communication materials and in particular activity reports, summary documents and reports for regional institutions;

• Ability to meet deadlines and work under pressure, with strong interpersonal skills and demonstrated ability to communicate and work with diverse people;

• Participate effectively in an information-sharing team environment, collaborating and cooperating with others;

• Ability to be flexible and respond to changes in text/layout as part of the review and feedback process;

• Focus on impact and results for the customer.

6. DURATION OF THE MISSION

The assignment will have a maximum duration of 15 working days and will extend over 30 days. The consultant will work with the Executive Secretariat's internal document review committee.

7. APPLICATION PACKAGE

CORAF invites eligible persons to express their interest in the above consultation by providing the information and documents required below.

• A detailed curriculum vitae including information on the applicant’s nationality, academic background, professional experience and expertise.

• Evidence of academic and professional qualifications and evidence of relevant services.

• Examples of relevant reports written with writing and research experience.

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

Fraud, corruption: bidders, suppliers, contractors and their subcontractors must observe, when awarding and executing contracts, the strictest rules of professional ethics. In particular, they must avoid any act of corruption and any fraudulent, collusive, coercive or obstructive maneuvers for the purpose of awarding 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 that participates in a procurement procedure is not in a conflict of interest. Two scenarios can be considered:
• The enterprise provides goods, works or services (other than consultancy services) that are related to or are directly related to consulting services for the preparation or execution of a project that it has provided or that an affiliated enterprise 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 tender documents or contract specifications, and/or in the evaluation process for the 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 the act of 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 threat of physical intrusion of a sexual nature, either by force or under unequal conditions or coercion;

• "Sexual Harassment" (HS) is defined as any unwelcome sexual advance, request for sexual favours or any other verbal or physical behaviour of a sexual nature by the Contractor's personnel towards other personnel of the Contractor or the Client;

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