

CALL FOR EXPRESSION OF INTEREST

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Recruitment of an individual consultant to develop a RMRN RADiUS knowledge management and communication strategy

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Call opening: 26 May 2025
Call close: 09 June 2025

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AMI No. 06-2025

The West and Central African Council for Agricultural Research and Development (CORAF) is a sub-regional organization of West and Central Africa (AOC) founded in 1987. It coordinates and facilitates sub-regional agricultural research and development activities to help improve agricultural productivity and overcome the major challenges of food insecurity and poverty.

CORAF (www.coraf.org) currently includes the National Agricultural Research Systems (NARS) of 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

The vision of CORAF as outlined in its 2018-2027 Strategic Plan is a future where people and communities in West and Central Africa will achieve food and nutrition security and prosper. Its mission is to achieve sustainable improvements in agricultural productivity, competitiveness and markets in West and Central Africa. To achieve the goals of socio-economic development and people's well-being, African agriculture must significantly improve its productivity while maintaining the sustainability of diversified and quality agri-food systems.

The implementation of RMRN agroecology in West and Central Africa (AOC) occurs in this context where real opportunities exist but need to be better known, better organized, valued and channelled to achieve the goal of a wide agroecological transition in AOC.ⁱ

Communication and knowledge management play a fundamental role in achieving the key objectives of the RMRN RADiUS project. Sharing information, promoting dialogue, creating and disseminating knowledge are essential elements for the success of this initiative. To achieve its objectives, a communication and knowledge management strategy is necessary to facilitate the implementation of this RMRN RADiUS project.

CORAF is looking for an individual consultant to develop a communication and knowledge management strategy for the RMRN RADiUS project that will improve the visibility, management and dissemination of knowledge among its partners, the decision-makers, the donor community and the general public.

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

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

The application files will include an (i) letter of expression of interest (ii) a detailed Curriculum Vitae with the names and contacts of three references (e-mail, address, and telephone), diplomas and certificates of employment.

Interested candidates who meet the requirements may obtain additional information from the CORAF Executive Secretariat via f.ouidoh@coraf.org get copy to procurement@coraf.org.

Expressions of interest must be submitted by e-mail to the following address: procurement@coraf.org no later than **9 June 2025 at 17:00 GMT**.

The Executive Director
Dr Moumini SAVADOGO

Terms of references

Recruitment of a consultant to develop a RMRN RADiUS project communication and knowledge management strategy.

1. Context and Rationale

The West and African Centre for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) currently includes the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. CORAF's vision in its Strategic Plan 2018-2027 is a future where people and communities in West and Central Africa will achieve food and nutrition security and prosper. Its mission is to achieve sustainable improvements in agricultural productivity, competitiveness and markets in West and Central Africa. To achieve the goals of socio-economic development and people's well-being, African agriculture must significantly improve its productivity while maintaining the sustainability of diversified and quality agri-food systems.

The implementation of the RMRN in agroecology in West and Central Africa (AOC) takes place in this context where real opportunities exist but need to be better known, better organized, valued and channelled to achieve the goal of a wide agroecological transition in AOC.

In synergy with existing organizations, the RMRN RADiUS will create appropriate frameworks that interact with all relevant actors around activities of experience sharing, capacity building, dissemination of validated agro-ecological knowledge and innovations, and accompanying and supporting decision makers in the AOC area.

The overall objective of the RADiUS project is to support the agroecological transition of AOC farms by promoting principles, assessment tools, knowledge and innovative solutions to ensure the economic, food and nutrition security and sovereignty of people on a sustainable basis. It is specifically to use the MITA platform of CORAF, which centralizes at regional level in AOC the dissemination of agricultural technologies and innovations, thus facilitating access to information for optimal knowledge management, identification of gaps and exploitation of data to benefit the community. The project aims to strengthen actors' capacities in agroecology by supporting continuing and academic training services, and for the development of community entrepreneurship and the promotion of a legal and institutional framework conducive to the development and adoption of agroecology in AOC, by deploying standard monitoring-tool evaluation and advocacy with policy makers at different scales.

Communication and knowledge management play a fundamental role in achieving the key objectives of the RMRN RADiUS project. Sharing information, promoting dialogue, creating and disseminating knowledge are essential elements for the success of this initiative. In order to achieve its objectives, a communication and knowledge management strategy is necessary to facilitate the implementation of this RMRN RADiUS project.

2. Mission description

Under the supervision and guidance of the RMRN RADiUS project coordinator and in close coordination with the Communication Manager and the CORAF Knowledge Management Officer, the mission of the Consultant(s) is structured around the following objectives:

2.1. General objective

The overall objective of the mission is to develop a communication and knowledge management strategy for the period 2025–2029, including a detailed operational plan to improve the visibility of the RMRN RADiUS project, Knowledge management and dissemination to partners, decision makers, the donor community and the general public.

2.2. Specific objectives

The Communications and Knowledge Management Consultant is responsible for:

- (i) Develop the RMRN RADiUS project's strategy and multi-year plan for communication and knowledge management to highlight the visibility, readability, exploitation and dissemination of the project's results and knowledge;
- (ii) Develop an operational communication and knowledge management framework in which information, good practices and knowledge are continuously documented and disseminated **internally and externally to project partners and other stakeholders;**
- (iii) Develop a detailed timeline and estimated budget for the implementation of the Communication and Knowledge Management action plan;
- (iv) Propose clear governance of the knowledge management framework, including roles for partners, validation mechanisms, facilitation and coordination with the Communication/Knowledge Management working group;
- (v) Conduct a prospective and evolving mapping of RADiUS project knowledge assets, including the resources already produced by member countries upstream of the project as well as the knowledge to be generated throughout its implementation. This mapping will ensure its structuring, traceability, strategic use and permanent archiving;
- (vi) Develop actions to foster an organizational culture of knowledge sharing and development (communities of practice, webinars, coaching, mentoring, etc.);
- (vii) Ensure the articulation between the KM strategy and the digital platforms of CORAF (Website, MITA) to ensure interoperability and sustainability.

3. Expected Results

3.1. Results

The expected results of the consultation are:

In connection with the Communication and Knowledge Management Strategy:

- The project has a clear and coherent strategy, aligned with its objectives to enhance visibility and knowledge dissemination among partners, the general public, civil society and the international donor community;
- A governance arrangement is proposed, specifying the roles of CORAF, partners and the Communication/Knowledge Management Working Group;
- A knowledge management model/logic framework is defined, describing the types of assets, their lifecycle, responsibilities, dissemination channels and evaluation mechanisms;
- An evolutionary mapping of the project's knowledge assets is carried out, valuing existing productions and anticipating the knowledge to be generated;

- Recommendations are made to anchor good knowledge management practices in the institutional systems and routines of project partners.

In connection with the budgeted multi-year action plan:

- a structured action plan is developed, based on the RMRN RADiUS project activities, detailing actions in communication and knowledge management;
- A timeline of communication and knowledge management activities is available with deadlines by implementation phase;
- An estimated budget is proposed for the implementation of the plan;
- a communication scheme specifying the actions to be carried out and the actors involved for each type of activity (training, validation workshop, production of reports, etc...);
- A monitoring and evaluation framework for the Communication and Knowledge Management Action Plan is defined with performance indicators.

3.2. Methodological approach

The consultant must adopt a participatory and clear intervention approach to ensure that the deliverables are produced and the objectives defined above are met within the required time frame. He/she will be required to work closely with the Communication/Knowledge Management working group, which will assist in co-building, validating and proofreading products. The CORAF Communications Manager and Knowledge Management Officer will act as facilitators during the process to ensure that products are in compliance with the missions of the RADiUS RMRN project.

3.3. Duration of the mission:

The mission, with a total duration of fifteen (15) man-days, must be carried out in the period from June to July 2025 from the date of signature of the contract, including the submission of final deliverables.

3.4. Deliverables

The Consultant shall provide electronically the following deliverables:

Deliverables	Description
Communication and knowledge management strategy	<p>A structured strategic document related to the vision and objectives of the project, including:</p> <ul style="list-style-type: none"> • The objectives, guiding principles and lines of action for communication and knowledge management; • The Communication and Knowledge Management governance framework; • The knowledge management logic model; • The evolving mapping of knowledge assets.
Multi-year action plan budgeted	<p>An operational plan accompanying the strategy, specifying:</p> <ul style="list-style-type: none"> • Activities to be implemented, including capacity building in communication and knowledge management (training, coaching, facilitation of communities of practice, etc.); • The timetable for implementation; • The estimated budget by activity; • Monitoring indicators.

4. Profile and qualifications required

The consultant (e) in communication and knowledge management shall have the following qualifications and experience:

- ❖ Have a university degree of level Bac +5 at least den communication, knowledge management or other relevant disciplines;
- ❖ Be a consultant specializing in Communication and knowledge management or other equivalent fields;
- ❖ Have 7 years of experience in the field of communication and knowledge management, especially in the development of strategy and plan for communication and dissemination of knowledge for EU-funded projects;
- ❖ Have at least two (2) references in the preparation of similar documents;
- ❖ Knowledge of international standards or reference frameworks in knowledge management is an asset;
- ❖ Have a good understanding of agricultural development and agroecology issues;
- ❖ Have a good command of data collection and analysis;
- ❖ Master French and English;
- ❖ Master the IT tool and information collection tools.

5. SUBMISSION OF APPLICATIONS

Expressions of interest must be sent to the Executive Director of CORAF and submitted by e-mail to procurement@coraf.org, no later than **June 9, 2025 at 17:00 GMT**.

Only the successful candidate will be contacted for the rest of the selection process.

6. OTHER PROVISIONS

CORAF reserves the right to re-launch the call for expressions of interest in the event that the applications received have not been satisfactory.

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

Fraud, corruption: bidders, suppliers, contractors and their subcontractors must observe the strictest rules of professional ethics when entering into and executing contracts. In particular, they must avoid any act of corruption and all fraudulent, collusive, coercive or obstructive manoeuvres for the purpose of granting or obtaining a contract concluded by CORAF. Any deviant behaviour will be subject to appropriate sanctions (cancellation of the contract, exclusion of future contracts concluded by CORAF, dismissal of CORAF staff guilty of these acts).

Conflicts of interest: CORAF rules require that any company involved in a procurement process is not in a conflict of interest situation. Two scenarios can be envisaged:

- The firm provides goods, works or services (other than consulting services) that are a follow-up to or directly related to the consultancy services for the preparation or execution of a project provided by the firm or an affiliated company;
- 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 preparing the tender documents or contract specifications, and/or in the evaluation process for that contract; or ii) who may be involved in the execution or supervision of that same contract.

The term “**Sexual Exploitation and Abuse (SEA)**” includes the following meanings:

- Sexual Exploitation (**ES**), defined as abusing or attempting to abuse a state of vulnerability, differential power or trust for sexual purposes, including but not limited to monetized profit, the social or political 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 advances, any request for sexual favours or other verbal or physical behaviour with a sexual connotation by the Contractor’s staff towards other personnel of the Contractor or the Client;

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

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ⁱ Regional Multi-actor Research Network