

CALL FOR EXPRESSIONS OF INTEREST

RECRUITMENT OF TWO (2) WORKSHOP AND HIGH-LEVEL CONSULTATION MEETING FACILITATORS FOR THE IMPLEMENTATION OF THE CAADP XP4 PROJECT ACTIVITIES FOR THE YEAR 2024

Opening of the call: April 5, 2024

Closing of the call: April 19, 2024

CEI N° 06-2024

The EX-Pillar 4 project of the Comprehensive Africa Agriculture Development Programme (CAADP-XP4) is funded by the European Union under the DeSIRA programme and managed by the International Fund for Agricultural Development (IFAD). The 5-year project runs from March 2019 to December 2024 and is implemented by a consortium of five agricultural research and innovation organisations: the African Forum for Agricultural Advisory Services (AFAAS), the Forum for Agricultural Research in Africa (FARA), the Association for Strengthening Agricultural Research in Eastern and Southern Africa (ASARECA), the Coordinating Centre for Agricultural Research and Development for Southern Africa (CCARDESA) and the West and Central African Council for Agricultural Research and Development (CORAF).

The project supports the transformation of African agriculture based on climate-responsive science and innovation, by strengthening the capacities of the five organisations (AFAAS, ASARECA, CCARDESA, CORAF and FARA) to fulfil their mandate of agricultural research for development (AR4D) and to collectively assist African countries in implementing the relevant areas of the Comprehensive Africa Agriculture Development Programme (CAADP).

As part of the exercise of the CORAF- CAADP XP4 Annual Work Plan 2024, a series of workshops and consultation meetings with stakeholders, implementing partners and policy makers are planned. To ensure good planning and facilitation of these meetings, CORAF is considering to recruit two (2) Consultants with expertise in facilitation/moderation of meetings and policy dialogues.

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

Consultants who are interested in this call for proposals must provide information indicating that they are qualified to perform such services (references relating to the execution of similar contracts, CV, experience in a similar field, experience under similar conditions, etc.).

Qualified consultants will be selected according to the rules contained in the CORAF Manual of Administrative, Financial and Accounting Procedures.

For further information, interested consultants may contact the CORAF Executive Secretariat by sending an e-mail to: a.ngaido@coraf.org.

The expressions of interest must be submitted by e-mail to the following address: procurement@coraf.org no later than **19/04/2024 at 17h00 GMT**.

Dr Alioune FALL

CORAF Executive Director p.i



TERMS OF REFERENCE

RECRUITMENT OF TWO (2) WORKSHOP AND HIGH-LEVEL CONSULTATION MEETING FACILITATORS FOR THE IMPLEMENTATION OF THE CAADP XP4 PROJECT ACTIVITIES FOR THE YEAR 2024

I. Background and justification

The EX-Pillar 4 project of the Comprehensive Africa Agriculture Development Programme (CAADP-XP4) is funded by the European Union under the DeSIRA programme and managed by the International Fund for Agricultural Development (IFAD). The 5-year project runs from March 2019 to December 2024 and is implemented by a consortium of five agricultural research and innovation organisations: the African Forum for Agricultural Advisory Services (AFAAS), the Forum for Agricultural Research in Africa (FARA), the Association for Strengthening Agricultural Research in Eastern and Southern Africa (ASARECA), the Coordinating Centre for Agricultural Research and Development for Southern Africa (CCARDESA) and the West and Central African Council for Agricultural Research and Development (CORAF).

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II. Objective and mandate of the facilitator/moderator

The ultimate objective of the mission is to ensure the proper scheduling and facilitation of workshops and meetings with a view to achieve the expected results in due time.

Specifically, for each moderation/facilitation mission, this means:

- a) Assisting CORAF to better plan the meeting and set the objectives;
- b) Helping to mobilise the stakeholders;
- c) Helping to refocus the meeting on the objectives, expected results and agenda;
- d) Facilitating discussions in the plenary session and group work as per the agenda;
- e) Summarising the participants' contributions and encouraging discussion on points of disagreement and unclear areas;
- f) Capturing the highlights of the meeting and the points of recommendations so that their reports can capture them;
- g) Managing the timing of the interventions and the overall workshop agenda in an efficient manner;
- h) Producing a moderation report of the meeting, with a focus on the highlights, key elements of consensus and recommendations.

The results of the facilitation/moderation mission are achieved if the following expected results are met:

- A good planning of the meeting with an agenda will allow to cover the key points;
- A good level of participation of the targeted institutions and persons and their effective contribution to the discussions and sharing of ideas and experiences;
- Good facilitation of the meeting within the set timeframe;
- Strong points and consensus and discordance are capitalised;
- Strong recommendations/resolutions with their targets are formulated and adopted by the participants;
- A roadmap for the next steps is developed;
- The final communiqué of the workshop is developed at the end of the meeting;
- A moderation/facilitation report of each meeting is produced.

III. Deliverable

At the end of each consultation mission, the Consultant-Moderator is expected to produce a report on the moderation of the meeting, which should include a summary of the proceedings of the meeting, an exhaustive review of the main conclusions, recommendations and resolutions, and the roadmap for the next steps.

IV. Consultant's profile

The lead consultant should:

- i) Hold at least a Master's degree in agricultural disciplines or any other degree deemed equivalent;
- ii) Have a good knowledge of the agricultural sector including regional and continental agricultural policies;
- iii) Have proven experience in facilitating regional workshops (including management of orders of precedence, communication skills, group facilitation techniques, management of behaviour and speaking time in technical and high-level meetings)
- iv) Have a recognised reputation and an imposing presence.
- v) Be bilingual (English, French), knowledge of Portuguese would be an asset.

V. Duration of the mission

The time allocated to the mission is **fifty (50) Man Days** for each consultant and is established over a 10-month calendar period between April and December 2024.

For each meeting or workshop, CORAF will make a specific service order to the consultant which will be invoiced and subtracted from the allocated time. Only the days actually delivered will be paid.

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.

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